

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 19, 2008 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Deputy Mayor Wayne Fotter, Donna Chale, Michael Cianchette and Louise Baker. **ABSENT:** Michael Gray and Gary Jordan, Jr. Also present were Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Clermont Spencer and other residents.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on February 5, 2008.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the Minutes of the Regular Meeting on February 5, 2008 be adopted.

**VOTE: UNANIMOUS AYE**

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Update on SAS: Trade Adjustment Assistance (TAA) Petition filed by the State of Maine.

The Bureau of Labor has recently filed a petition for the workers who will be displaced when SAS closes later this summer. U.S. Senators Olympia Snowe and Susan Collins have filed a letter requesting that the U.S. Department of Labor approve a trade Adjustment Assistance (TAA) petition filed for the 138 workers. Trade Adjustment Assistance is a very important component in the process of helping the workers at SAS Shoemakers as it closes.

The purpose of Trade Adjustment Assistance is to assist workers who lose their jobs as a result of increased imports from foreign countries or shifts in production to foreign countries. It has many more benefits to it than the regular Federal Emergency grants which can be applied for when there are large layoffs.

The Trade Adjustment Assistance Program provides:

Benefits such as re-employment services; training; trade readjustment allowance; job search allowance; relocation allowance; health coverage tax credit; and alternative trade adjustment assistance).

The key to turning the closure of SAS around is training and re-employment. That means obtaining training funds from the Federal Government. This is also very hard to do, as there are many competing applications.

I have mentioned before that everyone that I have talked to from the State from the Governor to the Department of Labor to our regional resources at the Career Center and KVCOG to representatives of the congressional delegation have been extremely supportive of the workers, the town and the region. So the process has begun.

The Somerset County Community Transition Team will most likely be set up next month – This would be a group for Somerset County and SAS would most likely be the first group assisted. The Team could be comprised of community resources such as the Career Center, Kennebec Valley Community Action Program, Community Colleges for Somerset & Kennebec & Penobscot Counties, Food Banks, community leaders, etc. The composition of the group would need to be defined. The function of the group would be to coordinate all of the resources available. Mayor Nichols and I will be on that team for the Town.

4. **PUBLIC HEARINGS/OLD BUSINESS:**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

### **Town Manager's Report: Town Council Meeting of 02/19/2008:**

**1. The FYI Folder:** The FYI Book contains the following items this week: Read List

**2. Pittsfield Area Business Forum:** This is a forum or get-together for the businesses in Pittsfield and our surrounding towns. All individuals thinking of opening a business, expanding their business, who would like to receive information on local and state programs that could benefit the business or just network and meet other business representatives are cordially invited to attend. Read Notice.

**3. Pittsfield Public Library Activities during February School Break:**

Wednesday, February 20<sup>th</sup> at 11:00 am – come and learn about unique animals – a tortoise from South America and a ring tail lemur from Madagascar.

Thursday, February 21 from 12:00 noon – 5:00 p.m. is Game Day for ages 10 and up.

Friday, February 22 at 11:00 am is soap making. Have fun learning about the art of soap making – learn the history and technique involved – and take home your own beautifully designed soap.

**4. Sebasticook Valley Chamber of Commerce Annual Banquet:** The Chamber's annual get-together was scheduled for last Thursday, February 14, 2008. Earl Dean received the Joyce Packard Community Spirit Award for his dedication to the Christmas Project – Pittsfield Food Bank for Pittsfield, Detroit and Burnham. It was a great event and Mr. Dean, his wife and his friends had a very nice time.

**5. 2008 Tax Club:** The Town makes available a tax club payment plan which enables taxpayers to divide their next year's property taxes into twelve monthly payments. The basis for the estimated 2008 tax will be the actual 2007 tax divided by the number of months left in the year when you join. To sign up for the tax club, ask any of the counter personnel at the Town Office or call the Town Office at 487-3136.

**6. Neighborhood Watch:** The Town's Neighborhood Watch Group is inviting everyone to join them to exchange ideas and share information to make the community a safer place. Get tips on how to protect your loved ones and your property while learning how you can make a difference doing things you already do. The next scheduled meeting is: Monday, 03/03/2008 6:30 p.m. All meetings are at the Council Chambers in the Municipal Building. I asked the Police Chief to issue another list of meetings with topics for the members and public so that will be forthcoming.

**7. Animal Control Officer Needed:** Chief Emery has announced that the Town is seeking proposals for an Animal Control Officer for the Town. Anyone who is interested in this part-time position should contact the Police Department and speak to Chief Emery beginning 02/25/2008. In the interim, the Police Officers are addressing any animal control issues as they have covered over the years when the ACOs have not been available.

**8. The Paul E. Bertrand Community Pool Upcoming Fundraisers:**

Scrapbooking Expo: Rescheduled to Saturday, April 26<sup>th</sup> at the Elks here off Central Street/Middle Street. Several scrapbooking events were taking place so this event was moved back to have good attendance. We will start advertising on February 26<sup>th</sup>.

**9. Recreation Director and Recreation Assistant Applications:** The Town is accepting applications for both the director's position as Norman LaBarge re-located our west to be with his family and the new Assistant's position until the positions are filled. Norm dropped off some boxes of files and a to do list which will help the new Director. We advertised for the director's position last year so anyone who applied last year is still eligible. The Director's position has an increase in hours and the Assistant is a new position so they should be re-advertised.

**10. Town of Pittsfield 2008 Training Calendar:** The Safety Committee has established a training calendar for 2008, which includes one training session per month. This will be great. Generally, when all of the summer people come on, we have 5 training sessions all together in May – June. We will need to do a little bit of individualized training, however, this will spread the training out all year round. Training is scheduled for PPE Hazard Assessment Review; Hazard Communication; Fire Extinguishers; Preventing Back Injuries/Proper techniques; Haz-Mat Awareness/Bloodborne Pathogens; Lock-out/Tag-out Procedures; Forklift Training; Chain-Saw Safety/Small Equipment; Emergency Evacuation Plan Review; Accident Reporting; and Video Terminal/Loss Prevention.

**11. Residential Recycling Pick Up 2008 Schedule:** This schedule was issued in the Rolling Thunder as an insert a few weeks ago. If anyone missed pulling their copy of the schedule out, extra copies are available at the Town Office. Please remember if you use the Recycling Trailer, which is a great convenience in the Municipal Parking Lot, please do not throw boxes in the container without breaking them down. It takes up room and then the trailer is full and others can not use it. We pick up the trailer every day except Saturday and Sunday when the Recycling Facility is open.

**12. Winter Carnival 2008:** The Deeper Life Assembly will be holding its Winter

Carnival 2008 at 97 Higgins Road in Pittsfield on Saturday, February 23, 2008 from 1:00 p.m. – 6:00 p.m. with sledding, snow maze, bonfire, puppet show, door prizes, coffee & hot chocolate, soup, chowder, chili, sleigh rides – fun for the whole family. For more information, call 341-5188 or 938-2502.

**Finance Committee:** No Report.

**Ordinance Committee:** No Report.

**Recycling Committee:** The Committee met on February 6, 2008. They discussed the Spring Forum and when it should take place. They have tentatively set the date as May 14<sup>th</sup> from 6:30 – 8:30. There was discussion of possibly using the Elks Lodge for the event. Also discussed was the format of the forum along with speakers who may attend. The possibility of incorporating MCI was discussed as well as possibly using the forum as part of a senior project. The forum will be an opportunity to network and recognize the non-profit organizations that help the effort.

## 6. **NEW BUSINESS:**

### a. **ORDINANCE 08-03:** (To be set to public hearing on 03/04/2008)

An Ordinance to authorize acquisition and financing or lease/purchase of a new truck for the Water Department.

That the Town of Pittsfield Town Council hereby ordains the purchase and financing of a new truck for the Water Department of the Town on the following terms:

1. The Town accepts the bid of Whited Ford Truck to provide a new truck for the Water Department and authorizes the lease-purchase of a 2008 Ford F-350 truck with plow and service body (the “Truck”) at a price of \$36,647, which amount is hereby appropriated.

2. The purchase of the Truck authorized above shall be financed by borrowing \$36,647 under the terms of a Master Equipment Lease Purchase Agreement (the “Lease”), hereby authorized, with Ford Motor Credit Company, with two annual payments in advance of \$19,054.71 each and with payments subject to annual appropriations and with such dates, maturities, denominations, interest rate(s) and other details as the Town Treasurer and the Chair of the Town Council shall determine. The Town Treasurer is authorized to execute all necessary documents, including but not limited to the Lease and a Delivery and Acceptance Certificate, for the Lease of the Truck. The Town Treasurer is further authorized to pay the \$36,647 portion of the purchase price ultimately to be financed, on an interim basis, out of the water fund of the Town, which costs the Town reasonably expects to reimburse with proceeds of a tax exempt lease purchase agreement to be issued by the Town in the total maximum principal amount of \$36,647.

3. This Ordinance shall take effect 30 days after its adoption.

- b. **ORDINANCE 08-04:** (To be set to public hearing on 02/19/2008): That the Town Council hereby ordains to approve the change of a E-911 address for Cianbro Corporation currently located off Easy Street to Cianbro Square due to uniqueness of the location.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the reading of Ordinance 08-03 and Ordinance 08-04 be waived as it was previously read on February 5, 2008.

**VOTE: UNANIMOUS AYE**

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that Ordinance 08-03 be set to public hearing on 03/04/2008.

**VOTE: UNANIMOUS AYE**

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that Ordinance 08-04 be set to public hearing on 03/04/2008.

**VOTE: UNANIMOUS AYE**

- c. **ORDINANCE 08-05:** (To be set to public hearing on 03/04/2008): That the Town Council hereby ordains to hold a Public Hearing on 03/04/2008 at 7:30 p.m. in the Council Chambers of the Municipal Building to discuss acceptance of a Special Projects Matching Funds CDBG Grant for \$15,000. The purpose of the grant is to provide working capital for Global Contact Services' new contact center to be located at the Somerset Plaza. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, ME 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call 1-207-487-3136 so that accommodations can be made.

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that Ordinance 08-05 be set to public hearing on 03/04/2008.

The Town Manager noted the State has advised that the Town would be eligible to receive funding to assist with this project, which is great news. It would be a regular CDBG grant and I would need to work on the checklist of materials required. The grant would have the same requirements as past grants received for Walpole Woodworkers, Inc. and the Moosehead Cedar Log Home project, which is ramping up for completion now.

**VOTE: UNANIMOUS AYE**

- d. **ORDINANCE 08-06:** (To be set to public hearing on 03/04/2008): That the Town Council hereby ordains that Tax Anticipation borrowing for fiscal year 2008 be approved in an amount not to exceed Six Hundred Fifty Thousand Dollars (\$650,000), and that the Town Manager/Treasurer be authorized to prepare and seek competitive proposals for the Town's 2008 Tax Anticipation borrowing.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Ordinance 08-06 be set to public hearing on 03/04/2008.

The Town Manager noted this is a yearly housekeeping process that the Town goes through as the property taxes, the major source of revenue for the Town, are due once per year.

We have established the TAN as a line of credit for the last several years, therefore, we are borrowing as we need the funds through the months that the revenue collections are lower. The revenue collections increase when the tax bills are released and tax payments start coming in.

The Town can require the funds as early as the end of April – July and then pays the TAN back after taxes are due in October of each year. This year it is estimated that the funds will be needed around July.

**VOTE: UNANIMOUS AYE**

- e. **RESOLUTION 08-15:** Resolved that the Town Council Authorize the Town Manager to Submit Requests for the MDOT Biennial Capital Work Plan for Fiscal Years 2010-2011.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Fotter** that Resolution 08-15 be adopted.

The Town Manager noted the Towns are being invited to submit priority requests for funding for the Fiscal Years 2010-2011 MDOT Biennial Transportation Improvement Plan (BTIP).

The Town has submit projects in the past and a number of projects have been completed by MDOT, especially in the Airport Improvement area. We have had millions of dollars of projects here in Town.

There is a large budget crunch now everywhere – especially in Augusta with the State budget, so this process will be more difficult to have projects approved as there will be less funds. More towns are applying for funding now as the process has worked in the past and other towns have seen that we have been able to have projects approved so more towns are applying for the BTIP Program.

Let's look at the 2006 filed list of projects that we submitted:

Main Street; Somerset Avenue should be main projects.

Let's look at the State prioritized list for 2006-2007:

1<sup>st</sup> one is Route #11/#100 from where South Main was to the Burnham Town Line

2<sup>nd</sup> one was South Main – that was paved, take it off

3<sup>rd</sup> one was Bottom of Grove hill near the island – that was paved, take it off

Rest of the projects have not been completed:

Lower Detroit

Hunnewell Avenue

Phillips Corner Road

RRI – yes, participate, the only road that qualifies is Phillips Corner Road

Passenger & Freight Transportation Improvements:

Airport projects:

Apron – 1<sup>st</sup> priority

Follow the list

We were awarded funding for the obstruction removal (at least the 2/3 that was eligible).

Transportation Enhancement Program: pedestrian and bicycle facilities

Identified the Hunnewell Avenue to continue the sidewalk to Detroit Avenue which is now Hunnewell. Also, teachers had called about a sidewalk from the Carriage Estates to the Somerset Avenue to add to the Safe Routes to School Project. This project would not be eligible for that particular grant, but may be for this program, we need a 20% match.

Community Livability Transportation Studies: investment in downtown; identifying safety and mobility improvements as well as pedestrian bicycle and transit projects. We have the Bike Tour #26 for Sebasticook Valley which is hard to implement due to the area that people are riding on – so we could work with a planner to come up with the implementation.

Community Investment Sharing: park and ride facilities, have 1 at the Somerset Plaza – needs improvement

Community Gateways: Gateway signing, park project – apply for another

Safe Routes to Schools: 1 project, another project to do this summer – fall; next project we were going to apply for was School Flashing Lights for Manson Park School (MCI – federal route)

Surface Water Quality Protection Program: no project known of at this date

Small Harbor: not eligible

Boating Infrastructure Grant Program: not eligible, for large boats

Industrial Rail Access Program: Rail in the IP/1 lot left to sell, has rail right by it; also rail behind the Pittsfield Woolen Mill

Scenic Byways – we have 1 listed in the Comp Plan, but that may not be a federally designated 1 – view from I-95 looking down into Town as you come up to Exit 150

RRI: had projects in the past, still have 1 project listed

Roads for Community Development:

Financing New Road Construction: projects of importance to the region – Industrial Park Expansion would be important to the entire region.

I will contact Detroit as Joe and I both submitted this project in 2006 and I will check to see if we can do that again.

**Deputy Mayor Fotter** voiced concern over the sidewalks on Somerset Avenue. The Town Manager noted she will look into options for this area and possibly do pit testing. It is in need of repair. We can try to list it on the request but sidewalks are complicated with right of ways and water and sewer lines under it. When the Town Manager arrived she was advised to not dig it up. **Deputy Mayor Fotter** also expressed concern regarding the sidewalks on Main Street. **Councilor Cianchette** mentioned that living on the corner of Central Street, he sees a lot of foot traffic. The section between the park and the woolen mill is a dangerous spot for pedestrians and would like to see something done in that area if possible.

**VOTE: UNANIMOUS AYE**

- f.* **RESOLUTION 08-16:** Resolved that the Town Council amend the Town of Pittsfield Fee Schedule Miscellaneous Fees to add the following exclusion: No charge for 1 copy of a tax bill for a residence or business.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-16 be adopted.

The Town Manager noted this item is simply for clarification. We would like to provide citizens with a copy of their tax bill free of charge for their own use – whether it be for a mortgage company or their taxes. Common-sense wise, most of us were not charging for this but it has been pointed out that the fee schedule does not exclude it so I would like to exclude it.

- g.* **RESOLUTION 08-17:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-17 be adopted.

The Town Manager noted people have come forward interested in some of the positions that are open:

Ethics Committee was vacant from filling regular positions in late 2007/early 2008.

Library Trustees and Theatre Committee are new vacancies.

## 7. **DISCUSSION ITEMS:**

Project Updates:

### 1. Grant Opportunity: CDBG Public Facilities Historic Preservation

The Public Facilities grant for the Library project was filed by the deadline on 01/15/2008 after much collaboration.

If we are so fortunate to receive a grant award, due to the complexity involved (this seems to be the most complex project I have yet seen) and the large number of other grants that we have and all of the new ones starting up, it would be important to hire someone to manage this grant such as KVCOG. We would need to put out a small RFP to those that are interested. There are generally 3-4 parties out there that manage grants. The decision on whether the project will continue into the Development Phase would be made, generally, by late 02/2008.

### 2. Grant Opportunity: Fund for Efficient Delivery of Local and Regional Services

This grant application was delivered to the State by the deadline. The Recycling/Transfer Station Coordinator and I worked on it for the Towns of Pittsfield, Palmyra and Detroit.

The Town has submitted a grant application previously for this fund for a regional recycling vehicle for the Towns of Palmyra, Pittsfield and Detroit. The vehicle could also be offered for pickups/special days in other surrounding towns for cost-sharing.

The Fund is \$500,000 and the cost of the vehicle is approximately \$137,640.

The project was not approved during the last round which was 2006-2007. With the monies needing to be divided up for the entire State of Maine, we understood our chances going on. But this is what the region needs. Our costs are a lot lower from regionalism for recycling and recycling pickup now. Palmyra's used truck is aging and we will need to find another option at some point so, time permitting, we will re-submit the application. The application was due on 02/15/2008.

### 3. Water and Sewer: Projects Update – Water Meter Project; Engineering; etc. Economic Development: Projects Update – Various Projects

Water Meter Project Update: The first meter readings are being entered into the computer for the billing with the new meters at the end of the month – two of the books 3 and 4 for part of the Town will be read. Not every meter is hooked up because some

people were not at home for their inspections, cancelled or could not be reached. We are trying to get as many of them as possible before we go on line.

We bill each month so it is anticipated that at the end of March that AMR installation will be ready for Books 5, 6 & 7 to be read.

At the end of April, it is anticipated that Books 1 & 2 will go live.

We will compare the readings and amounts from the old system to the new system understanding that we will need a couple of readings before we know if we are picking up a lot of usage under the new system with more correct readings.

Engineering: We are getting quotations for engineering assistance for some of the areas that we would like to fix in the sewer system. As you know (and everyone knows), there has been little repair to the sewer system over many decades so we are putting together a list of "wish list" work that we would like to do. Some of the smaller projects, the Town can do with our crew and equipment and with help from other smaller contractors. Small projects for a short-term improvement listing. The engineering work will assist with some of these items.

Many of the smaller projects would need to go on a long-term improvement listing that will require funding. Funding comes from sewer billings. If the new water meter reading system shows increased billings coming in we may be able to afford some work without increasing the rates. If the don't, we would have to increase the rates shortly to even do minor repairs to the system.

No one has felt comfortable increasing our very low rates due to the old meter malfunctioning. With new meters installed and the need to do larger work on the sewer system as well as the upgrade for the lagoon system, it is more than likely that the rates would have to increase. The Town has never had enough money to do anything with the system beyond having 1 bond payment for \$15,000 or \$20,000 out of the enterprise fund each year. So for decades, very little work has been done. The system is old and needs work.

The Maine Rural Water Association has agreed to work with the Town to review our needed improvements in a few weeks which along with assistance on how to increase the rates over a period of time (once we have the new AMR system on line), then at a certain point, we will become eligible for some grants. Right now, we are not eligible for any grant funding as the rates are almost the lowest in the State of Maine. We need to have what the State and Federal government feel are reasonable rates so we are trying to help ourselves to finance items before we can get grant funding.

Basically, we are going to put together a master plan to address the sewer system.

For work:

The Lagoon work to clean out 30+ years of sludge and pay for it

Some short-term projects we can pay for out of the budget

Some short-term projects that we can put on an improvement listing when we have more revenues and increased rates.

Long-term projects for when we have more revenues and increased rates.

All will most likely require some sort of rate increase except for the smallest items we can fit in the budget. The Maine Rural Water Association can assist us. To start the master plan, we needed to have the AMR system installed and properly working first. This was part of a long-range plan to fix the Sewer System, it has just taken longer than we thought when it was started in 2004.

Project Update – Various Projects:

GCS Update: Interviews for three days last week and expect more interviews this week or next. These are scheduled interviews here at the Town Office. GCS was approved for the Maine Quality Centers Training through the State of Maine and the Community College System for Insurance Agent Training for approximately 30 positions. Cianbro and GE have utilized the Maine Quality Centers Training Program.

Bud's Shop N' Save – adding onto the Somerset Plaza with 6,500 square foot addition which is approximately a 30% increase in size, of which 4,600 square feet will be for floor space and storage.

Non-profit development project – still working on finding funding sources for a project that would utilize an older building here in town for a non-profit company. To date, have not found a grant program that this project fits into – I'm working with the KVCOG Community Development Director on this project.

Pittsfield Industrial Park Expansion – hired an engineer to update the 2003 figures that we had for the cost of building the infrastructure into the 7 parcel (5 parcels available as 1 was sold and 1 is the detention basin site). Now remember that pavement has increased a cost of over 60% per ton since then. Cost is now estimated at \$1,035,430. The 2003 cost was estimated at \$782,200. This is the project that we need a creative means of financing or getting it opened up for a business, as it is not coming from taxpayer dollars. We can't afford to spend \$500,000 or a \$1,000,000 on any project from tax dollars.

8. **REPORTS:** Audience, Council

**Audience:** No Report

**Council:**

**Councilor Baker:** No Comment.

**Councilor Cianchette:** Noted he had the opportunity to meet Donna's Mom. We, as a Town, were very fortunate that she adopted the Town as her own and her donation was a terrific thing.

**Councilor Chale:** Appreciated the opportunity to see the library. It is incredible to see them raise over a million dollars. Basically would like to know where do we go from here. **Deputy Mayor Fotter** stated that he feels the goals set forth for fundraising by the library need to be met. This is not something we want to ask taxpayers to fund. The Town Manger noted that with being awarded grants there are very specific rules that need to be followed. The grant is for restoration, not

expansion, and we need to do the project in sections to allow for grant funding and to allow for opportunities for donated work.

**Councilor Jordan:** Absent.

**Councilor Gray:** Absent.

**Deputy Mayor Fotter:** Had a few questions. Wanted to have further information regarding the expansion at Bud's/ He is concerned that we are heading towards a buffer zone. The Town Manager noted that the Building Inspector and Planning Board would review the application to make sure ordinances are followed.

Deputy Mayor Fotter also question if we will be keeping the water and sewer bills on a quarterly billing cycle. This was confirmed by the Town Manager.

Deputy Mayor Fotter also mentioned the possibility of a road being built between the Walpole properties and the GE building. He is concerned with buffers and also interfering with the private property owner in the area. The Town Manager stated this is a grandfathered project, but we can make adjustments if necessary for screening.

**Mayor Nichols:** Wanted to mention that he also attended the Library invitation. He really enjoyed it and it was very informative. Thank you to Donna's mom for her donation. Good news to hear Bud's will be expanding. Also wanted to mention the passing of Marsha Frederick and Marty Quint. Mayor Nichols would like to send sympathies to the families.

9. **ADJOURNMENT:**

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that the meeting be adjourned at 8:25 p.m. All in agreement.

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Nicole Nickolan, Town Clerk