



Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, December 18, 2018
TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Gonyer called the meeting to order at 6:02pm. In attendance were Selectmen, Lisa L. Gonyer, Vice-Chairman, James L. Doggett, Matthew A. Burrill; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped. The public meeting minutes and a portion of the non-public session minutes were transcribed and typed by Diane M. Morin. A portion of the non-public session minutes were transcribed and typed by Town Administrator Wrigley. Excused this evening were Selectmen Robert S. Donovan Jr. and Lawrence B. Foote.

Selectman Burrill moved to go into non-public session at 6:03pm under RSA 91-A: 3 II (a) -- Compensation (c) - Reputation. Seconded by Selectman Doggett with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.

Selectman Burrill moved to come out of Non-Public at 7:14 pm. Seconded by Selectman Doggett seconded with a unanimous vote.

Selectman Gonyer stated they came out of Non-Public, so they can address some proposed amendments to the New Pay Matrix.

The amendments are:

1. Changing the department of Cable Operator to Cable, putting all Cable employees under one department;
2. Another Change is to the Fire Department, to lower Step 1 starting rate for firefighters;
3. And to extend the new Matrix from 20 Steps to 40 Steps, since there are people that are already close to falling off the new Matrix.

Selectman Gonyer moved to accept the amended new Matrix. Seconded by Selectman Doggett for discussion.

The question was raised about lowering the Step 1 amount. It was explained that amount would be for a new probationary firefighter, who would move up the scale once they complete their probationary period. If an experienced firefighter was hired, he/she would be moved up to a higher Step due to their experience and would not start out at Step 1.

Chief Alcaldinho arrived at 6:35 pm. The new Matrix and the Base Rate were discussed.

Fire Chief Alcaldinho said Newton pays the lowest amount for new hires. What he would like to see is how the new hires fit into the department and how they get along with the other members before they are required to pay out of pocket to go for firefighter training. Chief said in his opinion, if they are a good fit, the town should pay for them to go to the academy. If they don't pass the academy, then they are no longer a member of the Fire Department.

The vote was Selectman Gonyer – aye, Selectman Doggett – aye, Selectman Burrill – nay. The motion passed.

Selectman Burrill stated he voted nay because this vote should take place in public, upstairs on television for transparency.

Selectman Doggett moved to go back into Non-Public Session at 6:42 pm under RSA 91-A: 3 II (a) -- Compensation (c) - Reputation. Seconded by Selectman Gonyer with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.

Selectman Doggett moved to close the non-public session at 7:37pm. Seconded by Selectman Burrill with a unanimous roll call vote: Gonyer – aye, Doggett – aye, Burrill – aye.

Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) -- Compensation (c) – Reputation and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply except to have Town Administrator Wrigley inform the Bookkeeper of pay roll changes. Seconded by Selectman Burrill with a unanimous vote.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated December 4, 2018

Selectman Burrill moved to accept the non-public and public meeting minutes dated December 4, 2018 as written. Seconded by Selectman Doggett with a unanimous vote.

Selectmen's non-public and public meeting minutes dated December 10, 2018

Selectman Burrill moved to accept the non-public and public meeting minutes dated December 10, 2018 as written. Seconded by Selectman Doggett with a unanimous vote.

III. Scheduled Business

A. Presentation of Certificates of Appreciation

The Board presented Certificates of Appreciation for helping to make the Veterans Day Pancake Breakfast a success. The following people were honored:

Jim Ryan, Sally Woodman, Diane Morin, Sharon Brothers, Ed Lemack, Patricia Masterson and Police Chief Michael Jewett. A special thank you to Boy Scout Troop 91

for providing the Color Guard and to Girl Scout Troop 12959 for helping to serve the guests.

B. Letter from resident – Cheryl Killam

Ms. Killam addressed the Board with concerns she has. One of her concerns is the difficulty getting into the first floor at the Town Hall due to the slope of the parking area. Selectman Gonyer stated that the Town is limited in what can be done within the Town Hall parking area and building. Selectman Doggett stated that at one time the Town considered moving the Town Clerk/Tax Collector office to the second floor. Selectman Gonyer stated that if an individual is unable to access the building, that Town employees will make every effort to accommodate that individual. Selectman Gonyer stated that the cost would need to be taken into consideration when making changes to the building.

Ms. Killam stated that a few times she has come to the Town Hall to sign up for an event and the second-floor door is locked. Selectman Gonyer stated that an easy fix would be to place a sign on the door to remind people to unlock the door.

Ms. Killam stated that the temporary fix for parking during elections was adequate, however she has noticed that people are still parking in the striped zone in front of the dumpster. This area is designated as a no parking zone and is used for wheelchair vans that have ramps. She is recommending a "No Parking" sign. Selectman Gonyer stated that the Board will look into having a sign installed.

Ms. Killam stated that when the Recreation Commission plans trips and provides transportation, the bus should be wheelchair accessible. Selectman Burrill stated that in the future, the Recreation Commission will ensure that the bus is wheelchair accessible. Selectman Doggett questioned if public funds should be used if the venue is not handicapped accessible. Selectman Burrill stated that calling the venue ahead of time to verify if it is handicapped accessible should be considered before engaging the venue. Selectman Gonyer suggested Ms. Killam speak with the Recreation Commission and assist them with planning the events.

Ms. Killam stated that the Board held a public meeting at the Construction Manager's office. She called the Board of Selectmen's office to see if the meeting place was accessible. It was determined that it was not and that a meeting could be held in the apparatus bay. Selectman Gonyer said there wasn't enough forethought given to posting the meeting at the office and when brought to the attention of the Board it was addressed. Ms. Killam agreed that it was resolved that same day.

Ms. Killam stated that the new Fire Station was not in ADA compliance and asked how this was allowed to happen. Selectman Gonyer stated that at the time the Board received Ms. Killam's letter the Board had not signed off on the building being completed. When the Board was informed of the ADA non-compliance issues, they worked to resolve the issues. Ms. Killam asked why there were issues and who was responsible. Selectman Gonyer stated that the Board of Selectmen are ultimately

responsible and most of the issues have been resolved. Selectman Doggett stated that the Fire Station is now ADA compliant.

C. Request for \$400.00 reimbursement for FF1 class – Laura Hillard

Secretary Morin stated that Ms. Hillard was here but had to leave. Ms. Morin did inform Ms. Hillard that the Board would probably take up her request.

Selectman Gonyer stated that a resident requested to be reimbursed \$400.00 for a class she took and that she would like this discussed in public.

Chief Alcaldinho spoke on behalf of the Fire Department. He stated that he contacted the NH Firefighter Academy and asked for a transcript to verify that Ms. Hillard completed and passed the Firefighter 1 class. The Academy informed Chief Alcaldinho that Ms. Hillard would not allow her transcript to be released. The Academy did inform Chief Alcaldinho that Ms. Hillard did not complete nor pass the course. Chief Alcaldinho stated that in the Newton Fire Department Standard Operating Guidelines (SOP) under Administrative 09, section III – Requirements, part E, it is clearly stated that the member must complete and pass the course in order to be reimbursed. Chief Alcaldinho stated that Ms. Hillard signed the SOP when she joined the Department. Chief Alcaldinho stated in the request from Ms. Hillard, she mentioned another Firefighter who was reimbursed. Chief Alcaldinho stated that the member in question was reimbursed upon completion and passing the Massachusetts Fire Academy. He confirmed with the Bookkeeper that the member was not reimbursed for the NH Fire Academy course that he did not pass in 2015. Ms. Hillard was reimbursed for completing her EMT class.

Selectman Doggett moved to deny the request from Ms. Hillard for reimbursement of \$400.00 for NH Firefighter 1 class due to not completing and passing the course. Seconded for discussion by Selectman Burrill.

Selectman Burrill stated that a resident who was a former member of the Fire Department took the Firefighter I Class at the NH Fire Academy and for reasons unknown was not able to complete it. Ms. Hillard said in her letter to the Board that she should be reimbursed because another firefighter in her same situation was reimbursed. Selectman Burrill went on to say that Chief Alcaldinho just stated that the other member was not reimbursed for the NH Firefighter 1 Class in 2015. Both individuals were given the opportunity to re-take the class. Selectman Burrill stated that there is a clear-cut policy that states the class must be completed and passed in order to be reimbursed. Selectman Gonyer stated that should Ms. Hillard provide the Board with proof of completion and passing the course, the Board would re-visit the request. Chief Alcaldinho stated that the certification would have to reflect class number 23171157 for her to be reimbursed.

The motion passed with a unanimous vote.

D. Ambulance Agreement Renewal – Trinity EMS Inc.

Chief Alcainho reviewed the agreement with Trinity EMS Inc. for ambulance transportation. The changes to the agreement were the address change for the new station and the year. No other changes were made to the agreement.

Selectman Doggett stated that residents have the right to request transportation be provided by the Newton Fire Department.

Selectman Doggett moved to sign the agreement with Trinity EMS Inc. to provide the Town with ambulance transportation. Seconded by Selectman Burrill with a unanimous vote.

E. New Fire/Rescue Station

a. Project update

i. Fire Pump

Chief Alcainho stated that he spoke with the Construction Manager and was asked to remind the Board that the engineer is waiting for approval to move forward with inspecting the pump. Secretary Morin stated that she sent an email to SFC Engineering asking if there was anything needed to move forward. She has not heard back from them.

Selectman Burrill moved to authorize the Chairman to sign any authorization required to have SFC Engineering inspect the fire pump. Seconded by Selectman Doggett with a unanimous vote.

ii. HDMI cable \$311.60

Chief Alcainho stated that the wrong cable was run during the construction. Mr. Foote spoke with the technician from First Access who was on site working on the phone system about installing the cable. Chief Alcainho stated that Mr. Foote informed him that a verbal quote of not more than \$200.00 would get the HDMI cable installed.

Selectman Gonyer asked if there is an invoice. Chief Alcainho stated that it was a verbal quote.

Selectman Burrill asked if this would have been in scope of the original project. Chief Alcainho stated that the Board should speak to the Construction Manager for an answer. Selectman Burrill stated that the Fire Station is essentially done and in the remediation phase. Chief Alcainho stated that the HDMI cable should have been installed and went on to state that there were other items that should have been installed. Chief Alcainho stated that the Construction Manager has the list.

Chief Alcainho informed the Board that the EOC generator was installed. The Town needs to dig a trench to connect the gas line to the generator. Chief Alcainho stated that the contractor that bid on the installation did not take digging a trench into consideration. The propane company will be installing the gas line within the next week, so the trench needs to be dug very soon.

Selectman Gonyer stated that the Board is frustrated that the person/s who can answer the questions is not present. The Board is unable to decide based on the second-hand information the Chief is providing.

Selectman Burrill suggested that Secretary Morin reach out Port One Architects and see if digging the trench was in scope with the original project. Chief Alcadinho stated that he spoke with the Construction Manager who stated it was not within the scope of the project.

Selectman Gonyer stated that a separate contractor was hired to install the EOC generator and it is unknown whether digging the trench was included in the contract. The Board would need to know if it was included in the contract or not before a decision can be made to hire another contractor to dig the trench.

iii. Comcast – Move phone line

Secretary Morin stated that another phone line needs to be moved from Earthlink to Comcast. Once Comcast takes over the line, it will be moved from 35 South Main Street, old Fire Station, to 8 Merrimac Road, new Fire/Rescue Station. This will provide the Fire Department with 4 phone lines from Comcast. The EOC phone lines are owned by NextEra Energy – Seabrook. The Town has no control over those lines.

Selectman Doggett moved to authorize the Chairman to sign the Letter of Agency transferring the phone line from Earthlink to Comcast. Seconded by Selectman Burrill with a unanimous vote.

b. Letter from resident – Kevin Donegan

Selectman Burrill stated that resident Kevin Donegan sent a letter with questions that he gathered from social media. Selectman Burrill went on to say that some of the files requested to be placed online cannot be done due to the lack of equipment to scan them in. The drawings are available in the Selectmen's Office.

Selectman Burrill stated that Selectman Foote was planning on meeting with Mr. Donegan to review questions concerning grants. Selectman Burrill suggested Selectman Foote provide his responses to the Board, so they may be included in the response letter to Mr. Donegan. Selectman Gonyer stated that the Board is working on the responses and are not finished gathering the information. Selectman Burrill asked the Board to review the draft of the response when they receive it in their emails.

F. 2019 Budget Review:

a. Fire Department

Chief Alcadinho reviewed the proposed 2019 Fire Department budget.

Selectman Doggett moved to include the 2019 Fire Department budget in the 2019 Town's draft budget. Seconded by Selectman Burrill for discussion.

Selectman Burrill asked for clarification on the total budget number. After some discussion, Chief Alcadinho asked that the \$2,825.00 be placed in the line item "Other Expenses-Facility"

The motion passed with a unanimous vote.

b. Police Department

Chief Jewett presented the proposed 2019 Police Department budget. Chief Jewett stated that there are increases to the salary line item due to the new pay matrix being adopted by the Board.

Selectman Doggett moved to include the 2019 Police Department budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

Chief Jewett stated that he cut several line items to offset some of the increases that were needed.

c. Financial Administration

Bookkeeper Hughes presented the proposed 2019 Financial Administration budget. The budget consists of the Bookkeeper, Treasurer, Trustees of Trust Funds, auditing, Avitar support and IT budgets.

Bookkeeper Hughes reviewed the need for updating PC's used by the Town. By entering into a lease agreement all PC's will be kept at the same version of software and the hardware will be under warranty.

Selectman Doggett moved to include the 2019 Financial Administration budget in the 2019 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.

Secretary Morin stated that the Town would be entering into a lease agreement to update PC's that are currently out of date. The reason for upgrading is that support for Window 7 will end on January 14, 2020. And by using Office 365 subscriptions, all the PC's will be running the same version of MS Office.

d. Executive

Town Administrator Wrigley reviewed the proposed 2019 Executive budget. The increase is to the salary line items, removed funding for computers and lowered the equipment line item.

Selectman Doggett moved to include the 2019 Executive budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

e. General Governmental Buildings

Town Administrator Wrigley and Bookkeeper Hughes reviewed the proposed 2019 General Government Buildings budget. Bookkeeper Hughes stated that they paid close attention to portable toilets and dumpsters. The main increase was to the utilities line item.

Selectman Doggett moved to include the 2019 General Governmental Buildings Department budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

f. Personnel Administration

Bookkeeper Hughes reviewed the proposed 2019 Personnel Administration budget.

Selectman Doggett stated that Ms. Hughes calculations from 2018 anticipated versus budgeted were within \$.96 cents which gives the Board confidence in the numbers Ms. Hughes provided.

Selectman Doggett moved to include the 2019 Personnel Administration budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

g. Town Assessor

Town Administrator Wrigley reviewed the proposed 2019 Town Assessor budget which is based on the contract for the Assessor.

Selectman Doggett moved to include the 2019 Assessor budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

h. Revised Library budget

Selectman Gonyer explained that the requested budget increase of \$9346.00 was for custodial, salaries and maintenance.

Selectman Doggett moved to include the revised 2019 Gale Library budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

i. Revised Town Clerk budget

Selectman Gonyer explained the revision to the budget are due to increases in line items "Town Clerk Fees" and "Town Clerk State Fees".

Selectman Doggett moved to include the revised 2019 Town Clerk budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

j. Revised Conservation budget

Selectman Gonyer explained that line item "Water Quality Management" was added and the salary line item was reduced, keeping the bottom line the same.

Selectman Doggett moved to include the revised 2019 Conservation Commission budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

k. Encumbered funds from 2018

Bookkeeper Hughes stated that there are some departments that are requesting to encumber funds not used in 2018. These are for items or services that the bills have not come in. The departments are requesting to encumber the funds and to pay the bills in 2019 using funds from 2018. On the list are departments that are overdrawn on their budget however, the Board can motion to move funds from another budget to cover the over draft.

Selectman Burrill asked if approved would we still be under budget? Bookkeeper Hughes stated there would still be funds in the total budget after encumbrances. The total amount needed by the Town Clerk, which is overdrawn, is \$18064.00. The amount will cover the overdraft for payroll and software. Mrs. Hughes recommends transferring funds from the 2018 Legal budget to the 2018 Town Clerk budget.

Selectman Gonyer asked if a 2019 Total Budget worksheet was available that would include the 2018 proposed encumbered funds. Town Administrator Wrigley stated that it is still being worked on.

Selectmen Doggett moved to transfer \$18,064.00 from the 2018 Legal Budget to the 2018 Election and Registration budget. Seconded by Selectman Burrill with a unanimous vote.

Chief Alcadinho stated that gas meters, valves and cylinder and holders from Firematic Supply Co. will be purchased in 2019 and does not need to encumber the funds. Selectman Doggett would prefer to see the supplies purchased using 2018 funds and to pay the balance due to First Access Technologies for the phone system installation.

Selectman Doggett moved to transfer \$7,774.50 from the 2018 General Government Buildings budget to the 2018 Fire Department budget. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to encumber \$39,984.38 for the list of items provided by the Bookkeeper. Seconded by Selectman Burrill with a unanimous vote.

Conservation Commission

North of Boston Media Group – Public Hearing Legal Notices (2) \$222.75

Election and Registration

Interware Development – Clerkworks XML SOFTWARE, Scanners,
Signature Pads, Support \$8,833.00

Fire Department

Firematic Supply Co., Inc. – Gas meter, valves, cylinder, holder \$6,619.00

First Access Technologies, Inc. – Balance due for telephone
installation at Fire/Rescue station \$1,155.50

General Gov't Buildings

KV Partners – Stormwater Management (MS4 program) \$13,450.00

KV Partners – Engineering Assistance for Alteration of Terrain
Permit re: Newton Safety Complex \$1,800.00

Police Department

Cardmember Service – Credit card purchases for items & services received	\$1,495.52
Motorola Solutions – APX 8000 All Band Model w/charger & jack	\$5,032.39

Recreation

Landscapers Depot – 10 yds of sand for Town Beach	\$292.50
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Transfer Station

Home Depot – Materials to repair shed	\$1,083.72
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Selectman Burrill asked if the un-used funds, \$12,000.00, from the warrant article for lifeguards could be taken from the 2018 General Fund and placed in the 2019 Recreation Budget to be used to hire and train lifeguards. Selectman Doggett explained that the funds can only be used within the time frame set in the warrant article and for the purpose specified. Any remaining funds must be returned to the voters.

G. Request from employee to carry over PTO from 2018

Town Administrator Wrigley stated that Mrs. Hughes was scheduled to take her PTO but due to the amount of work to get the budgets ready she was unable to.

Selectman Doggett moved to allow Kim Hughes to carry over 19.25 PTO of hours into 2019. Seconded by Selectman Burrill with a unanimous vote.

H. Update – Town Report quote for printing

Secretary Morin stated that RAM Printing has agreed to match the quote for printing the 2018 Town Reports.

Selectman Doggett moved to award the 2018 Town Report printing to RAM Printing in the amount of \$1,260.00. Seconded by Selectman Burrill with a unanimous vote.

I. KV Partners – MS4 Engineering Assistance Contract

Selectman Doggett stated that this is a contract with KV Partners to assist with the MS4 Engineering.

Selectman Doggett moved to authorize the Chairman to sign the KV Partner MS4 Engineering Assistant Contract. Seconded by Selectman Burrill with a unanimous vote.

J. Annual payment request for Fire Warden and permit writers

Town Administrator Wrigley stated that this is the payroll for the Fire Department employees that issue burn permits.

Selectman Doggett moved to authorize the Treasurer to pay the Forest Fire bill in the amount of \$1,482.76. Seconded by Selectman Gonyer with a unanimous vote.

K. Veterans Day Breakfast – payment for School Custodian

Selectman Burrill stated that the Town needed to pay for the school custodian in order to use the facility. He was hoping that the School District would pay for the custodian in the amount of \$192.50.

L. 2019 Dragon Mosquito permit application

Town Administrator Wrigley stated that the application is for the 2019 permit from the State to allow Dragon Mosquito to spray for mosquitoes.

Selectman Doggett moved to authorize the Chairman sign the Dragon Mosquito permit application. Seconded by Selectman Gonyer with a unanimous vote.

M. FEMA award for storm related expenses – March 13, 2018

Secretary Morin stated that FEMA awarded the Town of Newton \$23,311.31 to help cover the cost of snow removal during the March 13, 2018 snowstorm.

N. Transfer Station Employee – David Glover

Selectman Doggett moved to hire David Glover as a part-time Transfer Station Attendant not to exceed 24 hours a week and to remove his seasonal status. Seconded by Selectman Burrill with a unanimous vote.

O. Accept and replace 2018 Pay Matrix with amended 2019 Pay Matrix

Selectman Gonyer stated a new Pay Matrix was adopted because some employees had exceeded the pay scale in the old matrix.

Selectman Doggett moved to accept and replace the 2018 Pay Matrix with the amended 2019 Pay Matrix effective December 18, 2018. Seconded by Selectman Gonyer with a unanimous vote.

P. Kinsley Drive

Selectman Doggett stated that the Planning Board, Road Agent and Town Engineer have reviewed the request to accept Kinsley Drive as a Town road. The road meets the Town requirements for acceptance and they are recommending the Board accept the Kinsley Drive as a new Town road.

- a. Release of Road Bond in the amount of \$32,981.23, plus interest, upon receipt of \$25,686.00 for a Road Maintenance Bond for 2 years.**

Selectman Doggett moved to release the Road Bond in the amount of \$32,981.23, plus interest, upon receipt of \$25,686.00 for a Road Maintenance Bond which the Town will hold for 2 years. Seconded by Selectman Burrill with a unanimous vote.

- b. Accept Kinsley Drive as a Town road per recommendation from the Planning Board.**

Selectman Doggett moved to accept Kinsley Drive per recommendation from the Planning Board, Town Engineer and Road Agent. Seconded by Selectman Burrill with a unanimous vote.

Q. DOT – Signage improvement project on Route 108

Secretary Morin stated that the State will be improving the signage for curves along State roads. The State DOT will be handling the traffic control during the project.

Selectman Doggett moved to authorize the Chairman sign the agreement to allow the DOT manage traffic control along State roads during the signage improvement project during 2019. Seconded by Selectman Burrill with a unanimous vote.

IV. Other Business

Selectman Doggett moved to have KV Partners complete the required forms for the Alteration of Terrain Permit for the New Fire/Rescue Station. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to sign the 2019 contract with Andrea Lewy to provide Assessing services to the Town. Seconded by Selectman Burrill with a unanimous vote.

V. Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments

➤ Manifest

Selectman Doggett moved to sign vendor manifest dated December 18, 2018 in the amount of \$148,422.30. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to sign New Fire/Rescue Station vendor manifest dated December 18, 2018 in the amount of \$390.00. Seconded by Selectman Burrill with a unanimous vote.

Selectman Doggett moved to sign payroll manifest pay period November 25 – December 9, 2018 with a pay date of December 13, 2018. Seconded by Selectman Burrill with a unanimous vote.

➤ Tax Abatement

Selectman Burrill moved to sign tax abatement for map 10-4-2 in the amount of \$286.50. Seconded by Selectman Doggett with a unanimous vote.

➤ Correspondences

Selectman Burrill moved to sign thank you letter to Boy Scout Troop 91 for providing the Color Guard at the Veterans Day Pancake Breakfast. Seconded by Selectman Doggett with a unanimous vote.

Selectman Burrill moved to sign thank you letter to Girl Scout Troop 12959 for helping to serve the guest at the Veterans Day Pancake Breakfast. Seconded by Selectman Doggett with a unanimous vote.

Town Administrator Wrigley would like to thank Chief Jewett's daughter Avery for her help at the Veterans Day Pancake Breakfast.

VI. Adjourn

Selectman Doggett moved to adjourn at 9:49pm. Seconded by Selectman Burrill with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary