

North Berwick Board of Selectmen Minutes December 6, 2016

**NORTH BERWICK BOARD OF SELECTMEN MINUTES
DECEMBER 6, 2016**

Present: Chairman Galemmo, Selectman Cowan, Selectman Hall, Selectman Johnson, Jr., Selectman Johnson, Sr.

Also Present: Matthew Qualls, David Bentley, Betty M. Hall, David Ballard, Larry Wick, Richard Anderson (in late)

Chairman Galemmo called the meeting to order at 6:30 pm.

1. Pledge of Allegiance

3. Review and Approve Minutes of November 15, 2016

Dwayne stated that on Page 5 in the last paragraph, the 8th sentence read, “We have been paying \$9.7 with our current company.”. The amount should be “\$.097” not \$9.7”. Selectman Hall stated that the first sentence on Page 5 currently reads, “Dwayne state that...” but it should read, “Dwayne stated that...”.

Selectman Johnson, Jr. motioned to approve the minutes of November 15, 2016 as amended. Selectman Johnson, Sr. seconded the motion. VOTE: 4-0 Abstain: 1

2. Public Hearing – 6:35 PM – Junkyard Permits

Chairman Galemmo red the Legal Notice into the minutes:

Public Hearing

Town of North Berwick, Maine
Automobile Junkyard Permits

The Town of North Berwick Board of Selectmen will be holding a Public Hearing on Tuesday, December 6, 2016 at 6:35 p.m. in North Berwick Municipal Building Room 212 for a hearing on the applications of Larry Wick and Francis Hall Family Trust for an Automobile Junkyard Permit. This Public Hearing is being held pursuant to Title 30-A M.R.S.A. § 3754.

The Public is invited to attend this Public Hearing.

Dwayne Morin stated that we have two junkyards within our community and they need to reapply for their license. The two junkyards belong to Larry Wick, which was previously owned by his parents and is located on Governor Goodwin Road and to Francis Hall Family Trust which

is located on Lebanon Road. Dwayne stated that they have had no issues with either one of the junkyards this past year.

Chairman Galemmo asked if there was any public comment. There was none.

Chairman Galemmo closed the Public Hearing.

Selectman Johnson, Jr. motioned to approve the Junkyard applications for Larry Wick and Francis Hall Family Trust for next year. Selectman Cowan seconded the motion. VOTE: 5-0

4. Public Input:

There was no public input at this time.

5. Unfinished Business:

B. Boards: Membership Application for Planning Board – David Ballard

Dwayne stated that David Ballard was applying to be on the Planning Board. Chairman Galemmo asked Mr. Ballard if he wanted to make any comments. Mr. Ballard stated that he has lived in town for about 5 years now and he was looking for an opportunity to help out in some way. He retired from the Navy in 2015. His daughter graduated from Noble and he has a son that is currently in third grade so he plans on being in the community for quite some time. He was just looking for a way to help out in the community and saw the opening on the Planning Board. He is originally from Texas and is currently working at the Naval Shipyard. Selectman Cowan asked him if he had ever worked on any other town Boards. He has not been on any town Boards but he has been a part of many Boards with the military. He was part of the Senior Enlisted and was in charge of chief operations of the personnel. He was recently serving on the Board for a regional health system consisting of outpatient clinics in Rhode Island, Connecticut, Saratoga Springs, and our base here. He was on this for four years. Selectman Cowan asked him if he knew any of the other members on the Board. Mr. Ballard said that he did not know any of the current members.

Selectman Hall asked Mr. Ballard if he had reviewed our Comprehensive Plan yet. Mr. Ballard said that he had not. He stated that he tried to get some reading materials and did review the last Budget. He was not sure exactly which resources he should be focusing on so he figured he would wait and get more information. Chairman Galemmo said that with the Planning Board, the most important documentation would be the Comprehensive Plan, which was done almost 10 years ago, as well as familiarizing himself with our Town Ordinances. Chairman Galemmo stated that the Comprehensive Plan was voted on by the townspeople and it lays out what they wanted the town to be like. It basically states that we maintain a small New England feel and that our zoning should align with that idea. Mr. Ballard said that he is from a small town in Texas and that is one of the reasons that they moved to North Berwick because he wanted his son to grow up in a small town like he did.

Dwayne stated that the biggest things that the Planning Board deals with is zoning issues. They are the keepers of the Zoning Ordinance. They review any plans that come before the Board in terms of perspective development and subdivision development.

Selectman Cowan motioned to approve the application for David Ballard to be appointed to the Planning Board. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

Dwayne stated that his term would be until 12/30/18. Dwayne told Mr. Ballard that he is an alternate member and can only vote on issues when a full member is not present. He can however, be involved in all of the discussions.

C. Boards: Membership Application for Budget Committee – David Bentley

Dwayne stated that David Bentley was applying for a position with the Budget Committee. There was a position that was made available on this Committee when Michael Johnson, Sr. was appointed as a Selectman. Under our policies, because the Budget Committee is an elected Board, the Board of Selectmen can appoint someone for a one year term until the next election cycle. Mr. Johnson, Sr.'s appointment was set to be expired at the end of this next cycle anyway so the position that is open is a one year term and will expire in April of 2017.

Dwayne stated that Mr. Bentley has been on the Budget Committee in the past for a total of about 15 years. When the position became available, he expressed interest in applying for it. Dwayne stated that he was also a Chairman on the Budget Committee for a couple of years. Selectman Cowan stated that it speaks well for the Budget Committee that he wants to come back for more.

Selectman Cowan motioned to approve the application for David Bentley to be appointed to the Budget Committee. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

6. New Business:

A. Planning Board: Rick Reynolds Resignation, Meeting on Dec. 8

Dwayne stated that on Page 7 of their packets, is the resignation email from Rick Reynolds from the Planning Board. Dwayne stated that Mr. Reynolds was selling his home in North Berwick and moving to Sanford so he had to resign from our Board. Mr. Reynolds has been an active member of our community for 35+ years. He was on the Parks and Recreation Committee for about 15 years and has been on the Planning Board for about 8 years. Dwayne stated that they now have to move an alternate member up to a full voting member and that member is Matthew Qualls.

Selectman Hall motioned to move Matthew Qualls up to be a full voting member on the Planning Board. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Dwayne also reminded the Selectmen that they are meeting with the Planning Board this Thursday, December 8th and they are the only item on the Agenda. They are meeting to discuss

any issues that either Board would like to discuss. They will be discussing any proposed zoning changes.

5. Unfinished Business:

A. Budget FY18: Discussion on Budget for FY18, Draft CIP Review

Dwayne stated that they are in the process of putting together the budget and all submissions are due by the end of this month. He doesn't see any major surprises for the budget. One of the things that he has been working on is that they just signed a new energy contract which resulted in about a 33% savings on the energy side of the bill. We were able to get a 4 year deal on our street lights which represents about 35% of our total electric cost in our community. We were paying \$.097 per kwh but we were able to negotiate it down to \$.0448 per kwh for our street lights. We were able to negotiate the remainder of our 22 accounts to \$.072 for one year. Dwayne stated that next year, we will probably go back to Standard Offer for the smaller accounts because the Standard Offer has a better rate. This year, because our contracts expired, we had to get something and this is the best deal that we could get.

Dwayne stated that he wanted to talk to the Board about our draft CIP. He said that this year is the last year of our current CIP and then we go out for another 5 years. Dwayne told the Selectmen that the draft CIP could be found in their packets starting on Page 21. 2018 is our current year and it will be the year that we go in to for this upcoming budget cycle. A lot of the stuff is set because it is the last year of our CIP. We did add one additional item to the CIP for this year and that is the paving of this parking lot. Aroma Joe's is going to be starting their construction project within the next couple of weeks and they will be eating up part of the parking lot because we will be entering and exiting on part of their property. Once they are done with their project, Dwayne would like to pave our parking lot. This would cost an estimated \$30,000. Everything else is pretty much the same. Another thing that was added is the SCBA purchase. We were going to have a 3 year purchase but we decided to skip last year so we need to add the third year in this year at a cost of \$20,000. This will purchase 20 new SCBA's which are the air tanks that the firefighters use. We also have the fire station added in at a cost of \$50,000. This is the planning seed money so we can start looking at locations and also needs and wants.

The CIP also includes our Fire Truck #4 Bond payment, Tanker Bond payment and a police cruiser. The Public Works One Ton has been moved to 2020. With the purchase of the new One Ton this year and we did some work to the One Ton, we think that we can extend its life to 2020. We are looking to purchase a Wheeler within the next 3 years so we are going to start putting some money away. The cost to replace a Wheeler will be about \$180,000. There is also our Road Bond payment, Road Reconstruction, Pavement maintenance and Sidewalks that is all clumped together at a cost of \$400,000. We had looked at putting in a Public Works Building addition last year but we pushed it to this year. The idea is to add one bay to our back unheated garage and remove the brown building that sits in front of our building and is falling apart. We also have the Loader payment and we are starting to put money away for an ambulance. We are looking at purchasing an ambulance in 2021. We are going to pay half of the ambulance and Rescue will pay half but that switched when we got the new ambulance 2 years ago. We were

able to stretch out the life of our ambulance. It was supposed to be replaced this year but we pushed it out 3 years because of the addition of the second ambulance. The Rescue Squad used up their funds to put the second ambulance in place. They said that if the Town pays for the ambulance they will be able to outfit it because we will have outfitted the second ambulance already.

Looking forward to the next couple of years, a lot of the things stay the same. In 2019, there is still the Fire Truck payment. We are looking at some lighting and the paving of the aprons at both the substation and the central station. We are also looking at moving all of our fire department buildings to LED lighting. We still have the Fire Station Addition cost and the Tanker Bond payment. In 2019, we will need to upgrade the server in the Town Office which will cost about \$10,000. We can remove the Town Hall Parking Lot from here because we added it to 2018. We still have money put aside for the Police Cruiser, Wheeler, Road Bond, Road Reconstruction, Pavement Maintenance, Sidewalks, Loader and Ambulance. The \$746,755 amount listed will actually drop to about \$716,000.

Chairman Galemmo asked if the Road Bond was a 10 year bond. Dwayne said that it was and the end of this next cycle will be the end payment. By doing this, it will line up our Road CIP with our Equipment CIP. Chairman Galemmo asked if the new Fire Station would be a longer term bond. Dwayne said that it would be and that we will always have things that will go beyond our 10 year cycle. Chairman Galemmo asked Dwayne if he thought that there would be any value in getting another Road Bond down the road. Dwayne said that he has already thought of that because by getting the Road Bond it saved us a lot of money. It saved us about \$350,000.

In 2020, we are again looking at a lot of the same things. This is the year that we will be looking at actually buying the Wheeler and the One Ton. In 2021, we will be buying the Ambulance. We will also be doing some Substation/Central Station repairs which includes painting. This is for an amount of about \$10,000. Also in 2021, we have the replacement of our Sidewalk Plow machine because ours will be about 25 years old. This will cost about \$100,000.

In 2022, there are a few new things. We added Central Station floors at a cost of about \$25,000. Dwayne stated that this could change depending on what they do with the new Fire Station. A Grader is also added to this year. Dwayne said that our Grader is from 1976. He will not be buying new. He just received the cost of a new Grader and it was high at about \$285,000 so we will never buy a new one. He stated that we really don't use it that much so a used one will work just fine for us.

Selectman Cowan asked if we were going to be going to all SUV's for the Police cruisers. Dwayne stated that they had not made a final decision on that yet. The goal was to have a mixture of cruisers and SUV's. However, there is only a difference of about \$1,000 between a cruiser and an SUV. If that stays about the same, it makes more sense to go with an SUV. Selectman Johnson, Jr. asked what the difference was in fuel consumption between the two vehicles. Dwayne stated that it is about the same. It is only about a 1 mile per gallon difference between the SUV and the cruiser. The winter time handling is much better with the SUV. Selectman Cowan asked how many police vehicles we currently have. Dwayne stated that we

have 7 vehicles right now. Dwayne said that they believe that they will have more life out of an SUV than they do with a cruiser.

In 2023, we are scheduled to buy another Highway truck. We try to have a 25 year life on our plow trucks so 2023 is when we will be scheduled to get another one. We probably will not have another Wheeler because they are more expensive.

Dwayne stated that for the most part, he has kept the CIP for each year at about the \$750,000 range. He tries to keep it consistent. We have put more money into repairs to try and extend the life of the vehicles and it has worked out for us.

Reminders: Next Board of Selectmen's Meeting – Dec. 20, 2016 – 6:30 pm Municipal Building

Planning Board Meeting – Thursday, December 8, 2016 – 6:30 pm

6. New Business:

B. Transfer Station: Christmas Eve and New Year's Eve Hours

Dwayne stated that this year Christmas happens to be on Sunday. Under our Personnel policy, we actually do not address that. We do state that if Christmas is on Saturday, we get Fridays off and if it is on Sunday, we get Mondays off. However, our Transfer Station is open on Saturdays while our other offices are not and they are already closed on Mondays. With Christmas Eve and New Year's Eve being on Saturday, he would like to recommend to the Board that our Transfer Station be closed on Christmas Eve and New Year's Eve so that our employees have a day off for the holidays.

Selectman Johnson, Sr. motioned to approve the proposal for the Transfer Station to be closed on Christmas Eve and New Year's Eve this year. Selectman Cowan seconded the motion. VOTE: 5-0

C. Transfer Station: Shared Vehicle with South Berwick

Dwayne stated that since 1987, the Town of North Berwick and the Town of South Berwick have shared a roll off truck. At that time the towns thought that it would be a good idea to purchase a truck and haul our own containers around so we can move the material that comes into our Transfer Station. For the most part, it has worked very well for us all these years. In 2006, we replaced that vehicle. The idea being that the vehicle should run about 500,000 miles. Our current is at about 363,000 miles and the turbo disintegrated, went through the engine and took the entire engine out of the truck. We started looking around to get some figures. If we want to replace the engine, a brand new engine for that vehicle costs about \$36,000 not installed and it would probably be around \$47,000 installed. They looked at used engines and found one with about the same amount of miles that we have on ours at a cost of about \$6,000 and would cost a total of about \$17,000 when installed. They also looked at buying a used truck and that would cost about \$70,000 or buying a new truck at a cost of about \$225,000 to \$250,000.

Dwayne stated that while looking into this it has brought up the option of going to other alternatives that we may have. He said that they always thought that doing it ourselves was always the most cost effective. He showed the Selectmen some charts that showed them what our Transfer Station does for hauling. This starts on Page 35 of the packet. He said that they do about 167 hauls per year to move the waste to various locations. We have been doing it for about \$85 per hour but this does not include our up front capital costs. When you add the upfront capital costs, we have been doing it for about \$100 per hour. On a yearly basis it costs us about \$35,000 to move our waste. Selectman Cowan asked how many different locations are we sending it to and Dwayne said that there are currently 6 different locations. We send our waste to Westbrook, our Demo Debris to Turnkey which is in Rochester, our paper and cardboard down to Wilmington, MA, our glass to Epping, our Metal to Berwick and our Shingles to Scarborough. We run about 411 hours of truck time on a yearly basis moving this waste.

Dwayne stated that they started talking with some of the contractors and most of them are at a cost of \$110 to \$150 per hour to move material. We are lower than them but not significantly lower. Dwayne said that if they buy a new truck, the \$15 Truck CIP cost will increase to probably about the \$35 to \$50 range. The Town of South Berwick asked if they should look into contracting instead of replacing the truck. Their main concern is that they have no money to replace the truck so they would have to go to a special Town Meeting. Dwayne said that we actually have money earmarked in our Enterprise Fund for the purchase of a new truck. We had said that we would use up to \$85,000 from that fund which currently has \$156,000 in it. We do have the cash and might have to go to Town Meeting to release it but South Berwick does not have it at all. Dwayne said that owning our own vehicle allows us more flexibility than if we use private contractors. He said that the reason we send our paper, cardboard and plastics down to Wilmington is because that is where we get our best price. We don't really think about transportation costs because it is mixed in with our entire cost of owning that vehicle. However, if we are paying a per trip cost, then we start thinking about it. We may get \$50 per ton for paper but if it costs us \$800 to get it down there, we are only making \$300 on it so we are at a -\$500 on the deal.

Dwayne has been talking to quite a few contractors. One of the contractors that he has been having long discussions with is Oceanside Rubbish. They currently do all of the hauling for the Town of Wells, Town of Ogunquit and Town of Kennebunkport. They are not new to the process. Selectman Johnson, Sr. asked if they deliver to all of the same places that we currently use. Dwayne said that they do. He said that Oceanside has just signed a long term deal with Casella. We currently send our trash to Casella. We are in conversations with Casella right now to see if they would allow us to bring our waste to Wells instead of to Westbrook. This is some of the things that they are looking into to decide whether to scratch the idea of doing it on our own. Selectman Cowan said that she likes the fact that Oceanside is a local company. Dwayne stated that Oceanside has said that they have the ability to take just about everything that we generate so our stuff would not have to go to 6 different locations. We would send everything to Wells except the metal. We would continue to send our metal and aluminum to Berwick and our shingles would still need to go to Scarborough because they are the only place that takes them. Chairman Galemme asked if we would basically be contracting with Oceanside to transport our waste. Dwayne said that the contractual arrangement that they would work out would be that they would provide all of our hauling and transportation as well as dispose of certain items.

Selectman Johnson, Sr. asked if Oceanside would be picking up our container, take it to Wells and keep it there. Dwayne said that they would take the material and mix it with their material.

Selectman Hall asked who currently drove the truck. Dwayne said that South Berwick has an employee and we share that employee. We would not be losing one of our Town employees. Selectman Cowan asked if South Berwick was pursuing this option as well. Dwayne said that he is the lead on the project but they are working together on it. He does not know if they will do this with us or if they will go their own separate way.

Dwayne said that the other thing is that our agreement with Turnkey expires at the end of this year. He is leaning at not renewing the contract with them. He said that they have treated us well. They have offered us a \$70 tipping fee, but Oceanside has offered us \$70 to bring our demo to them.

Dwayne stated that we currently separate all of our materials out. He said that a lot of towns have switched over to single sort. If we are not making any money on our recyclables it may not be worth separating it. He said that most people think that recycling makes money but it actually costs more to recycle product than to trash it. He stated that recycling is the responsible thing to do so it is sad that it costs us money to do it. Dwayne stated that when you do single sort, you are not done recycling but you are just recycling in a different manner. Selectman Cowan asked if the material still ends up getting recycled. Dwayne said that instead of us separating it out, they take it and separate it when it gets to their facility. Dwayne said that the only market that is paying to recycle is paper. It is really not the paper that they want. They take the paper but they want the cardboard. Right now we are making \$50 per ton off the paper but it costs us more to get it to the facility. We are just trucking it ourselves right now so it is part of the process and part of the bill. We don't break out hours between South Berwick and us. It is just separated by 1/3 for us and 2/3 for them. If we have to start paying for trips, it doesn't make any sense to send it down to Massachusetts and spend \$800 to get it somewhere and just make \$300.

Selectman Hall asked if there would be a loss of jobs if we went to single sort. Dwayne said that we would be reducing staff. He said that it would be only part time employees and we would probably only have 2. Selectman Hall asked if the person that just left the Transfer Station was a full time or part time position. Dwayne said that they are all part time positions there except for Richard's position. That employee was considered a full part time employee at 25 hours per week. Selectman Hall asked if we would just not replace that one person. Dwayne stated that they have already replaced that position because we are still recycling and need the employees. He stated that they are just having discussions right now. He said that even if they go to zero sort, there has to be education. We cannot just flip a switch and start doing it tomorrow. There has to be education within our community and a transition period. Dwayne stated that the cost for the town of those employees that we would not continue to have on the payroll is somewhere around \$17,000 to \$20,000 per year. We currently make a little bit more than that by sorting but if we are not making any money on the recycling, it would cost more per year. Our big revenue stream is on returnables. We collect about \$15,000 per year on returnables because we sort them out, bag them, bring them to market and \$15,000 goes back into the budget. We are spending money to do that because we use labor. We would lose that revenue stream but we would also lose the expense side.

Selectman Cowan asked which company does the single sort. Dwayne stated that we would do the single sort. By doing it ourselves, we would need 2 full time employees and some additional employees on weekends and other busy times. You will basically have one person at the trash compactor, one person at the recycling compactor and have somebody doing other stuff like clothes, TV's, metal and demo stuff.

Dwayne stated that if we went with privatization, we could switch tomorrow and nobody would know the difference. The big thing would be the terms of the contract in regards to what our hauling costs would be and what or if they will pay us for material. We would also need to make sure that Casella would allow us to bring our waste to Wells because that is a departure from our contract. The worst case scenario is that we would still have to bring our garbage to Westbrook and everything else could go to Wells. Chairman Galemmo stated that they actually have to make 2 different decisions. One would be whether or not we go to single sort and one about who will be hauling it and they don't need to be made at the same time. Dwayne said that they really shouldn't be made at the same time. He said that if our labor costs start stripping out what our revenue is, we will definitely need to have those discussions. Dwayne also stated that finding people to work at the Transfer Station is not an easy task because of it being limited hours and limited benefits. Dwayne said that they basically look for retired individuals to pick up a few shifts here and there and that is becoming even more difficult. He stated that if labor starts outstripping revenue and the ability to find labor becomes more difficult, then we will need to look at other alternatives to keeping labor costs down. The waste will still always be there and it is our job to get rid of it. Selectman Hall stated that he didn't mind some of these suggestions but he would rather see it through attrition then making a decision that 2 people will lose their jobs. Dwayne said that the people that are in question work a total of 8 hours every 2 weeks and they are retired from their other jobs. Richard Anderson stated that several years ago, there used to be 5 full time employees there and every time he lost a person, they have replaced them with part time employees. Dwayne stated that they decided that they didn't really need to have that many employees. Mr. Anderson stated that it is really hard to find people to work Tuesday and Thursday for 4 hours and work on Saturdays. Selectman Hall asked if there was a better system that they could do that would make more people happy. He asked why we were going with just the part time positions that are hard to fill and go with more full time employees. Dwayne stated that it is because they need the bodies and if they would create more full time positions, the labor costs would completely outstrip what we are making. We would be spending money for the sake of spending money.

Chairman Galemmo stated that he doesn't have a problem with privatizing the process. Dwayne said that he does have some reservations. He said that it does hurt us in terms of flexibility. Also if the company that we pick happens to fail and the market gets tighter, then costs would rise. Dwayne stated that every Monday, we move our garbage but there is no specific day for the other materials to be taken. When the container is full, they move it. We would have to set it up as more of an on call basis. When you own the truck, it is easier to have them come up and get it. Dwayne stated that he would also want long term deals rather than short term one. Selectman Cowan said that the thing she likes about the privatization in this situation is that you have a pretty reputable local Maine based company. She feels that if you deal with somebody locally they are more invested in the surrounding towns because it is their reputation as well. Dwayne

stated that he does know the owner of Oceanside and he has spoken with the other communities that the company deals with and they are all very happy with the arrangements.

Chairman Galemmo would recommend that Dwayne keep working with Oceanside to see what they will offer but also look into getting a used truck so we could do it ourselves. Selectman Cowan stated that she would like to still see that the recycling initiative is maintained because that is very important to a lot of people.

Selectman Johnson, Jr. asked if the extra costs would be raised from bag fees or taxes because if it is due to transportation then it should probably come from bag fees. Dwayne stated that it would be a combination of both. Dwayne said that when you look at our Pay as You Throw costs and our programs, for the most part we have been holding tight. He said that we are still making money with the Pay as You Throw program. Over the past 4 years since they changed the bag price we have been making money. In the first year, we made \$9,500, three years ago we made \$21,000, two years ago we made \$19,000 and we made \$25,000 this past year. There are a few revenues that go into these costs. The costs are the bag fees. The miscellaneous costs that we make from the paper goes into this program. He stated that the idea with this program was that we would grow to a point and then we would start losing. The goal was to get to 2023.

Dwayne stated that another thing they would need to consider if they went to single sort is that they would need to do some capital improvement at the Transfer Station. Even though we have the two hoppers, we would most likely have to reverse how the hoppers are used. He stated that garbage compacts well but recycling material does not. Dwayne stated that if we went to single sort it would be at least a 6 or 7 month transition. Richard Anderson stated that once they are into the process with the trucking for a few months, they will have a better idea as to which way to go with the single sorting.

7. Other Business – Executive Session – Personnel

Dwayne stated that since the last time they met, the Rescue Department has flooded. They have since repaired it and everything has been cleaned. We lost a significant amount of records but they were older records that were ready to be thrown out anyway. The biggest thing that we lost of any significance was the dryer which the insurance will pay for. Selectman Johnson, Sr. asked how it happened. Dwayne stated that there is a sump pump in the basement and it got clogged and stopped working. They repaired the sump pump, created more space within the sump and we put an emergency alarm on it. There are always people in the building so they will hear the alarm. It had been 2 days since anyone had been down in the basement so they had no idea there was any water.

Selectman Cowan motioned to go into Executive Session at 8:55 pm. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Selectman Cowan motioned to come out of Executive Session at 9:22 pm. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

8. Review and Approve Warrants and Correspondence

Warrant:	November 22, 2016	- \$	0.00
Warrant:	November 29, 2016	- \$	17,390.15
Warrant:	December 6, 2016	- \$	42,951.64

Selectman Hall motioned to approve the Warrant of November 29, 2016 for the amount of \$17,390.15 and the Warrant of December 6, 2016 for the amount of \$42,951.64. Selectman Cowan seconded the motion. VOTE: 5-0

9. Adjournment

Selectman Cowan motioned to adjourn the meeting at 9:23 pm. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Respectively Submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Charles Galemmo

Selectman: Wendy Cowan

Selectman: Michael Johnson, Jr.

Selectman: Jonathan Hall

Selectman: Michael Johnson, Sr.