



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Work Session

October 19, 2015

6:00 pm. – Gilmanton Academy

Present: Chairman Donald Guarino, Selectman Michael Jean, Vice Chairman Rachel Frechette Hatch, Town Administrator Paul Branscombe, Finance Officer Marie Mora and Administrative Assistant Stephanie Fogg. Also present see attached sign in sheet.

6:00 pm Chairman Guarino opened the meeting, took attendance of those present and voting (Selectman Jean, Selectman Hatch and Chairman Guarino) and led the Pledge of Allegiance.

Gilmanton Year Round Library – Update and Funding Options

Chris Schlegel gave an update on activities and thoughts regarding Town Funding for the Library for this year. Please see attached informational sheet. Selectman Hatch said that the Library is a Community Center. Selectman Hatch said that she would like them to continue to do the fundraising as she believes it brings the community together. The Selectmen discussed briefly Warrant Article vs. Petition Warrant Article or entering into a single or multi-year contract or a memorandum of understanding between the Year Round Library and the Town. Town Administrator Paul Branscombe asked when they will have the total amount they are requesting? Chris Schlegel said within a week or so. Chairman Guarino said this will be addressed as the Town enters into Budget discussions in more detail.

Health Trust –

Options very limited in this particular field. Dental, Short and Long Term Liability is with Health Trust.

Paul Branscombe said we are concerned about the by-laws at the moment. We have had Health Trust for two years, the present agreement expires in July of 2016. If our agreement is still in force until July, 2016, Chairman Guarino would like to see where the numbers come in for this insurance before committing. Table this until November when the cost of the insurance is available.

Transfer Station Ordinance – Chairman Guarino said he was fine with the ordinance, just not the fee attached. There would be a fee to independent haulers.

MOTION: On a Motion by Selectman Hatch and seconded by Selectman Jean, it was voted to adopt the drafted Solid Waste Ordinance as proposed. (2-1, Chairman Guarino – no, Selectman Jean – yes, Selectman Hatch – yes).

Hazardous Waste – to be addressed later in the evening.

Town Pound - Chairman Guarino said that there are three proposals here regarding the Town Pound. Present for this discussion, the owner of the property Ken Cegelski, and Attorney Chris Bolt. Attorney Bolt said that Mr. Cegelski's family has owned the property for about 100 years, and therefore wants to do right by the Town and for his family.

The Planning Board voted on two proposals, Option A and Option C, see attached Notice of Decision by the Planning Board and the site plan for the property. Attorney Bolt explained the proposals.

- a) Lot A being conveyed with the Town Pound, as parkland to the Town, with the Pound in it, terms to be negotiated, but that portion would not support a septic system on its own,
- b) Town Pound same area of Lot A, would be part of Lot 1 with the Pound still owned by Lot 1, but a 50' Easement.
- c) Carve out around 50' area, being viewed as a separate lot and being conveyed to the Town as a separate lot.

The Selectmen would like Town Counsel to review the proposals and return the recommendations to the Select Board. The Board will meet on November 5, 2015, and should have the information back by then.

There was question as to proper posting and notice to the abutters of the Public Hearing. Chairman Guarino said that the office will check with staff. Attorney Bolt said if there is a problem with a statutory notice we are fine with coming back to the Planning Board, however, if the notice was proper and the abutters did not pick up their notice timely, your only recourse would be through the courts. Planning Administrator will be asked about the date mailed and compliance with the notice.

It was noted that Planning Board minutes and agendas had not been posted for several months in 2015, and a request to bring those up to date was made.

Academy Building - Mr. Daigle had presented two other quotes to finish the drainage along the wall of the Academy Building. After discussion, Paul Branscombe and Marie Mora will look to find money in the existing budget for the repair of \$5,740, and the \$2,714 for sprinkler drain at back of building.

MOTION: On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted unanimously to finish repairs to the drainage at the Academy Building, as proposed by Mr. Daigle at 6:52 pm.(3-0)

Ballot Inspector: Chairman Guarino read a letter from Adam Mini requesting to be appointed as a Ballot Inspector.

MOTION: On a Motion by Selectman Jean and seconded by Selectman Hatch, it was voted unanimously to appoint Adam Mini as a Ballot Inspector at 6:54 pm. (3-0)

MS4 – Sent from Department of Revenue Administration, requires a signature from the Chairman of the Board.

1
2 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch, it was voted to
3 authorize Chairman Guarino to sign the MS4. (2-0-1, Chairman Guarino – abstain, Selectmen
4 Jean – yes, Selectman Hatch – yes)
5

6 **Administrative Assistant/Office Manager** - The Selectman signed the full-time employment
7 agreement for Stephanie Fogg.
8

9 **7:00 pm Open Public-Input**
10

11 **Town Pound/Cegelski Subdivision continued** – Question regarding the notice dates were
12 brought up again. The date was not posted on the website. Attorney Bolt said notice allows the
13 websites, but does not require it to be posted on a website. In his opinion, the statute has been
14 complied with.
15

16 Paula Gilman said that when the subdivision at Bingham Road took place and impact study was
17 required by the Planning Board. Chairman Guarino said that originally that was a 35 lot
18 subdivision and that the Town does not require an impact study on every subdivision. He said
19 they have met all regulations through the Planning Board.
20

21 Again, proper notice will be looked in to. If the notice was proper, the only recourse may be
22 through the courts.
23

24 **7:35 pm Chairman Guarino called for a short break.**
25

26 **7:40 pm Meeting called back to order.**
27

28 **Gilmanon Corner Library** – Diana McElwee said the Gilmanon Corner Library is requesting
29 an additional \$300 this year, an increase due to electrical costs and no “book fairy”. Second
30 thing we are asking money in the budget to work on the building. (replaced bookcases several
31 years ago, and two years ago took out false ceiling, and had it plastered to help with heat cost
32 savings, this was replaced with fundraising to the amount of about \$5,000). We have estimates
33 to replace siding and painting on the building. They are not able to raise \$10,800 to maintain the
34 outside of the building, that is actually a Town Building. They can’t seem to raise the money in
35 those amounts. They do have some funding that was raised to repair ceiling and electrical in the
36 back of the building, about \$3,000 for this year. All of the fundraising and staffing of the
37 Library is volunteer!! It is a big commitment by those who volunteer their time.
38

39 **Fire Department Budget 2016** – Chief Hempel said that there is a slight increase in the Lakes
40 Region Mutual Fire Aid line, where we do not have that service through the County any longer.
41 An increase to the computer expense line as it is being returned to individual budgets and the
42 vendor no longer can run XP. The computer maintenance is contracted, so new computers have
43 to be installed.
44

45 Paul Branscombe and Marie Mora have placed the maintenance and custodial line items that are
46 directly related to the Safety Building into Police and Fire Budget lines.
47

48 Salaries do not include a 1.5% Cost of Living Adjustment.

Fire Department Warrant Articles presented by Chief Hempel-

1. Replacement of the Command Vehicle, Chevy Tahoe Fleet pricing at \$37,000 and to be ready for Emergency \$24,000 to equip.
2. Replacement of Forestry Truck for the Corner's District, a necessity to service the Town, we have had it for years, replacement of previous vehicle (military vehicle), looking at buying a used vehicle, and put a skid tank on it. We have 56 square miles of coverage, stations 8 miles apart, necessity to help cover the Town. Replacement has been requested for 4 or 5 years now.
3. LUCAS Device– CPR Compressing Device – put one each A2. It does the CPR automatically. It replaces our personnel doing hands on CPR, CPR for 30 minutes in the back of an ambulance is a monumental task. No funding for this device at present, cost is about \$19,000.

Chief Hempel would like a designated account for ambulance revenue. Paul Branscombe said Chief Hempel should be asking voters to establish an Ambulance Revolving Account. All of the profit goes back into the general fund, not back into the "business", ie. a LUCAS Device. So there is a visual accounting of revenue brought in by the ambulance, and money from this savings account could buy the items like a LUCAS Device.

Chief Hempel said it is a matter of semantics. The Town should know that money is being generated by the Ambulance Service.

Emergency Management Director is Chief Hempel, and the equipment used to set up at a fire scene or emergency scene is best utilized by having a vehicle like the Expedition or the Tahoe to set up a command station. (Tail gate flips up, creates a work station, place for radios)

Police Department Budget 2016- Paul Branscombe said that the 1.5% COLA is included in the Police Department Budget, because the previous administration did not do the figures correctly. Chief Collins and Sergeant Currier worked through the numbers to correct them. The Department will continue to use part-time help until February to cover shifts for the one full-time officer on leave.

Chief Collins said that the Chief's base salary is \$65,000 for 2016, plus holidays and call stipend evens it out to \$70,000/year.

First two patrolmen at \$47,566, plus part time money for staffing issues. Third patrolman has been adjusted recently to be the same as the other patrolmen. Best case scenario for officer to return from leave would be February 1, 2016, possibly March 1, 2016.

Call pay line, \$3650 instead of \$3,000, computer expense do not have an exact number from CCS, we are going off of the cloud, if you loose internet services you can't do any work. Regular server at the PD, money from this years budget and buy it this year. Server good for 5 to 8 years. \$8,130, used \$5,000 as a ball park maintenance, software updates. Up to date on all computers now. New line on building maintenance, heat and electric, building maintenance and grounds keeping (a number shuffle). Prosecutor works for Belmont PD as well, no raise since

1 Chief Collins has been here, we have a great deal for this service. (In comparison Barnstead and
2 Alton pay \$24,000 and \$48,000 for a prosecutor) It is a modest raise to the prosecutor.

3
4 Total increase to Police Department for 2016 is approx. \$26,625, \$15,500 was already in the
5 Executive Budget before and \$7,000 is the Health Insurance increase. \$4,125 is an increase for
6 2016, already includes the 1.5% for COLA for patrolmen, increase for prosecutor, patrolman 3
7 brought up to what the other patrolmen make. There is no increase for Chief because his salary
8 was already agreed upon for 2016.

9
10 Chief Collins said we should have until July of next year with the State, so cost of training would
11 still be covered for a new hire. Competition for certified officers is unbelievable.

12
13 **Warrant Article for a Cruiser** – Replacing 2009 Crown Victoria, 110,000 miles on vehicle,
14 probably would not be able to take a sticker next year, has to be replaced. \$39,900 includes
15 outfitting the vehicle. (Explorer with State Bid, all equipment is 10 years old) Replacing light
16 bar for interior of car at \$800 vs \$2500 for exterior lights.

17
18 Next year, 2017 is an off year for purchasing a new cruiser.

19
20 Chairman Guarino and Paul Branscombe discussed the Budget lines, regarding detail. There will
21 be a budget printed and then detail will still be available.

22
23 **Highway Department Budget 2016-** Salary line items do not include the 1.5% COLA increase.
24 Paul Branscombe said that we are going to ask the Selectmen before we present to the Budget
25 Committee, an increase cost of living adjustment of 1.5%, based on the Consumer Price Index
26 out of Concord, New Hampshire. Chairman Guarino said that the social security did not get a
27 raise. Approved for 2% last year that didn't happen, the Department Heads thought 1.5% would
28 be acceptable.

29
30 Paul has computer service added, UNH Training is an increase, Diesel increase from \$25,000 to
31 \$30,000 for 2016. Maintenance on the one ton increase, as well as the loaders \$4,000 to \$6,000
32 (including two loaders).

33
34 Chairman Guarino said he would like to have the breakdown on the line items carried across, it is
35 easier to follow.

36
37 Chairman Guarino asked about the other loader, and if Paul Perkins may need to rent another
38 loader this year. Paul Perkins said no, the loader has been repaired.

39
40 Allowance for safety boots, clothing etc., Paul is bringing that back into the budget this year.

41
42 Selectman Jean asked if there was an inventory of all of the Highway Equipment? Paul Perkins
43 said yes there is a list.

44
45 Repair and maintenance of the building, Chairman Guarino said we have been talking about a
46 back up furnace, do you think you need a back up furnace? Paul said that would be good.
47 Selectman Jean and Paul Perkins agreed you can burn clean oil, in the waste oil burner.

1 Chairman Guarino said do you need a secondary heat source? Selectman Jean said you could
2 use a propane heater, wall or ceiling mount.

3
4 Selectman Hatch asked about maintenance of the equipment before the winter. Paul Perkins said
5 that they do their own maintenance, we do not have a Town mechanic. Chairman Guarino said
6 do you need CAT to do any maintenance on the grader, transmission etc. Chairman Guarino said
7 you have the money in the budget, use the CAT mechanic when necessary. Paul has the oil
8 checked, if there is something going on in the CAT engines it will show in the report from the oil
9 check. He uses the CAT mechanics when needed.

10
11 **Highway & Streets** – Paul Perkins asked for \$130,000 last year for plowing, the increase was
12 not granted, the total for plowing for 2015 is already over budget by \$29,359, almost exactly the
13 increase that was asked for and there is still two months left in 2015. Paul will ask for the
14 \$130,000 again this year for snow plowing. Selectman Jean asked if the people plowing were
15 already contracted, and at a State rate? Paul Perkins said yes they are all contracted and at our
16 Town rate.

17
18 Paul Perkins will check on lighting costs with Marie. Cold Patch went up from \$1,000 to
19 \$1,500. Sand, Paul would like to increase to \$50,000. The ice storms really use a lot of sand.
20 Chairman Guarino asked if we needed to be in the bid process? Paul said no, and we never ran
21 out of sand last year. \$60,000 for salt, again because of the weather. Some paving still to
22 happen, but looking at the bottom line, we are holding off on some areas.

23
24 Chairman Guarino said you are going to have to encumber some of the grant funds. Paul said
25 yes he had encumbered some for the Loon Pond Project this year. Selectman Jean said we
26 should be looking at Meadow Pond Road where the ditch keeps washing out for next year. Paul
27 Perkins agreed.

28
29 **Warrant Article for Highway Equipment** - 6 Wheeler Truck - \$174,050 without the trade,
30 \$157,000 with trade. Keep the truck as a haul truck for gravel. Trade value is about \$17,500.
31 Full equipment on the truck would be sander and plow, included in the price.

32
33 Selectman Hatch asked, Howearly does First Student call you Paul? Around 4:00 am, Paul
34 Perkins said.

35
36 Selectman Jean asked if the ditching was going well. Paul Perkins said yes and that he added a
37 few culverts. Paul drove around with them on Friday and had a few areas that still needed
38 attention in Shellcamp, and it will be taken care of.

39
40 9:22 pm

41 **Transfer Station** - Chairman Guarino asked if we are still shipping through NRRA, Ed Lang
42 said yes we are still shipping recyclables.

43
44 **Warrant Article for Transfer Station** - for a compactor for the garbage.

45
46 The compactor is in bad shape. In the CIP for 2015, is a compactor for \$20,000. (Capital Reserve
47 for Landfill Recycling money left). Chairman Guarino asked if it is feasible to encumber money

1 for a roll off truck, as we see how much money is left toward the end of the year. Paul
2 Branscombe agreed that it could be done after we know how much money is left in the budget.

3
4 \$150 demo load, \$170 MSW load, Ed Lang said he believes we can save 3-4 loads per month by
5 having the Truck to move the container after it is full. Concrete for retaining recycle sections is
6 not tall enough or wide enough. Ed Land informed Chairman Guarino that the Tipping Fees are
7 for hauling.

8
9 Ed Lang said that there is no storage in the buildings. If we had a small vertical baler for the
10 cardboard it would help with space. Selectman Jean said that the containers need to be repaired.
11 Ed Lang said he has everything to do it, just hasn't had enough time.

12
13 Chairman Guarino asked if Ed had Bob Cat service the motor etc. on the Bob Cat. Ed Lang said
14 that he does have them do anything major. 2001 Bob Cat with 4600 hours, still doing ok.

15
16 **Town Clerk/Tax Collector -**

17 Elections – the bottom line went down because we did not need to replace the voting booths.
18 Budgeting for 5 elections next year, 4 elections plus one in the case of a special election.

19
20 Elections:

21 March Presidential Primary

22 Deliberative Sessions Town/School

23 General Elections State and Presidential

24
25 Pictures are required for those voting without ID. Place the picture on the qualified voter
26 affidavit. Helps with investigation of voter fraud required by the State.

27
28 Document Restoration and Computer lines have increased. Last year the document restoration
29 reverted back to the Default Budget. The increase is to try to catch up with document
30 restoration. Debra Cornett said that she believes the Historic Museum are needs to have an
31 industrial strength dehumidifier, especially now that there are more permanent documents and
32 assessing files in that room.

33
34 Debra reminded Certified Computer that she does not need a new monitor, just the tower.
35 Because the monitor was replaced after the “flooding”.

36
37 **Warrant Articles for Town Clerk/Tax Collector**– Debra recommended to Paul that the
38 Document Restoration be placed as a Warrant Article so she doesn't get caught, a contingency
39 Warrant Article for Document Restoration, if the budget passes with the money in there. Paul
40 Branscombe suggested placing the item as a contractual obligation would be there in the budget.
41 Do the article that it is worded in a way that if the budget passes, the article would go away.
42 Chairman Guarino asked if there were boxes of files that need to be addressed from the flood.
43 Debra said that there are boxes in the basement, mostly from the previous Town Administrator
44 that the files may be compromised from the flood.

45
46 Computer line for Non-Capital reserve at \$2,200. Debra's budget does not include the 1.5%
47 COLA.

Dump Stickers – Debra Cornett and the Selectmen discussed the current dump stickers, because there is approximately 1000 stickers left they decided to allow the stickers to run through 2016, one more year. Debra Cornett said that maybe going forward the stickers could be cycled every three years. Enforcing stickers at the dump keeps our prices down. Sticker enforcement makes a big difference with the amount of trash being brought in to the dump.

Chairman Guarino called for a short break at 10:10 pm.

Chairman Guarino called the meeting back to order 10:14 pm.

Trustees of the Trust Fund - After review by the Board of Selectmen, the stipend for the treasurer will stay the same. The investment yield has been really good for the Town.

Budget Committee – Selectmen and Town Administrator discussed a new recording clerk for the Budget Committee and the Trustees of the Trust Fund. It would relieve Annette Andreozzi of the responsibility and allow her more time for Building, ZBA and HDC. They will pay \$15.00/ hour for someone to take minutes. Paul Branscombe will settle it with the committees and Annette.

Assessing – Chairman Guarino said should we be carrying the full amount of the contract assessor as we are 9 years out from the revaluation. Paul Branscombe said he will speak with our Assessor about it, he has been with our Town for about 20 years. Chairman Guarino said that with the accuracy of the Assessors work the revaluation years do not cost the Town as much as it could.

Legal – cut back some as legal several cases have come to a close.

Planning - has gone up \$15,000 for the Planner for the Master Plan. Master Plans for other Towns could be as much as \$50,000. The Capital Improvement Plan is built off of the recommendations of the Master Plan. Selectman Jean said that the Master Plan is a living document that should be updated yearly and shouldn't cost that much in one year.

General Government Building – We have taken some maintenance and put it to the safety building, so we have gone down a little bit. Fuel contracts will be revisited before August 16, 2016. Maintenance, paint on the outside of the building, we will be covering at least one side of the building each year. Chairman Guarino said that he wants to be sure the Selectmen are agents to expend for the emergency maintenance fund.

Warrant Article for a Generator of Academy Building - Also a generator should be put into a Warrant Article, large enough to power the pump, lights and the furnace. The generator would not be necessary for the elevator.

Old Town Hall – Selectman Hatch would like the maintenance for the Old Town Hall to be increased. Selectman Jean said we should increase it to \$7,000. Selectman Hatch said there was a maintenance schedule for the Old Town Hall before, it needs to be revisited again.

PLT – Insurance – we will have numbers in November.

1 **Building** – The building inspector has been temporary for three years and has never had an
2 increase. The contracted Building Inspector is going up a small amount on each inspection.
3 Selectmen agreed, even if they went up on their inspection price, that there is enough money in
4 the budget.

5
6 **Hazardous Waste** – 2014 and 2015 had been paid together in 2014, so the 2016 budget won't
7 reflect the full amount usually allocated. Increase for 2016 budget to \$2,910, Paul would like to
8 encumber \$2,825 and make the 2016 charge \$85.00.

9
10 **Outside Agencies** –

11 We will get outside agency numbers in and get them to you for your review.

12
13 **Snowmobile Association and Gilmanton Youth Organization** will be left the same.

14
15 **Welfare** – Welfare Budget has come down and Robin McGlone, Welfare Director has reduced
16 the Welfare Assistance to \$30,000.

17
18 **Parks and Recreation** – They have asked for an increase for the Park Attendant. Equipment
19 Maintenance increase is for a new mower.

20
21 **Corner Library** – Chairman Guarino agreed with Selectman Jean that the amount to replace the
22 siding seemed extensive. They would have to look into that further with the Library.

23
24 **Debt Services** – Municipal Energy Reduction Fund, Community Development Finance
25 Authority. Marie and Paul are getting familiar with these.

26
27 **Warrant Articles** – Paul Branscombe will create one Warrant Article that will say that the
28 following Warrant Article will give the Selectmen authority as the agents to expend and list the
29 previous warrant articles that currently do not allow that. Paul Branscombe asked legal counsel
30 and they agreed the previous warrant articles could be placed into one to give the Selectmen
31 authority as agents to expend.

32
33 **(A) Non-Public Session per RSA 91-A:3, II (a)**

34 **MOTION:** On a Motion by Selectman Jean, and seconded by Selectman Hatch it was voted
35 unanimously to go into Non-Public Session per RSA 91-A:3, II (a) at 10:45 pm. (3-0 Voice Vote
36 – Chairman Guarino-yes, Selectman Jean– yes, Selectman Hatch - yes).

37
38 The meeting room was closed to the public. Present during the Non-Public Session were
39 Chairman Guarino, Selectman Jean, Selectman Hatch. Town Administrator Paul Branscombe,
40 Finance Officer Marie Mora, and Administrative Assistant Stephanie Fogg .

41
42 The Selectmen discussed an employee agreement within the Police Department. No action
43 taken.

44
45 **MOTION:** On a Motion by Selectman Jean and seconded by Selectman Hatch it was voted
46 unanimously to come out of Non-Public Session at 11:00 pm. (3-0 Voice Vote – Chairman
47 Guarino -yes, Selectman Jean – yes, Selectman Hatch - yes).

1 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
2 were not sealed.

3
4 **(B) Non-Public Session per RSA 91-A:3, II (c)**

5 **MOTION:** On a Motion by Selectman Jean, and seconded by Chairman Guarino it was voted
6 unanimously to go into Non-Public Session per RSA 91-A:3, II (c) at 10:45 pm. (3-0 Voice Vote
7 – Chairman Guarino-yes, Selectman Jean– yes, Selectman Hatch - yes).

8
9 The meeting room was closed to the public. Present during the Non-Public Session were
10 Chairman Guarino, Selectman Jean, and Selectman Hatch. Town Administrator Paul
11 Branscombe, Finance Officer Marie Mora, Administrative Assistant Stephanie Fogg .

12
13 The Selectmen discussed legal counsel regarding a Town owned property and a boundary
14 discrepancy.

15
16 **MOTION:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted
17 unanimously to come out of Non-Public Session at 11:05 pm. (3-0 Voice Vote – Chairman
18 Guarino -yes, Selectman Jean – yes, Selectman Hatch).

19
20 The meeting room was opened to the public. The Board noted the Non-Public Session minutes
21 were not sealed.

22
23 **Finance** - Selectman Hatch wanted to publicly apologize to Marie Mora, Finance Officer
24 regarding conversation at the last Selectmen's Meeting. Selectman Guarino said he was not
25 questioning Marie, he wanted to know if she was able to do the reconciliation of the accounts in
26 one day. Selectman Hatch was concerned that the conversation, although not meant to be
27 personal to Marie, she did not want Marie to be hurt by it. Selectman Guarino said he was just
28 looking at how the hours were allocated for the job. Selectman Hatch felt she should have said
29 something that evening, she wants to Board to be above reproach. Selectman Guarino said the
30 whole point of it, was that the position was made of a contract person doing the reconciliation,
31 and accounts payable and originally to help cover the front desk, the whole conversation was
32 about the 21 hours, not 28 hours, not saying anything against Marie's good character. Marie
33 said she does not object to the 28 hours and when she took the job, she felt she had to stay to the
34 21 hours per week. The change to add Payroll to her job description and Human Resources
35 easily takes the additional hours. The condition that Human Resources is currently in, certainly
36 takes up a lot of time.

37
38 **Adjournment:** On a Motion by Selectman Hatch and seconded by Selectman Jean it was voted
39 unanimously to adjourn at 11:08 pm (3-0).

40
41
42 Respectfully Submitted,

43
44
45 _____
46 Stephanie S. Fogg
47 Administrative Assistant
48

Approved by the Board of Selectmen

Chairman Donald J. Guarino

Selectman Michael J. Jean

Selectman Rachel M. Frechette Hatch