

Board of Selectmen Minutes 06/01/2015

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Board of Selectmen	June 1, 2015
Regular Meeting	Selectmen's Hearing Room, Town Hall

Present:	Philip Crawford, Chairman
	Thomas Terranova Jr, Selectman
	Christopher Barrett, Selectman

Chairman Crawford called the meeting to order at 7:00 p.m. He announced that the meeting was being recorded for transmission via cable television. He led those assembled in the Pledge of Allegiance.

Tercentennial Committee request for benches on the common

Robert MacKendrick of the Tercentennial Committee appeared before the Board to propose the placement of three new benches on the common and one in front of the Historical Center on South Common Street. Funds in the tercentennial celebration account would be used for this purpose; the remaining funds would be left in the fund for future celebrations. He said the committee would work with the Department of Public Works on the proposal if approved. The Historical Society and Historical Commission are in favor of the project.

In response to questions from the Board, Mr. MacKendrick said that if this is approved, he would order the benches this week. Installation would take place after delivery, dependent on the schedule of the Department of Public Works.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the use of Tercentennial Committee funds for the placement of three benches on the common and one bench at the property at 35 South Common Street.

Recognition of Girl Scout Gold Award winners

Chairman Crawford read from letters of congratulation to eight local Girl Scouts who received the prestigious Gold Award, recognizing the Gold Award community projects undertaken by the winners. They were: Leena Aurora, Tia Patterson, Katrina Gustafson, Mackenzie Comeau, Emily Precourt, Melanie Richard, Rebecca Sievers and Claire Planton. Several were on hand to receive the letters, which were signed by the Board. Board members congratulated the winners and the Girl Scout leaders. Selectman Terranova thanked the Girl Scouts for inviting him to the May 12 awards presentation.

Discussion of policy of use of Merritt Center

The Board discussed a proposed policy document for the use of the Al Merritt Media and Cultural Center at Market Street.

The proposed policy is below, and was reviewed by Lynnfield Cable Television Executive Director Eric Hamlin.

PUBLIC USE OF MEETING ROOM

The Al Merritt Media and Cultural Center values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission – Lynnfield makes the Meeting Room available for public uses which support and further our mission.

Public use of the meeting room is subject to availability and compliance with the terms of this policy. When the meeting room is not being used by the Town or Lynnfield Media Studios, the space will be made available to the public on equal terms.

*Meeting room is to be used for public, government, general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings with each topic to be approved by facility director based on it's policy. The facility meeting room is intended to host organized meetings and **IS NOT available for party-type functions.***

Provision of the facility meeting room for the public use does not constitute endorsement by the Town of Lynnfield or its staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the Al Merritt Media and Cultural Center are not sponsored by the Town of Lynnfield.

AVAILABILITY AND USE OF MEETING ROOMS

1. Meeting rooms are available for educational, cultural, informational, governmental, civic, training activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.
 2. Meetings need to be open to the general public when applicable and cannot charge membership or admission charges.
 3. Meetings must be either related to arts, cultural, public, government, educational, training or team building material in nature. The meeting room may be rented by non-resident individuals or organizations for team building or general information at the facilities discretion at \$300.00.
 4. Light food and drink are allowed, but users are responsible for trash removal and any damages by the food and beverage that may occur. No red sauce, chocolate, wine or any other alcoholic beverages are permitted. There will be a small college style refrigerator on site which will have minimal space so plan accordingly. All food or beverage remaining must be removed by the user. Catered food will be allowed, but the vendor will be the responsibility of the meeting room user and the user will be responsible for any damage by such vendor including but not limited to damage to floors, furniture, walls, doors etc. within both the meeting area and Lynnfield Media Studios.
 5. Facility meeting room indicates the maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded
- **Community Room capacity is 100 people with partition open and 49 people per side with partition engaged.**
6. The facility will make every effort to avoid scheduling LIVE Town and LMS (Lynnfield Media Studios) events which conflict with previously scheduled public uses of the meeting room. In the event that such conflicts arise, LIVE Town/LMS use will supersede the public use.
 7. Meeting room use will not be scheduled before or after facility hours. Events can not extend past 11:00pm, therefore all meetings must end 15 minutes prior to 11:00. No weekend use permitted.
 8. Due to the security of the building which is shared with other tenants, the building is locked at certain times of the evening to adhere to the safety of its tenants. It is the responsibility of the user to convey the user times of the event during booking so that the user can enter the facility with proper clearance.
 9. When entering the space you will be passing through the Lynnfield Media Studios space. No furniture or material can be removed from this space to the meeting room. Meetings must also stay within the meeting room. The Access Station space is not to be utilized as part of the meeting space. The user will also be responsible for any damage to this area.
 10. Room set-up and tear down is the sole responsibility of the user. Room can be set up by facility at an additional cost. Room layout must be supplied if user chooses this option.
 11. Due to fairness and a monopolizing potential, the facility reserves the right in scheduling multiple bookings.
 12. User is responsible for any damages to equipment or property. If it is determined that damage to the room beyond normal customary wear and tear has occurred, an invoice will be issued to the user and future use of the space may be suspended.
 13. No AV support is provided for room rentals. If users wish to have AV capabilities (power point, blu-ray etc.), a tech support person will be provided at an additional cost.
 14. Groups renting the space must not be commercial in nature. Determination of whether a group or individual meets these criteria rests with the Director or appointed designee.
 15. Fees/Donations - No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.
 16. Facility staff may attend or observe any event at any time.

RENTAL OF MEETING ROOM: (FEE CATEGORIES FOLLOW)

Meeting room rental fees will be charged in accordance with the following fee schedule.

Lynnfield resident: \$150.00 per session (up to 4 hours)

Homeowners associations, public lectures, panel discussions, workshops and other similar functions.

Non-resident: \$300.00 per session (up to 4 hours)

Homeowners associations, public lectures, panel discussions, workshops, team building and other similar functions.

Town Committees: Boards, Commissions, Departments (No Charge)

The meeting room kitchen area is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No meals may be served.

Depending on the nature of the event (craft, food service, etc.) a \$150 cleaning deposit may be required.

SCHEDULING AND RESERVING MEETING ROOMS FOR PUBLIC USE

1. All reservations will be made on a first-come, first-served basis and there will be no scheduling of multiple dates at one time. An adult (21 years of age or older) representative of the group must complete and sign the [Meeting Room Application](#) and pay any fees owed. The meeting room will only be booked upon approval of the director or his/her designee. The director or designee will contact the applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. Do not assume that the reservation has been approved upon submission of the application to the Director. Meeting room agreements must be fully executed and rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. Whenever possible, meeting room reservations should be made at least one week in advance of the requested use date.

2. Guarantee - The facility is not able to guarantee that a particular time slot will continue to be available to any organization.

RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

The facility reserves the right to reschedule confirmed meeting room reservations to accommodate town sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.

"No-Show" Reservation - If an individual/organization fails to show for a reserved time slot, after 30 minutes the facility may cancel the reservation and allow another use of the room. If an individual/organization fails to utilize a meeting room reservation without notifying the facility of the cancellation at least three days prior to the scheduled use, or if the Rules of Conduct for Meeting Room Use are not observed, the facility may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Director or appointed designee.

Meeting Room Policy (Code of Conduct)

Meeting room users must agree to abide by the facility Code of Conduct and the following Rules of Conduct specific to facility meeting room use:

1. Contact/Registration - Reservations can be made by contacting the facility at 781-334-6528 or e-mail at ehamlin@town.lynnfield.ma.us. The facility telephone number may not be used as a contact for the meeting.

2. Facility Calls - Staff will not handle registration or meeting agenda questions concerning the organization's use of the community space.

3. No Interference with Lynnfield Media Studios Operations – Public use of meeting rooms may not interfere with the LMS operation or disturb other LMS users. Meeting room users must observe the LMS Code of Conduct and all facility policies.

4. Electronics - The facility is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the meeting room by room users. The facility cannot provide any electronic equipment in the meeting rooms.

5. False Information - Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.

6. Fees/Admission – No admission or fees of any kind may be charged to attend programs or meetings held at the facility.

7. Food/Refreshments - Alcoholic beverages are not allowed in any meeting room. The facility does not provide supplies such as cups, containers, coffee makers, etc. Please note the following regulations related to each room:

Although the meeting room has a kitchen, the meeting room kitchen is not intended for cooking, but rather to provide a convenient space for the preparation of ready-to-serve items of light refreshments. No meals may be served. Kitchen use may require a \$150 deposit which will be returned upon inspection of the kitchen and meeting room.

8. Minors – Groups including minors must be supervised as follows. One responsible adult per 10 minors. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain the ratio of at least one adult per 10 minors.

9. Publicity - Applicant shall not promote their event with the facility and address or location without a signed, approved Meeting Room Application. Advertising materials used (flyers, posters, banners, etc) shall be submitted to the facility for approval. Publicity for events to be held in the facility must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the facility or Town, unless prior permission to do so has been given in writing.

10. Reservation Reassignment - Groups or organizations may not assign their reservations to other groups or organizations.

11. Responsibility - Meeting rooms must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the Community Room walls. Excessive amounts of garbage must be removed by the room user. Users (the signee of the Meeting Room

Application) must pay the cost to clean or repair any facility equipment, furniture, or grounds they damage. Meeting rooms shall be inspected and secured by facility staff before departure of a group or deposit refund.

The individual, who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.

12. Room Set-Up - Individuals and organizations using the facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.

13. Printed Materials/Literature – Users shall not distribute personal or group literature, brochures and other materials to patrons outside of the meeting room in the 600 building. Persons or groups using the meeting rooms shall not leave printed materials on property without prior approval of the Director in accordance with the facility Policy.

14. Room Departure - Meeting rooms must be secured according to instructions provided by facility staff.

15. Rest Room Usage - The restrooms provided on site are a shared space with the Market Street tenants in building 600. Users must take care to keep them in the same condition that they were in before there events.

16. Storage - The facility is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The facility is not able to provide storage space for materials or equipment between meetings. The facility will not accept deliveries on behalf of the group. Items left in the meeting rooms will be discarded.

17. Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless The Town of Lynnfield, Lynnfield Media Studios and The Al Merritt Cultural Media and Cultural Center and its appointed officials, boards, committees, agents and employees (collectively, the "facility") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the facility or which the facility may pay, sustain, or incur by reason of the use of facilities by sponsoring individuals or organizations.

18. Authorization to use facilities may be revoked by the facility Director or designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Lynnfield Town Manager. Such appeals must be submitted in writing to the Town Manager within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.

19. Any unauthorized using of the Meeting Room may ban user from any future bookings.

20. Internal phone usage is restricted to facility use only. It may be used for emergencies (911) only. Any damage or abuse of the phone system shall incur charges to the user.

21. The Al Merritt Media and Cultural Center is located in building 600 which is shared with multiple businesses both on the same floor and below us. User must not use any PA amplifying systems, including music devices that may interfere with the operation of the other businesses.

Mr. Hamlin said this draft included some revisions from a previous draft shared with the Board earlier in the year. He said the intent is to accommodate as many people as possible, but noted it is intended as a meeting room and not a function facility. He said the fee structure would not include a charge for Town committees and departments, but would charge \$150 for residents and \$300 for non-residents for a four-hour period. He said it would be possible to have an hourly rate with a two-hour minimum.

Selectman Barrett asked about the procedure by which users would gain access. Mr. Hamlin said that most users so far have been local officials and Town employees, who are given a pass to use. He said when others use the facility, there will be someone on hand to open and close the facility. He said the fees charged would help pay a part-time employee who could handle the scheduling and opening and closing of the facility.

In response to questions about liability for damages incurred, Town Administrator James Boudreau said that the Town's general liability policy will cover that facility, although it is unclear what the coverage would be if a user damaged Market Street property while using that room. He said the user would be responsible for any damage. Chairman Crawford said it is important to have someone on hand to monitor use by those who are not part of Town government. He asked about the partition, and said that the Town should look at having the partition lock in place.

Mr. Hamlin reviewed the fee schedule. A \$150 cleaning deposit may be required. Mr. Boudreau said that the charge for use of the Meeting House by the Historical Society is \$150 per day. Selectman Terranova suggested that the cleaning deposit be required only if a user is planning to bring in food or drinks. Chairman Crawford and Selectman Barrett agreed.

Selectmen Terranova suggested that language requiring an adult to reserve the room be changed to age 21 and older. Selectman Barrett asked about whether the fee would be collected if someone did not show up and failed to cancel. Mr. Hamlin said the fee could be waived if there were a cancellation due to death or some other emergency. Selectman Barrett said the fees are competitive and the schedule could fill up quickly. He said failure to collect fees if people regularly fail to cancel could be a financial drain. Selectman Terranova said this is especially the case if the Town is paying for someone to open and close. He asked what the person would be paid. Mr. Hamlin said \$10 to \$15 per hour. Mr. Terranova said that the fee would have to be \$75 to cover these costs.

Chairman Crawford suggested the minimum charge could be \$50 for residents and \$100 for non-residents. He said residents would like to pay nothing or a smaller fee as it is a municipal facility. He asked what Mr. Hamlin's goal was. Mr. Hamlin said the scheduling of the facility is very time consuming and he would like to see the user fees put toward hiring someone who could manage the scheduling of the room. Businesses in Market Street have been inquiring whether the room is available. There have been 84 uses of the room since November.

Chairman Crawford said a part-time person would be sufficient, and asked if there would be enough user fees to support such a position. He noted there is no budget for the facility, only for cable operations. He suggested that a charge of \$50 per hour with a two-hour minimum for residents. He said he thought a shorter minimum would result in more bookings.

Selectman Terranova asked about what the room has been used for. Mr. Hamlin listed several uses, including Town committee and department uses, local nonprofit Townscape, Inc. and Candidates Night and the Democratic Town Committee.

Selectman Terranova expressed concern that the Town may not break even on the cost of even a part-time position, as there may not be enough fees collected to cover that cost. He opposed the idea of hourly rental, saying a short meeting could run longer than planned. Chairman Crawford said that the person hired to oversee the booking would be on hand to tell the users that their allotted time is up. He said if fees are not charged, the Town would have to budget for the position to come out of other revenues.

Selectman Terranova asked what would be said to residents who say they pay taxes and surcharged on their cable television bill to support the cable television operation. Mr. Boudreau said that the Department of Public Works cleans the space two to three times per week, and that additional cleaning hours would be needed with additional use. Chairman Crawford said cable fees cannot be used to support anything but cable television expenses. Selectman Terranova said he supports some fee due to wear and tear.

Mr. Hamlin said that the cable operation pays a large monthly electrical bill for that space. Chairman Crawford said the fees are necessary to support someone to oversee the use of the space. Mr. Boudreau said the position would be part-time and would not incur benefits. He said the gross cost would be about \$15 per hour.

Mr. Barrett said that if the demand for the facility is high, fees could be revisited for business use. Mr. Boudreau said once the Board adopts a policy and non-Town groups are allowed to book the facility, the demand will become clearer. He said a revolving account for this purpose could be set up at the fall town meeting.

Board members agreed that the proposed fees were reasonable. Selectman Barrett said that the fees could be revisited in the fall. Mr. Boudreau said that might be too soon, and Board members agreed that a year might provide better data.

Mr. Boudreau suggested that all comments about the draft from Board members be sent to him. If there is a disagreement on the proposed revisions, the Board can further discuss them. A new draft will be brought to the Board for its approval.

Resident Katy Shea asked how it could be ensured Town groups would have priority for the use of the space. Mr. Boudreau said the proposed policy may have to be revised, but said it would be difficult to cancel a booked event if a Town group came in later with a request. Resident Patricia Campbell asked how non-resident users would be checked for suitability. Resident Janice Bell asked if the fee would be waived for a citizen meeting. Chairman Crawford said the resident fee would be charged for such uses. Resident Mark McDonough said it does not seem right to charge local nonprofit groups such as the Friends of the Lynnfield Library and the Lynnfield Garden Club. Resident Heather Keane asked if a market analysis had been done and suggested businesses may be willing to pay a higher rate. She said she is not in favor of shorter minimum rentals.

Chairman Crawford said the fees must make the scheduling and supervision of the space self-sustaining, or a position would have to be added through the Town budget process. He suggested revisiting the matter in a month, after town counsel has reviewed a revised draft.

Authorization of increase of maximum amount in Recreation Commission revolving fund

Mr. Boudreau said that a memo to the Board from Town Accountant Julianne McCarthy requests an increase in the maximum amount in the Recreation Commission revolving fund from \$75,000, as approved at the annual town meeting, to \$175,000. The increase is needed due to the new programs initiated by the new full-time director. The fund allows fees collected for these programs to be spent without further appropriation.

Selectman Terranova asked about field usage fees. Mr. Boudreau said a separate fund for that purpose would be established. Fees collected for field use will not be expended until that time. He said the maximum is on the amount to be expended from the fund, but does not limit the amount of funds collected.

Liaison appointments

Chairman Crawford read a list of liaison assignments, as follows:

Aging, Council on	Crawford, Phillip
Appeals, Board	Terranova, Thomas
Assessors, Board	Terranova, Thomas
Cable Access Advisory Committee	Barrett, Christopher

Capital Facilities Advisory Comm.	Barrett, Christopher
Conservation Commission	Barrett, Christopher
Dept. of Public Works	Crawford, Phillip
Finance Committee	Crawford, Phillip
Fire	Terranova, Thomas
Golf	Crawford, Phillip
Health, Board of	Barrett, Christopher
Historical Commission	Terranova, Thomas
Library	Crawford, Phillip
Library Building Committee	Barrett, Christopher
MAPC	Dresios, Alan
MBTA Advisory Board	Terranova, Thomas
MWRA	Finegan, James
Market Street Development	Crawford, Phillip
North Shore Regional Voke	Barrett, Christopher
North Suburban Planning Agency	Terranova, Thomas
Peabody Municipal Light Dept.	Barrett, Christopher
Planning Board	Terranova, Thomas
Police	Terranova, Thomas
Reading Municipal Light Dept.	Nelson, David
Recreation Commission	Barrett, Christopher
Recreation Park Advisory Comm.	Crawford, Phillip
Recreational Path Committee	Terranova, Thomas
Recycling Committee	Terranova, Thomas
School Department	Barrett, Christopher
Veterans' Services	Crawford, Phillip
Zoning Enforcement Dept.	Crawford, Phillip

Selectman Terranova said he would like to become more active and wished to pass along the Recreational Path Committee, Recycling Committee and North Suburban Planning Council assignments. He would like to pick up the Cable, Golf, Library Building Committee and Capital Facilities Advisory Committee assignments. Selectman Barrett said he is comfortable with the proposed list. Selectman Terranova said that he felt his talents would be better used on the assignments he proposed, as there are accounting issues in the golf operation and he has volunteered to work toward creating a nonprofit corporation for the cable operation.

Chairman Crawford asked Selectman Barrett if he wished to switch any assignments. Selectman Barrett said that he wished to continue working with the Capital Facilities Advisory Committee and the Library Building Committee. Selectman Terranova said that both these groups have significant financial implications, and he works in that field. Selectman Barrett said he holds a master's degree in business administration.

Resident Heather Keane said that she did not think the assignments were divided equitably. She urged that members work together to work out a compromise. Resident Katy Shea said that Selectman Terranova is a certified public accountant, but his assignments have the least financial responsibility. He said Selectman Terranova had earlier been passed over for chairman, and that there should be parity among the three members. Resident Patricia Campbell agreed with Ms. Shea. Resident Janice Bell said that she thinks this is why citizens are not participating in government.

Selectman Barrett said that he served on the School Committee for three years and worked on developing the largest budget in Town. He also helped run a business for five years. He said the chair appoints liaisons and asked if Selectman Terranova had previously made his requests known to the chair. Selectman Terranova said he received the proposed liaison appointments late on Friday and said it would be impermissible to discuss such matters with another selectman outside a posted meeting of the Board. He said the purpose of the Board meeting was to have such discussions.

Chairman Crawford said that no one had requested specific assignment or changes, and that liaisons are assigned by the chair. He said liaisons do not make decisions, but provide communication between departments and committees and the Board.

On the motion of Selectman Barrett, duly seconded by Chairman Crawford, the Board voted 2-1 (Selectman Terranova voting no) to approve the liaison appointments as presented by Chairman Crawford.

Use of public facilities

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the use of the common on June 8 for a Boy Scout Court of Honor and cookout.

Board members postponed to their June 15 meeting a decision on two requests to use the common for private events on the dates of August 1 and August 8. Chairman Crawford noted that he was not particularly in favor of allowing the use of the common for private events in which the general public could not participate.

Proclamations

Chairman Crawford read the below proclamation, to which all Board members signed their names.

We, the Board of Selectmen of the Town of Lynnfield, Massachusetts, by virtue of the authority vested in us by the people of Lynnfield as elected officials, do hereby proclaim Friday, July 26, 2015, as Spirit of the 25th Anniversary of the Americans with Disability Act (ADA) Day

We urge all citizens of the Town of Lynnfield, its community leaders, businesses and government officials, to celebrate the contributions that people with disabilities have made and continue to make.

As Selectmen for the Town of Lynnfield, we renew our commitment to upholding the nondiscrimination principles of the ADA.

We urge that all citizens support the efforts of the Independent Living Center of the North Shore and Cape Ann, Inc., which is the voice of all persons with disabilities and their families. This proclamation is an acknowledgement of the rights of all persons with disabilities under the ADA and their daily activities, struggles and triumphs here in our Town.

In witness whereof, we have hereby set our hands and seal of the Town of Lynnfield this 1st day of June, 2015.

In other business

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to approve the minutes of the meeting of May 4, 2015 as presented.

The Board announced that there are vacancies on the Personnel Board, Board of Health and Personnel Board and that interest residents are urged to apply to the Board for consideration.

All three Board members thanked local veterans, Parade Marshal Bruce Siegel, Director of Veterans Services John H. Kimball II and all who participated in the Memorial Day exercises.

Selectman Terranova asked that the Board to consider continued enhancement of the Town's financial statements, putting all revenues derived from the meals tax to funding Other Post-Employment Benefits (OPEB) obligations, and asking the town accountant to appear before the Board on a quarterly basis to review the Town budget with year-to-date actual amounts.

Chairman Crawford said that if such items were to be discussed by the Board, they should be placed on the agenda so that citizens could be notified that the Board will be discussing these matters. Selectman Terranova asked that these matters be placed on a future agenda.

On the motion of Selectman Terranova, duly seconded by Selectman Barrett, the Board voted unanimously to adjourn at 9:11 p.m.