



**BOARD OF SELECTMEN**  
**TOWN OF TEWKSBURY**  
TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

TODD R. JOHNSON, CHAIRMAN  
BRUCE PANILAITIS, Ph.D., VICE CHAIRMAN  
MARK S. KRATMAN, CLERK  
DAVID H. GAY  
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**MEETING MINUTES**  
**JANUARY 12, 2015**

The Selectmen entered into executive session to conduct discussions on a litigation matter and contract negotiation items. Because discussion of these matters in open session would be detrimental to the town's interest, the Chair requested a motion to move to Executive Session.

Present for the Board of Selectmen Executive Session were Todd Johnson, Chair; Bruce Panilaitis, Vice Chair; Mark Kratman, Clerk; David Gay, Board Member; James Wentworth, Board Member, Richard Montuori, Town Manager; Attorney Charles Zaroulis, Senior Town Counsel.

**MOTION: Mr. Panilaitis made the motion for the Board to enter into Executive Session; Mr. Kratman seconded the motion, and on a roll call vote Mr. Kratman, Mr. Panilaitis, Mr. Wentworth, Mr. Gay and Mr. Johnson vote in favor. The motion was unanimous and moved to Executive Session at 6:00 pm.**

**MOTION: Mr. Panilaitis made the motion for the Board to exit Executive Session at 6:53 p.m.; Mr. Kratman seconded, and on a roll call vote Mr. Wentworth, Mr. Gay, Mr. Kratman, Mr. Panilaitis, and Mr. Johnson vote in favor for a unanimous vote.**

The Chair opened the meeting for regular session at 7:10 p.m. Present for the Board of Selectmen Regular Session were Todd Johnson, Chair; Bruce Panilaitis, Vice Chair; David Gay, Board Member; James Wentworth, Board Member; and Richard Montuori, Town Manager; and Charles Zaroulis, Senior Town Counsel. Selectmen Kratman was not present as he had excused himself immediately after Executive Session due to a work emergency.

**Residents**

There were no residents present who wished to come forward to speak.

**New Business**

**Town Manager Annual Performance Review**

Mr. Montuori gave an update on his goals and objectives for FY15 as follows:

**Goal 1: Continue Capital Projects and Improve Planning**

- 1) Town Hall Project
  - a. Project Complete awaiting final closeout; final punch list and AV items to be complete
- 2) Microwave upgrade
  - a. Project Complete; \$100,000 total expenditure
- 3) Design of Water Treatment Plant Upgrades

- a. Design is complete project was bid and construction underway
- 4) Upgraded School Playgrounds
  - a. Equipment has been purchased and will be installed in the Spring; Paige Impink is running this project
- 5) Develop a short and long range plan for recreation field maintenance.
  - a. Long Range plan not complete. Developed short term plan to install new fencing and turf management to improve lacrosse and baseball fields
  - b. As part of the FY17 Budget Parks will be incorporated into DPW Highway to allow more flexibility with staffing and support and more direct supervision and planning.
  - c. Funding was secured to update Open Space and Recreation Plan.

Goal 2: Develop new or improve and update Policies, Procedures and By-Laws

- 1) Develop Policies to assist Board of Selectmen
  - a. Not Complete; working on new updated policies and bylaws for licenses and use of public buildings, the town common, etc for consistency. Mr. Montuori has good models from other communities--this is an ongoing project
- 2) Review and update Town By-laws and recommend changes as needed
  - a. Not Complete
  - b. Labor Counsel is reviewing changes to the Personnel By-Law and hopefully changes will be recommended for Annual Town Meeting in May
  - c. Zoning By-law Committee formed, looking for people to fill committee and Mr. Sadwick is in the process of hiring consultant
  - d. Funding was secured to update Zoning By-Laws
  - e. Town Bylaws also need to be reviewed

Goal 3: Work to improve Economic Development along Route 38

- 1) Work to secure funding for Infrastructure improvements to Route 38
  - a. Ongoing; were fortunate to have work done from Lowell line,
- 2) Assist owners along Route 38 to improve their property and attract businesses
  - a. Ongoing; business owners are invested in improving outreach to stakeholders
- 3) Improve outreach to stakeholders along Route 38.
  - a. Held breakfast for business owners along Route 38 and a best practices workshop for retail business

Goal 4: Continue working on Land Transfers from the Commonwealth

- 1) Bring to a conclusion the Town Cemetery land transfer
  - a. Cemetery legislations was filed this year; awaiting outcome of filing
- 2) Finalize the transfer of Recreation fields on Livingston Street
  - a. Awaiting information from DCAM

In addition to Mr. Montuori's goals and objectives, there were successes that were not included in this update, but were just as important. The town had another successful year financially. A balanced budget was passed and once again the Town ended the fiscal year with positive free cash. Funds were added to FY16 Budgets in the Fall to address priorities. Funds were also transferred to the Stabilization Fund and the OPEB Trust Fund. The financial approach and policies were endorsed confidently by the increase in the Town's Bond Rating. All collective bargaining agreements were finalized with no issues. Several Capital Projects were bid and awarded over the past year; other projects were bid but they exceeded the available budget and tabled. These projects will be rebid or the approach to the project will be adjusted and initiated in the future.

In the previous year's list of goals and objectives, the Finance and Human Resources goals and objectives were included, and this year was not. These goals and objectives will be reviewed with all Department Heads in May/June of 2016.

Mr. Montuori overall feel as though there was allot accomplished, but overall felt it was a good year. The major highlights such as improving the S&P bong rating, many projects were bid and construction started, and all collective bargaining agreements being secured were key accomplishments.

Town Manager's Goals and Objectives for FY16-FY17:

Goal 1:Continue Capital Projects and Improve Planning

- 1) Complete Water Treatment Plant Upgrades.
- 2) Complete Fence Installation for Livingston Street Recreation.
- 3) Develop a long range plan for recreation field maintenance.
- 4) Secure Funding to design and build new Center Fire Station
- 5) Secure funding for improvements to DPW Facility
- 6) Secure Funding for improvements to Town Center

Goal 2:Develop new or improve and update Policies, Procedures and By-Laws

- 1) Develop Policies to assist Board of Selectmen.
- 2) Review and update Town By-laws and recommend changes as needed.

Goal 3:Continue working on Land Transfers from the Commonwealth

- 1) Work with local delegation to bring to a conclusion the Cemetery land transfer.
- 2) Work with DCAM and Delegation to finalize the transfer of Recreation fields on Livingston Street.

Goal 4:Budget

- 1) Fund a Facilities Manager Position
  - a. If hired would save the town money; need help with snow removal management and maintenance at the library and senior center
- 2) Fund an Assistant Town Manger either through upgrade of existing personnel or new position
  - a. Would need assistance in ushering in other capital projects
- 3) Increase staffing in DPW Highway Division
  - a. Currently 9 employees; estimate need 4 additional employees

### **Town Manager Contract Discussion**

Mr. Johnson reminded the public that this is a process that started with Mr. Montuori and has proven to be a good process. Many of the comments may be redundant but each selectman has individually come to their own comments tonight.

Mr. Gay did not present any written comments; however, he gave his comments from the format provided from the annual review form. Mr. Gay noted that Mr. Montuori's managerial skills are excellent. His communication is exceptional, as every week a report is sent to all the Selectmen. He enjoys reading it and knows the time put into writing this report. It has made the job easier for the Selectmen to keep all apprised of events taking place and what is being worked on. Mr. Montuori has been a top quality manager since he was hired and kept that standard going during his tenure. His organizational skills are top shelf. When issues come up, they are taken care of swiftly and fairly. Mr. Gay also noted how Mr.

Montuori has broken down the budget presentation very clearly and methodically so all can understand the reasons behind the financial decisions. The direction and supervision of departments is excellent and updating town policies is a good place to start in the next term. In organizational relations, Mr. Gay commented that Mr. Montuori's preparation of the meetings is always prompt and topics are clear in discussions. He made a point that Mr. Montuori is very accessible, responsive, and follows-up completely so nothing is left lingering—this reduces speculation. His open door policy is very helpful. Mr. Gay gave very high praise for Mr. Montuori's performance.

Mr. Wentworth provided written comments as follows:



**Town of Tewksbury  
Town Manager Performance  
Evaluation Form**

**Rating:**                      **Scale (1 2 3 4 5)**

- 1. Fails to meet standard
- 5. Meets and exceeds standards

\_\_\_\_\_ Score

1. Managerial Skills (1 2 3 4 5):

- Organization and Planning
- Written communications/reports
- Ability to develop alternative options and course of action
- Creativity/innovation
- Decisiveness
- Completion of tasks assigned/undertaken

Comments:

Weekly Reports, What I think is an important strength is that the Town Manager disseminates information to the BOS that is relevant to our decision making but also is judicious in not sending the BOS every little piece of information on things that aren't relevant to our role.

2. Budget Preparation and Administration ( 1 2 3 4 5)

\_\_\_\_\_ Score

- Accuracy of budget information
- Monitoring of budget during the year
- Responsiveness to Town needs and policy goals
- Managing the budget process

Comments:

The TM's conservative and pro-active approach to the budgeting process has enabled Department Heads to have significant input into their priorities as well as affording the BOS and Finance Committee to have the appropriate time to review and provide input on the budget. This process has led to yearly deposits into the Enterprise Fund while still addressing capital needs. His conservative approach has enabled the BOS to lower the tax rate on residents for the first time in 5 years and earn the Town a AA+ Bond Rating.

3. Direction/Supervision of Department (1 2 3 4 5) \_\_\_\_\_ Score

- Leadership provided to departments in addressing Town issues and policies
- Coordination of projects/services
- Supervision and personnel management

Comments:

Like in any organization with a diverse workforce and many different job functions, there are going to be employment issues. The TM has always kept the BOS in the loop on these issues and has always addressed them in a fair and equitable way that is in the best interest of the Town. Two examples of his project management capability is the fact that during his tenure, the Town has built a new high-school and completely renovated the Town Hall.

4. Organization Relations (1 2 3 4 5) \_\_\_\_\_ Score

- Responsiveness to and communications with Board of Selectmen and Finance Committee
  - Preparation of Board of Selectmen agenda information
  - Town Meeting Preparation
  - Techniques and responses to requests for information

Comments:

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5. Community Relations (1 2 3 4 5) \_\_\_\_\_ Score

- Handling of public information requests/complaints
- Relations with other public groups and organizations
- Public presentation/education
- Involvement in community activities

Comments:

There are many times throughout the year that residents have an issue that needs to be dealt with. At times, they go right to the TM and others where they come to the BOS and information is forwarded to the TM. In both cases, the TM has been extremely responsive to each resident and has either addressed the issue at hand or respectfully explained why the situation is the way it is. Town Forums and Open Forums on specific issues.

6. Personal Qualities (1 2 3 4 5)

\_\_\_\_\_Score

- Defends his/her principles
- Maintains high standards of ethics, honesty and integrity in personal and professional matters
- Earns respect among professional colleagues

Comments:

There have been many occasions where I have discussed certain ideas with the TM and some that he has agreed to and others where he explained to me why we couldn't/shouldn't do it. Either way, he has been very respectful and professional in his dealings with me. Even though, I still believe some of those ideas were still good.

The residents and employees of the Town of Tewksbury are very fortunate to have Richard as our Town Manager. The financial stability speaks for itself but so do the many improvements in the town despite extremely tight resources over the last few years. I look forward to your continued leadership.

Mr. Wentworth rated Mr. Montuori a 5 in all categories as stated.

Mr. Panilaitis gave written comments as follows:

## **Town Manager Performance Review**

**1/12/16**

The Town of Tewksbury continues to be well served by our Town Manager. Mr. Montuori is a consummate professional with a high degree of integrity in all aspects of his work. As we look around to communities around us that have struggled to find highly qualified and experienced candidates to fill their Town Manager's position, we have the benefit of knowing that we have one of the most respected municipal professionals in the Commonwealth. Whenever I have interactions with other communities, state delegation members, etc., I am constantly reminded by them how lucky we are as a community to have Richard in this position.

### **Managerial Skills:**

Richard has outstanding organizational and planning skills. Projects, large and small that he undertakes are approached with a realistic balance of what is necessary and what is possible. The management of the Town Hall renovation in particular has been extremely successful. Not only has the overall outcome been on-time and under budget, his attention to detail has been impressive. In particular, the sensitivities of working on the historic Town Hall and all of the related aspects were fairly managed. While not everyone may have been happy with the ultimate decisions, no one could argue that they weren't given a fair hearing. In addition to the day-to-day management that Richard has conducted so well, he looks forward to issues we will face as a community in the coming years, and looks to the Board for guidance on how best to approach them, while adding his expert opinion. Finally, the weekly reports provided to the Board provide the critical information required to do our jobs, and are presented in a professional manner.

### **Budget Preparation & Administration:**

The administration and management of our town budget is a particular area of strength for Mr. Montuori. By setting clear expectations to his department heads, the budget building process is managed without extremes of unrealistic expectations. It cannot go without mention that the Bond Rating of our Town was raised to its highest level ever, with a positive future outlook. This would not have happened without the disciplined management of our budget.

### **Direction & Supervision of Department Heads**

I make every effort to attend as many bi-weekly staff meetings as possible, so I get not only a first-hand account of the issues within each department, but also the interaction of those department heads with the Town Manager. I believe the Town Manager strikes an excellent balance of allowing his leadership team to manage their individual departments, while maintaining a consistent ethic of integrity and oversight.

### **Organizational Relations:**

Mr. Montuori has a healthy relationship with the other Boards and Committees in town, in particular with the Board of Selectmen. He provides all necessary information regarding particular issues at hand, and is very responsive to particular requests for more in-depth information. His preparation for Town Meetings is thorough and has resulted in smoothly-run meetings.

### **Community Relations:**

Regardless of the tenor of complaints received by the Town Manager, his response has always been respectful in my experience. His interactions with individual groups in town are also well managed; however this is an area that I think he should off-load to a subordinate when possible. His goal of funding an assistant town manager is a significant step in the right direction.

Bruce Panilaitis, Vice Chair  
Tewksbury Board of Selectmen

Mr. Johnson's comments were as follows:



**Town Manager Performance Appraisal**

**January 12, 2016**

**Todd Johnson**

**Managerial Skills:**

I find Richard to be the consummate professional. He readily adapts to a fast-paced and ever changing environment. He is consistent in his approach and decision making and is thorough in his research to various issues and concerns. He readily considers input from selectmen, department heads, and residents relative to matters of concern, but is also decisive when he needs to be.

**Budget Preparation & Administration:**

I feel the budget preparation process continues to improve each year and is highly predictable and transparent at this time. Richard is consistent in his timeline and approach, clear with his messages, and sets appropriate priorities. He has been responsive to unanticipated budget issues and stayed true to fiscal policies adopted by the board. The policies he was instrumental in developing also have served as benchmarks for town meeting and were recognized by the rating agency, Standard & Poors, as a basis for their upward rating adjustment to AA+.

**Direction/Supervision of Departments:**

Richard meets regularly with all senior managers and those meetings are effective communication tools as well as team building opportunities. He does a good job of coordinating various parties on issues requiring cross-departmental involvement. Richard has been consistent in setting expectations, addressing performance related issues/concerns with an ethical and professional approach. In short, everyone is treated fairly and the same.

Richard's supervision of the internal group (and external stakeholders) on the town hall renovation culminated in a very positive outcome for our community. This is but one concrete example.

**Organization Relations:**

I find that Richard exhibits a high level of responsiveness to the board of selectmen, collectively and individually. He communicates regularly and provides the exact information to everyone. His communication is typically unbiased and fact based, affording policy decision makers unbiased, objective information. His preparation for town meeting and stewardship of the presentation process throughout budget season and town meeting are very strong. I also want to commend him on listening to concerns of the selectmen annually and making one of his prospective goals the establishment/development of an assistant town manager position for succession planning and work load management purposes. Over-reliance on the town manager and need for delegation to others remains one of my highest priorities and I can now see a path to improvement and possible resolution.

**Community Relations:**

I find that Richard is responsive to citizen concerns and attentive to the needs of various groups within the community. He has an open door policy and will readily meet with anyone. He initiated and

subsequently modified the “neighborhood” meetings that were helpful in identifying resident concerns and focus areas.

With the new town hall opening a few weeks ago, he is focused on reinstating live televising of board meetings and working to improve public awareness of activities in town hall. This is an ongoing challenge for all of municipal government as residents and business owners rely more and more on technology for information.

I’ve also witnessed Richard participating in community activities like the build day for Habitat for Humanity.

Richard has also been instrumental in our board’s development of and focus on our most important goal of improving Route 38. While a monumental task with many facets, he and his team continue to focus on that regularly.

**Personal Qualities:**

Richard exhibits the highest ethical standards and demands the same of those around him. He demonstrates personal and professional integrity with respect to many issues. Examples are businesses who approach the town but want confidentiality early in the negotiations, to personnel matters of utmost sensitivity. I believe he is well regarded by his peer managers throughout the region and we are well served by his stewardship.

**Summary:**

When Richard was first hired, the town was faced with significant financial issues. His steady hand and calm demeanor has led to a consistent and transparent process resulting in a much more positive financial outlook. Budgets have stabilized and we have restored some of the lost services. We have refinanced outstanding obligations, saving tax payers millions. We have a stabilization fund that was non-existent previously. We utilize free cash at year end in a clearly understood and appropriate fashion. Standard & Poors has twice commented positively about the town’s financial outlook in the last two years, a reflection of Tewksbury’s positive financial progress. More recently, they attributed one of the key reasons for increasing the town’s rating to AA+ to very high grades for management, which is in large part attributable to Richard directly and to his stewardship indirectly.

I also want to be clear that I’ve considered feedback throughout the year from residents, business owners, department managers, colleagues, elected officials, and others in formulating my opinions. I view my responsibility as one of the five people who ultimately hire and contract with the town manager to be one of my most important elected responsibilities and I take it very seriously. While no one person is perfect and there remain many areas I know Richard has expressed interest in focusing on in his day to day stewardship on our behalf, on the whole, our town is fortunate to have him as our town manager. He has earned my high regard over his tenure as well as specifically during this twelve month evaluation cycle.

In January the Selectmen will offer Mr. Kratman an opportunity to speak on Mr. Montuori’s performance.

Mr. Montuori was appreciative of the board’s comments. He felt the town had a very successful year and strongly noted none of it could have been accomplished without the staff. All departments were

outstanding this year and the support of the Selectmen make the job allot easier. It has been a team effort and there is more to do. Mr. Montuori stated he is looking forward to continuing the work next year.

The Town Manager's contract expires in the next few days. The Selectmen and the Town Manager were required by contract, 6 months prior, to indicate their intention to notify each party to either extend or terminate the agreement. Both parties mutually agreed to continue the relationship. The Selectmen met earlier this evening in Executive Session with Mr. Montuori, which is consistent with the Town Charter. The Selectmen voted in that session to extend Mr. Montuori's contract for three years.

**MOTION: Mr. Panilaitis made the motion to ratify the vote to extend Mr. Montuori's contract for three years from January 17, 2016 to January 17, 2019; seconded by Mr. Gay, and the motion carried 4 to 0.**

In terms of compensation, the Selectmen will need to rely on the prospective budget and will request for a budgetary placeholder to take action on as of July 1, 2016. Mr. Montuori will be awarded this compensation retroactive as of this date.

Mr. Panilaitis stated that given the very positive reviews and the excellent service received; had the charter not limited the Selectmen, he felt the contract could have been extended longer than three years.

**MOTION: Mr. Panilaitis made the motion to set aside \$8,000 for the Town Manager Salary line item contingent upon approval of this funding at the Annual Town Meeting; seconded by Mr. Gay, and the motion carried 4 to 0.**

#### **Long's Kitchen—transfer of Common Victualler License**

The establishment name of Long's Kitchen located at 1866 Main Street; and the full name of the person, firm or corporation making the application is North China, Inc. of 736 Chicopee Street, Chicopee, MA; this is a transfer request from Sam Wong.

**MOTION: Mr. Gay made the motion approve the transfer as presented; seconded by Mr. Wentworth, and the motion carried 4 to 0.**

#### **Economic Development Committee—Resignation and Appointment**

In an email dated November 9, 2015, Mr. Michael Monahan gave his resignation to the Economic Development Committee.

**MOTION: Mr. Panilaitis made the motion to accept the resignation of Mr. Michael Monahan from the Economic Development Committee as of November 9, 2015; seconded by Mr. Wentworth, and the motion carried 4 to 0.**

All three associate members of the Economic Development Committee were asked to fill the open position, and one member expressed interest—Mr. Tom Branchaud. If approved by the Selectmen, Mr. Branchaud would be a member from the term vacated date to June 30, 2016,

**MOTION: Mr. Wentworth made the motion appoint Mr. Tom Branchaud as a full-member of the Economic Development Committee effective immediately to June 30, 2016; seconded by Mr. Gay, and the motion carried 4 to 0.**

#### **Robert MacInnis—Application for Council on Aging**

Ms. Ellen (Peg) Keefe has given notice after her term expired on December 31, 2015, not to continue serving on the Council on Aging after 27 years. Mr. Johnson read acknowledgement of Ms. Keefe's resignation in to the record. The Selectmen expressed sincere gratitude for her service.

**MOTION: Mr. Gay made the motion to send the letter as stated to Ms. Keefe from the Board of Selectmen; seconded by Mr. Panilaitis, and the motion carried 4 to 0.**

An application from Mr. Robert MacInnis of 1302 Emerald Court has been received. He is an active member at the Senior Center for many years, and is a member of the Men's Club. Mr. MacInnis has been a resident since 1966.

**MOTION: Mr. Panilaitis made the motion to appoint Mr. Robert MacInnis to the Council on Aging as of January 1, 2016 to June 30, 2018; seconded by Mr. Wentworth, and the motion carried 4 to 0.**

### **Town Manager**

#### **Town Counsel Invoices—December 1-15, 2015**

**MOTION: Mr. Wentworth made the motion to approve the Town Counsel Invoice from Feeley & Brown, P.C. in the amount of \$2,210 from December 1, 2015 through December 15, 2015 on the recommendation of the Town Manager; seconded by Mr. Gay and the motion carried 4-0.**

#### **Senior Town Counsel Invoices—November 2015**

**MOTION: Mr. Wentworth made the motion to approve the Senior Town Counsel Invoice for November 2015 in the amount of \$7,185 on the recommendation of the Town Manager; seconded by Mr. Gay and the motion carried 4-0.**

### **Other Business**

- FY17 budget will be presented to the Selectmen in the beginning of February. Mr. Montuori will set up time to meet with each Selectman individually.
- A focus on FY17 Goals will be on opening the library more hours, particularly on Sundays, would like to investigate for FY17; and additionally reviewing and increasing Council on Aging staff at the Senior Center.
- LouAnn Clement retired on December 31, 2015. Mr. Montuori conducted an interview process with 6 candidates. The team who interviewed the candidates was Mr. Montuori, Ms. Teresa Belanger, Mr. Steve Sadwick and Mr. Raymond Barry, Chair of the Board of Health. The team chose and Mr. Montuori offered the position to Susan Sawyer, Public Health Administrator from North Andover since 2004. She had excellent references and is starting the first week in February.

#### **Outstanding Minutes: December 15, 2015 (regular session)**

Mr. Kratman, Clerk, was not present so the Chair delayed the approval of the minutes until next meeting.

### **Board Member Reports**

#### **Bruce Panilaitis**

- Town Center Master Plan Committee will meet on January 19<sup>th</sup> 7:30 p.m. for the Cecil Group to present a draft of the final plan; and then the committee will work on final proposal for town center
- Economic Development Committee will meet on February 2<sup>nd</sup> at 7:30 p.m. to work with all subcommittees regarding permitting, business outreach, individual target areas for growth and improvements along Route 38

**David Gay**

- Public Events and Celebrations Committee has not met since holidays, but wished to thank the town staff for help with the tree lighting event—the event was well attended
  - Next meeting will discuss a spring event

**Mark Kratman**

- Not present

**James Wentworth**

- Community Preservation Committee met last Thursday; Mr. Wentworth could not attend but understood discussion regarding Long Pond was the main focus of the agenda, will meet next week to discuss articles for town meetings
- Thanked again the great work of the Tewksbury Police Department for a large drug bust in town

**Todd Johnson**

- Met with DCAM and state delegation regarding the ongoing issue with the Commonwealth and the Livingston Street land transfer; at this time this is not a town issue—it rests with the state agency
- Asked for a status of the town’s intervenor filing; Mr. Montuori noted the application was filed before end of the 2015 calendar year and was accepted—now waiting to see if status is grated
  - The date for filing was moved out a week due to overwhelming response
  - Notification was received by the town that our application was submitted and accepted
- The town’s application to the Department of Public Utilities for Energy Aggregation was approved; will start the education process for residents; and begin to go out to bid.
  - This action will allow residents to go off other commercial plans.
- Live broadcast from town hall continues to be worked on; Comcast and Verizon still finalizing installation of equipment and lines
- Mr. Montuori hoping to have budget presentation live in early February

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The next regular scheduled Selectmen’s meeting will be held on January 26, 2016. The Budget presentation will take place on a separate night.

***Adjournment***

**MOTION: Mr. Gay made the motion to adjourn at 8:43 p.m.; Mr. Wentworth seconded, and the motion carried 4 to 0.**

*Approved by the Board of Selectmen on February 9, 2016*