

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

TOWN HALL—MEMORIAL ROOM

October 22, 2018

Selectmen Present: Shawn Farrell, Allison Jenkins, and Jeffrey Hubbard

Selectmen Absent: Scott Maddern and William Olson

Town Manager: Joe Domelowicz

Other Town Staff Present: Director of Planning & Inspections Patrick Reffett and Finance Director Marisa Batista

Chair Shawn Farrell called the Board of Selectmen (BOS) meeting to order at 7:15 p.m. with a quorum present.

**ANNOUNCEMENTS**

- **Board and Committee Openings:** The Council on Aging (COA) and Board of Health each have one open position. The Open Space Committee has a few openings.
- Pumpkin Fest will take place Oct. 27 from noon to 3 p.m.
- Drug Takeback Day will be Oct. 27 from 10 a.m. to 2 p.m.
- Early voting will take place at Town Hall Oct. 22 through Nov. 2, Mon., Wed., and Thurs. from 8 a.m.-4:30 pm., Tues. 8 a.m.-6 p.m., and Fri. from 8 a.m. to 12:30 p.m.
- All residents in need to review their Medicare Prescription or Drug Advantage Plans during Open Enrollment (Oct. 15 through Dec. 7), please contact COA Director Mary Beth Lawton at (978) 468-5595 to make an appointment with a SHINE counselor.
- Town Hall will be holding their Halloween Open House on Oct. 31 from 2-4 p.m.
- Brush drop-off will take place on Oct. 31, 7:30 a.m.-2:30 p.m. at the Landfill.

**Public Comment**

None

**Selectmen Reports**

Allison Jenkins said hydrant flushing will be complete Oct. 16. She sent info. to the Town Manager about a backup plan for filling Town vehicles. The Town fuel tanks are 30 years old, past their life expectancy. There were 375 attendees at Special Town Meeting (STM), a greater number than when the meeting was held in the evening. The Town Hall Building Committee received nine proposals [regarding design services]. Habitat for Humanity interiors are complete. They hope to close on the property by the end of the month. They're seeking volunteers for landscaping and paving the driveways. David Smith, the Gordon-Conwell Theological Seminary (GCTS) Task Force chair, addressed the Community Preservation Committee (CPC). He is seeking input about how the Seminary might be of benefit the Town in light of the P.I.L.O.T. (payment in lieu of taxes) issue.

Jeff Hubbard said the GCTS Task Force met today under Joe Domelowicz's guidance. They are doing an extensive amount of work trying to learn from both sides (Town and Seminary) what benefits are there. The Seminary has a new president, which has delayed them a bit. They hope to meet again the beginning of Nov. Prior to that, the Task Force wants to tour the facilities. Mr. Domelowicz added the Seminary wants to wait until after its transition to appoint its own committee to work with the Town's committee.

Mr. Farrell reported the Conservation Commission (ConsCom) will meet Wednesday. It has been discussing Open Space delineations at Patton Ridge. Some residents are mowing into open space and they're working to rectify that. Hydro-raking of Weaver Pond and knotweed removal is in process; the knotweed is sent to zoos for feeding giraffes. The Recreation Committee meets this eve. Mr. Smith will be asking them for ideas about potential Seminary uses. They'll also discuss Pingree Park tennis courts and receive a turf field update.

Mr. Domelowicz said he would give his report later since they had a late start to the meeting and wanted to accommodate those waiting to appear before the board.

### **Update on Shared Inspectional Services Department (ISD) with Planning and Development Director Patrick Reffett**

Mr. Reffett updated the BOS about the ISD that Wenham and Hamilton that started at the end of August. The BOS helped select some of the staff, which is currently in probationary mode. The purpose of creating the joint department was to allow the communities better code enforcement, better building inspection services, and more reporting. The Building Inspector works 7:30 a.m. until 1:30 p.m. every day. The program is overseen by Wenham, which began its budgeting request process today, formulating it for 2020. They are researching education needs, certifications, etc., to keep inspectors up to speed.

Mr. Farrell asked about software rollout. Mr. Reffett said it will happen in January. They decided to merge the two systems at the same time. Ms. Jenkins thought the program was



great but might need a tweak in that Hamilton pays 67% of the cost, but doesn't have much input into staffing/hiring. Properties excluded from the [67%] calculation were Gordon College in Wenham and Gordon-Conwell Theological Seminary in Hamilton. Mr. Farrell said he assumed data was being collected on calls and number of inspections from each Town. Mr. Reffett said the vast majority of inspections that need to take place are in Hamilton, and Hamilton is being given 67% of the staff time. Hamilton has more college space to deal with and more retail. He will make sure he sees the data at least every three months. Mr. Farrell asked if this program will resolve the problem of unpermitted building. Mr. Reffett thought yes. Having the presence of the Building Inspector allows him to see more things that are happening. He's in contact with the police and fire departments and contractors out in the field, notifying him of projects not getting permitted. Some people are unaware things like windows and decks need to be permitted. The BOS thanked Mr. Reffett for his report and he left the meeting.

### **National Grid Update for the Board with Faith Hassell and State Representative Brad Hill**

Ms. Hassell of National Grid said she and Rep. Hill and others, including Department of Public Works (DPW) Director Tim Olson, had met to discuss outages and what can be done about them. She went through some data. Outages are caused mostly by trees or broken limbs falling on power lines. National Grid spends millions of dollars a year trying to mitigate that, going out and looking at which trees will be the most hazardous if they fall and taking them down with Town approval. They also trim back limbs. Hamilton has four different feeders with the largest coming from East Beverly; it feeds about half the Town. She discussed all the feeders and the streets they cover. Although National Grid works to limit outages, they continue to have them. The two most recent were due to squirrel contact and a fallen tree. She said National Grid was trying to get additional contractors and engineers onboard to look at additional pieces of equipment that function like switches to contain the outages and back feed power from another area while they're being addressed.

Mr. Farrell asked about the scope of distance for hazardous or dead, diseased trees. She said he would have to get back to him. When trimming limbs they aim for 10-foot clearance. Rep. Hill said in some cases homeowners don't allow National Grid on their properties to take trees down. He said they need to partner with their friends on private land, as well. Mr. Farrell asked about social outreach and commented that National Grid has certified arborists. Ms. Hassell said they have a pamphlet. A forestry supervisor pays a visit or leaves a message about getting permission to get on a property.

Rep. Hill said he's concerned this area continues to have outages. He heard from one resident who lost power 23 times in the past year and a half. Residents call a number and their name goes on a log, but that's the extent of it. He urged Ms. Hassell to get the equipment needed to contain the outages and return with an update. Ms. Jenkins asked if

there was any reporting they could show residents. She said 10 years ago they didn't have this many outages and now their duration also seems longer. Ms. Hassell said she would pull the data.

Jill Ciaramitaro, 56 Postgate Rd., said she works from home. When she loses power, she has no internet and can't work. She wanted to see the Town's plan for next winter and for the future.

Duke Seaver, 402 Essex St., said in Beverly they are putting in new sidewalks and planting trees underneath the wires. He hopes Hamilton's DPW isn't doing this. Mr. Farrell said they aren't. Ms. Jenkins said Hamilton's tree budget is more about taking trees down; for the most part, planting new trees isn't in the budget.

A man sitting near Ms. Ciaramitaro asked if there were a liaison residents could call when there's an issue. Ms. Jenkins supplied a phone to text to and get information relating to outages. Ms. Hassell said it's good for residents to call National Grid to report outages, as this helps them know what areas to prioritize.

Mr. Farrell said the BOS wants to get all parties in the room to talk about double poles. Ms. Hassell said she drove all of Hamilton and compiled a list of all the double poles and who is responsible for them. She will do what she can to help. She has contacts at Verizon and Comcast.

Rep. Hill discussed that transmission lines tend to be in forested areas and it takes a while to restore power due to mud that makes it hard to get the trucks through. Mr. Domelowicz suggested as they get close to the winter season, they set up a check-in and make sure they are prepared so they can get info. out right away to National Grid and get the power back on. Mr. Hubbard wanted to know what percentage of outages are the result of trees. She said in 2016, they accounted for 80%. Other causes are motor vehicle or equipment failure. The East Beverly line gives them the most trouble. They thanked Ms. Hassell for coming and she left the meeting.

### **Special Town Meeting Debrief with Town Moderator Jeff Melick**

Mr. Farrell asked for comments on Town Meeting and what they might improve upon. Mr. Melick said when Annual Town Meeting (ATM) went long in the spring, some thought that his fault, but it's not; the people limit the length of the meeting by calling for the motion. Mr. Farrell commented the length of STM was good and Mr. Melick moderated well, asking people to stay within a certain parameter of niceness and to come to the microphone to speak. Mr. Melick said he used the three-minute guideline, but allowed people enough time to make their point. Hamilton Affordable Housing Trust (HAHT) member Marc Johnson had asked for 6-7 minutes given the complexity of the Longmeadow issue; Mr. Melick allowed him 10.5 minutes. He allowed 3 mins for a con comment but did not allow Mr. Johnson to



comment with another pro after each of the cons. He regretted, though, that he didn't give Mr. Johnson one last time to speak before the vote because he said he was going to do that. He said he had apologized to Mr. Johnson for that.

Mr. Farrell noted a couple of revised motions on the floor went smoothly. Whether to have an overflow room was discussed. Although it seems an imposition on all people at the meeting for potentially very few (he didn't see any kids), Mr. Melick said we want to err on the side of keeping it for those who do need it. He credited Zoning Board of Appeals member Bill Bowler who worked the overflow room with doing a great job. Mr. Hubbard asked about the use of walkie-talkies or phones or a runner between the rooms. Mr. Melick said he preferred doing it himself so he could speak with Mr. Bowler and ensure what was happening in the overflow room was appropriate. Ms. Jenkins said she did hear some kids running in the hall. She thought it was a great meeting. People were disappointed with the turnout; however, she thought that while it wasn't a great turnout compared to the number of registered voters, it was a great turnout compared to past meetings. She said some residents want to go straight to a ballot, but there isn't anything in the law that allows for that. She said it's unfortunate they lose constituents whether they go with a day or nighttime meeting. Having it in the day was urged by seniors.

Mr. Farrell asked about automated vote counters and if the price of about \$10.5K would be worth it. Mr. Melick didn't think so. They didn't have to do any counts at STM. He said that adds another level of complexity because you have to assure they're accurate and working. He's not a tech guy but thought there wasn't anything better than the motion of holding up a sign. The BOS members enthusiastically thanked him and he left.

### **Open Meeting Law Discussion on Complaint Filed against the BOS with Town Counsel Donna Brewer**

Mr. Farrell patched in William Olson. He could not attend the BOS meeting due to another meeting, but made himself available for the conference call. Ms. Jenkins recused herself and moved from the panel to the audience since she is the complainant. Ms. Brewer discussed that on Sept. 5, three Selectmen (a quorum), which included Mr. Olson, Scott Maddern, and Mr. Farrell, attended posted joint meeting of the FinCom and HAHT, but no meeting was posted for the BOS. One of the Selectmen, she said, is alleged to have made a false statement. Ms. Brewer noted Mass law says attending a posted meeting of another body is allowed, but they must communicate by open participation in the meeting as defined and cannot "deliberate." She elaborated on what that means. She said she had reviewed a draft of the Sept. 5 meeting minutes and gave her opinion on what she thought the Attorney General (A.G.) would do regarding the complaint. The BOS members spoke on only two topics at that meeting. Mr. Olson spoke, and as one who is also a member of the HAHT, he is permitted that leeway. She and Mr. Farrell had had a conference and he informed her that he spoke about Article 3-2 in response to a question from the FinCom. The communications

were made while the members were sitting in the general audience and were directed to the FinCom in response to the question. She said there wasn't any case law to say whether it was a violation or not, but she read some decisions the A.G. had made and concluded the three BOS members participated in the meeting within the parameters allowed by the A.G. and were not in violation of Open Meeting Law. She said the BOS may agree or disagree with her opinion. They can respond 1) that there was a violation by the three members to attend this meeting and come up with remedial action, 2) that there was no violation, and 3) that there was no violation, but in a spirit of transparency, take some action to avoid even the appearance of a violation. No matter what they choose, a response to the complaint is due within two days.

Mr. Olson said even though he agreed with Ms. Brewer that a violation was not committed, he thinks they need a policy or guidelines so they don't have that perception. Mr. Farrell thought the same.

Ms. Jenkins asked if it made any difference that the HAHT never opened the session nor did they close the meeting. Ms. Brewer said the minutes showed the HAHT didn't have a quorum until Mr. Olson arrived. She thought the meeting had been opened, although Ms. Jenkins said it wasn't. Ms. Brewer said it may be an issue for the HAHT, but didn't pertain to this complaint since the factors of the A.G. had been met. Ms. Jenkins noted the minutes taker [Marcie Ricker] said it was a crowded meeting and she was unable to determine who was speaking throughout the meeting from the recording so the minutes may not reflect all those who spoke. Ms. Jenkins added she brought the matter up without filing a complaint previously and no action was taken by the BOS, so she then filed it within the timeframe as a complaint. She said she would agree Mr. Olson appeared for the HAHT so shouldn't be named in the complaint; however, she said the BOS should be stronger in saying that if they had a quorum there, one of them should have left the meeting since it hadn't been posted appropriately.

The BOS discussed having a policy to prevent this kind of thing from happening, such as informing the Town Manager if they plan to attend a meeting of another public body and while there, to tell the committee chair they are only there to answer questions and not to deliberate. Mr. Domelowicz suggested they inform the BOS chair, the Town Manager, and the Assistant to the Town Manager. Ms. Jenkins said she would not be opposed to that. She added that with the 48-hour requirement for posting meetings, board members need to give the Town Manager notice so he can post the meeting. If this happens in the future and a meeting hasn't been posted, they have to not speak or step out of the meeting. Mr. Domelowicz said he can work with Ms. Brewer and draft some language for the policy.

Mr. Farrell asked if the policy needed to be done within the couple-day deadline. Ms. Brewer said no, but she would represent to the AG that they would establish a policy.



**Decision:**

Mr. Hubbard made a motion the BOS ask the Town Manager and Legal Counsel to draft a response to the Attorney General stating the BOS finds there was no violation of the Open Meeting Law but in consideration of transparency, the BOS will put together a policy for future reference. Mr. Olson seconded the motion. A roll call vote was taken with “ayes” from Mr. Hubbard, Mr. Farrell, and Mr. Olson.

Mr. Farrell stated for the record that Mr. Olson was no longer attending the meeting via phone.

**Fiscal Year 2020 Budget Calendar, with Town Manager and Finance Director Marisa Batista**

Mr. Domelowicz said he and Ms. Batista had looked at the budget calendar drafted by Interim Town Manager Robin Crosbie and made a few changes after getting additional info. from Peter Lombardi, Wenham’s Town Administrator. Ms. Batista said department heads will have until Nov. 19 to enter their budget data. They switched from Dec. 3 to Dec. 17 to have info. on the budget process to the BOS. They switched from Jan. 7 to Jan. 22 to have a budget due from the Town Manager to the BOS. Mr. Farrell inquired if there was a budget document drafted yet from the Division of Local Services. She said no. She has contacted them and will try again.

Ms. Jenkins asked when ballot questions are due from the Town Manager. She wanted that to be included on the calendar. Ms. Brewer said the BOS needs to vote to put things on the ballot at least 35 days before the election, or well before that, as the ballots have to become available 35 days before the election. Ms. Jenkins asked why budget recommendations came from the BOS to the FinCom. She wondered why it wasn’t the other way around. Mr. Domelowicz said he’s seen in other communities that the BOS organizes the warrant, closes it and then posts it and then the FinCom creates a booklet that goes with it. He thought this would streamline the process so there aren’t so many versions of the warrant script. It would give FinCom a more active role in making their recommendations to the Town Meeting. Ms. Brewer clarified that under the Special Act, the budget is actually Mr. Domelowicz’s budget that he puts together with input from department heads and historically with recommendations from the FinCom. In no way is it the FinCom’s budget. Mr. Farrell said he liked the idea of the recommendation booklet as a supplement to the warrant. Ms. Brewer said sometimes the FinCom hasn’t voted on what their recommendations are until the last minute. Ms. Jenkins requested a joint meeting with the FinCom. Mr. Farrell suggested they set it for Nov. 5. Mr. Domelowicz said the FinCom wants to be more involved in the process and should be.

Ms. Jenkins wanted to add to the calendar a notice of when they would like to see citizen’s petitions. Mr. Farrell said there is a citizen’s petition policy; it’s the charge of the Town

Moderator working with the Town Manager. They just need to get better about announcing the deadline. Ms. Brewer said the citizen's petitions and certification of the signatures will have occur before the warrant closes. The warrant has to be posted at least 14 days before the meeting. Mr. Farrell said they've had great thoughts on a hard and fast stop, but it hasn't quite come about.

Ms. Batista said it is on the calendar that Feb. 25 is the last day to close the warrant and March 7 is the last date to give the Town Clerk written notice of any questions to be placed on the ballot. Ms. Jenkins asked that they delete Town Hall's open dates and just list the dates it is closed. Ms. Batista suggested they have a calendar just for the budget dates. They agreed. Mr. Domelowicz suggested having a schedule of all the boards' meeting dates in front of them so they can more easily plug in some of the budget actions to the scheduled meetings.

Ms. Jenkins and Mr. Farrell discussed having a more concise dialogue around the scheduling of the Town Meetings. Mr. Domelowicz said both Hamilton and Wenham are planning on April 6 for ATM. Mr. Domelowicz asked if they might pick a standing date for STM like they have with ATM.

## **Second Reading of Capital Planning and Financial Reserves Policies with Finance Director Marisa Batista**

### **Capital Planning**

Ms. Batista said this policy incorporates changes from the FinCom, which has approved both policies. She highlighted that under section 8, on the definition of a capital improvement, the wording "with a useful life of five or more years" was added. Under Item 9, the word "environmental" was added. Added under Section E is that if the Town allocates 3% of its operating budget to capital, but determines that in a particular year they don't need to do this because it's already funded at 3%, then any amount over that will be transferred to a Capital Stabilization Fund, which doesn't currently exist but the Town wants to create.

Mr. Farrell inquired about the Town's inventory of capital assets. Ms. Batista said they have capital assets software; however, not all info. that could be included is on there. They may need to replace some software to provide this info. She does have the capital assets list that meets the \$5K threshold. Now, what she's keeping in the inventory list is any asset over \$25K. Mr. Domelowicz said some assets capital in nature are under operations. He said they are going to need to develop the list of assets and what their conditions are. Ms. Batista said at the end of the year, she sends out the list of all the capital assets to review and so departments can let her know if there is any equipment that no longer exists so they can retire those assets.



Ms. Jenkins asked if the Town had a surplus policy. Ms. Batista said she didn't know if they had a written policy. Ms. Jenkins said she believed they needed one for any asset over \$10K. Ms. Brewer said they did put in place a policy for those items under \$10K since that falls under the BOS. Mr. Domelowicz will try to locate it.

**Decision:**

Ms. Jenkins made a motion the BOS vote to approve the Capital Planning Policy as presented by the Finance Director. Mr. Hubbard seconded the motion. The BOS voted unanimously in favor among those present (3-0) to approve the motion.

**Financial Reserves**

Ms. Batista noted one change: Under General Stabilization, they had previously changed the minimum from a percentage (3%) to a number (minimum of \$125K). However, the FinCom wanted to change back to a percentage (since everything else was based on percentages). They changed it to a minimum of .5% until a target minimum balance is made. FinCom had thought the original 3% was too high.

Mr. Farrell discussed that they haven't annually reviewed current stabilization funds. Also the recommendation to create a Capital Stabilization Fund would need to be done with a warrant article presented to Town Meeting and then appropriate money into it.

Mr. Farrell brought up that the policy said water rates should "periodically" be reviewed. Mr. Domelowicz said the Town should be reviewing the rates annually and gave reasons for this. Mr. Farrell agreed they should review them annually even if they aren't planning to raise the rates.

**Decision:**

Ms. Jenkins made a motion to accept the Financial Reserves Policy with the change from "periodically" to "annually." Mr. Hubbard seconded the motion. The BOS voted unanimously in favor among those present (3-0) to accept the motion.

**Second Reading of Updated Social Media Policies with Town Manager**

Mr. Domelowicz said the new policy is verbatim from what Ms. Brewer sent him and what she's done for other communities. He said it is a good effort to be able to maintain control of social media sites. He noted the Town's Twitter page is managed by Information and Communications Manager Bobby Gates.

Ms. Jenkins had some issues: Page 3, item 6, last sentence talks about reporting an issue to your supervisor. She said elected officials don't have a supervisor. She recommended

striking it. The second to last page, section 6 on discipline says elected officials may be subject to a request for their resignation. Mr. Domelowicz said he would assume that means by the remaining members of the BOS, although the person asked to resign could make a statement that they disagreed with that action. She doesn't like the language because they are elected by the residents; they aren't subject to the other board members' votes. The BOS discussed that it could read that they were subject to public censure, but Ms. Jenkins said that was already a given. Mr. Farrell asked: Is there no discipline available? She said it should depend on what the person had done, but didn't think expressing an opinion on social media should be subject to the reprimand of the board or a request to resign. She thinks they are overstepping.

Mr. Domelowicz said other cities and towns have adopted policies like this and have the same issues. If somebody gets elected and then goes on a racist rant on Facebook, he thinks even without the policy, it would be within the rights of the BOS to ask them to resign. That person can then object, but they can at least request it. By having it in a policy they are establishing they want people to be held to a higher standard. Ms. Jenkins said maybe they can do it, but she still saw it as overstepping. There are some appointed members who have made some pretty pointed statements recently, she said. Ms. Brewer cited a case of a fire chief who publicized he disagreed with his town's vote on the fire dept. budget. He was interviewed in uniform speaking out. He was fired and that was upheld.

Ms. Jenkins asked how the policy would affect School Committee members. The policy says "all" elected officials. She thought the law might not be binding to the School Committee. Also, she asked what if officials chose not to sign the policy. Ms. Brewer said they are free to do that. The policy would be limited to those things that advance or detract from the Town's business, she said.

Ms. Jenkins noted something in the policy that said they "must be accurate and honest when posting info. and news." She thinks there should be something that distinguishes between Town computers vs. personal computers. Ms. Brewer said, as a general matter, there are cases coming out lately that say a public employer can regulate what people put on their personal pages. Ms. Brewer said she thought the wording was off and it could lead to a reprimand when there shouldn't be one. She also said there was something in the policy that said town media sites should not contain anything about campaigns. She wondered if posting something favorable about the Patton Homestead could be a violation because she looked up the definition of political campaign and it says anything coming in front of the voters. Ms. Brewer said they could wordsmith it to say political campaigns referring to individuals running for office.

Ms. Brewer said if the BOS supports an issue, such as a ballot question, and that goes on the website, they do not have to use Town resources to show the opposition viewpoint. They want to avoid turning the Town website into a public forum and having people putting things on there that the Town doesn't support. Mr. Domelowicz said he viewed the policies



as trying to do that. Mr. Domelowicz said they can hide and disable comments. Without having a policy in place, it wouldn't allow them to remove a comment without removing everyone's comments.

Ms. Brewer asked if they wanted to cut off all campaign commentary or permit some so long as nobody can respond through the same site. Mr. Farrell suggested they add something like "approved by the Town Manager" and that way it is vetted in some way. He wouldn't want to see them remove that ability.

Ms. Brewer recommended she and Mr. Domelowicz meet and come back with a second reading that has language to reflect this. Ms. Jenkins said she would like all three policies to be reviewed by Ms. Brewer.

### **CONSENT AGENDA**

- **Approve minutes from the BOS Regular and Executive Sessions on Sept. 24.**

### **Decision:**

Mr. Hubbard made a motion to approve the Consent Agenda. Ms. Jenkins seconded the motion. The BOS voted unanimously among those present (3-0) to approve the motion.

### **Town Manager's Report**

Mr. Domelowicz said Energy Manager Vicki Masone has received a \$12.5K grant for technical assistance to study solar power at municipal buildings. He authorized her to work with MAPC [the Metropolitan Area Planning Council]. She will get a price from them. Also, Mr. (Tim) Olson has asked to put the removal of the water ban on the next agenda. The Echo Cove Road paving project is scheduled to be done in the next couple of weeks. They are losing someone in the Treasurer/Collector's office and have accepted the services of Caroline Johnson, who previously worked in that department in Manchester and Wenham. He discussed that some employees will be taking medical leave. The Designer Services RFP (request for proposal) on the Town Hall renovations has closed. The Patton Homestead work is underway. He showed a photo.

### **NEW BUSINESS**

### **Consideration of Topics for Discussion at Future BOS Meetings**

- Census data.
- FinCom joint meeting
- Article 97 land

**Adjournment**

Mr. Hubbard made a motion to adjourn the meeting at 10:10 p.m. Ms. Jenkins seconded the motion. The BOS voted unanimously among those present (3-0) to adjourn the meeting.

Prepared by:

 / 11/19/18

Mary Alice Cookson

Date

Minutes Secretary

Attest:

 / 11/19/18

William Olson

Date

Board of Selectmen Clerk