

**BOARD OF SELECTMEN MEETING
MINUTES FEBRUARY 22, 2016
APPROVED**

Present: John G. Petropoulos, Chair; Anna Eliot, Vice Chair; Stuart M. Schulman, Clerk; Peter S. Cunningham, Member; Joshua A. Degen, Member

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Mr. Petropoulos called the meeting to order at 6:00pm and reviewed the agenda.

ANNOUNCEMENTS

Ms. Eliot said that Groton Reads had started and the book this year was The Martian by Andy Weir. She encouraged everyone to participate and to check out the events scheduled having to do with the book.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that there was an open position in Tax Collector's/Treasurer's office which in hindsight he should have brought to the Board before advertising it due to recent budget discussions. He said that this was a crucial position and would never recommend that this position not be filled. Mr. Petropoulos said that it struck him that they should be discussing any open positions before they fill them adding that they should consider not filling it because they have tough decisions before them. He said that not filling an internal vacancy was the least type of measure that could hurt people. He said that they should have done this with the Land Use position also. Mr. Cunningham said that he could appreciate that and the dynamic but when you drill down to the nitty gritty of the job it served a critical function. He said that it had been an area historically where they had a considerable amount of problem tracking things like overtime, etc. He said that cutting or applying a stress test to this position just didn't work. Mr. Schulman asked if any internal candidates had applied for this position. Mr. Haddad said that they had not received any internal candidates. Mr. Schulman said that they had given the Town Manager guidance to manage personnel adding it was his job and he was going to have to do it.

Mr. Degen asked Mr. Haddad what the hour wise was and what it had been budgeted for. Mr. Haddad said that it was a 35 hour per week position and was budgeted for \$24.62/hour. He said that the person that was in the position did not take benefits but it was benefit eligible. Mr. Degen asked Mr. Hartnett as far as function what, how many hours were associated with payroll. Mr. Hartnett estimated about 2-3 full days for payroll every other week. He said that it was not just a payroll coordinator position but also an assistant to him and Ms. Moller. He said that their office would be crippled if they didn't fill it adding they were already losing 15 hours per week with a retirement that was coming up. He said that he felt as though they were contributing to the cause but also feeling the pain but taking this away would impact them in so many ways. Mr. Petropoulos said that the proposal was not to do away with functionality but to cut a staff person and fulfill the work elsewhere. Mr. Haddad said that he understood where Mr. Degen was going but this position also provided overall office coverage and work. He said that the office needed 70 hours of help to the Treasurer adding they couldn't let anyone else handle the cash adding they were all bonded. Mr. Degen asked what the remaining 2/3s of the time was spent doing if not payroll. Ms. Moller said that there was about 3-4 solid days of work related to payroll. She said that there were specific times of the year where there were other payroll related functions that needed to be done such as open enrollment, fiscal year exchange inputting, at the beginning of each calendar year was W-2 payroll related function, new ACA reporting, etc. Mr. Haddad said that there were also additional duties as it related to the Assistant to the Treasurer adding it was a very busy office in Town Hall. He reiterated that under no circumstances would he not fill this job.

Ms. Eliot said that she believed that office used to have three staff working for them and now only had two. Mr. Haddad agreed adding that three years ago there was a 17-hour a week position that was cut out of the budget. He said that they currently had a position that shared hours between the Assessor's office and Tax office but was eliminating those 12-hours from the budget in FY17. Mr. Degen said that even though Mr. Haddad had proposed cutting those 12 hours, he had placed in the FY17 budget an increase in the payroll position from 35 to 40. Mr. Hartnett said that it was pulled as part of

the carryover budget. Mr. Cunningham said that this position was a skillset that could open them up to costly errors if not filled correctly. He said that this was the front end of the revenue stream that comes into the Town.

Mr. Petropoulos said again that he was not talking about getting rid of this position but that there were other ways to get around it. Mr. Haddad said that at a zero based budget there would be cuts. Mr. Petropoulos said that there was maybe something in between. Mr. Schulman said that Mr. Petropoulos had made his point repeatedly.

Mr. Degen said that in looking at the handout Mr. Hartnett had provided, based on their population and budget their current staffing levels seemed to be at median staffing levels. He said that the office might not function correctly if they eliminate the position. Mr. Degen said that he would not be adverse to asking someone to take on more roles at their current salary in an effort to also save another slot of medical benefits but thought it was a waste of time to do that and didn't want to propose a solution. Mr. Schulman said that this was an operational decision and was in the hands of the Town Manager. He said that they had provided multiple budget directives adding he was an experienced guy and would figure it out. Mr. Cunningham said that he would defer to Mr. Haddad on this as he knows the operations. Mr. Degen said that ordinarily he would agree with Mr. Petropoulos's philosophy but based on the proposed cuts to the position in this office and the workload he sees (they are always busy) the need for this position was paramount and he was going to go along with the recommendation of the Town Manager. Mr. Petropoulos read a statement of resident, Mr. Kevin Forsmo which asked the Board to consider not filling this position in lieu of budget issues facing the Town. Ms. Eliot said that she too has heard from members of the community who was to see this position filled. Mr. Haddad said that they were going to be receiving revised budgets from him next week adding they could reevaluate this at that time.

PROPOSAL BY GROTON SCHOOL TO INSTALL SIDEWALKS

Present: Attorney Bob Collins

Mr. Collins said that he was there on behalf of Groton School with a proposal to design, build, and engineer sidewalks down Farmers Row, Peabody Street and meet up with sidewalks on Old Ayer Road. He said that they wanted to improve pedestrian safety in those locations. He said that in addition to new sidewalks they also wanted to redesign the intersection at Peabody Street and Farmers Row to remove the pole out of the middle of it. He said that they had already brought a portion of the plan to the Conservation Commission who were not going to require an NOI. He said that the second phase was more interesting but it also involved property that Groton School did not own as well as had environmental concerns. He thought that the Town should be a co-applicant on that portion of the project as work would be done on private property within the right of way. He said that this would require a public hearing and 7 days' notice to abutters. Mr. Collins said that he had apprised the Planning Board of this but they didn't have any jurisdiction. Mr. Collins said that within the next month or so he would submit a request to have a public hearing held to the Board. Mr. Cunningham asked why phase 2 of the plan could not be done on the opposite side of the street where Groton School owns that property. Mr. Collins said that the Commonwealth's sidewalk was on the opposite side and the reason they had it placed where they did. Mr. Degen said he thought this was a great idea. He also thought partnering with the Groton School on this as a community partners was a great idea. Mr. Degen said that a contiguous sidewalk would be good and asked if he had spoken to the property owners yet. Mr. Collins said they had not yet but would. Mr. Degen said he thought it would be good to do so before the public hearing. Mr. Cunningham said that in terms about street safety and pedestrian access this went a long way to meeting that. Mr. Collins said that it was an enormous financial commitment and something they could all enjoy. Ms. Eliot said that she wanted to thank the Groton School very much. Mr. Petropoulos asked if Mr. Collins could disclose the estimated cost of project. Mr. Collins said that he believed it was north of \$2.5M.

TOWN MANAGER'S REPORT - CONT.

2. Mr. Haddad said that there was one issue that needed to be addressed on the Town Manager's Review Policy adding there was no specific timeline to complete the final summary review and meet with the Town Manager. He suggested adding a sentence at the end of paragraph 6 that says it will be completed within 21 days and asked the Board to vote the addition of that. He said that because he had

been tied up with other things he also wanted to request a 10 day extension so that he may complete his portion of the review. Mr. Petropoulos said that he would like to propose 14 days instead of 21 days. Mr. Degen said he was fine with that and suggested adding unless extended by mutual agreement.

Mr. Cunningham moved to adopt a sentence to be added in its appropriate place that stated the Chair had 14 days to complete the summary unless extended by mutual agreement. Mr. Degen seconded the motion. The motion carried unanimously.

Ms. Eliot moved to allow a 10 day extension to the Town Manager as requested. Mr. Degen seconded the motion. The motion carried unanimously.

3. Mr. Petropoulos said that he wanted to discuss the possibility of developing an Employee Cost Savings Recognition Initiative program where employees could propose cost savings and be recognized for their contribution. He said that they could maybe have a bonus pool of money or something that could be given if an initiative is accepted. Mr. Cunningham asked how he saw this working. Mr. Petropoulos said he was not prepared to discuss how but thought they could discuss it further at another meeting if people liked the idea. Ms. Eliot said that when the Police Department did their renovations, they donated a lot of their own time, effort and materials. She said that they should give credit to cost savings measures employees were currently taking adding there had been times when cost savings initiatives had been criticized. She said that she was not sure how spending tax dollars on rewards would be seen and interpreted in the public eye. Mr. Schulman and Mr. Degen said that it made sense but they both wanted to hear more about the semantics. Mr. Haddad said that he could work with the Chairman on this.
4. Mr. Haddad said that the Board needed to discuss and decide upon who would represent the Board of the Sustainable Budget Study Committee. He said that he had also formalized the Charge and asked that the Board consider adopting it that night. Mr. Haddad said that the Personnel Board had appointed Bud Robertson to serve on the Committee. He added that he would bring resident openings to the Board on either March 7th or March 14th. Mr. Petropoulos asked for any volunteers adding that he would like to volunteer.

The Board agreed to have Mr. Petropoulos serve as their representative.

5. Mr. Haddad said that First Parish Church had requested a one day Beer and Wine License for a dance in memory of Bill Brandt to be held on Saturday, April 9, 2016 from 7:00pm-11:00pm. He asked the Board to consider approving this request.

Mr. Degen moved to grant a one day beer and wine license for First Parish Church for a dance to be held in memory of Bill Brandt on Saturday, April 9th from 7:00-11:00pm. Mr. Cunningham seconded the motion. The motion carried unanimously.

6. Mr. Haddad said that he had been working with the Finance Team on the three budgets they asked for. He said that he didn't think they would have anything in writing to them until Monday as it was taking quite a bit of time to work on. He said that he also wanted to inform the Department Heads before anything was released to the public. He said that Mr. Degen asked if they could move their meeting to Tuesday so that he could be present but Mr. Haddad said he was not available and it was Super Tuesday also.
7. Mr. Haddad said that he and Mr. Petropoulos had invited the City of Boston to come out to Groton to provide them with a tutorial on SAP software they use to track performance and citizen concerns. He said that they were coming out on Friday, March 4th at 10:30 and wanted to invite the Board along with Finance Committee and School Committee.

MEETING WITH WALTER ALTERISIO – DUNSTABLE BOARD OF SELECTMEN MEMBER

Mr. Degen said that a number of months ago the Board was approached by Mr. Alterisio to see if they could have a meeting in Dunstable to review the agreement of the regional schools. He said that the agreement dated back to 1967 and they were no longer in compliance with a number of things. He said that it was up to the Board to enter into and continue with an agreement. He said that based on that, the Towns set up a committee and MARS was hired to facilitate looking at the agreement. He said he needed clarification from the Board to do disproportionate cost sharing between the two towns and the district. He said that it was currently based on student enrollment which was 77/23% this year. He said that overrides could be hinged on this proposal. Mr. Alterisio said that it needed to be based on population and not the number of students. He said that was in violation of that law but the number of members would not change just the weight it carries. He said that this change would allow the committee to remain at the same membership. Mr. Petropoulos asked if it would need to be adjusted regularly. Mr. Alterisio said it would be based on the census every 10 years. He said that they had agreed to look at it every five years.

Mr. Alterisio said that when the agreement was consummated in 1967 coming together as a region was very favorable for Dunstable. He said that the State was pushing for regionalization at that time and from Groton's point of view it was favorable also as Dunstable would have minimal impact to the overall education. He said that today's reality had begun to squeeze that in that education was not the same now as it was then. He said that the 1985 state requirement of Prop 2.5 had had a significant impact on how regional communities grapple with increased costs. He said that the 1993 Education Reform Act changed a lot of things and financial incentives started going away. He said that rural communities tend to be small but affluent. He said that Groton could come up with the resources to meet the needs of the schools but Dunstable was limited. He asked if there was a way they could address this challenge within the agreement. Mr. Alterisio said that there was a provision, an alternative formula whereas towns would have to physically vote to use alternative formulas or regular formulas. He said it was not a case of wants for Dunstable it was what they could do. He said that they needed to look at creative ways to skin the cat adding this was unsustainable for Dunstable right now. He said that this would not be solved that night but wanted to introduce the concept. He said that Dunstable was proud to be part of the district but they were facing a case of not being able to sustain it.

Mr. Petropoulos thanked him for coming in adding this was exactly what they were looking for. Mr. Cunningham said he appreciated him coming and for going over the history. Mr. Alterisio said that the consulting company had seen the formula but had generally been used when new communities join an existing district. He said it was an acceptable term and could be put into the agreement. He said that each community would have to agree to it each time and both communities would still have to meet their minimum contribution. Mr. Haddad said that both do meet that minimum contribution already.

Mr. John Ellenberger said that towns would have to vote on it every year at town meeting adding there was a high bar that needs to be met and might have to be unanimous. Mr. Haddad agreed. Ms. Eliot asked what happened if one community approved it and the other didn't. Mr. Haddad said that you would go back to the old formula. Mr. Schulman said that sustainability of this stuff was already something they were questioning here adding it was not going to be easy even for Groton at the current percentages. Mr. Alterisio said that this would have no impact on the challenge that had been brought forth this year. Mr. Schulman said that they needed some assurance that the school budget was sustainable.

Mr. Degen said that the school driver had a huge impact on municipal operations adding that they were trying to work this out in the means of an alternative formula. He said that if it required a unanimous vote they were spinning their wheels adding they were struggling here to make ends meet. He said that they needed to give this some thought. Mr. Alterisio said that the problem started on Beacon Hill adding that Prop 2 ½ had been a problem for many communities. Mr. Cunningham said that it was clearly a huge issue. He said that gateway cities and towns had made out well while well to do communities have had the burden placed on them even though we may not be so well to do. Mr. Petropoulos asked how they could measure whether or not Dunstable was not as affluent as Groton. Mr. Alterisio said that the average price of homes was a measure. Mr. Petropoulos said that they needed to have a sense of how Groton was more affluent adding he thought those measures were salaries and income and those things we enjoy like meals tax that you do not at this time.

Mr. Degen thanked him for coming adding the Committee had decided to bring up this topic over the summer but added it gave Groton time to start thinking about it now.

OTHER BUSINESS

Mr. Degen asked for an update on the parking lot behind the banks. Mr. Haddad said that he sent the Board and Planning Board an email that Citizens Bank and Bank of America had backed out. He said that their reason was that they were not comfortable binding their property for the future. He said that they had been given a verbal okay to proceed and needed to start engineering plans so that they could sign off on final designs. Mr. Cunningham asked if they would reimburse the Town for money spent already. Mr. Haddad said that Town meeting authorized him to spend out of a gift fund to do this project and had already discussed reimbursement with the banks. Mr. Degen said that they should give consideration to parking behind Prescott School again and reengage with Tom Delaney to bring back renditions discussed before. Ms. Eliot agreed with that. Mr. Petropoulos disagreed adding that they had not demonstrated a need and was concerned about encumbering Prescott School for parking. He said that he was more than ready to explore parking but nothing created by anyone had quantified the need. Mr. Degen suggested making the building committee aware that the bank parking did not work and ask them to consider a municipal lot that would address their needs but the others on Main Street behind Prescott School. Mr. Cunningham said that the Planning Board had done some work on this and had sensed a need for it. Mr. Petropoulos said that he was directed to a number of Planning Board documents and found zero reference to the need. Mr. Degen asked if they could bring this up at a future meeting.

LIAISON REPORTS

Mr. Degen said that the Senior Center study RFP's were due back on March 4th. Mr. Haddad said that Ms. Dunbar had sent out 43 requests.

Mr. Schulman said that there had been new developments of the pipeline coalition. He said that the exporting of gas out to foreign countries was dismissed originally but that the Department of Energy in an article written on February 5th approved allowing gas to be exported to Canada and out from there. He said that he got this article right from Ed Markey's webpage. He said that the ultimate goal was not to help residents but use New England as a thruway for export. He said that Groton would be affected at this point as well as all the other communities in the coalition. He said that DPU also had a petition from Mass Electric to impose a tariff on electric users to help the pipeline. Mr. Petropoulos asked if it was a tariff with no relief to tax payers. Mr. Degen said it was. Ms. Eliot said that it would not reduce their electric rate or gas rate. Mr. Cunningham said that there had been a lot of signs opposed to the pipeline at the maritime. Mr. Degen said he would not approve this coming through here and be billed a tariff for something they couldn't use adding he was tired of the greed. He said they did the right thing filing for intervener status and will continue to do so. Ms. Eliot agreed.

Mr. Petropoulos said that he attended a GELD meeting the other day with Mr. Cunningham to discuss reappointing a representative to the Gas Pipeline Advisory Committee. He said that discussion centered around whether it would affect Groton and whether they wanted someone on that. He said that they eventually asked Kevin Kelly to be that representative. Mr. Cunningham agreed adding he thought GELD should have a seat at the table and appreciated what Mr. Kelly brought to the table. Ms. Eliot agreed. Mr. Schulman said that he would like to hear an apology from Mr. Kelly for storming out of the meeting. Mr. Petropoulos suggested having him present to discuss this.

Mr. Cunningham moved to adjourn to Executive Session pursuant to MGL c.30A, §21, Clause 2 and not return to Open Session in order to discuss contract negotiations with Mr. Haddad at 8:14pm. Mr. Degen seconded the motion. Roll Call: Cunningham-aye; Degen-aye; Eliot-aye; Petropoulos-aye; Schulman-aye

Approved: _____

Stuart Schulman, Clerk

respectfully submitted,
Dawn Dunbar, Executive Assistant

Date Approved: 3/14/16

**BOARD OF SELECTMEN
EXECUTIVE SESSION
MINUTES FEBRUARY 22, 2016
APPROVED & RELEASE**

Present: John G. Petropoulos, Chair; Anna Eliot, Vice Chair; Stuart M. Schulman, Clerk; Peter Cunningham; Joshua A. Degen

Also Present: Mark Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Mr. Cunningham moved to adjourn to Executive Session pursuant to MGL c.30A, §21, Clause 2 and not return to Open Session in order to discuss contract negotiations with Mr. Haddad at 8:14pm. Mr. Degen seconded the motion. Roll Call: Cunningham-aye; Degen-aye; Eliot-aye; Petropoulos-aye; Schulman-aye

Mr. Haddad started by saying they had gotten into a pattern where he was in the room for five (5) minutes before and after the Board caucused for an hour. He asked if they could all stay in the room together and talk this out. Mr. Petropoulos said that there was an item he would like to discuss independently with the Board. Ms. Eliot asked if it had to do with negotiations. Mr. Petropoulos said that it did. Mr. Degen asked what it was that couldn't be discussed with Mr. Haddad present. Mr. Haddad said that he thought he knew what it was and was going to bring it up anyway. Mr. Petropoulos said he still wanted to talk about it in private. Mr. Cunningham asked that they put a limit on it of 15 minutes. Ms. Eliot said that she didn't want to take up more time.

Mr. Haddad left the room at 8:24pm.

Mr. Petropoulos said that they had a request to negotiate with the Police Chief with a 12%-15% growth in salary. He said that a settlement with Mr. Haddad would have an impact on the Chief's contract and other employees. He said that he wanted to keep a perspective on the Chief's contract while they work with Mr. Haddad. Mr. Degen asked that they not discuss the Chief's contract in this Executive Session. Mr. Petropoulos said that any guidance they give to Mr. Haddad on the Chief's contract negotiations would be largely impacted by what they end up with here. He said that they should walk away from this today and schedule another meeting after they had discussed guidance for the Chief's contract negotiations. Mr. Cunningham said that he completely disagreed. Ms. Eliot said that it was nothing more than a delaying tactic. Mr. Cunningham said that they shouldn't be comparing apples and oranges as Mr. Petropoulos had stated before adding that what the Police Chief did needed to be measured against that. Mr. Schulman asked for a point of order and added that Mr. Haddad should be in the room for this discussion. Mr. Petropoulos said that the purpose of Mr. Haddad not being there was it impacted his agreement. Mr. Degen asked why that couldn't be said in front of him.

Mr. Haddad reentered the room at 8:28pm.

Mr. Petropoulos said that the concern was that they have a contract to negotiate with the Police Chief adding that precedence they set with Mr. Haddad's contract would affect the Chief's contract. He said that the Board decided Mr. Haddad should hear that. Mr. Haddad asked if they were concerned that what they settle with him will affect negotiations. Mr. Petropoulos said that it would set a bar. Mr. Haddad said that Chief Palma had asked for substantially more than what he was presently getting. He said it would absolutely have a major impact on his negotiations.

Ms. Eliot returned the conversation back to Mr. Haddad's contract adding that they left off arguing over about \$3K. Mr. Haddad said the difference was \$2,444. He said that he put 4/4/0 with 30% on health insurance on the table and the Board came back with 2.2/2.2/2.2 which would put him at \$138K at the end of three years. He said that his proposal would put him at \$141K at the end of three years. Mr. Haddad said that he wanted to get to \$140K somehow after three years. Mr. Degen said that that \$140K would be without the car. Mr. Haddad said that was correct. Mr. Haddad added that the difference was in the base salary and what he was talking about. Mr. Degen said that they had already agreed to the life insurance, the car allowance and the health insurance at 30% along with severance package for six (6) months pending Town Meeting vote on Charter Committee recommendations. Mr. Degen said that the lifetime increase over a three year contract was 6.80%. Mr. Petropoulos asked if that included

the car allowance. Mr. Schulman said it did. He said it would be an annual salary of 4% year one with life insurance, car and health at 30% or a 6.31% increase dollar wise. Mr. Haddad said that the health insurance would hit him in this current FY.

Mr. Haddad asked them to forget about the car allowance and focus on the salary and getting the base to \$140K after three years. He said that there were a number of ways to get there. Mr. Degen asked what happened if they added the car into it. Mr. Haddad said it would be offset by the health insurance. Mr. Degen said that it was hard for him to justify an increase in his salary by more than 2.2%. Mr. Degen said that he saw Mr. Haddad's point and why he wanted it this way. Mr. Haddad said that 30% on health insurance was a huge concession and would set the Board up in the future. He said that there were employees getting 4% increases. Mr. Degen said only if town meeting funded it.

Mr. Schulman said that another way to get to \$140K was 2.2/2.5/3%. Mr. Degen asked if he looked into the car as just a car and as non-taxable. Mr. Haddad said that he did and it was something that was taxable. Mr. Haddad said that he thought 3/3/1.5% was a reasonable compromise understanding that some may vote no anyway. Mr. Petropoulos said that it was a three year adding that it was important for him to participate even though he may not agree. Mr. Degen said it needed to be equitable in terms of what they have been talking budget wise. He said that he couldn't support the Town Manager getting more than union employees. Mr. Haddad said that 3/3/1.5% was equitable and in line with union agreements adding that 30% on health insurance would be offset by the car. Mr. Degen said it would not be a full offset. Mr. Haddad said that 3/3/1.5 was a reasonable contract. Mr. Degen said that the unions were getting up to 4% and that the car was not an offset. Mr. Haddad said he said it was an incentive to get to 30%. Mr. Degen asked what would happen if the car compensation grew in year 1 through 3 to be offset by the car allowance. Mr. Schulman suggested \$2,400; \$3,500; \$4,500 with 20/25/30 on health insurance. Mr. Petropoulos asked why they didn't make it part of the salary instead adding that it would count towards retirement. He said that he was trying to find benefits that's didn't cost them something. Ms. Eliot said that they already talked about this.

Mr. Haddad said that if the offer were to be 20/25/30 on health insurance with 3/3/1.5% on yearly raises and \$2,100/\$3,250/\$4,500 they would have a deal right then. Mr. Degen asked what the annual percentages were. Mr. Schulman said that it appeared it would be 5.08% at end of year 1; year 2 – 3%; year 3 – 1.85%. Mr. Degen said or 9.5% collectively over 3 years. Mr. Schulman said that if they agreed in principal he would take it back and make the spreadsheet ready for a final session.

Mr. Haddad recapped what he had heard - 3/3/1.5 over 3 years; \$2,100/\$3,250/\$4,500; 20/25/30 contribution on health insurance; 5 weeks' vacation, life insurance, an extra personal day and 4 or 6 month severance depending on town meeting's vote of the recommended Charter changes. Mr. Degen said that Town counsel wrote a grievance procedure they would like incorporated. Mr. Haddad asked the Board to send it to him and he would read it. Mr. Haddad said that they had a TA subject to ratification.

The Board agreed to meet again on Wednesday, March 9th at 7:30am with ratification of the contract to be scheduled for Monday, March 14th.

Mr. Cunningham moved to adjourn the meeting at 9:15pm. Mr. Degen seconded the motion. Roll Call: Cunningham-aye; Degen-aye; Eliot-aye; Petropoulos-aye; Schulman-aye

Approved: _____
Stuart Schulman, Clerk

respectfully *submitted*,
Dawn Dunbar
Executive Assistant to the Town Manager

Date approved: 3/21/16; 7/25/16 (entire minutes released)