

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, OCTOBER 8, 2013**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Renee Kordas, Michael Hatch, Robert Carpenter, Malcolm MacLeod,
5 Adam Mini

6 Administrators Present: Principal Locke, Vice Principal Bergeron, Business Administrator
7 Donna Clairmont, Superintendent Fauci, Director of Student Services Emily Reese

8 Others Present: Tricia Comeau, Christine Johnson, Frank Weeks, Vinnie Baiochetti

9 **CALL TO ORDER:**

10 Board Chair Michael Hatch called the School Board Meeting to order at 6:00 PM

11 **PROOF OF POSTING:**

12 Proof of posting was verified by Superintendent Fauci.

13 **DISCUSSION ITEMS:**

14 **Principal's Report**

15 **Current Enrollment-**Our school population is currently at 404 students, down from last
16 month's 408. Grade 2 still remains the largest class at fifty-two students, with Kindergarten at
17 fifty students.

18 **NECAP Testing-** This week is our second week of testing. Grades 3-8 took the reading
19 portion of the test last week on Tuesday- Thursday mornings from 9-11 AM. This week the math
20 tests are being completed on Monday- Wednesday mornings from 9-11 AM. The final portion of
21 the NECAP testing will be next week on Tuesday and Wednesday. The last section of testing is
22 Writing, and only Grades 5 and 8 are tested. In the Spring, Grades 4 and 8 take the Science
23 NECAP. Special recognition goes to Guidance Counselors Erin Parda and Katie McEntee for
24 organizing our testing materials and arranging small groups, proctors, and locations to
25 accommodate all of the individual needs of our students.

26 **Upcoming Field Trips-** Kindergarten and Grade 7 are both going on field trips on
27 Thursday, October 10. Kindergarten students are making their annual trip to Beans and Greens to
28 learn about planting and harvesting pumpkins and to take the challenge of the corn and hay
29 mazes. Each child will come back with a pumpkin to take home.

30 Grade 7 students are going to Portsmouth for a Gundalow trip as well as a visit to Strawberry
31 Banke. On the Gundalow, the students will experience setting the sail, steering the vessel,
32 navigating the boat, exploring human impact on the estuary, and analyzing water quality. These
33 hands-on activities will reinforce their classroom watershed unit. While half the class rides the
34 Gundalow, the other half will experience hands-on activities in a Strawberry Banke workshop

35 entitled, *Pre and Post Industrial Revolution Cooking*. Both activities are half days so each
36 student will participate in both the boat and the workshop.

37 **October 11 Workshop Day-** UNH Consultant Louise Wroblewski will be at school on
38 Friday for a Guided Reading Workshop. We have several new staff members who have not been
39 formally trained in Guided Reading. In addition we have curriculum teams meeting to work on
40 curriculum mapping and related activities. Finally, eleven staff members are attending
41 workshops outside of the building.

42 **October Early Release Days-** Progress Reports for Trimester One will be issued on
43 Friday, October 18. Parent Conferences will be held the following week from 1:15-6:45 PM on
44 Thursday, October 24 and from 1:15—3:45 PM on Friday, October 25. Teachers in Grades 6-8
45 will be holding Student Led Conferences, and teachers in Grades K-5 will follow traditional
46 parent conference format.

47 **Enrollment for the 2013-2014 School Year.**

Grade Level	Males	Females	Totals
K	29	21	50
1	25	20	45
2	20	32	52
3	26	16	42
4	16	24	40
5	17	19	36
6	21	27	48
7	25	23	48
8	23	20	43
Totals	202	202	404

48

49 **Superintendent's Report**

50 Last week Principal Locke, Vice Principal Bergeron, and Superintendent Fauci attended
51 the Kidder law conference. The Affordable Care Act was discussed. Business Administrator
52 Donna Clairmont and Superintendent Fauci both feel that we are in compliance around the
53 Affordable Health Care Act. They also attended various conferences covering a wide range of
54 topics.

55 Next week, there is a Best Practices workshop sponsored by NH Administrators
56 association. Principal Locke will attend the literacy piece, and Vice Principal Bergeron will
57 attend the math piece.

58 Administration has been working on meeting the budget needs of the school while being
59 conscious of the needs of the community.

60 Last night was the joint meeting with Gilford. Senior class president, Abby Lines, spoke
61 about her involvement with the school, there was a robotics presentation, and Ken Wiswell
62 praised many of the things we are doing here. Superintendent Fauci stated he felt good about
63 both our relationship with GHS and how our students are doing at GHS.

64 **Proposed 2013-2014 Snow Plow Bid**

65 Renee Kordas asked when the Snow Plow Bid was posted. Board Chair Michael Hatch
66 said it was posted three weeks ago and Business Administrator Donna Clairmont added that it
67 was also advertised. Malcolm McLeod asked who plowed last year. Only one bid was received,
68 and it was not from the individual who plowed last year.

69 **1st Reading of New Policies**

70 **Policy GBEF- School District Interned Access for Staff**

71 This is the standard policy that we have been using. Every time a staff member signs on
72 to the system, there is a disclaimer that requires agreement to the terms of the internet policy.
73 Everything that is done online is property of the Gilmanton School District.

74 **Policy JLCJ- Concussions and Head Injuries**

75 We started looking at this policy a while ago. It was tabled at the time due to questions
76 from the athletic director about being able to follow pieces of the policy, but it is now
77 mandatory, particularly the training of coaches. There is a 10-15 minute online presentation put
78 on by the NH athletic association, which helps maintain compliance. Malcolm McLeod asked if
79 there is a cost, but Superintendent Fauci said it is free. Superintendent Fauci added that NHIAA
80 is geared toward high schools, but the online training is free to everyone, so we are able to take
81 advantage of it. Many schools are conducting baseline cognitive tests of athletes, so if injury
82 occurs, the same test is conducted after to determine the impact that occurred. Malcolm McLeod
83 asked if we do this, to which Director of Student Services Emily Reese replied we do not.

84 **Policy JICL- School District Internet Access for Students**

85 This policy is currently in the handbook. Superintendent Fauci stated we have filters so
86 kids can't navigate to certain sites. He does believe if students were to search for something
87 inappropriate, the sites may be listed on the search page. However, the links themselves will be
88 blocked.

89 **1st Reading of Revised Policies**

90 **Policy EEA- Student Transportation Services**

91 Superintendent Fauci said he thinks we are in compliance with this policy. Director of
92 Student Services Emily Reese said that students' bus conduct should be spelled out since
93 students' behavior directly impacts their ability to ride the bus unless they are identified as
94 needing special education services. Malcolm McLeod asked if we can make reference to the
95 availability of visual and audio equipment. Board Chair Michael Hatch clarified that the Board
96 needs to determine if the Board will implement the Board's current policy or the New Hampshire
97 School Board Association (NHSBA) policy.

98 **Policy GCO- Teacher Performance and Evaluation System**

99 Again, there is our current policy and the NHSBA policy. Superintendent Fauci said that
100 our evaluation system is heavily entrenched in our collective bargaining agreement, which we
101 are currently going through.

102 **Policy JFAB- Admission of Tuition and Non-Resident Students**

103 Board Chair Michael Hatch said the Board has maintained the current policy because it is
104 more appropriate for Gilmanton. Superintendent Fauci said the last time it was visited was in
105 2009, but noted a recent change in the law regarding residency. If parents divorce and one lives
106 in Gilmanton, but the other moves to a different community, the child can live with the non-
107 resident parent and still attend Gilmanton School as long as a parenting plan and divorce decree
108 stating this are in place.

109 **Policy JH- Attendance, Absenteeism and Truancy**

110 Principal Locke said a few students have been chronically absent, and their parents call
111 their children in as being ill even if they are not. As a result, our handbook policy states we
112 require a doctor's note if a child is out for 3 or more days. Principal Locke asked this to also be
113 reflected in our School Board policy.

114 **Policy JLI- Joint Loss Management Committee**

115 The Department of Labor examines the minutes of the Joint Loss Committee (JLC). The
116 committee must hold 4 committee meetings per year and must be comprised of an equal
117 representation of staff. The focus is on the safety of our employees and the committee discusses
118 various accidents and their solutions such as using non-slip rugs to avoid slips and falls. Other
119 safety topics discussed include eyewash stations, keeping a minimum distance of 18 in. from a
120 ceiling to the top of a cabinet, and how much student work is displayed on the walls of the
121 hallways. The JLC walks through the building, looking for areas that are not in compliance so
122 they can be rectified.

123 **Discussion of Policy BA-R2- Individual Board Member Self-Evaluation Worksheet**

124 Board Chair Michael Hatch said he doesn't necessarily want everyone to hand in their
125 self-evaluations, but he wants all members to complete the assessment to evaluate their
126 effectiveness as Board members. Superintendent Fauci clarified that on the next meeting's
127 agenda, the Board Evaluation will be reviewed.

128 **Drafted 2013-2014 Board, District and School Goals**

129 Malcolm McLeod stated he thought we had a productive work session last month.

130 **NHSBA Resolutions**

131 Malcolm McLeod asked what is done at the NHSBA meeting. Renee Kordas stated it is
132 very valuable for new members to attend because many resolutions are reviewed. Malcolm said
133 he is willing to attend. Board Chair Michael Hatch said we have until October 25 to submit a
134 resolution. Superintendent Fauci said we don't need a vote, but if it is the consensus of the
135 Board, we will sign Malcolm McLeod to attend.

136 **Proposed 2014-2015 School District Budget**

137 The budget is at a decrease of \$211,352 which is 2.8%. There are some items that are not
138 finalized, such as the estimated numbers of tuition from GHS. Assistant Superintendent for
139 Business Scott Isabelle said GHS has a budget workshop on October 28, at which time their
140 tuition rate will be determined. Business Administrator Donna Clairmont level funded this area
141 for the time being, but believes we are looking at a decrease of 13-18 students next year, which
142 will result in at least level funding if not owing a little less. This is based solely on a projection
143 of Gilmanton students currently in the 11th, 10th, 9th, and 8th grades. Another uncertain factor is
144 our guaranteed maximum rate. The GHS Board is meeting October 17 and we should get our
145 rates by October 22. Also, we will not know what the Department of Education will allot us for
146 our adequacy grant until November.

147 There are many areas that have significant decreases, such as a decrease in Special
148 Education costs due to a student who has moved out of the district. The other area that Business
149 Administrator Donna Clairmont considers a substantial decrease is transportation, also relative to
150 Special Education. We currently have two busses designated for Special Education, but next year
151 we will only have one. Fuel oil is another notable area. Based on Business Administrator Donna
152 Clairmont's discussion with Assistant Superintendent for Business Scott Isabelle, the oil
153 companies have given a range of \$3.50-\$3.75. Business Administrator Donna Clairmont
154 estimated our cost at \$3.59.

155 Alternately, areas of increase, such as Psychology and Speech are partially funded by the
156 IDEA grant. Due to uncertain funding levels, some of the costs have been brought back into the
157 general fund. Technology is an area that shows a substantial increase. Administration met with
158 Network Administrator Art Reardon to review his requests. He has conducted a preliminary
159 review of the system, including cable line, bandwidth, and access and has discovered that
160 children are being dropped due to the antiquated wiring. We currently have 5E wiring, and we
161 need to upgrade so we don't have this issue. Superintendent Fauci said we are also using more
162 handheld units such as iPads and smart phones which automatically connect to the server upon
163 entering the building. As we have increased our technology, there is greater demand on the
164 existing bandwidth. Superintendent Fauci spoke to a technology audit, stating he does not
165 believe an audit has ever been conducted. Network Administrator Art Reardon is looking into the
166 cost of an audit.

167 Another area of substantial increase is Support Services/Benefits, which includes a salary
168 adjustment for sixteen individuals who are not covered under the collective bargaining
169 agreement. A 2% increase has been built in for these positions. Business Administrator Donna
170 Clairmont also increased the health insurance by 3% by looking at the history. Healthcare for
171 Support Staff also has an increase, but everything else is level funded. Malcolm McLeod asked if
172 support staff salary increases in step every year. Superintendent Fauci said they haven't had an
173 adjustment in many years. In the budget a step exists, but an adjustment to the grid does not.
174 Malcolm McLeod requested a breakdown of how many individuals are on each step. Business
175 Administrator Donna Clairmont said that it is important to acknowledge that there are no
176 increases for the teaching staff in this budget. That will be a separate warrant article.

177 Business Administrator Donna Clairmont said the uncertain areas will be in and clarified
178 for the next Board meeting.

179 Renee Kordas asked if the budget articles on the last page are updated. Business Administrator
180 Donna Clairmont said they have been level funded. Facility Manager Dave Sykie has been
181 working with many contractors and has been working hard to get prices for various items. Many
182 items will be separate warrant articles and these will be brought forth at the next Board meeting.

183 Board Chair Michael Hatch thanked the Administration for getting the budget together so
184 quickly and for trying to level fund, if not decrease the budget.

185 Superintendent Fauci said there are items not in the budget that he would like the Board
186 to take into account, such as our enrollment. We don't know what our incoming Kindergarten
187 will be, and a new position has not been budgeted for. We are already concerned about space
188 constraints and we are at the point where we have maximized our current spaces. We have more
189 services that we currently offer students, so we have transformed conference rooms to
190 accommodate staff/additional office space, and some small group instruction occurs in the
191 hallways. There are 52 students currently in the second grade and they are currently in three
192 groups. However, that means 26 students will be in each third grade room once they are back in
193 two groups. In the past the Board has budgeted for an extra teacher if one was not required, the
194 unused amount was returned to the fund balance. Superintendent Fauci said we have as many
195 teachers as we can on carts now. He doesn't see that happening if we do need another teacher if
196 we don't have a modular. Board Chair Michael asked if we can get a price, and Renee Kordas
197 further asked Superintendent Fauci to include the extra costs associated with installing a
198 modular. Superintendent Fauci said he will get those prices along the cost for an extra mid-pay
199 grade teacher. Previously, the Board discussed putting a modular outside the Science room with
200 some enclosures so students would come into the building to use the bathroom.

201 Malcolm McLeod asked what EYP means. Director of Student Services Emily Reese
202 explained it is Extended Year Program. He asked if the co-curricular section stayed level.
203 Business Administrator Donna Clairmont said that a clearer breakdown has been outlined in the
204 budget rather than putting all co-curricular costs into one line item. Renee Kordas asked if they
205 can ask Athletic Director Karen Stockwell for a breakdown of the yearly uniform orders for all
206 sports. Malcolm McLeod asked if the increase in Speech costs is the result of a smaller grant.
207 Business Administrator Donna Clairmont said it is not. This year we are funding \$20,000 toward
208 that position. Since we are uncertain of how much the IDEA will give us she budgeted for
209 \$10,000 of grant money. Director of Student Services Emily Reese explained that IDEA is
210 partially determined by the number of identified students.

211 Board Chair Michael Hatch said in the co-curricular section, there should be a comma
212 between paint and balls, so they are known to be two separate items, and are not confused as
213 paintballs.

214 Adam Mini asked if there is a way to know what the balances are in the warrant articles.
215 Business Administrator Donna Clairmont said we are looking at the actual costs of a project in a
216 lifespan, so we are getting hard numbers. She will bring in what we have put in, and what the
217 balances are. Renee Kordas asked to reflect what was recommended last year, what was passed,
218 and what was nixed. Adam Mini asked if the articles were started at different times. Renee
219 Kordas said she wouldn't put too much stock in the last page of the budget because of the
220 information still coming in. Superintendent Fauci added that when some of the warrant articles
221 were started, inflation costs were not factored in. Newer quotes will include a new projection of

222 the life spans (i.e. paving). This will give more realistic numbers and life expectation. Some
223 items are difficult to determine, particularly if they are not visible, such as the septic system.

224 Malcolm McLeod asked about the telephone line under Operation of Plant. When we
225 look at the telephone spending, it appears as if the cost was closer to \$5000, but only \$4000 was
226 budgeted. He recommended increasing to \$5000 to cover costs. In the same area, he wanted to
227 add a line item to provide for maintenance of security systems. Business Administrator Donna
228 Clairmont said we do cover that in technology. Superintendent Fauci did say it was expanded last
229 year, but it was not expanded this year. Adam Mini said that it may be important to capture in
230 this budget to cover the new software renewals. Superintendent Fauci added an aside that at the
231 Kidder law conference, they added Safety and Security as a reason to go into non-public session.
232 For instance, if the Board needs to discuss such items as the placement of cameras, the
233 discussion can occur in non-public to help ensure safety. Malcolm McLeod also asked about the
234 Fiscal section of the budget, noting that during the June meeting we had discussed the way
235 retirement healthcare charges are reported. He thought there may be an additional cost for
236 outside service recording and believes this might be a good time to make changes. Business
237 Administrator Donna Clairmont said that this is covered under auditing in the School Board
238 section. Business Administrator Donna Clairmont increased the budget for auditing by \$500,
239 adding that we will be in compliance with that this year.

240 Renee Kordas asked if we have done the abatement of tiles, door casings, and carpet
241 previously noted in Operation of Plant. The door casings and carpet have not been done and, in
242 fact, they have been taken off the budget year after year. Superintendent Fauci said that there is a
243 special project in the budget this year, which is the roof on the cafeteria. This jumped to the
244 forefront because, though it is a good roof if maintained properly, there are cracks developing on
245 it, so if they are not coated, we could lose the integrity of the roof. Malcolm McLeod said the
246 removal of the Kindergarten carpet is in the budget and asked if there is there a timeline for its
247 removal. Superintendent Fauci said we will look into that. Principal Carol Locke said she
248 believes there are some tiles that need to be replaced. Business Administrator Donna Clairmont
249 said that in terms of the asbestos, unless it is breaking up/becomes pryable, our job is to keep it
250 sealed. If we have one or two tiles that need to be replaced, Facilities Manager Dave Sykie is
251 capable of doing that. In terms of the budget, their removal is not his intent, though there are
252 small groups of tiles that need to be replaced. When we went through the budget process last
253 year, we had several projects that were put on hold, such as the carpet, which was postponed due
254 to a student need. Situations have changed that pushed these projects out a bit. Superintendent
255 Fauci said that down the road, we would like to say this school is asbestos free. However, this is
256 a big job. Business Administrator Donna Clairmont said this is in the capital improvement plan.
257 Superintendent Fauci said that there is asbestos throughout the school (multipurpose room, K-2
258 wing in the halls if not in the classrooms, in the 3-5 wing, and in the Principal's office). This
259 project has been taken out due to budget constraints.

260 **Support Staff Salary Schedule**

261 Nothing has changed from 2011-2012. However, for discussion purposes a 2% increase
262 has been built into the base. This filters into the steps as follows: For Para-educators, there is an
263 increase of \$.35 between steps, for secretaries, the increase is \$.40, and for kitchen staff, the
264 increase is \$.35. Educational experience is also compensated up to a BA degree. Renee Kordas
265 asked about 2011-2012 salary schedule, the kitchen helpers, noting that the range is anywhere

266 from \$.05-\$.18. Business Administrator Donna Clairmont said that between steps 8 and 9, there
267 is a \$.40 change, which accounts to less of an increase at the top. Malcolm McLeod suggested
268 staying with the current proposed pattern, which would mean the rate at the top of the scale
269 would be \$14.18 rather than \$14.08.

270 ***Primex Cap Agreement and Resolution – 2014-2017***

271 Primex is requesting us to have the next three years with them, and in turn, they would
272 provide a cap to the maximum contribution. Business Administrator Donna Clairmont pointed
273 out the 7% increase is the maximum it will ever be, but it could be less. Malcolm McLeod asked
274 if we have an extension on this. Business Administrator Donna Clairmont said if it is accepted by
275 the Board tonight, she would have to fax this to Primex tomorrow. Superintendent Fauci said
276 they have been great in providing employee education, such as the workshop they conducted for
277 us at the beginning of the school year, and there is also a free annual conference. Director of
278 Student Services Emily Reese said we also utilize them if we have to go to Due Process. In the
279 last year, we have attempted to take a family to due process and they have been instrumental in
280 helping with this.

281 Business Administrator Donna Clairmont said we currently pay \$14,000 for our
282 insurance annually. Malcolm McLeod asked if what we are doing is essentially agreeing to stay
283 with them for three years. Business Administrator Donna Clairmont stated that is what we would
284 be agreeing to. She explained that our maximum increase would be \$980 per year and added they
285 provide us with legal representation and professional development (i.e. improving staff climate,
286 safety needs, etc...). The only other company that school systems use is Local Government
287 Center, but they don't provide the same level of professional development opportunities.

288 **September 10, 2013 Meeting Minutes**

289 No changes

290 **PUBLIC COMMENT**

291 Frank Weeks stated that two community members commented on the posting of the
292 Board meeting on the school sign. He noted that the public copy of the policies doesn't have
293 anything about divorce situations. He asked if we are obligated to provide transportation to high
294 school students. Business Administrator Donna Clairmont said we are not. The RSA is for K-8.
295 He also noted that our track team has t-shirts rather than uniforms and observed that on rainy
296 days, they soak, and on hot days they stick. He asked if there is any money in the budget for
297 uniforms. Renee Kordas said she wants all teams to have appropriate uniforms.

298 **ACTION ITEMS:**

299 **On a motion made by Robert Carpenter, seconded by Renee Kordas, the Board**
300 **unanimously voted to decline the 2013-2014 Snow Plowing Bid.**

301 **Renee Kordas asked if we know who this person is and if they have been around for**
302 **a while. Superintendent Fauci said it is Mr. Ralph Lavin. Renee Kordas asked what**
303 **happens if this individual moves out of town? Adam Mini asked if we can solicit bids.**
304 **Principal Carol Locke said Facilities Manager Dave Sykie did not want to contact others**

305 because it would taint the bidding process. Board Chair Michael Hatch said if the bid is
306 reposted, we will have to do it fast. Renee Kordas asked if Facilities Manager Dave Sykie
307 does any of the plowing. Superintendent Fauci said he has used his own truck. Renee
308 Kordas asked why we pay someone if Dave Sykie is also helping. Business Administrator
309 Donna Clairmont said he rewrote the specs to clarify the contract so he doesn't have to use
310 his truck. Renee Kordas asked what our recourse is if we are displeased with the
311 workmanship. Mike Hatch said there is none because we would be entering into a mutually
312 agreed upon contract.

313 This will be rebid. Malcolm McLeod said we should try to get three bids for
314 anything over \$5000. Renee Kordas said we cannot do that because we may not get more
315 than three bids. Business Administrator Donna Clairmont suggested we can talk to Rachel
316 Hatch about expanding our advertisement. Malcolm McLeod asked if it is appropriate to
317 post the bids online. Board Hatch Michael Hatch said it would be great to require
318 references. Superintendent Fauci will advertise this one item for two weeks then see what
319 comes in.

320 On a motion made by Malcolm McLeod, seconded by Robert Carpenter, the Board
321 unanimously voted to approve the First Reading of New Policies.

322 On a motion made by Renee Kordas, seconded by Robert Carpenter, the Board
323 unanimously voted to approve the First Reading of Revised Policies as amended.

324 EEA –The policy the Board will use will replace the term “transportation
325 committee” with Superintendent and will reference the policy on audio visual on bus. The
326 use of the term transportation coordinator will be replaced with Principal.

327 GCL- The Board chose to use the wording of the NH School Board Association's
328 GLC policy.

329 JFAB- The Board chose to use the wording of the NH School Board because of
330 enhanced wording. Malcolm McLeod would like some criteria for people who are not in the
331 divorce situation. Discussion ensued about how detailed the wording should be in this
332 policy. Renee Kordas suggested adding wording so the policy can be reviewed on a case by
333 case basis.

334 JH- Principal Locke reiterated that in the handbook, the policy states that we may
335 ask for a doctor's note if a child has been out for three days because there have been
336 parents who call in when their child is not sick. She has conducted welfare checks, and the
337 children were not sick. She asked that the policy reflect the handbook verbiage, noting that
338 she is currently covered and can evoke the right to request a note after three days, but it is
339 good to have back up. She stated she can bring language back next month for review.

340 JLI-The state refers to Joint Loss as the Joint Loss Management and the policy will
341 reflect this.

342 On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board unanimously
343 voted to approve the 2013-2014 Board, District, and School Goals.

344 **Renee Kordas asked for a clean copy without the strikethrough. Superintendent**
345 **Fauci said they will be posted on the website.**

346 **On a motion made by Malcolm McLeod, seconded by Renee Kordas, the Board**
347 **unanimously voted to table the Support Staff Salary Schedule for discussion at the**
348 **November Meeting**

349 **Malcolm McLeod asked to table this and discuss this at the next meeting. He would**
350 **like to view it in the context of the firmed numbers.**

351 **On a motion made by Renee Kordas, seconded by Adam Mini, the Board unanimously**
352 **voted to approve the *Primex Cap Agreement and Resolution -2014-2017*.**

353 **Board Chair Michael Hatch read the Primex resolution for the record. The**
354 **resolution was officially adopted on October 8, 2013.**

355 **On a motion made by, Robert Carpenter seconded by Malcolm McLeod, the Board**
356 **unanimously voted to approve the September 10, 2013 Meeting Minutes as written.**

357 **NON-PUBLIC SESSION-RSA 91-A :3 II (c) 8 :02**

358 **The Board entered in to non-public session at 8:02 p.m. on a motion made by Adam Mini,**
359 **seconded by Robert Carpenter, by roll call vote.**

360
361 Present in non-public session were Chairman Michael Hatch, Adam Mini, Robert Carpenter and
362 Malcolm MacLeod.

363 **On a motion made by Malcolm MacLeod, seconded by Robert Carpenter, out of non-**
364 **public session at 9:20 P.M.**

365 It was noted that no action was taken in this non-public session.

366 Respectfully submitted,

367 Renee Kordas,
368 Clerk