Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, JUNE 7, 2022
TIME: 6:00PM
LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and
ZOOM CONFERENCE CALL

PUBLIC MEETING MINUTES

Zoom Conference phone number 929-205-6099
Meeting ID 818 7979 5674
https://us02web.zoom.us/j/81879795674

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen Matthew A. Burrill, Chairman, Charles R. Melvin Sr., Robert Marchand Jr., Town Administrator Nancy J. Wrigley, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped; the public meeting minutes were transcribed and typed by Secretary Morin. The non-public session minutes were transcribed and typed by Town Administrator Wrigley.

Selectman Lawrence Foote was not present.

Chairman Burrill addressed the Board and the public. He stated that he feels there are two vacant seats, but the Board can only fill one at this time. He stated that the remaining members cannot remove a member from the Board without first going to the Superior Court. He would ask Mr. Foote to offer his resignation as a Selectman for the Town of Newton.

Chairman Burrill moved to strongly recommend that Selectman Lawrence Foote resign due to non-attendance from meetings for the last 3-months. Seconded by Selectman Marchand for discussion.

Mrs. Lisa Gonyer addressed the Board. She wanted to make the Board aware that they can ask the court to remove Selectman Foote for falling to meet his duties as a Selectman.

Mr. Mike Pivero addressed the Board. He stated that this process is an embarrassment to the town and would ask Selectman Foote to resign.

Chairman Burrill clarified that the motion he made has nothing to do with anything other than non-attendance of meetings. He stated that there has never been a reason for Mr. Foote to not attend the Selectmen's meetings.

Mrs. Trisha McCarthy addressed the Board. She stated that Mr. Foote informed her that he received a letter informing him to not attend any government related meetings and that is why he has not been present. Chairman Burrill asked who did he receive the letter from? Mrs. McCarthy and Selectman Melvin stated the letter was signed by Chairman Burrill.

Chairman Burrill explained that the letter was sent to Mr. Foote in his role as EMD and Fire Inspector. Selectman Melvin stated the letter clearly stated not to attend any government meetings. Chairman Burrill stated that the Board does not have the power to stop a member of the Board from attending meetings.

Town Administrator (TA) Wrigley stated that Mr. Foote was placed on paid administrative leave as the EMD and from the Fire Department. Selectman Melvin reiterated; the letter stated any government meeting. He stated that he received a text message from Mr. Foote stating that Mr. Foote was waiting for his attorney to advise him.

Chairman Burrill asked Secretary Morin to take a roll call of participants on Zoom. The following participants responded: Mrs. Marcella Vincent of Thornell Road and Mr. Jamie Fitzpatrick of Walnut Farm Road. No other participants responded.

Selectman Melvin read the letter sent to Mr. Foote by Chairman Burrill. The letter stated that while on administrative leave he is not to represent the Town in any way while the investigation is ongoing. The entire letter is attached to the end of the minutes.

Chairman Burrill stated that the letter was sent out after the Board voted to put Mr. Foote on paid administrative leave.

Mr. Joe Castellano of Williamine Drive addressed the Board. He asked if there was a time limit on the investigation. Chairman Burrill stated that the Board is waiting for a resolution. Mr. Castellano stated it seems to be taking a long time to resolve the issue.

Selectman Melvin stated that Mr. Foote brought in close to $1 million dollars to the Town in grant money. Mr. Castellano stated that he, and other residents pay taxes as well.

Chairman Burrill called for a vote.

The motion passed. Burrill – aye, Marchand – aye. Melvin – nay.

Mr. Pivero asked if the Board can appoint an alternative member? Chairman Burrill stated the Board cannot.

II. Scheduled Business

A. Appointment – Vacant Selectman's seat

Selectman Melvin would recommend Mr. Joe Simone to fill the vacant seat. He stated that Mr. Simone is a longtime resident and has been involved in Town politics. He is well versed on current happenings and would come up to speed quickly.

Selectman Marchand would recommend Mr. Michael Connolly. He stated that Mr. Connolly showed leadership skills at candidates' night. He is very knowledgeable and will help bring the town into the future.

Chairman Burrill stated that all 5 candidates would be able to step in and help the town. He would like to see Dan Guide, Rick Gonyer and Anthony Aiello more involved in the town. He stated that both Mr. Simone and Mr. Connolly are both ready for the job. He would recommend Mr. Michael Connolly.

Selectman Marchand moved to appoint Mr. Michael Connolly to the Board of Selectmen to fill the vacant seat left by Mr. Crnolic. Term to end at the next Town election. Seconded by Chairman Burrill. Burrill – aye, Marchand – aye. Melvin – nay.

Chairman Burrill and Selectman Marchand signed the oath of office for Mr. Connolly. Selectman Melvin refused to sign the oath of office.

Town Clerk MaryJo McCullough addressed the Board and stated that it is Selectman Melvin's duty to sign the oath.

Mrs. Lisa Gonyer asked if the Board could allow those present to vote. Chairman Burrill did not think that would be appropriate.

Mrs. Amanda Aiello addressed the Board. She expressed her hope that Selectman Melvin would reconsider signing the oath of office. Selectman Melvin stated that he voted no and would not sign it. He stated that he would not sign something that he voted no on.

Ms. Kim Valliant addressed the Board. She asked if the oath was changed to reflect that he voted "nay", would Selectman Melvin sign it. Selectman Melvin stated that the candidate came forward after the deadline. Chairman Burrill stated that was incorrect. Selectman Melvin stated he would still not sign it.

Ms. Valliant stated that the oath signifies that a vote was taken and that the Selectmen were present. It does not state that Selectman Melvin approved of the choice. Chairman Burrill read a portion of the oath of office. Because this is an appointment it must be signed by the Selectmen or elected official.

Ms. Valliant asked if a special election could be held. Chairman Burrill stated it cannot. Ms. Valliant suggested the Board reach out to NHMA for advice on the next steps that can be taken. Chairman Burrill stated that we thought we would be all set on having the required signatures.

Ms. Valliant stated because the Board is dysfunctional it is putting the Town in jeopardy. She asked to clarify how not having a quorum could affect the Town. Chairman Burrill stated that we need 3 members to be present in order to have a meeting. If there are 4 members and a vote is taken it could potentially be a tie and nothing would get done. Ms. Valliant respectively asked Selectman Melvin to reconsider. Selectman Melvin stated that he will not sign the oath of office for Mr. Connolly.

Mrs. Gonyer stated that if the Board does not appoint a new selectman the State Court will do it for the Town. She reminded the Board that the reason the Town went to a 5 member board was to get things done if a member was not present. When it was only a 3 member board, and one member was out, Town business was not being done because the remaining 2 members could not agree. She stated that Selectman Melvin was on the Board at the time.

Town Clerk (TC) McCullough addressed the Board. She stated that the oath of office comes from the Secretary of State Office.

Selectman Melvin left the meeting 6:36pm. Chairman Burrill stated that the meeting has been recessed until a quorum of Selectmen are present.

TC McCullough continued explaining the oath. Upon closer examination of the oath, if appointed the oath requires an election official, their title and signature. It does not require 3 signatures.

TC McCullough called for Selectman Melvin to resign his seat on the Board of Selectmen.

Mrs. Aiello asked what are the options to remove Selectman Melvin at this time? Chairman Burrill stated that it must be done in Superior Court.

TC McCullough stated that the Board took a vote and on a 2-1 vote appointed Mr. Michael Connolly to fill the vacant seat. She stated that was good enough for her to have Mr. Connolly take the oath of office and assume his seat as a member of the Board of Selectmen. Should anyone not agree, they can take it up with the Secretary of State's office.

Mr. Connolly took the oath of office and assumed his place on the Board. The meeting then resumed at 6:42pm with the following members present: Chairman Matthew Burrill, Selectmen Robert Marchand, and Michael Connolly.

B. Commercial Trash Hauling policy update

Chairman Burrill stated that the Board had approved a 90 day trial to allow Mr. St. Cyr the use of a second vehicle to haul residential trash to the Transfer Station. The 90 day trial is past due. Chairman Burrill stated that he heard from a resident about their concern that an out of town trash hauler was using

the transfer station. Mr. St. Cyr stated that person works for him. He does have a small trash hauling company out of Sandown but does not bring trash from other towns to the transfer station.

Chairman Burrill asked how many customers use Mr. St. Cyr service and if they are all residents of the Town? Mr. St. Cyr stated that all 110 customers are residents of the Town. He stated that he brings all his bulk items to Raymond NH.

Selectman Marchand asked if the signs on the second vehicle could be removed when the employee is hauling town trash to the transfer station. Mr. St Cyr stated that he asked his employee to remove the signs as part of his employment.

Chairman Burrill recommended that Mr. St Cyr use magnetic signage to identify vehicles that are used under his company.

Mr. St. Cyr stated that he follows the Commercial Trash Hauling policy to the letter.

Selectman Connolly stated that he agrees with Chairman Burrill's recommendation to use signs on the vehicles.

Mr. Joe Simone asked what the annual permit fee was. Secretary Morin stated it is $500.00.

Mr. Simone asked what the fee is charged to the customer. Mr. St. Cyr stated that he charges $35.00 per month or $200 for 6 months.

The change to the policy would be from 1 vehicle to 2 class 1-3 pickup trucks per permit.

Mr. Simone suggested the Board look at the permit fee and adjust accordingly. He stated that there are equipment issues that need to be fixed at the transfer station. Chairman Burrill stated that the permit fee is to cover the cost of administering the policy. There is no direct correlation between the needs at the station and administrative fees.

Selectman Connolly asked Mr. St. Cyr if the trash being hauled is strictly from residents. Mr. St. Cyr stated only Town of Newton residential trash is being hauled to the transfer station.

Mr. Simone asked if any other towns offer this service and what they charge. Chairman Burrill recommends that the staff research to see if other towns offer this service and what they charge.

Mr. St. Cyr asked if the Board would like to consider the 2 other trials that they authorized. One is the use of a trailer, and the other is bringing bulk items to the transfer station for residents. Selectman Marchand stated that the Board should consider the agenda item only at this time.

Selectman Connolly asked Mr. St. Cyr the size of the trailer. Mr. St. Cyr stated that he does not have a trailer at this time, but it would be the size of a pickup truck bed. Selectman Connolly stated that if the trailer is allowed, that a cover must be used to keep the contents from littering the town.

Chairman Burrill moved to amend the Commercial Trash Hauler policy as propose to allow 2 vehicles on one permit with the same restrictions presently in place. Seconded for discussion by Selectman Marchand.

Mr. Simone recommends the Board review the entire policy and come back with any proposed amendments.

Mr. Simone asked if traffic is tied up when Mr. St Cyr is there. Selectman Marchand stated that Mr. St. Cyr only uses the transfer station on Tuesday and Thursday. Traffic is not tied up while Mr. St. Cyr is there.

The motion passed with a unanimous vote.

Mr. Pivero recommends that signage be added to the motion. Secretary Morin will work on the wording for updating the policy to include signage.

C. Public Hearing date for acceptance of FEMA funds

Secretary Morin stated that the Town received FEMA funds totaling more than $25,000.00 and a public hearing is needed for the Town to accept the funds. The funds were for the electronic message board usage. The Board decided to hold a public hearing on July 19 beginning at 7:00pm.

Emergency Management Director (EMD)Trisha McCarthy stated that the funds will go into the general fund and a warrant article will be put forward to the voters in March to move the accumulated funds to the Emergency Operations budget. Those funds can only be used in an emergency such as the COVID-19 pandemic. The funds could be used to cover the payroll during an emergency or other related expenses.

D. ARPA/EOC Update

EMD McCarthy addressed the Board and wanted to remind everyone including children are eligible for the vaccine.

She informed the Board that there are 17 new cases of COVID-19 in the last 14 days. 43.9% of the town's population have been vaccinated. As of May 20th, no new cases reported by the school district.

The last Seabrook drill rating was outstanding. She thanked all those that participated in the drill.

The ARPA committee has been meeting each week and are working on presenting proposals for the Board to review for purchasing items that can be related to the pandemic. Some of the items will need to be sealed bids. They are looking to improve the facilities at the Transfer Station. The ARPA funds will cover technology upgrades such as security cameras.

E. Review -- Hazard Mitigation Plan

EMD McCarthy is asking the Board to approve the Hazard Mitigation Plan. The plan is due every 5 years and covers everything that the Town might need. It is required by the Federal Government when applying for grants. The plan was approved by the Federal Government on March 18, 2022, and now needs the Board to approve it as well.

She stated that approval of the Hazard Mitigation Plan by the Board is needed to complete grant applications that are being processed.

Selectman Marchand moved to adopt the Mitigation Plan as approved by FEMA. Seconded by Selectman Connolly with a unanimous vote.

F. Letter from Kingston Selectboard – Regionalizing Fire Departments – Tabled

G. Quote – Greenie Park well pump replacement

Secretary Morin informed the Board that the well pump is not working. She called a vendor who did some troubleshooting. It was determined that the pump in the well needs to be replaced. The depth of the well is 505' and was installed 20 years ago. She asked the Board if they wanted her to get 2 more quotes. The Board agreed to get 2 more quotes.

H. Intent to cut – Tax map 05-05-10-6 -- Whittier Street

Mrs. McCarthy, representing the Conservation Commission, addressed the Board. She stated that there is a vernal pool in the middle of the property. She stated that the intent to cut is to clear cut the area. The Conservation Commission is concerned that the 75' buffer around the vernal pool would not be adhered to. She stated that she spoke with Mr. William Landry, one of the cemetery trustees, and confirmed with him that there is a cemetery that abuts the property. There needs to be a 25' buffer around the cemetery. She is recommending that the Board investigate further.

TA Wrigley stated that she is not sure that the owner is planning on clear cutting. It was not clear on the intent to cut form.

Secretary Morin read an email from the Assessor addressing the issues. The email states that there are only 4 reasons the Board can deny the intent to cut.

1. The form has been improperly filled out. (RSA 79:10)
2. Land is enrolled in the unproductive current use category that does not allow timber harvesting. (RSA 79-A:2, XIII, Current Use Administrative Rule Cub 306.02 (a))
3. A timber tax bond is required but has not been posted. (RSA 79:3-a)
4. All owners of record listed on the property record card have not signed the intent to cut. (RSA 79:1 II.(a) & RSA 79:10 I.(a))

Her response to each reason is below:
1. It has been filled out properly
2. None of the land is enrolled in current use
3. All property taxes have been paid so a bond is not required
4. All owners of record have signed the intent

Chairman Burrill would like the logger and Conservation Commission to meet to discuss the concerns the Conservation Commission has.

TA Wrigley stated that on the intent to cut form it is noted that there will be less than 10,000 board feet of white pine, less than 5,000 board feet of hemlock, and less than 30,000 board feet of oak. She will ask the logger what their intent to cut is.

Ms. Kim Valliant addressed the Board. She recommends the Town use caution when allowing loggers to cross wetlands.

Mrs. McCarthy stated that it is crucial that the buffer around the cemetery be observed because some people were not allowed to be buried in the cemetery and had to be interned outside within 25' of the cemetery.

Ms. Gonyer asked if there were any site plans filed with the Planning Board. Selectman Marchand stated that he was not aware of any. He believes it is for harvesting only. TA Wrigley stated that she sent the request to the Planning Board and did not hear back from them.

I. Yield Tax Levy – Tax map 16-4-01-1 -- Amesbury Road

TA Wrigley stated that the land was cleared to allow for 2 homes to be built. This is the tax bill for timber cut.

Selectman Marchand moved to authorize the tax collector to collect the timber yield tax levy in the amount of $679.34 for tax map 16-4-01-1 located at 37 and 39 Amesbury Road. Seconded by Selectman Connolly with a unanimous vote.

J. Updated pay rates for Town employees

TA Wrigley provided the Board with an updated payrate list for all employees. She reviewed the document with the Bookkeeper and they both agreed on the pay rates.

Selectman Marchand moved to accept the 2022 pay rates for town employees effective as of June 7, 2022. Selectman Connolly with a unanimous vote

K. List of employees and town owned devices

TA Wrigley stated that the Police and Selectmen have town owned phones policy. The document provides the Selectmen with a list of employees and any town device assigned to them.

Chairman Burrill would like to see one policy in place for town issued phones.

TA Wrigley stated that there are some employees still using personal emails. She recommends that only town email addresses be used.

Mrs. McCarthy stated that the Fire Department does have a cell phone policy.

Selectman Connolly stated the policy should include the device that the user is using to access town email.

Chairman Burrill and Selectman Connolly will work on a town phone policy.

L. Review proposed feasibility RFP for the Police Station

Chairman Burrill stated the Board asked Secretary Morin to write an RFP for a feasibility study for the Police Station. She provided an ad and a full description.

Selectman Marchand moved to post a request for proposal for a feasibility study of the Police Station. Seconded by Selectman Connolly with a unanimous vote.

Chairman Burrill stated that only 2 departments have sent in their capital improvement plan (CIP). He is recommending that a member of the CIP committee and Selectman Marchand meet with the department heads to work on the CIP as soon as possible. Selectman Marchand will coordinate the meeting.

M. Town Hall – Water treatment solution

Secretary Morin stated that she had thought that the old water softener that was at the Fire Station could be installed at the Town Hall. She asked the vendor that did the work at the Fire and Police Stations to analyze the water at the Town Hall. The test results were not good. At one time the salt shed was located on the site and the salt has leached into the ground water. She is recommending the Board take the quote under advisement for budgetary purposes.

N. Lease agreement – 8 Merrimac Road Tenant

Chairman Burrill stated this is a yearly 1-year lease agreement.

Selectman Marchand suggested that the rate might need to be raised. TA Wrigley stated that raising the rate is not a good idea as the contract is due. Ms. Gonyer stated that the only reason the Board could raise the rate is if it could show an increase in expenses.

Selectman Marchand moved to sign a new 1-year lease agreement with Civil Construction at 8 Merrimac Road effective June 1, 2022 – May 31, 2023, for a total of $10,200.00 payable in monthly installments at a rate of $850.00. Seconded by Selectman Connolly with a unanimous vote.

O. Update – Marshall House insurance claim

Secretary Morin provided the Board with the amount the insurance company will pay if the Board decides to not do the repairs at the Marshall House. The amount would be $5,759.69.

Selectman Marchand stated that he would prefer the Town keep the property and do the repairs.

Chairman Burrill would like to have Secretary Morin get some quotes to make the repairs. Then the Board can make the decision on whether to repair the building.

P. Tax abatements

a. Tax map 9-4-8

Selectman Marchand moved to sign tax abatement for tax map 9-4-8 in the amount of $1,917.40 due to fire destroying part of the home. Seconded by Selectman Connolly with a unanimous vote.

b. Tax maps 2-4-9 & 2-3-18

Selectman Marchand stated that the Assessor is not recommending signing the tax abatement because it is properly assessed. TA Wrigley stated that the owner did not provide any new information to the Assessor that would warrant a tax abatement.

Selectman Marchand moved to deny tax abatement for tax maps 2-4-9 and 2-3-18. The property is properly assessed. Seconded by Selectman Connolly with a unanimous vote.

III. Other Business

A. Miscellaneous

Mr. Simone asked what the status of the record retention project was. Chairman Burrill stated that an email was sent out to all departments, boards, commissions, and committees asking for them to provide the number of records that need to be retained or destroyed.

Mr. Simone asked if the issues with the transfer station hoppers has been resolved. Selectman Marchand stated that Mr. Pivero had scheduled a welder to look at the hopper but due to rain, it will need to be rescheduled. Selectman Marchand will be meeting with Transfer Station Manager Pete Gagnon and Mr. Pivero to discuss other issues and possible fixes.

Mr. Anthony Levin addressed the Board via Zoom. He stated that when Selectman Melvin walked out of the meeting, the Board should consider that his resignation. Chairman Burrill stated that Selectman Melvin did not state he was resigning.

Mr. Levin stated that if he were to walk off his job, he would be fired. Chairman Burrill stated that this is not like a business. The voters would be the one to remove an elected official from office. Selectman Marchand stated that voters need to exercise their right to vote in March.

Ms. Valliant addressed the Board and stated that the Board cannot remove an elected official per RSA's.

Secretary Morin read a portion of RSA 652:12
A "vacancy" shall occur in a public office if, subsequent to his or her election and prior to the completion of his or her term, the person elected to that office:
I. Either dies, resigns, or ceases to have domicile in the state or the district from which he or she was elected; or
II. Is determined by a court having jurisdiction to be insane or mentally incompetent; or
Fails or refuses to take the oath of office within the period prescribed in RSA 42:6 or to give or renew an official bond if required by law; or
III. Is convicted of a crime which disqualifies him or her from holding office; or
IV. Fails or refuses to take the oath of office within the period prescribed in RSA 42:6 or to give or renew an official bond if required by law; or. Has his or her election voided by court decision or ballot law commission decision; or
VI. Is a member of the general court of New Hampshire and a member of a military reserve or national guard unit.

B. Manifest

Selectman Marchand moved to sign vendor manifest dated June 7, 2022, in the amount of $88,947.75 which includes the following ARPA costs: $1,600 was for cleaning and sanitizing town buildings for the month of May and $893.68 for cleaning and disinfecting the Fire Rescue Station after the March 13, 2022, vaccine clinic. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign Cable Revolving Fund vendor manifest dated June 7, 2022, in the amount of $8,990.80. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to sign payroll manifest for pay period May 8- May 21, 2022, with a pay date of May 26, 2022. Total payroll is $47,706.24 which includes $493.26 ARPA administrative costs. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign payroll manifest for pay period May 22- June 4, 2022, with a pay date of June 9, 2022. Total payroll is $71,030.33 which includes $182.70 ARPA administrative costs. Seconded by Selectman Connolly with a unanimous vote.

C. Requisitions

Selectman Marchand moved to sign requisition 1037FD for 4 sets of firefighter gear which includes coats and pants with harness for a total cost of $12,780.00 from Fire Tech & Safety of New England. Funds to come from the Fire Department 2022 budget. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign requisition FS-2022-005 for annual HVAC air duct cleaning for a total cost of $1,540.00. Work to be performed by Aspen Air Duct Cleaning pending a certificate of insurance is on file with the Town. Seconded by Selectman Connolly with a unanimous vote.

IV. Approval of Minutes

Selectman Marchand moved to accept the non-public and public meeting minutes dated May 17, 2022, as written. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to accept the public meeting minutes dated June 2, 2022, as written. Seconded by Selectman Connolly with a unanimous vote.

Nonpublic Session under RSA 91-A:3 II (c) – Reputation

Chairman Burrill moved to go into non-public session at 8:13pm under RSA 91-A: 3 II (c) -- Reputation. Seconded by Selectman Marchand with a unanimous vote.

Chairman Burrill moved to close the non-public session at 8:50pm. Seconded by Selectman Marchand with a unanimous vote.

A. Seal non-public minutes

Chairman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (c) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Marchand with a unanimous vote.

V. Adjourn

Selectman Marchand moved to adjourn at 8:51pm. Seconded by Selectman Connolly.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary

TOWN OF NEWTON

Office of the Selectmen
2 Town Hall Road
Newton, NH 03858

March 9, 2022

PERSONAL & CONFIDENTIAL

Larry Foote
59 Smith Corner Road
Newton, NH 03858

Re: Administrative Leave

Dear Larry:

As you are aware, the Town has received some concerns from Town residents regarding your alleged conduct. In light of these concerns, it has been determined that it is necessary to investigate these concerns. You therefore have been placed on a paid administrative leave of absence pending completion of the investigation.

While on administrative leave, you are not to perform any work on behalf of the Town, represent it at any public event, or make any statement on its behalf.

The investigation will be conducted by an independent investigator experienced in workplace investigations. The Town has retained Nancy Oliver, Esq. from Jackson Lewis in Portsmouth, NH to conduct the investigation. We expect the investigator will wish to interview you as well as other individuals the investigator determines may have pertinent knowledge. The investigator may also ask you or others to provide copies of relevant documents. We also expect the investigator may want to have one or more follow-up conversations or meetings with you to review any information obtained after his or her initial meeting with you. We expect you to cooperate fully with the investigator. We will notify you of the conclusions of the investigation once it has been completed.

Please let us know if you have any questions.

Very truly yours,

Matthew A. Burrill, Interim Chairman
Board of Selectmen

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