



MINUTES OF SPECIAL SELECT BOARD'S MEETING AND CONTINUATIONS
REGARDING 2024/2025 BUDGET
FEBRUARY 6, 2024, FEBRUARY 13, 2024, FEBRUARY 20, 2024,
MARCH 4, 2024, AND MARCH 12, 2024
WINDSOR TOWN OFFICE

Note: This record of meetings may not be considered an official public record until such time as they are read and accepted by the Select Board Members.

February 6, 2024

Members present: Andrew Ballantyne, Ray Bates, William Appel Jr., and Thomas McNaughton. Chester D. Barnes Jr. was absent.

Public Attending: Tom Reed, Adrian Prindle, Richard Gray Jr., Kevin Ready, Dennis Strout, Ray Chavarie, Ronald F. Brann, Arthur Strout, Moira Teekema, Kimberly Hutchinson, and Allison Whynot.

Employees Attending: Theresa Haskell, (Town Manager) and Keith Hall (Road Supervisor).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Public Comment:

- A. The Fire Department gave a presentation of their 2024/2025 budget.** The budget is up \$15,000.00 from last year. Kevin Ready handed out a Capital Reinvestment Plan, a Capital project plan for SCBA bottles, SCBA masks, SCBA air packs and Apparatus sheets.
 1. \$15,000.00 additional to add to the Fire Safety Capital Reserve to stay on track for future purchases.
- B. The Windsor Rescue is a flat budget for 2024/2025.**
- C. Kevin Ready then handed out information requesting they are interested in purchasing an LED message sign for a cost of \$23,365.00.** This will be beneficial to the Town and the Fire Department as they will be able to display public messages, public service announcements, fire class days, fund raisers, and other pertinent information. They would also be willing to advertise messages for the Town, Windsor School, Windsor Fair, and other organizations in the community as they have done for us over the years. They are suggesting two options.
 1. A combination of \$10,000.00 from the Fire Station Building Reserve Fund, a one-time warrant article of \$10,000.00 to add to the Fire Station Building Reserve Fund, and a possible remaining ARPA funds from the Town of Windsor. The Windsor Volunteer Fire Department would be willing to contribute additional funds if there are not any remaining ARPA funds.
 2. A separate warrant article funding the entire project, like how the Town of Windsor funded their sign in 2017.

There was much discussion, but no vote was taken at this time.

Kevin Ready asked why the fire hydrant on Route 32 has not been plowed out? Keith said he thought it was. Kevin Ready also asked about having signs for the Amish especially on Coopers Mills Road. Much Discussion.

2024/2025 Budget:

Theresa handed out the 2024/2025 Budget Worksheet with the budget requests from all departments indicating that it is at an increase of \$420,161.50 which is 20.11% over last year's budget. Theresa said this is not where we will end up and we have work to be done to reduce this budget.

Public Works – Keith Hall, Road Supervisor/Transfer Station Supervisor

Keith Hall presented his budget for Public Works which is up \$55,771.00 - 9.37%, plus related Public Works Reserve Funds of \$570,000.00. Some items were the same as last year.

- A. Wages/Overtime/Merit/Winter Standby - \$1,500.00. Keith is proposing a \$500.00 Winter Standby for each year-round Public Works employee.
- B. Road Supervisor - \$7,450.00. Keith is proposing an 11.04% increase (which includes overtime). Keith said he is doing more by managing the Transfer Station and an additional employee and feels this is where he should be with the job duties that he does.
- C. Year-Round Drivers/Laborers - \$9,880.00. Keith is proposing an 8.59% increase (which includes overtime). This will bring the employees up to where they should be.
- D. Contracted Services - \$3,500.00 – 8.75%. This is what the newly contracted plow-truck driver contracts increase is.
- E. Paid Family Medical Leave - \$535.00. This is a new budget line item that is a state mandate.
- F. Retirement Match – (-\$2,125.00) – (-23.29%). A reduction because not everyone is contributing.
- G. Fica - \$1,440.00. Increase in wages.
- H. Health Insurance - \$1,891.00 - 4.13%. Increase of cost.
- I. Mileage/Tolls - \$500.00 – 50.00%. Increase because of now having three employees and not everyone can ride in the Public Works trucks to do the projects.
- J. Small Equipment Rental - \$500.00 – 25.00%. Chipper rental has gone up \$300.00 a day.
- K. Roadside Mowing – \$3,700.00 – 40.66%. To do Roadside Mowing \$4,800.00 plus to do two miles of roads for tree brush trimming at \$4,000.00 per mile.
- L. Truck #5 - \$2,000.00 – 14.29%. Increase because of labor and parts have increased.
- M. Truck #6 - \$6,000.00 – 60.00%. Increase because of the number of repairs that need to be done with this truck. Need to get rid of it and purchase a new truck. It is costing us too much money. If we do not purchase a new truck, then we will need this money to keep this truck going.
- N. Truck #8 - \$2,000.00 – 33.33%. Increase because of labor and parts have increased.
- O. Backhoe - \$4,000.00 – 200.00%. Will need to purchase rear tires.
- P. Tools/Equipment - \$5,000.00 – 300.00%. Needs a new pressure washer.
- Q. Traffic Control Signs - \$1,000.00 – 66.67%. Need to purchase more signs.
- R. Culverts - \$2,000.00 – 33.33%. The price of culvers increased.

- S. Major Road Construction - \$30,000.00 – 10.00%. Should be budgeting \$100,000.00 a year for the thirty-three miles of roads we have to maintain. We are in a good position and may be able to hold off doing as many this year.
- T. P/W Equipment Reserve - \$145,000.00. Keith is asking to purchase a JCB Model 85Z-2 T4 mini excavator with a thumb, dig bucket and cleanup bucket. This can save the Town money on not hiring a contractor to replace driveway culverts and can be used to dig ditches as needed with the Town employees operating them.
- U. Public Works Truck Replacement - \$55,000.00 – 320.00%. Keith feels this line should be at least \$50,000.00 to keep up with the costs of Public Works Trucks. If we put it at \$50,000.00 then we would only need \$30,000.00 to purchase a new truck which means we would have to borrow this for one year, so he is asking for the whole amount in this year's budget.
- V. Leaving the Backhoe Reserve the same as last year and Public Works Capital Reserve Fund as well.

There was much discussion on the overall proposal from Keith and the purchase of the new truck with thoughts of reducing the amount in Truck #6 (Terrastar – that we are looking to sell) and add a line for the new Truck #9 which would be a \$6,000.00 reduction. The Select Board would like Keith to come in with some figures as to where the savings would be on the new JCB mini excavator.

Transfer Station – Keith Hall, Road Supervisor/Transfer Station Supervisor

Keith presented the Transfer Station Budget with the guidance of Theresa Haskell of an increase of \$22,269.00 – 15.53%. Within this budget proposal it has a 3% COLA with up to a 2% merit increase in wages, the new Paid Family Medical Leave, Uniforms (Transfer Station Attendants are asking for), Work Boot Allowance (includes the on-call person), \$10,000.00 increase in Tipping Fees (looking at the trend more people are using and more trash is being brought in), \$5,000.00 in Transportation (looking at the trend more people are using and more trash is being brought in and will increase the trips being done), \$2,000.00 increase in Maintenance/Supplies/Misc. (the cost on maintenance labor and materials have increased drastically) and adding in the \$600.00 in a new line item for Mowing/Bush Hog the Transfer Station Cap (this was in Public Works line and should be here).

Ray Bates made a motion to have this meeting be moved to a time certain seconded by William Appel Jr. and approved 4-0-0 at 9:32 p.m.

February 13, 2024

Members present: Andrew Ballantyne, Ray Bates, William Appel Jr., Chester D. Barnes Jr., and Thomas McNaughton.

Public Attending: Tom Reed and Moira Teekema.

Employees Attending: Theresa Haskell, (Town Manager) and Keith Hall (Road Supervisor).

Ray Bates reconvened the 2024/2025 Budget Meeting at 7:55 p.m.

Theresa handed out a proposed budget and more discussion was on Public Works.

Ray Bates made a motion to have this meeting be moved to a time certain seconded by William Appel Jr. and approved 5-0-0 at 9:08 p.m.

February 20, 2024

Members present: Andrew Ballantyne, Ray Bates, William Appel Jr., Chester D. Barnes Jr., and Thomas McNaughton.

Public Attending: Tom Reed and Moira Teekema.

Employees Attending: Theresa Haskell, (Town Manager) and Joyce Perry (Cemetery Sexton).

Cemeteries: Total Increase of \$18,475.00 – 45.76%

Joyce said we are awaiting approval of the Cemetery Maintenance contract and have put in \$21,500.00. The Cemetery Sexton line has increased \$325.00 and the new Paid Family Medical Leave of \$20.00. Joyce has put in an increase on the Maintenance line of \$14,500.00 as she has received an estimated quote to remove trees at Dyer Hill Cemetery (one inside the cemetery and two just outside the fence area that are leaning within the cemetery) as they are deteriorating and a huge limb from the tree inside the cemetery has fallen with true luck of it not hitting stones. Theresa suggested we ask the voters to take the \$14,500.00 from the Cemetery Perpetual Care Interest Account as a separate Warrant Article to cover this cost and not put it in the budget.

Theresa handed out the Public Works Chart for Truck Replacements and where we need to be over the next 12 years. Theresa also handed out a chart showing what the percentage of expenses have been over the past five years. The yearly percents have been up and down but the yearly average has been just a little over 3%. The Revenue's we received in have been averaging 118.60% per year. (This is an 18.6% over the anticipated Revenue's that was approved.)

Administration: Total Increase of \$43,068.00 – 9.46%. Some of the major changes are:
Wages and Salaries have a 3% COLA increase with up to a 2% merit raise for the Office Staff. A new line item of Paid Family Medical Leave is new this year as a state mandate. Health Insurance costs have increased.

Assessor's Agent line has increased \$10,440.00, because our current person is retiring, and we have had to hire a new Assessor's Agent, and this is the new contract price.

Auditing Services has increased \$7,225.00 because we have now had to hire a new auditor since our previous auditor passed away.

Harris Computer (Trio Software) has increased \$8,500.00. This increase is the yearly increase plus changing over from Trio Sequel to Trio Web. This partly is a one-year cost increase and may have a yearly cost increase of \$3,000.00 if they host our backups.

Throughout the remaining Administration line items, you will see small increases throughout due to current costs having increased in prices.

Elections & Town Meetings: Total Increase of \$2,275.00 – 13.37%.

Security/Traffic Control/Misc. is a new line item for security during voting times of \$2,100.00.

Throughout the remaining Elections & Town Meetings you will see small decreases/increases due to current costs having increased in prices.

Abatements/Write-Off's: Total Increase of \$22,500.00 – 400.00%. With the new revaluation, we will have some corrections/errors that may occur and will be considered a Write-Off.

Planning & Code Enforcement: Total Increase of \$6,520.00 – 18.27%

Wages & Salaries – Code Enforcement Officer/Asst. CEO, LPI and E-911 Addressing proposed wage increases.

Planning Board Secretary – New line this year. We are losing the Planning Board Secretary because he will be moving, and this will hopefully ensure a secretary with a paid per meeting.

Plumbing Inspector – Increased \$1,000.00 because of additional plumbing permits. (This account is 75% paid to the Plumbing Inspector and 25% paid to the State.

Computer/Supplies – \$2,000.00. This is to purchase a new computer setup for the Code Enforcement Officer and assistant with printers for a different area of the building.

Appeals Board and Planning Board Advertising/Mailings/Misc. – Added additional money in case advertising needs to be done and the cost to advertise has increased.

General Assistance: No increase.

Town Hall: Total Increase 4,065.00 – 13.07%

Plumbing/Heating Repairs - \$1,000.00. The cost of repairs per hourly rate and materials have increased drastically (old building).

Elevator Inspection - \$500.00. The projected cost of hourly rates increases.

Electricity/Town Hall - \$1,000.00. The increase in costs and the use of the Town Hall has increased.

Electricity/Food Bank - \$200.00. The increase in costs.

Repairs/Maintenance - \$500.00. The increase costs in materials.

Generator Maintenance - \$200.00. The projected increase in supplies for maintenance.

Furnishings/equipment - \$250.00. The increase costs in materials.

Public Safety/Animal Control: Total Increase \$27,885.00 – 14.30%

Wages & Salaries – Animal Control Officer 5% increase. Plus, Paid Family Medical Leave.

PSAP/Dispatch Services – \$1,570.00 increase in contract.

Delta Ambulance - \$26,000.00 projected increase per capita from \$15 to \$25.

Public Works & Public Works Garage: Total Increase - \$55,771.00 – 9.37% - Keith proposed at the previous meeting.

The Select Board discussed taking out the \$1,500.00 for a Winter Standby per person and discussed the proposal of increased salaries compared to the 3% COLA with a 2% merit proposal. They also discussed Truck #6 (2016 Terrastar) amount of \$16,000.00 and talked about reducing this to \$5,000.00 by adding a new line item for a new truck of \$5,000.00.

Transfer Station: Total Increase \$22,269.00 – 15.53% - Keith proposed at the previous meeting.

Capital Expenditures and Long-Term Debt: Decrease (\$2,000.00).

Reserve Fund Appropriations: Total Increase \$212,500.00 – 47.65%

Public Works Equipment Reserve – \$145,000.00 The Board discussed not budgeting this year.

Computer System Reserve - \$500.00 – Increase due to cost increases.

Fire Safety Capital Reserve - \$15,000.00 per WVFD request.

Public Works Truck Replacement Reserve - \$55,000.00 This includes a yearly increase from \$25,000.00 to \$50,000.00 (the cost of trucks has doubled so we should be increasing this amount to \$50,000.00 per year). The additional \$30,000.00 is a onetime cost in this year's budget to purchase a new truck instead of having to borrow the money.

Document Preservation – Reduction of (\$3,000.00). Do not need this year.

Revaluation Reserve – Reduction of (\$30,000.00) and have \$10,000.00 for future revaluations. (We have enough in the account to pay the current Revaluation company of what they have

MMA/RMS: Total Increase \$4,920.00 – 10.96%

Unemployment – Increase of \$400.00.

Worker's Compensation Insurance – Increase of \$1,500.00.

Property & Casualty Insurance – Increase \$3,000.00 (New equipment and new WVFD fire Truck.

Municipal Volunteer Insurance – Increase \$200.00.

Cultural & Recreational: Same as last year.

Outside Agencies: Projected Increase Amount of \$1,913.50 – 20.11%.

Theresa brought forward the proposals from the Outside Agency requests. The Board of Selectmen discussed giving up to \$500.00 for the Outside Agencies except for the Whitefield Library and recommended this to be \$250.00.

Ray Bates made a motion to have this meeting be moved to a time certain seconded by William Appel Jr. and approved 5-0-0 at 9:02 p.m.

March 4, 2024

Ray Bates opened the Special Select Board meeting for the 2024/2025 Budget at 6:00 p.m.

Members present: Andrew Ballantyne, Ray Bates, William Appel Jr., Chester D. Barnes Jr., and Thomas McNaughton.

Public Attending: Tom Reed, Kevin Ready, Dennis Strout, Arthur Strout, Kimberly Hutchinson, and Greg Feltis.

Employees Attending: Theresa Haskell, (Town Manager).

Administration: Andrew Ballantyne made a motion to approve \$498,095.00 for Administration, seconded by Chester D. Barnes Jr. and approved 5-0-0.

Elections and Town Meetings: Willam Appel Jr. made a motion to approve \$19,285.00 for Elections and Town Meetings, seconded by Andrew Ballantyne and approved 5-0-0.

Abatements/Write-Offs: Andrew Ballantyne made a motion to approve \$30,000.00 for Abatements/Write-Offs, seconded by William Appel Jr., and approved 5-0-0.

Cemetery: Andrew Ballantyne made a motion to approve \$43,345.00 for Cemeteries, seconded by Chester D. Barnes Jr. and approved 5-0-0.

Planning & Code Enforcement: Andrew Ballantyne made a motion to approve \$42,210.00 for Planning & Code Enforcement, seconded by William Appel Jr. and approved 5-0-0.

General Assistance: Andrew Ballantyne made a motion to approve \$6,000.00 for General Assistance, seconded by William Appel Jr. and approved 5-0-0.

Town Hall: Andrew Ballantyne made a motion to approve \$35,165.00 for Town Hall, seconded by Thomas McNaughton and approved 5-0-0.

Public Safety/Animal Control: William Appel Jr. made a motion to approve \$222,825.00 for Public Safety/Animal Control, seconded by Andrew Ballantyne, and approved 5-0-0.

Public Works & Public Works Garage: Andrew Ballantyne made a motion to approve \$638,090.00 for Public Works and Public Works Garage, seconded by William Appel Jr. and approved 5-0-0.

Transfer Station: Andrew Ballantyne made a motion to approve \$165,656.00 for Transfer Station, seconded by Chester D. Barnes, Jr., and approved 5-0-0.

Capital Expenditures & Long-Term Debt: Andrew Ballantyne made a motion to approve \$60,000.00 for Capital Expenditures & Long-Term Debt, seconded by William Appel Jr. and approved 5-0-0.

Reserve Fund Appropriations: Andrew Ballantyne made a motion to approve \$458,000.00 for Reserve Fund Appropriations, seconded by Chester D. Barnes Jr. and approved 5-0-0.

MMA/RMS: Andrew Ballantyne made a motion to approve \$49,800.00 for MMA/RMS, seconded by William Appel Jr. and approved 5-0-0.

Cultural & Recreational: Andrew Ballantyne made a motion to approve \$5,750.00 for Cultural & Recreational, seconded by William Appel Jr., and approved 5-0-0.

Outside Agencies: Andrew Ballantyne made a motion to approve the requests as follows.

<u>American Red Cross</u>	<u>\$150.00</u>
<u>Children's Center</u>	<u>\$500.00</u>
<u>Family Violence Project</u>	<u>\$300.00</u>
<u>Kennebec Behavioral Health</u>	<u>\$375.00</u>
<u>KVCAP</u>	<u>\$500.00</u>
<u>Sexual Assault Crisis & Support Center</u>	<u>\$500.00</u>
<u>Spectrum Generations</u>	<u>\$413.00</u>
<u>The Life Flight Foundation</u>	<u>\$250.00</u>
<u>The MaineGeneral Hospice Vol. of Ken. Valley</u>	<u>\$500.00</u>
<u>Whitefield Library</u>	<u>\$250.00</u>

for a total of \$3,738.00, seconded by Chester D. Barnes Jr. and approved 5-0-0.

Andrew Ballantyne made a motion to approve the 2024/2025 Budget of \$2,278,459.00, seconded by Thomas McNaughton and approved 5-0-0.

March 12, 2024

Ray Bates reconvened the Board of Selectmen's 2024/2025 Budget at 8:10 p.m.

Members present: Andrew Ballantyne (*left meeting at 8:32 p.m.*), Ray Bates, William Appel Jr., Chester D. Barnes Jr., and Thomas McNaughton.

Public Attending: Tom Reed and Moira Teekema.

Employees Attending: Theresa Haskell, (Town Manager).

Theresa presented the Administration articles and a few other articles that will need to be voted on by the Board of Selectmen.

Chester D. Barnes Jr. made a motion to recommend passage of the Tax Administration as written with changing The Town Report year to 2025, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Establishment of Tax Club as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Disposal of Town-Owned Personal Property with value of \$5,000.00 as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Use of State Rates as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Acceptance of Grants and Gifts as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Use of Proceeds from Insurance Claims as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Acceptance of Cemetery Legacies as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Sale of Cemetery Lots as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Cost Center Adjustments as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the Use of Snowmobile Registration Tax Refund as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to recommend passage of the General Reserve Fund as written, seconded by William Appel Jr. and approved 5-0-0.

Chester D. Barnes Jr. made a motion to approve the Non-Property Tax Revenue as listed below.

a) Unassigned General Fund/Fund Equity	\$ 300,000.00
b) Excise Taxes	\$ 500,000.00
c) Administrative Fees	\$ 25,000.00
d) Solid Waste Fees (Transfer Station)	\$ 115,000.00
e) Revenue Sharing	\$ 400,000.00
f) LRAP	\$ 40,000.00
g) Tree Growth & Veterans Reimbursement	\$ 15,000.00
h) Interest Income	\$ 75,000.00
i) All other non-dedicated Municipal Revenue	\$ 20,000.00
TOTAL	\$1,490,000.00

in the amount of \$1,490,000.00, seconded by William Appel Jr. and approved 5-0-0.

**Andrew Ballantyne left the meeting at 8:32 p.m.*

Chester D. Barnes Jr. made a motion to Recommend Passage of the Article of Overriding LD1 Property Tax Levy Limit article as written with changing the year to 2025, seconded by Thomas McNaughton and approved 4-0-0.

Chester D. Barnes Jr. made a motion to Recommend Passage of the Article “To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Winter Maintenance as deemed necessary by the Road Commissioner”, seconded by Thomas McNaughton and approved 4-0-0.

Chester D. Barnes Jr. made a motion to Recommend Passage of the Article “To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Roadside Mowing as deemed necessary by the Road Commissioner”, seconded by Thomas McNaughton and approved 4-0-0.

Chester D. Barnes Jr. made a motion to Recommend Passage of the Article “To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Cemetery Maintenance”, seconded by Thomas McNaughton and approved 4-0-0.

Chester D. Barnes Jr. made a motion to Recommend Passage of the Article “To see if the Town will vote to accept and appropriate up to \$33,391.13 in American Rescue Plan Act (ARPA) funds received by the Town from the federal government toward the purchase and installation of heat pumps and all associated costs pertaining to the Town Office’s Air Quality and Security Improvements, and to authorize the Select Board to make such assurances and execute documents necessary in the Select Board’s discretion to administer said grant funds and project”, seconded by Thomas McNaughton and approved 4-0-0.

William Appel Jr. made a motion to Recommend Passage of the Article “To see if the Town will vote to authorize the Select Board to sell a 2016 International Terrastar VIN#1HTKPSKK5GH155365 and to appropriate the proceeds of the sale to be applied to the Public Works Truck Reserve Account”, seconded by Chester D. Barnes Jr. and approved 4-0-0.

Thomas McNaughton made a motion to Recommend Passage of the Article “To see if the Town will vote to transfer up to \$23,365.00 from the Unassigned Fund Balance to purchase and install an Electronic LED Message Sign at the Windsor Volunteer Fire Department, seconded by Chester D. Barnes Jr. and approved 3-1-0. There was discussion to make this a secret ballot vote and let the Townspeople vote on this during regular voting hours. Thomas McNaughton made a motion to Recommend Passage of the Article “To see if the Town will vote to transfer up to \$23,365.00 from the Unassigned Fund Balance to purchase and install an Electronic LED Message Sign at the Windsor Volunteer Fire

Department as a Secret Ballot Vote on June 11, 2024, seconded by Chester D. Barnes Jr. and approved 4-0-0.

William Appel Jr. made a motion to Recommend Passage of the Article To see if the Town will vote to transfer up to \$14,500.00 from the Perpetual Care Interest Fund Account for tree removal at Dyer Hill Cemetery and to authorize the Select Board to make such assurances and to execute documents necessary in the Select Board discretion to administer the removal of the trees in Dyer Hill Cemetery”, seconded by Thomas McNaughton and approved 4-0-0.

Ray Bates declared this meeting adjourned at 9:01 p.m.

These minutes were approved by the Select Board on _____ with the following amendments added the original vote result of 3-1-0 on the original WVFD Electronic LED Sign and then move the article to a Secret Ballot Vote which resulted in a 4-0-0 vote.

Respectfully Submitted,

Theresa L. Haskell
Town Manager