

**Minutes
Nottingham Selectmen's Meeting
February 10, 2014**

6:30 PM Chair Rafter opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Hal Rafter, Mark Carpenter and Mary Bonser

Others: Charles A. Brown – Town Administrator, Dawn Wirkkala – Secretary, Dee-Ann Decker, Chelli Tennis, Ed Viel, Susan LeClair, Mary McKenney, Clifford Bullock, Heath DeButts, Dan DeButts, Amy Papineau, Dick Westrick, Debbie Westrick, Jim Ovens, Rob Horton, Kathy Cinfo, Don Cinfo, Gary Anderson, Lorna Arcand, David Plant, Don Horvath, Skip Seaverns, Troy Osgood, Kat Howell, Cindy Bloom, George Gilman, Joseph Valencia, Sarah Chapman, Donna Danis, Emily Sherman, Carrie Jaye Scott, Kaleb Scott, Felix Scott, Robin Marshall, Susan Penney, Barbara Walder, Michael Koester, Rick Morrissey, Donald Belletete, Merril Dwyer, Jessica Bartley, Kristen Lamb, Carl Schmotlack,

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the February 10, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second by Ms. Bonser to approve the minutes of the January 27, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser, to approve the Non-Public minutes of the January 27, 2014 meeting as written.

Vote: 3 – 0 in favor.

APPOINTMENTS:

6:50 pm: Heath DeButts/Food Pantry Renovations. Mr. DeButts reviewed his work renovating the old boiler room into an updated second storage area for the Food Pantry. Mr. DeButts presented material and photos documenting his initial proposal, actual actions completed, including supporting information about his hours worked, the assistance and help provided by others, and expenses to complete the project.

Mr. DeButts explained he had fellow scouts help with the non-tool related renovations, Mr. Allan Martel from Epping Electric donated time and assistance to complete the electrical changes and his uncle from CGD Construction helped with the general construction work.

Mr. Carpenter asked the three most important things Mr. DeButts learned. Mr. DeButts stated he learned about planning and scheduling, as it took more time to complete than expected and longer than coordinating help; making sure all the needed supplies to complete the project were available was the second thing and third that it took more time and money.

Mr. DeButts thanked the Selectmen for letting him complete the project. Ms. Tennis and the Selectmen thanked Mr. DeButts for his hard work.

7:00 pm: Fee Change Hearing

Chair Rafter opened the fee change hearing at 6:50 pm and stated the hearing was specifically to review the proposed fee changes; discussion regarding the other proposed changes for the Recycle center would take place after the hearing.

Chair Rafter stated the majority of fee changes are for the disposal of specific items, but also an increase to the center use sticker from \$1.00 to \$5.00. It was explained the proposal to change to an

Minutes
Nottingham Selectmen's Meeting
February 10, 2014

annual use vehicle sticker was based on concerns expressed by Recycle Center Staff that individuals continued to use the center, even after they have moved out of town. The vehicle sticker proposal includes annually changing sticker colors and dates. Chair Rafter reviewed the changes to the fees, from old to new.

Ms. Decker explained that the sub-committee reviewed the process of how the proposed changes were determined, which included trying to simplify the list, establishing costs based on the amount needed for disposal, and providing consistency regarding the fees for staff.

Chair Rafter asked for public questions and comment.

Mr. Koester stated he objects to the fluorescent bulb disposal fee, as charging means some people throw them in the trash, despite the bulb being filled with hazardous chemicals. Ms. Decker stated the committee recommended eliminating the fee. Mr. Brown stated the charge pays for the purchase of the storage/disposal box for the bulbs, approximately \$80.00 each. A Recycle Center Staff person indicated the box holds approximately 65 bulbs.

Ms. Bonser stated the fees haven't been a problem, property taxes support the daily operation of the Recycle Center, and disposal of individual items such as stove or refrigerator should be considered a user fee. If there wasn't a user fee the expenses to dispose of those items would be absorbed into the property taxes.

Ms. Kat Howell stated she likes the easier fee chart, but is concerned about changing the sticker amount to \$5.00; it is appropriate to have an annual sticker but it should remain at \$1.00 to prevent some people changing to curbside pickup.

Ms. Lorna Arcand asked what constitutes a truck or trailer full load of construction debris/bulky waste, would the \$40.00 be charged with a $\frac{3}{4}$ full half ton truck? Ms. Decker stated the simple answer is yes; communication from the center staff indicated there was confusion and inconsistency with how the previous fee schedule was applied to trucks and trailers and the bulky waste disposal expense to the Town were considered. The sub-committee considered a scale but the expense was very high. Ms. Arcand stated it was good for the committee to review procedures and asked if it was possible to have a user charge for those who use rental dumpsters as a method to dispose of trash to encourage more recycling. Should the Recycle Center be eliminated completely, or can other methods be used to encourage or manipulate people into recycling more. The Selectmen indicated there might be legal issues with applying a dumpster fee. Mr. Viel stated the sub-committee will review the processes and recommendations and continue taking steps to make changes for the future.

Mr. Seaverns thanked the Selectmen for mailing the flyer and including information in the Nottingham Newsletter, asking for future meetings to be posted at the Recycle Center and asked if the posting were published elsewhere as indicated in statute and where is the official posting place. It was stated the posting places are the Town Offices and Post Offices; the Nottingham Newsletter met the statutory posting requirements. Mr. Seaverns stated he does not agree with any charge for the annual stickers to access the facility, although he does not have a problem with the pay to throw fee schedule. Mr. Seaverns suggested providing a free sticker to property owners who pay their taxes and charging renters for a sticker.

Mr. Garnett stated he believes the committee was charged to increase recycling and asked how charging a \$5.00 fee would increase recycling. Also, a prior decision was made to reduce the number of hours the center is open and now the recommendation to eliminate the swap shop may reduce the amount of recycling that takes place. Mr. Garnett asked if other Recycle Centers in

Minutes
Nottingham Selectmen's Meeting
February 10, 2014

neighboring towns were contacted to determine if the reduction problem is consistent for everyone or unique to Nottingham. If it is a consistent problem for many towns, asking what can be done, but if it is unique to Nottingham what can be done to increase recycling income; tying the issue from revenue to expense; there is confusion about the amount of material actually recycled.

Ms. Decker stated the sub-committee did visit another facility, the BCEP facility which is for four towns and is located in Pittsfield. The sub-committee looked at it from an operational aspect but not if this is a problem seen in other municipalities, but it can be something to review in the future.

Ms. Walder stated she has a problem with paying for a sticker, although she doesn't mind the idea of an annual sticker, and asked if the fees being collected are included in establishing the Recycle Center 2014 budget. Ms. Walder stated she felt there wasn't a lot of notice given regarding the meeting as the flyer was received on Saturday and in the Nottingham Newsletter which was received approximately 1 to 2 weeks ago.

Ms. Scott stated she is not opposed to the idea of an annual sticker fee and asked with the increase can there be a consideration of installing lights to allow having the center stay open late at least one night a week. Ms. Scott stated she and her children are very interested in recycling and they support keeping the swap shop open. Her son has four reasons to keep the Swap Show Shed: Recycling items saves space in the dump, getting free stuff is great, one man's trash is another man's treasure and if kids can't afford toys they can look at the swap shop.

Mr. Horvath stated he disagrees with the \$5.00 fee, especially if multiple household vehicles might use the facility, and asked if the Town receives income for metal items. Ms. Decker stated the committee recommended a charge of \$5.00 for the first sticker and a lower fee for additional stickers. It was stated metal does receive income. Mr. Horvath asked if the Selectmen support the Center Staff with mandating the policies and procedures, including the requirement for clear bags.

Mr. Schmotlack stated he objects to a \$5.00 fee, asked how residency would be established, and where would the stickers be distributed. Chair Rafter stated a driver's license could be provided to document residency. Ms. Wirkkala stated this was a concern of the Recycle Center Staff and one of the reasons they did not want to provide stickers at the center; residency information will be requested when the sticker will be issued and the Town Office has access to information verifying property ownership information. Ms. Decker stated renters are residents and can provide utility bills, but stickers would not be issued to seasonal vacationers. Mr. Viel stated the Town Office will keep track of who the stickers are assigned to and it will be easier if the list is already in the office.

The Recycle Center staff will be able determine the license plate or the sticker number and report the information to the Town Office to respond to needed enforcement situations when they have trouble with a user of the center. Mr. Schmotlack stated maybe the stickers should be free to those who only use the recycle center and those who use a company to pick up their trash pay the \$5.00 fee; how many actually use only the recycle center? Mr. Viel stated information is already known about the income and expenses for operation and the new sticker process is in part an attempt to establish a baseline of how many people are actually using the recycle center and how many are using a company to pick up their trash. Mr. Carpenter reminded everyone the sticker is a municipal use sticker to be used at the Recycle Center and the Town Beach, in order to prevent non-resident use there as well. It was stated it will also eventually be used at the Marston property.

Ms. LeClair stated she has concerns about only selling the stickers at the Town Offices, especially for people work out of town and can't make it during open hours. Ms. Decker stated a few people have agreed to volunteer to work at the center on Saturdays to distribute stickers and could be

Minutes
Nottingham Selectmen's Meeting
February 10, 2014

provided through the mail. Ms. LeClair stated she would volunteer to help sell stickers on a Saturday.

Mr. Westrick stated the majority of his neighbors are using a home pick up trash service, as people are finding it easier with busy schedules, and objects to requiring containers less than one gallon to recycle oil. Ms. Wirkkala stated the requirements for processing oil hasn't changed; information was included as a reminder about the ability and process to do so. Mr. Cinfo stated there are containers available at the Recycle Center, they can be up to one gallon, and the requirement for a clear container is to make sure no contaminants have been mixed into the oil as it is used in the center heating system.

Ms. Danis stated she is concerned about the sticker cost and it being a Municipal Facility sticker. Household vehicles can be used for different purposes and would have a different sticker for the Town Beach make sense; what about teen drivers only going to the beach?

Mr. Morrissey stated he is concerned with the \$5.00 fee, and not having stickers available at the Recycle Center. Mr. Cinfo stated he would be willing to sell stickers at the Recycle Center. Mr. Morrissey stated he also supports keeping the Town Swap Shop.

Ms. Marshall asked about the cost of stickers, why stickers need to be changed annually and what will happen with the unused stickers. Ms Wirkkala stated the unused stickers will be thrown away. Mr. Viel stated disposal fees in Nottingham are low, sometimes lower than surrounding towns, and an increase in non-resident use has been seen. Ms. Decker stated the stickers will also change color annually, allowing staff to review the sticker quickly and remind users to get their new sticker, and it is also to use the Town Beach. Ms. Marshall asked if new staff will be hired to monitor the stickers. Ms. Decker stated additional changes at the center should allow existing staff to monitor users more easily. Mr. Anderson stated another benefit of having an annual sticker will help provide a better understanding of how many people are using the center. Ms. Decker stated there is currently no data about how many users, and next year the Town will have a better idea of how many stickers should be ordered; making future orders a smaller quantity. Ms. Marshall stated she doesn't object to the \$5.00 and wishes to find more ways to promote recycling more.

Ms. Bloom asked if using the number of vehicle registrations could help determine the number of stickers to order. Ms. Wirkkala stated information was received from the Department of Motor Vehicles with an approximate 5200 vehicles, but it included everything registered.

Ms. Sherman stated she doesn't object to the \$5.00 fee and asked if an on-line registration option for payment and mailing could be considered.

Mr. Gilman asked about the use of the clear bags and why the Fire Department uses green bags. It was stated the Fire Department should use clear bags.

Ms. Arcand asked about the use of the sticker at the Town Beach and if it would be used at the state boat launch as well. Mr. Brown stated the State of NH is responsible for managing the state owned property; the sticker will only apply to the Town Beach. Ms. Arcand stated she is against any cost for the sticker, especially if it is used by teenagers, low income citizens, and should be made available in other alternative methods such as through the mail or electronically.

Ms. Chapman suggested having a facility that is more similar to Lee, including methods and having more types of materials accepted, including lawn clippings, oil for building heat and other materials. Donating items to the Lee Swap Shop require deposit of the disposal fee and if the item is taken, the fee is returned but if it is thrown away the disposal fee has been paid. Ms. Chapman suggested

Minutes
Nottingham Selectmen's Meeting
February 10, 2014

finding other ways to utilize a lot of the other materials being disposed of and provided a sample board of suggestions.

Mr. Carpenter stated the sub-committee completed a lot of work within a short amount of time, and while the fee hearing must be completed first, additional information about current and future suggestions will be coming. Ms. Bonser stated the comments have added to the process and helpful in providing additional information about the Recycle Center and fees.

Ms. Howell asked who will monitor the sticker use at the Town Beach. Mr. Carpenter stated the Police Department does provide some monitoring during the summer and reminded everyone these are just the first steps being taken.

Ms. Decker recommended waiving the fee for the Municipal Facility and to review whether or not to institute a sticker fee at a later date.

Chair Rafter closed the hearing at 8:25 pm.

The Selectmen discussed the fee for the annual Municipal Facility sticker. Mr. Carpenter stated the yearly sticker was introduced based on concerns presented and discussed with members of the Recycle Center. The intent is to prevent those who move away from using the facility and to track how many people use the facility. He had considered the sticker not related to the recycling efforts but understands how others have tied them together, and has not thought there should be a charge for the sticker.

Motion: by Mr. Carpenter, second by Ms. Bonser that there will be no annual fee for the annual Municipal Facility sticker.

Vote: 3 – 0 in favor.

Chair Rafter stated there was little other discussion of the fees for the disposal of items.

Motion: Mr. Carpenter, second by Ms. Bonser to eliminate the fee for fluorescent bulbs.

Mr. Cinfo stated the fees were started because of the cost of the disposal boxes; it is a user fee for those who dispose of the items. Mr. Viel stated the idea of simplifying the fees was to make the mathematical process easier for everyone. It was the original intent to not charge for bulbs.

Chair Rafter called the vote.

Vote: 3 – 0 in favor.

Mr. Carpenter asked about the determination of charging \$40.00 for truck and trailer full. Mr. Viel stated the amount was based on discussion with center staff who indicated there was confusion about the prior schedule and the committee tried to factor in the amount the Town pays to dispose of the material. Committee members indicated the scale to weigh the amount of bulky waste material will be a future request, allowing for a more uniform, consistent, and accurate charge for what is being disposed of.

Motion: by Mr. Carpenter, second by Ms. Bonser to charge \$25 for a 6 foot or less truck bed or trailer and \$40 for truck beds and trailers over 6 feet.

Vote: 3 – 0 in favor.

There were public comments about the size of the bed measurement, amount of material in the bed of a truck or on a trailer and requests to reconsider a lower amount.

Motion: by Mr. Carpenter, second by Ms. Bonser to charge \$25 for any loads under 8 feet and \$35 for 8 feet and over.

Chair Rafter asked for an amendment to \$20 for under

Minutes
Nottingham Selectmen's Meeting
February 10, 2014

Motion: by Chair Rafter, second by Mr. Carpenter to amend the less than 8 feet truck bed to \$20.

Vote: 3 – 0 in favor.

Chair Rafter called the motion to charge \$20 for truck beds and trailers less than 8 feet and \$35 for 8 feet and over. **Vote:** 3 – 0 in favor.

Chair Rafter stated the sticker fee has been eliminated as well as for bulbs, the fee for trucks has been reduced, all other fees remain as proposed.

Mr. Garnett asked for the Selectmen to take action on the Swap Shop. Chair Rafter stated the Selectmen have discussed the swap shop but have not made a decision. The hearing discussion has determined there have been a lot of changes, some of which might prevent recycling.

Mr. Carpenter stated his family has used the swap shop and believes in its value. However, the feed back from center staff indicated they cannot support the swap shop. Monitoring user takes up a lot of time and they want that time to assist citizens using the Recycle Center, there has been more abuse of users of the swap shop and clean up is taking up a lot of time, preventing the ability to monitor the other

Ms. Bloom stated there should be rules for the staff to enforce.

Ms. Decker stated enforcement has been a big part of the discussion. The annual sticker will help staff enforce the rules while minimizing possible confrontations; violations can be reported to the Selectmen for follow up with the person breaking the rules. Ms. Bloom stated she doesn't always have time to monitor what people are doing when she works at the center, completing multiple tasks at the same time. Ms. Decker stated contact information will be collected when the sticker is issued and if there is a problem the Center Staff can collect the license plate number of the vehicle and report the problem to the Town Office. The committee didn't just make an effort to find ways to reduce solid waste or increase recycling, but to complete a review of the whole process, hoping to provide the staff with more time to help monitor and enforce the rules.

Ms. Walder recommended people try to purchase plastic bags with a higher weight; however using white bags shouldn't be a problem. Mr. Sherland stated he agrees with the consideration of using different types of trash bags; there are not enough options through the local stores. Ms. Arcand suggested the town provide bags for sale.

Ms. Decker stated clear bags have been a problem for a long time. During a visit to the BCEP Pittsfield facility determined they do not use clear bags. They will open trash bags to determine that if a user is suspected to be throwing away recyclable materials, enforcing the rules of recycling.

Chair Rafter asked for the presentation. Ms. Decker stated there were a list of objectives the Selectmen asked the sub-committee to review and it was determined there were more items that needed to be established. Increased education about the process and clear identifying signage to help people know what recyclable items go where was determined to be needed. The committee is recommending possible changes to the traffic pattern and increase outside lighting to keep the center open later in the evening. There is an increase in people using home trash pickup as an easier alternative has cause a decrease in recycling, but the goal was to find ways to make the process at the center easier for the users of the center to bring people back. Additional plastics have not been added because it is a storage issue. There is a lot more work to be completed; this is the first step in making improvements.

Mr. Anderson stated the layout of the facility is a problem; some reconfiguration has helped, but additional methods to increase access to containers are needed. While the Center can be a place to socialize, it is an operational center.

**Minutes
Nottingham Selectmen's Meeting
February 10, 2014**

Mr. Viel stated this is the initial step and it should continue to keep working on making the center easier to use and more cost efficient. It isn't just a green thing, but it is economics; there is a cost to dispose of solid waste material and there is income to recycling material. Mr. Viel stated he reviewed the costs of changing to a single stream disposal process and the result was that it isn't cost effective and would cost the town more money an approximate \$30,000.00 additional expense. Mr. Viel stated part of the issue with #3 through #7 plastics is storage, but there is a false market because of California rules and the other plastics used to be sent to China that is no longer taking them.

Mr. Carpenter is hoping the changes being implemented, including new signage and more enforcement an oversight will help increase the amount of recyclable materials received. If there is a user continuously violating the rules, center staff will be able to report the issues to the town office.

It was stated enforcing the elimination of recyclable materials from the trash will help reduce the expense and increase the income, especially with the tin and metal.

Ms. Bartley stated she would be willing to volunteer, having lots of ideas.

A gentleman stated the Lee facility is based on the Pittsfield facility, both of which are very convenient and efficient to use and recycling in Nottingham isn't as convenient. Ms. Decker stated the processes and procedures of Pittsfield were all things the committee reviewed for possible implementation.

Ms. Bonser thanked everyone for speaking and their efforts in participating. She thanked the current sub-committee and advised those attending for a need of future members.

The Selectmen agreed to keep the swap shop pending volunteers available to support it.

Mrs. Cinfo stated keeping the swap shop now eliminates the suggestion of changing the traffic patterns.

Questions were asked about the suggested traffic pattern changes. Ms. Decker stated the proposed changed was to try to speed up the flow of traffic but it includes the material process changes to help as well.

Mr. Seaverns stated part of the traffic issue currently existing at the Recycle Center is that the materials are located on both sides of the vehicles.

Chair Rafter reminded those in attendance that it is a work in progress, including the traffic pattern and location of where materials should be put.

Ms. Decker asked when the Selectmen would vote on the recommendations given by the sub-committee.

The Selectmen thanked everyone for their participation, suggestions and for attending the meeting.

Auditor Contract: Chair Rafter stated the Auditor contract must be signed and asked for a motion.

Motion: by Ms. Bonser, second by Mr. Carpenter to sign the Auditor contract.

Vote: 3 – 0 in favor

2014 Warrant Articles Recommendations: The Selectmen reviewed the 2014 Warrant Articles and established their recommendations. Discussion took place about the wording for the tax impact language and the Selectmen were in agreement to changing that language if recommended by the NH Department of Revenue.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #2 as written.

**Minutes
Nottingham Selectmen's Meeting
February 10, 2014**

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #3 as written.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #4 as written.

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #5 as written.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #6 as written

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #7 as written

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #8 as written.

Vote: 3 – 0 in favor

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #9 as written.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #10 as written.

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #11 as written.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #12 as written.

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #13 as written.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #14 as written.

Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Bonser to recommend Warrant Article #15 as written.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to recommend Warrant Article #16 as written.

Vote: 3 – 0 in favor.

The Selectmen signed the multiple copies of the Warrant signature page.

Town Administrator Reports, Signature Items:

Recreation Department: The Selectmen reviewed the Town Beach flyer. Mr. Carpenter stated there should be some mention that a Municipal Facility sticker will be needed in order to use the town beach. The Selectmen agreed to the flyer.

Mr. Brown stated Ms. Horvath has made an offer to an individual for the Recreation Assistant position.

Town Office: Chair Rafter reviewed there has been a new request to place Planet Aide boxes on Town property. Mr. Brown recommended against allowing the Planet Aide boxes because of a lack of consistent pick up.

Minutes
Nottingham Selectmen's Meeting
February 10, 2014

Job Posting: Mr. Brown provided copies of a job posting and updates to the information were requested. Mr. Brown reviewed all the positions in the front office complete a large variety of tasks. Mr. Brown stated he is working on establishing a base salary. Mr. Carpenter requested the job title be changed to Bookkeeper/Benefits Coordinator.

Chair Rafter asked if any municipal experience was desired or would general experience be enough. Mr. Brown stated municipal experience would be included in a separate section.

Newsletter Article: After discussion the decision was made to remove some sections of Chair Rafter's newsletter article.

Rymes/Fernald Building Permit: Mr. Brown stated clarification was needed regarding a request from Chief Vilchok.

Fire Department: Mr. Brown stated an approximate nine or ten application packages have been received and reviews will start soon to create a list of candidates to interview.

Town Report Dedication: Ms. Bonser reviewed the two suggestions for dedication. Chair Rafter objected to one.

Motion: by Ms. Bonser, second by Mr. Carpenter to dedicate the 2013 Town Report to June Chase and Bill Kyle.

Vote: 2 – 1 against.

Ms. Wirkkala reviewed the bids received for printing the Town Report, selection was made to the low bidder Hannaford & Dumas with a bid of \$2,195.00.

Town Meeting: Mr. Brown asked if Brian McClelland can do both sound and video for Town Meeting.

Mr. Carpenter asked about the procedure for getting Emily Buchanan to speak about her project during Town Meeting.

Motion: by Ms. Bonser, second by Mr. Carpenter to send a letter of invitation to Emily Buchanan to address citizens at Town Meeting.

Vote: 3 – 0 in favor.

ADJOURNMENT: Having no further business,

10:30 PM **Motion:** by Ms. Bonser, second by Ms. Bonser to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala