

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
MARCH 4, 2013**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, March 4, 2013 with David Neill, Marc Johnson, Jeff Stinson and Jeff Hubbard present. Town Manager Michael Lombardo, Finance & Advisory Committee Chair John McWane and Finance Director Deborah Nippes-Mena also present.

**Call to order**

Chair David Neill called the meeting to order at 7:00 p.m.

**Public Comment**

None.

**Town Manager's report**

Town Manager Michael Lombardo mentioned that the Town had received a letter from Bureau of Educational and Cultural Affairs thanking Hamilton for hosting the Pakistani delegation.

In addition, Dave Hanlon, the interim DPW director started today and will be introduced to the Board at the Selectmen's next meeting. He will work with the Town through the recruitment process to hire a new DPW director to replace John Tomasz who left to take a similar position in Salem. The application process for the post is underway with 20 resumes received so far with a March 15<sup>th</sup> deadline for submission and interviews should be conducted at the end of the month.

**Chairman/Selectmen reports**

Marc Johnson noted that the Pirie property working group is scheduled to meet this week on Tuesday and Thursday mornings at 7:30 a.m. in the Memorial Room. Many Town boards will provide input on the matter. After meetings are held a decision will be reached about need for subsequent group meetings.

Jeff Hubbard suggested residents support the downtown merchants particularly at this time of year. He thanked the students who work with local cable access television to videotape Selectmen's meetings.

### Consent Agenda

Neill read the details about the items in the Consent Agenda:

#### **Permission to hold Events and Signage:**

- **American Diabetes Assn. Tour de Cure** – cycling ride May 19, 7 a.m.-3 p.m. Route includes Walnut St. to Bay Road to Asbury St. in Hamilton, used by participants in 3 ride sections: 31, 62 and 100 miles. Route to be marked with temporary marking paint 2-3 weeks in advance, with signs posted on Saturday, May 18 and removed on May 20.
- **Community House Two-Town Fourth Celebration** – permission to post 3' x 12' banner on the tennis court fence facing Bay Road from June 13-July 5 to promote the event. Additionally, up to 12 2' x 4' banners to acknowledge contributors. Kiddie rides will be provided by "Just for Fun Events" from Groveland, which would have requisite inspections on the day of the event.

#### **One Day Liquor Licenses**

Gourmet Delights Catering, Inc. for an event at the Community House on March 21, and for an event at Pingree School on March 23.

**Re-Appointment – Constance Cobb**, to the Board of Registrars, as the Republican Registrar

#### **Approval of Minutes**

- February 25, 2013 Regular Session

Neill entertained a motion to approve the Consent Agenda as read. Hubbard so moved. Jeff Stinson seconded motion. VOTE: Unanimous.

Discussion ensued about United Way thermometer sign still being up in front of the Senior Center and if the end date is drawing near for the sign to be removed.

Action Items

- **Reopen Warrant, Close Warrant and Sign Warrant**

Neill entertained a motion to reopen the warrant. Johnson so moved. Hubbard seconded motion. VOTE: Unanimous.

- **Release Executive Minutes pertaining to the Town Manager's Contract:** November 5, 2012, January 14, 2013, January 28, 2013 and February 4, 2013.

Neill entertained a motion to release the November 5, 2012, January 14, 2013, January 28, 2013 and February 4, 2013 Executive Session minutes pertaining to the Town Manager's contract. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

**2014 Budget finalization**

FinCom Chair John McWane presented an overview of FY2014 budget finalization and thanked Lombardo and Finance Director Deborah Nippes-Mena for their assistance in budget process. He summarized revenues for the year with \$443,000 of free cash planned to be applied to the tax rate and \$193,000 for ATM warrant articles.

He added that a reduction in local receipts of \$83,000 is expected, motor vehicle excise is flat and meals tax is \$65,000 a year. McWane said Hamilton is planning for less local aid from the state, and other state reimbursements are down. He noted that cemetery interest rate is being reduced to \$12,000 and the water enterprise fund is up, ECO 911 grant is down \$114,000 since Wenham is no longer participating in regional center. McWane summarized despite application of free cash to budget there is an overall budget increase of \$75,000. He added that Town expenses are up \$105,000 or 1.87%.

He continued by explaining that HWRSD spending is expected to be down by \$91,000. McWane noted that the work done by school district superintendent and School Committee chair has yielded a budget that is a true reflection of what the HWRSD is actually spending. He added that the FY'13 budget is being under spent by \$900,000. Also, the HWRSD's revenue is down by \$1 million equivalent to the amount of free cash used last year to reduce appropriation from the towns and that is not available this year so the net school budget is up \$950,000 or 4%.

He added that Hamilton's assessment for school costs is higher by \$153,000 than that percentage since the number of children in HWRSD continues to increase more in Town than in Wenham. Two fewer students will be attending the North Shore Vocational Technical School resulting in those school expenses being up by 5% or \$779,000. McWane said for HWRSD, the hope is that school officials will analyze next year the true spending from where it has been. In summary the total Town and HWRSD costs are up \$885,000 or 4.22%.

He addressed levy limit exclusions including Town's debt with six years remaining in joint library debt of a 20-year bond, five years of debt for water treatment plant, nine years remaining for public safety building, six years remaining for HW Middle/High School campus, and new debt for Essex North Shore Technical School district.

Also reported was how much levy the Town has under the levy limit before Hamilton has to go for an override for operating expenses. Last year's levy limit was \$22.158 million and 2.5% was added with new growth of \$175,000 so the levy limit for spending in FY'13 was \$22,888,000. This year \$20,962,000 was spent so the available levy limit is nearly \$2 million for operating expenses without having to go for override. He added that \$100,000 is expected for new growth this year with a budget of \$21,848,000 to be spent so levy limit is decreasing by \$213,000.

Also addressed was tax rate with the current year tax rate of \$17.17. When tax levy of \$23,064,000 to spent is applied the expected tax rate is \$17.82 with the average tax bill for a median priced home of \$7,000 will be up by \$182 for the year.

McWane mentioned that the Town's cash reserves - certified Free Cash, is \$2 million due to many property taxes being paid that were in arrears. Town officials including FinCom have decided to keep Free Cash at 5% (\$1,117,000). Also, at the Town manager's recommendation, the Town will pay off debt for a truck and Howard Street culvert that was incurred last year for \$112,000. In addition, \$82,000 of cash reserves from the Meals Tax will be given to the Hamilton Development Corporation.

Also, \$250,000 will be applied to a capital fund reserve for capital expense such as a fire truck. In the past this money would have been raised and appropriated to pay the bill. FinCom has not analyzed this procedure but a limit for capital items such as under \$50,000 funds from capital reserve, above that amount

bonding would be pursued. Lombardo noted that the \$250,000 would be dealt with at Town Meeting in the fall. He described how \$14 million has been identified in capital projects and need for three to five year plan that would be developed with FinCom on how to address that since \$5 million was appropriated last year for water infrastructure. Also, that Town would be looking to use the \$250,000 to pay for a replacement pumper truck for the Fire Department at STM.

Discussion ensued with McWane saying if at that time the \$250,000 is not transferred for use for the truck it would be applied to reducing the tax rate with Town Meeting approval. Stinson suggested if a lump sum is set aside it is tempting to spend it. Lombardo summarized how last year the Town was asked to fund public works vehicles directly and how Town officials are working towards producing the three to five year plan and vetting a capital plan. He said one-time money should be applied to one-time projects. Johnson noted that Capital Management Committee is waiting to hear this information from the towns and the HWRSD.

McWane reiterated that some of \$250,000 could be put into recap and that HWRSD certified \$568,000 of E&D so \$450,000 was applied toward the tax rate. He explained that HWRSD is considering a facility study for the school district with an eye to efficient use and Center School obviously needs analysis. This could cost from \$20,000 to \$30,000 and any excess would be returned to the towns. Stinson mentioned how School Committee has plans for a Master Plan Committee to identify future direction for schools.

Discussion ensued about set aside on Free Cash of 5% or \$1.1 million. Hubbard questioned what is the legal floor required regarding set aside for Free Cash and if the percentage could be lowered in consideration of lowering the Town's tax rate with \$100,000 more and tweaking capital fund reserve. Lombardo said the 5% is needed to carry the cash flow for the schools and grants. He added that the FinCom had voted a policy for the Free Cash to be 5% so the Town would not have an issue paying its bills. Especially because the Town pays the schools monthly but the real estate tax payments come into Hamilton quarterly. Town officials reiterated FinCom advisory vote on 5% Free Cash reserve and Moody's recommendation on this number.

Lombardo explained that the Town is working on the Capital Improvement Plan and \$250,000 is an allocation since Town officials know that in the fall there will be capital projects the Town will have to fund. He said the more the Town issues

debt, inelasticity results relative to the tax rate so Town officials are trying to level out the bumps by paying what it can now. He said moving forward much like the schools when the reserves are gone there would be a big jump in the tax rate. He added that discussion is needed to address Town's capital needs. McWane reiterated that \$443,000 is going to be applied to the tax rate. Lombardo noted that Hamilton still has four months left in this fiscal year's budget cycle.

Nippes-Mena explained that Article 2-5 is under consideration to add to the now open ATM warrant that rescinds the debt authorization from last spring for the truck and Howard Street culvert to pay for these items outright. The first year debt payment was \$63,000 that was raised and appropriated and for cost of borrowing. She said \$112,000 from Free Cash in addition to the appropriation would pay for the items, one time cash for one time expense. FinCom had voted favorably on this proposal.

Neill entertained a motion to approve adding Article 2-5 to the ATM warrant and that the Board recommends favorable action on the article by Town Meeting. The article language has been vetted through Town Counsel Donna Brewer and the Town's bond counsel. Johnson so moved. Stinson seconded motion. VOTE: Unanimous.

Discussion ensued about how Council on Aging director serving two towns and overseeing duplicate programs is not working efficiently with Hamilton COA still having unmet need in senior programming. Lombardo explained that a budget change contemplates moving COA director to a full time position and adding hours for program coordinator shared with Recreation Department. Funds from senior van program would be used to offset the \$40,000 increase. Negotiations are in the works with a different transportation provider to remove some \$30,000 in transportation costs. Lombardo said once meetings are completed the possibility of a \$14,000 to \$15,000 increase would be discussed with the Board hopefully at its next meeting.

Lombardo summarized that this would be a new transportation provider for the Town. He has had a preliminary conversation with Wenham because the van contract expires in November and the hope is Wenham would agree on July 1 to pursue a new transportation solution where the senior van would be returned to the state. The new solution would still provide the elderly with 24/7 point to point rides for medical calls and shopping trips would be scheduled during different days of the week to different venues (i.e., Marketplace plaza). The communities that would be served for Hamilton residents would be expanded to

Manchester, Rockport and Gloucester. If Wenham participates in this proposal, there would be consideration for Saturday service.

Discussion reiterated that a full time COA director, part time programs coordinator and expanded service for \$14,000 more a year is a different kind of commitment than exists today. Also, there would be separate transportation contracts for Hamilton and Wenham with the same vendor. The van contract currently costs Hamilton \$34,000. Nippes-Mena described how the new proposal would provide privatized services taking it out of the government cost structure where tax dollars could be used to deliver social services outreach, full time director and better services for the seniors.

In response to Hubbard, Nippes-Mena said these budget numbers (\$46,000 minus \$34,000) are reflected in the budget and Lombardo expressed his certainty about the likelihood of proposal moving forward. Hubbard also noted that this proposal is a direction away from regionalized service with Wenham and suggested there should be further discussion with Wenham before a decision is made. Lombardo responded that he had conversations with Wenham along with other Town officials from Hamilton and in the last year it has become evident that the intent for a regional COA director is drifting apart causing Mary Beth Lawton to get burned out which is what happened with the prior director.

Scott Maddern, Old Cart Road and FinCom member, concurred that Wenham agrees with this process, and he emphasized the importance of being able to provide increased services for seniors with Lawton focused on Hamilton residents. Lombardo said if Wenham changes its mind they could participate via an interlocal agreement with a lead town for joint activities. He added that Town officials are working toward a five-year contract. Discussion ensued about how there was a goal for a shared COA facility and programs but the senior participants are content with individual facilities and programs.

Nippes-Mena highlighted most up-to-date changes in the budget including \$443,000 to offset tax rate, \$26,296 via release of surplus article from Economic Development Committee to the Hamilton Development Corporation, snow removal prior year deficit \$100,000 dependent upon the upcoming weather conditions and influence on the tax rate, and Town counsel general expense reduced from \$100,000 to \$70,000.

Discussion ensued about administrative fees for joint programs where HW Public Library joint program fee reflects fee reduction in new formula with

Wenham that will benefit Hamilton and that a letter will be sent from Hamilton to Wenham to solidify this proposal. Lombardo mentioned that there has been legwork done on this by Nippes-Mena and her counterpart in Wenham.

Nippes-Mena noted that during the months from July 1 to November 6 elder van expenses have been budgeted. If the contract is resolved soon there would be an appropriation decrease at fall STM. Discussion ensued with Hubbard about instead of an \$80,000 increase there should be a \$14,000 net total to provide senior services including transportation.

Another item discussed was that Administrative Assistant to the Town Manager Maureen Hickey is working with cable television supervisor Bill Melville to get speaker system in Memorial Room at Town Hall.

Nippes-Mena explained that tax levy after offset by local receipts and free cash would be \$23,017,953. McWane mentioned the effects of possible valuation changes that could increase tax rate from \$17.55 to \$18.08. Hubbard suggested the Town consider reducing free cash from \$1.1 million to \$1 million and reduce the capital reserve fund from \$250,000 to \$150,000 so the tax rate could be reduced seven cents per \$1,000 to \$17.68. He noted that residents are having trouble managing property taxes since they have increased 10% over five years and property values are dropping with some residents looking to move to Manchester. He added that Wenham maintains 1% free cash.

Discussion ensued about how Hamilton needs 5% to pay bills, as agreed to by the FinCom, and importance of leveling out budget so the increases in future years are not as dramatic as they could be if tax rate was paid down with larger amount of free cash this year. Lombardo noted that once CIP is done, if more free cash could be used an adjustment could be done on the recap.

Also mentioned was the impact of 5% free cash on Town's bond rating and that Town has only returned to having 5% in its reserves recently. HWRSD has 3% for its E&D but it does not have a separate rating its rating is based upon Hamilton and Wenham's bond rating and school district cannot spend a percentage of its E&D without receiving approval from the communities. Neill expressed his interest in large projects (i.e., Town swimming pool being bonded for the long term so it is paid for in the long term by more residents). Lombardo concurred that is in keeping with how the Town structures debt.

**Board recommendations on ATM warrant articles**

The FinCom had previously voted to recommend favorable action on all of the ATM warrant articles except for the article addressing use of Community Preservation Act funds. The Committee will make a recommendation once it has more information from Community Preservation Committee.

*Article 2-1:* Appropriation transfer from Overlay Surplus to FY09 Allowance for Abatements and Exemptions. Discussion ensued about refund money set aside related to Verizon property tax on telephone poles in the amount of \$1,268. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-1 at Annual Town Meeting. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

*Article 2-2:* Appropriation transfer from Overlay Surplus to FY13 Short Term Interest Expense. Discussion ensued on interest owed Verizon and refund that was returned to Town from utility amounting to \$17,974. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-2 at Annual Town Meeting. Johnson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 2-3:* Appropriation transfer from Insurance from Reimbursement Fund to General Fund and Finance Reserve Fund. This article asks Town Meeting to transfer insurance reimbursement for replaced police cruiser to General Fund and Finance Reserve Fund. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-3 at Annual Town Meeting. VOTE: Unanimous.

*Article 2-4:* Prior Year Bill – Chebacco Woods Land Swap. Legal bill for less than \$3,000 to be paid and action is occurring to recoup funds from parties. Letters have been exchanged with residents where encroachment occurred and a promissory note has been received from one of two parties. A promissory note is being sought from the second party. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-4 at Annual Town Meeting. Johnson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 2-5:* Rescind Borrowing and Authorize Transfer of Free Cash for DPW Expenses. Selectmen already voted on this article earlier in the meeting.

*Article 2-6:* Appropriation Transfer from Free Cash to Hamilton Development Corporation. \$82,000 would be transferred from Meals Tax to HDC. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-6 at Annual Town Meeting. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

*Article 2-7:* Appropriation Transfer Surplus from Prior Year Article to Hamilton Development Corporation. Town has a surplus of \$26,000 from previous warrant article for Economic Development Committee that came from the sale of Depot Square property which will be transferred to Hamilton Development Corporation. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-7 at Annual Town Meeting. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

*Article 2-8:* Close Unemployment Fund. Money will be transferred to General Fund. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-8 at Annual Town Meeting. Johnson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 2-9:* Compensation/Classification Table. Discussion ensued on 2% cola for non-union employees and DPW and ECO union employees. Police, fire and Town Hall administrative assistant contracts are still open. If any contracts, likely just the police, are resolved before April 6 ATM this would be revised for the meeting. Additions include FTE for COA director and part-time social services specialist under hourly wage. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-9 at Annual Town Meeting. Stinson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 2-10:* General Town Appropriations. Discussion ensued about \$25,636,468 being the budget number for school appropriation including HWRSD less \$89,064 for North Shore Technical School. Further revision is expected. Hubbard asked that this article recommendation be tabled since it is the first time the Board has seen the FY2013 financial articles and revisited if Town could address 5% Free Cash and Town's bond rating. Nippes-Mena said Town votes gross number and that Free Cash vote is separate from this article. Lombardo mentioned that most budget adjustments would be reductions prior to Town Meeting. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-10 at Annual Town Meeting. Johnson so moved. Stinson seconded motion. VOTE: 3-1-0 with Hubbard opposed.

*Article 2-11: Water Enterprise Budget.* Discussion ensued about the fact that budget number may be revised at ATM since not all expenses for the year are included. Also relative to \$5 million debt borrowing the water rates need to be raised in the next few months to raise \$15,000 to \$20,000 more in revenue. Discussion about raising water rates will be addressed after ATM. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-11 at Annual Town Meeting. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

*Article 2-12: Waste Reduction Enterprise Budget.* Discussion ensued about FY'14 being the last year Town will be paying for barrels and in FY'15 there will be more revenue to expense. Town officials agreed that a summary of recycling program will be given at ATM. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-12 at Annual Town Meeting. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

*Article 2-13: North Shore Regional Vocational School Budget.* Number of Hamilton students is down but overall school population is up by 40 students; Hamilton's assessment is \$89,064. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-13 at Annual Town Meeting. Johnson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 2-14: Annual Financial Actions.* Annual transfers for cemetery, Conservation Fund, Water Enterprise Fund and Waste Reduction Enterprise Fund. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-14 at Annual Town Meeting. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

*Article 2-15: Community Preservation Budget.* This will be finalized by ATM and Selectmen and FinCom will make recommendations at Town Meeting.

*Article 2-16: Annual Authorization of Revolving Funds.* This includes Recreation parks program, Council on Aging and Emergency dispensing. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-16 at Annual Town Meeting. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

*Article 2-17: OPEB Trust Fund.* Discussion ensued about how \$25,000 would be raised and appropriated and that this is a token amount of the Town's liability. Town officials expressed interest in the state resolving this issue. Neill

entertained a motion for Selectmen to recommend favorable action on Article 2-17 at Annual Town Meeting. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

*Article 2-18: Hamilton Development Corporation. Transfer of annual Meals Tax of \$65,000 to HDC. Neill entertained a motion for Selectmen to recommend favorable action on Article 2-18 at Annual Town Meeting. Stinson so moved. Hubbard seconded motion. VOTE: Unanimous.*

*Article 2-19: Essex North Shore Agricultural and Technical High School Debt and Ballot Question. Discussion ensued about how this is not an over-ride but debt exclusion that will not occupy levy limit and that the debt would vary for Town based on Hamilton student population, also that debt exclusion goes away when the debt is paid off. The debt for this year is \$8,664 and will grow over time. Johnson recommended an article be placed in the local newspaper to educate residents about this debt exclusion ballot question.*

Neill read a letter into the record on this matter that was from Town Clerk Jane Wetson and is attached to these minutes. Neill entertained a motion for Selectmen to vote to place Proposition 2 ½ Ballot Question on the Town of Hamilton ballot regarding the Town's allocable share of amounts to pay the principal and interest on the bonds to be issued by Essex North Shore Agricultural and Technical School District for the costs associated with a new high school and for the Board to sign letter to Town Clerk Jane Wetson attesting to this action as well as recommend favorable action on Article 2-19 at Annual Town Meeting. Johnson so moved. Stinson seconded motion. VOTE: Unanimous.

*Article 3-1: Renew Senior Housing By-law. Discussion ensued about how the Senior Housing by-law has a sunset clause, that there is a request to renew it and that by-law should be revisited. Neill entertained a motion for Selectmen to recommend favorable action on Article 3-1 at Annual Town Meeting. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.*

*Article 4-1: Replace Dog By-law. Lombardo explained that replacing this by-law allows for different enforcement action and strengthens follow through. It is being fleshed out by Town Counsel Donna Brewer and Police Chief Russell Stevens. Neill entertained a motion for Selectmen to recommend favorable action on Article 4-1 at Annual Town Meeting. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.*

*Article 5-1: Petition to Legislature Concerning Water Liens.* This article addresses residents that live outside of Hamilton's boundaries in surrounding communities but receive water from the Town and have not paid their water bills (i.e. Wenham residents). Neill entertained a motion for Selectmen to recommend favorable action on Article 5-1 at Annual Town Meeting. Stinson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 5-2: Renew Senior Citizens Tax Exemption.* This exemption has a sunset clause so it has to be renewed. Forty senior citizens in Town take advantage of the program. Neill entertained a motion for Selectmen to recommend favorable action on Article 5-2 at Annual Town Meeting. Stinson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 5-3: Acceptance of M.G.L., Chapter 59, Section 57D, Notification to Assessors.* This addresses property owners living outside of Massachusetts where an agent can be assigned regarding property tax bills. Neill entertained a motion for Selectmen to recommend favorable action on Article 5-3 at Annual Town Meeting. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

*Article 5-4: Discontinuance of Gifford Road.* Neill entertained a motion for Selectmen to recommend favorable action on Article 5-4 at Annual Town Meeting. Stinson so moved. Hubbard seconded motion. VOTE: Unanimous.

*Article 6-1: Free Cash Application.* Discussion ensued about proposal to apply \$443,000 to the tax rate. Hubbard reiterated his interest in Town reserving less than 5% in Free Cash so more money could be applied to the tax rate. Neill entertained a motion for Selectmen to recommend favorable action on Article 6-1 at Annual Town Meeting. Stinson so moved. Johnson seconded motion. VOTE: Unanimous.

### **Close and Sign Warrant**

Neill entertained a motion for Selectmen to close and sign Annual Town Meeting warrant. Stinson so moved. Hubbard seconded motion. VOTE: Unanimous.

Next meeting: March 18

Selectmen agreed to hold the Board's next meeting on March 18 to discuss Community Preservation Committee budget and standards of behavior for Board of Selectmen.

Neill entertained a motion for the Board of Selectmen to adjourn at 9:40 p.m. Hubbard so moved. Johnson seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:

  
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Clerk