



**SELECT BOARD
MINUTES
May 11, 2021
Via ZOOM**

Members present: Tom Alonzo, Chair; Michael-Ray Jeffreys, Vice Chairman; Katey Adams, Clerk; Todd Dwyer, Jim Marino

Also Present: Heather Lemieux, Town Manager

Chairman Alonzo called the meeting to order at 7:00 p.m. and announced in accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over the Lunenburg public access channel. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, all public meetings are being conducted remotely. Mr. Alonzo read the remote meeting information for anyone who would like to join the meeting. He asked if everyone was present by roll call.

The meeting opened with the Pledge of Allegiance that was recited by Ms. Adams.

PUBLIC COMMENT:

There was none at this time.

ANNOUNCEMENTS

Mr. Alonzo reminded everyone that the annual town election is this Saturday, May 15th. Voting is at the TC Passios building from 7:00 a.m. to 5:00 p.m.

Ms. Lemieux announced the vaccine clinic located at Devens opens tomorrow and there are appointments available. Mr. Alonzo reported Massachusetts had no deaths from Covid-19 for the first time in a year.

He also noted the Executive Assistant has notified all the chairs of boards whose member's terms are expiring June 30th and all people who have submitted talent bank forms that the Chairs of those committees should be interviewing them if they haven't already. Comments should be submitted to the Select Board office by Saturday May 15th, in time for appointment or reappointment at the June 1st meeting.

TOWN MANAGER REPORT AND COVID-19 UPDATE

Announcement on Existing Vacancies:

The following is a list of current vacancies on the following committees:

- Architectural Preservation District Commission (1 vacancy)
- Bylaw Review Committee (2 vacancies)
- Economic Development Committee (1 person recommended by the Open Space Committee, 1 citizen at large, and 1 ex-officio member that is business owner)
- Historical Commission (1 vacancy) Housing Authority (2 vacant positions)
- TCP Building Design Committee (1 vacancy appointed by the Select Board and Town Moderator for member at large)
- Senior Work Off Program Committee (1 vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

The following are positions whose terms are expiring on June 30th:

- Agricultural Commission (1 position)
- Architectural Preservation District Commission (1 position)
- Conservation Commission (2 positions)
- Council on Aging (3 positions) Finance Committee (2 positions)
- Historical Commission (1 position)
- Public Access Cable Committee (3 positions) Town Constables
- Town Clockwinders
- Zoning Board of Appeals (2 positions)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Select Board's Office.

Home Rule Petitions for Jaxx Country Variety and Library Trust Funds:

Representative Sena's Office reached out to me yesterday that our Home Rule Petitions have been assigned bill numbers and been assigned to committees.

The Home Rule Petition for granting an additional license for the sale of all alcoholic beverages for Jaxx Country Variety has been assigned as House Bill 3715 and has been assigned to the Committee on Consumer Protection and Professional Licensure.

The Home Rule Petition for authorizing the Library Board of Trustees to invest the Library Trust Funds has been assigned as House Bill 3727 and has been assigned to the Committee on Municipalities and Regional Government. Both the Library Director and Jaxx Country Variety have been notified of these updates.

Nashoba Valley Regional Dispatch Update:

Last week, the Nashoba Valley Regional Dispatch Administration Board voted to appoint an Interim Executive Director until the position is permanently filled. The Board met with Jack Parow and discussed his extensive background as a retired Fire Chief with over forty years' experience ranging from a dispatcher to Fire Chief in East Bridgewater and Chelmsford, and now runs an independent consulting company that performs assessments and strategic plans. Mr. Parow is also an adjunct professor at Anna Maria College in Fire Science and Emergency Management.

For the permanent role of Executive Director, the Administration Board will be discussing hiring an outside consulting service that will do the preliminary search to bring forth the most qualified candidates. We expect this process to take four to five months.

Municipal Aggregation-Electricity Supply:

Colonial Power, which is our municipal aggregation energy consultant, has issued a Request for Proposals for electricity prices for the Town's Community Choice Power Supply program. Our three year contract with Constellation expires in November (current rate of \$.10998). This program offers residents and businesses an alternative electricity supplier and consumers can opt out or opt in at any time. Price Proposals are due Monday, May 17th and will be executed the same day.

Invitation for Bids:

- We recently went out to bid for the Re-carpeting at the Library and received seven bids. The low bidder was Liberty Floor Covering from Lincoln, Rhode Island with a bid of \$46,335. The Assistant Town Manager is currently soliciting bids for the other portion of this project, the specialized moving company to move all the collections and furniture, in a phased approach while the carpet is being replaced.
- The Public Safety Carport project will be going out to bid next week.

925 Mass Ave Update (TM Goal #1):

The representative from MassDEP that I had a meeting with at the end of March contacted me this week to notify me that MassDEP has forwarded the request for funding to the Environmental Protection Agency for removal of the underground storage tanks at 925 Massachusetts Avenue, Lunenburg. Once a decision is made by the EPA whether the site meets the EPA's criteria for the LUST removal program, I will update the Board.

Conceptual Design from Monty Tech for the old Primary building at 30 School Street:

Selectman Adams and I received an email from the Monty Tech CAD teacher this past Friday and he relayed they should be able to provide us with an updated site plan that does not include the existing building and some CAD illustrations before the students graduate. If we do receive these in the next week or so we can add as an agenda topic at a future meeting. These would provide a good foundation for the next step in the process in hiring a landscape engineering firm.

Emma Henry, a Lunenburg High School student has requested to post on the Town website a slide presentation on plastic pollution and the need for recycling as part of her Civics class. It is posted on the DPW page under the recycling/trash link:

https://www.lunenburgma.gov/sites/default/files/field/files-docs/civics_class_-_plastic_pollution_slideshow-emma_henry.pdf

Another student as part of her project would like to post banners and foldable signs at the three schools on recycling education. This will be funded by our recycling dividends grant funding. These should be going up by the end of the school year.

Meetings, Events and Other Announcements:

- Theremainingspring2021 Yard WasteDaysareSaturday, May 15thandSaturdayMay22nd from 8 a.m. to 4 p.m. Additional information can be found on the DPW page on the website.
- Reminder that the Pleasant Street bridge over Pearl Brook will be closed starting June 1st.
- The Annual Town Election is Saturday, May 15th; polls open at 7 a.m. and close at 5 p.m.

COVID-19 Update

The Board of Health issued their weekly update and the cumulative laboratory confirmed number of COVID-19 cases reported to the Town as of May 7th was 779. The state report showed 736 cases as of May 4th. There has been one death in town since the pandemic began. This is an increase of 7 cases since April 30th. Due to our low positivity numbers over consecutive weeks, we are now back to "gray" on the positivity rate map.

Nashoba Valley/Devens Regional Vaccine Clinic:

The Nashoba Associated Boards of Health announced the opening of the Nashoba Valley/Devens Regional Vaccine Clinic that will hold the first clinic on Wednesday, May 12th at the Clear Path for Veterans New England building at 84 Antietam Street in Devens. The legislators from the Nashoba Valley District were instrumental in getting this regional clinic approved by the State, as was the Nashoba Valley Associated Boards of Health Director Jim Garreffi, and retired Groton Police Chief Don Palma. Retired Chief Palma led the creation of an operational plan and Mr. Garreffi led all the clinical aspects of running the clinic.

Currently there are many appointments available, so please help spread the word on available vaccine appointments at this clinic. Those wishing to schedule an appointment can visit <https://vaxfinder.mass.gov/>.

COVID-19 in Massachusetts (as of 5/6/21):

As of May 6th there were 650,859 COVID-19 cases and 17,311 deaths and 21,762,513 patients have been tested to date by the MA State Public Health Laboratory, hospitals, and commercial laboratories.

The seven day average of percent positivity is now 1.26% in Massachusetts.

Administration on Track to Hit Goal of 4.1 Million People Vaccinated, Announces Next Phase of Vaccination Efforts

In December, the Baker-Polito Administration set a goal of vaccinating approximately four million people in the Commonwealth. According to the CDC's vaccine data, 3.9 million people in Massachusetts have been fully or partially vaccinated as of Monday, May 3rd. Another 180,000 people are scheduled to get their first dose by May 10th. Altogether, 4.1 million people are set to be fully vaccinated by the beginning of June—reaching the administration's initial goal and representing a significant achievement for the Commonwealth.

While reaching 4.1 million residents vaccinated represents progress, the administration will continue to adapt vaccine efforts to be more targeted and will shift vaccines to smaller scale operations focusing on certain populations and specific communities—such as the Commonwealth's 20 most disproportionately impacted communities.

Next Phase Vaccination Efforts:

This next phase of the Commonwealth's vaccine efforts will include:

- Providing all 22 regional collaboratives with doses to fully operate their programs.
- Doubling the state vaccine allocation for our 20 most disproportionately impacted communities.
- Working with the Massachusetts Medical Society to increase access of vaccines with additional primary care providers by mid-May. This effort will require affirming complex storage and scheduling logistics to ensure all doses are put to good use.
- Expanding mobile vaccine clinics in our 20 most disproportionately impacted communities at senior centers, houses of worship, and other community-based organizations.
- Working with current providers and community partners to offer new vaccine clinic opportunities.

Mass Vaccination Sites & Pre-Registration

The Administration will also begin to transition or ramp down the state's seven mass vaccination sites. With millions of people vaccinated, the demand for high volumes at mass vaccination sites will gradually decline, and more vaccines will be dispersed more widely across communities.

The administration will gradually close four of the state's seven mass vaccination sites by the end of June (Gillette Stadium, Hynes Convention Center, Double Tree in Danvers, and the Natick Mall).

With the approval by the FDA to authorize vaccines for children ages 12-15, pre-registration will remain available for parents who may want to bring children to a mass vaccination site.

Mass Vaccination Sites to Open for Walk Ups May 10:

Beginning Monday, May 10th, six of the Commonwealth's mass vaccination sites will open for walk up vaccination. These sites include the Hynes Convention Center, the Reggie Lewis Center in Roxbury, the Double Tree in Danvers, the former Circuit City in Dartmouth, the Eastfield Mall in Springfield, and the Natick Mall.

Residents should still go to [VaxFinder](#) to find a location near them and plan their vaccination.

Residents will be able to use each site's VaxFinder listing to either book appointments or view more details about walk-up appointments. VaxFinder also lists important information like each site's accessibility options, MBTA Trip Planner and more. Over 500 locations have open availability on VaxFinder.

I. CURRENT BUSINESS

1. Update on Trash and Recycling Services

Ms. Lemieux reported a notice of award was issued this week to E. L. Harvey. The timeline for the contract should be finalized by next week. It will be a three year contract. The public education and outreach that will be needed to be performed by E.L. Harvey will be completed in the remainder of May and all of June to ensure a smooth transition. Mr. Alonzo asked if the street schedule for trash pickup will remain the same. Mr. Lemieux confirmed it would. The cost of the pay as you throw bags will increase due to the new contract. The Town will also be soliciting bids for bag vendors and this information is critical to determining the impact of the PAYT bag cost and operating the trash program. Ms. Adams asked if the bags that have already been purchased would be honored. Ms. Lemieux stated they would.

2. Approve minutes of April 27, May 4, 2021

Motion: K. Adams

2nd: T. Dwyer

To approve the minutes of April 27 and May 4, 2021

Vote: Mr. Dwyer-aye, Mr. Marino-aye, Ms. Adams- aye, Mr. Jeffreys- aye, Mr. Alonzo-aye

3. Warrants: FY21 4th Quarter Water Commitment \$7,560.78

Mr. Alonzo reported he would be signing this Water Department warrant as presented.

4. Action Items

Mr. Jeffreys was contacted by a resident about the donation bins in the Walmart parking lot are full and overflowing. He requested the Town Manager contact the management company be contacted and requested they stay on top of the situation.

5. Committee Reports

There were none tonight.

I. OLD BUSINESS

1. Discuss and Approve Composite Town Manager Performance Evaluation

Mr. Alonzo reported he made one modification to one word and the final version is in the Board's packet. He stated he would be going through each section and reading the numeric scores and narratives.

PERFORMANCE ON PRIOR YEAR GOALS

Town Manager: Heather Lemieux

Date of Evaluation:

Review Period From: 7/1/2020 To: 4/15/2021 (Lunenburg FY21)

Type of Review: ☒ Annual

1. Goal: Continuation of the Goal to Redevelop/Reuse 925 Mass Ave.

Annual Assessment: ☐ Complete ☒ In Progress ☐ Not Undertaken

2. Goal : Enhance Facilities Management and Maintenance

Annual Assessment: ☐ Complete ☒ In Progress ☐ Not Undertaken

3. Goal : Succession Planning

Annual Assessment: ☐ Complete ☒ In Progress ☐ Not Undertaken

NOTES:

As a general consensus comment, the Select Board was pleased with the progress made on admittedly large, multi-year tasks. With all the work of running the Town, and with the additional significant burden of the pandemic, the fact that these goals were advanced to the degree they were was broadly noted and appreciated.

PART II
PERFORMANCE STANDARDS AND CORE RESPONSIBILITIES

RATING SCALE

The following scale will be used to rate the Town Manager's performance in all categories.

- 4 **Consistently Exceeds Expectations:**
Performance consistently exceeds expectations. The overall quality of work is excellent, results far exceed the position requirements and annual goals were met.
- 3 **Often Exceeds Expectations:**
Performance often exceeds expectations. Demonstrates the ability to take on progressive responsibility showing high success and most annual goals were met.
- 2 **Meets Expectations:**
Performance consistently meets expectations and the overall quality of work is good. The most critical goals were met.
- 1 **Needs Improvement:**
Performance has not met expectations and improvement is needed. One or more critical goals were not met.
- 0 **Unsatisfactory:**
Performance is inadequate and employee demonstrates an inability or unwillingness to meet job standards and performance expectations of the position. Immediate and sustained improvement is required.
- N/O **Not observed:**
This rating is used when the reviewer has not directly observed the actions of the Town Manager. It will not be counted in the compilation of scores.

1. Individual Characteristics/Professionalism

- Is dedicated to the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and confidence of the elected officials, other officials and employees, and of the public. Demonstrates accountability for actions; conducts him/herself fairly and honestly.

- Treats others in a fair, consistent, impartial, and professional manner. Is effective in dealing with people without arousing antagonism and demonstrates an understanding of difficult situations.
- Maintains an open and approachable manner, presents a positive outlook and sets an example for subordinates.

RATING – 3.8

The Town Manager is a consummate professional who projects a positive and respectful disposition in all her professional dealings with Lunenburg residents and employees. She is responsive to all calls, texts and email and maintains her poise, even in difficult situations while being consistently fair, impartial and honest with everyone. She, personally, exhibits the highest levels of honesty, integrity and ethics and makes it clear that she expects the same from others in the Town organization.

2. Problem Solving/Decision-Making/Planning:

- Anticipates and analyzes problems to develop effective approaches for solving them. Willing to try new ideas proposed by the Board members and/or staff.
- Anticipates future needs, organizes work operations, and establishes timetables for work units or projects. Is aware of technological advances and changing standards; identifies and understands trends. Effectively allocates resources and predicts the impact of service delivery decisions.
- Knows when to take action and what type of action is appropriate.
- Effectively allocates resources to provide service to the community. Anticipates stakeholder needs and attitudes, and the impact of policies and procedures, and responds appropriately.

RATING – 2.95

The Town Manager position is, by very definition, one of planning, decision-making and problem solving. This past year, however, was certainly one that made those needs an even greater necessity and more valuable commodity. The pandemic has challenged the Town Manager in dealing with all the normal operations of the town AND the ever-changing landscape of a world living with a virus that has affected every part of our social, educational, medical, political and municipal life. Heather has been extremely effective in keeping operations running smoothly, while planning for the Town's future, while ensuring that all local, state and federal health guidelines are being followed.

However, while the above is unanimously accepted, there was a minority sentiment that not enough focus is being placed on properly managing and protecting municipal buildings, the Town's largest capital investment. While the handling of all other departments exceeded expectations, the DPW, especially with regard to these buildings, requires more attention and resources.

3. Professional Skills and Knowledge:

- Maintains knowledge of current developments affecting the practice of local government management and is familiar with applicable local, state and federal legislation and regulations related to Town services.
- Demonstrates skill in listening, speaking and writing, persuading without diminishing the views of others.
- Has a full working knowledge of the administrative and management systems and procedures.
- Understands and implements long-range and strategic planning techniques; identifies trends that will affect the community; demonstrates an understanding and ability to analyze and facilitate policy choices that will benefit the community in the long run.

RATING – 3.4

The Select Board clearly recognizes that the town and all of its residents greatly benefit from the knowledge, skills, and experience of our Town Manager. During the challenges of the past year, gathering knowledge seemed like a daily task with the whirlwind of information coming from the state and federal agencies regarding the virus and the policy changes instituted at all governmental levels to deal with it. With her leadership, local policies and procedures have adapted to the changes extremely well and efficiently.

Additionally, The Town Manager continually works to develop new skills and hone existing ones by regularly participating in professional development programs through the MMA and the MMPA, Small Town Administrators meeting and attends bi-weekly briefings with State Officials. Her budgeting of departments and capital items remained flexible throughout the budget process, constantly adapting to the best information available at the time.

4. Organizational Leadership and Personnel Management:

- Builds cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizes interdependent relationships and multiple causes of community issues; and anticipates the consequences of policy decisions.
- Encourages the development and high-level performance of staff and employees throughout the organization. Effectively selects and hires employees for position vacancies.
- Professionally manages the compensation and benefits plan.
- Develops and executes sound personnel procedures and practices. Seeks to foster high morale and cohesiveness among employees.
- Effectively plans, organizes and delegates work. Monitors results and evaluates performance of those supervised, and provides feedback in a timely manner.

RATING – 3.1

This past year has been uniquely challenging as the Town has navigated through the pandemic. The Town Manager has expertly managed the Town through potential budget challenges including union contract negotiations (where she promotes ideas and policies that support her goal of maintaining a professional and competitively paid work force) and changes in several key department head positions. The Town Manager conducts regular department head meetings to identify the similarities and goals common among these diverse groups, and encourages more direct communication between them. By bringing the department heads together regularly, the TM effectively created a pool of shared resources that each may have not realized were available to them. She promotes employee development, encourages morale (and how important morale is under times like these!), and continues to hire very qualified people for open and/or new positions.

On that last point, there was some sharp contrast in comments by some Select Board members. While one comment praised her development of a non-political hiring process for three important positions this past year, another thought that process was not transparent enough with the Select Board not playing a larger and more visible role.

Some other minority criticisms in this category included the Town Manager having subpar oversight of one department, the lack of an employee "climate survey" to determine employee satisfaction and Town Hall still being open only 4 days a week.

5. Community and Public Relations:

- Understands the basic principles of service delivery in functional areas (e.g. public safety, community and economic development, human and social services, administration, public works).
- Provides responsive, equitable service to town residents and instills the value of good customer service in staff.
- Communicates effectively with the public. Maintains respectful, polite, and civil speech and demeanor in dealings with all.
- Maintains good working relationship with legislators, media, and public groups/organizations, as well as with other regional, state, and federal government agencies.

RATING – 3.6

The Town Manager has consistently demonstrated an outstanding ability to take residents' concerns seriously. Regardless of the issue raised, she responds quickly, politely, accurately and professionally. She is an excellent point of contact for the public and community, maintains positive relationships with all members of the community and our state delegation, and is an outstanding representative of the Select Board as head of our day-to-day municipal government.

6. Fiscal Management:

- Prepares and administers the budget; shows knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; presents information in an intelligent and accessible format.
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively. Determines the cost effectiveness of programs, and compares alternative strategies.
- As Chief Procurement Officer, effectively manages Town purchasing of supplies and services, disposition of town property, and construction projects.
- Establishes and manages sound fiscal policies including Five Year Financial Forecast, financial policies, and Capital Plan.

RATING – 4

The Select Board unanimously recognizes the Town Manager's stellar proficiency in fiscal management and her ability to maintain fiscal discipline to keep the Town on solid financial footing. The recent audit of the Town's finances conducted by Powers and Sullivan were noted by many as an undeniable indication of that proficiency, financial leadership and vision of not only her but the entire finance team. The methods and expectations employed to achieve these ends are distributed throughout the organization by communicating well-defined financial policies to departments, providing clear budget targets and by challenging department heads to be innovative and flexible when considering budget priorities.

7. Relations with Members of the Board:

- Maintains effective communication with the Board. Maintains mutual trust and treats all Board members equally.
- Offers professional advice to the Board on items requiring board action, with appropriate recommendations and supporting information based on thorough study and analysis.
- Responds well to requests, advice, and constructive criticism.

RATING – 3.4

The Town Manager consistently communicates to the Board on all pertinent issues and handles each member of the Select Board equitably. She typically responds same-day to all requests and has a very healthy and professional relationship with all Board members. For those issues that require additional research, she makes sure to get the answers to questions asked and to follow up with person making the inquiry. She is always open to discussion regarding issues board members might raise and always treats them professionally and with due attention, offering her own opinions and insights when applicable.

8. Reporting

- Provides regular information and reports to the Board concerning matters of importance to the local government, using the Town Charter as a guide.
- Reports produced by the Manager are accurate, comprehensive, concise and written to their intended audience.
- Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.

RATING – 3.8

The Town Manager Report and the COVID-19 Update have been a consistent/ongoing space where relevant items are communicated to the Board and the residents in a timely and concise manner. These reports have kept both the Select Board and the community, at large, well informed on all issues before the Town. When asked questions, she demonstrates that she knows the material she is presenting and her answers are clear and on-point. She responds to action items quickly and keeps the Board informed of changes or progress through e-mail. Legal or procedural questions are answered during the meeting, where possible, or via e-mail shortly afterward following her consultation with the proper people.

PART III

OVERALL PERFORMANCE SUMMARY

This section indicates the employee's overall level of performance.

Given the performance competencies ratings and the achievement of the annual goals, summarize the employee's overall performance.

Best Achievement:

The Select Board clearly agreed that the Town Manager's best achievement was the hard work and dedication in navigating through the ever-changing landscape of medical, fiscal, political and social information coming at her during an extremely challenging pandemic year. She did so with a poised demeanor, by managing an excellent staff and with minimizing anxiety utilizing up-to-date information sharing. Through all of this uncertainty, she still maintained excellent fiscal strategies, procedures and budgets that keep the Town on solid ground.

Subject Which Would Benefit Most from Further Attention:

There was no real consensus of any particular area on which the Town Manager should focus more time, resources or attention. Among the several areas that were mentioned by specific Select Board members are:

- facilities; building and property management, care and planning*
- personnel management*
- making the accomplishments of her and her staff more publicly known*

d. *time management -- specifically working to reduce hours spent in board, committee and commission meetings when and where possible by working with those bodies to maximize her effectiveness while minimizing her time.*

General Comments:

The Select Board unanimously agrees that the Town Manager has done an outstanding job and is a true asset to the Town. She is committed to performing to the highest professional standards and shows an admirable ability to adapt to all of the unique changes this year has brought, while staying focused on Lunenburg's ongoing needs. Her experience, depth of knowledge, preparedness, foresight, work ethic and work flexibility are nothing short of exemplary. We all feel the Town of Lunenburg is fortunate to have her at the helm and encourage her to keep up the good work!

Ms. Adams thanked Mr. Alonzo for compiling all of the evaluations. She noted it was the most challenging year ever for a Town Manager. She thanked Ms. Lemieux for operating the town under these circumstances.

Mr. Dwyer thanked Ms. Lemieux for making this part of his job as Selectman very easy and told her to keep up the good work.

Mr. Alonzo jokingly noted a glowing report like this is a double-edged sword because everyone recognized this was a particularly special year filled with extra craziness. If you can come through in such glowing ways with this, when everything settles down, imagine what we are going to expect of you next year.

Ms. Lemieux hoped there would not be a repeat of this past year at this time next year so hopefully there are large improvements. She thanked the Board for all their thoughtful reflection and comments to her. She always welcomes constructive criticism as there is always room for improvement in all of our jobs. She appreciated the one on one meetings with each member as she gets a lot of value out of the feedback. She thanked all for the kindness and accolades as well as the constructive criticism for certain pieces.

UPCOMING MEETING/EVENTS SCHEDULE

Mr. Alonzo announced their next meeting is Tuesday, May 18 and reminded again about the annual town meeting.

PUBLIC COMMENT:

There was none at this time.

Motion: K. Adams

2nd: T. Dwyer

To adjourn the meeting at 8:04 p.m.

Vote: Mr. Dwyer, Mr. Marino-aye, Ms. Adams- aye, Mr. Jeffreys- aye, Mr. Alonzo-aye

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager