

TOWN OF EPSOM

BUDGET COMMITTEE

DECEMBER 17, 2009

Present: Harvey Harkness, Chairman; Marylou Keane, Vice Chairman; Joyce Heck; Carol McGuire; Carole Brown; Tammy Vaillancourt; David Fiorentino; Mike Wiggett; Kevin Reeves; Joanne Randall; Virginia Drew; Brad Keyes

Other Attendees: Barbara Noonan; Patrick Connor; Patty Willis; Kathleen Bailey; Nancy Wheeler; Wayne Preve; Keith Cota; Rick Bilodeau; Stewart Yeaton

Harvey opened the meeting at 7:00 P.M. He noted the agenda would be as follows: Water District presentation, School District presentation, continuation of work session on the Town Budget and review the minutes of December 10th.

Water District:

Kevin Reeves presented the budget for the Epsom Water District including the 2009 expenditures to date and the 2010 proposed budget. He noted the Materials line for 2009 was overspent due to a culvert replacement on Black Hall Road. The Office Expenses increased due to a postage rate increase and additional notices for potential shutoffs having to be sent.

The Professional Fees are increased for 2010 as the books need to be audited. The Repairs/Maintenance Line was overspent in 2009 due to the culvert replacement discussed above.

Joanne made a motion to approve the 2010 Water District budget as presented with Mike seconding the motion.

Harvey asked if there was any discussion on the motion.

Carol thought the Materials and Repairs/Maintenance lines were over budgeted for 2010. Kevin noted the water system was installed in 1956 with many original materials and no one knows when there will be a problem.

Harvey asked the number of customers, Kevin indicated 350.

Joanne noted there have been a number of repairs occurring in the Cutter development and that it was reasonable to assume that there may be more since all the lines in that area were installed about the same time.

Virginia asked what the Hydrant Maintenance Line was for. Kevin explained when the 2009 budget was prepared they did not know who would be shoveling out the snow around the fire hydrants. The Fire Department has taken on this duty so the money was not spent.

There being no further discussion on the motion, Harvey called for a vote. The motion passed unanimously.

School District:

Patrick Connor, principal presented the School District budget. He noted they had cut everywhere they could to keep the budget down close to the default budget. The majority of the increases are for the employee contracts and the addition of two high school buses.

Line 15 – ELL Services: There are additional students speaking foreign languages. The school has one full time non-certified support person and uses one certified person part time.

Line 20 – Computer Training: Some computer training has been cut with grants being used for some other training.

Line 22 – Maintenance Agreements: Some of this expense has been moved to other lines.

Line 28 – Tuition to Other Districts: The 2010 budget includes less high school students due to lower numbers. Virginia asked if the children impacted by the change in the State law were counted, they are.

Line 38 – Supplies – Math: The school uses consumable math books that need to be replaced each year.

Line 43 – Supplies – Reading: There are supplies remaining from last year.

Line 45 – Supplies – Science: There are supplies remaining from last year.

Line 49 – Computer Supplies: The cost of ink has increased.

Harvey asked if parents use the on-line information, Mr. Connor noted they do.

Line 64 – Books – Language: Carol noted \$47,000.00 was spent in 2008/2009 with no money in this line for 2009/2010 or 2010/2011. Barbara noted the books purchased can be used for several years.

Line 79 – Software – Reg Ed: This line was reduced.

Line 88 – Replace Computers: The school is looking to keep the computer replacement cycle instituted several years ago. Barbara noted they have been able to pre-buy some computers in the previous year.

Line 92 – Special Programs: These lines are for the special education students with no additional teachers or aides being needed as there are fewer students. Speech aide is the highest cost in this area.

Line 105 – Special Placements: There is a new student to support and a change in the placement of one child.

Line 115 – New Computer Equipment: This line relates to equipment for particular children with limited verbal or other skills who find it easier to write their lessons, etc.

Line 120 – C0-Curricular Programs: This is the third year for the eighth grade Washington DC trip. The adult ratio is 6:1 plus one additional adult. The adults receive a stipend. The trip will be from Monday AM to Friday late. More than half the class attends, with 60 student in this year's class and 45 expected to attend.

Harvey asked if the trip was a planned educational experience, Mr. Connor noted it was. Kevin asked the cost, approximately \$1,000.00.

Field trips for other classes were reviewed.

Line 129 – Guidance: The salary is by contract.

Line 139 – Special Ed Diagnostic: This line includes special education testing and SAU psychological services.

Line 143 – NWEA: This is a National math and reading exam to give the child's class level.

Line 150 – Medical Supplies: The school now has 3 defibrators. Harvey asked who was trained to use the equipment. Mr. Connor noted approximately 20 to 25 people with it being required a trained person be present at school events.

Line 178 – Course Reimbursement: Harvey asked who approves the courses with Mr. Connor noting he did and then Peter Wharton, Superintendent of Schools.

Library: Through grants the school is able to get additional books; the PTO did a book fair with the school able to get other books. The library meets the standards for an elementary school library.

Line 215 – Advertising: The school is now using edjobs for job advertising. This is a web site for any positions within the schools from administrators, teachers, aides and support staff.

Line 263 – Secretary Salaries: The schools has four secretaries with two in the union and two not.

Line 271 – Tech Support Staff: Next year a media assistant is retiring, to return part time. The tech person's duties are being reviewed with the potential to change the current part time position into a full time position and the current full time position into a part time position.

Line 273 – Criminal Records: Anyone requiring a criminal record report is required to pay for it up front and then is reimbursed.

Line 276 – Maintenance Contracts: Items from Line 22 have been moved into this line.

Line 291 – Custodian Salary: Two part time positions were consolidated into one full time position; the school has four custodial persons.

Lines 300, 301 & 302 – Electricity, Propane & Oil: These lines were reduced.

Line 319 – Operation/Maintenance: EYAA assists with the maintenance of the playing fields they use.

Line 323 – New Equip: The fifth grade is being moved up to the middle school requiring the purchase of lockers for the additional students.

Line 330 – High School Bus: Money is included in the budget for two buses to transport high school students. A number of parents have requested the buses. Barbara noted a meeting was held with everyone present speaking in favor of free busing for the students, even people who did not have high school students. It was discussed that in the past, Warrant Articles had been voted down for school buses. The School Board decided to ask for the funds for two buses in the budget rather than in a Warrant Article.

Harvey asked about the students who stay for extra activities, Barbara noted they would be required to find their own transportation.

Line 335 – Pupil Transportation: This transportation is for special education students and is based on the current needs of the District.

Line 353 – Health Insurance: The School District obtains its health insurance from the LGC and has to budget what is required.

Line 362 – Teachers' Retirement: This line has increased due to the State reducing its funding.

Line 393 – Transfer To Food Service: The school is required to provide hot lunch with certain foods required to be served. The free and reduced lunch numbers have increased this year. This line cannot go into a negative. The District accepts what surplus food it is able within the restrictions set. The cost of a hot lunch is \$2.00.

Line 402 – Transfer To Expendable Trust: Harvey asked the number of existing trusts; Barbara noted there are two for renovations and one for maintenance/ repairs. The School Board is looking to complete additional repairs this year. They also would like to create a trust fund for special education funds.

The proposed School District budget is \$8,638,819.00 with revenues of \$3,976,594 leaving \$4,662,225.00 to be raised by property taxes. This is a \$610,758.00 increase over the 2009/2010 school year.

Mr. Connor noted the default budget was proposed to be \$8,548,461.00 with a \$90,358.00 difference between the two budgets.

Harvey noted school funds were the largest portion of the property taxes followed by the county and then the town. The State portion of the property taxes goes directly to the schools.

Barbara noted a \$94,000.00 surplus was returned to the Town from 2008/2009. They could have completed projects at the school but did not have the final numbers until October. This return reduced the overall increase to the total tax rate for 2010.

Harvey called for a break from 8:29 P.M. to 8:35 P.M.

Harvey noted Nancy Wheeler had prepared information regarding the proposed salary increases.

Joanne noted there is no RSA that gives the Budget Committee of any town authority to determine salaries. The Board of Selectmen is authorized to determine what people make. She noted it was not necessary for the Committee to discuss salaries; it may be faster for them to reduce the bottom line to a specific amount.

Marylou noted last year when the Budget Committee discussed decreasing the bottom line the Selectmen did not want that. Joanne noted this year they would prefer to have a bottom line.

Harvey felt they should continue with the process of reviewing the budget and then the recommended raises will be discussed. The final decision will be the bottom line.

Brad noted the people see the budget broken down with the Committee having to determine where the money goes. Joanne noted that it is discussed in detail at the Deliberative Session and residents can ask questions directly to the department Heads, selectmen and Budget Committee.

Harvey noted one year, at the deliberative session, a citizen recommended a reduction and it passed. The Board of Selectmen had to reduce the budget.

Joyce agreed with Brad regarding the itemized level presented to the Town, feeling the Committee has to respond with detailed recommendations.

The Committee reviewed the lines listed for discussion last week, eliminating the salary lines at this time, as follows:

01-4194.1-430 - General Government Buildings: Joanne noted the actual increase is \$100.00. \$5,000.00 has been added for matching funds for an LCHIP grant for additional work at the Meetinghouse. If the Town receives the grant it would equal \$20,000.00. Nancy Wheeler noted the money would be to complete a list of repairs.

01-4210.1-760 – Police Department Vehicles: Marylou had put this as an item as people were discussing the rotation being used. Virginia had discussed this with other people and due to the number of hours the vehicles are running she feels a new vehicle is necessary.

Carol questioned if the vehicle is a new four-wheel drive what other department would take the current vehicle. Joanne said it would be sold at auction or on the front lawn. The Selectmen have not reviewed the options as they do not have a vehicle to sell. The potential option of the vehicle going to the Road Agent or the Emergency Management Director was discussed with Joanne feeling this would probably not be an option.

Dave felt it was not an option to trade-in the vehicle with 60,000 miles; he has not talked to anyone who felt it was a good idea. Harvey noted Epsom was on a three year rotation, asking what was recommended. Joanne said it would be a decision of the Board of Selectmen. Harvey felt they could reduce this line.

Joyce agreed with Dave. She works with a retired Manchester police officer who told her they replace vehicles at 100,000 miles. Joyce suggested they consider changing vehicles based on mileage and or a four year rotation.

Mike did not care what vehicle was traded. He felt they should go by the hours, not the mileage. He felt they should not cut the budget, but let the department heads do their jobs.

Harvey noted the Committee was discussing areas to find funds to apply to the salaries.

Virginia thought they have to listen to the experts, Chief Preve was a mechanic for several years before coming to the Police Department.

Marylou noted last year the Committee decreased the line by half; at the deliberative session it was increased. The Chief purchased a new vehicle; she thought they should factor in a four year rotation.

Carol made a motion to decrease line 01-4210.1-760 – Police Department Vehicles to zero this year, Dave seconded the motion.

Harvey asked if there was discussion on the motion.

Joanne suggested leaving the line at \$1.00.

Carol amended the motion to reduce the line to \$1.00, Dave confirmed his second to this.

There being no further discussion on the motion, Harvey called for a vote. The motion failed with 4 yeses, 6 nos and 2 abstentions.

01-4220.1-370 – Training & Conferences: Carol asked why the line was increased this year as the actual for 2009 was \$600.00. Chief Yeaton noted a class was conducted but he has held back payment as he questioned the agreement with the instructor. He has lined up a new instructor, plans to encumber the money and have the course in January. He has people in courses; they are reimbursed when they pass the course.

01-4220.5-430 – Fire Road Maintenance: Carol asked why the money was in this line. Chief Yeaton noted the line had been in the Road Agent's budget, but the Town could not put it there. It was put in the Fire Department budget for repairs to Class 6 roads.

Emergency Management: Tammy questioned the telephone increase in the budget as it was not in there last year. She questioned the \$500.00 increase in the training line with no money being spent last year. Tammy noted the Grant Match Funds line has doubled with no money having been spent for the last 6 years.

Joanne noted a lot of the grants were obtained under the Police or Fire Departments. The Emergency Management Director is under the direction of the Board of Selectmen. They directed him to set up an EOC which he did at the Fire Department.

01-4290.1-341 – Telephone: All town department telephone lines are directed to the Fire Department if there is an occasion to open the EOC. Tammy understood why the telephone lines were installed. She believed the Police and Fire Departments would be using radios during an occurrence. It was explained that the telephone lines were for support personnel, not for first responders.

Tammy understood the reason behind the request, but felt other lines could decrease. Nancy Wheeler discussed the other part of the reason the lines are transferred to the EOC is if the Road Agent is out and a citizen calls the shed, they would receive no answer.

They would then call the office with no one being there either, at the EOC someone could answer the call and people could get a response.

01-4290.1-370 – Training: Tammy noted \$1,500.00 was budgeted in 2009, with no money spent; she questioned increasing, feeling it should decrease. Marylou agreed. Rick Bilodeau noted the Town had entered into an agreement with Lee Kimball for training. It was scheduled in October, November and December but did not occur due to circumstances. He will be asking the Selectmen to encumber the money to hold the training in January.

Joyce questioned who would be trained and what type of training the State would do. Rick explained it would be attended by department heads, school officials and anyone who would be at the EOC. Joyce asked what type of training, Rick discussed the classes required.

Harvey suggested in the future when presenting a budget Rick present a plan, a response to Joyce's questions and be able to say when the training would occur and for whom.

Tammy was hearing the \$1,500.00 from 2009 would be encumbered for use in 2010, with \$2,000.00 for 2010. Rick reviewed the courses he wanted to hold in 2010. Tammy noted the Fire Academy offered these classes at no charge. Rick noted they did from Monday through Friday. If the Town does not meet the obligations to the Feds then we would not be eligible for grants. He is responsible for this training and that is what he is trying to do.

Tammy made a motion to reduce the request for line 01-4290.1-370 – Training to \$1,000.00 from \$2,000.00, Carole seconded the motion.

Harvey asked if there was any discussion on the motion.

Tammy noted the reason for the motion is they have \$1,500.00 encumbered so would have \$2,500.00 this year. Joyce noted they did not know the costs.

Joanne noted other training occurs the Fire Academy does not hold, i.e. table top discussions with facilitators. Mike would rather have more money than is needed and have money remaining at the end of the year.

Nancy Wheeler noted the Board of Selectmen have not encumbered any funds as of yet. Harvey asked when this would be done by, Nancy indicated by the end of the year. Harvey asked if encumbrances could occur if classes were not scheduled or planned. Nancy noted no, a contract or plan is required. Rick noted he had an invoice for classes.

There being no further discussion on the motion, Harvey called for a vote. The motion failed with a 5 to 5 tie vote, Harvey broke the tie by voting no, and there was one abstention.

01-4290.1-775 – Grant Match Funds: Tammy had the same concerns with no money having been spent in 2009, why double the request. Brad agreed.

Joanne noted the Town needs to have money committed for grants. Harvey requested they find out if the money could be put into a fund. Dave was not interested in bringing up another department when the Town has departments that need things. Virginia noted applying for the grants would just go back to the Police and Fire Departments.

Joanne noted the Department of Revenue's guidelines for budget accounts separated, Emergency Management from the Police and Fire Departments.

Tammy made a motion to put the line back to \$2,500.00, Brad seconded the motion.

There being no discussion on the motion, Harvey called for a vote. The motion passed with 7 yeases.

01-4312.4-430 – Highway/Street Maintenance: Marylou noted this line had been raised with other parts of the Highway Department. She did not think the current Selectmen were in office when Harvey and Ed Nutter did a report regarding the UNH software. She has kept that in the back of her mind. She noted the Committee now receives Excel spreadsheets, but this year's is the same as last years. She highly recommends the software be looked into. Joanne asked Marylou how she felt the software would affect things. Marylou noted when looking at last year and this year's reports there would be better reporting.

Harvey asked Marylou if she felt she knew what jobs were completed and how the money was spent, Marylou said no.

Nancy Wheeler noted if the Town purchased the software someone would have to take the class. She noted Deb Tibbetts and Gordon had signed up with the class being cancelled. Gordon later took the class but Deb has not been able to do so. Deb will take the class when it is scheduled, they will try to improve the spreadsheet.

Joanne noted Gordon gave a list of the items completed this year and reviewed it with the Committee. Marylou is not questioning where the money went, the Highway Department is just as important as the Police and Fire Departments and she liked the reporting. She felt the software would give a better output of where the money was spent. She noted there was no monetary request from the Capital Reserve Funds in 2009.

Nancy commented that Marylou's comment regarding nothing was requested from the Capital Reserve Funds, the Town was fortunate it did not have to go to the Capital Reserve for matching funds as it had FEMA and State fund reimbursements. Nancy noted this was where some of the money came from for projects.

Harvey heard Marylou would like more information regarding the amount of money spent and where, Nancy has the information but he expects it from Gordon.

Marylou reiterated if other towns are using the software why don't we use it. She thinks it would be a big plus, training is the only cost.

Marylou knows the Capital Improvement Plan (CIP) is not updated. She hopes next year it would be updated. Nancy noted it should be updated next year by a committee under the Planning Board.

Joyce noted the challenge of the roads budget is planning and then what happened. The same amounts were asked for in 2009 and 2010. Regarding the CIP they need to see what is planned, how much it costs and what is completed, there is no linkage from year to year.

01-4312.4-310 – Engineering Services: Brad commented the engineering money requested by the Road Agent was less than the Board of Selectmen put into the budget. Joanne noted the Road Agent plans to do a lot of the work with office staff and did save money by doing so. When there are projects of a certain magnitude, to protect the town, we need to hire engineers and the Selectmen felt it was prudent to do so. Brad questioned if \$12,000.00 was too much.

Keith Cota noted there were a number of areas that Gordon does his own engineering which can put the Town at risk. He has provided Gordon with engineering services, but may not be able to do so all the time. Engineering costs \$75.00 to \$100.00 an hour. Keith felt that may not be enough money, but the firms that work with the towns are aware of the budgets.

Harvey asked what projects would require engineering. Keith noted Sanborn Hill Road (off Center Hill) but could not remember others. Carol listed Mountain Road and Martin Hill Road.

01-4312.4-440 – Rentals & Leases – Tammy noted for 2009 this line was \$38,000.00 with an additional \$6,000.00 spent. She asked if \$38,000.00 would be enough for 2010. Joanne noted they lease the backhoe. Nancy noted they rent a port-a-potty with the backhoe rent being \$2,500.00/month. The line was under budgeted in 2009.

01-4312.4-450 – Reconstruction of Highway: Marylou felt this had the same points as before and was increased by \$25,000.00. Keith noted the Selectmen felt the need for additional road overlays and asked Gordon to complete \$100,000.00 in paving next year.

01-4312.6-430 – Vehicle Maintenance: Mike was taken back by the size of the vehicle maintenance. The F250 has close to 300,000 miles; the Town should start thinking of getting rid of it. A lot of tires are being put on the 550, this should be a concern. Mike questioned the \$2,500.00 to repair the plow frame, asking what the cost of a new frame would have been. He suggested the Town replace the F250. Joanne knows Gordon is looking at new vehicles.

Carol moved to increase line 01-4312.6-695 to \$1.00, Virginia seconded the motion.

Kevin asked if the town had to lease a vehicle, Virginia noted they could either lease or purchase.

There being no further discussion on the motion, Harvey called for a vote. The motion passed.

01-4312.7-411 – Hwy Bldg heat & Oil: Carol questioned if there was a building to heat, Dave confirmed there was.

01-4414.1-691 – Animal Control Expenses: Carol noted this line was under the Police Department, asking if they did the animal control. Chief Preve noted there were expenses if they have to kennel a dog. He explained that would occur if someone was bitten or no one claims a dog. The officers delivered 120 forfeitures this year, it is the first year everyone has paid to have their dogs licensed.

Brad made a motion to drop the line to \$500.00, Carol seconded the motion.

Brad noted no money was spent in 2009, in the previous years \$500.00 or less was spent.

There being no further discussion on the motion, Harvey called for a vote. The motion passed.

01-445.2- Welfare Vendors (All Lines): Joyce proposed to reduce these lines based upon a review of past figures.

Joyce made a motion the amount be reduced to \$35,000.00, Virginia seconded the motion.

Joyce amended her motion to reduce the amount to \$25,000.00, Virginia seconded the motion.

Joanne questioned if they needed to have a specific line, Harvey noted the Selectmen could make a decision as to the lines to be reduced.

There being no further discussion on the motion, Harvey called for a vote. The motion passed.

Library: Brad noted there has been a 55% increase in the Library budget over five years. Virginia believes the Library is a critical need. There is home schooled use. The building is used as a community building, and it is a bigger building to heat. She thinks it is a bare bones increase; the health insurance is the big adjustment.

Marylou suggested we can't cut programs so someone would be able to take health insurance. Tammy agreed with Brad. Joyce supported keeping the budget as it is or not

much of a cut. Joyce noted 40% of the people in Town use the Library, circulation has doubled since the new Library building has opened. Mike agreed the Library is a good resource.

Brad made a motion to cut \$1,000.00 from the bottom line, Carol seconded the motion.

Carol commented how one person's health insurance could make such an impact on the budget.

There being no further discussion on the motion, Harvey called for a vote. The motion failed with a tie vote of 5 yeases and 5 nos, Harvey voted no to break the tie, 1 abstention.

Conservation Commission (All Lines): Tammy noted someone had said money was set aside for land purchases. Carol noted money is stocked for land purchases with money also gotten from the current use taxes paid. Any money not spent in the Conservation Commission budget goes into the Conservation Fund at the end of the year.

01-462.1-310 – Land Acquisitions & Easements: Tammy noted if the line is increased by 3% it is a 64% increase in this budget. Joyce noted it is a large increase but a small budget, they received \$6,000.00 until last year then the money was cut. The Master Plan indicates that people want to retain the rural character and this is a good way to do that. The current use fees received are only 10% of the total fee.

Carol moved to cut the line to \$3,000.00, Tammy seconded the motion.

Marylou reiterated Alison reviewed the easements they are purchasing and if more land is available in a year or two having no money would be cutting into the future. Carol said if they want to acquire an easement and do not have money, other towns find ways to raise money as the occasion arises. Brad agreed with Carol. Mike felt they should leave the line alone, he felt no one here has the knowledge to determine the need. Joyce thought some easements are time limited and the Town could not raise the money in a short time.

Jay Hickey did not think the Committee understands the impact to the Town. He is doing easements on his land and is putting 5 house lots in Conservation. There is the cost of the survey and drawing up the easements. There is a savings in taxes; they will be increasing taxes by cutting the budget line and minimizing the Commission's ability to purchase easements when the opportunities arise. Mike agreed saying the Budget Committee is doing things and do not know the consequences.

Virginia appreciates having town officials here to help the Budget Committee. When opening up lots the amount in taxes will not cover a child in need, etc. She thinks it is important to ask and be educated. Joanne noted development also has impacts to the Highway, Fire and Police Departments, etc., it is a long term investment.

Harvey noted he would be recusing himself as his wife and he are giving a second easement to the Town this year. He requested Marylou chair the vote.

There being no further discussion on the motion, Marylou called for a vote. The motion failed with 4 yeses, 5 nos, and 1 abstention.

Library Bond Debt: The point Marylou wanted to make was the bond was paid in full; the bottom line should be decreased by \$50,000.00. She felt she did not do her homework to see where this money went.

Joanne noted three lines were reduced during the meeting for a total of \$15,334.00 in reductions.

Harvey asked if the Committee wished to go through the budget salary lines by salary or treat as a block.

Brad noted he agreed with people who did not like micro-management. He proposed to increase the Fire Department personnel salaries 3% at a cost of \$3,336.00. The savings is still below what is proposed for a budget and leave the remaining salaries as proposed.

Joanne noted the bottom line would be reduced by \$1,040.00 under the 2009 budget total.

Carol was concerned with the Police Department with the talk of Epsom being a training ground. Kevin questioned giving the Police Department 8% and the Fire Department 3%.

Brad moved to do a 3% pay increase for the Fire Department for an additional \$3,336.00, Joyce seconded the motion.

There being no discussion on the motion, Harvey called for a vote. The motion passed.

Kevin is concerned between the Police and Fire Departments. He thinks Chief Preve did a good job with the Fire Department not asking for increases. Virginia noted Chief Yeaton increased the hours.

Chief Preve noted last year he was asked to come up with a three year step increase and he stayed with that. Chief Yeaton has to take care of his budget and I have to take care of mine. If they think the Police Department should get less that is up to the Budget Committee. Chief Preve said if other town's budgets fail he would only request a COLA next year.

Chief Yeaton discussed with the Selectmen and his liaison and did not want to get his employees hopes up with the economy. Next year he would come back for two more people and cut the hours to 43 a week. He will come in with a three year plan and a request for two more people.

The current proposed bottom line of the budget is \$2,716,149.00.

Mike made a motion to propose a budget of \$2,716,149.00, Brad seconded the motion.

Nancy suggested they give her an opportunity to put the numbers on the work sheet and they review it at the next meeting.

Mike rescinded his motion and Brad his second.

The next meeting is January 7th at 7:00 P.M. at the Town Office. The Public Hearing is also scheduled for January 14th at 7:00 P.M.

Joanne made a motion to adjourn the meeting with Virginia seconding the motion.

Harvey asked if there was any discussion on the motion. There being no discussion on the motion, Harvey called for a vote. The motion passed unanimously.

Harvey adjourned the meeting at 10:41 P.M.

Respectfully submitted,

Betsy Bosiak
Recording Secretary