

TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 19, 2019
MINUTES

Call to Order:

5:30 pm – Chairman Robertson calls the meeting to order

Present: Andrew Robertson, Chairman; Richard Pitman, Vice Chairman; Fred McGarry, Jeff Shute, and Cynthia McHugh, Selectmen.

Pledge Allegiance to the Flag:

Chairman Robertson asks all to rise and pledge Allegiance to the Flag

Chairman Robertson stated that he was going to note a couple of agenda changes here before they got going.

First, the Rainbow Bridge folks, Elizabeth Kerr, will not be joining them this evening and if everyone looks at the bottom under the “NEXT MEETING”, it is listed as September 9th and it had been agreed at the last meeting that they would have a meeting September 3rd.

Vice Chairman Pitman noted that it was on a Tuesday and Selectman McGarry agreed.

Chairman Robertson continued that if anyone hangs onto the agenda and uses it for scheduling reasons, they should correct that.

He continued that the first order of business is meeting with Cam Prolman from the Southern NH Planning Commission regarding the Deerfield Hazard Mitigation Plan.

NHSPC – Cam Prolman – Deerfield Hazard Mitigation Plan

Cam Prolman addressed the Board and stated that he is the regional planning with the Southern NH Commission. He also, along side Sylvia von Lock, provide assistance to the Deerfield planning board but that he is there in front of the Board tonight to ask that the Board adopts the 2019 Deerfield Hazard Mitigation Plan update.

He continued that they would now go through the plan, page by page. He stated that he was kidding. He would like to give a little context and then see if anyone has any questions.

He stated that he has been working with the Deerfield Hazard Mitigation Plan Update Committee for about the past year and a half. A lot of work went into this plan, a lot of input and local knowledge from the update committee as well as input from NH Homeland Security Emergency Management as well as receiving some comments from some Planning Board representatives.

Ultimately, this plan has been conditionally approved by NH Homeland Security and Emergency Management pending the adoption from this Board tonight. The next step is to send it to FEMA or they basically give it their stamp of approval and then the town can utilize this plan as a planning tool as well as really use it as the prerequisite to get some FEMA funding.

This plan went through a process developed by FEMA where they reviewed the old plan, updated a lot of data. They prioritized previous and new mitigation action items. He stated that he was keeping it pretty general right now so if anyone has any questions, please feel free to speak up.

Chairman Robertson stated that he didn't think that the Board did so if he wanted to continue with his summarization, that would be fine.

Mr. Prolman continued that the real meat of this plan, where it becomes useful is on page 73. These are the action items that the town will be carrying forward.

Many of these are from previous plan update processes. There is a new item and the table lays it out all the tasks. Page 76 identifies things like the responsible party, the anticipated costs and the timeline.

He thought that unless anyone has any questions specifically about any of the action items, he thought that he would leave it at that.

Vice Chairman Pitman noted that it looked like it was a lot of work to which it was stated that it was. So, on page 73, "complete the construction of a dry hydrant system on Old Centre Road" and then it says "deleted" and it says "the town will utilize the highway department for dredging". The vice chairman asked who lines that up? Would they give a list to the road agent of places that are in need?

Mr. Prolman stated that no, this was an item that they felt would be kind of an ongoing, more of a maintenance issue than necessarily like it previously said, constructing a dry hydrant. It would be the responsibility of the public works.

Chairman Robertson stated that the town didn't actually have a public works director and Mr. Prolman corrected himself by stating the highway department.

Chairman Robertson continued that he would assume that the fire department would work in conjunction with the highway. It also says that the item is no longer needed.

Vice Chairman Pitman stated that after the fire at the orchard, they brought in a very large excavator and opened it up quite a bit.

Chairman Robertson asked if anyone else on the board had any questions regarding this. They had heard a little bit about it from the committee via Ms. Greig as well as this was ongoing so if there's no further discussion or questions, he would certainly entertain a motion to accept the Town of Deerfield Hazard Mitigation Plan as updated for 2019.

Selectman McGarry asked if they were voting to accept or approve?

Mr. Prolman stated that it has to be adopted and he did have two couples, one in John's packet and one in Chairman Robertson's packet. It should be on the left-hand side. It's kind of a documentation of adoption.

Chairman Robertson stated that he would read what was there so that it is correct.

What they are looking for a motion for is a "resolution approving the Deerfield Hazard Mitigation Plan as updated in 2019. Whereas the Southern NH Planning Commission received funding from the NH Department of Safety, Homeland Security and Emergency Management under a pre-disaster mitigation grant to assist the Town of Deerfield in the preparation of the Deerfield Hazard Mitigation Plan update and whereas several public planning meeting/hearings were held between January, 2008 and August 2019 regarding the development and review of the Deerfield Hazard Mitigation Plan update and whereas the Deerfield Hazard Mitigation Plan update contains several potential future projects to mitigate hazard damage in the Town of Deerfield and whereas a public hearing was held by the Deerfield Board of Selectmen on August 19th, 2019 to formally approve and adopt the Deerfield Hazard Mitigation Plan, now therefore, be it resolved that the Deerfield Board of Selectmen approved the Deerfield Hazard Mitigation Plan update.

Motion: Vice Chairman Pitman moves the resolution approving the Deerfield Hazard Mitigation Plan as updated in 2019. Whereas the Southern NH Planning Commission received funding from the NH Department of Safety, Homeland Security and Emergency Management under a pre-disaster mitigation grant to assist the Town of Deerfield in the preparation of the Deerfield Hazard Mitigation Plan update and whereas several public planning meeting/hearings were held between January, 2008 and August 2019 regarding the development and review of the Deerfield Hazard Mitigation Plan update and whereas the Deerfield Hazard Mitigation Plan update contains several potential future projects to mitigate hazard damage in the Town of Deerfield and whereas a public hearing was held by the Deerfield Board of Selectmen on August 19th, 2019 to formally approve and adopt the Deerfield Hazard Mitigation Plan, now therefore, be it resolved that the Deerfield Board of Selectmen approved the Deerfield Hazard Mitigation Plan update

Second: Selectman McGarry

Discussion: Selectman McGarry asked if they were supposed to have a public hearing to which the chairman stated that he didn't know. Selectwoman McHugh stated that the text just read called it a public hearing to which the chairman agreed. He read that it stated that it was a public hearing by the Deerfield Board of Selectman to formally approve and adopt the plan.

Mr. Prolman stated that he wasn't positive at this time, now that he was thinking about it, on that requirement. He continued that he might be able to and he didn't know how this business would work but if could check in and send a revised copy of that and maybe...

Chairman Robertson stated, sure or you could communicate with John as to whether they actually needed to hold a public hearing where they take public input and post that they're going to before they accept the agreement, that'll allow them to make sure that things are kosher.
He continued that as he could see, the Board is in general agreement that they want to adopt this but if there is a requirement that they hold a public hearing then they definitely need to do that.

Selectman McGarry removed his second from the table and the vice chairman removed the original motion.

Chairman Robertson stated that the motion was removed by the make and the second has been withdrawn as well and they will wait for confirmation of whether they need to hold a public hearing or not.

Mr. Prolman thanked the Board and Chairman Robertson stated that as he could see, there's general agreement that they were in favor of adopting the plan.

Vice Chairman Pitman stated to follow up on that, could they do it on Tuesday?

Chairman Robertson stated that if they don't need to hold a public hearing, they could probably handle this on Tuesday, the 3rd. If they needed to hold a public hearing, he was not sure what the free and clear days are for posting will be.

They may have to do it at a later date contingent upon whether they have to hold a public hearing.

Mr. Prolman thanked the Board.

Regular Business:

Review of Outstanding Minutes of August 5, 2019

Motion: Selectman Shute moves to approve the minutes of August 5, 2019

Second: Selectman McGarry

Discussion: Line 32, change Weaver to Wheeler

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Accounts Payable Manifest - \$45,856.24

Motion: Vice Chairman Pitman moves to approve the accounts payable manifest

Second: Selectman McGarry

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Applications for Cemetery Plot Deeds

Susan Sykes – Old Center Cemetery

Motion: Vice Chairman Pitman moves to approve the purchase of a cemetery plot deed for the Old Center Cemetery by Susan Sykes

Second: Selectman Shute

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Two lots for John and Barbara Nelson – Morrison Cemetery

Motion: Vice Chairman Pitman moves to approve the purchase of two cemetery plot deeds for the Morrison Cemetery to John and Barbara Nelson

Second: Selectwoman McHugh

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Payroll Manifest – Carl Oehler net payroll of \$818.83

Motion: Vice Chairman Pitman moves to approve the payroll manifest

Second: Selectwoman McHugh

Discussion: Chairman Robertson stated that it was the only payroll and asked if it was something that was left out. Mr. Harrington stated that Carl inadvertently only put down a week's worth of hours for himself and that's what was processed so they had to process the second week.

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Personnel Action Request – Facilities Supervisor – Raymond Ellis

Chairman Robertson stated that it was for a \$2.00 an hour, hourly wage increase and increasing hours to 32 hours a week

Motion: Vice Chairman Pitman moves to approve the wage increase of \$2.00 per hour and increase work week to 32 hours a week

Second: Selectwoman McHugh

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Chairman Robertson stated that he was not requiring a motion because he believed that they had already approved this which is the sick leave policy adoption that was talked about last week. They have a signature page for it.

There is also a card in their packet that requires a signature for Kelly Roberts.

Under "Correspondence", Chairman Robertson would note that a majority of the Board signed an Accounts Payable Manifest in the amount of \$514,478.53. The accounts payable manifest was dated August 12th. Most of the Board signed it on the 9th.

He would also note that a majority of the Board signed a Payroll Manifest of \$64,356.14. That was dated August 12th as well and the majority signed it on August 9th.

Chairman Robertson stated that they had a letter from Craig Moser, calling attention to the excellent service that Deerfield Fire/Rescue Department and Police Department rendered to the citizens of the town. He notes on four different occasions, they have been invaluable to both himself and his family in saving lives and property and he wanted to call attention to the excellent service that the Town of Deerfield receives from the emergency services folks.

He continued that they also had a letter from George "Skip" Sansoucy, advising that they may want to include up to \$6,000.00 for continuing PSNH appeal work.

Chairman Robertson stated that he wasn't sure that they would want to adopt a budget change at this point. They may want to ask their attorney, Mr. Meyers, if he feels if that is appropriate.

As they get a little more into budgeting, he thought that would be the appropriate time to do that.

The chairman stated that they had Planning Board minutes in their packet, a note from Frances Menard as well.

Town Administrator Report:

Mr. Harrington stated that he had a few items for the Board.

One is to get back to the Board concerning the water testing at Veasey Park. He did connect with Travis and he was informed by DES that they would not be testing Veasey Park water this year.

They cited the fact that Veasey has consistently tested clean with only a couple of advisories over the past ten years. He expressed concern about their decision and as of later last week, is still waiting for a call back from them with his concern for not testing the water.

Mr. Harrington stated that all of the Board had information on the request from a gentleman for "Hometown Heroes" banners. Whether or not they would like to discuss that tonight or at a later date, he was looking for interest from the Board as to whether they would support this program in the town of Deerfield.

He continued that they also had paperwork on the low interest USDA direct loans for information on possible funding for the police department. He left it in all their folders. There is a lot of information in there to look at and he also left a budget schedule in all of their folders so that they could look at it when folks would be coming to the Board to present their budgets.

As things change, if there are any conflicts, he would update that schedule. Right now, that is current starting with September 3rd.

Selectman McGarry stated there's a follow up comment with regard to the USDA. They said that they would be willing to meet with them on September 30th.

The intent would be to have Mr. Mark Kapowski come out at 4 o'clock and meet with whatever Board members could meet with him and take a look at the site. They would then have a telephone conference call with their architect in Montpelier, he believed.

Chairman Robertson stated that they had looked at that firm last year when they talking, roughly and we might have plans.

Selectman McGarry stated that that person would advise them as to what procedures they would have to follow in order to make themselves eligible for any loans or grants.

He continued that John had gone through and looked at the grant requirements and it would appear that they would not be eligible for any grants because people in town make too much money but there is a possibility of getting a loan and the rate that they mentioned to him about was 3.5 percent for up to 30 years. That may be beneficial to them going forward if they were to get the police station voted on.

Chairman Robertson stated that it was interesting to note in there that they list all the ways that you can use funds and he didn't realize that fair associations could apply for these funds to improve fairgrounds as well.

Selectwoman McHugh asked if she could ask a question about the committee to which he replied she could. She asked if they were still going?

Chairman Robertson stated that they had not met this year and he thought that there's definitely interest among the police chief and two or three of the members of that committee.

One of the stumbling blocks to the committee advancing much further along the road, was the failure of the warrant article which really prohibits them from spending any money with regard to any building.

Selectwoman McHugh asked if they could start getting it out there somehow like using Facebook or social media or something like that?

Chairman Robertson stated that he thought that they could certainly reinstitute the committee and he would get the names of those that were on that committee and check and see who is interested in continuing and he could bring that to the September 3rd meeting. They could reconstitute the group and add to or subtract as they feel is necessary with an eye towards keeping the drum beating here.

Selectman McGarry stated that he thought that getting the word out and really stressing the need for the police station.

Selectwoman McHugh stated that there was a real good video that she thought people should see.

Chairman Robertson stated that they actually have a draft video that Kelly put together that brings home the inadequacies of the department in entertaining and gripping format starring a number of Deerfield's local actors.

He continued that he would certainly bring that to the next meeting and they could move forward with it and at the very least, they are going to be meeting with Mark Kapowski which he thought they should definitely do and he will certainly be there at 4 o'clock if they could meet with him.

He will get word out to the police chief and other interested folks.

Selectman McGarry thought that Mr. Kapowski would like to not be staying too late so if it is possible, if they could have a meeting at 5 o'clock and they would be upstairs and have the telephone conference call and then assume their regular meeting.

Chairman Robertson stated that they could post it as a work session.

Vice Chairman Pitman asked if that would be on the 30th to which he agreed it was.

Chairman Robertson stated that they should definitely proceed down those lines and he thought that it would be easier to get word out if they've got some inkling of what they might actually be able to do.

Selectman McGarry stated that he would notify them that the 30th is fine and it would be at 5 o'clock.

Chairman Robertson stated that he knew that they had some information from the town engineer, Steve Keach, who came out and spent an evening with them and also spent a fair amount of time on his own looking at that site and they had some clear approval for it and gave them some suggestions about how they might fit things in there.

Chairman Robertson didn't know if the Board wanted to take action on the "Hometown Heroes" banners.

This is essentially a business that Mr. Seiler runs. He gives families the opportunity to purchase tribute banners that are hung on public utility poles in the town. He can't get the utilities permission to install banners for families that purchase them unless he has the blessing from the Board of Selectmen so that is why it has come before them.

He continued if they wanted to take a little more time to look through it, John forwarded an email with regard to it and he also has a rather extensive packet with color photos and such of the banners that he uses.

Selectman McGarry stated that there was one item that he mentioned to John too about one, and it doesn't show up here, but in one of the other pieces of literature, it had shown a \$25.00 town fee or city fee and Mr. Harrington stated that it is part of the application that's part of the fee and he did get clarification from him.

What he explained is that's really up to the individual community. The hope is that the individual community will put them up and take them down for no charge. If they do put in a charge, the example you are seeing in front of you is for Concord.

They charge a \$25.00 fee to put them up and take them down every year. Included in that \$200.00 is three years' worth of putting up and taking down so it would be up to the town of Deerfield, if they were interested, if they wanted to charge them, then a department like the highway department would put them up and take them down.

Chairman Robertson didn't know what the interest would be in this but it may be a fair burden for someone like their highway department particularly since they don't have a bucket truck, to be putting these up and taking them down on public utility poles.

Other Unfinished Business:

Chairman Robertson stated that they did get a scope of work and cost estimate from Southern NH Planning Commission for the road surface management study and work that they do.

The total estimate for the project was \$13,192.00. NHDOT offsets 50% of these costs so if Deerfield wanted to go ahead with this, it would be \$6,596.00.

He assumed that NHDOT is offsetting the cost of the Planning Commission's work because they no longer offer this as a service. He was not sure when that stopped but a number of years ago, the road agent used to meet with DOT engineers and staff and they would basically cruise the roads of Deerfield and give them just a sort of a bare-bones, this is where you might think of starting your maintenance plans, this is where you might want to be considering total reconstruction, that sort of thing.

He guessed in looking at that, don't necessarily want to part with \$6,500 but he thought it has been a while now since the Board of Selectmen have had any sort of schedule or plan for what they might be looking at for road reconstruction.

He is also concerned if the present road agent doesn't run for road agent, that the Board of Selectmen might not have any particular idea what needs to be attacked first and what needs to be managed appropriately, that sort of thing and he thought that, at the very least, it would be a good bedrock base for the Board of Selectmen and the highway department to have.

He stated that he didn't have a crystal ball but he has heard Mark mention that he might or might not be interested in continuing on as road agent and he thought that Carl, the senior most highway employee if probably getting to the point where he might be thinking of retirement at some point. He didn't think this was bad strategy and he didn't know how the rest of the Board felt.

Selectman McGarry stated that he would agree and he thought certainly if they were going to be proposing a warrant article with additional funding for roads, it would be good to be able to have a list that they could point to and saying these are the roads that really need almost immediate work rather than saying that they would think of something.

Chairman Robertson stated that a couple of things that strike him is that one, he spoke to the folks in Northwood whose road agent retired and he thought that they had a temporary road agent now until the next election. Nottingham, he believed, was in the same situation when Mr. Fernald retired. They ended up appointing a Director of Public Works to take over as road agent.

Selectman McGarry asked if they had \$6,500.00 in the highway budget?

Chairman Robertson stated that he didn't know as he hadn't looked to see where they might be able to pull the \$5,500.00 from.

Selectman McGarry stated that he thought that it was well worth it if we could.

Chairman Robertson stated that he was pleased with the 50 percent offset because Nottingham had told him that they basically had the same, he thought. Theirs was just \$12,000.00 as they have less roads that we do and they had given him that as a figure.

Chairman Robertson didn't know if the Board would like to act on this or not.

Selectman Shute stated that a motion could be made and if there's money available then they could go ahead with it.

Motion: Selectman Shute moves to go ahead with the Southern NH Planning Commission's cost estimate for Deerfield Road surface management system for \$6,596.00 as long as there are funds available

Second: Selectman McGarry

Discussion: Selectwoman McHugh stated that she felt that this is just telling our "whoever it may be" how to do their job

Vote: Yea 4, Nay 1, Abstained 0 – Motion Carries (note that the Chairman did vote on this motion in the affirmative)

Chairman Robertson stated to Mr. Harrington that he should try to find the funding and move ahead and he wouldn't look at this as trying to supersede the road agent, certainly not the one we have now but he would look at it as just a plan so if they find themselves with no road agent or an inexperienced road agent, that the Board has some idea of where they might want to go.

Vice Chairman Pitman stated that he thought that it would be good homework to do prior to town meeting as someone is going to make a motion again to have some money put aside for road repair so they might as well do some homework.

Selectman Shute asked if they knew when this could take place as to how quick?

Chairman Robertson stated that he didn't have any insight but he didn't know if Selectman McGarry did to which he answered that he didn't but he would assume that they would be able to jump on it fairly quickly.

Chairman Robertson thought that they would want to before things got frozen.

New Business:

Chairman Robertson stated that they had the Capital Improvement Program schedule and he believed that the capital improvement program is typically tied in with the Planning Board, is it not to which Selectman McGarry stated that it was.

Chairman Robertson asked Mr. Harrington to speak to it as he thought he had more familiarity with it having worked on it with Ray than he did.

Mr. Harrington stated that was they all had in their packets were the 2019-2026 project requests and evaluation forms with the backup information, if there is any.

Each of these forms was filled out by the department head that the item comes under. They filled out a point score and an estimated cost for construction, some based on actual quotes, some on the best estimate they could find.

It's in order of costs starting with the Town Hall renovations and the plaster ceiling finishing up with, he believed was the Central Station upgrade.

The goal for the Board is to prioritize. If you look at the back page of each of the evaluation forms, there's a section at the bottom, low, medium and high. That's where the Planning Board will indicate whether it's low, medium or high but the select Board can weigh in on this as well.

Chairman Robertson stated that essentially, they need to review this to which Mr. Harrington agreed and they also had all this information in an email as well to review.

Mr. Harrington stated that before he could pass this on to Sylvia so that they can start putting the Capital Improvement Plan together with all this backup, he just needed some guidance from the Board of Selectmen as to where they see these items.

Chairman Robertson stated that he didn't know about the rest of the Board but he has not prioritized these in his mind or on paper so he thought that they needed to take a look at them and come back to their next meeting with some recommendations and they can use this forward in the budget process as to what they want to plug in and what they don't.

Mr. Harrington stated that he could schedule it at the next meeting.

Other Business:

None

Vice Chairman Pitman stated before going into non-public he would like to bring up one point to Selectman McGarry.

After reading the Planning Board minutes, would you lean on the Town of Northwood about opening up Gulf Road?

Selectman McGarry stated that based upon the public hearing that they had, they didn't actually take a vote. The applicant, but Selectman McGarry stated to give a little background.

A subdivision in off of Gulf Road consisting of five lots was proposed to the Northwood Planning Board. They granted conditional approval and the condition being that the Town of Deerfield also grant approval to the project because under state statutes, any subdivision which has its sole access through another town, must get approval from that other town to proceed with the subdivision and they pointed out to the applicant that the width of the road, (Gulf Road) averages 17 or 18 feet wide and narrows down to 13 or 14 feet which is basically a one-lane road.

The general feeling on the Board was that they can't couldn't agree to a subdivision that results in having access through a one lane road.

Mrs. Cady had suggested that the Board of Selectmen send a letter to Northwood saying that they urge Northwood to take and provide a separate access to all those lots on Gulf Road since the only access currently is through Deerfield and they pointed out to the applicant, this is basically a cul-de-sac with over one hundred homes on this cul-de-sac coming out through Deerfield, through a one-lane road.

Chairman Robertson stated that this has been an on and off again issue for the last twenty years or so for far smaller developments.

Selectman McGarry continued that they were fortunate in that the Northwood planner had pointed out the state requirement out to the other members of the Planning Board in Northwood and yes, they did agree, that it did require Deerfield's approval.

Vice Chairman Pitman wanted to know if they needed to make a motion to send a letter.

Selectman McGarry stated that it might be a little bit premature until the Planning Board takes a formal vote with regard to this and then they could probably send a letter saying that they were in full support of the Planning Board's decision.

Board of Selectmen went into a non-public session under the following.

Motion: Vice Chairman Pitman moves to go into non-public session under RSA 91-A:3, II a - The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Second: Selectman Shute

Discussion:

Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries

The Board returned at 6:38 pm and could use a motion to seal the minutes

Motion: Vice Chairman Pitman moves to seal the minutes of the non-public session

Second: Selectman McGarry

Discussion:

Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries

Chairman Robertson noted that no action was taken in the non-public session and no further action will be taken this evening.

Citizen's Comments:

Ms. Harriet Cady – Old Centre Road

Ms. Cady stated that she would like to see a road study on what would be the best way of working on Deerfield's roads.

She stated that she looks at various towns budgets and she said that the Town of Epping bonded getting all of the roads that they had to get done. It cost them like 2.3 million dollars but they got them done, once and for all and piecemeal but she looks at Candia's road budget which is the lowest because they have an elected road agent that somehow leases his equipment and whatever done. Northwood's is fairly reasonable.

She stated that she knows that Deerfield has more roads, 65 road miles, Candia has 40, Northwood has 47 now.

You look at the various budgets and she would like to see a study done of what's the difference, why we're at \$700,000.00 something and when you're doing a study from the Southern Planning Commission, that's something that they could look at, during the same time.

Motion: Vice Chairman Pitman moves to adjourn at 6:42 pm

Second: Selectman McGarry

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Next Meeting: Tuesday, September 3, 2019 at 5:30 pm

The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary Pending approval by the Board of Selectmen