

Town of Raymond

BUDGET/FINANCE COMMITTEE
with the Board of Selectmen

Broadcast Studio
423 Webbs Mills Road

Thursday, April 17, 2014

MINUTES

ATTENDANCE: Rolf Olsen, Chairman; Bob Gosselin; Marshall Bullock; Steve Crockett; Peter Dunn; Brian Walker; and Dana Desjardins.

Selectmen: Sam Gifford, Chairman; Joe Bruno; Teresa Sadak; Mike Reynolds.

Absent: Lonnie Taylor

Staff: Nathan White, Public Works Director; Bruce Tupper, Fire Chief; and Chris Hansen, Code Enforcement Officer.

Others: Charles Leavitt; Sally Holt, Librarian; and Christine Frantz, library trustee.

1. Call to order joint session of Budget Finance and Select board

Rolf Olsen opened the meeting at 6:31 pm saying that this meeting would have the Board of Selectmen determine their recommendation for three articles which have changes in them from their last meeting. He also said that Tacy Hartley has resigned from the Budget/Finance Committee because she has moved from Raymond. He turned the meeting over to Chairman Sam Gifford who then turned the meeting over to Joe Bruno as he had chaired the warrant voting meeting for the Selectmen on April 17, 2014.

2. Select Board to make changes to previous recommendations on warrant articles
[Please see the Selectmen's Minutes from this meeting.]

3. Joint session ends.

4. Budget Finance committee only begins.

Mr. Olsen opened the Budget Committees' meeting at 6:41 pm. He noted that they would be making recommendations on the budget articles only.

5. Approve Minutes:
March 10, 2014

MOTION: Steve Crockett motioned to approve the Minutes of March 10, 2014. Seconded by Bob Gosselin.
VOTE: Carried [Dana Desjardins abstained]

6. Public comment (3 minute limit per person)

DISCUSSION: Mr. Leavitt commented that the budget process was difficult and felt that the \$2 million bond issue was lightly explained. He felt that the budget was overreaching in all cases. He encouraged the voters to come to town meeting and vote no.

7. Vote on budget submitted by Board of Selectmen.

DISCUSSION: The mil rate was discussed and explained that the mil rate used in this budget information was estimated for budgetary purposes and that the school budget and state revenue sharing were not known at this time. Our working mil rate is now 11.55. The fact that Raymond will only be paying interest this year on our last bond was said to be the way that the bond was written at its inception.

The proposed budget was thought to be a “wish list” which hadn't had anything removed from it which meant that all was absolutely necessary. It was said that this budget was what was needed to care for the town in this next budget year. The comment was made that the voting residents would be the defining mechanism to the budget. It was hoped that many people would attend the town meeting to vote on the issues. It was also felt that the retirement of an old bond would leave some space for a new bond without raising the taxes in successive years.

Beginning the warrant articles:

ARTICLE 9: To see if the Town will vote to appropriate \$15,000 from the Open Space Fund to donate to the Boy Scouts Pine Tree Council for the purchase of a 30-acre parcel of land along the southeastern side of the Tenney River for conservation purposes.

MOTION: Marshall Bullock motioned to recommend. Seconded by Brian Walker.

DISCUSSION: One thought that this funding could be better used elsewhere and that it was a waste of taxpayer money. Another felt that the Open Space Fund was not meant for this type of endeavor. It was also felt that the River Road maintenance would have to be covered in the future because of the increased traffic. It was said that Loon Echo Trust and Camp Hinds would help with road maintenance if asked.

MOTION: Steve Crockett motioned to move the question. Seconded by Peter Dunn.

VOTE: Carried.

VOTE ON ORIGINAL MOTION: Carried.

ARTICLE 10: To see if the Town will vote to appropriate \$30,000 from the Open Space Fund and an additional \$20,000 from the Timber Harvest Funds for a total of \$50,000 toward the purchase of 347+/- acres along Conesca Road including Pismire Mountain, known as the Raymond Community Forest Project. Expenditure of these funds will be contingent on successful state, federal or private foundation grant awards and local fund raising. The agreement to exercise an option to buy the land for \$506,000 from Hancock Land Company expires on December 31, 2014.

MOTION: Bob Gosselin motioned to recommend. Seconded by Steve Crockett.

DISCUSSION: A question was if the other attending funds didn't mature, would the raised article amount go into the undesignated fund balance. It was answered that it would go back into the Open Space Fund.

MOTION: Marshall Bullock motioned to reconsider Article 10. Seconded by Bob Gosselin.

VOTE: Carried.

MOTION: Marshall Bullock motioned to not recommend Article 10. Seconded by Peter Dunn.

VOTE: Carried.

ARTICLE 11: RESERVED

ARTICLE 12: To see if the Town will vote to authorize the Selectmen on behalf of the Town to sell and dispose of any property acquired by the Town for nonpayment of taxes pursuant to the policy adopted by the

Selectmen, as may be amended from time to time, the policy to remain consistent with State statutes and laws. In all cases conveyance to be made by municipal quitclaim deed.

MOTION: Peter Dunn motioned to recommend. Seconded by Brian Walker.

VOTE: Carried.

ARTICLE 13: To see what date taxes will be due and to set an interest rate for unpaid amounts.

The Selectmen recommend 1st half to be due October 31, 2014 and 2nd half to be due April 30, 2015 with interest at seven percent (7%) on any unpaid balances.

MOTION: Bob Gosselin motioned to recommend. Seconded by Marshall Bullock.

AMENDMENT MOTION: Dana Desjardins motioned to recommend an interest rate of 3%. No second.

VOTE ON ORIGINAL MOTION: Carried.

ARTICLE 14: To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at seven percent (7%) for the fiscal year.

MOTION: Peter Dunn motioned to recommend. Seconded by Steve Crockett.

VOTE: Carried.

ARTICLE 15: To see if the Town will vote to authorize the Board of Selectmen to dispose of Town owned personal property with value not to exceed \$35,000.

MOTION: Steve Crockett motioned to recommend. Seconded by Peter Dunn.

DISCUSSION: It was said that the remuneration from any sale would go into the original fund from which the item was originally bought. One said he would like to see a list of all sales. All transactions can be seen in the appropriation control report.

VOTE: Carried.

ARTICLE 16: To see if the Town will vote to authorize the Selectmen to borrow from or appropriate from undesignated fund balance (surplus) as they deem advisable to meet the unanticipated needs of the community that occur during the fiscal year.

The Selectmen recommend an amount not over \$75,000.

MOTION: Bob Gosselin motioned to recommend not over \$75,000. Seconded by Marshall Bullock.

VOTE: Carried.

ARTICLE 17: To see if the Town will authorize the Selectmen, for the fiscal year 2014 - 2015, to transfer funds between appropriation accounts as long as the grand total of all appropriations is not exceeded. Any such transfers to be approved only at a properly called public meeting of the Selectmen.

MOTION: Steve Crockett motioned to recommend. Seconded by Peter Dunn.

VOTE: Carried.

ARTICLE 18: To see if the Town will vote to authorize the use of Town employees and/or Town owned equipment or independent contractor(s) hired by the Town for maintenance on private roads in special and certain circumstances where in the public's interest.

Note of explanation -- Three examples of when the use of Town employees and equipment may be necessary:

- A. Tying in work done on a public road that intersects a private road;
- B. Plowing snow on a private road to clear the way for emergency response apparatus; and
- C. In rare or emergency situations, maintaining private roads for school bus access to special education students as deemed necessary.

MOTION: Peter Dunn motioned to recommend. Seconded by Steve Crockett. [Marshall Bullock abstained]
VOTE: Carried.

ARTICLE 19: To see if the Town will vote, pursuant to 23 M.R.S.A. §2953, that orders of the municipal officers with respect to the closing of roads to winter maintenance shall be a final determination.

MOTION: Bob Gosselin motioned to recommend. Seconded by Steve Crockett.

DISCUSSION: One felt that this article was not appropriate for a Budget/Finance Committee recommendation.

AMENDMENT MOTION: Dana Desjardins motioned to make no recommendation. Seconded by Marshall Bullock.

VOTE: Carried.

ARTICLE 20: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

MOTION: Dana Desjardins motioned to recommend. Seconded by Brian Walker.

VOTE: Carried.

ARTICLE 21: To see if the Town will vote to appropriate \$233,246 from the tax increment of the Pipeline/RT 302 Tax Increment Financing District for FY 2014 - 2015 projects proposed in the Tax Increment Financing District Development Program.

Note: Included in this item are:

Raymond-Casco Historical Society	\$ 1,800
Raymond Waterways Association Milfoil Program	\$17,500

MOTION: Bob Gosselin motioned to recommend. Seconded by Marshall Bullock.

VOTE: Carried.

ARTICLE 22: To see if the Town will vote to raise and appropriate \$521,467 for the Administration account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Marshall Bullock.

VOTE: Carried.

ARTICLE 23: To see if the Town will vote to raise and appropriate \$51,998 for the Assessing account.

MOTION: Peter Dunn motioned to recommend. Seconded by Bob Gosselin.

DISCUSSION: There was a question whether Raymond is still putting funds away for a future revaluation. It was answered that there is no need for one in the near future because we're still using 101% of valuation.

VOTE: Carried.

ARTICLE 24: To see if the Town will vote to raise and appropriate \$20,256 for the Town Hall account.

MOTION: Peter Dunn motioned to recommend. Seconded by Dana Desjardins.

VOTE: Carried.

ARTICLE 25: To see if the Town will vote to raise and appropriate \$472,497 for the Insurance account.

MOTION: Peter Dunn motioned to recommend. Seconded by Bob Gosselin.

AMENDMENT: Brian Walker amended the motion to table and proceed with it out of order. Seconded by Marshall Bullock.

VOTE: Carried.

ARTICLE 26: To see if the Town will vote to raise and appropriate \$ 6,000 for the General Assistance account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Dana Desjardins.

VOTE: Carried.

ARTICLE 27: To see if the Town will vote to raise and appropriate \$180,365 for the Technology Department account.

MOTION: Marshall Bullock motioned to recommend. Seconded by Peter Dunn.

DISCUSSION: There was discussion about the fact that there was evidence of insufficiency in this department but felt that if the technology was more efficient there wouldn't have to be extra personnel hours needed. There was concern about having another full-time employee. The fact that the town voted to have this technology and apparently uses it which means it needs to be maintained. The technology contractor keeps all technology working including our cable infrastructure. It need for volunteers to help with the broadcast studio is evident but a responsible employee is necessary to organize and maintain the service.

VOTE: Carried.

ARTICLE 28: To see if the Town will vote to raise and appropriate \$92,511 for the Community Development account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Marshall Bullock.

DISCUSSION: This will come from the Timber Harvest Fund. The amount was a conservative estimate from the forrester.

VOTE: Carried.

ARTICLE 29: To see if the Town will vote to raise and appropriate \$649,456 for the Fire/Rescue Department account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Peter Dunn. [Bob Gosselin abstained]

VOTE: Carried.

ARTICLE 30: To see if the Town will vote to raise and appropriate \$15,870 for the Animal Control account.

MOTION: Dana Desjardins motioned to recommend. Seconded by Peter Dunn.

VOTE: Carried.

ARTICLE 31: To see if the Town will vote to raise and appropriate \$21,000 for the Infrastructure account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Peter Dunn.

DISCUSSION: One asked that the decorative street lights on Rt. 302 be repaired so that they don't stay on in the daylight.

VOTE: Carried.

ARTICLE 32: To see if the Town will vote to raise and appropriate \$673,294 for the Public Works account.

MOTION: Peter Dunn motioned to recommend. Seconded by Steven Crockett.

DISCUSSION: It was asked whether this article included the new part-time summer help. Reply yes.

VOTE: Carried.

ARTICLE 33: To see if the Town will vote to raise and appropriate \$429,177 for the Solid Waste account.

MOTION: Peter Dunn motioned to recommend. Seconded by Steve Crockett.

DISCUSSION: It was felt that Raymond needs to do more education about recycling in order to increase our recycling rate.

VOTE: Carried.

ARTICLE 34: To see if the Town will vote to raise and appropriate \$19,260 for the Cemeteries account.

MOTION: Dana Desjardins motioned to recommend. Seconded by Steve Crockett.

VOTE: Carried.

ARTICLE 35: To see if the Town will vote to raise and appropriate \$13,998 for the Parks & Recreation account.

Included are:

Materials, maint., equip.	\$2,500
Contract Services	\$6,898
Raymond Rattlers Snowmobile	\$1,600
Raymond Baseball/Softball	\$1,000
Agawam mowing/soccer	\$2,000

MOTION: Steve Crockett motioned to recommend. Seconded by Dana Desjardins.

DISCUSSION: There was disappointment that the Raymond Rattlers Snowmobile Club hadn't put in a request for these funds. It was felt that they are a hard working group but it would be better if Raymond received a report of what they spent the money on. There was a suggestion that the amount be reduced to \$800.

MOTION WITHDRAWN by Crockett and Desjardins.

MOTION: Brian Walker motioned to recommend \$800 for Raymond Rattlers Snowmobile Club which leaves a total of \$13,198 for the article. Seconded by Peter Dunn.

VOTE: Carried.

ARTICLE 36: To see if the Town will vote to raise and appropriate \$40,500 for the Raymond Village Library.

MOTION: Dana Desjardins motioned to recommend. Seconded by Brian Walker.

DISCUSSION: It was announced that there has been discussion with the library board about a formal agreement with them on the library i.e. payroll, insurance etc. A memo of understanding is being studied. It was noted that the library's ability to raise funds through volunteer means is getting difficult to cover the

annual increase for this service. Outside funding is the highest it's ever been. One said that he thought the public/private relationship was the best way to have the library. It was stated that this was the most economical arrangement for the town.

VOTE: Carried.

ARTICLE 37: To see whether the Town will vote to carry forward any existing fund balance in the Capital Improvement Program (C.I.P.) account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Steve Crockett.

VOTE: Carried.

ARTICLE 38: To see if the Town will vote to raise and appropriate \$1,169,658 for the Capital Improvement account.

Included are:

Public Works Equipment Reserve	\$ 35,000
2004 Public Works Construction Bond Final Payment	\$ 96,731
2013 Public Works Road Construction Bond Payment	\$ 63,000
Public Works Paving/Road Reserve	\$275,000
Municipal Facilities Maintenance/Improvements	\$ 25,000
2002 PSB Bond Payment	\$115,424
2004 Fire Equipment Bond Final Payment	\$ 56,003
Fire Department Equipment/Facilities	\$ 75,000
Generator for Off-Site Back UP Servers	\$ 25,000
Fire Pond Rehabilitation Project (IRT)	\$ 15,000
District 1 Sight Distance Project (IRT)	\$ 15,500
Plains Road Pole Barn (IRT)	\$ 80,000
Valley Road Communications Tower (IRT)	\$118,000
Down Payment for Engine 2 Replacement	\$175,000

MOTION: Marshall Bullock motioned to recommend. Seconded by Bob Gosselin.

DISCUSSION: There was a question as to why we need a pole barn and communication tower. The tower site will only have a tower, which was donated to the town, and an eight by ten foot cement block building. There was talk about whether it should be included in the CIP. It was felt that this amount could be voted down coming from any article with an amendment to the amount of money appropriated. There was some concern that these articles were grouped together. It was noted that the tower and the IRT projects were one time expenses and that it was cost effective to raise the funds instead of getting a bond and it's interest to cover the cost.

VOTE: Carried.

ARTICLE 39: To see if the Town will vote to raise and appropriate \$617,503 for the County Tax account.

MOTION: Bob Gosselin motioned to recommend. Seconded by Steve Crockett.

VOTE: Carried.

ARTICLE 40: To see if the Town will vote to appropriate the total sum of \$1,917,470 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and any other sources. (Includes \$32,000 from the TIF Reserve)

MOTION: Bob Gosselin motioned to recommend. Seconded by Marshall Bullock.
VOTE: Carried.

ARTICLE 41: To see if the Town will vote to authorize the Selectmen to accept or reject grants, donations and/or gifts of money to the Town of Raymond and to expend monies donated for specific purposes.

MOTION: Bob Gosselin motioned to recommend. Seconded by Steve Crockett.
VOTE: Carried.

ARTICLE 42: To see if the Town will vote to accept certain State Funds as provided by the Maine State Legislature during the fiscal year beginning July 1, 2014 and any other funds provided by any other entity included but not limited to:

- Municipal Revenue Sharing
- Local Road Assistance
- Emergency Management Assistance
- Snowmobile Registration Money
- Tree Growth Reimbursement
- General Assistance Reimbursement
- Veteran's Exemption Reimbursement
- State Grant or Other Funds

MOTION: Marshall Bullock motioned to recommend. Seconded by Bob Gosselin.
VOTE: Carried.

ARTICLE 43: LD1. To see if the Town will vote to increase the property tax levy limit of \$2,221,087 established for the Town of Raymond in State law by \$500,000 for a total Levy Limit of \$2,721,087.

MOTION: Steve Crockett motioned to recommend. Seconded by Marshall Bullock.

DISCUSSION: There was discussion about this increasing the LD limit which will remain the upper limit but that the town doesn't have to meet that limit annually. It was explained how the undesigned fund balance is involved with the bond application process. It was noted that Raymond still retains more undesignated fund balance than it needs.

VOTE: Carried.

ARTICLE 44: Shall the Town (1) approve a capital project bond at an estimated cost of \$850,000 (\$600,000 for Sand/Salt Building and \$250,000 for Replacement Engine 2), (2) appropriate a sum not to exceed \$885,000 to fund the costs of this program including costs of issuance and, (3) to fund said appropriation, authorize the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Raymond, Maine (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$885,000 and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), call(s) for redemption, place(s) of payment, form, refunding, and other details of said securities, including execution and delivery of said securities on behalf of the Town of Raymond, and to provide for the sale thereof, is hereby delegated to the Treasurer and Chairman of the Board of Selectmen.

EXPLANATION AND RECOMMENDATIONS:

The purpose of this article is to approve the capital purchases outlined in the above article and secure permanent funding for these purchases. The Sand/Salt building (\$600,000) project cost will include engineering and construction of a new building for the purpose of materials storage with a five-thousand yard capacity. The replacement of Engine 2 (\$250,000) is in addition to funding (\$175,000) allocated in Article 38 for a total cost of \$425,000.

FINANCIAL STATEMENT

1. Total Indebtedness

- a. Bonds outstanding and unpaid: \$ 5,832,830
- b. Bonds authorized and unissued: \$0
- c. Bonds to be issued if this Article is approved \$ 885,000

2. Costs

At an estimated maximum interest rate of 2.25% for a ten (10) year maturity, the estimated costs of this bond issue will be:

- a. Principal: \$885,000
- b. Interest: \$ 104,120
- c. Total Debt Service: \$989,120

3. Validity:

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

s/ Nancy Yates
Town Treasurer

MOTION: Bob Gosselin motioned to recommend. Seconded by Marshall Bullock.

DISCUSSION: It was asked why Raymond needs a new sand/salt building and why these unrelated expenditures are included in one article. The answer was that it was more cost effective to have only one bond and the timing was better. It was noted that the current sand/salt building is half the size Raymond needs to store a winter's sand/salt, it was built in 1989, and Public Works needs buildings to store machinery when it's not being used.

VOTE: Defeated.

DISCUSSION: It was felt that the voters need to be able to vote on each item and what items the voters want could then be put in one bond i.e. sand/salt building and/or fire engine. The concern might be that the voters would choose to just have the fire truck which would not be enough to bond.

MOTION: Marshall Bullock motion to recommend individual articles for each item and if both passes put into one bond. Seconded by Bob Gosselin.

MOTION WITHDRAWN by Marshall Bullock and Bob Gosselin.

MOTION: Marshall Bullock motioned to have an individual article for the sand/salt building. Seconded by Dana Desjardins.

VOTE: Carried.

MOTION: Marshall Bullock motioned to have an individual article for Engine 2. Seconded by Brian Walker.

VOTE: Carried.

MOTION: Marshall Bullock motioned that the Budget/Finance Committee recommends individual approval of the salt/and sand building and the Engine replacement. The Committee recommends the sand/salt building and the engine replacement. If both approved by the Town Meeting, the Budget/Finance Committee recommends that both be combined into a single bond. Seconded by Brian Walker.

VOTE: Carried.

ARTICLE 45: Shall the Town (1) approve a community park project bond at an estimated cost of \$782,000, (2) appropriate a sum not to exceed \$817,000 to fund the costs of this program including costs of issuance and, (3) to fund said appropriation, authorize the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Raymond, Maine (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$817,000 and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), call(s) for redemption, place(s) of payment, form, refunding, and other details of said securities, including execution and delivery of said securities on behalf of the Town of Raymond, and to provide for the sale thereof, is hereby delegated to the Treasurer and Chairman of the Board of Selectmen.

EXPLANATION AND RECOMMENDATIONS:

The Town of Raymond has a one-time opportunity to work with the National Guard and the Pine Tree Council (PTC)/Camp Hinds, which has been a member of the Raymond Community since 1927, to complete community improvement projects through the National Guard's Innovative Readiness Training Program (IRT). The Town's investment in this one-time opportunity would be \$782,000 to leverage Federal monies and in-kind contributions estimated at \$3,400,000, as well as an approximately \$150,000 in-kind contribution from PTC (lodging and staging costs for military personnel and equipment) resulting in a total project value in excess of \$4,300,000 to the Town.

The new community park and recreation complex would be constructed on approximately 19 of the 83-acre Town-owned lot located off Egypt Road. The complex, currently in preliminary design, will incorporate three multipurpose soccer/field hockey/lacrosse type fields, 3-4 baseball and softball fields, tennis courts, a basketball court, walking and nature trails and a dog park. The design will be finalized with public input. Construction would take place over a three year period starting in 2015, provided all necessary permitting and approvals are on

schedule. The Town would not issue a bond for materials until the project is ready to move forward.

FINANCIAL STATEMENT

The purpose of this article is to approve the intent of the project and permanent funding for this project.

1. Total Indebtedness

- a. Bonds outstanding and unpaid: \$ 5,832,830
- b. Bonds authorized and unissued: \$0
- c. Bonds to be issued if this Article is approved \$817,000

2. Costs

At an estimated maximum interest rate of 2.25% for a ten (10) year maturity, the estimated costs of this bond issue will be:

- a. Principal: \$817,000
- b. Interest: \$96,119
- c. Total Debt Service: \$913,119

3. Validity:

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

s/ Nancy Yates
Town Treasurer

MOTION: Dana Desjardins motioned not to recommend. Seconded by Peter Dunn.

DISCUSSION: There was a question as to what the maintenance on this area would cost. It was felt that if the fields were designed correctly there would be only normal maintenance. There was a question as to whether the facility would be utilized enough to make it cost effective. The thought was that Raymond Rec would manage the facility. There was concern that this land would then become nontaxable but the fact that the town purchased it originally because it was not suitable for residential use. The \$27,500 to be raised included some other expenses as well. Again it was felt that the voters should decide. The fact that we're currently using the school's fields where the school has precedence, 2 privately fields which could be taken away from our use and one field which has drainage problems makes this a possible solution.

VOTE: Carried.

8. Adjournment.

MOTION: Dana Desjardins motioned to adjourn. Seconded by Marshall Bullock.

VOTE: Carried.

ADJOURNMENT: Rolf Olsen adjourned the meeting at 9:32 pm.

Louise H. Lester
Town Clerk