

MINUTES
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
5:00p.m.-SELECTMEN MEETING WEDNESDAY, MARCH 5, 2014

1.0 CALL TO ORDER

Victoria Boundy, Community and Business Director; Allan Moeller, Public Works Director; Chief Scott MacMaster, James Valley, CEO; Sharon Woodward, Town Clerk; Matt Roberge, Judy DeBray, Nicole Briand, Steve Musica, O'Neil Laplante, Bill Terry, Donna McCluskey, Michail Griskewitsch, Sr., Michail Griskewitsch, Jr., Glenn Dewitt, Marian Anderson, Town Manager; and Laurisa Loon, Executive Assistant.

Selectmen present: Tracy Tuttle, Clarence Cummins, Rose Beckwith, Gary Poulin and Peter Warner.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF JANUARY 22, 2014

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

5.0 PUBLIC HEARINGS, PRESENTATION

5.1 6:00p.m.: State of Maine CDBG Program 2014 CDBG Downtown Revitalization Grant.

Selectmen to discuss the application for the 2014 CDBG Downtown Revitalization Grant in the amount of \$400,000.00. The purpose of the grant application is to eliminate Slum & Blight in the downtown with streetscape improvements.

Selectman Tuttle made a motion to add 6.2 Front Office Position to the agenda and start the public hearing at 6:00p.m., Selectman Poulin seconded, motion passed (4-0). Selectman Warner was absent from the vote.

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Isaac F. Umberhine Library –Update

6.1.1 Updated budget figures.

Steve Musica stated that the flooring and carpet tiles are in, the general contractor is working on the baseboards and the two posts in front need to be dressed. Dan Stewart is going back in Friday and will finish off next week. I spoke with Gary Poulin about the circulation desk; it can be put in when he is ready, then it would need to be wired.

Selectman Cummins asked for clarification on the budget if the total expenses include items not paid for yet? The Town Manager replied yes there are items highlighted in yellow indicated not paid. Selectman Cummins stated that it looks like we will end up with a balance of \$2,000. Selectman Tuttle added that we still have paving to do. The Town Manager responded that we do still have paving.

Selectman Cummins asked if we still have grants to be awarded? The Town Manager stated that we received news from the Stephen King Foundation that we did not receive that grant. We are still waiting to hear from the Bank of Maine, the Masons and the Libra Foundation. We do have private individuals that would make a donation if we have a specific need. We are working on the design for the plaque to thank everyone for their donations. Some will have their own plaque. If we receive donations for the community room or a specific area we will put individual plaques in those places. This has been a true community project with donated time and talents and we don't want to forget anyone.

6.2 Front Office Position

The Town Manager stated we did have a 35 hour a week position. We tried filling it with 20 hours a week. We advertised the position and had four Richmond residents apply. Staff was involved in the interview process and James and Sharon interviewed the final applicants. We have not yet made a final decision. There had been some conversation to fill the position at 35 hours and wanted to make sure that it is what the board wanted to do. I have invited staff if you have any questions. Selectman Warner stated that he initiated additional conversation about the position. James was doing 20 out front and 20 as CEO. Selectman Warner stated that in his mind we are looking at filling a 20 hour position. Selectman Cummins asked how long has the position been filled at 20 hours. The Town Manager responded it's a Union position at 35 hours, the Union agreed to let me try this, it has been about 9 months. James Valley stated that he believes it is a 35 hour position, and does not feel it should fall on other positions to fill in the gaps. Selectman Tuttle added that it is not Laurisa's or Laurie's job. Union jobs have certain job descriptions; we have interviewed for a full time position so that process would have to go away and we would have to start the process over. I think we are in need of someone in the office. Selectman Beckwith added that she agreed we want to make sure the person has the time to do what they need to do correctly. Selectman Poulin stated he supports a 35 a week hour position. Selectman Cummins added that if we were to hire someone at 20 hours that would be without benefits. The Manager stated we would have to renegotiate with the Union. The Town Manager added that part of Laurisa's salary is specific to the TIF and she has 15 hours a week for Economic Development. That leaves 20 to the Town Manager's office. James said he would certainly make himself available to work out front. The office does work as a team. Selectman Poulin asked if we could hire at 20 hours on a six month trial. Selectman Cummins responded that he would oppose that, the person that would take it at 35 may not take it at 20. We filled it for years at 35 hours. Chief MacMaster added that if you bring in part time personnel to fill a full time position you could be looking at a grievance. The Town Manager stated that we negotiated a trial period and it was not a permanent agreement. Selectman Cummins asked since we have already made a vote do we need to vote again.

Selectman Tuttle made a motion to approve the tax collector position at 35 hours, Selectman Beckwith seconded, motion passed (5-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Financial Statement Approval for February 2014

Selectman Warner made a motion to accept the trial balance for 2014, Selectman Beckwith seconded, motion passed (5-0).

7.1.1 Municipal Quit Claim Deed-Purington, Jeremy J.-R04-010-001-011

The Town Manager stated that the lot is in the Hamel Ridge Subdivision. Taxes have been paid to date. We need to discharge liens on the property.

Selectman Warner asked if there are other liens with Mr. Purington. The Town Manager replied, yes.

Selectman Tuttle made a motion to approve the Quitclaim Deed, Selectman Warner seconded, motion passed (5-0).

7.2 Review of the Excise Tax Collection Report

The Manager supplied the board with an excise tax detail report and it looks like we are on target with collections.

7.3 Budget Committee Request-Fred Browne-Tabled, Fred Browne not present.

7.4 RYRA Update and Requests

7.4.1 \$500 Donation to the High School Booster towards the purchase of a new scoreboard in the gymnasium at Richmond High School.

7.4.2 Approval for baseball dugout demolishing and reconstruction at Houdlette ball field.

7.4.3 Using town employees and equipment to remove baseball dugout debris from site.

7.4.4 Building permit approval.

RYRA donated \$500 towards the scoreboard in the gym.

We received a request from RYRA to demolish the baseball dugouts and storage building.

Bill Terry stated that last year we hosted the ARAT Cup we had quite a showing. Our dugouts are in need of repair, we have a contractor willing to donate time we need to purchase materials.

There is a request to use town employees, I didn't realize Ryan was coordinating with a contractor, if they can't I understand, we have volunteers. We want approval from the Selectboard to get a building permit.

Selectman Cummins asked where is the money coming from. Bill Terry responded our funds.

The Town Manager stated there is \$1,570 left in the RYRA Trust Fund. They have spent \$6,789 this year from the trust funds, the largest amount being \$5,649.50 for new baseball and softball equipment. They are asking to spend

another \$7,000. The Town Manager stated that you still have \$20,000 in the town account. You have used all the money out of the trust funds. Going forward those payment requests would have to go through the warrant process.

Bill Terry asked if that would require an additional meeting and stated he was not aware of the warrant process and would communicate with the board that it is a slightly different process.

Bill Terry added that maybe people didn't understand that there were two different accounts. The Town Manager stated that the Trust Fund was created when it was a private organization; when you became a town department it went through the town books. You're a town department subject to the financial oversight by the selectmen.

Selectman Cummins stated "as they are structured now, because income comes from fees and the snack shack and no funding coming from town meeting. At the rate you are going will you have enough to operate for next year." Billy Terry stated that we found we are creeping that account up slowly. We thought it was time to invest back in the equipment and kids and town. That property is town property and we can operate on the fees we collect for the season. Selectman Cummins asked if they have a Treasurer. Matt Roberge stated he was treasurer and added that we have been spending money on things we need. We have gotten to a point where we needed the equipment and needed to repair the dugouts and buildings, we will have money left and are still collecting fees to operate the program. Selectman Beckwith asked if interest accrues on the trust fund balance. The Town Manager responded not much. The Manager asked what the board is doing with the old equipment. Bill Terry responded it is in disrepair, helmets not fit for the kids to wear and use, we wanted to keep some equipment to practice in, some we thought we could yard sale or donate and some needs to be disposed. The Town Manager stated we would need to know how you dispose of it we want to make sure we are keeping track of what you have, if you are able to use any of it or if you are going to give away equipment you need the selectboard's approval. The Town Manager asked where you store the equipment. Bill Terry stated the current storage building is small and infested with bees, we need a new building to better secure the equipment. Some of the soccer stuff is stored at the fire department.

O'Neil Lapante asked why the \$500 donation to the school? Bill Terry responded that the Booster Club is doing it directly we do use the school we wanted to show support. Selectman Tuttle is surprised that it's not the RSU's responsibility to keep their board in working condition. O'Neil Laplante responded that it is.

Selectman Tuttle stated there has been a disregard towards maintenance for several years and now you are under pressure to rebuild the complex. Are there things that could hold off? Bill Terry stated the board finally made a decision, we have someone willing to donate their time, hopefully it will last 20 years.

Selectman Cummins asked if you have talked to public works. Bill Terry replied no.

Allan Moeller, Public Works Director, responded there is no way possible they would be able to help. The excavator is torn apart. It would be next week before it's ready. Bill Terry stated that he does not want to bother public works; that we should be able to do it ourselves. The Town Manager stated that Ryan Shea was in today and picked up a building permit application.

Selectman Warner made a motion to approve the request from RYRA to demolish the dugouts and support building, to remove the debris and should they need to use the Lowe's Card or whatever means needed to buy the materials for Houdlette Field, Selectman Poulin seconded, motion passed (5-0).

5.1 6:00p.m.: State of Maine CDBG Program 2014 CDBG Downtown Revitalization Grant.

Selectmen to discuss the application for the 2014 CDBG Downtown Revitalization Grant in the amount of \$400,000.00. The purpose of the grant application is to eliminate Slum & Blight in the downtown with streetscape improvements.

Selectman Cummins called the public hearing to order.

Victoria Boundy, Community and Business Development Director, stated that the town is seeking \$400,000 to continue the good work to eliminate slum and blight in the downtown. We started in 2004 with a downtown plan, and we have been working on the action steps to revitalize the town. We carried out the CDBG program in 2008 and 2011 with major revitalization in the town including park improvements, sidewalks, streetlights and amenities. With 2011 funding we installed street lights on the lower part of Main Street and at the gateway. There currently is a gap between Pleasant and Williams Streets. We are asking for 33 additional lights, resurfacing of the sidewalks that are crumbling in front of the post office on Main Street and additional amenities; perhaps a bench, flags, etc. We feel these improvements will increase safety for pedestrians walking from school to the new library to the businesses in town. Investments in our downtown encourage new businesses and will further improve the appearance of our gateway, inviting visitors to the Town of Richmond. Victoria added that this is the last time we would be eligible for a CDBG grant; it could be five years before we can apply again. The grant requires a 25% match which will be taken from the Downtown and Economic Development TIF funds in the amount of \$101,000 to complete the project. Selectman Beckwith asked if we will be using \$101,000 from one or both TIF's. Victoria Boundy responded from both TIF's. Selectman Cummins stated that we are looking at a total of \$501,000 for the total project costs.

Selectman Tuttle stated that we have spent a fair amount of money on revitalization, and streetlights. If we are approved for this grant she believes it is enough for a while. Victoria Boundy stated that when we did the 2011 grant a conduit was put in place with the intention of us finishing the lights.

Selectman Tuttle asked where the Safe Routes to School grant comes into play. Victoria Boundy replied that it is a different grant, but it is part of improving our downtown. The design is complete and we are waiting on federal funding.

Selectman Cummins asked if this grant includes crosswalks. Victoria Boundy responded that yes, we will be resurfacing some of the crosswalks. There is a new technology that is a vast improvement. Selectman Warner asked if it includes crosswalks that have been done already. Victoria Boundy responded yes.

Selectman Warner stated that he is pleased to see that we are completing what we started and hopes we put timers on the lights.

Allan Moeller stated that with new sidewalks Public Works will be able to use the sidewalk machine to plow. We cannot use it now because of the disrepair of the sidewalks. The State will not help with any repairs in that area. Allan Moeller also stated that we have granite we can donate.

Resident Michail Griskewitsch, Sr., asked if the amount of the grant is \$400,000 and asked how much the town needed to kick in? Victoria Boundy responded \$101,000. How much is the total of the TIFs. Victoria Boundy responded \$259,000. Michail added that he is a member of the Comprehensive Plan Committee and if any of this money goes towards fixing the sidewalk, he is for it. We need sidewalks; if we do get the grant he would like to see us improve the sidewalks as much as possible. He also added that he hopes the lights are durable: the lights prevent a lot of crimes and the more lights the safer it is. Since the lights have been in the downtown area I have not heard of any vandalism.

Resident Michail Griskewitsch, Jr., asked if there are data reports on safety. Victoria stated she has not researched the data. Resident Griskewitsch, Jr., asked since the lights have been installed on lower Main Street what have we spent on those and what is the projected cost of additional lights? Victoria Boundy responded that she can't answer that at this time but would get this information. Mike asked if it has gone up or down and what is the offset from CMP.

Michail Griskewitsch, Jr., added that Main Street is a State Road. The state paid to do the upper area and if we are going to put up nice sidewalks, is the state going to do any upkeep. Allan Moeller responded that the state works curb to curb. Their theory is if you want sidewalks you take care of them.

Michail Griskewitsch, Jr., asked if the new lights are going to be on the same system so if you shut one off a group goes off. Selectman Tuttle added that she would like to see us spend the money on fixing the timer situation to have specific control over specific poles.

Michail Griskewitsch, Jr., stated that he lives in the country. Richmond starts further out and in the future he would like to look for signage out that way.

Selectman Beckwith made a motion to authorize the Town of Richmond to apply for 2014 CDBG Downtown Revitalization Grant Program Funds in the amount of \$400,000 to the State of Maine Department of Economic and Community Development and to accept and expend said grant funds to make such assurances, assume such responsibilities and exercise such authority as are necessary to implement such programs. Furthermore, the Town is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be

repaid to the State of Maine CDBG program, Selectman Warner seconded, motion passed (5-0).

Selectman Beckwith made a motion to take 7.11 out of order, Selectman Warner seconded, motion passed (5-0).

7.11 Merrymeeting Trail Inter-local Agreement-Victoria Boundy

Victoria Boundy stated that she is looking for the board to approve a warrant article for Town Meeting which would authorize the Board of Selectmen to enter into an inter-local agreement with Topsham and Gardiner. The goal is to use the existing railroad corridor to connect with Topsham and Gardiner. In 2008, a Memorandum of Agreement was signed by all the municipalities. A feasibility study on the trail was developed; then, more detailed segments were done by Wright-Pierce with preliminary costs for each segment. We have applied to MDOT to have Richmond be the first part of the Merrymeeting Trail to be constructed from High Street to Lincoln Street. The project was approved, but when approved there was no funding available. Richmond is the first leg of a 25 mile trail. We are asking this body to approve a Town Meeting article to enter into an inter-local agreement. Steve Musica and Nicole Briand are here to also represent the project.

Selectman Cummins stated that the group should go ahead and have a warrant article for discussion from the town. Selectman Warner asked if we know what it costs Topsham to maintain their trail. Victoria Boundy stated that we have been following the Kennebec River Rail Trail. The total figure was \$10,000 for the trail each year and each community contributes \$2,000 a year. This year they are asking \$4,500 from each community to make repairs to the fences this price does include snow removal. The Town Manager spoke with the City Manager of Gardiner and Hallowell, they feel once it's at the \$4,500 level they don't feel that it will get lowered.

O'Neil Laplante stated that Gardiner only has one mile of trail. Nicole Briand stated that they split it equally. Even though they only have a mile they also have a fundraising group. Steve Musica replied that he helped write this with an attorney. The State wants an agreement that the towns agree before they put any kind of money into the trail to connect. This is just to ask the board if you will approve to put this before the town on the town meeting warrant. All the towns are being asked. Nicole Briand added that it is a long range project; when we are looking at small village sections, we can have them maintained by the local department.

Selectman Cummins stated that all we need to do tonight is vote to put this on the town meeting warrant.

Selectman Tuttle stated that it sounds simple, but it starts us in a process where in the end we are responsible for a very large project. Selectman Cummins stated that all we are doing is putting it on the warrant for discussion at town meeting and doesn't feel that anyone is getting ahead of themselves.

Selectman Beckwith made a motion to put this warrant requests on the town meeting warrant, Selectman Poulin seconded, motion passed (5-0).

7.5 Department of Transportation License Agreement-Summer Lane and Municipal Drainage Facilities located on State of Maine land.

The Town Manager stated she and Allan met with the DOT regarding easements on Summer Lane; the agreement they had was signed in 1989. She asked that we update the agreement we pay \$25.00 a year for this catch basin on their property.

Selectman Warner made a motion to sign the agreement, Selectman Beckwith seconded, motion passed (5-0).

7.6 2014 Open Board and Committee Positions. Discussion on filling Selectboard Loan Board position.

The Town Manager stated that we are having difficulty filling positions we have and wanted to make these openings aware to everyone so they can pass along or mention to people they know that might be interested. These were also posted in the Mainely Richmond.

7.7 Police Department update

2014 Drive Sober Grant, Cops Fast Grant, Weeks Road, speeding patrol update and utilization of patrol schedules.

The Town Manager stated she invited the Chief here to give an update on the police department.

Chief MacMaster discussed the 2014 Drive Sober Grant. We received the Intoxilizer 8000. All employees are trained and certified to use the device. The State was downsizing and because of our OUI's and use of the Intoxilizer we were chosen to get an upgraded one. We also received a hand held laser radar, we get a lot of speed complaints in residential neighborhoods this hand held is good for use on bikes. We paid nothing for the unit-it was given to us to use because we took part in the grants.

During the timeframe we received \$2,463.92 for the grant and we had 2 OUI arrests, 3 warrant arrests, 1 operating after suspension and 1 arrest for a defect. We do give out a lot of warnings and we stopped a total of 94 cars. We gave out 87 warnings. Selectman Cummins asked if this is over and above the normal duties of the police department. Chief MacMaster responded that yes absolutely, they are concentrating just on the traffic. There were 56 extra hours of patrol time to have someone out there. If we weren't successful the State wouldn't give us the money. Selectman Cummins asked if it would have happened if we had not had the extra officer out there at that time. Chief MacMaster responded the grant paid for that particular amount of extra coverage. Also, these grants make it undesirable for criminals to come to Town.

The Cops Fast Grant has approximately \$95,000 left to continue to draw down on. It ends in August; we would have to do ask for an extension. The reason we have that amount of money is due to the time when the position laid vacant.

A total of \$327.90 has been paid out by the town for the Copsfast grant.

The Town Manager asked how long we would be requesting the extension. Chief MacMaster stated that it would extend another year conservatively. Michail Griskewitsch, Jr., asked if the federal government does not grant the extension would we be down an officer. Chief MacMaster stated that we still have the requirement to hold the position on for a year. Selectman Cummins stated that we have put money into a reserve to pay for that year.

In regards to the Weeks Road it has been quiet. I paid a visit to some folks we were having complaints filed on and talked with them about the road and other issues and we have not been getting any complaints but the road can't be damaged at this point with the cold weather. Selectman Cummins asked if you anticipate problems to arise with mud season coming. Chief MacMaster responded, yes.

Chief MacMaster stated that we haven't been getting any complaints in our usual areas; we have been frequenting the Alexander Reed Road, Pleasant Street and Front Street, areas with patrols. We do not put the speed trailer out in the winter. The DOT has a high-tech one that keeps statistics that they loan out in a lottery-type fashion. We have been put into the lottery.

The Chief asked the Board what questions they had on how we use times. The Town Manager asked if we have any open times when we don't have coverage. The Chief responded that we are on 24 hour coverage right now.

Selectman Cummins asked the Chief about the newspaper reports. His wife was told it wasn't in the paper because the Selectboard didn't meet. Chief MacMaster replied that he thinks there was a miscommunication in what he said. Chief MacMaster stated that the weeks you see it in the paper is during a Selectboard meeting week, I do payroll and the police log, if I get tied up with things and lose track of time, I try to get to it before Wednesday. Unfortunately that week the Chief forgot to put it in the paper.

7.8 Public Works update

Discussion on equipment repairs

The Town Manager stated she wanted Allan Moeller to explain to the board about some of the breakdown issues on the 550. Allan Moeller stated that the 550 only handles salt and calcium in town. The truck is rotting out; we have a new body but I don't want to put it on this truck, the seals are gone, the door fell down and there is no inner liner. It will not take a sticker in May. We did replace the fuel tank. We could put \$10,000 into the truck but it's not worth it. We have put stop leak into it and it stopped it for a while, but the transmission is getting tired. We do have a body for it. I have called two Ford places and they both sent me quotes around \$40,000. The \$40,000 is for the cabin chassis and \$28,000 for plow gear.

Michail Griskewitsch, Jr., stated that when we purchased the truck at the special Town Meeting someone said they would go through all the vehicles and establish a plan on future care. There was a lot of controversy. Selectman Cummins stated that on our monthly report we log by individual truck so that we can see what is being spent. How do you suggest we post this? Allan Moeller stated that we did start a reserve and put \$15,000 away. The Town Manager added that we did have a newsletter article that had

a picture and listed the issues of every truck we have. We certainly can do that again. Chief MacMaster stated that the police department puts away so much every year in a reserve towards the purchase of truck. Michail Griskewitsch, Jr., stated that it's going to need repairs down the road, how many repairs have been made; the Town should set up a program to put money aside for this. If just one of you, don't agree you are dead in the water, you should all agree.

Selectman Cummins stated he would like to educate ourselves on alternatives on the way we salt and sand the roads.

7.9 CEO Update

Pleasant Pond Market property and 145 Beedle Road.

James Valley, CEO stated that he has a contract with the owners that it will be cleaned up by the end of summer and if not he will have to enforce violations.

In regards to 145 Beedle Road he has sent a letter to the home owner. She stated it has been there for 10 years and she pays taxes on it. It will stay there until she can afford to get rid of it. It's considered abandoned. It at least needs to be boarded up. We need proof if it is hooked up to septic or water. If not, it's considered abandoned. Selectman Cummins asked what authority you have if they don't do anything. James responded that we send a violation and bring it to the board to approve the fines, then it could go to court hearings.

On the Weeks Road there is an automobile graveyard. James stated that he has sent out violation notices. They need to pay excise tax on the vehicles or pay personal property tax. I have a list of the vehicles this person has. Secondly, there is an addition on a trailer with no building permit issued. That person has come in to take out the building permit.

7.10 Fire Department Update-Forestry Truck-tabled until next meeting.

7.11 Merrymeeting Trail Inter-Local Agreement-discussed (see above).

7.12 Crown Victoria Bid

The Town Manager stated that we received two bids: one at \$501.99, and one for \$600.00. The board accepted the \$600.00 bid.

8.0 ASSESSOR ITEMS-BUSINESS-None

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Resident Michail Griskewitsch, Sr., asked about the cost of the iPads and where that money is coming from. The Town Manager stated that she and Gary Poulin are paying for their own iPads. The money is from the town technology account. They were \$499.00 each.

Michail Griskewitsch, Jr., stated he is looking at different ways to be creative and save money. Dresden's contract for plowing is coming up again. He would like to look at us taking over public works in Dresden. Selectman Tuttle stated that she thinks we brought it up two years ago. The Town Manager stated that we have a joint meeting with the Dresden Selectboard about joint opportunities. Dresden's project this year is to get their people appointed instead of elected but we can have those conversations again.

Michail Griskewitsch, Jr., added that when he hears comments it seems like we are not open to anything. Selectman Cummins stated that he is sorry if we have given that impression. The Town Manager stated they are also looking at more sharing services with Gardiner. We do share CEO, mowing, and emergency situations currently with Dresden. Selectman Poulin added that he think it's a good idea and is in favor of our own infrastructure, to attract more businesses. Selectman Poulin continued to state that he finds Mr. Griskewitsch, Jr's., comments interesting, and that he has been to a lot of meetings where Mike has hammered on the board for spending money. Mike Griskewitsch, Jr. responded that he believes we have needs and wants and has a different idea on how the money should be spent. Selectman Poulin stated that things happen out of our control.

9.2 Town Manager

The Manager stated she would be taking a vacation in April.

9.3 Selectmen-None

9.4 Boards and Committees-None

10.0 WARRANT

10.1 Request for action regarding all disbursement warrants.

Selectman Beckwith made a motion to sign the warrant, Selectman Poulin seconded, motion passed (4-0). Selectman Warner was not present.

11.0 ADJOURNMENT

Selectman Poulin made a motion to adjourn, Selectman Tuttle seconded, motion passed (5-0).

Attested by: Laurisa Loon

Date