

Kingston Municipal Budget Committee

January 11, 2020

Minutes

Members present:

Axl Prophett, Chair	(AP)	Mary Fidler	(MF)
Sean Murray	(SM)	Chuck Hart	(CH)
Ray Donald	(RD)	Gary Finerty	(GF)
Rick Russman	(RR)	Annemarie Roth	(AMR)
Kevin St. James, Board of Selectmen rep.	(KSJ)		

Also in attendance: Cindy Kenerson, Financial Officer

Meeting in conjunction with:

Board of Selectmen

January 11, 2020

Minutes

Members present: Mark Heitz, Chair; Kevin St. James, Vice-Chair; Richard Wilson, Don Briggs, Jr.

Meeting called to order at 9:10 AM.

MM&S (Motion made and seconded) to take the Fire Department out of order.

(Motion by CH, second by SM) **PUNA** (Passed unanimously)

Mr. Prophett read the Fire Department budget. Fire Chief Graham Pellerin stated that the 11% increase is mostly associated with the per diem line; this was done to better serve the community more effectively with this type of coverage. Chief Pellerin reduced the hose replacement line by \$1000; full time salary by \$8000 for a total request of \$673,460.

<Board note: Gary Finerty arrived at this time – 9:30>

Chief Pellerin introduced an additional issue regarding wage adjustment; the BOS (Board of Selectmen) have a study done regarding average wages in NH. He proposed an additional \$8000 to be added to his budget for this purpose. There was considerable discussion regarding this proposal including discussion on pay for performance, policy, and other associated topics. After much discussion between the BudCom (Budget Committee) and the BOS, the Selectmen will be adding a line to their budget for “Wage Adjustment” to

address concerns raised by the Fire and Police Chiefs regarding appropriate salaries and employee retention.

MM&S to approve a budget of \$665,460 for the Fire Department. (Motion by RR, second by SM) **PUNA**

The Chair read the Emergency Management budget line items. Chief Pellerin explained that the RERP budget line was reviewed and needed to be increased to \$25,000.

MM&S to approve the Emergency Management budget for \$30,452. (Motion by RR, second by RD) **PUNA**

MM&S to take Highway out of order. (Motion by RR, second by MF) **PUNA**

Road Agent Rich St. Hilaire was joined by Brian Martin in addressing the budgets for Highway and Buildings and Grounds. The Chair read the requested Highway budget. The Road Agent's salary was reviewed. There were no changes to the proposed budget.

MM&S to approve the Highway budget as presented. (Motion by CH, second by RR) **PUNA**

MM&S to take Government Buildings out of order. (Motion by MF, second by RD) **PUNA**

The Chair read the budget line items. There were no changes to the proposal.

MM&S to approve \$249,372 for Government Buildings. (Motion by MF, second by RD) **PUNA**

MM&S to take Library out of order. (Motion by RR, second by MF) **PUNA**

Ellen Faulconer, Library Trustee Chairperson, and Rebekka Mateyk, Library Director, addressed the Committee. Ms. Mateyk distributed a new budget proposal that was also attached to the 2020 Budget proposals being reviewed by the Committee. Ms. Faulconer noted that there were adjustments taken that were lowering some of the previous requests and were already reflected in the new paperwork; this included lowering Computers, Bookkeeper and Electric. She re-iterated the previous discussion by the Committee regarding wage discrepancies and adjustments. Ms. Faulconer requested an additional \$6275 to be added to a new "Wage Adjustment" line to be able to bring Library employees up to the average salary per the survey provided by the BOS. She stated that while Insurance had increased by 7-9%, they were keeping the same number as last year rather than ask for the increase as the salaries were the priority for the Trustees. The Committee suggested that the "Telephone" line be re-named to "Telephone/Internet" to be more descriptive of the use.

MM&S to approve the Library budget at \$379,678. (Motion by CH, second by RR) **PUNA**

BOARD OF SELECTMEN: Agreed with the number unanimously.

The Board of Selectmen confirmed that by unanimous vote, they agreed with all of the votes on the budgets presented so far.

MM&S to take the Planning Board out of order. (Motion by SM, second by CH) **PUNA**

Glenn Coppelman, Planning Board Chair, introduced Glenn Greenwood, the Town's Planner and Ellen Faulconer, the Board's Administrative Assistant to the BudCom. Mr. Coppelman stated that the significant changes to the budget related to the number of hours for the Town's Planner. Mr. Prophett read each line of the proposed PB budget with a total of \$82,402. Ms. Faulconer stated that the PB voted to **reduce the office equipment line to \$1020** as the replacement computer was purchased at year end in 2019. Mr. Coppelman explained that the office hours were being increased to provide sufficient support to residents and applicants, partly due to an increase in activity; the other part is due to definite perception that he is part of the Town staff and is being used by other departments and Boards, such as the BOS (Board of Selectmen) and ZBA (Zoning Board of Adjustment) to utilize his expertise. He explained that the increase is based on 3 additional hours per week for 48 weeks; the contracted hourly rate remains the same. Mr. Greenwood stated that there has been assistance for the ZBA and BOS but the greatest change with being in the office is a greater ability to address residents' and applicants' questions. He clarified that he currently works in the office 2 days per week, 4 hours per day; the additional hours will change the hours to 9-4 one day and hours another day; he added that he also attends PB meetings, site walks, attend subcommittee meetings, CIP (Capital Improvement Plan) meetings and TRC (Technical Review Committee) meetings as needed; his contract is not just for office hours.

MM&S to approve \$77,852 for the Planning Board budget. (Motion by Mr. Murray, second by Mr. Hart) **PUNA** Continued discussion: Mr. Prophett asked about turnaround time; Mr. Heitz asked to clarify the number of office hours and other hours were currently per week as well as the hourly rate. Mr. Coppelman stated that the hourly rate was \$67 per hour; there were hours built in for incidental meetings and activities. Mr. Prophett said that he would like to see the tangible benefit next year adding that it is good to have the help to allow the Town to grow. Mr. Coppelman added that the fact that a Town this size is still working with a part-time is challenging; Mr. Prophett said that it is outdated. Mr. Murray noted that Mr. Coppelman had spend a lot of time previously explaining all of this to the BudCom. Selectman Briggs stated that there was a project recently reviewed by the TRC that, should it come forward, add at least 100 hours of review for the planner. Mr. Greenwood explained that there is a manifest process charged to the applicant that returns off-setting revenue to the Town; the time spent reviewing the application and the time at the meeting is charged to the applicant. Mr. Coppelman stated that there is a fair amount of revenue offset for a lot of the budget. Mr. Murray questioned if regular guidance gets charged to a resident; Mr. Greenwood explained that this is not; revenue only come is from a formal application.

BOARD OF SELECTMEN: VOTE IN FAVOR – Unanimous.

MM&S to take the Town Clerk out of order. (Motion by SM, second by AMR) PUNA

Tammy Bakie, Town Clerk/Tax Collector, was introduced to the Committee. Mr. Prophett read each line in the proposed budget that totaled \$144,792.

Ms. Bakie asked to increase the Computer line to \$2,000 due to replacements needed to meet State requirements. She added that she would like the opportunity, based on previous discussion at this meeting, to take a look at the salary lines in her department and meet with the BOS to review any discrepancies.

MM&S to approve the TC/TC budget for \$145,792. (Motion by CH, second by GF) PUNA

BOARD OF SELECTMEN: Agreed with the number unanimously.

Mr. Prophett read the proposed Election and Registration budget that totaled \$22,800. Ms. Bakie confirmed that the line for Election Programming can be reduced to \$5000.

MM&S to approve the Election and Registration budget at \$17,800. (Motion by SM, second by AMR) PUNA

BOARD OF SELECTMEN: Agreed with this budget – unanimously.

MM&S to take the Police Budget out of order. (Motion by SM, second by AMR) PUNA

The Chairman read each line in the proposed Police budget. Chief Briggs, while not wanting to beat a dead horse regarding the employee salary issue, re-iterated that the issues are retention and paying people what they should be paid. He reviewed the extraordinary timeframe involved with hiring and training and costs associated with new police officers; he explained costs involved to uniform one new police officer that runs between three thousand and five thousand dollars. He told the Committee about losing officers to surrounding towns that causes the process of training to start all over again. Chief Briggs said that it makes more sense to increase salaries to promote retention rather than using it for training. Contracts and paying off contracts was discussed and reviewed; the possibilities of future training and the current training process were discussed. Chief Briggs noted that he is requesting a wage adjustment of \$29,000 which would be used to get to the average base minimum for 5 people. He said that currently a patrolman is hired at \$19/hr with a 50 cent bump once graduated from the academy; most Towns hire at \$25/hr. There was discussion about the proposed budget and the ability to hire within the proposed number, entry level positions at other Towns and the State as well as other perks and benefits at other entities. Mr. Donald noted that it is cheaper to pay employees more than to lose them and have to re-train. Chief Briggs noted that there is a reduction in full-

time salaries and there are currently two positions, one being himself, that have gone to part-time which reflects that increase.

Mr. Wilson stated that there is a new, state of the art heating system that has been installed at the Police Department that will save significant money that will be reflected in next year's requested budget.

MM&S to approve \$763,355 for the Police Department. (Motion by RD, second by MF)
PUNA

BOARD OF SELECTMEN: Approved the PD budget 3-0-1 with Don Briggs, Jr. abstaining.

Mr. Prophett noted that the Animal Control (ACO) budget is actually titled Pest Control and includes Mosquito Control. Mr. Murray asked why the Town sprays for mosquitos when people can just use bug spray. Chief Briggs explained that areas are tested for West Nile and EEE and the Town will spray fields and other areas as needed. Mr. Heitz stated that the Town spent \$33,200 last year; Mr. Wilson added that some extra spraying was done at the fields. Chief Briggs said that "mosquito control" was added to ACO although that is under the BOS purview. Mr. Prophett read each line within the budget which totaled \$54,251.

MM&S to approve \$54,251 for the Pest Control budget. (Motion by CH, second by GF)
PUNA

Chief Briggs answered Mr. Donald's question by clarifying that there was no longer a "K-9" officer, just an AC officer and a shelter. Chief Briggs also recommended SPCA funding since they are utilized for free since it is in the Town's budget. Mr. Murray asked about retention for this position as it hadn't changed in multiple years; Chief Briggs will review the salary and speak with the BOS if necessary.

BOARD OF SELECTMEN: agreed with this budget as presented, 3-0-1 with Chief Briggs abstaining.

<Committee note: the Committee took a brief recess at 12:17 and reconvened at 12:43.>

Mr. Prophett read each line in the Financial Administration budget which included funding for Assessing, the Audit and the BudCom's proposed budget.

MM&S to approve Assessing at \$21,750 and Audit at \$20,000 for a total of \$41,750 for these two items. (Motion by CH, second by GF) **PUNA**

MM&S to approve the BudCom budget at \$2080. (Motion by CH, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed with both motions, unanimously.

The Committee reviewed the Treasurer salary request of \$7800.

MM&S to approve the Treasury salary budget of \$7800. (Motion by CH, second by GF) PUNA

The Committee reviewed Trustees of the Trust Funds Salary and Bookkeeping request totaling \$3675.

MM&S to approve \$3675 for Trustees of the Trust Funds. (Motion by CH, second by SM) PUNA

BOARD OF SELECTMEN: Agree with both motions, unanimously.

MM&S for \$201,097 for Financial Administration. (Motion by CH, second by MF) PUNA

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophett read the Legal Expense request at \$35,000. Mr. St. James suggested that this line should not be decreased due to current litigation. Ms. Kenerson noted that by year-end the expenses were approximately \$20,000.

MM&S to approve \$35,000 for legal expenses. (Motion by SM, second by GF) PUNA

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophett read the Personnel Administration budget lines that totaled \$1,058,058 which is a 9% increase. Mr. Heitz stated that the BOS would like to add a line, positioned below the Pay for Performance line, that would be named "Salary Adjustment" with a proposed number of \$50,000; Mr. Wilson explained that the number was for the proposed adjustments for the Police Department at \$29,000, Fire Department at 13,600 and \$4164 for Town Clerk with a little left for any other small adjustments. Mr. Prophett noted that this was currently a fluid number based on the discussions held today about the possibility of other departments asking for adjustments; he added that this number would need to be discussed again at next week's hearing; the new bottom line number is \$1,108,058. Mr. Heitz stated that insurance had a 7% increase; any salary increases for full-time employees also cause the Retirement line to increase. There were questions regarding the Health Trust, bidding possibilities, benefit plans, cost effectiveness, wages, insurance, benefit packages in relationship to wages.

MM&S to approve \$1,108,058 for Personnel Administration. (Motion by CH, second by AMR) PUNA

BOARD OF SELECTMEN: Agreed 3-0-1 with Chief Briggs abstaining.

Mr. Prophett read the ZBA budget lines totaling \$1680. Ms. Kenerson stated that the ZBA went over in the legal ad line but there is off-setting revenue which is charged to the applicant.

MM&S to approve \$1680 for the ZBA budget. (Motion by CH, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophett read each line item within the Historic District Commission (HDC) budget which totaled \$1350.

MM&S to approve \$1350 for the HDC budget. (Motion by SM, second by CH) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophett read the line items for the Cemeteries budget. Ms. Kenerson briefly reviewed the Mill Stream Trust Fund. The Committee questioned the \$21,900 request for Contracted Services and whether there had been an explanation received from the Trustees. Mr. St. James stated that there was no particular answer received.

MM&S to amend the amount for Contracted Services to from \$21,900 to \$16,000. (Motion by KSJ, second by SM) **PUNA**

Ms. Kenerson noted that the new number is \$31,525. Mr. Wilson stated that he does not think there is enough information to cut the number and is opposed to the new amount; he suggested getting additional information. Mr. St. James said that Mr. Maxwell can come to next week's meeting and request the Committee amend the number.

BOARD OF SELECTMEN: Agreed 3-1 with Mr. Wilson opposed.

MM&S to approve \$31,525 for the Cemetery budget. (Motion by CH, second by AMR) **PUNA**

BOARD OF SELECTMEN: Agreed 3-1 with Mr. Wilson opposed.

Ms. Kenerson noted that the last time that line exceeded \$16,000 was in 2014.

Insurance, #4196, was reviewed; the budget totaled \$62,518. Ms. Kenerson explained that this was the Property and Liability Insurance for the Town properties; she reviewed aspects of the contract.

MM&S for \$62,518 for Insurance. (Motion by CH, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Regional Association Dues was reviewed at a proposed \$6244. Mr. St. James explained that this was dues for the Rockingham Planning Commission (RPC); he explained that the agency helps with highway studies, electric costs through a “co-op” type arrangement, etc. Mr. Heitz noted that is determined at \$1 per resident.

MM&S to fund Regional Dues at \$6244. (Motion by RR, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

“Other General Government” lines were read by Mr. Prophett; the total requested was \$143,000, a decrease of 1%. Mr. Russman suggested that the gasoline line might be able to be reduced and still be more than was expended. Selectman Briggs explained that the Town buys bulk from the State and could probably be reduced a bit. Ms. Kenerson said that the price could fluctuate; the Town gets the State contracted price.

MM&S to reduce the Gasoline line to \$60,000. (Motion by RR, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Murray suggested that, for future budget review, it might be helpful to account for the number of gallons used instead of just the dollar amount expended.

Mr. Wilson noted that he had received information from the Cemeteries Chair, Brad Maxwell, by text and the \$16,000 amount for cemeteries was okay as the previous number included \$3900 for Millstream that should have been adjusted. Mr. Wilson added that, based on that information, he would have voted to reduce the number.

MM&S for \$136,000 for “Other General Government” (Motion by SM, second by CH)
PUNA

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophett noted that Forest Fires is no longer an active budget and had been moved into the Fire Department budget.

Mr. Prophett read each line in the proposed Town Inspectors budget. Mr. St. James stated that the telephone increase is for telephones for new inspectors. Mr. Hart noted that there is offsetting income for this department. Ms. Kenerson explained that the increase in books was due to an increase in the costs. Training was discussed. Ms. Faulconer stated that there had been some discussion at a recent Inspectors’ meeting about needing tablets to help with paperwork flow; Mr. St. James stated that nothing was currently before the Selectmen about this. Ms. Fidler asked why Telephones had increased so much; Mr. St. James said it was the actual costs for the Inspectors to have phones.

MM&S to vote for \$41,551 for Town Inspectors. (Motion by SM, second by AMR) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophettt stated that “Street Lighting” was proposed at \$33,000. Mr. St. James and Mr. Heitz reviewed locations. Mr. St. James informed the Committee that the Town is trying to get the lights changed to LED at no cost to the Town; he is still waiting for the proposal to see when the Town will see the savings adding that some costs might be seen in next year’s budget.

MM&S for \$33,000 for Street Lighting. (Motion by MF, second by AMR) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

“Other Highway Streets and Bridges” was read by the Chairman at 183,440, a 1% increase. Mr. St. James explained that the Highway Block Grant is received from the State as off-setting revenue; Mr. Heitz added that there is no impact to the taxpayer.

MM&S to approve \$183,440 for Other Highway Streets and Bridges. (Motion by CH, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophettt read the lines within the Sanitation budget which totaled \$528,618, a 2% increase. Mr. Donald asked about the \$100 for Bulky Goods; Mr. St. James explained that this was an amount to be used in case there was something disposed of illegally that the Town had to pay to dispose. Selectman Briggs explained the new program at John’s Auto on New Boston road for free disposal of certain items such as batteries, tires and white goods.

MM&S to approve \$528,618 for Sanitation. (Motion by CH, second by RD) Discussion on the motion: Mr. Prophettt asked about looking at other options for residential pick-up; Mr. St. James said that there is currently a contract good to 2022. Mr. Murray suggested that recycled items are being treated like regular trash and not actually being recycled based on his conversation with an employee of the recycling company used by the Town. Mr. Wilson stated that the location where the trash is brought is both regular trash and recycled material. There was discussion about recycling, cost, actual recycling and future contracts. Mr. Heitz said that the Town has not been notified that Waste Management is not recycling. There was discussion about the value of certain recyclable material. Mr. Prophettt stated that while there was a valuable discussion, it was not pertinent to the Committee’s current action; he returned to the motion. **Vote on the Motion: PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophet read the lines in the Health Department budget; the total was \$36,625. The BOS reviewed the increases due to the PFOA treatment systems that had been installed by the State; the State is currently saying that the Town has to maintain them; the BOS is waiting to see the outcome of the current injunction and any parameters coming out of that action. Mr. Heitz clarified that the Town is not accepting liability at this point without further information and confirmation; he continued that monitoring of wells is still ongoing; it is a nationwide problem with PFOA's showing up in areas not near the Fire Department; Mr. Heitz and Mr. Wilson reviewed information on PFOA's. There was discussion on PFOA's, limits, State action. Mr. Murray asked if these lines will be in the budget forever. Mr. Heitz said that the Board looks at the filtering units as short-term at this point.

MM&S to accept Health at \$36,625. (Motion by RR, second by SM) **PUNA**

BOARD OF SELECTMEN: Agreed 3-0-1 with Selectman Briggs abstaining.

The Chairman read the lines in the Human Services Department totaling \$15,133, a 4% increase.

MM&S to accept Human Services at \$15,133. (Motion by RR, second by CH) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

The Chairman read the lines in the General Assistance budget totaling \$27,700.

MM&S to move \$27,700 for General Assistance. (Motion by RR, second by GF) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Social Service agencies was discussed. Ms. Faulconer noted that she spoke with Chief Briggs to help contact CASA and DAD; the DAD representative contacted her. Ms. Faulconer told the DAD rep. that a letter requesting funding needed to be sent and someone had to come to this hearing to explain the request. She continued that she contacted Lamprey; was given another number to contact which was called and a message left about writing a letter and showing up today; she left her number; she was not contacted by anyone. Mr. St. James said that a letter had been received from DAD; he stated that he was not familiar with CASA and whether not funding the \$800 would impact their budget. Mr. Hart said that there is a procedure that wasn't followed and was not in favor of funding unless they showed up at next week's hearing. Mr. Russman said that he didn't agree with the \$3500 request from DAD as he questioned the value of a big party being effective on keeping kids off drugs in Kingston; he is not sure of the value.

MM&S to fund Social Services at \$25,908. (Motion by RR, second by KSJ) Discussion: Mr. St. James suggested that DAD can come in to the hearing next week and they can be asked to justify their request; the Committee can add the amount at that time if they think the request is appropriate. **Vote on the motion: PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Parks and Recreation's budget lines was read by the Chairman; the total request was \$23,590. Mr. St. James explained that the voters approved a Revolving Fund so many of the recreation costs that have associated revenue was able to be removed from the budget. Ms. Fidler explained that the Recreation Commission sponsored events for Kingston Days for \$900.

MM&S to approve Recreation at \$23,590. (Motion by GF, second by RR) **PUNA**
<Board note: Mr. Murray briefly left the meeting.>

BOARD OF SELECTMEN: Agreed unanimously.

MM&S to approve \$500 for Patriotic Purposes. (Motion by RR, second by GF) **Motion carries 6-0-1 with Mr. Prophett abstaining.**

BOARD OF SELECTMEN: Agreed unanimously.

Mr. Prophett read the lines in the Heritage Commission budget for a total of \$7956.

MM&S to approve \$7956 for Heritage Commission. (Motion by RR, second by CH)
Discussion: Mr. Wilson and Mr. St. James explained that the Matching Grant is to apply for LCHIP money and would need BOS approval. Mr. Wilson added that grants require that you show you have the money to apply for matching grants. Mr. Prophett stated that this budget request has been explained in previous meetings and this framework is required.
Vote on the motion: PUNA

The Museum budget request was read by the Chair.

MM&S to approve the Museum budget at \$5765. (Motion by RR, GF) **PUNA**
<Board note: Mr. Murray returned to the meeting. >

The Conservation line items were read by the Chairman; the total was \$21,500. The committee noted that "milfoil" was in a warrant in the past; it is now in the budget and under BOS control.

MM&S to support \$21,500 for Conservation. (Motion by SM, second by CH) **PUNA**

Mr. Heitz questioned the placement of this line as funds not expended by Conservation is kept by them, not returned to the General Fund. Mr. St. James suggested placing

somewhere other than this budget. Mr. Finerty asked why previous funding was not shown. Ms. Kenerson replied that it was because it was the first time in the budget; previously it had been a warrant article. Mr. Murray asked why it was only for Pow Wow Pond. Mr. St. James answered that it could be for other waterbodies but currently was only in Pow Wow. There was discussion regarding State responsibilities, boat launch attendants and volunteer attendants.

BOARD OF SELECTMEN: Agreed unanimously.

The Committee reviewed the Executive budget. Mr. St. James noted that there had been a miscalculation in the full-time salaries line that would need an addition of \$10,500 bringing that line to \$159,440. Mr. Prophett read the lines in the budget with a total of \$362,742. Mr. Hart asked about whether the PFOA's would continue to be budgeted; Mr. St. James said that there needed to be full budgeting of this and it will be going out to bid but will need to be here for now. Mr. Hart suggested that the "dump fund" could be used for the consultant. Mr. Wilson said that the Board has no idea where the issue might go.
<Board note: Mr. Russman had left the meeting.>

MM&S to approve \$362,742 for the Executive budget. (Motion by Mr. Hart, second by Mr. Finerty) **PUNA**

BOARD OF SELECTMEN: Agreed unanimously.

Ms. Kenerson confirmed the new budget number is \$6,149,370 which is a 6% increase over last year's operating budget.

Committee Business:

- Warrant Article received from One Sky – given to Mr. Heitz.
- Public hearing scheduled for tomorrow was discussed as not needed.
- Revenue review will occur at next week's hearing.

MM&S to accept the 12/15/19 minutes as written. (Motion by CH, second by GF) **PUNA**

MM&S to cancel tomorrow's public hearing. (Motion by CH, second by GF) **PUNA**

MM&S to adjourn the hearing at 3:00 PM. (Motion by SM, second by GF) **PUNA**
The Board of Selectmen adjourned their meeting at this time.

