~ PLYMOUTH BOARD OF SELECTMEN ~

TUESDAY, JANUARY 7, 2014

TOWN HALL, MAYFLOWER ROOM

The Selectmen held a meeting on Tuesday, January 7, 2014 at 6:00 p.m. in the Mayflower Room at Town Hall.

Present:	Mathew J. Muratore, Chairman Belinda A. Brewster, Vice Chairman John T. Mahoney, Jr. Anthony F. Provenzano
	Melissa Arrighi, Town Manager Michael Galla, Assistant Town Manager
Absent:	Kenneth A. Tavares, Selectman

CALL TO ORDER

Chairman Muratore called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION

The Selectmen voted to enter an executive session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Paragraph 1, to discuss the reputation, character, physical condition or mental health of an individual, and Paragraph 3, to discuss strategy with respect to collective bargaining. By roll call: Mahoney – yes, Brewster – yes, Provenzano – yes, and Muratore – yes.

Chairman Muratore noted that, following executive session, the Board planned to reconvene in open session.

RETURN TO OPEN SESSION

Chairman Muratore reconvened the meeting in open session at 7:00 p.m. and led the Pledge of Allegiance.

Prior to commencing the evening's agenda, Chairman Muratore held a moment of silence in honor and memory of Richard "Ric" Cone, a Plymouth resident and former downtown business owner who served the community in several civic capacities—as a Town Meeting Representative, a member of PACTV's board of directors, and, most recently, as an art instructor the Council on Aging. Chairman Muratore also took an opportunity to express gratitude to the Police, Fire, and Public Works departments for their efforts in managing the blizzard event of January 2^{nd} and 3^{rd} , 2014. Though no residents utilized the storm shelter at Plymouth North High School, Chairman Muratore expressed gratitude to the School Department and Emergency Management Department for ensuring that the shelter was available for those who may have needed it.

Lastly, Chairman Muratore recognized *Old Colony Memorial* reporter Frank Mand for organizing a community photograph at Plimoth Plantation on the morning of December 31, 2013, as part of a year-long sunrise photograph project. Mr. Mand spoke briefly from the podium regarding his project and thanked those who participated in the December 31st photograph.

TOWN MANAGER'S REPORT

January Blizzard Event – Town Manager Melissa Arrighi echoed chairman Muratore's praise for the Police, Fire, Public Works, and Emergency Management departments for their efforts in managing the blizzard event of January 2^{nd} and 3^{rd} , 2014.

Revenue Idea Task Force – Ms. Arrighi reported that the Revenue Idea Task Force held its first meeting earlier in the evening (January 7, 2013) at Town Hall. All but one of the members were able to participate in the inaugural meeting, she indicated, at which the Task Force determined that it would meet every two weeks, to get its work underway. Ms. Arrighi reported that the Revenue Idea Task Force is tasked with identifying and exploring sources of revenue for the Town, outside of property taxes.

MUNIS Software System – Ms. Arrighi informed the Board that the Town's Finance Director recently met with representatives from the Town Manager's Office, Building, Information Technology, Finance, and Health departments to determine if the MUNIS Software System (currently used by the Town for an array of accounting and licensing purposes) could be expanded to incorporate a more comprehensive online permitting system for the Town of Plymouth. Staff, she said, is considering whether there are other facets or upgrades available within the MUNIS software package that would streamline certain municipal procedures and functions.

Energy Initiatives – Ms. Arrighi referenced a detailed report, provided in the Board's meeting packets, regarding the Town's energy-efficiency initiatives. The report, which was compiled by the Town's Energy Officer, Patrick Farah, outlines the Town's efforts and accomplishments made, to date, on energy and cost-saving projects, policies, and purchasing agreements.

Chairman Muratore asked that Mr. Farah be invited to provide a presentation for the Board on what needs to be done with regard to further energy-efficiency initiatives, going forward.

PUBLIC COMMENT

Chairman Muratore opened the meeting to public comment. No citizens came forth.

LICENSES

VEHICLE FOR HIRE OPERATOR (NEW)

On a motion by Vice Chairman Brewster, seconded by Selectman Provenzano, the Board voted to grant a Vehicle for Hire Operator License to the following applicants, as detailed, below. Voted 4-0-0, approved.

- **For Pilgrim Taxi** (109 Sandwich Street):
 - Patricia Robinson
 4 Elbow Pond Road
- **For Patriot Taxi** (18 Centennial Street):
 - Timothy Cushman
 26 ¹/₂ Standish Ave

Issuance of the above licenses is subject to review of a CORI Background Check and driving record.

CHANGE OF MANAGER

On a motion by Vice Chairman Brewster, seconded by Selectman Mahoney, the Board voted to approve a Change of Manager for the following holder of an All Alcohol Package Store Liquor License, as detailed, below. Voted 4-0-0, approved.

- ✤ Manomet Liquors, 2291 State Road
 - Change of Manager from Edward O'Donnell to Jennifer White.

Issuance of the above license is subject to review of a CORI Background Check.

Administrative Notes

Meeting Minutes – The Board approved the minutes of the November 5 and November 12, 2013 Selectmen's meetings.

Special Town Meeting Warrant – The Board voted to open the 2014 Special Town Meeting Warrant on January 14, 2014 and close it at 4:00 p.m. on February 7, 2014.

Appointment of Shellfish Constables – The Board appointed the following individuals as Shellfish Constables for the Town of Plymouth, effective January 1, 2014 through December 31, 2014:

(CONTINUED ON FOLLOWING PAGE)

- David Gould, Director of Marine & Environmental Affairs
- Chad Hunter, Harbormaster
- Richard Furtado, Assistant Harbormaster
- Robert Bechtold, Assistant Harbormaster
- Kerin McCall, Environmental Technician

Herring Wardens – The Board appointed the following individuals as Herring Wardens for the Town of Plymouth, effective January 1, 2014 through December 31, 2014:

- David Gould, Director of Marine & Environmental Affairs
- Chad Hunter, Harbormaster
- Richard Furtado, Assistant Harbormaster
- Robert Bechtold, Assistant Harbormaster
- Patrick Logan, Assistant Harbormaster
- Nathan Cristofori, Natural Resources Warden

Disclosure of Interest by Special Municipal Employee – The Board acknowledged the receipt of a *Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as Required by M.G.L. Chapter 268A § 20(d) from Michael J. Tubin, member of the Plymouth Historic District Commission.*

JOINT MEETING: FY2015 BUDGET RECOMMENDATIONS

SCHOOL COMMITTEE

Dennis Begley, Chairman Michelle Badger, Vice Chairman Mary Waltuch, Secretary Margie Burgess Gary Maestas, Superintendent of Schools

ADVISORY & FINANCE COMMITTEE

John Moody, Chairman Harry Salerno, 2nd Vice Chairman Cornelius Bakker Linda Benezra Michael Duffley Richard Gladdys Robert Morgan

Chairman Muratore opened a joint meeting between the Selectmen, School Committee, and Advisory & Finance Committee to hear and discuss a presentation on the Town Manager and Board of Selectmen's recommended FY2015 Budget.

Dennis Begley called a meeting of the School Committee to order at 7:10 p.m. John Moody noted that the Advisory & Finance Committee did not yet have a quorum of members present (to constitute an official meeting).

Town Manager Melissa Arrighi and Finance Director Lynne Barrett jointly presided over the presentation on the FY2015 Budget. Ms. Barrett began the presentation with a review of the budget that was approved by the Board of Selectmen on December 17, 2013. The Selectmen's vote, she noted, was contingent upon the School Committee's final decision on the School Department's budget. Ms. Barrett expressed her belief that both the Board of Selectmen and School Committee have come to final budget numbers that are reasonable. The Commonwealth estimates that state revenues will be up 4%, she said, but the Town has conservatively based its budget figures on the State Aid that was allocated for FY2014.

Ms. Barrett listed the overall figures recommended within the FY2015 Budget:

•	General Fund	\$173,631,330	3.5% increase over prior year's budget
•	Airport Enterprise Fund	\$2,538,909	0.7 % increase over prior year
•	Sewer Enterprise Fund	\$4,450,164	1.0 % decrease over prior year
•	Water Enterprise Fund	\$3,244,371	6.2% increase over prior year
•	Solid Waste Enterprise Fund	\$2,203,354	23.1% Increase over prior year

Ms. Barrett displayed a pie chart to illustrate a breakdown of the budget by department:

 School Department 	44%	\$80,900,750
 Fixed Costs 	26%	\$47,803,632
 Public Safety 	10%	\$18,166,078
 Debt Service 	8%	\$14,511,227
 Enterprise Operations 	5%	\$9,271,303
 Public Works 	3%	\$5,737,212
 Community Resources 	2%	\$2,934,187
 Department of Finance 	1%	\$2,713,968
 Administrative Services 	1%	\$1,695,144
 Inspectional Services 	<1%	\$823,766
 Marine & Environmental Affairs 	<1%	\$794,278
 Planning & Development 	<1%	\$716,583

Ms. Barrett then provided a breakdown of the budget by the type of expenditure:

•	Salaries & Wages	51%	\$93,736,304
•	Employee Benefits	23%	\$43,646,665
•	Other Expenditures	18%	\$34,173,932
•	Debt	8%	\$14,511,227

Ms. Barrett listed the highlights of the FY2015 Budget, noting that the Finance Department's budget estimates were based on such factors as State Aid and trends in local receipts, in addition to property valuations:

- Energy Initiatives savings of \$123,000 in Fuel & Utilities from participation in solar contracts, and addition of \$30,000 in Planning & Development for energy consultant
- Senior Center Building & Grounds Maintenance Contracts
- Appraisals for Chapter 61 Land
- Provisions for Economic Development & 2020 Funding
- 3-Election Year

- Funding for all employee contracts except for Police, Fire, DPW, Library, Dispatchers, Crossing Guards & School Custodians and Craftsmen
- Necessary Increases in Employee Benefits (Health & Pensions)
- New General Fund Solid Waste Department for Town & School Trash & Recycling Operations
- Full Year of Manomet Operations and Curbside Contract
- Solid Waste Disposal Rate of \$65 per ton

Ms. Barrett discussed the estimated impact of the FY2015 Budget on the owner of an average value single family home (\$299,834). The FY2015 recommended budget, she explained, represents a 3.5% increase over the prior year's budget, while the Town's excess levy capacity will be reduced by 4.32%. Ms. Barrett reported that the average property owner will see a \$169 increase to his/her annual tax bill as a result of the recommended budget.

The Board posed questions to Ms. Barrett regarding the budget, the Town's excess levy capacity, and the effect that the budget will have upon the Town's tax rate. Ms. Barrett indicated that the FY2015 will bring the current tax rate of \$15.13 per thousand in value to a new rate of \$15.69 per thousand in value.

Upon a request from Chairman Muratore, School Superintendent Gary Maestas talked about the School Department's budget and the challenges of fulfilling the state's unfunded mandates. Superintendent Maestas explained that, though the formula for Chapter 70 State Aid funding has remained nearly unchanged for many years, the state has added a number of mandates that ultimately cause an expense to the Town. In addition, Superintendent Maestas spoke about the way by which charter schools are funded from the Town's Chapter 70 allocation, noting that the School Department must also provide support services for charter schools, at an expense from the department's budget

School Committee Chairman Dennis Begley sought to point out that the School Department and School Committee do not question the worthiness of the state's educational mandates; the issue at hand, he said, relates to the lack of financial support provided by the state to carry out these mandates.

Superintendent Maestas and Mr. Begley each talked about the expense associated with maintaining up-to-date technology and managing content and security on the devices that are utilized by Plymouth's faculty and students. MCAS testing, for example, will no longer be taken with paper and pencils, but, rather, at computer stations, Superintendent Maestas noted.

John Moody and Harry Salerno, Chairman and 2nd Vice Chairman of the Advisory & Finance Committee, respectively, posed questions to Ms. Barrett regarding the Town's Health Insurance Trust Fund and the Town's residential and commercial property valuations. Ms. Barrett discussed the way by which she estimated the increase to the Town's health insurance expenses and talked about the process of certifying Plymouth's property valuations.

Seeing no further questions from the School Committee or Advisory & Finance Committee, Chairman Muratore opened the presentation to questions or comments from the audience. No citizens came forth to speak.

Selectman Provenzano made a motion to approve the Town Manager's recommended General Fund Budget at \$173,631,330. Selectman Mahoney seconded the motion.

Vice Chairman Brewster sought to point out that the FY2015 Budget represents a 3.5% increase over the previous year's budget and a \$170 increase to the average residential tax bill. While this may not seem like a large increase, she said, one must consider the amount of this increase, relative to the average income of Plymouth's residents. Selectman Brewster referenced the Town Manager's previous statement that the Town's budget is growing at an unsustainable rate, to the point where the Town may only be able to fund the absolute bare essentials, such as fixed costs and salaries. Plymouth's leaders, she said, must strive to find ways to ease the burden on the taxpayers and prevent such significant increases from year.

Selectman Mahoney reiterated his long-standing concern regarding the loss of revenue from the Pilgrim Nuclear Power Station. The Town, he said, cannot continue to defer the measures that will be necessary to mitigate the complete loss of this revenue, once the facility closes.

Following discussion on Selectman Provenzano's motion to approve the Town Manager's recommended General Fund Budget at \$173,631,330, the Board voted 4-0-0 in favor of the motion.

On a motion by Selectman Mahoney, seconded by Selectman Provenzano, the Board voted to approve the FY2015 budget for the Airport Enterprise Fund at \$2,538,909. Voted 4-0-0, approved.

On a motion by Selectman Provenzano, seconded by Selectman Mahoney, the Board voted to approve the FY2015 budget for the Sewer Enterprise Fund at \$4,450,164. Voted 4-0-0, approved.

On a motion by Selectman Mahoney, seconded by Selectman Provenzano, the Board voted to approve the FY2015 budget for the Water Enterprise Fund at \$3,244,371. Voted 4-0-0, approved.

On a motion by Selectman Mahoney, seconded by Selectman Provenzano, the Board voted to approve the FY2015 budget for the Solid Waste Enterprise Fund at \$2,203,354. Voted 4-0-0, approved.

Chairman Muratore thanked the members of the School Committee and Advisory & Finance Committee for participating in the budget presentation. Mr. Begley adjourned the meeting of the School Committee at 7:58 p.m. The Advisory & Finance Committee did not have a quorum, and, therefore, it could not convene or adjourn an official meeting.

NATHANIEL MORTON DISMISSAL PROCEDURES / LINCOLN STREET

School Superintendent Gary Maestas introduced a presentation on a proposal to modify dismissal procedures at Nathaniel Morton Elementary School. The issues with traffic congestion on Lincoln Street during dismissal time have been on the table for many years, he said, despite previous attempts to relocate bus pickup to the rear section of the school and designate parent pickup at the front. Superintendent Maestas reported that the School Principal of Nathaniel Morton Elementary has devised a new plan for afternoon dismissal which he hopes will alleviate congestion on Lincoln Street during dismissal times.

Michael Spencer, Principal of Nathaniel Morton Elementary School, explained that he devised the new plan for traffic flow during dismissal time to relieve traffic congestion on Lincoln Street and provide more safety for students during dismissal time. He displayed map of the Lincoln Street area to illustrate both the current and proposed dismissal procedures, noting the location of the school and Town Hall.

Mr. Spencer indicated that, during dismissal time, it is estimated that approximately 40 parents arrive at the school in vehicles to pick up their children. The vehicles, he said, queue-up along Lincoln Street and onto Union Street, thus narrowing the travel lane for motorists who are traversing Lincoln Street to access Town Hall or residential properties. Mr. Spencer stated his belief that these 40 vehicles can be accommodated in the school's rear parking lot. In exchange, he explained, bus pickup will be relocated to the front of the building (on Lincoln Street), where three buses will queue-up, at a time. The remaining buses, he said, will wait at Stephens Field and travel to Lincoln Street in shifts, three-at-a-time.

Mr. Spencer indicated that there is existing signage along Lincoln Street—where the buses will park—that prohibits parking during school dismissal times, but the restrictions are not typically followed by those visiting Town Hall and the school. Residents of Lincoln Street, he noted, were invited to attend this meeting to hear about the changes to dismissal procedures. Mr. Spencer asked for the Town's support in enforcing the parking restrictions on the north side of Lincoln Street.

Chairman Muratore asked Mr. Spencer if he was aware of the Town's long-term plans to eliminate vehicular passage through Stephens Field. Mr. Spencer acknowledged that he is aware of the Town's future plans for the recreation area, but stated that he would like to try the new procedures, in the meantime. With regard to an inquiry from Chairman Muratore about the enforcement of current parking restrictions along the north side of Lincoln Street, Mr. Spencer indicated that the school will need help with enforcement from the Police Department to ensure that the spaces are clear for the buses, during dismissal time.

Mr. Spencer responded to questions from Vice Chairman Brewster and School Committee members Margie Burgess and Mary Waltuch regarding the mechanics of the new dismissal procedures. Mr. Spencer indicated that notices will go out to all parents regarding the new procedures, and staff, he said, will be on-hand to help direct the flow of traffic into and through the rear parking lot.

Selectman Mahoney expressed concern that, should the new dismissal procedures be successful, the forthcoming elimination of vehicular traffic through Stephens Field could create conflict between supporters of the school and supporters of the recreation area.

Ms. Arrighi emphasized to Mr. Spencer that the roadway through Stephens Field will no longer be available as a staging area for Nathaniel Morton's school buses, during and following the renovation of the recreation area.

Chairman Muratore thanked Superintendent Maestas and Mr. Spencer for providing the Board with the courtesy of a presentation on the plans for new dismissal procedures at Nathaniel Morton. It appears that the Board seems open to the School Department's proposal of trying the new procedures, he said, so long as it is understood that Stephens Field will cease to be an option as a staging area in the future.

LEGISLATIVE RESOLUTIONS FOR MASS. MUNICIPAL ASSOC. CONFERENCE

Selectman Mahoney noted that, in light of Selectman Tavares' absence, he would prefer to postpone the discussion on the legislative resolutions that will be voted upon at the Massachusetts Municipal Association's annual conference, as Selectman Tavares will be traveling to the event as the Board's designee. On a motion by Selectman Mahoney, seconded by Vice Chairman Brewster, the Board voted to table its discussion on the legislative resolutions that will be voted upon at the Massachusetts Municipal Association's annual conference until the January 14, 2014 Selectmen's meeting. Voted 4-0-0, approved.

CONSIDERATION OF INCREASE TO WEEKDAY BEACH PARKING LOT FEE

Ms. Arright informed the Board that the Town's Recreation Director, Barry DeBlasio, has recommended two increases to the fees associated with public beach parking:

- Raise the Resident Seasonal Beach Parking Sticker Fee to \$25
- Raise the Daily Beach Parking Fee on Weekdays (currently \$10) to \$15, to be consistent with the current Weekend rate of \$15

These recommendations, she explained, were made in anticipation of increases to the Massachusetts minimum wage, which could significantly impact the Town's Beach Revolving Fund. Ms. Arright indicated that, based on this important consideration, she supports the Recreation Director's recommendations.

Chairman Muratore opened the discussion to public comment.

Everett Malaguti, Precinct 1 Town Meeting Representative and member of the Natural Resources & Coastal Beaches Advisory Committee ("NRCBC"), spoke in support of the

recommended increases. The NRCBC, he stated, has discussed—and shown support for such increases, to address a number of issues on Plymouth's public beaches that the Town simply cannot fund at this time. Mr. Malaguti noted that Plymouth has one of the lowest beach parking rates on the South Shore. These increases, he said, will be effective in addressing such issues as erosion and damage from storms.

In response to an inquiry from Vice Chairman Brewster, Mr. Malaguti indicated that, though the NRCBC did not vote upon this specific recommendation from the Recreation Director, the NRCBC discussed bringing forth a very similar proposal to the Board of Selectmen in the spring.

On a motion by Selectman Mahoney, seconded by Selectman Provenzano, the Board voted to raise the Resident Seasonal Beach Parking Sticker Fee to \$25 and raise the Daily Beach Parking Fee on Weekdays to \$15. Voted 4-0-0, approved.

Vice Chairman Brewster asked that the Town Manager track how this fee increase may have an effect upon the sale of seasonal passes and daily parking passes.

2014 Spring Town Meeting Articles

ARTICLE 2

To hear the reports of the several Boards and Officers and Committees of the Town thereon.

BOARD OF SELECTMEN

Ms. Arrighi explained that Article 2 is a standing article on each year's annual Town Meeting warrant. The article, she explained, allows Town boards and committees the opportunity to present an annual report to Town Meeting members.

On a motion by Vice Chairman Brewster, seconded by Selectman Mahoney, the Board voted to recommend Article 2 to the 2014 Spring Annual Town Meeting. Voted 4-0-0, approved.

ARTICLE 6

To see what action the Town will take pursuant to G.L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.

BOARD OF SELECTMEN

Ms. Arright presented Article 6, which is an annual article that sets the salaries of the Town's elected officials. Ms. Arright listed the recommended salary amounts:

•	Chairman of the Board of Selectmen	\$4,500
•	Selectmen	\$4,000
•	Moderator	\$2,000

On a motion by Selectman Provenzano, seconded by Selectman Mahoney, the Board voted to recommend Article 6 to the 2014 Spring Annual Town Meeting. Voted 4-0-0, approved.

ARTICLE 13

To see if the Town will vote to appropriate a sum of money from available funds as the State's share of the cost of work under G.L. c.90, §34 (2)(a) of the Massachusetts General Laws, or take any other action relative thereto.

BOARD OF SELECTMEN

Ms. Arright indicated that Article 13 simply authorizes the Town to accept funding provided by the State under Chapter 90 of the Massachusetts General Laws for the maintenance of public roads.

On a motion by Vice Chairman Brewster, seconded by Selectman Provenzano, the Board voted to recommend Article 13 to the 2014 Spring Annual Town Meeting. Voted 4-0-0, approved.

COMMITTEE LIAISON / DESIGNEE UPDATES

Capital Improvements Committee – Selectman Provenzano noted that the Capital Improvements Committee will be holding an all-day meeting on Thursday, January 9, 2014 to review the capital projects submitted for the 2014 Spring Annual Town Meeting.

Roads Advisory Committee – Selectman Provenzano reported that he will attend the Roads Advisory Committee meeting scheduled for the evening of Thursday, January 9, 2014, following the meeting of the Capital Improvements Committee.

OLD BUSINESS / LETTERS / NEW BUSINESS

Grant and Loan Announcement for Coastal Structures – Selectman Mahoney informed the public that Plymouth Town Hall will host a press event on Monday, January 13, 2014, at which Senate President Therese Murray and Richard Sullivan, Massachusetts' Secretary of Energy & Environmental Affairs, will announce the awarding of grants and loans to Commonwealth communities for coastal infrastructure projects.

Chapter 61 Lands / Notice of Intent to Convert – Assistant Town Manager Michael Galla provided the Board with a brief update on the status of a 23.5-acre parcel of Chapter 61-designated land off Bourne Road, identified as Lots 10A and 11 on Assessor's Map 129 (owned by The Garland Holding Company, LLC). Mr. Galla reported that, following the completion of the joint appraisal, the property has been valued at \$1,050,000. The Town

now has 120 days to exercise its option to purchase the property and 90 days to close on the transaction, should it choose to pursue acquisition, Mr. Galla indicated.

Ms. Arrighi noted that the Town would have until February 7, 2014 to place the acquisition of this property on the 2014 Special Town Meeting Warrant. This parcel, she reported, is located in the area where a potential slip-ramp from Route 25 could be situated, to provide access to the 1,000 Acres site. If the Town were to pursue acquisition of the property for highway purposes—as opposed to the use of the property as open space—it could not do so with Community Preservation funding, Ms. Arrighi explained.

In response to an inquiry from Chairman Muratore, Ms. Arrighi indicated that staff recognizes the importance of this parcel's relationship to the 1,000 Acres site, but it will be difficult for the Town to purchase the property without the use of Community Preservation funds (which will impose certain use restrictions on the property).

The Board briefly discussed the process involved with purchasing the property and whether an article should be held on the 2014 Special Town Meeting Warrant. Selectman Mahoney stated that he would have no problem with calling a Special Town Meeting in the summer to consider the purchase of the property, if necessary. Ms. Arright noted that there would be no harm in reserving a placeholder article for this property on the warrant of the already-scheduled Special Town Meeting in April.

ADJOURNMENT OF MEETING

On a motion by Vice Chairman Brewster, seconded by Selectman Provenzano, the Board voted to adjourn its meeting at approximately 8:45 p.m. Voted 4-0-0, approved.

Recorded by Tiffany Park, Clerk to the Board of Selectmen

A copy of the January 7, 2014 meeting packet is on file and available for public review in the Board of Selectmen's Office.