

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

July 18, 2011

1. Call Meeting to Order

Chairman Robert Aldrich convened the Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members of the Board present were: Selectwoman Julie Gilman, Selectman Frank Ferraro and Town Manager Russ Dean. Selectman Matt Quandt and Selectman Don Clement were not in attendance due to illness.

2. Public Comment

Renee O'Barton commented on water and sewer issues. She was pleased that the corrective bill issue has been addressed. DPW and Finance have reviewed the corrective bills and made adjustments. Ms. O'Barton said that she was disgusted that it took so long. Next time it should be done quicker with a little more diligence. She would like to see action taken so nothing like this ever happens again.

Jim Knight commented on the recent Bailey versus Town of Exeter legal case. The Town lost both challenges to warrant article 17 and 18. He thanked the Board for voting on July 8th to unseal the minutes of the Non Public Session of June 6th so that he could further enlighten himself about what was going on at that meeting. He notes that what is absent from those minutes is any discussion about the motion for reconsideration of attorney's fees. On June 13th Mr. Aldrich stated that he had made the decision to proceed with the motion for reconsideration of attorney's fees. Mr. Knight wanted to know why he felt he had the authority to make this decision to appropriate and spend money and further engage the Town in additional legal recompense. He would also like to know how the Board feels about this. Further to details in the Non Public Session minutes of June 6th that he just obtained he asked for further clarification regarding putting warrant article # 17 on the ballot and holding a special Town election. Mr. Aldrich advised that the decision to file a motion for reconsideration of attorney's fees was supported by the Board. Mr. Aldrich said that they have been in communication with Mr. Knight's attorney for the past 10 days and have not received any response. Mr. Knight was advised to contact his attorney who should have all of the answers to his questions.

Dan Chartrand of 10 Chestnut Street commented on how well he thinks that things are going in Town. Just this week at the Special Town Election the ballot for the culverts passed and he wants to congratulate the Selectmen on how they handled it. They took the initiative to protect the public safety by rearranging the Parkway and allowed everyone to see what the need was. He feels that Town Manager Dean has been moving steadily and slowly to really professionalize the Town employees. He has really admired that over the past few years.

Don Woodward stated that he is looking forward to the discussion tonight on the solar array grant at the Wastewater Treatment Plant. Looking at the preliminary budget of what the Town has expended this year, some of the Town's natural gas expenditures probably due to spiking are anywhere from 70% at the senior center to 254% at the waste water distribution plant. This might be the time to look at the solar array to soften some of the spikes in the Town's utility consumption.

3. Minutes & Proclamations

a. Regular Session Minutes of July 11, 2011

Ms. Gilman moved to approve the Regular Session Minutes of July 11, 2011 as presented. Mr. Ferraro seconded. Vote: Unanimous

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4. Appointments - None

5. Departments Reports – Fire, Human Services, Police

Fire Chief Brian Comeau said that they have reached the 6 month point in their budget and have started to review their overtime projections. They are doing fairly well. At this point in time they are about 40% spent even with an increase in call volume. That also covers vacation and sick leave. They have hired a new firefighter named Steven Holmes who starts this Wednesday. He will be replacing Dan Bilodeau who retired on disability. They have also added 3 new call firefighters to raise the ranks to nine.

The RFP was sent out today to start the purchasing process for the SCBA equipment that was awarded in the March ballot. They are considering two vendors and are dealing with a regional sales office to insure the best price possible. The Fire Department will be hosting the department heads meeting on Wednesday.

Mr. Aldrich made reference to an email of a few weeks ago regarding making Mill Street a one way street. Chief Comeau said that the Fire Department has no opposition to Mill Street becoming a one way street.

Sue Benoit said that she has recently had some very serious and complicated cases that she has spent a lot of time on. Some of their funding is dwindling due to state and local budget cuts. She has heard that Raymond Community Action is going to start giving them more funding probably within the week for evictions, foreclosures and utility crises. She spent time with the Rockingham County Community Action agency in Portsmouth trying to find money for the elderly and disabled and others in the 2008 tax lien situation. There is a program for seniors at risk that they will work with Ms. Benoit on. They will also help with talking to people to see what they are going to do if they don't get the taxes paid and have to move on somehow. She will work to be sure that no one becomes homeless. Downshifting from budget cuts will get worse and will spill over into cities and communities. She just attended a meeting in Concord about the significant effects of these budget cuts on local cities, towns and counties.

Police Chief Kane said that they have an officer graduating from the NH Police Academy on July 29th. Officer Timothy Repucci has been at the Police Academy for 14 weeks. After graduation he will come back to Exeter and work with a Field Training Office for 10 weeks. After that he will be assigned his own shift. The Police Department continues to monitor the traffic detour on Newfields Road. There are still a few violations but things have certainly worked out in the way that they had hoped and most people are finding their way around. Most of the people they do find going the wrong way are generally not from around here and are a little frustrated with the detour. The Police Department helps point them in the right direction. There were some issues with the barricades and the Parkway but these seem to be resolved now. Chief Kane and Captain Shupe recently attended an 8 hour training on supervision and leadership at the Rochester Police Department.

Chief Kane and some of his staff attended a Unitil luncheon where they went over Unitil's response . They have a drill coming up on the 21st of this month that the Police Department will participate in with them. This is how they check their response. The Police Department is prepping for the 2012 budget with Mr. Dean and others. The American Independence Festival went well and there were no major police related issues. The Criterion bike race last month went well also. There were no crashes and no one got hurt. Animal Control Officer Jones is working on the unregistered dog list. They started out

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with 350 dogs on the list and are down to 175 as of today. If you haven't registered your dog yet, please do so.

6. Discussion/Action Items

a. New Business

i. Senator Russell Prescott

State Senator Russell Prescott, who represents Exeter, was present to give everyone an update on what is happening in Concord. He passed out pages with 2011 legislative highlights. Balancing the budget was a very tough issue this year. They did produce a balanced budget. He tried to alter the course of the budget in a way that maintained the car surcharge on registration as a phase out rather than an elimination this year, but to no avail. There was an issue with how adverse the effect of the budget has been on Exeter Hospital and higher education. He tried to alleviate some of these problems by phasing out the surcharge on car registration but it didn't pass. He was hoping to get some assistance for Exeter Hospital instead of the drastic cutoff to the State uncompensated aid package.

They have passed a few bills aimed at spurring growth in the economy. Local control and shrinking the size of government was also incorporated in the budget. They are implementing retirement reforms which is an issue that has been talked about a lot during the past 6 months. He said that they need to recertify the rates to be sure that taxes don't increase. Monies are available to make sure that there is no downshifting in the towns. The education funding formula will stay the same for the next two years as it was for the past two years. Amendments to last year's SB500 give more discretion to parole boards to help keep dangerous criminals behind bars to keep people safe.

Senator Prescott voted against SB129 which is the voter ID bill. He believes that the requirements to vote should be no more stringent than the requirements to register to vote. The Governor has vetoed the voter ID bill. The veto override will come to the Senate first in the Fall. On August 10th at 10:00 am Senator Prescott is having a meeting in Newmarket with as many town clerks as can attend in order to discuss how to deal with this voter ID issue. Senator Prescott would appreciate comments and feedback on any of these issues and thanked everyone for the opportunity to speak.

Chairman Aldrich asked how the retirement reform affects Exeter both in the current fiscal year and moving forward. Are there any reassurances that the numbers will be the same or lower? They have to build a budget and he is not sure how comfortable he is with the reassurances. Senator Prescott said that there is a safety net. The State of New Hampshire included an extra 3.5 million in fiscal year 2012 to cover any unexpected shortfall. They still have a surplus at the end of the budget and have proposed a very small increase in revenues of 3%. They expect that the new Board will recertify the rates and they are trying to see if that is going to happen before October. There is a move by the New Hampshire Municipal Association to get a form letter to all selectmen and people in authority in towns to write Executive Council and the Governor to put a little pressure on that way. Mr. Aldrich said that if that doesn't change Exeter is looking at about a half million dollars. The sooner they get those rates the sooner they can look at balancing Exeter's other priorities.

Mr. Aldrich said his understanding is that Exeter will run a little short this year based on these changes. Mr. Dean explained that Exeter has a calendar year fiscal year while some towns and most schools have a fiscal year that runs July 1st to June 30th. There is a slightly different application of the legislation because Exeter is dealing with a 6 month window. Exeter will feel the full effect next year. Ultimately it will be a phase out of the State's contribution and eventually they will have to grow into it and budget for it in some fashion. Mr. Dean asked if contributions scheduled to come Exeter's way are good for a

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12 month period. Senator Prescott will get back to Mr. Dean on that point. Senator Prescott said that the State is out of the business of subsidizing the cost of local employees. It is a phasing out of the 25% but with the reforms there should be no net change to the retirement system or cost to the Town. Downshifting should not occur if the rates are recertified as expected. If there is a slight change, they have accounted for that in the budget to hold harmless the towns as well. Mr. Aldrich is concerned about the next 6 months which they have already budgeted for and asked if the clock will go back to July 1st when they make all of these calculations in October. Senator Prescott will get back to him with more information on that. Chairman Aldrich asked if he sees any changes on the horizon in room and meals tax and revenue sharing. Senator Prescott believes that the revenue sharing on room and meals is going down in 2012 and will get additional information to Mr. Aldrich on this as well.

Ms. Gilman commented with regard to managed care that the demographics of our State indicate that we are aging. Managed care may not be a good long term solution.

ii. Public Hearings: CDBG Application Exeter Hampton MHP

Donna Lane, Community Development Block Grant consultant, was present to go through the details of the 3 public hearings scheduled on this for tonight.

Ms. Gilman motioned to open the public hearing on the CDBG application for Exeter Hampton Mobile Home Park. Mr. Ferraro seconded. Vote: Unanimous

Donna Lane read a summary of the proposed project and explanation of CDBG funding program and purpose. Mr. Dean gave a brief description of the CDBG Program. There have been two recent successes in Town which have been accomplished with the assistance of the CDBG program. They are Swampscott Block and Phase I of the Meeting Place on Epping Road. It is Federal money that is channel through the State and then comes down to the Town. The Town acts as an agent or sponsor and takes in the funds and then disburses them out.

Chairman Aldrich asked if there was anyone present from the public who wished to make any comment.

Angela Romeo from the NH Community Loan Fund said that she would be more than happy to respond to any questions that anyone might have. Donna Lane said that basically the water and sewer lines in the park are old and cracking and need to be replaced. They spent \$ 30,000 on water that didn't actually make it to the homes last year. They are taking on a big loan and need a little bit of help. Mr. Dean clarified that these are private water and sewer lines.

Ms. Gilman motioned to close the public hearing on the aforementioned project. Mr. Ferraro seconded. Vote: Unanimous

Ms. Gilman motioned to open the public hearing on the development plan. Mr. Ferraro seconded. Vote: Unanimous

Donna Lane said that every time you request CDBG funding you have to be addressing a goal in your community development plan. Donna Lane suggested the addition of the wording "with good quality water and wastewater systems" to the Town of Exeter's goal to seek to promote an environment within which each resident can secure adequate affordable housing in safe, healthy and attractive neighborhoods.

The public was invited to comment. Selectman Ferraro said that a local demographer has advised that

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census reports indicate that the population in Exeter and many parts of New Hampshire is aging and that Exeter may need to look at promoting more rental housing. He suggested that they may want to look at this as a long term plan. Exeter is not attracting young people and families because they cannot afford to live here. Mr. Ferraro feels that they need to look at the future and what they are encouraging. Mr. Dean clarified that the Board could add the suggested change to the development plan anytime at a later point that they choose.

Ms. Gilman motioned to close the public hearing. Mr. Ferraro seconded. Vote: Unanimous

Ms. Gilman motioned to open the public hearing on Residential Antidisplacement and Relocation Assistance Plan for the CDBG grant application. Mr. Ferraro seconded. Vote: Unanimous

Donna Lane said that the Residential Antidisplacement and Relocation Assistance Plan has to be adopted every time they request CDBG funds. Although it doesn't apply to this project, if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. Mr. Ferraro asked and received clarification from Ms. Lane on a few points in the plan. Angelo Romeo said that legally a contractor cannot leave homeowners without water for more than four hours.

Additional public comment was invited by Chairman Aldrich. Don Woodward said that a manufactured home is designed with a drop panel that makes it very easy to disconnect and reconnect to an alternate source of water, sewer or electric.

Ms. Gilman motioned to close the public hearing. Mr. Ferraro seconded. Vote: Unanimous

Ms. Gilman motioned to adopt the updated Housing and Community Development Plan. Mr. Ferraro seconded. Vote: Unanimous

Ms. Gilman motioned to adopt the Residential Antidisplacement and Relocation Assistance Plan. Mr. Ferraro seconded. Vote: Unanimous

Ms. Gilman moved to approve the submittal of the application and vote to authorize the Town Manager to sign and submit the application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract. Mr. Ferraro seconded. Vote: Unanimous

iii. Sign Ordinance Update: Second Reading

Doug Eastman and Frank Ferraro provided the most recent update to the proposed Town Sign Ordinance in the form of a power point presentation. They took all of the comments and feedback from last week's discussion, did some more research and created an updated draft version of the ordinance.

Changes are as follows:

- 1) Maximum size of the sign will be 24" x 42"
- 2) Sandwich boards or A-frame signs will be allowed only along the Waterfront Commercial zone and along Water Street between Great Bridge and Main Street, Center Street, and Front Street from Spring Street to Water Street.
- 3) General liability insurance requirements that business establishments must demonstrate will be \$300,000 / \$ 1 million
- 4) Requirement to renew the permit annually is eliminated and there will be no permit fee.

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5) Flags, balloons and banners will be allowed as long as the lowest portion is at least 7 feet above the sidewalk. They should not be over roadways or parking lots or anyplace where they would obstruct the view of drivers or pedestrians.

Selectman Ferraro also suggested that signs be put out in the downtown area which clearly state that skateboarding, bicycling and roller blading are prohibited on sidewalks.

The Board had a brief discussion on the proposed sign ordinance in its current form. Ms. Gilman still wants to consider a 48" height and thought that the current width would be difficult for merchandise displays. Mr. Aldrich pointed out that the current proposal doesn't contain any material requirements. Mr. Ferraro said that they have been purposely vague on this point in order to allow merchants to be creative and the building inspector does have authority to use discretion to insure that the materials and construction are of a quality in keeping with the historic nature of the downtown. Mr. Aldrich thought that there should be some language in the ordinance to capture that. Mr. Ferraro said that he and Mr. Eastman have had a discussion about putting out some guidelines. Mr. Aldrich asked what the current impact would be to Epping Road and Portsmouth Avenue businesses. Mr. Ferraro said that no signs would be allowed on public rights of way. Mr. Eastman said that ZORC has promised business owners on these roads that they will look into sign regulations and do a zoning ordinance review.

Beth Dupell, owner of Exeter Copy and More, thanked Mr. Ferraro and Mr. Eastman for all of their work on this. She is pleased with the progress that has been made during this process. She urged that there be some sort of handout of material guidelines for educational purposes if no material requirements are going to be contained with the ordinance itself. She asked if separate permits will be required for signs and for merchandise displays. Mr. Ferraro confirmed that they require separate permits.

Dan Chartrand, owner of Water Street Bookstore, said that he is happy with the ordinance as is. Thank you to Selectman Ferraro and Doug Eastman who have done a great job on this.

Chairman Aldrich said that they will have the third and final reading on this ordinance next week. Anyone with comments or suggestions that they would like considered before this is finalized are encouraged to contact Selectman Ferraro, Doug Eastman or the Board of Selectmen.

Beth Dupell inquired about the implementation schedule for this once it is approved. Dan Chartrand suggested September 1st. Mr. Ferraro said that education will be important and they are going to have to put together some guidance that goes out with the final rule. Mr. Ferraro and Mr. Eastman will start working on this.

b. Old Business

i. 2012 Budget Goals

Mr. Dean provided a memo entitled "2012 Budget Outline" to the Board members to provide a summary of the major budget categories with a snapshot of each for 2012. Any assistance that the Board can provide at this point in the preparation process of the 2012 Budget will be very helpful in going back to the departments and asking them for specific feedback in specific areas. By way of the calendar, they are on the cusp of providing budget instructions to the departments so this is a good time for the Board to weigh in.

Mr. Dean provided a brief snapshot of the major budget categories. The Fire and Police Unions are in contract with set COLA's The DPW Union is out of contract so everything remains the same for now

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and any new expenses will be subject to warrant article approval. Non-union and part-time COLA has not yet been set. The Board decides the COLA on the non-union employee group. Insurance rates for health, dental and life insurance will be set by the LGC in October. Retirement will be the biggest wild card. If the Town ends up paying 100% of the retirement costs under the worst case scenario the potential impact could be an additional \$ 400,000 in expenses.

Most discretionary spending is in the maintenance category. The solid waste contract is one of the largest budget items in the contracted services category. Right now the Town is doing quite well on utility expenditures. Fixed price utility contracts have definitely saved the Town money. The bad news is that fuel costs continue to rise. The Town will be retiring the debt issue for the Epping Road storm water project in 2012. They will be adding to the debt for the Great Dam bond issue and the Swasey Parkway culverts. The Water and Sewer Funds will take on more debt next year due to the water and sewer line replacement project that just got underway. It is believed that the current water and sewer rate revenue structure can absorb these debt costs in 2012 without a rate increase.

Chairman Aldrich said that there has been a lot of conversation about realigning some of the administrative office positions and feels that this is worth continuing to pursue. In order to get a baseline, he asked Mr. Dean to create an organizational chart of the Town which shows the number of employees and who is reporting to whom. Vacancies should also be noted.

The Board had some brief discussion about formulating direction for the Budget Committee. Mr. Aldrich asked Mr. Dean to put together a preliminary draft of the Default Budget and also a preliminary draft of revenue projections for 2012 based on the first 6 months of revenue for this year. Mr. Dean said that general revenue sharing is likely gone forever. The Budget Committee meets this Wednesday for their mid year meeting.

ii. WWTP Solar Array Grant Discussion

Selectwoman Gilman explained that they have a proposal to have a vendor come in and set up a solar array connection to the Exeter Wastewater Treatment Plant. They would sell Exeter the power generated by the array at a fixed price. Exeter is contemplating this because the Town was granted \$50,000 in ARRA funding to go toward this contract. It is a proposed 20 year Power Purchase Agreement contract and no down payment would be required. The price is 14.25 cents per Kilowatt hour with a 1.5% escalation over the 20 years. Revolution Energy has projected that it would save \$ 38,000 over the time of the 20 year contract. It would provide about 5% of the power to the Wastewater Treatment Plant. It is guaranteed to give Exeter 65,000 Kilowatt hours per year. Any power generated over that amount the vendor gets to sell that back to the grid and that is where they make their profit on this deal. They can end the contract or buy it out at any time. Estimated annual payment would be between \$ 9,000 and \$ 11,000.

Ms. Gilman motioned to approve this contract. There is a window for construction that would require it to be finished by the end of March. Mr. Ferraro seconded for discussion.

Discussion ensued about this proposal. Mr. Ferraro pointed out that the 14.25 cents per Kilowatt hour is still higher than the current rate that Exeter pays. He doesn't see the \$ 38,000 in savings that Revolution Energy projects. Ms. Gilman said that the savings is over the life of the contract. Electricity prices fluctuate and some years this rate may be more and in others it would be less.

Don Woodward said that it has a power backup system and doesn't rely on someone having to go out and get some fuel to run a generator. It would be another source of emergency power. Mr. Ferraro

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pointed out that it will only work when there is sun.

Vote: 1-2 Mr. Aldrich and Mr. Ferraro opposed. Motion fails.

iii. Personnel Plan

Mr. Dean summarized the issues from the last meeting that the Personnel Plan was discussed a few weeks back. There was Board discussion about several elements of the proposed plan.

Mr. Dean said that they had come up with a projected additional cost for the proposed sick leave trade based on those employees who would qualify for the benefit. Mr. Aldrich did not feel that this was a true cost because they don't usually hire replacements for employees who take vacation days. They discussed incentive programs to use less sick leave days. Mr. Ferraro pointed out that there is a disciplinary policy if people take sick time when they are not supposed to. Mr. Ferraro, Mr. Aldrich and Ms. Gilman were not in favor of the sick leave trade. Mr. Ferraro and Ms. Gilman were not in favor of the proposal to give 5 vacation days to regularly scheduled part time employees.

Other items discussed included vacation leave for managers & department heads, overtime for exempt employees, personal days, sick days, Civil Rights Day, policy on disability and policy for drug & alcohol testing. Chairman Aldrich said that they are not going to finalize this tonight when two Board members are absent. Items identified for continued discussion next time are: Civil Rights Day, vacation for part-time employees, sick leave bank and the sick / vacation swap program.

7. Regular Business

a. Bid Openings

The Town of Exeter Department of Public Works is selling three used surplus vehicles that have been removed from service. These vehicles are: 1) 2004 Ford Crown Victoria with about 109,749 miles 2) 2007 Ford Expedition with approximately 135,318 miles 3) 1995 Chevrolet S-10 with approximately 154,304 miles. Mr. Aldrich opened the two sealed bids that were received with details as follows:

- 1) Chicago Motors Inc., Chicago, IL bid \$ 3,507 for the 2007 Ford Expedition and \$ 1,007 for the 2004 Ford Crown Victoria.
- 2) Auto Wholesalers, North Hampton, NH bid \$ 4,100 for all 3 vehicles together.

Ms. Gilman moved to refer the bids to Public Works. Ms. Ferraro seconded. Vote: Unanimous

b. A/P and Payroll Manifests

a. Accounts Payable and Payroll Manifests

Mr. Ferraro moved to approve an accounts payable warrant for checks dated 7/15/2011 in the amount of \$ 434,428.47. Ms. Gilman seconded. Vote: Unanimous

Mr. Ferraro moved to approve a weekly payroll warrant for checks dated 7/13/2011 in the amount of \$ 176,856.29. Ms. Gilman seconded. Vote: Unanimous

Mr. Ferraro moved to approve a Warrant for the Collection of Yield Tax in the amount of \$ 370.00. Ms. Gilman seconded. Vote: Unanimous

c. Budget Updates

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The Board signed the MS2 from the Special Town Meeting.

d. Tax Abatements & Exemptions - None

e. Water/Sewer Abatements - None

f. Permits

Ms. Gilman motioned to approve the application for Swasey Parkway closure from the Exeter Area Chamber of Commerce for October 15th conditioned on no construction going on at that time. Mr. Ferraro seconded. Vote: Unanimous

g. Town Manager's report

The list of prequalified engineering firms for the culvert project has already received mail-outs soliciting proposals so the process is underway. This is for the design and engineering. Any other firms that believe they are qualified and wish to submit bids should contact DPW. There has already been some work done on the Town audit and the auditors will be here next week. Mr. Dean has been meeting with departments on CIP requests. Thank you to all of the weekend festival organizers. The American Independence Festival was a great community event and went really well. The Service Federal Credit Union is opening on July 20th. It is a grand opening and all are invited to attend.

h. Legislative Update – See Agenda item 6ai above

i. Selectmen's Committee Reports

Selectman Ferraro sat in as a citizen on the rate group meeting. The Planning Board had a committee meeting. Another proposed development came before them for a large lot that wants to subdivide. It is a difficult property to try to develop. There was a lengthy discussion with Riverwoods about the use of the road that leads to the Boulders off of Pickpocket road. There will be more discussion about this in the upcoming weeks. He will attend a meeting of the Brentwood Planning Board on Thursday evening with reference to the Pine Road situation.

Selectwoman Gilman said that the Heritage Commission met and they are passing on their finalized edits to the Zoning Ordinance regarding demolition review. They want to extend the timeline to 5 days to allow more time to get a subcommittee together to look at a property. The subcommittee has a meeting on Wednesday at 93 Lincoln Street. HDC meets on Thursday and has 3 hearings. Thank you to all of the voters who came out last week for the Special Election.

Selectman Aldrich said that there is no Conservation meeting in July and the Arts Committee does not meet again until the end of the month. There is a Budget Committee meeting this Wednesday at 6:00 pm.

j. Correspondence

1. Several emails back and forth with the American Independence Museum about the confusion over admission to Swasey Parkway.

8. Review Board Calendar

The next regular Board of Selectmen meeting will be Monday, July 25th at 7:00 pm.

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9. Non Public Session

Ms. Gilman motioned to go into Non Public Session under RSA 91A for consideration of litigation, fee waiver and reputation. Mr. Ferraro seconded.

Selectman Ferraro called the roll. Selectman Aldrich: aye; Selectwoman Gilman: aye; Selectman Ferraro: aye.

10. Adjournment

The Board emerged from Non Public Session and stood adjourned at 10:00 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary