

## **MEETING MINUTES** **FOR NOVEMBER 13, 2012**

A Regular Meeting of the Board of Selectmen was held on Tuesday, November 13, 2012 in the Conway Hearing Room at 7:00 PM. Present were Selectman Andrew Deslaurier, Chairman, Selectman Michael Rosa, Vice Chairman, Selectman David Gagliardi, Secretary, Selectman Robert Correnti, Member, Selectman Robert Accomando, Member, Town Manager John Curran and Assistant Town Manager Cathleen O'Dea.

### **CALL TO ORDER**

Chairman Andrew Deslaurier stated I just want everyone to be aware that we have an extra film crew filming us tonight. Also, this meeting is being held on a Tuesday night because yesterday we were off in remembrance of Veteran's Day. On behalf of this entire Board, I want to thank those Veterans, current and past, for their service to our country. We have Mr. Al Ramos here tonight in our audience, who is a Veteran himself, and that is always nice to see.

### **OPEN MICROPHONE**

The following individuals came to the podium and expressed their opinion regarding the proposed Town Center Project and the Special Town Election:

Chris Musker of 12 Fawn Lane  
Justin Damon of 17 Harnden Road  
George Simolaris of 38 Andover Road

## **ANNOUNCEMENTS**

### **VACANCIES ON BOARDS AND COMMITTEES**

Secretary David Gagliardi stated the Board of Selectmen are accepting applications for the following positions:

<b><u>POSITION</u></b>	<b><u># MEMBERS</u></b>
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#### **Selectmen Appointments**

Arts Council	3
Cabot Land Reuse Committee	3
Commission on Disability	1
Elderly and Disabled Taxation Fund Committee	1
Financial & Compliance Audit Committee	2
Historic Districts Commission	4 alt.
Open Space & Recreation Committee	2
Scholarship Foundation Committee	1
Substance Abuse Prevention Committee	7
Traffic Management Committee	1 (East)

#### **Town Manager Appointments**

Beautification Committee	3
Housing Partnership Committee	2

#### **Moderator Appointments**

Composting Committee	6
Financial & Compliance Audit Committee	3
Personnel Board	4
Town Meeting Warrant Action Committee	1

Please note that the above positions are not paid positions. Applicants should have some knowledge of Municipal Government. Brief job descriptions are available at the Selectmen's Office. Applications must be sent to the Board of Selectmen, Town Hall, 365 Boston Road, Billerica.

### **DPW WATER CONSERVATION REBATE PROGRAM**

Secretary David Gagliardi stated the Town of Billerica has a Rebate Program for the replacement of toilets, urinals and clothes washers with water conserving features. The “Water Conservation Fund” was established to mitigate the demands on the Town water supply and allows the DPW to offer these rebates. To qualify for the rebate, Billerica water customers must be in good standing and own the property where the fixtures will be changed out. Tenants may participate with written permission from the property owner. Toilets, urinals and clothes washers must be specific models to qualify for the rebate. Go to [www.billericadpw.org](http://www.billericadpw.org) or contact the DPW Director’s Office for a list of qualifying models. Qualifying toilet rebates are \$100. Qualifying urinal rebates are \$25. Qualifying clothes washer rebates are \$225. All rebates will be applied as a credit on your water bill. Rebate applications can be picked up at the DPW Director’s Office at Town Hall or at the Water Treatment Facility located at 270 Treble Cove Road. Applications must be submitted to the DPW Office within 90 days of purchase.

### **SUNSHINE GALS KITCHEN – MEALS PREPARED AND SERVED FOR NEEDY FAMILIES LIVING IN BILLERICA**

Secretary David Gagliardi stated the Sunshine Gals Kitchen prepares and serves meals on the fourth Saturday of each month between 12:00 Noon and 1:30 PM for needy families living in Billerica. This luncheon is homemade and prepared and served at the First Parish Church located in Billerica Center. If you have any questions, please call Jo Leary at 978-270-4509 or go to [sunshinegals@yahoo.com](mailto:sunshinegals@yahoo.com).

### **PUBLIC SAFETY MEMORIAL**

Selectman Robert Correnti stated the Billerica Public Safety Memorial, which will honor Billerica Police, Fire and Paramedics who have died in the line of active duty, will be located in front of Town Hall. It will be built with private funding. The dedication is planned for the Fall of 2013. Help make this memorial possible by making a tax-deductible donation. Donations of \$75.00 or more will be recognized on a plaque in Town Hall. For more information and a copy of the donation form, which is important to insure proper recognition of donors, please go to [www.billericapublicsafety Memorial.org](http://www.billericapublicsafety Memorial.org). The donation and donation form can be sent to the Billerica Public Safety Memorial Fund, care of the Billerica Board of Selectmen, Billerica Town Hall, 365 Boston Road, Billerica MA 01821.

**HAPPY HOLIDAYS – 2012 SCHEDULE OF EVENTS**

Selectman Robert Correnti stated the Billerica Holiday Festival has announced the following 2012 Schedule of Events:

Friday, November 16<sup>th</sup>

Home for the Holidays Reception

Saturday, November 17<sup>th</sup>

Home for the Holidays Display Open to the Public

Saturday, December 1<sup>st</sup>

Free Outdoor Public Skating. This year the “rink” will be bigger (30’ by 60’) to accommodate more skaters. Skating will be available from Noon to 6:00 PM.

Saturday, December 1<sup>st</sup>

The Tree Lighting Festivities will begin at 4:30 PM and conclude with the actual Tree Lighting at 5:30 PM.

Saturday, December 8<sup>th</sup>

Pictures with Santa will be taken at the Bennett Library from 11:00 AM until 2:30 PM.

Sunday, December 9<sup>th</sup>

Last day for Home for the Holidays Display

Monday, December 10<sup>th</sup>

Home for the Holidays Drawings

If you have any questions, you can go the Billerica Holiday Festival website at [info@billericaholidayfestival.org](mailto:info@billericaholidayfestival.org).

## **ADDENDUM**

### **ANNOUNCEMENTS**

#### **SPECIAL ELECTION, MONDAY, NOVEMBER 19, 2012**

Secretary David Gagliardi stated there will be a Special Town Election on Monday, November 19, 2012 regarding the Town Center. The polls will be open from 8:00 AM until 8:00 PM.

#### **COMMUNITY FUND AWARDS – DECEMBER 2012**

Secretary David Gagliardi stated the Board expects to announce the Community Fund Awards at our meeting of Monday, December 3, 2012. Awards will be presented at the meeting of December 17, 2012.

## **PRESENTATION**

### **MR. AL RAMOS, RE: LRTA UPDATE**

Mr. Al Ramos, the Town's Representative to the LRTA, came to the podium and proceeded to give an LRTA update/presentation to the Board.

The Board thanked Mr. Ramos for his presentation.

Selectman Michael Rosa discussed the need for outside signage to inform Billerica residents that they are entitled to a 50% discount to use the LRTA.

**PUBLIC HEARINGS**

**NATIONAL GRID AND VERIZON, RE: BOSTON ROAD –  
INSTALLING RISER POLE 85-1 TO FEED HEAVY DUTY HAND  
HOLE TO THEN FEED CUSTOMER AT UNIT 240 BEGINNING AT  
A POINT APPROXIMATELY 1685 FEET NW OF THE  
CENTERLINE OF THE INTERSECTION OF BRIDGE STREET  
ACCORDING TO PLAN 13324142 DATED OCTOBER 11, 2012**

Secretary David Gagliardi stated National Grid and Verizon are seeking permission to install on Boston Road riser pole 85-1 to feed heavy duty hand hole to then feed customer at unit 240 beginning at a point approximately 1685 feet northwest of the centerline of the intersection of Bridge Street according to Plan 13324142 dated October 11, 2012.

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to open this Public Hearing.

It was voted:               5 – In Favor  
                                      0 – Opposed

Ms. Michelle Stacey from National Grid came to the podium and stated National Grid and Verizon are seeking permission to install on Boston Road riser pole 85-1 to feed heavy duty hand hole to then feed customer at unit 240 beginning at a point approximately 1685 northwest of the centerline of the intersection of Bridge Street according to Plan 13324142 dated October 11, 2012.

Selectman Michael Rosa asked if there were any abutter issues?

Ms. Michelle Stacey replied there were no abutter issues.

Selectman Robert Correnti reiterated the message to Ms. Michelle Stacey from National Grid that the Town is still very unhappy and concerned about the fact that there are still 183 double poles in Billerica that have not been removed.

Chairman Andrew Deslaurier asked if there was anyone present who wished to speak at this Public Hearing. There was no one.

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to close this Public Hearing.

It was voted:               5 – In Favor  
                                      0 – Opposed

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to approve the request by National Grid and Verizon to install on Boston Road riser pole 85-1 to feed heavy duty hand hole to then feed customer at unit 240 beginning at a point approximately 1685 feet northwest of the centerline of the intersection of Bridge Street according to Plan 13324142 dated October 11, 2012.

It was voted:               5 – In Favor  
                                  0 – Opposed

**NATIONAL GRID AND VERIZON, RE: INSTALL TWO NEW  
POLES AND ANCHORS FOR ELLINGWOOD AVENUE  
EXTENSION, PLAN #1319575 (ABUTTERS NOTIFIED BY  
REGULAR MAIL BY THE TOWN)**

Secretary David Gagliardi stated National Grid and Verizon are seeking permission to install two poles and anchors for Ellingwood Avenue Extension under Plan 1319575 dated September 21, 2012.

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to open this Public Hearing.

It was voted:               5 – In Favor  
                                  0 – Opposed

Ms. Michelle Stacey from National Grid came to the podium and stated National Grid and Verizon are seeking permission to install two poles and anchors for Ellingwood Avenue Extension under Plan 1319575 dated September 21, 2012.

Selectman Michael Rosas asked if there were any abutter issues?

Ms. Michelle Stacey replied there were no abutter issues.

Chairman Andrew Deslaurier asked if there was anyone present who wished to speak at this Public Hearing. There was no one.

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to close this Public Hearing.

It was voted:               5 – In Favor  
                                  0 – Opposed

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to approve the request by National Grid and Verizon to install two poles and anchors for Ellingwood Avenue Extension under Plan 1319575 dated September 21, 2012.

It was voted:           5 – In Favor  
                              0 – Opposed

**NATIONAL GRID AND VERIZON, RE: REMOVE POLE 29 –  
INSTALL POLE 28-50 AND NEW POLE 29 TO MAKE ROOM FOR  
ENTRANCE TO NEW URD (UNDERGROUND RESIDENTIAL  
DEVELOPMENT) ON RANGEWAY ROAD, PLAN #1348251  
(ABUTTERS NOTIFIED BY REGULAR MAIL BY THE TOWN)**

Secretary David Gagliardi stated National Grid and Verizon are seeking permission to remove Pole 29 and install Pole 28-50 and new Pole 29 to make room for entrance to new Underground Residential Development on Rangeway Road according to Plan 1348251 dated September 24, 2012.

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to open this Public Hearing.

It was voted:           5 – In Favor  
                              0 – Opposed

Ms. Michelle Stacey from National Grid came to the podium and stated National Grid and Verizon are seeking permission to remove Pole 29 and install Pole 28-50 and new Pole 29 to make room for entrance to new Underground Residential Development on Rangeway Road according to Plan 1348251 dated September 24, 2012.

Selectman Michael Rosas asked if there were any abutter issues?

Ms. Michelle Stacey replied there were no abutter issues.

Selectman Michael Rosa discussed the issue that there is a fire hydrant ten feet to the right of Pole 29 in the new location, thus requesting that the pole be marked in conjunction with all the other poles to identify where the fire hydrant is located.

Chairman Andrew Deslaurier asked if there was anyone present who wished to speak at this Public Hearing. There was no one.



BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to close this Public Hearing.

It was voted:           5 – In Favor  
                              0 – Opposed

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to approve the request by National Grid and Verizon to remove Pole 29 and install Pole 28-50 and new Pole 29 to make room for entrance to new Underground Residential Development on Rangeway Road according to Plan 1348251 dated September 24, 2012.

It was voted:           5 – In Favor  
                              0 – Opposed

**OLD BUSINESS**

**TOWN MANAGER REPORTS**

**AMBULANCE/LADDER TRUCK**

Town Manager John Curran stated the new ambulance was delivered last week. It is still being fitted with equipment. The new ladder truck is on line and all necessary personnel are trained to operate and drive the apparatus.

**LANTHEUS HAZARDOUS MATERIAL (HAZMAT DRILL)**

Town Manager John Curran stated I attended the Lantheus HazMat Drill on Monday, November 5<sup>th</sup>. This involved an injured employee that was also contaminated by hazardous chemical waste, as well as a chemical waste spill. The Firefighters had to set up a decontamination wash station, assess the type of chemical involved and remove and wash the victim for transport. The next step was to assess the spill and neutralize the danger. All firefighters had to go through the decontamination wash station. A debriefing and critiquing exercise immediately followed the drill. This exercise was an extremely valuable training exercise for the Town and Lantheus.

**BILLERICA MALL**

Town Manager John Curran stated we did meet with the Billerica Mall yesterday, the Economic Development Team. We gave them an update on the Town Center Project and discuss Economic Development opportunities at the Mall. This meeting covered the Center Project, leases on the current site and development opportunities under the current zoning. They were encouraged by the Town Center Plan and they also talked about potential conceptual plans that they would like to do in light of what is going on in Billerica Center. They will be forwarding these plans to us for our feedback.

**WATER AND SEWER FEES**

Selectman David Gagliardi next we have the second reading of the water and sewer fees.

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion to approve the new water and sewer calculations as presented.

It was voted:                5 – In Favor  
                                      0 – Opposed

**ADDENDUM**

**NEW BUSINESS**

**CODE RED NOTIFICATION FOR UPCOMING ELECTION**

Selectman Michael Rosa stated I put this on the agenda because I would like the Board to vote to request that the Town Manager have a reverse 911 to alert the residents of the Special Election to be held on Monday, November 19, 2012. I would like to read into the record a memorandum that Town Manager John Curran sent to the Board of Selectmen regarding the Code Red Election Notification dated November 8<sup>th</sup>, 2012:

The Town has not done Code Red Notifications for Town elections in the past. Nor has the Town done them for Special Municipal Elections, including the Parker School vote. At this point, election notification is part of the “day-to-day administration of Town affairs” and not under the purview of the Selectmen, according to Section 3-2b of the Billerica Town Charter as amended. Furthermore, it would create an appearance of impropriety or partiality to institute this practice in this particular election

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

since its success is dependent on turnout. If the Town promotes this election anymore or less than other elections, then it creates that appearance of impropriety or advocacy. If the Board of Selectmen is attempting to address election turnout in general through Code Red Notification, I recommend that the Board establish a policy for future elections. However, for this election I would advise the Selectmen not to institute this practice. I have also attached an email from Town Counsel that concurs with this memorandum.

Selectman Michel Rosa further stated now I would like to read into the record Town Counsel Patrick Costello's legal opinion from an email dated November 9<sup>th</sup>, 2012 to Town Manager John Curran:

I have reviewed the attached memo and agree with your recommendation. As previously discussed, I have engaged in numerous correspondence with the Town Clerk relative to her preparations for this election. My advice, and her approach, to date, has consistently been to comply with all applicable statutory requirements and to, otherwise, treat this election in the same manner as other Town elections. To my knowledge that is exactly how the election process has been determined. The Charter requirements relative to this referendum election are relatively straightforward and they have been followed to the letter. I believe that implementing changes to the Town's "standard operating procedures" for Town elections, with the effect of either increasing or decreasing voter awareness of the election, would not be prudent. Any such changes would likely give rise to allegations of "pandering" to one side of the issue or the other. Neutral administration of the election process by the Town Clerk and her staff in conformity with typical election procedure is the most appropriate way to proceed.

Selectman Michel Rosa further stated the reference to Section 3-2(b) of the Town Charter, which I am sure most residents do not know, thus I would like to read it:

**SECTION 3-2 BOARD OF SELECTMEN**

**(THE BOARD OF SELECTMEN IS ESTABLISHED AS THE EXECUTIVE HEAD OF THE TOWN, BUT, THEY ARE EXPECTED TO DEAL WITH THE AFFAIRS OF THE TOWN AS A WHOLE AND NOT WITH THE DAY TO DAY ADMINISTRATION. THEIR POLICIES AND GOALS ARE TO BE IMPLEMENTED BY FULL TIME EMPLOYEES.)**

(b) Powers and Duties – The executive powers of the Town shall be vested in the Board of Selectmen. The Board of Selectmen shall have

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

all of the executive powers given to Boards of Selectmen by General Law or otherwise. The Board of Selectmen shall serve as the Chief Policy Making Agency of the Town, responsible for the issuance of policy directives and guidelines to be followed by all Town agencies serving under it, provided, however, that no individual member of the Board of Selectmen, nor a majority of them, shall at any time, attempt to become involved in the day to day administration of the affairs of the Town. It is the intention of this provision that the Board of Selectmen shall act only through the adoption of policy directives and guidelines which are to be implemented by officers and employees appointed by or under its authority. The Board of Selectmen shall cause all of the laws and orders for the government of the Town to be enforced and shall cause a record of all its official acts to be kept. To aid it in the performance of its duties, the Board of Selectmen shall appoint a Town Manager, as provided in Section 3-3, and shall establish written goals and objectives for said office annually.

Selectman Michel Rosa further stated I do agree with the memo from the Town Manager that us requesting Code Red Notification in any way interferes with day to day operations. It is not an administrative action that we are looking for. It is an informative action which on Special Elections, the Board of Selectmen, by Town Charter, is set up to set the election for the timeframe and I think that you talk about the deviants from anything that we have done in the past, that horse has left the barn. We have never had a local election that has happened on a Monday, let alone a Monday of a holiday week. Also, to the best of my knowledge, we have never had a local election where the schools will be open during the election. This election has already been treated significantly different than any other local election. I think we need to step outside the box and do what we can to notify the voters. I am going to make the following motion and I ask the members of this Board to support it.

Selectman Michael Rosa made a motion that the Board issue a directive to inform all the residents of Billerica that there will be a Special Election on Monday, November 19<sup>th</sup>, 2012. Polls will be open from 8:00 AM until 8:00 PM. All schools will be in session during the election and this is to be done with a Code Red alert.

There was no second on this motion.

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

Selectman Robert Correnti stated I would like to make some corrections. First of all there was a Tuesday election in 1991. Also, the schools are not closed for State Primary elections. Furthermore, when we go to the Town Charter, some of the points that were raised by Selectman Rosa are incorrect. The Town Clerk is not appointed by the Board. The Town Clerk is an elected position. If you look at Section 3.6, it cites that one of the duties of the Town Clerk is to supervise and manage the conduct of all the elections in matters relating thereto. Thus it is not under our purview to instruct the Town Clerk to conduct the elections or to do anything. That is the Town Clerks purview under our Town Charter. Selectman Rosa made that point a few meetings ago that we cannot supecede the Town Charter. There has been no reverse 911 or Code Red Notification for any previous elections; none at all. This issue is a two cycle two meeting deal that would have to be voted on at our next meeting. Certainly we cannot vote on it tonight. Also, the memo that was written by Mr. Curran was concurred by Town Counsel. Town Counsel agrees that we cannot overstep the Town Charter and involve ourselves in this. We cannot enhance or impede the process in any way.

Selectman Michael Rosa stated Town Counsel did talk about the process being followed, but no where did it say that he agreed with the Town Manager's opinion of Section 3-2(b). Secondly, Selectman Correnti stated that we could not vote on this tonight. That is true in our Policies and Procedures. I am not creating a new policy. My motion was to give a policy directive, and that is well within our abilities under the Town Charter. Secondly I never mentioned the Town Clerk. I know that the Town Clerk is an independently elected Town Official.

Town Counsel Patrick Costello came to the podium and answered questions from the Board about Section 2-13(c) and Section 2-13(e) of the Town Charter.

Town Counsel Patrick Costello stated I can say unequivocally that this election process as proposed does comply with every applicable law and the past practices of the Town of Billerica.

Selectman David Gagliardi stated thus if we were to second Selectman Rosa's motion, we would be in violation of the Town Charter. We have taken a sworn oath that states we will uphold the By-Laws of the Town of Billerica and the Town Charter. We would be violating our oath if we voted in favor of using a Reverse 911 to announce this election.

Selectman Michael Rosa asked Town Counsel Patrick Costello, if that being said, then the Town Charter says that the election for local town officials should be the first Saturday in April, so that being said, shouldn't this election be held on Saturday, November 17<sup>th</sup> instead of Monday, November 19<sup>th</sup> to be consistent with the Town Charter and past practices.

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

Town Counsel Patrick Costello stated to the contrary, the Town Charter supersedes the General Election Procedures by specifically saying upon receiving a petition by the Board it must schedule an election within 14 to 21 days. It does not specify in that language what specific day of the week the election must have to be held on. Given that short notice upon which to schedule an election, there is discretion within the Board to determine which date to schedule the election on, and as a practical matter, that discretion should be exercised certainly in conjunction with the Town Clerk, so that we are assured that she, as the elected officer of the Town and the person who is responsible for carrying out the election, can fulfill her duties and obligations. You are not mandated to have the election on a Saturday. You can have it anytime within that 14 to 21 day period.

Selectman Michael Rosa stated so if someone seconded my motion to do a policy directive, as it is specifically spelled out in the Town Charter, that we have the authority to do, in order for the benefit of the entire town, wouldn't that be consistent with the Town Charter.

Town Counsel Patrick Costello stated the Board of Selectmen is the chief policy making authority of the town. You do have your own internal procedures for adopting policies, which I do believe does require a second reading of the proposed policy you are voting on. I think a point that should not be lost here is the Town Clerk is the chief officer of the Town responsible for the conduct of elections in the community. She is an elected official. She does not fall within your jurisdiction technically as a subsidiary officer. As I said, Mrs. Schult and myself have been very cautious and careful about making sure that any possible law or Town Charter provision that would apply here be applied evenly and fairly, and I do think that is the way this election should proceed.

Secretary David Gagliardi stated thank you Mr. Chairman for this opportunity to address an inaccurate statement that was made at our last meeting of October 29, 2012. As Secretary and in accordance with long standing rules of procedure, I read into the record the section of the Town Charter that the Board was compelled to follow with regard to the setting of a date for the Special Election. I also read into the record the letter of request from the Town Clerk stating the date she felt was best for her and a follow up letter reiterating her desire for that date. Everything that I read was delivered to all Board members through the normal and proper channels that all official communications to the board are delivered. At the conclusion of that reading a statement was made that I had, and I quote, "conveniently omitted" a memo between the Town Clerk and the Town Manager. I want to clearly state for the record that no such omission was made. The memo in question was not part of the official set of documents that I and the rest of the Board members were given in what is known as our package. I wish to further state that neither I nor any of the other members had seen or were aware of the memo until ten minutes before the meeting began. As such, none of us had the

BOARD OF SELECTMEN MEETING MINUTES  
NOVEMBER 13, 2012

opportunity to vet the information in the memo or ascertain its source or context. Therefore, in accordance with long standing procedure that members be presented with all information to be discussed in advance, and that it was not presented to the members through official channels, the memo could not be read as part of the official motion. I further wish to state my personal objection to the characterization that I had conveniently omitted the memo. That statement calls into question my integrity as both the Secretary of the Board and myself as a person. The procedures of this Board are well known to all its members. Neither I nor any other member should have our integrity questioned by other members for following long standing procedure. Therefore I wish to inform the Chairman and the Board as a whole that I am now drafting an amendment to our Policies and Procedures that will address how and when information will be shared and presented to the members of this Board so that incidents such as this will be reduced or eliminated.

**MEETING SCHEDULE**

December 3 and 17, 2012

Selectman David Gagliardi, seconded by Selectman Michael Rosa, made a motion that the Board adjourn at 7:56 PM into Executive Session for the purpose of discussing the Independent Tower issue; after which we will return to Public Session for the purpose of adjourning.

Selectman Michael Rosa stated I would like to wish everyone a Happy Thanksgiving and good luck in the election.

It was voted:	Selectman Robert Accomando	Aye
	Selectman Michael Rosa	Aye
	Selectman Robert Correnti	Aye
	Selectman David Gagliardi	Aye
	Selectman Andrew Deslaurier	Aye

The rest of the Board proceeded to wish everyone a Happy Thanksgiving!

**A TRUE COPY ATTEST**

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Susan Michelini, Recording Secretary