



Capital Improvement Program Committee Meeting Minutes

August 6, 2019

Lincoln Town Library, 22 Church Street

Committee Members Present:

1. OJ Robinson, Selectmen's Representative
2. Alfred (Butch) Burbank, Town Manager
3. Mark Ehrman, Planning Board Representative

Committee Members Excused: Paul Beaudin II, Budget Committee Representative

Staff Present:

1. Johnna Hart, Finance Director

Staff Excused:

1. Carole Bont, Planner

Audience: None.

CALL TO ORDER:

The meeting was called to order by mutual consent at 9:22 am.

MEMBERSHIP:

Chair Robinson said there are four (4) voting members of the CIP Committee.

1. Planning Board Representative Mark Ehrman;
2. Budget Committee Representative Paul Beaudin;
3. Board of Selectmen's Designated Representative OJ Robinson; and
4. Public or Staff Representative Town Manager Butch Burbank.

Finance Director Johnna Hart is a member of the CIP Committee for discussion, taking minutes, and everything else, however, she does not have a vote. Planner Carole Bont is also a member of the CIP Committee for input, discussion, taking minutes and everything else, however, she does not have a vote.

These meetings are open to the public so any members of the public can come to these meetings. The CIP Committee has an agenda with Department Heads who are coming to discuss their specific departments. That agenda has been posted. Like any agenda, the agenda can be changed based on personnel being able or unable to attend any particular meeting on certain dates.

Budget Committee Representative Mark Ehrman asked if the library was the intended venue and whether the library had a speaker phone. Mark Ehrman is having some medical issues and wondered if the library had a laptop computer with Skype and could leave the computer on speaker phone and just leave it flat on the table during CIP meetings so he could participate remotely. Town Manager Burbank will figure out how to facilitate Mark Ehrman's calling into

the meetings using his Town Manager's surface pro.

Motion to Nominate OJ Robinson as CIP Committee Chair. Town Manager Burbank.

Second. Mark Ehrman.

Vote: In favor. (2-0, 1 abstention – Robinson). OJ Robinson was elected CIP Committee Chair.

WHAT IS A TIF?

Mark Ehrman asked what the acronym "TIF" stood for. Town Manager Burbank explained that the acronym "TIF District" stood for Tax Incremental Financing District.

What is a **TIF District**? The financing of public improvements with the incremental taxes created either by new construction, expansion, or renovation of property within a defined area of the community.

NH Office of Energy & Planning "*TIF Explanation Guide*".

REVISE THE SCHEDULE

Town Manager Burbank said he would like to rearrange the schedule for the departments coming into the meetings. Next Tuesday the Fire Department and the Library and the Fire Department are scheduled to come in to give their presentations.

Public Works Director Nate Hadaway presents on several different days. Nate will present a portion of his budget next Tuesday. Library and Cemetery will remain. We will just switch the Fire Department and Public Works next Tuesday.

Planner Bont will send him a new schedule. Planner Bont and Town Manager Burbank will not be here. Librarian Carol Riley and the Library Trustees will go first. Public Works Director Nate Hadaway will go second.

CORRECT THE ERROR

Finance Director Johnna Hart said that in trying to switch things over from the spreadsheets formerly prepared by John Hettinger from one year to the next it looks like we may have put \$2,000 more in the category called "Library Building" than we had intended and that \$2,000 got voted in at Town Meeting. A total of \$21,000 went in there instead of \$19,000. Where do you want to allocate that additional \$2,000? One option would be to leave it there and then we will not put additional money in there this year. When she went to add the money into the revised spreadsheet, she found she had \$2,000 too much.

Chair Robinson suggested that we make a note of it. When the CIP Committee talks with the Library Trustees and Librarian next week, they will ask the Library Trustees if they have some new project or some other category that we should put the money into.

Finance Director Hart said that Librarian Carol Riley had the library painted this year and that project cost quite a bit more than the Library's initial estimate. There was her \$7,000 deposit and an additional \$7,350 so she over spent that line. That line may be where the Library wants the extra \$2,000 applied. Johnna will put that figure of \$2,000 at the top of the Library section of the spreadsheet and the CIP Committee can decide where to put it at the next meeting.

Town Manager Burbank said he needs to get an updated spreadsheet. Finance Director Hart explained that she will finish flipping the columns over from last year for the next meeting.

Chair Robinson said he thought he had checked the appropriate MS Form after Town Meeting to

verify what the Town Meeting had voted on. Finance Director Hart said that extra \$2,000 was on the MS Form. The problem was that on the form the CIP accounts were split up. Some of the CIP accounts were listed down below and the rest of the CIP accounts were listed in a different section of the form so we must have overlooked it. We did not catch the error until now.

Town Manager Burbank said he was not aware of any upcoming proposed large projects. Chair Robinson said he had a running list of items that Department Heads were supposed to add to their CIP requests this coming year, but he did not have those items listed all in one place. He will have to go back through his notes and make a comprehensive list of those items.

PHILOSOPHICAL DISCUSSIONS RE: TARGET INCREASES & BONDING:

Mark Ehrman said he does not have a copy of the last version of the CIP. Town manager Burbank said he will have Planner Bont will send Ehrman one.

Two conversations going on at the same time.

- Mark Ehrman talking to Johnna Hart about requesting that the Town send him out documents in a manner other than by email.
- Town Manager Burbank talking to Chair Robinson about keeping the target for this year's increase to 3%.

Target Increases:

Chair Robinson said the new target would be one million, five hundred twenty thousand dollars (\$1,520,000). Chair Robinson directed the members to look at the "Totals Including Bond Service" on page 30. Last year's target was \$1,475,000. The CIP Committee's final recommendation was \$1,465,000. This year's target, adding the 3%, will be \$1,520,000. Call the target \$1,500,000.

Town Manager Burbank explained that the purpose of the target of 3% was established years ago by the CIP Committee well before the current officials were in their positions. The 3% escalator is the annual estimated increase in the cost of living.

Review of Capital Needs:

Town Manager Burbank asked the Committee whether it would be a nice general statement to say that water and sewer resources would be a focus of long-term capital planning. The Town has a number of short-term needs, but the bulk of the major concerns were based on the lack of adequate resources for water and sewer facilities.

Chair Robinson agreed that the water and sewer resources would probably dominate the conversation because that is where the biggest problems are – both short term and long term.

Town Manager Burbank said that for the CIP Record, he had a developer (David Yager) who was in visiting this week and wanted to do an agreement going forward similar to what we contemplated doing with potential buyers of South Peak Resort. Some of the wording in the document the developer uses or mentions more than once that word "moratorium". The developer believes that the Town has instituted a "moratorium" against South Mountain Resort, but that is not true. We have to get out in front of that rumor. In the context of the CIP discussion, we have to keep that focus that there are some misconceptions out there that the Town has set up hurdles for these developers to jump over and some of those hurdles are not palpable (palatable) to them but the Town of Lincoln has not instituted a "moratorium". David

Yager was referring to the agreement that Yager proposed on behalf of South Peak Resort.

Town Manager Burbank said that we have to be clear with all of the Town Boards that the Town does not have a moratorium on building. There are some pretty high hurdles for these developers to jump over, but they can still build in this town. Right now, we are putting the onus on them (the developers) to develop adequate water for fire flow on their own site. The onus is not small. However, in creating our CIP we have to recognize that the Town is very popular with developers and a lot of people want to come here business-wise and that demand is starting to challenge the Town and its resources.

Town Manager Burbank said he can see the Public Works Department is on track with the usual vehicles and equipment. The Police Department has some serious expansion needs. The CIP Committee is going to hear Police Chief Chad Morris talk about what he has seen in that review that the Town paid for of the Police Department. The conclusion of the report was that our Police Department has seriously outgrown the physical working space and communications equipment that we have for them and we do not have adequate space for the proper storage for evidence. The same goes for the Fire Department.

Town Manager Burbank said that the good news is that we do have a Town or two that are possibly interested in coming into our dispatch center. We might see some revenues there, but everything is a double-edged sword and comes with its pluses and minuses. For example, the Town Dispatch Center would have more responsibilities and be answerable to more people.

Town Manager Burbank said he has not heard that Recreation would be looking for anything major that is new. Only the things that Recreation Director Tara Tower usually comes in with are on her wish list. We have already replaced the groomer. That groomer should be good for years. We will set money aside annually for its eventual replacement in the future. Actually, there is a time gap before we start setting aside more money for the groomer replacement. We also replaced a snow gun last year.

Town Manager Burbank said that the areas that Public Works Director Nate Hadaway is in charge of is where the major increases will be. For example, his areas have the most volatility money-wise right now. Some of the Public Works Department needs cannot be handled in the CIP. That is something the CIP Committee will have to decide, but he thinks some of those expenses will have to be funded by bonding. The cost and the urgency of those projects exceed what a Capital Improvement Plan can handle.

Bonding versus Funding Through CIP:

Town Manager Burbank said he wondered whether there are any hard and fast guidelines that apply to what can be included in a CIP. For instance, what size project exceeds what could possibly be funded through the use of a Capital Reserve Fund and what should not. Chair Robinson said the issue is size and timing. Some of the cities have specific dollar requirements like an Overlay of \$30,000 is in their operating budget and does not need to be included in a CIP. A large city is not going to CIP an expenditure of \$30,000. What is includable in a CIP depends on the size and resources of the Town.

Chair Robinson said that his general theory of what is appropriate for including on a CIP, although the theory is not “hard and fast”, is this:

- If a project is for something that the Town is using now that needs to be replaced in so

many years, it should go on the CIP;

- Like a road or a fire truck. We should be paying for that now because we are using it now. We should be paying for it now for each year that we are using it to replace it.
- Versus if a project is more of an expansion of services or an expansion of a facility or something that is new that is more of a matter for bonding because it is really the future that is going to get the benefit of the expenditure.

Planning Board Representative Ehrman said to argue the other side, all of the bonding economics should be integrated into the budgeting economics because they really come down to the same thing. People get in trouble as individuals when they do that and so do Towns and Cities and even Countries. For example, last year he asked what the Town's total indebtedness was he got a good answer from the CIP Committee that the Town had about \$2,200,000 in debt or overall bonding obligations – (\$2,238,000). You gave him an amortization schedule for each of the "subdivisions". One of the water improvements had started at \$2,000,000 about 20 years ago and it was amortized down to \$800,000. That debt still yields a budget obligation of so many dollars per year. The bond may be distinct from ordinary expenditures of the Town of Lincoln, but one way or another it all comes back to the same chicken who has to lay another egg to pay it off.

Some people make the distinction, not so much between current and future. For instance, take a road. Yes, a road has current use, but it also has future use. The distinction between current use and future use can become a little bit arbitrary. If you look at overall expenditures, you are going to be all right if your overall expenditures are within your ability to pay. Quoting from Charles Dickens' who wrote in *David Copperfield* the character Mr. Micawber's famous, and oft-quoted, recipe for happiness:

"Annual income twenty pounds, annual expenditure nineteen [pounds] nineteen [shillings] and six [pence], result happiness. Annual income twenty pounds, annual expenditure twenty pounds ought and six, result misery."

Planning Board Representative Ehrman continued by saying, "That is life." The revenues and the expenditures have to be balanced globally, not just particularly. A lot of the things that we have put in the capital budget could be arguably bonded, or not. That would depend on what is the best option for us.

Planning Board Representative Ehrman said right now, we are in what could consider to be a "temporary dip" in interest rates that extends quite long term because of vagaries in the bond market. We can get long term bonds cheaper than we could six (6) months ago. That is pretty crazy, but why not do it? Whereas five (5) years from now long-term rates might be 25%. You will be happy with all of the long term money that you borrowed cheap today whereas you will be very unhappy with all of the obligations you have shifted into current expenditures so now you have to fight with everyone else who is going broke because they cannot pay for their mortgages and they cannot pay for their car loans and other things. We, as a Town, only have \$2,000,000 in debt." That is not a lot of debt for this Town. Broaden the scope of our thinking a little bit, should we decrease some aspect of the taxes in some way and increase our bonding commitment and lengthen the terms of the bond because right now is an unusual time to do that.

Town Manager Butch Burbank said he thinks the Town currently is getting bonds that are at 3%

interest rates. Planning Board Representative Ehrman said the bond interest rate is at an historic low. Right now, the cost of funds is historically low; history has a way of regressing to the mean.

Town Manager Butch Burbank said the low bond interest rates weighs on decisions that are made about the CIP. Chair Robinson said that the CIP Committee has incorporated that philosophy in when we are done with preparing the Capital Improvement Plan (CIP) there is the total and then we add in the bond projects (and it is not all of the bond projects) it is the bond projects that were once in the CIP that we raised some moneys for the project and then we bonded for the rest of the project so we are including the bond payments as part of the capital plan we look at the CIP.

Planning Board Representative Ehrman said that bonds were very useful tools and because money is so cheap right now maybe now is a good time to think about using bonds.

Planning Board Representative Erhman asked how much the total of the capital retirement of the initial bonding amount was that would be retired as represented by those bonds over the next few years. They reviewed the list of bonds as listed below.

Finance Director Hart said the Town paid off the 2014 River Intake “Replace River Intake Gallery” Fund in 2019 so we can take that five (5) year bond off the bond schedule.

Chair Robinson said that over the next four (4) years there are some other long-term debts that the Town is going to get rid of completely. Finance Director Hart agreed and reviewed them as follows:

Finance Director Johnna Hart explained that the annual Town Report included information about the amount of outstanding long-term debt of **remaining at the end of 2018**. (See pages 91-95 of the 2018 Town Report.)

1. **Bog, Parker, Maltais Farm & Goodbout Road Upgrades** – 2010 Series B – People’s Bank \$1,084,000 for 10 Years – Total Payments: \$118,125 remaining.
 - a. 2020 will be the end of the bond for the “Four Roads project” (i.e., Bog, Parker, Maltais Farm & Goodbout Road Upgrades Road projects). 2010 Series B – Peoples Bank \$1,084,00. Initially, the 2010 bond was for \$1,084,000 for 10 years and will be paid off in August of 2020.
2. **Water Projects, 2003 Route 3/Mansion Hill** – \$2,050,000 for 20 years – Total Payments: \$572,300 remaining.
 - a. 2023 is the end of the bond for the Water Project for US Route 3 and Mansion Hill. Initially, the 2003 bond was for \$2,050,000 for 20 years and will be paid off in August of 2023.
3. **Wastewater Treatment 2003 Projects** – \$1,200,000 for 20 years – Total Payments: \$343,380 remaining.
 - a. 2023 is also the end of the bond for Wastewater Treatment 2003 Projects – Dredging the lagoons. Initially, the 2003 bond was for \$1,200,000 for twenty years and will be paid off in 2023.
4. **2014 River Intake** – \$270,000 for 5 years – Union Bank – Total Payments: \$58,516.14 remaining. This was totally paid off in 2019.

5. **[Water] Bond (91-01)** People's Bank \$1,099,600 – Total Payments: \$376,495 remaining.
6. **Water Bond (91-03)** People's Bank \$291,000 – Total Payments: \$128,662.50 remaining.
 - a. 2021 - 2022 is the end of both bonds for the "People's Bond" – we refinanced those two earlier loans: (1) the 91-01 bond was for \$1,099,600 for water and was paid off in February 2021. (2) The 91-03 bond was for water for \$291,000 to be paid off in February 2022. According to Chair Robinson, the Town had a chance to refinance and get a much lower interest rate. Planning Board Representative Ehrman asked what the bonds were for exactly. Although the CIP members knew it was for something related to water, but they did not know exactly what. (They were not a Selectman or working here at the time.) CIP members did remember that the Town had a chance to refinance its bonds at a lower interest rate and did so.
7. **Beechwood** – \$1,200,000 Less \$162,625 Premium to Reduce Loan – 10 Year Loan (People's Bank 16B) – Total Payments: \$998,235 remaining.
 - a. 2026 – is the end of the bond for "Beechnut Drive Roads, Drainage and Utilities Project" [Plans say: Loon Mountain – Roadway & Utility Reconstruction Project (Black Mountain Road, East Branch Drive, Beechnut Drive, Wood Court & Brook Way) - \$1,200,000 - \$162,625 (premium to reduce loan). Loon Mountain Recreation Corporation is paying 50% of the bond payment over a period of ten years. The Town taxpayers are paying the other 50%. The Town's actual share of that load is \$600,000 because Loon Mountain Recreation Corporation is paying half of that amount. The bond was for ten years, it was taken out in 2016 and due to be paid off in August of 2026.
8. **2018 Pollard Road Sidewalk Project** - \$423,303 for 6.5 years – Union Bank – Total Payments: \$451,996.58 remaining.
 - a. 2025 is the end of the bond for Pollard Road Sidewalk \$423,303 with 6.5 years paid off in February 2025. A 2.1% interest rate was charged.
9. **Levee** - \$1,310,000 Les \$104,175 Premium to Reduce Loan – for 20 Years (Peoples Bank) Total Payments: \$1,424,277 remaining.
 - a. 2036 - is the end of the bond for Second Levy is for \$1,310,000 with the premium of \$104,175 (premium to reduce loan). It must be the Town had to pay that. It is the same as the Beechnut Drive one. The bond was for 20 years and due to paid off in August of 2036.
10. One additional bond we just did with the Bank of New Hampshire for \$400,000.

Chair Robinson said reviewing the bond for dredging the sewer lagoons is what sparked his desire to start thinking about the concept of only paying for what the Town is using. Chair Robinson said your taxes right now are paying for all the poop that got scooped out of the lagoons that was put in the lagoon back between 1973 and 2003 before you were even living in Town. The people whose poop we are paying for now did not pay a dime to have their poop dredged. It was dredged in 2003 and had not been dredged for 30 years prior to that – since 1973

or so. Town Manager Butch Burbank said according to Public Works Director Nate Hadaway, records indicate that before 2003 the lagoons had not been dredged for thirty (30) years. During those thirty (30) years no one paid for sludge removal and the sludge just built up and built up filling the lagoons and now we are paying for it.

Planning Board Representative Ehrman asked if picking up the cost of reconstruction of those roads was a conscious subsidy that the Town was giving to Loon Mountain Recreation Corporation? Town Manager Burbank said that in exchange for paying fifty percent (50%) of the cost of the reconstruction, Loon Mountain Recreation Corporation got out from under the legal responsibility for maintaining that road through negotiations with the Town. The Town took over the road once it was in compliance with the current road standards. The roadways are now in compliance with current road standards. Loon Mountain Recreation Corporation is reimbursing the Town for the cost of the reconstruction over a ten-year period for one half (½) of the cost of the reconstruction.

Planning Board Representative Ehrman asked if there was a penalty to pay off the loan early. Town Manager Burbank and Chair said there was not. Ehrman asked, if the Town decided to do some kind of a bond project, could they do a “wrap”? Chair Robinson said yes.

Planning Board Representative Ehrman asked who the person was who was writing the grant applications. Town Manager Burbank said the most recent grant writing was done by a woman out of Conway who is working through North Country Council. Ehrman asked if Town Manager Burbank would send the name of the grant writer to Ehrman. Burbank agreed to do so. North Country Council is the coordinator for the latest federal grant that we applied for. All of the coordination goes through North Country Council.

Planning Board Representative Ehrman asked if North Country Council has any financial analytic services available to Towns? Town Manager Burbank said the service is called: “North Country Council Financial Services”. Planning Board Representative Ehrman said he would like that information and he would not mind paying them a visit with either Town Manager Burbank or Chair Robinson in tow. Town Manager Burbank said the person who coordinates with the grant writer from North Country Council is:

Michelle Moren-Grey, Co-Executive Director & Chief Executive Officer
North Country Council
161 Main Street
Littleton, NH 03561
603-444-6303 Extension 2014
603-444-7588 (fax).

Chair Robinson said the Town’s original indebtedness that the Town is paying on was \$8,450,000 (\$8.45 million) much of which we are already scheduled to amortize out of. That amount is what our debt payments are based on. Of that, \$5,720,000 (\$5.72 million) of that indebtedness is going to disappear over the next four (4) years.

Planning Board Representative Ehrman suggested making a corresponding list, of projects that might be in the Town’s best interest to do sooner rather than later. The Town could get better pricing, better planning and better coordination and more bang for the Town’s buck. There might be some synergies – where you are digging up for this and then address that (for example, doing upgrading the lines for water and sewer at the same time).

Planning Board Representative Ehrman suggested first, come up with a list of what the potential projects are. We have heard from Big Water about resources to be used for Fire Fighting. We have heard from Hoyle Tanner & Associates about Municipal Water Resources. We are going to find out something about our sewer issues. We have to figure out what we have to do. It might be better to address it sooner and get a handle on our priorities and address the issues together with a bond. We start by thinking about everything we think we will need going down the road and being expansive rather than restrictive in looking at our needs and taking advantage of the unusual economic moment and the current bond market. It may be good for the Town in the long term to improve the Town's infrastructure, because the Town's infrastructure going forward 10 or 20 years is going to limit the development, growth and enjoyment people get from the Town.

Planning Board Representative Ehrman suggested for example, the traffic up and down Main Street is already limiting business development and the enjoyment of the downtown. There is not necessarily an easy solution to that. Maybe there is no solution but we should still be looking at it. The Main Street is the main artery that pumps the blood through the entire Town. The easier it is to do that the easier people can make more money and the happier everybody can be. Is this the correct place to have these broad discussions? We need to have these discussions some place.

Planning Board Representative Ehrman suggested looking at the Police and Fire Departments as an example. Both the Police and the Fire Departments say they need more space. Add to that the discussion about whether Town Hall should be in the same location with those two departments or whether they should not. If people are starting to complain about the lack of space, we can assume that there is some basis in reality for that complaint. It may be if people look at the problem closely, they will decide this is not the year that you will really need it. Let's say that within the next five years the work space is going to get so tight that the Town is going to need a new facility in five (5) years or things will fall apart. Or maybe it won't get so bad for ten (10) years. Say the bond market changes in five (5) years so that interest rates triple which could very easily happen. Then the Town is not going to save any money by delaying this project five (5) or ten (10) years. In fact, the Town will lose money and freedom to operate and all of the other benefits that could derive from doing the project – like better work in a more efficient space. Work product may improve. We could remove traffic from Main Street and redistribute it somewhere else. Which is one more step in addressing that other issue of traffic on Main Street. Maybe it would be better to have an overall picture, get some counsel on overall funding because we are very capable of paying down the current debt anyway and we can at least keep it at the same level without increasing the overall bond payments. The increase in bond payments will be reflected in decreases in tax payments. It is not money for nothing; it is less money for the same thing.

Chair Robinson said these matters are in the realm CIP Committee. The CIP Committee looks at what projects are needed now and out in the future and moved them from CIP Planning to Bonds because we needed them to get done sooner rather than later. These discussions are properly part of the planning for the Capital Improvements for the Town. The framework of Planning should be coextensive with the length of the bonds. For example, if you are talking about a facility that is going to last thirty years, the planning has to run the course of that facility. The planning should not be for just six years, but for thirty years.

Planning Board Representative Ehrman gave another example, when building a facility for the

Police and Fire you purchase a larger piece of land because you anticipate that you will need to expand the facility if 5-10-20 years, leaving room for expansion. To refinance at the current bond rates is like cutting your rent in half. Or if you are going to spend the same money you will amortize much more quickly.

TASKS:

1. Planning Board Representative Ehrman asked Town Manager Burbank to set up a meeting with someone from North Country Council to talk about funding and the NH Municipal Association to see if they have anyone who can assist them.
2. The Town of Lincoln's Moody's Bond Rating was just upgraded in 2018. Town Manager Burbank thinks Lincoln was upgraded to Triple A – "AAA", but he is not 100% certain. Chair Robinson will send the email with Moody's Bond Rating to members of the committee.

Planning Board Representative Ehrman asked if the Town of Lincoln had ever defaulted on any loans. Town Manager Burbank and Chair Robinson did not think so. They were not aware of any defaults. Tax accounts are current – much better since the Saber Mountain Partners settlement. Finance Director Hart said she thinks that Tax Collector Philbrick only has some outstanding taxes liens for 2017 and 2018 on the books. The Town did have 2015 and 2016 outstanding tax liens, but when Saber Mountain Partners settled the 2015 liens were satisfied. When Town Manager Burbank arrived seven years ago the Town was carrying several hundred thousand dollars on the books. What about 2007, 2008 and 2009? Burbank said that was the time period when those outstanding tax liens had accumulated. We were aggressive in pursuing those and the money came in.

Finance Director Hart wants to update the report so she was looking to confirm her proposed changes.

1. Page 30 for the bond projects for 2014. She will remove the River Intake Gallery from the list of bond projects but leave it in the written part of the CIP because we will have to replace that infrastructure again in thirty (30) years.
2. Pollard Road sidewalk adjust – the Town borrowed less than \$525,000 and she will adjust payments.
3. Add additional funding for the levy of the \$400,000 with Bank of NH;
4. Community Building Repairs –moved into the Recreation Department Budget because the Town of Woodstock did not support the CIP expenditure. Community Building Repairs will stay in the Recreation Department's operating budget.

Motion to Adjourn at 10:21 PM. Town Manager Burbank.

Second. Planning Board Representative Ehrman.

All in favor. (3-0).

Date: 8-13-19

By: 

OJ Robinson, Chair