

REGULAR MEETING NORTH SMITHFIELD TOWN COUNCIL

SEPTEMBER 19, 2011

KENDALL-DEAN SCHOOL AUDITORIUM

7:00 P.M.

OPEN FORUM

No one spoke in the Open Forum.

REGULAR MEETING

The meeting began at 7:00 P.M. with the prayer and the pledge to the flag. Council members present were Ms. Alves, Mrs. Charest, Mr. McGee, Mr. Zwolenski and Mr. Yazbak. Town Administrator Hamilton and Town Solicitor Nadeau were also in attendance.

PUBLIC HEARING: AMENDMENT TO ZONING ORDINANCE – NORTH PINE RESIDENCES, LLC AND DAS CONTRACTING CORPORATION MOTION by Mrs. Charest, seconded by Mr. McGee, and voted 4 to 1 (Mr. Zwolenski voted no) on an aye vote to table this hearing to later in the meeting as the petitioners' attorney had notified Mr. Yazbak that he would be delayed.

CONSENT AGENDA

MOTION by Mr. Zwolenski, seconded by Ms. Alves, and voted unanimously on an aye vote to remove the minutes of August 15th and September 6th.

MOTION by Mr. Yazbak, seconded by Mrs. Charest, and voted

unanimously on an aye vote to remove the payment of the monthly bills.

MOTION by Ms. Alves, seconded by Mr. Zwolenski, Mr. McGee and Mrs. Charest, and voted unanimously on an aye vote to remove the monthly financial statements.

MOTION by Mrs. Charest, seconded by Mr. McGee, and voted unanimously on an aye vote to accept the following Consent Agenda items except for those that have been removed: 1.) Minutes of August 10 and September 12, 2011; 2.) Conservation Commission minutes of June 14, 2011; 3.) Historic District Commission minutes of August 15, 2011; 4.) Sewer Commission minutes of April 28, May 11, June 15, July 20 and August 17, 2011; 5.) Animal Control Monthly Report for August 2011; 6.) NSF&RS, Inc. Monthly Report for August 2011; and 7.) Resolution from the Town of Burrillville Re: RIPTA funding.

Minutes of August 15, 2011

Under discussion of the extended warranty for grinder pumps, Mr. Zwolenski asked that the minutes be corrected to read, “Mr. Zwolenski thought there was supposed to be a couple of extra pumps on hand at the highway department that could be used to replace any pumps not working correctly.”

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to approve the minutes of August 15th

as amended.

Minutes of September 6, 2011

MOTION by Mr. Zwolenski, seconded by Mrs. Charest and Mr. McGee, and voted unanimously on an aye vote to amend the minutes to note that Mr. Zwolenski was unable to attend the meeting on September 6th because of work obligations.

Monthly Bills

Mr. Yazbak asked that the bills be pulled because he will have to abstain from voting. One of the vendors is a client.

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Ms. Alves had a question on the mileage being paid to the town's janitor, Robert Ducharme. Ms. Hamilton explained she is working on a mileage policy.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted 4 to 0 (Mr. Yazbak abstained) on a roll call vote to approve payment of the following: General Fund - \$332,315.78; Sewer - \$11,022.55; Water - \$1,176.90; School Department - \$1,440,455.00; and Fire Department - \$195,151.00 for a total of \$1,980,121.23.

Monthly Financial Statements

Ms. Alves had a question on the postage amounts. Ms. Hamilton explained how each department was apportioned for postage and

how it had just been distributed.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to receive and place on file the monthly financial statements.

MEETING WITH SEWER COMMISSION

Each Sewer Commission member spoke briefly on various topics.

Mr. Paul Nordstrom talked about the sewer assessments. Back in 1999 the commission had been informed of shortfalls in the Ironstone and Forestdale/Birch Hill districts. The rates set by the Town Council were always understood to be less than the outstanding liability and anticipated future growth that was factored in never materialized. There was a challenge to develop a mechanism to build up a pot of money to offset those deficits. That was done by instituting a sewer lot development fee of \$5,200 per equivalent dwelling unit (EDU) tie-in. When the City of Woonsocket sold the regional wastewater treatment plant to a private entity, the Town of North Smithfield gained \$400,000 as its portion of the revenue which was used to help offset the deficit. The Sewer Commission eventually eliminated the four-part formula and determined assessments by taking the total cost of the project and dividing it among the users.

At the beginning of the last sewer project, there was a feeling with the Town Council that a heavy burden was being placed on commercial

properties so it was recommended that the EDU formula be changed. Mr. Nordstrom stated that, although there is absolutely nothing wrong with planning for future growth, the formula was revised and this put more of a burden on the homeowners. He believes that if Town Councils remain consistent with the ordinance moving forward, a lot of the problems will settle down.

Mr. Nordstrom touched on the Halliwell School assessment noting it was part of the original assessment area. They were assessed, they had their user fees and then in a Town Council executive session meeting, they were assessed again to offset the costs to the rest of the users. That essentially means that everyone is paying for someone to get a discount.

Mr. Yazbak asked if there had been any thought of revisiting the sewer lot development fee to perhaps increase it because of inflation.

Mr. James DeCelles spoke about the Facilities Plan. Approved in 2007, it is a detailed 20-year wastewater treatment, conveyance and disposal plan. It looks at the existing sewer/collection system, the infiltration and inflow into the system, the adequacy of the interceptors, town flows, the staffing of the sewer department, pretreatment, sewer use charges and ISDS failures throughout the town. Based on all of this, it looks at possible future sewer areas and how they can be implemented, financing options, impacts of the financing options, staffing of the sewer department, etc. James

Geremia & Associates prepared the town's facilities plan, public hearings were held and it was subsequently submitted to the Department of Environmental Management for approval. In order to be eligible for any type of funding, an approved plan has to be in place.

Mr. Thomas McGee spoke about the Sewer Commission itself. It is composed of five members appointed by the Town Council. Its role is to advise and make recommendations to the Council as it relates to
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sewer projects. There are three costs associated with any project – the sewer connection fee, the sewer assessment and the user fee. The sewer use ordinance requires individuals to connect to the system within one year of its passing by the residence. The assessment is a tool used to pay off the bonds that were sold to construct the sewers within a sewer district. The sewer department is an enterprise fund which means that all costs of the department are covered by the users fees.

Mr. Yazbak asked if there was any consideration to having the assessment become due if the property transfers.

Final Assessment Phases IA and IB

Mr. Connolly stated that the final assessments have been set and Sewer Administrator Jim Wilcox has presented the Sewer

Commission with the figures.

Woonsocket Regional Wastewater Plant

The permit has recently been renegotiated and with that comes more stringent effluent requirements and there will be an upgrade to meet those requirements. North Smithfield owns twelve percent of the plant and is obligated to pay that amount of the capital cost. Mr. Connolly estimated North Smithfield's share to be approximately \$6 million. He suggested the town do a rate study to lessen the impact.

Sewer Cleaning

The Department of Environmental Management mandates that sewers be maintained and cleaned. With the number of lines in North Smithfield, Mr. Connolly stated the Sewer Commission is looking at a five-year plan to do this. This will entail an inventory of the whole line, an inventory of easements and whether they have to be cleaned, accessibility of the lines and a consideration of any impact from environmental issues among other things.

Extended Warranty for Grinder Pumps

Ms. Mariellen Sheridan explained that residents who tied into the sewer system within the period of October 20, 2009 to October 20, 2010 were to receive a three-year extended warranty on their grinder pumps therefore effectively making their original two-year manufacturer's warranty extend for a total period of five years. In addition, as part of the first year connection, there would also be a

ten-year maintenance agreement.

There has been a problem with the grinder pump for at least one homeowner. Because the cost of service provided by F. R. Mahoney & Associates, the only company allowed to be used by the manufacturer Environment One Corporation, is so high and because of the limited number of technicians available to make repairs in a timely manner, the Council thought it would be a good idea to have a couple of town employees get the training necessary to make repairs.

Ms. Sheridan noted that the Sewer Commission is recommending that the town reimburse those homeowners who have had a problem, considered to be normal wear and tear, with their grinder pump, who are past the warranty period and who have paid for repairs out of their own pocket.

HOLIDAY SALES LICENSE – MINNESOTA REGIS CORP. D/B/A SMARTSTYLE #3972

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to approve a holiday sales license for Minnesota Regis Corp. d/b/a SmartStyle #3972 located within the Wal-Mart store at 7 Dowling Village Boulevard.

VICTUALING LICENSE – DOWLING DONUTS INC. D/B/A DUNKIN' DONUTS

This license had been approved at the last Council meeting but was contingent upon certain drainage work being completed.

Sewer/Water Superintendent Russell Carpenter stated that everything has been addressed that needed to be addressed.

MOTION by Mrs. Charest, seconded by Mr. McGee, and voted unanimously on an aye vote to add to tonight's agenda discussion of the 24-hour operation of Dunkin' Donuts.

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Mr. Nadeau explained that in the original granting by the Zoning Board of a special use permit for Dowling Village, a restriction had been placed limiting hours of operation for stores from 8:00 A.M. to 10:00 P.M. In 2005 the developer asked for that stipulation to be rescinded. It is unclear whether all phases were included when that restriction was rescinded. Mr. Nadeau stated the transcript needs to be reviewed to determine if the minutes accurately reflect the actual motion. If it is determined that the phase in which Wal-Mart is located does not fall under the removal of that restriction, they would have to apply to the Zoning Board for relief.

HOLIDAY SALES – DOWLING DONUTS INC. D/B/A DUNKIN' DONUTS

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to approve a holiday sales license for

Dowling Donuts Inc. d/b/a Dunkin' Donuts located within the Wal-Mart store at 7 Dowling Village Boulevard.

ABATEMENT OF SEWER ASSESSMENT AND SEWER USE FEES AT HALLIWELL SCHOOL

Sewer Commission Chairman Michael Connolly stated the commission does have a problem with the timeliness of the request as the assessment was done twenty years ago. If the Town Council hears the School Committee's appeal of an ancient assessment, more people will come forward. When the original assessment went out is when the appeal should have been made.

Mr. Nadeau agreed that it is not a timely appeal.

Mr. Paul Vadenais, a former member of the School Committee, claimed the committee had tried to get answers to this issue for several years and was never able to get a clear response.

Mrs. Diane Wojcik referenced Council minutes dating back to 1996 that spoke about how the assessment to Halliwell School and the reduction of assessments to that district came about.

Although School Committee member Fran Johannis could respect the Sewer Commission's point of view and the Solicitor's statement regarding the timeliness, it does appear to go against state and federal practice on tax abatement. She doesn't believe the sewer

ordinance states that an adjustment cannot be made in future years to an assessment that was found to be incorrect.

MOTION by Mr. Yazbak, seconded by Mr. McGee and Mrs. Charest, and voted unanimously on a roll call vote to deny the appeal of the Halliwell School sewer assessment.

AWARD OF BID RE: ELECTRIC SCISSOR LIFT FOR MIDDLE SCHOOL

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to move this up next on the agenda.

Mr. Paul Vadenais of the School Building Committee notified the Council that this purchase has gone out to bid and the committee is recommending the bid be awarded to Equipment 4 Rent in the amount of 15,100.00.

Ms Alves asked if the committee had looked into purchase of a used machine but was told there was not a big difference in the cost and warranties wouldn't be provided for a used machine.

MOTION by Mr. Zwolenski, seconded by Mrs. Charest, and voted unanimously on an aye vote to approve the purchase of a 1,000 lb. capacity scissor lift at a cost of \$15,100.00 from the lowest bidder, Equipment 4 Rent, based upon the recommendation of the School Building Committee.

**PUBLIC HEARING RE: AMENDMENT TO NORTH SMITHFIELD
ZONING ORDINANCE FOR PROPERTY LOCATED AT 1118 AND 1152
VICTORY HIGHWAY**

This is a petition to rezone property described as Assessor's Plat 1, Lots 127 and 134, located at 1118 Victory Highway and property described as Assessor's Plat 1, Lot 330 located at 1152 Victory Highway from Rural Agricultural (RA) to Urban Residential (RU-20). Petitioners are North Pine Residences, LLC and DAS Contracting Corporation.

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Richard Kirby, attorney for the petitioners, explained his clients have been attempting to resolve some issues with the Town Planner regarding the recording of Phase 2 for Silver Pines. There were also numerous concerns from some residents of Silver Pines in regard to some construction issues although Mr. Kirby did not feel they were germane to this particular petition.

Mr. Kirby introduced Mr. Michael Desmond, Vice President and Regional Transportation Manager for Bryant Associates, Inc. He is also a registered professional engineer and has been for 42 years.

MOTION by Mrs. Charest, seconded by Mr. McGee, and voted unanimously on a roll call vote to accept Mr. Desmond as an expert traffic engineer witness.

Mr. Desmond explained his firm was hired to perform a traffic impact analysis for the Silver Pines Phase 3 Assisted Living Facility. Pertinent field observations were done on November 16, 2010 and accident data for the period of January 1, 2007 through December 9, 2010 was obtained from the North Smithfield Police Department. Traffic volumes for the study area were developed from traffic data obtained by Transportation Data Corporation. Capacity analyses in Mr. Desmond's report focus on the peak hours of traffic volume because they represent the most critical periods for operations and have the highest capacity requirements. At this point there is not a final site plan to review. Once that is developed, it will be reviewed with regard to layout and vehicular and pedestrian circulation on site and it will be designed to accommodate the safe movement of vehicles, pedestrians and emergency vehicles to, from and within the development. Based upon the analyses, traffic operations on the surrounding roadways and intersections will experience minimal change with the addition of the traffic generated by the proposed improvements. No reduction in safety will occur due to the development as proposed.

Mr. Kirby next introduced Mr. James Sloan, owner of Sloan Real Estate. For the last 25 years he has been actively involved in the business of consulting and offering testimony before Town Councils and Zoning Boards and has been accepted by every court in the state of Rhode Island as an expert witness in matters of land valuation and property land use.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on a roll call vote to accept Mr. Sloan as an expert witness for this hearing.

Mr. Sloan has driven in and walked the three parcels in question which, when combined, contain a little over seven acres of land. Presently there are residential style dwellings along the frontage on Victory Highway. Mr. Sloan reviewed the surrounding land uses and he has appraised numerous facilities similar to what is being proposed. There are a lot of mature trees and natural buffering that exist on site and, if preserved, would allow for a very much needed use within the town. This proposal could represent a harmonious use for the area and from a valuation standpoint it would not create a situation that would be adverse to the public health, safety or welfare nor would it cause a diminution in value to the surrounding properties.

Mr. Alan Nelson, 21 Silver Pines Blvd., asked if a traffic study on Main Street has been considered. He was concerned there would be an impact to the residents of Silver Pines Phase 1.

Mr. Desmond responded that almost all of the traffic from this phase would be going out to Victory Highway.

Mr. Kirby stated he would work with the town to determine the best

and safest practices for traffic flow.

Mr. John Quirk of 38 Alpine Way stated Silver Pines Boulevard is a private road and he objects to the developer using it as an entrance or exit for this facility unless the developer is going to maintain it.

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Mr. Kirby clarified that there are no proposals to use Silver Pines Phase 1 or 2 as either an entrance or an exit for the Assisted Living Facility; however, Silver Pines 1 or 2 could exit onto Victory Highway through this parcel.

Town Planner Robert Ericson requested that he and the Planning Board receive all materials one week ahead of time in a pdf format. There are several issues that Mr. Ericson had intended to be resolved before this project went forward. He noted that there is no written final decision for the signed final key plan that was recorded for Phase 2. Mr. Ericson would like to have a written opinion as to whether the town can move forward with Phase 3 when there are still unresolved issues with Phase 2.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to continue the public hearing to October 3, 2011 at 7:00 P.M.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote at 9:56 P.M. to extend the meeting to 10:30 P.M.

IT PROCESS FOR TOWN COMPUTERS

Mrs. Charest heard from both Ms. Hamilton and Mr. Lindberg that all the work as far as looking at the systems has been completed. School Technology Director Eric Butash is waiting for copies of some bills he needs from the finance department.

2ND READING ORDINANCE AMENDMENT RE: SALARIES AND WAGES

Mr. Silvia explained that the hourly rate for the Administrative Assistant to the Administrator has remained unchanged from fiscal year 2011 at \$16.89 and the funding source for this newly hired part-time position is from Account #1-001-4811-211-0001 (Health Insurance – Active employees).

MOTION by Mr. Yazbak, seconded by Mrs. Charest, and voted unanimously on a roll call vote to amend the salary of the Administrative Assistant to the Administrator from an annual salary of \$15,541 to an hourly wage of \$16.89 based upon the recommendation of the Finance Director.

MOTION by Mr. Yazbak, seconded by Mrs. Charest, and voted unanimously on a roll call vote to adopt the following wage ordinance

as amended:

“It is ordained by the Town Council of North Smithfield, RI as follows:
Chapter 13 of the Town Ordinance is amended to read: The following
Table of Salaries and Wages to Pay Grades are approved for the fiscal
year July 1, 2011 to June 30, 2012. This list includes elected,
appointed, classified (non-contractual), classified (contractual) and
non-classified.

_____DEPARTMENT_____FY 10/11_____FY
11/12_____

1. General Government

Town Administrator	71,290	71,289
Grant Writer	9,800	0
Town Council (each)	2,275	2,000
Probate Court Judge	3,914	3,914
Board of Canvassers, Chairman	500	500
Board of Canvassers, (each)	400	400
Town Clerk	52,440	54,013
Deputy Town Clerk	30,516	31,431
Finance Director	69,160	71,235
Asst. Finance Director	45,000	46,350
Personnel/Admin Service Director		
Solicitor	58,790	58,789
Assistant Solicitor	21,860	21,855

Town Planner	56,690	56,689
Tax Assessor	51,000	52,530
Admin Ass't to Administrator	30,740	16.89/hr
Asst Tax Collector	19.75/hr	20.34/hr
Fiscal Clerk II	14.90/hr	15.35/hr
Commission Secretary	17.44/hr	17.44/hr
Finance Clerk I	16.58/hr	17.08/hr

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Recording Clerk	14.90/hr	15.35/hr
Inspection Division Clerk	14.51/hr	14.95/hr
Secretary (Tax Assessor's)	14.51/hr	14.95/hr
GIS Spec/Admin Asst	14.51/hr	14.95/hr****
Municipal Court Clerk	9,282	11,682
Municipal Court Judge	6,000	6,000
Municipal Administrator	4,800	2,400
Municipal Prosecutor	4,800	0

2. Public Safety

A. Building Insp/Zoning Official	47,720	49,142
Electrical Inspector (Pt)	7,000	7,000
Plumbing Inspector (Pt)	3,200	3,200
Mechanical Inspector (Pt)	3,200	3,200
Building/Zoning Inspector (Pt)	1,100	2,000
Assistant Electrical Inspector	3,000	1,100

Sealer of Weights and Measures	1	1
Police Chief	71,030	71,030
Administrative Asst to Police Chief	21,658	22,308
EMS Director	5,000	5,000

3. Police Department

Captain	1,057.16/wk	1,056.91/wk
Lieutenant	1,031.25/wk	1,031.33/wk
Sergeant	1,005.74/wk	1,005.74/wk
Detective	980.30/wk	980.19/wk
Patrolman (over 1 year)***	941.79/wk	941.79/wk
Probationary (6 mos/1 yr)	808.35/845.39/wk	808.35/845.39/wk

4. North Smithfield Local 937 Contract

(2) Foreman	20.45/hr	21.06/hr
Animal Control Officer	18.75/hr	19.31/hr
Police Dispatcher (1st shift)	16.35/hr	16.84/hr
Police Dispatcher (2nd shift)**	16.71/hr	17.21/hr
Police Dispatcher (3rd shift)**	16.86/hr	17.37/hr
Police Clerk/Dispatcher (part time)	15.15/hr	15.15/hr
Mechanic	18.81/hr	19.37/hr
Mechanic/Driver	17.23/hr	17.75/hr
Equipment Operator	17.31/hr	17.83/hr
Truck Driver	16.56/hr	17.06/hr

Laborer P&R	14.84/hr	15.29/hr
Clerk (Highway)	14.09/hr	0

____5. Public Works

Director of Public Works PT	17,798	1
Water & Sewer Superintendent	47,000	48,410
Water & Sewer Assistant	30,000	30,885*
(subject to increase based upon attainment of certification)		
Water & Sewer Co-Ord	39,900	41,096
Custodian (pt)	14,247	14,247
Recycle Co-Ord (pt)	25.15/hr	25.15/hr
Parks & Recreation Director	41,530	59,330
Tree Warden	1,730	1,730

Longevity Non-Contractual Personnel

Completion of five (5) years	3.00%	3.50%
Completion of ten (10) years	5.00%	5.50%
Completion of fifteen (15) years	5.50%	6.00%
Completion of twenty (20) years & over	6.00%	6.50%

***Water & Sewer Assistant pending the completion of Grade 1 license, salary will become 31,385.00.**

***Water & Sewer Assistant pending the completion of the Grade 2**

license, salary will become 32,385.00.

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****See Article 5.16. Effective 7/1/2006, second shift full time dispatchers shall receive .35 cent differential, and third shift full time dispatchers shall receive a .50 cent differential.****

*****All officers working second shift will receive 1% differential of their hourly rate. All officers working third shift will receive 2% differential of their hourly rate.**

******Additional 3,000.00 funding to come from ARRA Energy Grant #2 for GIS Spec/Admin. Asst.**

The designation of a yearly salary is a designation of rate of pay only, and shall not be construed to create an employment relationship other than at will.

Benefits, for non-contractual personnel, including but not limited to vacation, personal leave and sick time, shall be governed by Chapter 13 of the Code of Ordinances and any other charter provisions, resolution of May 1, 2006 (relating to retirees) or ordinances relating thereto.

All non-contractual personnel who have elected health insurance coverage benefits shall contribute the greater of \$40 per pay period toward the premium (\$1,040 per year) for family plans and \$16 per pay period (\$416 per year) for individual plans or the Local 937 current contract amount.

**Amendments to chapter 13 Salaries and Wages – Fiscal Year 2011/12
This ordinance shall become effective upon passage and all Ordinances or part of Ordinances inconsistent herewith, are repealed.”**

CONTRACT EXTENSION FOR TOWN HALL GENERATOR

Mr. Silvia was seeking a one-year extension of the contract for \$320.00.

Mr. Zwolenski stated he would like the town to receive a 24-hour notice of when the company would be coming out for service so that someone from the town could be present.

MOTION by Mr. Zwolenski, seconded by Mrs. Charest, and voted unanimously on an aye vote to approve a one-year extension of the yearly maintenance agreement with Power Equipment Company for the amount of \$320.00.

MOTION by Mrs. Charest, seconded by Mr. Zwolenski, and voted

unanimously on an aye vote to authorize the Town Administrator to execute the document.

1ST READING ORDINANCE AMENDMENT RE: LENGTH OF SERVICE ON TOWN BOARDS

This proposed ordinance would delete Section 2-20.2 of the town ordinances limiting the number of years a person can serve on a particular board.

This was considered the first reading and the second reading was scheduled for October 3, 2011.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote at 10:10 P.M. to extend the hearing to 11:00 P.M.

EXECUTIVE SESSION

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to enter into executive session at 10:11 P.M. pursuant to RIGL 42-46-5(A)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation to discuss 1.) Police Union Contract to include a discussion with the Town Administrator and setting parameters for a new contract; 2.) New Access to Public Record Act complaint filed by Kenneth Murphy; and 3.) Report on Abutters' Motion to Intervene in Town of North Smithfield and Narragansett Improvement lawsuits.

MOTION by Mrs. Charest, seconded by Ms. Alves, and voted unanimously on an aye vote to come out of executive session at 10:48 P.M. and to seal the minutes. No motions were made and no votes were taken.

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MOTION by Mr. McGee, seconded by Mrs. Charest, and voted unanimously on an aye vote to adjourn at 10:48 P.M.

Respectfully submitted,

Debra A. Todd, Town Clerk