



**Northwood Board of Selectmen  
Minutes of November 10, 2009**

**Town Hall Northwood NH – November 10, 2009**

**Call to Order**

Chairman Alden Dill called the meeting to order at 6:05 p.m.

**Roll Call**

Chairman Alden Dill, Selectman Scott Bryer, Selectman Robert Holden, and Town Administrator David Stack.

**Citizen's Forum**

Lucy Edwards requested that the Board review the information provided by her to the Town Administrator relative to open space and the effect on Town finances prior to making any decisions with the Land Use Change Tax.

Jim Vaillancourt requested that during the budget review process the Board look at not only the appropriations side but also at the revenue side and make it public so that the public is able to have a better understanding of the budget and process. He also commented that while the Board is taking a level funded approach to the proposed budget that they look into the various needs of each department and not hold each individual department to a level funded budget.

**FY 2010 Budget Review**

*Planning Board, Zoning Board of Adjustment, Conservation Commission, Budget Committee*  
Board Administrator Linda Smith met with the Board to review the budget for the Planning Board, Conservation Commission, Zoning Board, and Budget Committee.

***Budget Committee***

Ms. Smith stated that the Budget Committee is proposing a level funded budget. She stated that the major advertising is done in December for the January meetings. She explained that equipment is for replacement and a cost share is done through the different departments. Training and supplies fluctuate.

Selectman Bryer stated that he feels that the request is reasonable. He asked about the expenditure of postage. Ms. Smith explained that she does not believe that postage is being reflected accurately within her departments.

Selectman Holden stated that only \$528. was expended last year. He asked if the proposed budget could be reduced and Ms. Smith replied that some of the funds are budgeted for equipment replacement. She expressed concern with tightening the amount further; however, if the department is reduced further and something breaks there would not be any funds available to cover. Selectman Holden further reviewed prior year amounts. Ms. Smith noted that the budget committee's approved budget was \$1,30 in 2008 and was reduced by \$200. in 2009. Additional discussion was held regarding current equipment, computers, keyboards, recorders, etc. Selectman Bryer suggested that the equipment line be reduced to \$150.



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### *Planning Board*

Selectman Bryer asked about the proposed increase relative to the planner's salary. Mr. Stack stated that there is a step increase included in the proposed budget for all Town personnel. Ms. Smith stated that the planning board voted the budget to include and recommend a step increase for the planner. Selectman Dill stated that the planner was hired during a time when there was excessive building. He asked if there is still a need for the planner's same amount of hours. Ms. Smith stated that the planning board has submitted a budget to include 20 hours for the planner.

Elaine Planchet, Town Planner, was present and she stated that there is always work to do in the Planning Department; it is just a matter of what is put on the back burner when something needs to be addressed. She explained that there have not been major subdivisions since she has been the planner; however, there have been site plans on different levels with more of her time being necessary to be applied to the smaller site plan applications. She noted that the legislature always has something for the local levels to address and she is currently trying to address the work force housing requirement. She stated that the Board is trying to address the requirements for site plan at this time and maintain the integrity of the regulations.

Mr. Stack added that the Planner is also working to revive the Capital Improvements Plan, which will be very important over the next few years. He added that the Economic Development Committee has mentioned the possibility of rewriting the Master Plan, which will be done through the Planning Board. Ms. Planchet stated that the last Master Plan was updated in 2004 and it is suggested that it be revised every 5-6 years.

Selectman Holden noted that the Planning Board is a new board and the Planner has been effective at streamlining the Board and activity to be more efficient. He asked about the revenue from the Planning Board. Ms. Smith stated that the fees for the applications are the revenue. Mr. Stack stated that the projected revenue is \$2,200. for subdivision fees, \$5,500. for site plan fees, and \$150. for the sales of publications; however, to date the Planning Department has brought in \$10,500. Ms. Smith explained that the Planning Board, when recommending that a part time planner be hired, reviewed the fees and revenues and compared that information to neighboring towns of similar size. The fees were adjusted at that time and some were a fair jump. She added that some of the applications that have come in this, the applicants have asked for waivers of the fees due to the economy. Selectman Bryer asked for a report of the amount that has been granted for relative to fees. He asked why the fees were granted. Ms. Smith stated that the applicants feel that the fees are burdensome in order to expand or develop a business in Northwood. She stated that the Planning Board has given consideration to these requests due to the economy. Ms. Planchet stated that fees were requested to be waived and were granted for two small site plan applications for day care facilities based on the fact that the planning board desired to have affordable day care in the community.

Additional discussion was held regarding the disturbed area fees, which are larger. Ms. Planchet stated that one of these requests was waived. She added that there was another request for a waiver of fees; however, the fees had been paid and the issue was out of the realm



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of the planning board at that time. Selectman Bryer asked if there are guidelines established for granting waivers so that all applicants are treated the same. Ms. Planchet replied that there are criteria within the site plan regulations for the board to consider for granting waivers. Ms. Planchet will provide the information to the Board.

Selectman Bryer asked if there is anything anticipated relative to the legal line. Ms. Smith stated that \$6,600 was expended in 2008. She explained that the budget line is if someone challenges the Planning Board. Selectman Dill stated that he recalled that the line was reduced last year. He would prefer to not reduce the legal line and Mr. Stack added that the legal line is also utilized for zoning ordinance reviews. Discussion ensued relative to that process. Ms. Smith noted that the Planner also utilizes the Local Government Center whenever possible.

Selectman Dill noted other reductions through the proposed budget relative to supplies, postage, etc.

### ***Zoning Board of Adjustment***

Selectman Bryer asked what contracted services are for the ZBA. Ms. Smith stated that this is for the registry of deeds, recording all decisions of the ZBA. Selectman Bryer noted that the budget has been cut by \$1,000. with the largest line being legal costs. He asked what the revenues are for the ZBA and Selectman Dill replied \$2,300. Selectman Bryer requested a cost comparison for fees from neighboring towns. Ms. Smith stated that the revenue was \$4,861 in 2007 and in 2008, \$4,321.

### ***Police Commission***

Selectman Bryer noted that the biggest expense is legal cost. The Police Commission's budget will be further discussed when the Commission meets with the Board next week.

### ***Conservation Commission***

Ms. Smith stated that the Conservation Commission has requested an increase to their budget. Selectman Dill asked why the legal line is increasing and Ms. Smith explained that the Commission requested additional funds to cover legal questions.

Ms. Smith stated that the Commission intends to continue with contributing to Discovery Day. Selectman Bryer commented that the program was well received by the community and he would support the increase to the Commission's budget.

Discussion ensued regarding equipment. Ms. Smith explained cost sharing for other departments for equipment replacement. She added that the Commission has recently purchased a hand held GPS unit and is currently looking into software for that. Selectman Holden suggested reducing the equipment line to \$300.

### ***Recreation Department***

Kathy Boudreau, Recreation Director, met with the Selectmen along with Recreation Commission Co-chairs Deb Locke and Scott Vaughn. The first item discussed was the salary of the beach attendants. Selectman Bryer stated that \$13,500 was expended and he asked if the



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figure was low due to the rainy summer. Ms. Boudreau replied that it was low but not by much. She explained the lifeguard schedule during the summer and how the schedule works during rainy days.

Selectman Dill asked about the beach coverage for Bennett Bridge and Mary Waldron. Ms. Boudreau stated that there will be 2 guards at Mary Waldron and 1 at Bennett Bridge. This year there was a guard at Bennett Bridge. Discussion ensued relative to staffing and Ms. Boudreau stated that there was still a problem getting guards and perhaps it is do the certifications and skills required. She recommended retaining the current guards if possible.

Selectman Bryer asked about revenues from the programs and why some program costs are in the proposed budget. Ms. Boudreau stated that the funds requested in the budget for programs are to cover costs for programs that are offered to the community at no cost. Ms. Boudreau stated that the Department did not generate as much revenue as expended due to lack of attendance for summer camp. She stated that the goal is to cover the costs of each program. Discussion ensued relative to the revolving fund and Ms. Boudreau stated that the fund is at a net loss for this year. Selectman Bryer requested actual figures for the revolving fund.

Selectman Dill mentioned secure storage for equipment. Metal pods or steel conex boxes were discussed as an option for storage. Ms. Boudreau will provide actual figures. She stated that aluminum information was provided.

Selectman Bryer stated that there needs to be a more specific breakdown between supplies and equipment. Discussion ensued regarding the purchase of equipment for the ball fields. Ms. Boudreau stated that there are currently four new picnic tables at Northwood Lake Beach and one older table that may not be able to be used for next summer. Mr. Vaughn explained the proposal for new soccer goals to be used at the new field; however, he would like to continue to utilize the Bow Lake Road fields as well.

Selectman Bryer asked about the outcome for the Halloween event. Ms. Boudreau stated that due to the police detail the event totaled a loss of \$133. She explained that from historic numbers, they felt that the attendance justified the police detail; however, they had half the attendance this year. Selectman Dill stated that the Town needs to have a policy noting a specific number expected for attendance and require an officer. Additional discussion ensued relative to other costs required for the event. Selectman Bryer stated that the something needs to be done as to how the activities and events are being managed since they are not self funding.

Mr. Stack stated that the Commission has asked that additional funds be added to the budget to either add ten hours per week to the Recreation Director's position me for the fall/winter season or create a new part-time position. Mr. Vaughn explained that the Commission is expecting a lot from the volunteers and there is now a new fall basketball program. He explained that for soccer he spends 20 hours a week and other volunteers are working about 12 hours per week to avoid the school charging for the use of the gym, opening, cleaning, trash, etc. He added that it is the same issue for the soccer program, fields, set up, maintenance,



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trash, etc. Mr. Vaughn stated that funds should be appropriated to reimburse people for their time. Selectman Dill noted that if these hours were to be added to the Recreation Director that it would then create a full-time position. Selectman Bryer stated that the reality is that people are busy and this may need to be proposed. Selectman Dill stated he would support the Recreation Director position being a full-time position.

Selectman Holden noted that the new athletic fields are in rough shape. Mr. Vaughn replied that the fields have been fertilized and they have been trying to get the field seeded and could still be done. Discussion ensued regarding the need to address the fields if the intent is to use them next year. Selectman Dill requested that the Town Administrator address this matter.

Selectman Bryer stated that he supports the Recreation Department and it is critical that the Department cover the costs. He noted that many programs are very well received; however, there needs to be a better analysis when fees are set.

Selectman Holden stated that it is frustrating for him to hear that there is a lack of volunteerism to help with these programs. The Selectmen thanked Mr. Vaughn for all he does running the soccer program and taking care of the fields.

Selectman Dill called for a recess. The meeting resumed at 7:35 p.m.

### **Appointments**

#### ***John DeTrude - Bow Lake Mooring***

Mr. DeTrude met with the Board to discuss a proposal to have the State regulate moorings on Bow Lake. Selectman Bryer explained that the Department of Safety held a public hearing this past Friday at the Grange Hall in Strafford regarding the proposed regulations. He stated that currently this is unregulated and this will not limit access but there will be a permitting process that will need to be followed. Mr. DeTrude stated that a petition was submitted to the State last year for Bow Lake to be added to the list of lakes governed by a mooring permitting process. He stated that there were 65-70 people present at the hearing with all but two in favor. He added that the State will render a decision within 60 days. Mr. DeTrude stated that the Town of Strafford is supporting the petition.

Selectman Holden expressed concern with the fact that he was not aware of the hearing and at the time of the meeting at 2 p.m. is difficult and he is disappointed.

Mr. Stack stated that the location of the moorings and the access to the moorings has become a problem. Beaches have become blocked with canoes, dinghies, kayaks, row boats, etc. Discussion ensued relative to the boat ramp access being blocked. Selectman Holden stated that he is not sure if the Town needs to take a position on this issue as this is a state law and is handled by the State. He stated that there are many residents that will be affected by this and it will progress to all lakes in Northwood. He feels it will be a handicap to many residents. Selectman Dill stated that he supports the permit process. Selectman Dill stated that there must be a Town regulation that states that no boats can be left on the town beaches. Selectman Bryer stated that there is a problem with the boats on the lake and it is his understanding that this



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would not limit boat ramp access. He stated that he is in favor of the mooring process. **\*\*Motion\*\*** Selectman Bryer made a motion, seconded by Selectman Dill, for the town administrator to send a letter in support of the mooring permit process for Bow Lake. Motion passed; 2/1. Selectman Holden was opposed.

### Unfinished Business

#### *Audit Services*

The Board reviewed a memorandum submitted the Town Administrator. Mr. Stack stated that Board first needs to determine if the Town wishes to change firms. If the Board does wish to change, he stated that both of the other firms are equally qualified to perform the work. If the Board agrees to change firms, he recommends that the Town engage Vachon Clukay and Company, PC, for three years. **\*\*Motion\*\*** Selectman Bryer made a motion, seconded by Selectman Dill, to accept the proposal received from Vachon Clukay and Company, PC and contract with the firm to perform the 2009, 2010 and 2011 fiscal years. Selectman Bryer added that it is good to change auditors periodically. Further discussion ensued regarding the proposal and the contract. **Motion passed unanimously; 3/0.** Selectman Holden noted that this new amount will need to be reflected in the budget.

#### *Personnel Plan Review*

Mr. Stack provided a spreadsheet detailing all employees and their current accrued sick, personal, and vacation leave balances.

#### *Personal*

Mr. Stack stated that he has created a chart showing current liability. He recommended that personal time be three days carried over now but by the end of 2010, these days will need to be used.

#### *Sick/Disability Insurance*

Mr. Stack reviewed a quote received relative to short and long term disability. The Town's cost would be approximately \$8,000 for the 25 employees working over 20 hours per week. Under the proposed coverage plan, an employee would be responsible for the first three days of illness/disability and then disability insurance would then cover the cost of the employee's salary up to 66%. He added that a dependent benefit was also included. Employees would be able to purchase a supplemental insurance up to 100%. Mr. Stack stated that the short term is 25 weeks and long term is 2 years after. Mr. Stack stated that the Board discussed 6 sick days per year and implementing a 30 day cap to the sick time, with the payout being 80 hours or 2 weeks time.

Discussion ensued regarding the current employees that have accrued time that exceeds the cap. Selectman Holden suggested that the Town seek legal advice as to how the Town should address existing sick time accrued. Mr. Stack stated that the Board can decide to grandfather the time or possibly pay out the other 40%. Selectman Holden stated that the employees end up with longer coverage. Selectman Dill stated that this is better for all employees. Mr. Stack stated that overall this will help the Town better manage the sick time.



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*Vacation Time*

The list was reviewed and three employees will fall over the accrued time. A process will be developed to accommodate these employees in the new policy.

*Commercial Drivers' Licenses and Testing*

Mr. Stack stated that currently CDL's are not required by the Town for the Fire Department employees driving trucks. Selectman Bryer speculated that there is a tremendous resistance relative to the CDL's due to the number of volunteer fire fighters. Mr. Stack will check into this further.

**New Business**

*Acceptance of Minutes ~ 10/26/09 and 10/27/09*

**\*\*Motion\*\*** Selectman Dill motioned to approve the October 26, 2009 and October 27 regular meeting and non public minutes, as written. Selectman Bryer seconded the motion. The motion passed; 3/0.

**Other Unfinished Business**

*2008 Audit - Management Comments*

The draft comments were briefly reviewed and Selectman Bryer will review further and provide comment at the next meeting.

*50 Olde Canterbury Road ~ Venditti*

Mr. Stack explained that he has reviewed the property file. He noted letters that were sent to Mrs. Venditti providing her with a list of building code problems and violations on the property. He stated that he did not find a letter from the Town to Mrs. Venditti approving the used of the apartment building on the property. He added that he met last week with a representative from NHDES and Nobis Engineering to review the draft Level I Environmental Assesment that was conducted on the property. He will have a completed report for the next meeting and the Board can decide how to proceed.

**New Business**

*Workers Compensation Insurance Coverage*

Mr. Stack explained that the Town currently has an agreement with Primex for the provision of workers compensation insurance coverage through 1/1/2012. At this time, Primex is offering member Towns the opportunity to either extend the Town's Membership Agreement for one year (to 1/1/2013) and receive a 5% discount on our calculated contribution or extend the Town's Membership Agreement for five years (to 1/1/2015) and receive a 7.5% discount on our calculated contribution. The Town can also choose to not extend and continue with the current agreement through 1/1/2012. Mr. Stack stated that the Board would like to have the opportunity to one day in the future to put out workers compensation coverage out to bid, then the Town needs to choose the last option and not extend; however, if the Board is comfortable that the Town is receiving a good competitive price from Primex, then the Board should choose either one of the first two options.

Selectman Bryer stated he would like to stay with the existing coverage. Selectman Dill stated



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that he would prefer to not extend and sign the Town up for that long of a duration. Selectman Holden requested to review the breakdowns of classes and salaries.

***Dental Insurance and Life Insurance Coverage***

Mr. Stack explained that the contract for dental insurance coverage and life insurance coverage is done on a year to year basis. Coverage is currently provided by the Local Government Center HealthTrust. He stated that the increase for dental premiums is 5.5% and that there is no increase to the premium for life insurance. Mr. Stack recommended that if the Board wishes to bid these coverages out, it should be done in the summer/fall in order to have enough time to evaluate the proposals. He recommends that the Town sign on with LGC Health Trust to provide dental and life coverage for FY2010 and add the insurance bid process to the Board's FY 2010 goals.

Additional discussion was held regarding the coverage provided and the contribution percentages that the Town and employees pay for the insurance. Selectman Holden stated that he would prefer to have discussions on this level. Selectman Bryer suggested requiring single coverage pay the 15% similar to the family plans. He added that he would prefer to not increase the family portion. Selectman Holden suggested looking into the deductibles and the coverages offered. Further discussion ensued regarding the co-pays for health and dental insurances. Mr. Stack will provide breakdowns of the insurance plans. **Action on the renewals was tabled.**

***Request from the Saddleback Mountain Lions Club relative to Northwood Lake Ice Racing***

**\*\*Motion\*\*** Selectman Bryer motioned to approve the request from the Lions Club to allow Northwood Lake Town beach to be used as an access point for ice racing on Northwood Lake in February and March, 2010. Selectman Dill seconded the motion. Mr. Stack explained that the Conservation Commission has requested to meet with the Board regarding access onto Northwood Lake and concerns of water pollution since the fence is no longer blocking vehicular access to the public beach and the lake.

Selectman Dill recalled a prior incident of damage to the beach and when notified of the problem the Lions addressed matter so he does not have an issue. Selectman Holden stated that he spoke to the president of the Northwood Lake Watershed Association who indicated that he was okay with this idea; however, they do have the ability to address contaminants should there be a need. He requested that this be a condition added to the approval of the request. All other Board members agreed. **The motion passed; 3/0.**

***Village at Mead Field ~ Phase II Athletic Fields Development***

Discussion ensued relative to a letter received from the President of the Village at Mead Field Board of Directors expressing concern with the development and future maintenance of the fields potentially harming their water well and system. Mr. Stack stated that the Town has submitted an application for a wetland crossing to allow access to the parking area for Phase II of the athletic fields. **No action was taken.**



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***Budget***

A discussion was held regarding the Board freezing the budget. Selectman Bryer stated that typically the Board would not be approving all purchase orders. **\*\*Motion\*\* Selectman Bryer motioned to freeze spending by department heads so that all purchase order requests must come through the town administrator up to \$250., effective November 11.** Selectman Dill noted that some departments do hold off on purchasing until the end of the year. Selectman Bryer reviewed past practice of freezing the budget and that this process was effective December 1. Selectman Dill stated that he would like to avoid the mentality of use the funds or lose them and Selectman Holden stated that the town has been living above the means for the past five to six years. **Selectman Bryer seconded the motion.**

Additional discussion was held regarding consolidating legal lines and the amounts that have previously been budgeted. Selectman Bryer suggested that the legal lines be consolidated to determine the actual legal costs to the town for legal services. He added that he believes there could be more savings in the legal lines. **No vote was taken.**

***Approval of Vendor Manifest***

**\*\*Motion\*\* Selectman Dill motioned to approve the vendor manifest, in the amount of \$441,976.39. Selectman Bryer seconded the motion.** Selectman Dill stated that \$400,000 was a payment to the Northwood School District. **The motion passed; 3/0.** The manifest was signed by the Board.

***Purchase Order ~ 2009 County Tax***

Mr. Stack stated that the amount of the County Tax payment this year is \$465,568., which is due December 17, 2009. **\*\*Motion\*\* Selectman Bryer motioned to approve the purchase order for the 2009 county tax payment in the amount of \$465,568. Selectman Dill seconded the motion. The motion passed; 3/0.**

***Purchase Order ~ Primex***

Mr. Stack explained that this is to encumber \$26,731. for Primex, which is due January 1, 2010. **\*\*Motion\*\* Selectman Dill motioned to approve the purchase order for Primex, in the amount of \$26,731. Selectman Bryer seconded the motion.** Selectman Holden noted that although he understands, it is difficult to approve the purchase order without a breakdown. **\*\*Motion\*\* Selectman Bryer motioned to table signing the purchase order to the next meeting. Selectman Holden seconded the motion. The motion passed; 3/0.**

***Agreement and Releases***

**\*\*Motion\*\* Selectman Dill motioned to approve the following agreement and releases:**

Map 125; Lot 38 - 114 Lower Camp Road

Map 210; Lot 49 - 16 Trillium Lane

Map 210; Lot 42 - Trillium Lane

Map 210; Lot 40 - Littlefield Lane

Selectman Holden seconded the motion. **The motion passed; 3/0.**



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***Holiday Town Office Schedule***

Mr. Stack explained that he has been made aware that in the past the Board has voted to close the Town Offices and Departments at 12:00 noon on December 24 and at 2:00 p.m. on December 31. **\*\*Motion\*\*** Selectman Dill motioned to approve Town Hall Offices and Departments closing at noon December 24 and at 2:00 p.m. December 31. Selectman Bryer seconded the motion. The motion passed; 3/0.

***Execution of Deed - 346 Blakes Hill Road, Map 228; Lot 22***

Mr. Stack stated that the owner's mortgage company has paid the amount due under the tax agreement and the Town can now deed the property back to the previous owner. **\*\*Motion\*\*** Selectman Dill motioned to approve the Town deeding the property back to the former owners of the property located at Map 228; Lot 22. Selectman Holden seconded the motion and the motion passed unanimously; 3/0.

**Other New Business**

***Appointment of E 9-1-1 Liaison***

Mr. Stack stated that the current Town liaison for the E 9-1-1 Kevin Madison, with the secondary liaison being Building Inspector Dave Hickey. It is recommended that the Board re-appoint the same individuals. **\*\*Motion\*\*** Selectman Dill motioned to appoint Kevin Madison and Dave Hickey as the Town's E 9-1-1 liaisons. Selectman Bryer seconded the motion and the motion passed unanimously; 3/0.

***Lamprey River Nomination into Rivers Management and Protection Program***

Mr. Stack explained that he has received a request from Jim Hadley regarding being a part of the program. Funds have been obtained and the group is looking for Town support for a nomination for the designation into the Lamprey River Watershed. Copies of the information will be provided and this matter was continued to the next meeting.

**Reports**

***Town Administrator's Report***

***Outstanding Projects List***

A copy of the outstanding projects list was provided for review and discussion. Mr. Stack stated that he has added items for goal setting for 2010.

***Update Bennett Bridge***

Mr. Stack stated that the project is moving along. The closed drainage system is completed on the south end and they will begin culvert work on Thursday.

***Individual Selectman's Reports***

Selectman Dill thanked Ms. Pease, Town Clerk/Tax Collector, for her work in getting the tax bills out in such a timely manner, prior to her vacation.



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**Non-Public Session**

9:08 p.m. **\*\*Motion\*\*** Selectman Dill made a motion, seconded by Selectman Bryer, to go into a non-public session under RSA 91-A:3, II (a).

**Roll Call Vote:**

Selectman Bryer - yes

Selectman Holden - yes

Selectman Dill - yes

Motion passed unanimously; 3/0.

9:22 p.m. **\*\*Motion\*\*** Selectman Dill made a motion, seconded by Selectman Bryer, to come out of non-public session to discuss an ambulance bill waiver request. . Motion passed unanimously; 3/0.

**\*\*Motion\*\*** Selectman Bryer made a motion, seconded by Selectman Holden, to seal the minutes of the non-public session. Motion passed unanimously; 3/0.

**Adjournment**

9:23 p.m. **\*\*Motion\*\*** Selectman Dill motioned to adjourn, seconded by Selectman Holden. The motion passed unanimously; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary