

**Town of Lakeville**  
**Joint Meeting of Board of Selectmen and the Capital Expenditures Committee**  
**Meeting Minutes**  
**March 20, 2017**

On March 20, 2017, the Capital Expenditure Committee held a meeting at 6:30 PM at the Town Office Building in Lakeville. The Capital Expenditure Committee meeting was called to order by Ms. Garbitt. Members present were: Rita Garbitt, Fred Beal and David Morwick. Chairman Hollenbeck called the Board of Selectmen to order at 6:30 PM. Members present: Mitzi Hollenbeck and Aaron Burke. John Powderly was absent. Also present: Nate Darling, Building Commissioner, and Christine Weston, Recording Secretary. There was no one recording the meeting this evening.

**Appoint a Chairman**

This was not done this evening since Ryan Trahan was absent and Michael Petruzzo is no longer with the Finance Committee.

**I. Meet with the Superintendent of Streets, Fire Chief, Police Chief and Park Commission Chair to Review their FY18 Capital Requests**

Jeremy Peck, Superintendent of Streets, was present for the discussion. Mr. Peck went over the budget for the landfill/Transfer Station. He stated that the only money he is looking for is to have a Hazardous Waste Day for the Town since it has been at least 10-15 years since one took place. It is something that should take place and offered to all Lakeville residents. The estimated cost is \$35,000. Ms. Garbitt asked about combining the day with another town, such as Middleborough? Mr. Peck explained that he was trying to join in with Middleborough, however, they limited it so Lakeville could not join in. The cost is based upon what is brought in. The Town is charged with what the residents bring in and what the company can collect. Ms. Garbitt explained that the Town did try and share this day with Freetown and other towns, however, no one was interested. Towns typically want to hold the event in their own town. Selectman Burke stated that it makes sense to have a high cost estimate since the event has not been done in a long time and people may have many items to bring in. Mr. Peck agreed, he stated that he is assuming that there is a great deal of stuff out there due to that reason. Ms. Garbitt mentioned that it may be as long as 15-20 years since the last Hazardous Waste Day was held. Ms. Garbitt about speaking with the companies who would be hired that have worked with other towns. Mr. Peck will reach out to various companies about trying to combine a day with Lakeville and ask what the best time of the year is to hold a Hazardous Waste Day.

Mr. Peck explained that over the past 4-5 years the Town has received about \$8,000-\$10,000 from Mass DEP for different recycling containers. The Town is limited with the type of containers that it can use for recycling since they have to be clean and specific. The Town still has its original compactor is for cardboard. For FY19 there is a plan for a compactor in the amount of \$15,000. Also, there is a need to replace and recycle the Towns present containers. The cost for a 40 CY (Cubic Yard) Open Top Container for FY19 is \$10,000.

Mr. Peck then went over his prioritized list for the Highway Department. The first item is for a Used Sidewalk Plow estimated at \$70,000. This request has been on the Capital Plan for a few years. The plow would be used to plow Route 105, and if gets the Route 79 project, that additional 2-3 miles will need to be plowed, along with the sidewalks at the railway area. The present snow blower is not a

large enough machine to do what needs to be done. The Town doesn't have a lot of sidewalks, so if a new plow could be purchased it would be preferable.

The next item on the list is Roadway Projects. It is hoped that the Town will match the \$375,000 Chapter 90 funds for roadway improvements. This was a conversation that was discussed last year of trying to add funds to supplement the Chapter 90 monies. Mr. Peck had met with the Selectmen and provided a presentation on pavement preservation. Part of that presentation was research which was done on the Chapter 90 funds. It was discovered that the Town spent about \$2 million of Chapter 90 funds mainly on the gas leak at the highway garage. The Town is still paying on that each year, though the amount has been drastically reduced. Chairman Hollenbeck agreed, they had discussed the possibility to take out a bond to cover the road projects. This was also discussed with the Finance Committee. This item should be brought back for further discussion with the Finance Committee. Mr. Peck stated that a consultant has been brought in about updating the pavement preservation plans by reviewing all the roads. Ms. Garbitt asked about traffic counts, since Selectman Powderly had been asking for those. Mr. Peck explained that to have those figures it would either be through a consultant or paid for someone to do through SRPEDD. Beta does not do traffic counts, they typically get this data from SRPEDD or a Mass DOT site. All the roads are being classified into categories. Ms. Garbitt asked when Beta will have the update. Mr. Peck explained that Beta has provided a few drafts of which he is reviewing and making some changes.

The third item on the list was for a new six (6) wheel dump truck/sander in the amount of \$180,000. This piece of equipment would replace one that is used during every storm, and it is a 1984 model. Mr. Peck has been trying to make sure that the Department would not have issues with losing equipment during the winter. The Department has six (6) sanders which are 30 years old, one is a 40 year old truck and another a 12 year old vehicle. Before they start to break down it is being suggested to replace them. The cost would include the calcium tanks, which would go on the trucks. If these could be funded the Town can start changing over to that type of application. There would also be a need to get a 3000 lb. tank or 6000 lb. tank for the Highway Garage to store the Calcium Chloride in. It is a calcium chloride mix that would be premixed and put in the Salt Shed. The tanks will allow the Calcium Chloride to be sprayed directly onto the icy parts of the road and the areas that are posing difficulties. It is not known if the present trucks can be adapted for them. They can be added as had been done in the past, however, the equipment was not kept up. It is intended to get the tanks and begin to utilize them, then maybe add tanks to the existing tanks. Right now the Department only has two (2) dump trucks. Usually one is doing street sweeping and another cleaning catch basins. If another dump truck/sander is purchased, it allow for it to be used when one breaks down.

Mr. Peck stated that he is requesting \$40,000 for a new or used vibratory roller. Currently the Department doesn't have the proper piece of equipment to do the necessary work. The present piece of equipment is 30-40 years old and is something that is pushed, not ridden. It is hoped to purchase a roller, which a man could drive, and it would be that much safer. The new roller would allow the Department to do a lot more work than it has been able to do.

Mr. Peck explained that he is looking for \$8000 for a Zero Turning Mower. Having this piece of equipment would provide backup to the other mowers which are starting to show their age, and during the summer are used basically every day. Overall it is hoped to obtain three (3) of these types of mowers to cut the grass quicker. The ages of the present mowers may be 8-10 years old.

Mr. Peck then spoke of a Street Sign Replacement of \$15,000 over a four (4) year period. At this time there is no budget for street signs. Money is just set aside for when signs are needed. It was in 2012 that it was being required to replace all signs, however, the Town kept pushing it out. Money is

kept in the operating budget for when new signs are needed. Selectman Burke asked what is the criteria for replacing signs since Vaughn St. does not have a sign. Mr. Peck explained that the new signs have to be reflectorized, they are much bigger and the street is in capital letters. Mr. Peck has been trying to at least get rid of the really small signs in the private ways. The Town will buy a sign for a street, however, if it is stolen or knocked down then it will not be replaced. The street signs and the stop signs are the most critical to have in place for safety purposes. The cost for a sign can be over \$100. There is a sign inventory. The Town of Middleborough just got a price to redo all their signs in the amount of \$75,000. There is not a deadline any longer on the original mandate, so the signs are replaced as the budget allows. Chairman Hollenbeck suggested that Mr. Peck maybe do \$5000 a year of signs and have it as a line item in the Operating Budget. Mr. Peck explained that presently the budget really doesn't allow for it. Chairman Hollenbeck stated that there is a category for building maintenance, so there should be one for sign maintenance. Mr. Peck explained that his Department is doing the best that it can. If at the end of the year there is extra money in the budget, then signs will be ordered. The Department installs the signs but does not have the capability to make them. Mr. Beal stated that it seems to make a lot more sense to have a line item for it in the budget.

Ms. Garbitt explained that with respect to the technology aspect, Mr. Peck did submit the maintenance for Complete Streets going forward which would be \$10,500 a year. Some quotes were received today for two (2) tablets to collect data. Normally when a catch basin is cleaned, it is noted on paper, now it can be done online and automatically updated. The cost is about \$800 a laptop and then \$1000 a year for the phone bill which is about \$40 a month. This information has not yet been discussed with John Barker. Complete Streets will be linked with People GIS.

Chairman Hollenbeck asked about the facility study. Ms. Garbitt stated that the amount for a new Garage Facility is \$8.9 million and that has been pushed out to FY22 without the salt shed. The Salt Shed scheduled for FY21 would be \$410,000. This includes construction, sitework, electrical, engineering, etc. There are still estimated repairs/renovations to the Town Office Building for \$5 million scheduled for FY22.

Mr. Darling stated that there will be updating done to the garage since the lighting is outdated in Billy's work area, the roof has been leaking and electrical system needs to be updated. It has been budgeted for \$15,000 for ceiling repairs and \$5,000 for insulation. It was discussed about sprinkling the building since it is not always manned. It is not sure if the Town wants to do that or not. Chairman Hollenbeck asked if that will be coming out of the maintenance budget for buildings and facilities. Mr. Darling responded that, that can be done since there is \$50,000 available. One project a year can be planned on to be rolled into that budget depending on how the Selectmen wants to fund that account. Mr. Darling stated that it would be about \$25,000 in total for the garage. The lighting might get paid for through the DOER (Department of Energy Resources) grants. It depends on how successful the Town is with the Competitive Grant. The MG&E (Middleborough Gas & Electric) Department has matched \$8,000 and if the Town does not get the grant, that money can be reallocated for the lighting. It is believed that the present water pipes are 1" and they would have to be changed up to 2". The cost would probably be about \$20,000 to do this upgrade. Chairman Hollenbeck noted that it will be helpful that when the Selectmen go through the Capital Expenditures figures for technology and the maintenance budget, this will all be reviewed. Ms. Garbitt noted that this is the time of year that she looks at maintenance budgets. If there is money available, it will be reviewed and determined what purchases can be made. In order to get a bit of background, an examination will be done of what has been needed during emergencies. Ms. Garbitt further explained that there have been different policies in place with different Boards of Selectmen.

There is an issue with the culvert on Taunton St. Mr. Peck stated that the wash out caused it to start falling apart. When, they went to repave, the need was seen, before it had really been determined.

Selectman Burke asked if that will go under roadway projects, and, is the proposed amount enough, or will the amount just come off the top since the cost is estimated at \$275,000? Selectman Burke stated that he is committed to using capital resources for repairing existing roadways, however the Board needs to say what their threshold is. Chairman Hollenbeck stated that she would separate it from the \$375,000, since it is not something that is done each year. Mr. Peck explained that the majority of Chapter 90 money is for paving, etc. Selectman Burke stated that the project needs to be added in and determined how the Board wants to categorize it. There needs to be an accurate picture of the costs, since it is to be used for planning purposes. If the Board never intends on paying for some of the larger items, why put them on the Five Year Plan? It is understood that it is a placeholder, but it should reflect the mindset of the group. Chairman Hollenbeck stated that this is part of the financial forecast going forward and it will provide a more realistic view moving forward. Ms. Garbitt noted that she would also like it to be its own standalone. Mr. Peck stated that he can get a more realistic price if it is something that looks like will take place. Selectman Burke stated that he didn't think it is an unreasonable request to fund this. If everyone looks at the amount of money that the Town has paid to clean up gasoline, it can be seen as a poor strategy since it put the roads in a sad condition. The Town should have bit the bullet and borrowed money to do the leak when it occurred. Mr. Peck stated that Chapter 90 funds only supplement 30%-40% of what is needed to do the roads. Chairman Hollenbeck noted that when something is on there every year it is more of a line item than a capital item. It is known that the Highway Department can do 4-6 roads with the budget, it would be doing that with the Chapter 90 funds. Mr. Peck explained that it changes with what you do each year for the roads. Pavement Preservation is a key thing now. The Town is missing out on fixing its roads. There are other ways to preserve the roadways than a full reconstruction which would be 3x's the amount it would be if the road was instead done through Pavement Preservation. The culvert did not qualify for the small bridge grant program since the span was not big enough. It has to be 8-10 feet wide and the culvert is only 3-4 feet wide.

Mr. Darling stated that he would like to bring up the office trailer since he has been investigating the possibilities of a double wide trailer, etc. \$70,000 had been allocated \$70,000 for an office trailer. He had visited ModSpace last week and saw used office trailers. After looking at their used office trailers, it was seen that it would be the same cost for a 20 year old trailer vs. \$30,000 to get one new. An office trailer would be a bit more robust. There are single wide and double wide trailers, but they are bare bones. However, it needs to be determined how temporary the trailer would be or if the Highway Department would be going to a regular building. Mr. Peck stated that the biggest factor is functionality. There are "cookie cutter" models which he has looked into to develop an office space out of them. But prices go up rather quickly. Ms. Garbitt stated that they would have to go through the modular construction bidding process. Selectman Burke stated that if Mr. Darling and Mr. Peck find a good solution, and it is reasonable, then it should happen sooner rather than later. In terms of a solution, \$70,000-\$100,000 is really not that expensive. The Town would avoid paying construction costs, so that would be a cost savings. Though it may not be the ideal fit, it may work.

*Lt. Perkins was present for the Police Department.* He stated that the Police Chief could not make it this evening. The Chief put in for four (4) items, three (3) cruisers, two (2) marked and one (1) unmarked with trading in two (2) cruisers, a Speed Monitoring Awareness Radar Trailer and 12 Tasers. The current mileage for the vehicles has been provided along with an estimated mileage. The estimated mileage for the two (2) new cruisers would 150,000 miles and 130,000 miles when they would be traded in for the new ones in the fall. At this time the Police Department does not have a spare cruiser. If it did it would be used for details and training purposes. Last week the Police Department ran into a problem since it did not have any cars to go out, they were all being used for training, court, etc. The prices are different for the cruisers and the unmarked cruiser. The unmarked

cruiser does not have everything in it and the cost would be \$32,500. The unmarked that the Police Department presently has will be partially marked and used as the spare. Ms. Garbitt explained that the price of \$73,000 for two (2) cruisers includes paying for all the equipment to be transferred from the old car to the new. Some equipment can be recycled, some cannot be used and they have to purchase new. The car from the K-9 program was given to Animal Control, it had not been a police patrol vehicle. That Ford Explorer was in pretty good shape for Animal Control purposes. Ms. Garbitt explained that it was determined that what was paid in maintenance was not worth keeping the cruisers much longer than the 150,000 miles that they clocked. Having a car allowance for town employees has been determined to be less expensive. Mr. Darling asked about the idle aspect. Lt. Perkins stated that the idle's will be getting swapped over. The Ford Interceptor (SUV) all-wheel drive is good in inclement weather and gas. It holds up better than the Crown Victoria's. Ms. Garbitt apologized for not having a motor vehicle list from every Department as she typically has each year. Lt. Perkins provided the motor vehicle list for the Police Department.

Lt. Perkins then spoke on the Speed Monitoring Awareness Radar Trailer at a cost of \$15,000. The trailers let people know how fast they are traveling. The Police Department receive a lot of request for radar patrols. Each week a list is put out. There are 13 areas in town that have had multiple complaints. An officer will go out and check these areas. With a Radar Trailer, there is the capability to collect a variety of data such as traffic data, speed or violator alerts, etc. Some of the Radar Trailers have solar panels and some have batteries. The Police Department are able to see when people are speeding and the time that the incident took place. With the current Trailers, platforms can be added on as needed such as cameras, license plate readers, providing messages such as amber alerts, a Town Meeting or other Town event, etc. They can be wired with a GPS, Bluetooth and/or Wi-Fi. The options are being explored. The Police Department is definitely looking for one that will provide messages and the speed that people are traveling.

*Deputy David Goodfellow and Chief Daniel Hopkins were present for the discussion.* Chief Hopkins stated that the Fire Department is looking to purchase a new ambulance in the amount of \$250,000 to replace the 2008 ambulance which is almost 10 years old. That vehicle had been purchased as a demo and the Fire Department got a lot more out of it than was expected. Chairman Hollenbeck asked about keeping the old one, however, where would it be stored since there is now a ladder truck. What would be the trade in? Deputy Goodfellow responded that for maintenance alone it has cost over \$8,000 this year, tomorrow it will be going in for brake service and new tires. Chief Hopkins stated that it is not worth keeping. To keep it as an ALS (Advanced Life Support) ambulance the stretcher would need to be upgraded and it would need a new monitor. The Fire Department has two (2) ALS ambulances. The Fire Department would have to buy another whole set of ALS equipment if it had three (3) ambulances since those items could not be taken out of the old one. Deputy Goodfellow noted that the cost was about \$22,000 for that. Selectman Burke asked about what comes new with a new ambulance. Deputy Goodfellow explained that everything that comes with it is new, however, all the equipment is not, if the equipment is serviceable it is transferred to the new one. The vast majority of items are transferable. Chairman Hollenbeck asked if the Chief saw a need for three (3) ambulances considering the number of calls that come in. Chief Hopkins responded that the Fire Department does not have the staff to utilize three (3) ambulances. The Fire Department is barely making it with two (2) ambulances and sometimes cannot even do that and has to call mutual aid. The Fire Department also does not have the bays to shelter it. Deputy Goodfellow added that a third ambulance would not be utilized all that much. Chairman Hollenbeck asked about the costs of ambulances vs. their durability and the work that they can do. Deputy Goodfellow responded that he did not think that an ambulance purchased for \$125,000 could be used for emergency work, it would be more for transfer work such as for radiation treatments, nursing home to hospital, to doctors, to

dialysis. It would be for people who have difficulty ambulating. Chief Hopkins stated that if the Fire Department did not have the F150 4-wheel drive it would not be able to help especially the shorefront communities. A poll was taken of surrounding communities and it has been determined that Lakeville is charging on the low side of the spectrum. The Fire Department will also be looking for efficiencies, such as were had with the demo ambulance. There have been some changes in the specifications since the purchase of the last ambulance. Since the old stretchers do not meet the new requirements, the Fire Department is looking at the possibility of refurbished certified stretcher components.

Ms. Garbitt asked what a Chest Compression System was. Deputy Goodfellow responded that two (2) Lucas Chest Compression Systems are being proposed since they are needed by the Department. The cost would be \$30,000 for two (2), one for each ambulance. The machine does the compressions better and more efficiently than a person. Having high quality compressions improves outcomes. It also improves provider safety since the provider is not doing chest compressions while driving down the road standing up in the ambulance. The Department has one compression system, the sole auto pulse. The band cost \$185 per use. The new one can be used multiple times and the replacement cost is about \$40. Fairhaven is using the Chest Compression System and getting blood pressures back on people since the system is able to do such good compressions. That is something that is not accomplished as much with manual CPR. A better return of gases is being seen which is actually nourishing the cells during this type of event. The machine would also minimize the interruptions of compressions and keep it going smoothly instead of starting and stopping.

Ms. Garbitt noted that she highlighted the seven (7) Toughbook's and six (6) office computers since it may be included with the technology budget for the town. The cost is \$27,000 in FY21. Chief Hopkins stated that the two (2) computers that it has are okay. They have replaced a few of the ones downstairs, so the computers are cycling. The Toughbook's are in the ambulances.

Ms. Garbitt stated that the generator is still on the Capital Plan for EMS (Emergency Management). It has to be completed through the process of technology with the IT supervisor. The last estimate was \$84,000, but there is \$17,000 allocated which brings the amount down to \$67,000.

*Dan Hopkins, Park Commissioner, was present for the discussion.* Mr. Hopkins stated that the repair and painting of the tennis courts had been worked into present budget (FY17) in the amount of \$28,500. However, it is getting switched to instead do the bathrooms at Jon Paun Park. More information will be known after the Park Commission meeting tomorrow night. Ms. Garbitt mentioned that they were looking at building bathrooms, yet there is another alternative that they are looking into. Ms. Garbitt asked which Parking Lot Lights were listed? Mr. Hopkins responded that it is the lights for Ted Williams Camp and that cost is \$35,000. The Irrigation System was for the two (2) new ball fields at TWC at a cost of \$26,000. There is some money available from the sale of the loam to get that project started. The items listed on the Five-Year Capital Plan are not prioritized, the Commission needs to pick the item that they want to work on. The Park Commission cannot bring \$106,500 to the table to do all projects for FY18 since there is not that much in retained earnings. The new Park Commission may decide to make changes to the present Capital Plan. Ms. Garbitt stated that the drainage and paving listed to be done in FY19 in front of the karate studio is a priority since someone had fallen into the manhole. The drainage needs to be done then the paving. The good news is that when the road was paved, there was \$56,000 left over from the 175,000 which could be used for the drainage and paving in this area. Ms. Garbitt stated that there should be \$7500 to close out to free cash from the Highway Department, and then use the rest of it for the drainage. The mud puddles are huge where people park for soccer. Selectman Burke stated that the drainage and the paving would be a great project to do this year. Chief Hopkins explained that it cannot be drained to anywhere, it will

have to drain down and leach into the ground, or it will go into the building. That has been the issue all along.

Ms. Garbitt provided an update on the highlighted items on the budget. A quote was received for the Animal Shelter in the amount of \$15,000 to repave their parking lot. Then, the Historical Commission, and this is being checked with Nancy LaFave, about the Historic and Archaeological Assets Survey Inventory in the amount of \$15,000 for FY19. With General Government Facilities there is the Police Station with a very preliminary number of \$7.7 million. Then there is the Salt Shed for \$7.7 million, the Fire Station noted in FY21 for \$5 million. This goes back to the study which was done in 07 to do over the Town Office and Fire Station and add in an elevator to have a second floor. It is now hoped to include money to make improvements to the Town Office building, and adding on some bays, down the road. The Fire Station (\$5 million) and Fire Substation (\$2 million) will be taken off the list. Selectman Burke stated that he would want to see data and statistics if the Town was going to add a fire substation. He recommended to leave the renovations to the Town Office building in with an amount of \$1 million - \$2 million. He stated that anything reoccurring should be in the operating budget. Leave in the items that do not happen annually, such as the Police Cruisers and the Ambulance. The buildings should be removed and put on a separate schedule. Ms. Garbitt stated that the Five Year Capital Plan is handed out at town meeting so that the townspeople can see what needs to be done. Selectman Burke noted that with the Highway Department, some of those buildings are in rough shape. If the Town Commissions a study and it is not acted on, then it should not necessarily serve as a guidepost for the future.

Chairman Hollenbeck stated that the paving of the Assawompsett parking lot has been a topic of discussion. Mr. Darling stated that there is \$65,000 left to do that project and it is hoped to do that this summer. The problem is that there is not even an eight (8) week window of opportunity to do the work due to the close and opening of the school sessions. It is desired to try and do more floors, electrical and masonry upgrades, ceilings, and the parking lot. Then, the energy improvements is another piece, but it would all be in one project. Chairman Hollenbeck stated that it would be good to have that information on the Capital Plan so that people see what is being done at Assawompsett. Ms. Garbitt mentioned that she just received a notice today that the Mass Office of Disability will have up to \$250,000 available to make capital improvements. Mr. Darling stated that he does have prices coming in for automatic door openers at the Town Office Building, a price for a ramp at the book café (Lift and Care has designed one). The whole side of the Town Office building is not accessible and it is being considered about the delivery of services to the public and the need to make the building accessible for everyone, all aspects.

Ms. Garbitt stated that with the technology budget, she does not have final capital request figures as of yet from John Barker. The public safety security for \$4500 is for the security for the new Police Station. The security for various town locations is still being looking at. The final list might be about \$70,000-\$80,000. It takes time to implement the GIS mapping, etc.

Ms. Garbitt stated that she will reach out to Selectman Powderly about the CEC having its own meeting within the next few weeks, and appoint a Chairman.

### **Approve Meeting Minutes of May 5, 2016**

The approval of the May 5, 2016 Capital Expenditure Committee meeting minutes will wait until the next meeting of the Capital Expenditures Committee.

Upon a motion made by Mr. Morwick and seconded by Mr. Beal, it was

VOTED: To adjourn the Capital Expenditures Committee Meeting at 8:30 PM.  
Unanimous in favor.

### **New Business**

Ms. Garbitt stated that she had received a resignation letter the Board of Health Agent Larry Perry. He is resigning effective April 9<sup>th</sup> 2017, taking his last week as vacation.

Upon a motion made by Selectman Burke and seconded by Chairman Hollenbeck, it was

VOTED: To accept the resignation letter from Larry Perry, Board of Health Agent.  
Unanimous in favor.

Ms. Garbitt stated that she will put this item on the agenda for Mondays Selectmen meeting so that it can be ratified. Chairman Hollenbeck suggested to have Mr. Poillucci, Chairman Board of Health, in to discuss the next steps for the Board of Health. It would be preferable to have them in at the next meeting of the Board, March 27<sup>th</sup>. Mr. Darling stated that this Wednesday the Board of Health will be discussing an interim BOH agent. They need to know the functionality for that agent. Selectman Burke noted that the Town doesn't necessarily need to run the office the same way as it has been. That is a conversation for the Board of Health to have about what they would like to do. Mr. Darling stated that they want to move forward even with Mr. Perry leaving. Maybe the actual needs of the Department can be assessed. This is an opportunity to reevaluate, address needs and then move forward. Chairman Hollenbeck stated that defining the roles will be an important part of the process.

### **Adjournment**

Upon a motion made by Selectman Burke and seconded by Chairman Hollenbeck, it was:

VOTED: To adjourn the meeting at 8:40 PM.  
Unanimous in favor