

# TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

REGULAR MEETING - MONDAY – SEPTEMBER 24, 2012 6 PM

## TOWN HALL – JUDGE WELSH ROOM

Chairman Austin Knight convened the meeting at 6:00 PM noting the following:

Board of Selectmen attending: Austin Knight, Elaine Anderson, John Santos and Erik Yingling

Excused Absence: David McChesney

Other attendees: Town Manager Sharon Lynn and Assistant Town Manager David Gardner

Recorder: Vernon Porter

The following are meeting minutes, in brief:

### 1A1 COMMERCIAL STREET PARKING UPDATE

Parking Ban during Construction Period – November 1, 2012 through March 31, 2013

The Board of Selectmen feels that it is not necessary to ban parking while construction is not being conducted.

**MOTION:** *Move that be Board of Selectmen vote to amend their Policy of June 18, 2012 to read:*

*“ vote to establish a Policy that there will be no parking on Commercial Street from Johnson Street to Atlantic Avenue, for the period covering November 1, 2012 through and including March 31, 2013 from the hours of Sunday at Midnight thru and including Friday at 4 PM. Parking will be permitted from 4 PM on Friday until Midnight on Sunday and Holidays.*

**Motion by:** Elaine Anderson    **Seconded By:** Erik Yingling    Yea 4    Nay 0

### 1A2 PUBLIC FORUM

Commercial St. Paving / Pavement Management and Water Connections Update

Attendees: DPW Director David Guertin and Assistant DPW Director Richard Waldo gave an update on Water Connections.

The purpose of this Public Form is to update the citizens on the project scope and schedule work to be performed. Commercial Street paving starts October 15, 2012.

Handout presented to public (See attachment #1). Emphasis on notifications to the general public and information will also be in the Banner weekly. Email sign-up is also available.

Richard Waldo – Gave an update on the paving project and reminded everyone that this is a very involved project and a complete reconstruction starts on October 15, 2012 and will go from Johnson Street to Winthrop Street. Blocks will be shut down from one to two weeks at a time. Everything will be removed and replaced. The work will include the replacement of catch basins, pipes and stone. Complete breakdown and rebuilding of the old road and new road put in its place. The work will be above the sewer vacuum lines. Safety first. Asked the public to work with the DPW.

## **Public Comments**

Rick Murray - 247 Commercial St – What’s going to happen between December to May 15<sup>th</sup>?

Peter Okun - Commercial St – The work has changed and now the work will be done 3 blocks at a time and not one block at a time.

Michael Rogovsky - This is an existing project. The businesses need to be patient; the project has to be done.

Jill Vaughn - Clarification regarding Johnson St parking lot. What will the blocks look like when you move on to the next set of blocks?

Candy Collins-Boden - Weekend business is most important in the fall.

Craig Russell – Concerned that vehicle traffic is also important to some businesses, access provision is made for pedestrians but not vehicles.

## **Board of Selectmen**

John Santos - Many factors are yet unknown, construction project is no easy task. Weather is a big unknown.

Elaine Anderson - Need to keep our eye on the prize, ultimately the road will be repaved.

Erik Yingling - Need to be patient, need to communicate, need to keep the project on schedule.

Public Form – October 9, 2012. There will be weekly email blasts.

## **1B WATER AND WASTEWATER PROJECT UPDATE**

Attendees: DPW Director David Guertin, Asst DPW Director Richard Waldo, Sherry Prada and Facilitator John Goodrich

### **WATER PROJECT**

1. Water System Construction Update
  - Commercial Street Pre-paving Water Services Work
  - Knowles Crossing and North Union Field Construction
2. Water Use Forecast and Town Meeting FY2013 Budget Adjustment
  - Pumpage and Unaccounted for Water
  - Forecast for Water Use Charges
  - Recommended WEF Budget Adjustment for Fall 2012 Special Town Meeting
  - Water Enterprise Fund Update

### **WASTEWATER PROJECT**

1. Wastewater System Construction Update
  - Wastewater Flows and Plant Construction
  - Commercial Street Pre-paving Wastewater Services Work
  - Phase 3 Close-out Work
2. Status of New Grant Applications and Sewer Extension Permits
  - USDA and Maushope Grant Applications

### Phase 3 Close Out and Phase 4 Permits and Approvals

3. Planned Activities
  - Fall 2012 Change Orders and Updates
  - Wastewater Enterprise Fund Update
4. Attached to this agenda item is a letter from Michelle Jarusiewicz, Grant Administrator dated September 19, 2012 re: FY 2013 MCDBG Limited Grant Options.

#### **Facilitator John Goodrich**

We can address any additional questions the Board may have for the Commercial Street water services work that is being done prior to the paving this Fall. And, the Board was provided with an update on the Knowles Crossing and North Union Field construction projects during your joint meeting last week with the Truro Board of Selectmen.

The only other update for the water system is a financial one. As requested by Financial Director Dan Hoort, the DPW with the assistance of Mark Abrahams has reviewed the actual and forecast water user charges for FY11 through FY13. This review shows that the actual water use is less than expected, primarily because of reduced usage for a number of larger users including properties converted from commercial to residential use or from a single ownership meter to condominium ownership multiple meters. The actual water charges for FY12 were about \$200,000 or 10% below the budgeted amount. Since the budgeted line item for user charges approved at the April Town Meeting for FY13 is the same as for FY12, we can expect that the actual use revenue for FY13 will also come in about \$200,000 under budget.

Therefore, since we are not able to provide the Department of Revenue with a justification as to why the FY13 budget number should be higher than the actual FY12 number, the Water Department recommends that the budget be adjusted at the Fall Special Town Meeting by reducing the Water Commitment line item and offsetting this change by increasing the amount to be taken from Retained Earnings. The analysis done by Financial Consultant Mark Abrahams shows that the retained earnings account will still have a very healthy balance of over \$1 million after this adjustment is made.

For the Wastewater project, work continues on schedule at the Treatment Plant and we expect that the remaining Phase 3 properties will be able to hook up before the 2013 peak season. The work to add the remaining Phase 3 properties to the vacuum system will begin shortly, with any work to be done along Commercial Street to be coordinated with the paving since Robert B. Our will be responsible for both construction projects.

We have provided the Board with an update on the grant submissions and the permit approvals that are needed before the remaining Phase 3 Close Out sewer extensions can be built, as well as the status of the potential Phase 4 areas that are under review. The application for the \$2 million USDA grant and loan will be submitted by the deadline this Friday. However, new information from Michelle Jarusiewicz for the potential 2013 MCDBG grant for a sewer connection for Maushope indicates that much less funding will be available than last year, and that the Town may need to delay this grant application a year until there will be sufficient grant funds for this important public service use.

The next permit submittal to be made by AECOM will include both areas that have already been approved for construction, as well as some areas that are still under review to avoid multiple trips to the regulators, which they discourage. From a public information standpoint, once the Notice of Intent is submitted to the Provincetown Conservation Commission, abutters must be notified of the potential for construction in their area. Some of the abutters who will be notified are located in the portion of Bradford Street from Province Lands Road to West Vine Street that is still undergoing review and costing. Should the costing show that this Phase 4 area can go forward, it will include paving for Bradford Street from West Vine to Province Lands Road. We can answer any questions that you may have concerning the on-going and planned Wastewater Project work. We will be bringing additional Change Orders to the Board later this fall for the Plant, the Central Vacuum System, and for sewer extensions.

#### **1C STATE REPRESENTATIVE SARAH PEAKE**

State Representative Sarah Peake requested to be on this agenda to give a legislative update on home rule bills, as well as accomplishments of the legislative session.

Spent the weekend at the Big E and Governors Conference on Tourism where our own Candace Collins-Boden – was honored by Mass Office of Tourism for her excellent work not only in Provincetown but throughout the State.

The State is looking for a dedicated training revenue stream for public safety. Massachusetts is number 49 out of 50, and this is unacceptable. Will work on this.

Plan design for health care was achieved. CPA was amended for recreational uses and funding source to allow the state match to increase.

Legislative session begins in January, and I ask that the Board of Selectmen submit anything they want worked on.

Community Preservation Act amended to include Recreation.

Update on home rule petitions: Allow the wellfield to be leased from Truro, and closed room occupancy tax loophole both voted in study. Will re-file the room tax petition as an omnibus bill with an opt-in provision. Cultural Councils funded. PAAM recipient of a grant from the state. Reduction of the size of the FinCom is moving through the house and senate, should be on the Governor's desk by December.

#### **1D JOINT MEETING WITH BICYCLE COMMITTEE**

Bike Safety Public Awareness Campaign / Budget

Attendees: Candace Nagle, William Meadows, Michael Peregou, Jeffrey Epstein, Roger Chauvette. Clay Schofield from Cape Cod Commission. Dale Alexander, from Cape Cod National Seashore.

Roger Chauvette gave an overview of the Bike Committee's accomplishments for 2012 (list located in agenda packet).

Michael Peregou - Went over bicycle racks and their budget request for \$4,135.00

Bill Meadows - Went over the printed material purchased to be made available to the

general public. New Brochure – started giving them out in the middle of July (20,000), is all inclusive, and is well accepted and is working well with the Police Department. Asking for 40,000 brochures next year.

Jeff Epstein – Request to relocate the bike racks in front of the Library on Commercial Street.

Candace Nagle, Clay Scholfield and Dan Alexander presented the proposal to extend the bike paths on Bradford St. Biggest benefit is that it organizes traffic.

### **Board of Selectmen**

Erik Yingling – Excellent work done. Only concern is to discuss parking at the public hearing with abutters.

Elaine Anderson – Source of the funds. Where will all the money come from? Is this for your 2013 budget? Answer – We're hoping that it will be taken up and funded at the upcoming Special Town Meeting. Elaine - Commend you on being collaborative with many groups in town. The fog lines on Shank Painter Road have worked very well.

John Santos – Commend you all for the excellent job you are doing.

Austin Knight – Need to identify how we can expand the use of head lights on bikes... how is this going to be done town-wide. It is the law. Needs to be a future discussion on how we are going to accomplish this. Relocation of the bike rack in front of the Library may necessitate a different type of rack. Concerned about bike weaving in and out of lanes and riding in the wrong direction of traffic.

Erik Yingling – How many accidents were there on Bradford Street that involved bicycles?  
Chief Jaran – Do not know at this time but will get those figures for you.

Chief Jaran - Spoke on the bike safety enforcement program where 265 bikes were stopped for violations and public awareness. Next step would be to provide violation warnings.

**MOTION:** *Move that the Board of Selectmen vote to approve the 7 bike rack locations as presented.*

**Motion by:** John Santos      **Seconded By:** Elaine Anderson      Yea 4    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to recommend a Bicycle Committee budget adjustment article to the Fall Special Town Meeting in the amount of \$8,000.*

**Motion by:** Elaine Anderson      **Seconded By:** John Santos      Yea 4    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to direct staff to remove the bike rack in front of the Library and refer the proposed replacement location to staff.*

**Motion by:** John Santos      **Seconded By:** Elaine Anderson      Yea 4    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to refer the Bradford Street Bike Lane proposal to a public hearing and a joint meeting with the Board of Selectmen on Tuesday, November 13, 2012; with abutter notification to property owners.*

**Motion by:** Elaine Anderson      **Seconded By:** Erik Yingling      Yea 4    Nay 0

**1E JOINT MEETING WITH BEAUTIFICATION COMMITTEE**

Approval of Plans and Process to bid the Project Improvements

Attendees: Barbara Rushmore, Ross Sormani and Bill Docker

The intention of this meeting is also to become acquainted with any members the Selectmen may not have already had the opportunity to meet, and to discuss matters of mutual importance as well as common goals for the coming year.

Barbara Rushmore and Bill Docker – Went over the plans as included in the agenda item for the Provincetown Bus Station and Bathroom Facilities.

Ross Sormani - This is the ugliest place in town, and this project will enhance this area tremendously.

**MOTION:** *Move that the Board of Selectmen vote to approve the Beautification improvement plans for the Provincetown Bus Station and Bathroom Facilities as submitted and to authorize staff to proceed to secure bids for the project improvements.*

**Motion by:** John Santos    **Seconded By:** Elaine Anderson    Yea 4    Nay 0

**2. PUBLIC STATEMENTS**

Michael Rogovsky - People on Committees and people in the community tell me how hard town employees works. There was great consternation about the failure of past management to maintain our town owned buildings. The new administration has taken this issue very serious, the Building Committee is committed to ensuring that our town buildings get the needed repairs and maintenance, and we need to support them. In addition, we should support our town employees and give them the proper equipment they need to do their jobs.

Candace Nagle - Request the town separate the parking lot from the Community Center property prior to sale, and that it remain a public parking lot with a pay station.

**3. SELECTMEN STATEMENTS**

**Elaine Anderson**

Special thanks to community police this summer. Many favorable comments. Community safety is a primary concern, and the town has made great progress in this area.

Bicycle Committee – Has done excellent work this season in advancing safety initiatives.

**Erik Yingling**

Ask the public to exercise patience and trust the experts during the Commercial Street construction this winter.

Congratulate Tennessee Williams Festival staff and volunteers. Quite special.

**John Santos** – Construction project – they will do an amicable job this fall.

**Austin Knight**

Wounded Warriors came to town last week, and it was a moving experience.

**MOTION:** *Move that the Board of Selectmen vote to send a letter of thanks to Kim Hurd, the Lobster Pot, and the Police Department for organizing this special event.*

**Motion by:** Elaine Anderson      **Seconded By:** John Santos      Yea 4    Nay 0

**4A**    **AIRPORT COMMISSION** - Stormwater Pollution Prevention Plan and Spill Prevention Control and Countermeasures Plan

This project includes the preparation of a Stormwater Pollution Prevention Plan (SWPPP) and a Spill Prevention, Control and Countermeasures Plan (SPCCP) for the Airport. The last SWPPP was last prepared in 2002, and the last SPCCP was prepared in 2007. The preparation of these plans will update the Airport records with EPA to allow the airport to be in compliance with the latest regulations.

Funding Breakdown: FAA 90%, MassDOT 7.5%, Provincetown 2.5%. This grant has been approved as to form by Town Counsel.

**MOTION:** *Move that the Board of Selectmen vote to execute a grant in the amount of \$4,473.00 and Assurances from the MassDOT Aeronautics Division for the Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention Control and Countermeasures Plan (SPCCP) at the Provincetown Municipal Airport.*

**Motion by:** Elaine Anderson      **Seconded By:** John Santos      Yea 4    Nay 0

**4B**    **MASS BAYS RESEARCH AND PLANNING GRANT PROGRAM**

Coastal Resources Protection Management Plan

Memo dated September 17, 2012 from Brian Carlson, Health & Environmental Affairs Manager on behalf of the Conservation Commission and Rex McKinsey, Harbormaster on behalf of the Harbor Committee is attached to agenda packet.

This grant requires a 25% match. At their meeting on September 13<sup>th</sup>, the Harbor Committee voted to recommend committing funds to the project, if awarded, not to exceed \$6000. Also, in-kind match will come from staff time. The grant application is due October 5, 2012.

**MOTION:** *Move that the Board of Selectmen vote to authorize the submission of a grant application in the amount of \$20,000 to Mass Bays Research and Planning Grant Program FY13 for the development of a comprehensive coastal resources protection management plan; and further to recommend that the Harbor Committee to commit up to \$6000 from the Harbor Access Gift Fund for local match of this submission.*

**Motion by:** Elaine Anderson      **Seconded By:** John Santos      Yea 4    Nay 0

**4C**    **MacMILLAN PIER** – Monthly Marine Patrol Officers Update

Chief of Police Jeff Jaran, Harbormaster Rex McKinsey and GIS Coordinator Lynne Martin discussed the mooring plotting in Provincetown Harbor.

Discussed the map attached to the agenda item.

Lynne Martin – Gave a presentation on the mooring plotting in Provincetown Harbor contained in the agenda packet.

Project was a cooperative effort with the Harbormaster's Office and Marine Patrol Officers. All the information will be available on the town's website. The Harbor page has an enormous amount of information which is made available to the public. Seasonal hours will shift for the MPO changed to two shifts this past week till around Halloween when we go down to a single shift.

Proposal regarding the installation of life saving ring installations along the pier. Refer to the Provincetown Public Pier Corporation.

Erik Yingling - What is best .. more ladders or safety rings? Answer: We have an o-ring at the harbormasters office. Coast Guard Chief suggested that we stagger the o-rings along the Pier. Will have the Chief at a future Board of Selectmen meeting.

**MOTION:** *Move that the Board of Selectmen vote ask thru staff that the Harbor Committee look at the mooring fees and report back to the Board of Selectmen.*

**Motion by:** Erik Yingling      **Seconded By:** Elaine Anderson  
Yea 3    Nay 0    Abstain 1 (John Santos)

**4D    VOLUNTEER APPRECIATION**

Requested by Selectman Erik Yingling

Erik Yingling - Request a discussion of reviving Volunteer Appreciation Day for some time in April. Also look at reviving the Employee Appreciation Day. Sharon to research past budgets.

**4E1    PARADE PERMIT REQUEST**

Recreation Dept. Annual Halloween Parade – Wednesday, October 31, 2012

Recommendation for alternate parade routes from Lt. James Golden, attached, along with email memo from Department of Public Works.

**MOTION:** *Move that the Board of Selectmen vote to approve the Parade Application Permit submitted by Recreation Director Brandon Motta on behalf of the Town of Provincetown to hold the Recreation Department's "Annual Halloween Parade" on Wednesday, October 31, 2012 from 3:30 PM to 4:30 PM.*

**Motion by:** John Santos      **Seconded By:** Elaine Anderson      Yea 4    Nay 0

**4E2    PARADE PERMIT REQUEST**

Pilgrim Provincetown Turkey Trot – November 22, 2012

Letter from Lt. James Golden attached to agenda packet. Applicant is aware of police detail fees. The purpose of this event is to raise donations for PAAM through the collection of registration fee of \$15.00 per person.

Parade Route: Start at the Sandcastle Resort – West on Commercial St, to Bangs St., Reverse Directions heading East on Commercial to end at Sandcastle Resort.

**MOTION:** *Move that the Board of Selectmen vote to approve the parade application permit submitted by Amy Halhouk and Chris McCarthy to hold a "Pilgrim Provincetown Turkey Trot" on Thanksgiving Day - Thursday, November 22, 2012, from 9 AM to 11:30 AM. No rain date.*

**Motion by:** John Santos      **Seconded By:** Erik Yingling      Yea 4    Nay 0

**4F PROVINCETOWN BUSINESS GUILD**

Application for Fundraising Beano Night

This request is in compliance with the Massachusetts State Lottery Commission for the Provincetown Business Guild to notify the Board of Selectmen of this event and to have them acknowledge same by signing the application.

**MOTION:** *Move that the Board of Selectmen vote to approve the application of the Provincetown Business Guild in accordance with Chapter 10 of the Massachusetts General Law; Massachusetts State Lottery Commission, Charitable Gaming Division - Application For License to Conduct the Game Commonly called "BEANO". Event to be held on Saturday, December 1, 2012 from 3:30 PM to 5:30 PM.*

**Motion by:** John Santos      **Seconded By:** Austin Knight      Yea 4    Nay 0

**5A OPEN MEETING LAW COMPLAINT – Bernard Brahm**

Open Meeting Law Complaint Form submitted by Bernard Brahm received on September 12, 2012 is attached to the agenda item.

**MOTION:**

1. *Mr. Brahm has filed an Open Meeting Law complaint concerning the Board's action at its August 13, 2012 meeting;*
2. *The basis for the complaint is that the Board's agendas include items for "Town Manager follow-up" and "Other", and that the Board designated representatives to a multi-town "Master Planning Committee" despite the fact that the matter did not appear on the meeting notice;*
3. *The Board recognizes that such matters are not "catchalls" that can be used for discussion of any matters, but instead, only matters that the Chair did not reasonably anticipate could be discussed under such items;*
4. *The Board's use of such items is intended to provide the public with notice that there may be matters of a last minute nature, not appearing on the meeting notice, that may be discussed at the meeting;*
5. *The Town Manager is engaged in day to day management of the Town, and she desires to report on such matters to the Board;*
6. *When she intends to report on particular, specific matters, she does so by recommending substantive agenda items to the Chair;*
7. *Although the distinction is not rigid, when she receives last minute information concerning ongoing matters, that she did not anticipate or otherwise suggest to the Chair, she addresses the same under the "Town Manager follow-up" item; when a last-minute item relates to some "other" matter, i.e., something that is unrelated to a prior issue, it is raised under the "Other" category;*
8. *With respect to the particular matter raised by Mr. Brahm, i.e., designation of the Town's representative to a multi-town planning committee, the matter arose due to a discussion that morning between Town staff and the multi-town committee;*
9. *The committee's leadership asked that the Board make a designation of the Town's representatives in time for a workshop planned for the next week;*
10. *The Board had no other meeting scheduled before the date of the workshop;*
11. *The Town Manager and Assistant Town Manager therefore decided to bring the matter up under the "other" category and ask the Board to act on the same, which it did;*

12. *The minutes are extensive and allow anyone reading them to review the substance of the discussion and the Board's action;*

13. *For these reasons, the Board complied with the law and no remedial action is needed, and authorizes Town Counsel to provide an appropriate response to the Attorney General.*

**Motion by: Elaine Anderson    Seconded By: John Santos    Yea 4    Nay 0**

Erik Yingling

**MOTION: Move that the Board of Selectmen vote to invite Mr. Brahm to a future Board of Selectmen meeting to discuss why he is filing these complaints in order to find a more productive way of communicating with each other.**

**Motion by: Erik Yingling    Seconded By: No Second**

Austin Knight – Staff to ask town counsel their opinion.

**5B    OPEN MEETING LAW COMPLAINT – Bernard Brahm**

**MOTION:**

1. Mr. Brahm has filed another Open Meeting Law complaint against the Board, this time with respect to provision of copies of executive session meeting minutes from July 12 and August 2, 2010;

2. While the Board, through its staff, provided Mr. Brahm with copies of certain portions of the requested meeting minutes, it appears that he was not provided with the executive session minutes themselves, or with a further explanation of why such minutes would not be so provided;

3. The Board's inadvertent failure to respond further was not intentional, and, where such minutes have not been the subject of a periodic review, the Board requests that the Chair include an item on the next meeting's notice to enter executive session for the purposes of reviewing whether such minutes may be disclosed;

4. While Mr. Brahm complains that the Board failed to enter executive session properly on the above dates, the open session minutes of those meetings have been available for over two years, and therefore such complaint is not timely under the Open Meeting Law;

5. Additionally, the Board notes that the dates of the meetings at issue followed closely the effective date of the revised law, and that there was very little guidance from the Attorney General available at that time as to how the law would be implemented;

6. The Board further authorizes Town Counsel to provide an appropriate response to the Attorney General

**Motion by: Erik Yingling    Seconded By: Elaine Anderson    Yea 4    Nay 0**

**5C    OCTOBER SPECIAL TOWN MEETING WARRANT ARTICLES**

The Warrant closes Friday, September 28, 2012 at 11 AM.

Discussion dependent on possible October 29, 2012 Special Town Meeting warrant articles. The only outstanding is the repair to the high school.

Discussion as to whether an override was necessary for the High School project and what

cost would be incurred to have a special election.

Austin Knight – Consensus of the board at the last meeting was to do the whole project.

Town Clerk Doug Johnstone - Cost of special election - \$2K to \$2500. Deadline would be 35 days prior to any election.

Austin Knight - Do placeholder in warrant that we can go forward with or withdraw it.

Also, if you want paving on the warrant as a placeholder, and withdraw it if we need to.

**5D TOWN MANAGER FOLLOW-UP**

The purpose of this agenda item is for the Town Manager Sharon Lynn to report to the Board anything after the meeting notice has been posted, which the Chair could not have reasonably anticipated at the time the meeting notice was posted, and which cannot reasonably be included in an “updated” posting. Motions may be made. Votes may be taken.

Town Accountant receive the first payment of \$71,800 in the Green Community Funding (MA Energy Resources)

Memorial for Roslyn Garfield this Sunday in Town Hall.

**5D OTHER**

The purpose of this agenda item is so that the Board of Selectmen may discuss other matters that may legally come before the board not known at the time of posting. Motions may be made. Votes may be taken.

**6. MINUTES OF BOARD OF SELECTMEN’S MEETINGS**

**MOTION:** *Move that the Board of Selectmen approve the minutes of:*

*September 10, 2012 (Regular Mtg. 6 PM) as printed, and September 17, 2012 (Special Mtg. 5 PM) as printed.*

**Motion by:** John Santos      **Seconded By:** Elaine Anderson      Yea 4    Nay 0

**8. CLOSING STATEMENTS**

**Elaine Anderson** – None      **Erik Yingling** – None      **John Santos** – None

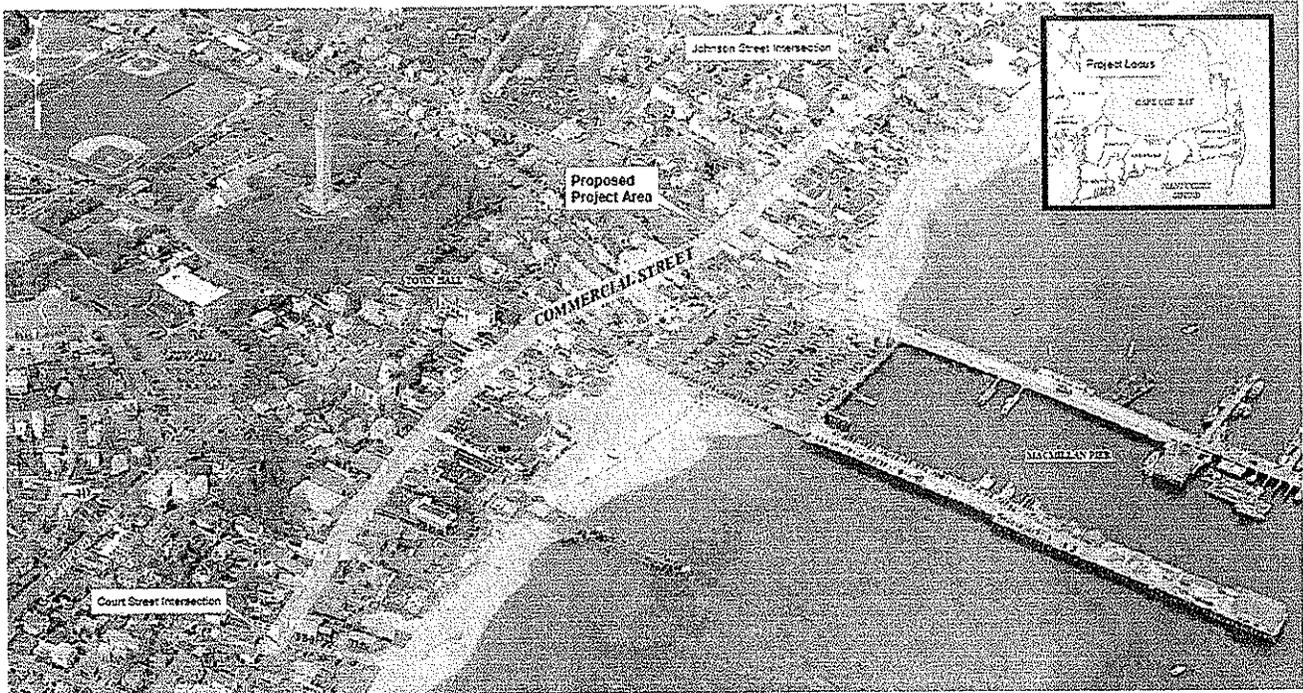
**Austin Knight**

**MOTION:** *Move that the Board of Selectmen vote to declare October 25, 2012 as Tour Guide Appreciation Day.*

**Motion by:** Austin Knight      **Seconded By:** John Santos      Yea 4    Nay 0

Motion to adjourn by John Santos at 10:10 PM.

Minutes transcribed by: Vernon Porter, Secretary to Board of Selectmen  
October 3, 2012



## Commercial Street Reconstruction Project

### Construction Times

There are two major components to this project: water main and service improvements and street paving.

#### 1. Water and Drainage Improvements

- **Started September 4, 2012** - Water main services.
- Continues to +/- October 4, 2012

#### 2. Street Reconstruction [above map reflects work is to Court Street. Contract is for allowing work to continue to Winthrop]

- **Starts October 15, 2012** Street paving, curbs, sidewalks and associated work is dependent on the asphalt plant schedule. (Plants typically stay open until late December and open mid-April, based on weather conditions).
- **Completion for late Spring 2013**

### Construction Concerns and Challenges

The goal is to minimize disruption to residents and business through notifications and follow up meetings.

### Project Information

- **Weekly BANNER Up-dates**
- **E-Mail Blasts** – Have you signed up for e-mail blasts? If not signed up, go to the town's website under **SERVICES**, go to the letter **E**, and under **EMAIL NOTIFICATIONS**...sign up
- **Notices in doorways** as they apply and as needed.