



**Town Manager**  
Mark W. Haddad

## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
Fax: (978) 448-1115

## Select Board

John F. Reilly, *Chair*  
Rebecca H. Pine, *Vice Chair*  
Matthew F. Pisani, *Clerk*  
Alison S. Manugian, *Member*  
Peter S. Cunningham, *Member*

SELECT BOARD MEETING  
MONDAY, MAY 15, 2023  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL

7:00 P.M. Announcements and Review Agenda for the Public

7:05 P.M. Public Comment Period

I. 7:06 P.M. Town Manager's Report

1. Consider Ratifying the Town Manager's Appointment of Patricia DuFresne as the Assistant Finance Director/Town Accountant
2. Consider Ratifying the Town Manager's Appointment of Cathleen Berry as the Interdepartmental Administrative Assistant
3. Consider Ratifying the Town Manager's Appointment of James Wheeler as a Member of the Groton Country Club Grounds Staff
4. Update on Select Board Meeting Schedule Through Labor Day

II. 7:10 P.M. Items for Select Board Consideration and Action

1. Consider Appointing Tony Serge to the Council on Aging with a Term to Expire on June 30, 2024
2. Consider Approving the Conservation Commission's Acceptance of a Deed to the Casella Property, Located Off of Nashua Road (Parcel 227-117)
3. Vote to Authorize Town Clerk to File Petition for Special Legislation to Combine Precincts 1 and 3A as Approved at the April 29, 2023 Spring Town Meeting
4. Approve Request from Cable Advisory Committee and Cable Director to Dedicate the Groton Channel Studio as "The Dorothy Davis Memorial Television Studio"
5. Designate Select Board Members Matt Pisani and Alison Manugian for the Town Manager's TriComm Budget Working Group

### OTHER BUSINESS

### ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed

- A. Water Department – Manganese Issue
- B. PFAS Issue
- C. Green Communities Application and Implementation
- D. Florence Roche Elementary School Construction Project
- E. ARPA Funding

### SELECT BOARD LIAISON REPORTS

III. Minutes: Special Meeting of April 29, 2023  
Regularly Scheduled Meeting of May 1, 2023

### ADJOURNMENT

Votes may be taken at any time during the meeting. The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Agenda Update/Report*

**Date:** *May 15, 2023*

### TOWN MANAGER'S REPORT

Other than the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there are no specific items scheduled on Monday's Agenda.

1. I make many, many appointments each year as Town Manager. Each appointment is important in its own right. Department Head appointments are probably the most important appointments I make as they have the biggest impact on the operation of the Town. Tonight, I am making an appointment that I hope will be remembered as one of the most important appointments I have made during my tenure as Groton's Town Manager. As you will recall, last year, the Human Resources Director and I reviewed several Department Head positions with an eye on retaining our Department Heads and strengthening our organizational structure for years to come. One of the recommendations I made was to change the position of Town Accountant to Assistant Finance Director/Town Accountant. This recommendation was met with unanimous support and I included it in my Proposed FY 2024 Operating Budget. Now that Town Meeting has concluded and the position has been officially approved, I am pleased to appoint Patricia DuFresne as the Town's first Assistant Finance Director/Town Accountant, effective July 1, 2023. I would respectfully request that the Select Board ratify this appointment.
2. Sammie Kul resigned as the Interdepartmental Administrative Assistant. This is a very important position as not only does it provide direct administrative support to the Board of Health and Community Preservation Committee; it also provides support to the Planning Board, Conservation Commission and Town Manager's Office. To fill this vacancy, I designated an interviewing team made up of me, Human Resources Director Melisa Doig, Land Use Director Takashi Tada, Executive Assistant Kara Cruikshank, Board of Health Chair Michelle Collette and Community Preservation Committee Chair Bruce Easom. We receive over 20 applicants and interviewed five individuals. Based on our interviews, I have decided to appoint Cathleen Berry of Lunenburg to this position. I have attached a copy of her resume to this report for your review. I would respectfully request that the Select Board ratify this appointment.



**Select Board**  
**Weekly Agenda Update/Report**  
**May 15, 2023**  
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3. Shawn Campbell has requested that I appoint James Wheeler to the Grounds Staff of the Groton Country Club. I have made this appointment and would respectfully request that the Board ratify this appointment.

4. Please see the update to the meeting schedule that will take the Board through Labor Day:

Monday, May 22, 2023	Regularly Scheduled Meeting
Monday, May 29, 2023	No Meeting – (Memorial Day Holiday)
Monday, June 5, 2023	-Consider Annual Appointments of the Town Manager
Monday, June 12, 2023	-Annual Reorganization of the Select Board -Consider Annual Appointments of the Select Board
Monday, June 19, 2023	No Meeting (Juneteenth Holiday)
Monday, June 26, 2023	Regularly Scheduled Meeting
Monday, July 3, 2023	No Meeting (July 4 <sup>th</sup> Holiday)
Monday, July 10, 2023	-Meet in Joint Session with the Finance Committee to Approve FY 2023 Line-Item Transfers -Set the Date and Open the Warrant for the 2023 Fall Town Meeting
Monday, July 17, 2023	Regularly Scheduled Meeting
Monday, July 24, 2023	No Meeting
Monday, July 31, 2023	Regularly Scheduled Meeting
Monday, August 7, 2023	No Meeting
Monday, August 14, 2023	Regularly Scheduled Meeting
Monday, August 21, 2023	No Meeting
Monday, August 28, 2023	Regularly Scheduled Meeting
Monday, September 4, 2023	No Meeting (Labor Day Holiday)
Monday, September 11, 2023	Regularly Scheduled Meeting

We can discuss this schedule in more detail at Monday's meeting.

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. The Council on Aging has requested that the Select Board appoint Tony Serge to the Council to fill the vacancy caused by the resignation of Paula Martin. The term would expire on June 30, 2024. I would respectfully request that the Board make this appointment.
2. The Select Board needs to approve the Conservation Commission's acceptance of the deed for the Casella Property. Enclosed with this report is copy of what the Chair will sign should the Board approve the acceptance. The vote that the Board needs to take is as follows:  
  
"Move that the Board approve the Conservation Commission's acceptance of a deed to the Casella Property, as presented, and authorize the Chair to execute a certificate of approval for this vote."  
  
We can discuss this in more detail at Monday's meeting.
3. The Board needs to vote to submit the special legislation approved at Town Meeting to combine Precincts 1 and 3A. The vote that the Board needs to take is as follows:  
  
"Move that the Board authorize the Town Clerk to file the petition for special legislation authorized under Article 15 at the April 29, 2023 Spring Town Meeting."  
  
We can discuss this in more detail at Monday's meeting.
4. Enclosed with this report is a letter from the Cable Advisory Committee requesting that the Select Board dedicate The Groton Channel studio as the "Dorothy Davis Memorial Television Studio" in honor of Dorothy Davis who served on the Cable Advisory Committee for 32 years. I fully support this and would recommend that the Select Board approve this request.
5. The Select Board needs to designate two members to serve on the Town Manager's TriCom Working Group to plan for the Fiscal Year 2025 Budget. Bud Robertson and Mary Linskey will represent the Finance Committee and Brian LeBlanc and Fay Raynor will represent the School Committee. Unless there is an objection, both Alison Manugian and Matt Pisani have volunteered to represent the Select Board. No vote is necessary if the Board does not have an objection.

## CATHLEEN A. BERRY

### OBJECTIVE

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To obtain a full-time position utilizing my administrative professional and accounting skills, acquired through higher education and 15 years of dedication and experience for the betterment of an organization.

### EXPERIENCE

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10/2020-Current      Lunenburg Public Schools      Lunenburg, MA  
*LMHS Registrar & LHS School Counseling Office Secretary*

- **Enroll and withdraw** students in grades 6-12
- Maintain all current student and alumni **transcripts**.
- **Process SAT, MCAS, PSAT, and ACT** scores, record test scores in Naviance, send scores to transferring schools and universities.
- Manage all **college rep visits**, coordinate decision days with school counselors, **arrange ASVAB testing**.
- Coordinate **community scholarship program**, work with donors and local organizations, review funding sources, and plan events.
- Certify **graduation status** for seniors, as well as any attendance/data/graduation for government agencies, and process transcript requests.
- Assist in the review of student transcripts to monitor credits needed for graduation, and **student scheduling**.
- Maintenance of **general supplies ordering**, answering phones, maintaining conference room schedule, troubleshooting daily student requests.
- **Powerschool** grade storage, student and parent login troubleshooting, scheduling input.

8/2016-10/2020      Lunenburg Public Schools      Lunenburg, MA  
*Lunenburg Middle High School Secretary*

- Responsible for student **attendance reporting** daily.
- Generate and process **purchase requisitions**.
- Maintenance of school activity and gift **accounting**.
- Front desk reception, as well as **security desk** programming.
- **Powerschool** grade storage, student and parent login troubleshooting, scheduling input.

4/2015-5/2016      Emerson Hospital      Concord, MA  
*Patient Accounts Specialist*

- Responsible for the resubmission of primary, secondary, and tertiary **claims** according to respective regulations and policies.
- Review and **reconciliation** of patient accounts on facility claims.
- Incoming **third party payer** correspondence received and analyzed daily.
- Maintain **accounts receivable** balance details using health care software programs such as Meditech, Medassets as well as online systems.
- Processing activity such as **balance adjustments** and claim rebilling.



4/2010-4/2015 Valley Green Landscaping, Inc.

Westford, MA

*Accounting and Office Manager*

- In charge of all **account receivable** functions including creating and invoicing customers, entering payments and costs into QuickBooks daily, entering and administering regular bank deposits, and outstanding debt collection.
- Responsible for all **accounts payable** functions including the receiving, processing, verifying, reconciling, and payment of incoming invoices.
- Responsible for **reconciling** the company's accounts and submitting weekly **financial reports** (profit and loss, etc.) directly to the President/Owner.
- Manages company **human resource** functions including hiring, benefit selection, recommendations for promotion, human resource paperwork, and firing when necessary.
- Preparing **long term contracts** and billing in accordance with terms.
- **Payroll** coordination and calculation for staff of up to 30 personnel.
- Manages the day-to-day operations of the office including the **purchasing** of office supplies/ equipment, **marketing** using the company's social media, and other tasks as required.
- Responsible for communicating directly with customers via phone and email. Focused on excellent **customer service** throughout the entire process including the initial sale/job quoting, scheduling, invoicing, continued follow-up, and dispute resolution when necessary.

9/2008-4/2010 J.C. Madigan, Inc.

Harvard, MA

*Accounts Receivable Manager*

- Primary responsibility for all **account receivable** functions including creating and invoicing customers, entering payments and costs, general ledger functions.
- Focused on reducing the company's **debt collection** including outreach to customers and the pursuit of legal action to recover funds when necessary.
- Responsible for reconciling the company's accounts and submitting weekly **financial reports**
- Reviewed and filed company state sales **tax forms**.
- Assistance with weekly **payroll** procedures.
- Record keeping of current **assets** such as large on and off site equipment.

EDUCATION

Expected Completion 12/2023

University of Massachusetts Lowell

Lowell, MA

- *Bachelor of Arts in English*

2011-2015

Mount Wachusett Community College

Leominster, MA

- *Associate Degree in Business Administration*
- *Certificate in Accounting*
- *Certificate in Small Business Management*

2004

Fitchburg High School

Fitchburg, MA

- *High School Diploma*

## APPROVAL OF SELECT BOARD

I, John Reilly, Chair of the Select Board of the Town of Groton, hereby certify that at a meeting duly held on May 15, 2023, the Select Board voted to approve the foregoing Deed from Carol Justice and John Casella, Successor Trustees of The Casella Realty Trust, James M. Casella, Trustee Of The Casella #2 Realty Trust, and Charles J. Casella, Trustee of The Assunta Casella Realty Trust to the Town of Groton Conservation Commission pursuant to Section 8C of Chapter 40 of the General Laws of Massachusetts.

## TOWN OF GROTON

By: \_\_\_\_\_  
Name: John Reilly  
Title: Chair, Board of Selectmen  
As Authorized by vote of the of  
Board of Selectmen on May 15, 2023

## COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, ss.

On this \_\_\_\_ day of May, 2023, before me, the undersigned notary public, John Reilly, Chair of the Select Board of the Town of Groton, personally appeared, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as the voluntary act of the Town of Groton Select Board.

\_\_\_\_\_  
*Notary Public*

*Printed Name:* \_\_\_\_\_

*My Commission Expires:* \_\_\_\_\_

[Seal]



Ashley Doucette  
Program Director  
The Groton Channel

May 3rd, 2023

To:  
Mark Haddad  
and the Groton Select Board

On Tuesday, October 25th, 2022 the Town of Groton lost a long-time resident and passionate advocate of Cable Access Television.

Dorothy Davis served on the Cable Advisory Committee for 32 years and spent many hours lobbying and planning to ensure that there would always be a home for Cable Access in Groton and that there would be resources and processes in place to help create a successful studio able to produce first-class programming.

The current offices of Groton's Cable Access department in the Groton-Dunstable Regional High School are a perfect example of her contributions. Dorothy worked tirelessly with school officials and architects to make sure the studio and office spaces were included in the plans for the new High School building, from the initial planning thru construction.

This studio stands as a testament to her dedication to assuring that the Town of Groton had a thriving media hub serving the community.

In her memory, we ask that you consider our request to dedicate The Groton Channel studio as "The Dorothy Davis Memorial Television Studio".

Thank you,

- Ashley Doucette,  
The Groton Cable Advisory Committee,  
and John Ellenberger





**MEETING MINUTES  
SELECT BOARD MEETING  
APRIL 29, 2023  
PERFORMING ARTS CENTER  
GROTON DUNSTABLE REGIONAL MIDDLE SCHOOL SOUTH**

**Present:** John F. Reilly, Chair, Rebecca H. Pine, Vice Chair, Matthew F. Pisani, Clerk, Alison S. Manugian, Member, Peter S. Cunningham, Member

**Also Present:** Mark W. Haddad – Town Manager

This meeting was held prior to the beginning of the 2023 Spring Town Meeting.

Select Board Chair John Reilly called the meeting to order at 8:45 a.m.

The purpose of the Meeting was to take final positions on any Warrant Article on the Warrant that was not previously taken.

There were two articles for consideration. The first article was Article 23, a Citizen's Petition to rezone 797 Boston Road to Neighborhood Business (NB). The Select Board was waiting to hear from the Planning Board on their final position on the rezoning. Mr. Haddad informed the Board that the Planning Board voted to support the Article by a vote of 4 in favor, 1 against. The Select Board Members took the following position on the Article: Reilly – support; Pisani – support; Cunningham – support; Pine – against; Manugian – against.

The second article was Article 14, Proposal E, to construct softball diamonds at Cutler Field. There had been contention between the Youth Lacrosse and Youth Softball Leagues on the use/need of the fields. Mr. Reilly informed the Board that both parties met and they were able to work out a compromise. The Park Commission is still moving forward with the project. After a brief discussion, the Select Board Members took the following position on the Article: Reilly – support; Pisani – support; Cunningham – support; Pine – support; Manugian – against.

Being no other business, the Chair adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Mark W. Haddad  
Town Manager

**SELECT BOARD MEETING MINUTES  
MONDAY, MAY 1, 2023  
UN-APPROVED**

**SB Members Present:** John Reilly, Chair; Rebecca H. Pine, Vice Chair; Matthew F. Pisani, Clerk; Peter Cunningham; Alison S. Manugian

**SB Members Absent:** None

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia Dufresne, Town Accountant

Mr. Reilly called the meeting to order at 7:00 PM and reviewed the agenda.

**ANNOUNCEMENTS**

Ms. Pine reminded everyone that the Groton Diversity, Equity, and Inclusion Committee was conducting a Hate Crimes/Hate Incidents Forum that would be held at the Groton Center on Tuesday, May 2<sup>nd</sup> at 7:00 pm. She said that the Forum would be featuring Middlesex District Attorney Marian Ryan.

Mr. Cunningham announced that Groton was celebrating its Arbor Day this year on Saturday, May 6<sup>th</sup> at 1:00 pm with a tree planting ceremony at the Groton Cemetery.

Mr. Cunningham said he wanted to follow up on the discussion at Town Meeting regarding Article 12 (Construct New Water Main to Address PFAS Issue at GSRSD High School). Mr. Cunningham said the PFAS reports from Environmental Partners and Tighe and Bond have been made available on the town's homepage for public review.

Mr. Haddad said that the Ribbon Cutting Ceremony and Grand Opening of the Pickleball Courts would be held on May 6<sup>th</sup> at 10:00 am. The courts are located on Whitman Road. Mr. Haddad said they came out phenomenal.

Ms. Pine said the Garden Club will hold its Annual Plant Sale on May 13<sup>th</sup> starting at 9:00 am and be held at the Legion Common.

**PUBLIC COMMENTS**

Ms. Dale Young, a resident of Groton, was present at the meeting. Ms. Young said she reviewed the PFAS reports posted on the Town's website. Ms. Young asked who would be the best point of contact for her to provide questions and comments. Mr. Haddad suggested that she reach out to him directly at [townmanager@grotonma.gov](mailto:townmanager@grotonma.gov).

**TOWN MANAGERS REPORT**

- 1. Consider Ratifying the Town Manager's Appointment of Michael Canderlario as a Custodian for the Municipal Buildings and Maintenance Department**

*Mr. Cunningham made a motion to ratify the Town Manager's appointment of Michael Canderlario as a custodian for the Municipal Buildings and Maintenance Department. Mr. Pisani seconded the motion. The vote carried unanimously.*



**2. Consider Ratifying the Town Manager's Appointment of Wassim Omalek to the Golf Staff of the Groton Country Club**

*Mr. Pisani made a motion to ratify the Town Manager's appointment of Wassim Omalek to the Golf Staff of the Groton Country Club. Ms. Pine seconded the motion. The vote carried Unanimously.*

**3. Consider Accepting the Town Manager's Nomination and Appoint Kiirja Paananen to the Trails Committee**

*Mr. Cunningham made a motion to accept the Town Manager's nomination and appoint Kiirja Paananen to the Trails Committee. Ms. Pine seconded the motion. The vote carried Unanimously.*

**4. Spring Town Meeting Review/Follow-up**

**Article 12 – PFAS Appropriation**

Mr. Haddad said he spoke with Congresswoman Trahan last Friday. Congresswoman Trahan said she would like Groton to continue to investigate the Regional Option to resolve the PFAS issue at the Groton Dunstable Regional High School. Earlier that day, Mr. Haddad contacted Pepperell, requesting that they proceed with their article to allocate the required funds for the Regional Option during their Town Meeting. Mr. Haddad said the next step would be to meet with Pepperell and Dunstable Officials to get to the bottom of what went wrong with the reporting of the levels of PFAS in the Dunstable wells and to discuss how they are going to move forward. Mr. Haddad said Groton was now eligible to get on the state list for funding. Mr. Haddad stated that he told Congresswoman Trahan that permitting the Tri-Town Solution would be challenging due to the interbasin transfer. Mr. Haddad said she offered assistance with that process, if necessary.

**Town Meeting in General**

Ms. Pine wanted to commend everyone that was involved in organizing the Town Meeting, including the residents who participated in the Town Meeting. Ms. Pine said it was democracy at its best. Ms. Pine shared her thoughts on national politics as well, mentioning that a bill had been passed in the House to reduce government spending. Ms. Pine said one of the provisions of their plan to cut government spending was to take back any unspent ARPA Funds. Ms. Pine explained that the Town still had ARPA funds remaining and that the Town was informed that it had a four-year period to spend them. Ms. Pine emphasized the devastating impact on the local community if the unspent ARPA funds had to be returned. Ms. Pine's goal was to ensure that everyone understands this important issue. According to Ms. Patricia Dufresne, the Town Accountant, \$1.1 million has been spent out of the original budget of \$3.3 million.

Mr. Haddad wanted to thank all the individuals who worked behind the scenes to ensure that the Town Meeting was well-organized and successful. Mr. Haddad said the Town Clerk will be filing Special Legislation with our State Representatives and State Senator for the consolidation of Precincts 1 and 3A. Mr. Haddad said the Town Clerk would also be filing with the Attorney General the recently passed Zoning Bylaw (Article 19: Amend Zoning Bylaw- Accessory Apartments Clarifications).

During Town Meeting, Ms. Pine suggested the Select Board's opinion or vote should be expressed when presenting the motion.

**5. Update on Select Board Meeting Schedule Through 2023 Spring Labor Day**

Monday, May 8, 2023	No Meeting
Monday, May 15, 2023	-Designate Members to Serve on Town Manager's Tri- Comm Working Group - Discuss FY 2025 Budget Process
Monday, May 22, 2023	Regularly Scheduled Meeting
Monday, May 29, 2023	No Meeting - (Memorial Day Holiday)
Monday, June 5, 2023	-Consider Annual Appointments of the Town Manager
Monday, June 12, 2023	-Consider Annual Appointments of the Select Board
	-Annual Reorganization of the Select Board
Monday, June 19, 2023	No Meeting (Juneteenth Holiday)
Monday, June 26, 2023	Regularly Scheduled Meeting
Monday, July 3, 2023	No Meeting (July 4th Holiday)
Monday, July 10, 2023	-Meet in Joint Session with the Finance Committee to Approved FY 2023 Line-Item Transfers
	-Set the Date and Open the Warrant for the 2023 Fall Town Meeting
Monday, July 17, 2023	Regularly Scheduled Meeting
Monday, July 24, 2023	No Meeting
Monday, July 31, 2023	Regularly Scheduled Meeting
Monday, August 7, 2023	No Meeting
Monday, August 14, 2023	Regularly Scheduled Meeting
Monday, August 21, 2023	No Meeting
Monday, August 28, 2023	Regularly Scheduled Meeting
Monday, September 4, 2023	No Meeting (Labor Day Holiday)
Monday, September 11, 2023	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

**1. Consider Appointing Deb Busser to the Local Cultural Council**

*Ms. Pine made a motion to appoint Deb Busser to the Local Cultural Council with the term to expire on June 30, 2027. Mr. Cunningham seconded the motion. The vote carried unanimously.*

**2. Consider Appointing Trisha Winroth, Valencia Augusta, and Deb Busser to the Scholarship Committee**

*Mr. Cunningham made a motion to appoint Trisha Winroth to the Scholarship Committee with a term to expire on June 30, 2026, and Valencia Augusta and Deb Busser to the Committee with their terms to expire on June 30, 2025. Mr. Pisani seconded the motion. The vote carried unanimously.*



3. Consider Approving a One Day Wine and Malt Beverage License for the Friends of Prescott for an Open Mic Night at the Prescott School on Friday, May 12, 2023 from 6:30 p.m. to 9:30 p.m.

*Ms. Pine made a motion to approve the One Day Wine and Malt Beverage License for the Friends of Prescott on Friday, May 12, 2023 from 6:30 p.m. to 9:30 p.m. Mr. Cunningham seconded the motion. The motion carried unanimously.*

#### **OTHER BUSINESS**

None

#### ***Approval of Minutes from April 24, 2023***

*Mr. Cunningham made a motion to approve the minutes of the regularly scheduled meeting from April 24, 2023 as presented. Ms. Pine seconded the motion. The motion was carried unanimously.*

The meeting was adjourned at 6:51 p.m.

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager