



# **Town of Amherst, NH**

## **BOARD OF SELECTMEN MEETING MINUTES**

**Barbara Landry Meeting Room**  
**2 Main Street**  
**Tuesday, November 12, 2019**

1       **1. Call to Order**

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3       Chairman Peter Lyon called the meeting to order at 6:30 p.m.

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5       Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Reed Panasiti,  
6       Selectman John D'Angelo, and Selectman Tom Grella. Also, present: Town Administrator  
7       Dean Shankle.

8  
9       Chairman Lyon explained that Board of Selectmen meetings are usually televised and  
10      recorded, but, unfortunately, the videographer was not available for this evening. The  
11      Board agreed to proceed with the meeting as scheduled.

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13      **2. Pledge of Allegiance** – Mike Dell Orfano, Chairman of the Planning Board, led the  
14      pledge.

15  
16      **3. Citizen Forum** – none.

17  
18      **4. Planning Board Request for Funds**

19      Mike Dell Orfano, Chair of the Planning Board, addressed the Board regarding funding  
20      for the Master Plan. He explained that the original plan was to wait until the 2020 census  
21      data became available, but discussions have led to an understanding that the American  
22      Community Survey data could be adequate to begin the process with. Instead of focusing  
23      on silos of information, this time the process will focus on themes and an outreach  
24      program directly to the constituents. The Planning Board is hoping to work with NRPC  
25      throughout this process.

26  
27      Mike Dell Orfano stated that, under the previous silo approach that wasn't supposed to  
28      start until 2022, only \$1 has been put into the budget for the Master Plan process for  
29      FY20. With the change in process, there is now a request to appropriate approximately  
30      \$15,000 from this year's budget to begin the process. It is hoped that the whole process  
31      will take approximately one year, and the bulk cost should come in FY21.

32  
33      Executive Director, Jay Minkarah, and Assistant Director, Sara Siskavich also addressed  
34      the Board. Director Minkarah explained that NRPC is interested in helping the Planning  
35      Board to pursue the thematic approach. He explained that the current themes being  
36      explored are Community Character, Lifetime Community, Business Development,  
37      Infrastructure, and Sustainability & Resilience. He stated that maps and data will help to  
38      inform these sections.

39 Mike Dell Orfano stated that the Planning Board is ready to start the public process  
40 officially on January 1, 2020. The Marketing Outreach program has already gotten  
41 started. There will be an over effort to get volunteers to work on each of the working  
42 groups. The \$15,000 requested will be put towards public engagement. The budget for  
43 the next fiscal year will be used for consolidating and validating data, continued outreach,  
44 and bringing that information back to the public. The Planning Board is looking for this  
45 Master Plan to be a benchmark of land use planning for the next 10 years. The Planning  
46 Board will also include money in their budget each year to reevaluate the Master Plan  
47 goals and make sure the document is still valid for where the town is at that time.

48  
49 In response to a question from Chairman Lyon, Mike Dell Orfano explained that the  
50 process should cost about \$40,000 in total, but the Planning Board is requesting an  
51 additional \$20,000 in next year's budget for contingencies.

52  
53 In response to a question from Selectman Panasiti, Mike Dell Orfano explained that the  
54 last plan lacked steps to take to accommodate what was heard from the public. This plan  
55 will include actionable steps and deliverables.

56  
57 In response to a question from Selectman Brew, Director Minkarah stated that he can  
58 point the Board towards some good Master Plans that do include tradeoffs and action  
59 plans. The key things needed for a good Master Plan are: measurable, actionable  
60 outcomes, a large amount of civic engagement, and a way to identify the parties  
61 responsible for the outcomes. Scenario planning will involve looking at items of  
62 importance, outcomes, and understanding the tradeoffs towards other goals. There will be  
63 balance achieved through this process.

64  
65 Mike Dell Orfano explained that the Planning Board will work to drive the cost  
66 efficiency of this process in order to meet the statutory requirements. The primary  
67 requirement is land use planning.

68  
69 Selectman Brew stated that he would like to see specifically what the \$15,000 is going to  
70 be used for. He would then propose including \$25,000 in next year's budget, with  
71 additional money towards the process if needed.

72  
73 Selectman Grella stated that the Planning Board should have about two months' worth of  
74 work completed before the deliberative session in March in case the budget amount needs  
75 to be increased at that time.

76  
77 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*  
78 *request a more detailed estimate as to how this year's funds will be spent, to ask the*  
79 *Town Administrator to identify those funds (\$15,000) in this year's budget, and to*  
80 *allocate \$25,000 in next year's budget for the Master Plan process.*

81  
82 **Discussion:**

83 Selectman Brew explained that this motion doesn't mean that the Planning Board can't  
84 request more money for the process, but it will need to come back to the Board of  
85 Selectmen to discuss it first.

86 In response to a question from Town Administrator Shankle, Director Minkarah  
87 explained that the proposed budget for the process is aggressive but that is why the  
88 contingency amount is being requested.

89  
90 Town Administrator Shankle requested that the upper limit for this process be stated, so  
91 that the Planning Board doesn't have to come back next year to ask for more money. He  
92 believes it will cost about \$60,000-75,000 to do this process correctly.

93  
94 Director Minkarah agreed that the process could cost closer to \$55,000-60,000 to get all  
95 of the things the Planning Board is looking for along with accounting for any unknowns.  
96 There will be a high level of community involvement expected and the NRPC will work  
97 within whatever budget it is given. The Planning Board has stated that it's not interested  
98 in data and analysis that won't inform the Plan, which should reduce the cost of chasing  
99 data that is not necessary. The contingency amount could be reduced by building some of  
100 the possible cost items back into the budget amount.

101  
102 Town Administrator Shankle suggested that the Selectmen sit down with the Planning  
103 Board to get the real budget number before making a decision. Selectman Brew stated  
104 that he would like for the Board to act tonight on the motion and then act to increase the  
105 budget, if needed, at the next meeting.

106  
107 *Voting: 5-0-0; motion carried unanimously.*

## 108 **5. FY21 Budget**

### 109 **5.1 Draft Presentation/Review**

110 The Board discussed proposed changes to the budget that are not currently included in the  
111 draft version.

112  
113  
114 Town Administrator Shankle stated that four years ago the Deputy Town Clerk was  
115 moved from a part-time to full-time position. At that time the employee should have been  
116 moved up from grade 5, but never was. He is requesting that this position be moved to an  
117 Executive Assistant position at grade 12, step 4. This is to correct what should have  
118 happened in the past. This change should occur on July 1, 2020. In order to make this  
119 accommodation, \$3,300 is being requested to be added to the Town Clerk's budget line.  
120 In conjunction with this, there will be a change to the agreement that the Deputy Clerk  
121 will receive the Town Clerk's salary when she is out for more than two days. That  
122 agreement will disappear.

123  
124 Town Administrator Shankle stated that there is also a non-union employee cost of living  
125 increase of 2% being requested. Finance Director, Cheryl Eastman, stated that this  
126 increase will be close to \$150,000.

127  
128 Town Administrator Shankle explained that he spoke to Bruce Mayberry regarding  
129 updating impact fees and it will probably cost about \$25,000 to complete the studies and  
130 calculations needed. It is hoped that this money might be able to be found in this year's  
131 budget. There is also approximately \$78,000 that will be coming to the town from the  
132 state that could be used for this project.

133 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
134 *reclassify the Deputy Town Clerk position effective July 1, 2020 to a grade 12 step 4*  
135 *employee and to increase the FY21 budget by \$3,300 to reflect that change.*  
136 *Voting: 5-0-0; motion carried unanimously.*  
137

138 *A MOTION was made by Selectman Brew and SECONDED by Selectmen Grella to*  
139 *include a 2% COLA in the FY21 budget.*  
140

141 **Discussion:**

142 Selectmen Brew suggested that the Board look at the numbers at their next meeting to see  
143 what can be done to rationalize the medical co-pay numbers with the suggested COLA  
144 amount.  
145

146 *Voting: 5-0-0; motion carried unanimously.*  
147

148 In response to a question from Ways & Means member, Lisa Eastland, Chairman Lyon  
149 stated that the town's COLA is sometimes higher or lower than the Social Security  
150 increase for the following year. The COLA for town employees is determined annually by  
151 the Board of Selectmen before including it in the proposed budget.  
152

153 In response to a question from Will Ludt, 3 School Street, Chairman Lyon stated that the  
154 impact fee assessment will not be included in the proposed budget at this time, but the  
155 Board will revisit the issue towards the end of this fiscal year in hopes of finding the  
156 necessary amount in the current year's budget. The Board is also still waiting to see a  
157 final draft of the CIP in order to further discuss how to address impact fees.  
158

159 Town Administrator Shankle explained that tying impact fees to the CIP is not a state  
160 requirement but is a town requirement by ordinance.  
161

162 Selectman Brew suggested that the Board add to their next meeting agenda to discuss  
163 potential changes to the impact fee ordinance to address any possible impediments to  
164 implementing impact fees. It may be possible to invite someone with more knowledge on  
165 the subject to the meeting and/or invite the Planning Board members as well. He  
166 explained that the town only has one chance per year to make a change to its zoning  
167 ordinances, and that chance is coming up soon.  
168

169 George Bower stated that, at the time when the ordinance was written, the RSA required  
170 impact fees to be tied to the CIP. If the RSA has changed since then, the ordinance should  
171 change as well.  
172

173 Mike Dell Orfano stated that he believes that impact fees cannot be imposed on current  
174 applications to the town. If the urgency for this process change is due to current events in  
175 town, it is possible that impact fees cannot be influenced by existing projects.  
176

177 Town Administrator Shankle explained that he believes impact fees are collected each  
178 time a building permit is pulled; so, if the current projects are phased, impact fees might  
179 still apply.

Cheryl Eastman stated that the increases previously discussed (\$3,300; \$25,000; and \$150,000) will lead to a 4.57% increase to the budget bottom line.

## **5.2 Warrant Articles Review**

Chairman Lyon stated that there are new proposed warrant articles from the Bicycle Pedestrian Advisory Committee. These include a warrant article for the proposed Amherst Street side path, a warrant article for a proposed side path near the Souhegan High School to Homestead Road, a warrant article for proposed upgrades to roadway surfaces, and an alternative warrant article that proposes to combine the high school and roadway surface projects into a Multimodal Roadway Upgrade Capital Reserve Fund.

Chris Buchanan, Chair of the Bicycle Pedestrian Advisory Committee, explained that the Amherst Street multi-use path would occur in conjunction with previously scheduled road work. The path will be 8' wide and separated from the roadway by a 5' section. This type of path is referenced in the Committee's Multi Modal Plan. This is an appropriate method for roads which no longer merit the mixing of road users with vehicles due to speed, etc. The proposal comes in two segments: a northern segment stretching from Miles Road to Boston Post Road or Courthouse Road, budget allowing; and a southern section from the Milford town line to Border Street. There is no scheduled road work for the middle section, so the Committee is proposing an on-road solution for that area.

George Bower, Committee member, explained that the Committee completed pavement width measurements in this middle section and found that there is ample room to allow for a small paved shoulder after re-striping of the existing pavement. This proposal will allow multi-modal users to get from the Amherst Village to the Milford Oval. The goal, over time, would be to tie in other multi-modal paths off of this. The town has a unique opportunity to do this next year due to already scheduled road reconstruction.

In response to a question from Chairman Lyon, George Bower stated that the Committee's best guess at this time is that the project will cost \$235,000 above and beyond the existing costs for road reconstruction. The Committee will continue to work with Eric Hahn, DPW Director, to get better informed numbers.

In response to a question from Selectman Grella, George Bower stated that, if one was traveling from Amherst to Milford, the proposed side path would be on the left-hand side of the road.

In response to a question from Selectman Brew, George Bower stated that it is hard to have better estimates on the cost of this project at this time, as the road construction piece has not yet been engineered. The town can either take advantage of this opportunity now or wait for probably another 15 years for construction on this road to occur again.

George Bower stated that this proposed project is exactly what the new Master Plan is working towards; this is the thematic concept in action.

Selectman D'Angelo agreed that there has been great interest in multi-modal projects throughout the town and that he agrees with putting the proposals on the warrant to see if people are truly serious about their support.

In response to question from Selectman Panasiti, George Bower explained that federal grants will be easier to achieve if there are already matching funds available for the town to take advantage of.

Chairman Lyon suggested that the Committee meet with the Highway Safety Committee before March.

In response to a question from Chairman of the Ways & Means Committee, Peter Moustakis, Selectman Brew explained that a normal warrant article lapses after the fiscal year; a non-lapsing warrant article doesn't lapse for five years.

In response to a question from Peter Moustakis, George Bower explained that the side path will allow bicyclists on it, thus separating them from the roadway vehicles as well.

George Bower explained that the previously proposed project for some of the Village streets will not be occurring this next year. The side path Souhegan High School to Homestead project he could see being funded over 2-3 years but there may be some issues with the culvert on that road. There are several other culverts around town that are higher priority and so the project may be delayed a bit. There is a thought to put both of these projects into a single capital reserve fund (CRF) warrant article that can continue to accumulate funds for the next 2-3 years.

Chris Buchanan explained that the estimated cost figures for the Souhegan High School side path project came directly from the paving estimate for the Amherst Street side path project. The estimate for the Village streets project comes directly from the manufacturer of the interlocking pavers.

Selectman Brew suggested that the two projects are different enough that they should be split up. Some voters may be against one project while for the other, thus splitting them will give a better chance for them to pass. He also believes there will be a better chance for either project to pass with more specific numbers for each.

Selectman D'Angelo stated that he believes the town should vote to establish a multi-modal CRF with some money and add slowly to it over the next 2+ years. He also believes that when the Police Station Renovation CRF is completed and off of the warrant next year, that will help other projects a bit. The multi-modal CRF can be a generic fund that mentions the two projects as possibilities.

In response to a question from Selectman Panasiti, George Bower stated that it will be essential to do work on some of the already paved roads in town by creating pathways through the use of paint. This process can go forward, through DPW efforts, continuously and with almost no cost.



273 Selectman Grella agreed that there should be a warrant article for the Amherst Street side  
274 path and another to create a multi-modal CRF.

275  
276 Chairman Lyon stated that he would like to see individual projects voted on to give voters  
277 to chance to vote for specific proposals.

278  
279 Chairman Lyon explained that warrant article #27, Service-Connected Total Disability  
280 Tax Credit, is in year 2 of a 3-year plan to increase the credit amount to the maximum by  
281 statute. Warrant Article #28, Optional Tax Credit for Combat Service, is a new article that  
282 looks to give a \$500 tax credit to service members that were in active combat duty during  
283 the tax year.

284  
285 Selectman Panasiti explained that the intent of this article is for a reduction to individuals  
286 in the National Guard that served in a combat area during a specific tax year. The town's  
287 lead assessor had some concerns regarding having to interpret orders to see if an  
288 individual was active during a certain tax year, but the orders should clearly state this and  
289 there should be no issue in interpreting them.

290  
291 Selectman Brew stated that he would like to see the article enacted consistently and fairly.

292  
293 Selectman D'Angelo suggested that this proposed article may muddy the waters between  
294 article #27 and article #28. It may be recommended to defer this article until article #27 is  
295 completed and removed from the warrant.

296  
297 In response to a question from Lisa Eastland, Selectman Panasiti explained that there  
298 can't be any overlap between individuals for articles #27 and #28, as one would not be  
299 eligible for both in a single tax year.

300  
301 Town Administrator Shankle explained that warrant articles #38 and #39 deal with the  
302 Peabody Mills Environmental Center (PMEC) Revolving Account. He explained that at  
303 the deliberative session on February 7, 2001 the town voted for two warrant articles that  
304 created the revolving funds account, restricted the fees to be spent only for the operation  
305 and maintenance of PMEC, and noted that those fees should only be paid out at the  
306 Amherst Conservation Commission's (ACC) request.

307  
308 He explained that over the years the ACC has worked to inform many of the programs at  
309 PMEC run by the Recreation Department, but the Recreation Department has been  
310 expending the funds instead of the ACC. Both parties agree that the Recreation  
311 Department is been equipped to currently expend these funds, but the ACC would like to  
312 make sure that there continue to be conservation education programs run at PMEC.

313  
314 Thus, article #38 looks to discontinue the revolving funds account controlled by the ACC  
315 and place the funds into the unassigned fund balance. Warrant article #39 looks to raise  
316 and appropriate the same amount of funds to be placed into the Recreation Department's  
317 Revolving Account.

In response to a question from Selectman D'Angelo, Recreation Department Director, Craig Fraley, explained that the ACC will continue to help with environmental/conservation programs at PMEC and that their concern was not really with the funds being expended but the continued programming.

## **6. Administration**

### **6.1 Administrator's Report**

Town Administrator Shankle explained that census workers will be in town soon to gather information. He also asked the Board to review a draft letter to be sent to Eric Bazil, regarding his proposed land swap. Finally, he discussed with the Board the proposed bus stop location for the Derryfield School.

## **7. Staff Reports**

**7.1 Truck Bid – Rec. -** *This item was moved to later in the meeting.*

**7.2 Vehicle Replacement – AFR -** *This item was moved to later in the meeting.*

**7.3 Baboosic Lake Septic Committee – DPW -** *This item was taken up at this time.*

Eric Hahn, DPW Director, explained that the formation of this committee is to provide a conduit for information flow back and forth between the DPW/town and the Baboosic Lake septic users.

The Board reviewed the committee's draft charter.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to adopt the Baboosic Lake Community Septic System Charter, with the change that the members will consist of three residents connected to the system, advertise for candidates and appoint candidates as members at a future meeting.*

*Voting: 5-0-0; motion carried unanimously.*

**7.1 Truck Bid – Rec. -** *This item was revisited at this time.*

Recreation Department Director, Craig Fraley, explained that this proposed truck will be to replace the current F350 truck. The truck was put out to bid and three quotes were received; Colonial Municipal Group was the lowest bidder. The financing for the truck was also put out to bid; Government Leasing Company was the lowest bidder over three years. The Recreation Department will be able to absorb this cost for this year and will build it into their budget accordingly for the next two years.

In response to a question from Selectman Panasiti, Craig Fraley explained that the warranty is three years/36,000 miles.

*A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to award the bid to purchase a 2019 Ford F250 XL Super Duty truck from Colonial Municipal Group. This truck will be paid for as a three-year lease purchase, to be financed by Government Leasing Company for an annual payment of \$10,880 and a one-time document fee of \$250.*



Voting: 5-0-0; motion carried unanimously.

**7.2 Vehicle Replacement – AFR -** This item was revisited at this time.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to award the bid for purchase of a 2019 Chevrolet Tahoe to MacMulkin Chevrolet at a cost of \$35,972.00. And further to award the bid for purchase and installation of the Emergency Warning Package at a cost of \$7,677.76 to Global Public Safety. Also, to award the bid for the purchase and installation of the Two-Way Radio Package at a cost of \$5,157.86 to Beltronics.

Voting: 5-0-0; motion carried unanimously.

**7.4 The Flume Culvert Update – DPW**

Erin Hahn explained that the failed culvert at The Flume left a void under the road that has been investigated and monitored. With engineering support, a slip-line can be installed. The state bid will be utilized to purchase the necessary materials. The total repair cost will be about \$85,000. This should be completed by the end of November.

**7.5 Dump Truck Bid – DPW**

Eric Hahn explained that the state bid will be utilized for this purchase at a gross amount of \$154,791. The DPW will be making a \$30,000 down payment for a maximum amount to be financed at \$124,791. There will also be an estimated trade-in value of about \$15,000; this amount will be used to reduce the financed amount.

Chairman Lyon commented that the DPW is unable to get a bid for both the vehicle and its financing because this type of truck takes time to build and, thus, some companies may not want to bid out so far in advance. The DPW will be committed to paying for this truck if the financing happens to fall through.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the purchase of a 6-wheel 2020 model year dump truck with Tenco body for \$154,791 from Liberty Int'l Trucks of NH, with a down payment of \$30,000 from this year's budget. Further, it is the intent of this motion to fund the remainder with a four-year lease purchase agreement.

Voting: 5-0-0; motion carried unanimously.

**Discussion:**

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to reconsider the previous motion made for the AFR Vehicle Replacement (7.2).

Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to award the bid for purchase of a 2019 Chevrolet Tahoe to MacMulkin Chevrolet at a cost of \$35,972.00. And further to award the bid for purchase and installation of the Emergency Warning Package at a cost of \$7,677.76 to Global Public Safety. Also, to award the bid for the purchase and installation of the Two-Way Radio Package at a cost

of \$5,157.86 to Beltronics. **These funds are to come from the AFR Vehicle Capital Reserve Fund.**

Voting: 5-0-0; motion carried unanimously.

## **8. Approvals**

### **8.1 Petitions & Pole Licenses – EVERSOURCE**

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the placement of a utility pole on Mack Hill Road as described in PSNH #12-0804, Eversource Petition and Pole request and to authorize the Board of Selectmen to sign related paperwork on behalf of the Town of Amherst.

Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the placement of a utility pole on Mack Hill Road as described in PSNH #12-0805, Eversource Petition and Pole request and to authorize the Board of Selectmen to sign related paperwork on behalf of the Town of Amherst.

Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the placement of a utility pole on Waterview Drive as described in PSNH #21-1437, Eversource Petition and Pole request and to authorize the Board of Selectmen to sign related paperwork on behalf of the Town of Amherst.

Voting: 5-0-0; motion carried unanimously.

### **8.2 Signing Winter Operations Policy – Approved 9/23/2019**

The Board reviewed and signed this policy.

### **8.3 Payroll**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Payroll Manifest in the amount of \$214,564.37 dated November 7, 2019, subject to review and audit.

Voting: 5-0-0; motion passed unanimously.

### **8.4 Accounts Payable**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$963,320.82 dated October 29, 2019, subject to review and audit.

Voting: 5-0-0; motion passed unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Accounts Payable Manifest in the amount of \$2,964,773.00, dated November 1, 2019, subject to review and audit.

Voting: 5-0-0; motion passed unanimously.

### **8.5 Concentration Account**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY20 Concentration Account Manifest in the amount of \$1,893.59, dated October 30, 2019, subject to review and audit.*  
*Voting: 5-0-0; motion passed unanimously.*

#### **8.6 Previous Meeting Minutes – October 28, 2019**

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen meeting minutes of October 28, 2019, as amended [To insert at the end of Line 44: "When Mr. Quinn was finished, Selectman D'Angelo asked him what was it that he said that Mr. Quinn found objectionable. Mr. Quinn was unable or unwilling to say."; To remove the words "a warrant-article based approach" from Line 164; To reword Line 168-69 to read, "...responded that the CIP process was done annually 2013-2015, was not done from 2016-2017, and was restarted in 2018;" and to insert the word "maintenance" before the word "projects" in Line 172].*  
*Voting: 5-0-0; motion passed unanimously.*

**9. Action Items** – the Board reviewed its action items.

#### **10. Old/New Business**

Selectman Grella explained that he attended a State Highway Department presentation regarding the upcoming culvert replacement on 101 in Bedford. Rob Clemens, Chair of the ACC, also attended the meeting, as the town is an abutter to the project on their conservation land. Chris Buchanan also spoke, and it is hoped that the project will look to include an 8' multi-modal connection into Bedford. This project will not begin until next summer.

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to adjourn the meeting at 9:30pm.*  
*Voting: 5-0-0; motion carried unanimously.*

**NEXT MEETING: November 25, 2019 - Monday**

**SIGNATURE ON FILE**

**11.25.2019**

\_\_\_\_\_  
*Selectman Reed Panasiti*

\_\_\_\_\_  
*Date*