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**TOWN OF UXBRIDGE
BOARD OF SELECTMEN'S MEETING MINUTES
LOWER TOWN HALL MEETING ROOM
21 S. MAIN STREET, UXBRIDGE, MASS
MONDAY, JUNE 27, 2016 – 6:30PM**

**Received by
Uxbridge
Town Clerk**

Present: Chair Jennifer Modica, Vice Chair Jeff Shaw, Clerk Jim Hogan and Selectman Peter Baghdasarian. Also present Town Manager David Genereux and Administrative Assistant Tracey Ante.

I. CALL TO ORDER

1. Announcements

Water Update and Recognition – Mr. Benn Sherman updated the Board on the bacteria event starting 6/14/16 with the boil water going into effect on 6/18/16. During a routine water sampling testing, E.coli was detected. Working with DEP/MEMA the town issued an emergency response plan. Following two consecutive clean samples, the order was lifted on 6/21/16. The Cert team coordinated a water distribution station for residents. Many thanks to all the employees, town agencies, volunteers and local businesses for their assistance. Further thank you to Advanced Auto, Bright Shine, Depot Street Tavern, Central Mass Disaster Animal Response Team, Iron Shoe Farm, Nydam Oil, Whitin Community Center and the many more that contributed. Mr. Pat Carnivale with MEMA announced how impressed he was with the emergency response plan and recognized all the Public Safety Officials, Town Administration and most especially Benn Sherman and Jim Boliver for their extraordinary efforts in handling this difficult situation.

Mr. Sherman also updated the Board on the sanitary sewer over flow break that happened on South Main Street over the weekend. The line has been repaired and work is completed. Thank you to the Board of Health and the Quaker Inn for their assistance during this event.

Chief William Kessler recognized Fire Department personnel, Deputy Chief/Paramedic Tom Dion Lieutenant/Paramedic Roger Lavallee, FF/Paramedic Lillian Hampton, Police Department personnel Officer Keith Stratton, Officer Ian DeJong and Dispatcher Brian MacDonald for their exemplary service and team effort while delivering a baby. They were awarded with the Stock Award. The Board thanked personnel.

2. Citizen's Forum

Mr. Lance Anderson inquired about the letters of support from the Town Manager on behalf of the Town of Uxbridge for 775 Millville Road and 175 South Street. The Town Manager explained the timeline of the letters and the communication he had with DEP regarding the Administrative Consent Order. The Town Manager further discussed the letter recently received from Town Counsel pertaining to neighbor complaints and the Board Health authority to enter upon the properties for investigations. Ultimately counsel did not see any benefit to be gained by expending Town/Board of Health resources investigating reclamation project activities unless and until further definitive evidence is presented of nuisance/cause of sickness conditions on the properties and/or until DEP

proceeding relative to the project is concluded and its results analyzed. This letter is on file in the Town Manager's office. No votes or action was taken.

Ms. Wendy Timmons inquired about the status of the Administrative Consent Order and the role of the town for site/well inspections once signed. It was noted that once the order is completed and fully signed, all communication should be directed the DEP as they are the overseeing authority. DEP will follow-up on complaints and conduct site inspections as deemed necessary.

Mr. Jim Dwyer and Mr. Joe Marchand discussed their credentials and announced their interest in running for selectman. The Board will continue discussion under the Special Election agenda item.

II. NEW BUSINESS

1. Re-organization – The Board had general discussion regarding the re-organization. It was the consensus of the Board to postpone the re-organization and continue discussion at a future meeting pending review of member goals.
2. Town Accountant Employment Agreement – The Town Manager clarified the supervision of the Town Accountant. He mentioned that Board members may recall that he disclosed a prior business relationship with Justin Cole, Town Accountant that was in effect when he was supervised by previous town managers, and requested that the Board perform that function, which the Board affirmed. Ms. Modica advised the Board that she would like to take the opportunity to meet with Mr. Cole and discuss/negotiate the contract. Following discussion, **MOTION: I, Ms. Modica move that the Board pass over. Seconded by Mr. Baghdasarian, the motion carried 4-0.** The Board will continue discussions at their next scheduled meeting.
3. Authorization/disclosure Subcontractor's new hire – The Town Manager advised the Board that a member of his immediate family has been offered an hourly position with one of the Town's IT service providers that will require as-needed work for the Town. The vendor provides network wiring and has worked for the Town for the past seven years. He noted that he is responsible for signing contracts and approving payment of all municipal bills. Under Section 19 of the Conflict of Interest law, a municipal manager may not act on a matter in which a family member has a financial interest unless written permission is given by the Manager's appointing authority. He advised the Board that it is practical for the Manager to not participate in the contract of a single vendor. He is seeking a vote from the Board to authorize the Chair to write a letter offering such permission. Following discussion, **MOTION: I Mr. Hogan, move that the Board vote to approve this authorization and write a letter offering such permission to allow a relative to work for a vendor. Seconded by Mr. Shaw, the motion carried 4-0.**
4. Town Manager Raise – The Board had general discussion whether to give the Town Manager a 2% COLA pay increase or a 0% pay raise increase. There was no consensus. The Board will discuss in 6 months pending performance.

III. OLD BUSINESS

1. Consider setting Special Election – The Board discussed costs associated with the election, timelines, volunteers and work involved in coordinating the election. It was the consensus of the Board that the costs and timeframe were no benefit. **MOTION: I, Mr. Baghdasarian, move that the Board not hold a special election. Seconded by Mr. Hogan, the motion carried 4-0.**

2. Town Manager Evaluation/Goals – Board members discussed their evaluations and touched base on some topics. It was noted by members that communication is lacking and needs improvement. Mr. Genereux advised the Board that he will work on the areas of needs improvement. (Evaluations attached to the minutes and made part of the record).
3. Board of Selectmen Goals – Ms. Modica and Mr. Baghdasarian shared goals with the Board. Members will draft goals and continue discussions at a future meeting.

IV. MEMBER ISSUES

None.

V. TOWN MANAGER

The Town Manager report is attached to the minutes.

VI. MEETING MINUTES

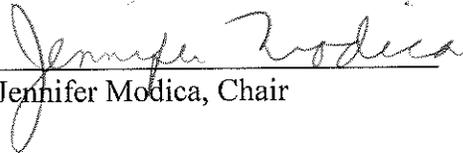
6/13/16 Meeting Minutes - **MOTION: I, Mr. Hogan, move that the Board approve the 6/13/16 Meeting Minutes. Seconded by Mr. Baghdasarian, the motion carried 3-0-1 (Ms. Modica abstained).**

VII. ADJOURNMENT: NEXT SCHEDULED BOARD OF SELECTMEN'S MEETING 7/11/16

Ms. Modica adjourned the meeting at 9pm.

Minutes respectfully submitted by, Tracey Ante.

Minutes approved by Board of Selectmen:



Jennifer Modica, Chair



Peter Baghdasarian, Selectman

Jeff Shaw, Vice Chair



Jim Hogan, Clerk

Date 7/11/16



**TOWN OF UXBRIDGE
TOWN MANAGER
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
dgenereux@uxbridge-ma.gov**

**David Genereux
Town Manager**

June 27, 2016

To: Board of Selectmen
From: David Genereux, Town Manager

RE: Town Manager Report

I am pleased to provide the Board of Selectmen with a report of current activities of the Town Manager's Office.

- Completed Sutton Street RFP
- Completed Dog Park Architectural Consultant RFP
- Meetings with the Zoning Enforcement Officer regarding pending violations
- Attended multiple Public Safety Meetings regarding water quality status
- Meeting for ForJake project
- Conducted Department Head Meetings
- Attended Pout Pond Recreation Committee Meeting

Please contact me with any questions.

BDS mtg 6/27/16

Paramaz Baghdasarian CLU, ChFC

67 Johnson Rd.
Uxbridge, MA 01569
508.278.3810

Raise tabled
until December

May 24, 2016

TM EVALUATION

Persons are hired in order to perform one or more tasks. The only relevant basis for an evaluation is the degree to which the employee performs the tasks given.

The Charter specifies the duties of the manager:

The town manager is responsible to the people of Uxbridge and is charged with providing for the efficient, effective and economical operation of all governmental agencies and personnel under the control and supervision of the town manager.

All people respond to the forces to which they are subjected. The "force" to be responsible to the people of Uxbridge ETC is broad and vague, i.e. "I should get more exercise". The force of various Departments asking for money for things they deem important is clear, definite, immediate and persistent. There is always bias in favor of trying to please those wanting to do more, to "upgrade" this or that, especially effective is the plea "I have been asking for this for years".

None of our five managers has been true to the mandate of the Charter "...efficient, effective, and economical..." and none will be without strong pressure from a functioning Board of Selectmen.

Needs improvement

As appointing authority the manager must inquire as to the state of knowledge of the appointee to:

1. Understand the statutory authority of the board or committee.
2. Be aware of available resources, locally and at the state level.
3. If in doubt ask the manager for help.
4. The manager should periodically view videos of meetings gauge conduct.

It is inevitable that some appointments will be found to be unsuitable for a given position, the sooner the person is removed the better, for everyone.

TOWN REPORT

Town reports are used as a research document. The makeup and placement should not be changed arbitrarily from year to year.

There are many errors in the latest report (Who was in charge?).

Pg. 6 Chart indicates that BOS appoints Town Accountant (**Manager appoints**).
Managers appointment list shows "Industrial Development Committee", it is
Actually a **Commission**.

Pg. 12 The Historic Cemetery **Commission**. Is actually a **Committee**.
Pg. 22-27 Alphabetic listing of employee earnings is jumbled throughout.

Please note that neither the town accountant nor treasurer/collector has a report in the Annual Report. Both are statutory positions and both should have a report under their signature

The above is not a page-by-page critique of the annual report. The items above were found as a result of looking at specific items of interest.

A program (I think at the senior center) which was financed by persons who benefited by the program decided that they would no longer finance the program, perhaps their interest waned. The manager therefore financed the program as part of the budget.
Whenever a government program is begun, it is almost impossible to stop.

The \$12,000 spent on installing smoke detectors in the soon to be demolished fire station is a prime example of government waste. No, metal conduit was not needed to keep the wires from melting, the detectors sense SMOKE, not heat.

Spending thousands on renovations of the third floor of the library which serves no necessary function is another example of government waste, simply to satisfy a small group..

The manager should not have acted as a salesman for EMI NextGen. He should have simply told the power plant people that their selected site is zoned R3 and that a zoning change would be required. It would be perfectly proper for the manager to say that he was in favor and that he would help their effort and urge them to make the case and provide a list of departments, committees and persons who they should meet.

People who attended the town meeting wondered why the town manager was a spokesman for EMI NextGen, especially when they read the 3/15/16 (FAQ).

The answers to the "Frequently Asked Questions" were self-serving and designed to give the impression that adopting the bylaw changes is just the first step.

In reality the so called “permitting process” is just for show. Generating electricity is a lawful industry and cannot be prevented by bylaw limitations if the plant were to be built on land zoned for industry.

The most cynical aspect of the power plant promotion was the use of the long defunct Industrial Development Commission as a shell (No meetings have been held since).

I recently was given copies of two letters from the manager relating to “land filling”. A letter dated May 7, 2014 regarding the Immanuel gravel pit, and addressed “To Whom It May Concern”. The second letter dated December 1, 2015 regarding the Richardson North gravel pit, also addressed “To Whom it May Concern”.

Apparently Pat Hannon, Chairman of the conservation committee is proposing a project to restore said properties – in what capacity is not stated.

In both letters the manager states (name of parcel) “ **is supported by the Town of Uxbridge**”. The Town Manager is not the Town of Uxbridge, the Board of Selectmen are not the “Town of Uxbridge”. The manager can say that he supports it, if the Conservation commission supports it by majority vote they can say so.

Memorial Day The official Town Web site stated”...**In the event of rain, scheduled exercise will be held at the McCloskey Middle School auditorium at 10:a.m.**

The same information was printed in the new Uxbridge Times, I arrived at ten minutes to ten.

P R E S S R E L E A S E !!!

CALLING ALL VETERANS !!!!

UNCLE SAM once said to you "I WANT YOU!!" now "the Uxbridge Parade Committee Wants You!!!" We want you to come march with us in our Uxbridge Memorial Day Parade Monday, May 30th, 2016 meet at Whitin School, 8:30am parade steps off at 9:00am. Show Uxbridge who has had their backs since 1776. It does not matter if you served during a conflict or not, you have served with distinction, pride and honor and we want you with us. If your military backpack has gotten a little too heavy and you would like a ride, let us know and we will do our best to find you a stylish ride.

The members of the VFW Post 1385, and American Legion, Charles A. Rice Post #33, will depart the VFW at 6:00AM and proceed to St. Mary's Cemetery, and Prospect Hill Cemetery, where a short ceremony will be held to honor all our deceased veterans, consisting of a short prayer and a gun volley and taps.

Also, we are looking for local Uxbridge Veterans to volunteer to participate in the "Flying Squadron" which visits all the Uxbridge Schools for the 140th consecutive year. This will take place Friday, May 27th. During the past several years we have lost some of our older veterans due to various reasons, looking to recruit new members to get involved with this great program and help continue this great tradition.

In the event of rain, scheduled exercise will be held in the McCloskey Middle School auditorium at 10:00AM.

Please contact one of the individuals below if you would like to participate or have any questions:

DENNIS SEELY, USN 1-508-278-0057

TOM TAFT, USN 1-508-962-5545

RUSS WISE, USMC 1-508-328-4499

TECH STUDENTS LEND A HELPING HAND ~

ing & Dorkin
 was one of
 quantity used
 improvements
 in Hall.
 y, (from back
 the Linda Con-
 bridge, and
 titled the fly-
 holding club

SEE COMPLETE STORY ON PAGE 16

Veterans needed for Uxbridge Memorial Day Parade

The Uxbridge Parade Committee wants local Veterans to march with them in the Uxbridge Memorial Day Parade on Monday, May 30th. Marchers will meet at White School at 8:30 a.m. and parade steps off at 9:00 a.m. Show Uxbridge who has had their backs since 1776. It does not matter if you served during a conflict or not, you have served with distinction, pride and honor and we want you with us! If your military backpack has gotten a little too heavy and you would like a ride, we will do our best to find you a stylish ride.

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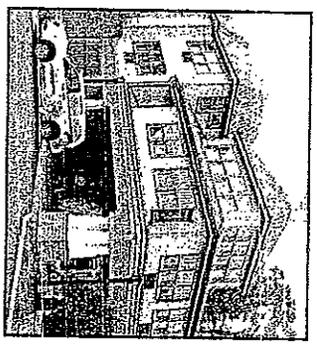
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known by residents in this time, but the arguments may not be so well known. The first vote was on the Sewer System Article. It was pointed out by the proponents that failure to approve the updates to the sewer plant would result in the imposition of significant fines to the town and by the opponents that economic studies required by the EPA were based on the median income of

get of necessary on site inflammable materials probably convinced the voters present and the motion was subsequently defeated, failing to get less than half of the votes: 2/3 was required. With the failure of the power-plant article, a motion to withdraw the related rezoning article, number 3, was made and favorably voted.

POSTED
 STANDARD
 US POSTAGE
 PAID
 BOSTON, MA
 PERMIT NO 55800
 ECRWSS



BUSINESS BIO The Blaire House

A "Continuum of Care" is offered at "The Blaire House" according to Community Relations Director, Alissa Sirtum. The Blaire House of Milford's continuum consists of a Skilled Nursing and Rehabilitation Center, an Adult Day Health Center, Private Home Care and Senior Transportation.

See story on page 33

James Hogan
35 Susan Parkway
Uxbridge MA, 01569
June 19, 2016

Performance review for David Genereux June 2016

During the last year that Mr Genereux has served Uxbridge as town manager his expertise in the accounting fields served the town well allowing him to work with all town departments to build a balanced budget. This however is only a small part of the town manager position.

Over this last year there seemed to be a filter on the information that was provided by departments to the manager's office for BOS review. Some reports were not passed to the Board and others included missing pages.

There seems to be the belief that the town manager's office under Mr Genereux does not treat each department the same especially when it comes to finding funding for training.

There have been reports to Board members that the town manager's office has not been diligent in implementing town policy and bylaws in an impartial manor.

It is important to mention that the Mr Genereux has put forth a reasonable effort in attempting to bring in new business for the town to increase the non-residential tax base.

James Hogan

Selectman Hogan Evaluation for David Genereux June 2016

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the town manager's performance

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

1. INDIVIDUAL CHARACTERISTICS

3 Diligent and thorough in the discharge of duties

2 Exercises good judgment

3 Displays enthusiasm, cooperation, and willingness to adapt

4 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal $12 \div 4 = 3$
score for this category

2. PROFESSIONAL SKILLS AND STATUS

3 Maintains knowledge of current developments affecting the practice of local government management

3 Demonstrates a capacity for innovation and creativity

2 Anticipates and analyzes problems to develop effective approaches for solving them

4 Willing to try new ideas proposed by board of selectmen members and/or staff

2 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal $14 \div 5 = 2.8$ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE BOARD OF SELECTMEN

- 2___ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 2___ Disseminates complete and accurate information equally to all members in a timely manner
- 2___ Assists by facilitating decision making without usurping authority
- 3___ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal $9 \div 4 = 2.25$ score for this category

4. POLICY EXECUTION

- 2___ Implements board of selectmen actions in accordance with the intent of board
- 3___ Supports the actions of the board of selectmen after a decision has been reached, both inside and outside the organization
- 2___ Understands, supports, and enforces local government's laws, policies, and ordinances
- 3___ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 4___ Offers workable alternatives to the board of selectmen for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal $14 \div 5 = 2.8$ score for this category

5. REPORTING

3 Provides regular information and reports to the board of selectmen concerning matters of importance to the local government, using the town charter as guide

4 Takes the initiative to provide information, advice, and recommendations to the board of selectmen on matters that are non-routine and not administrative in nature

3 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

4 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal $14 \div 4 = 3.5$ score for this category

6. CITIZEN RELATIONS

4 Responsive to requests from citizens

3 Demonstrates a dedication to service to the community and its citizens

4 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

4 Gives an appropriate effort to maintain citizen satisfaction with town services

Add the values from above and enter the subtotal $15 \div 4 = 3.75$ score for this category

7. STAFFING

2 Recruits and retains competent personnel for staff positions

2 Applies an appropriate level of supervision to improve any areas of substandard performance

3 Professionally manages the compensation and benefits plan

2 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal $9 \div 4 = 2.25$ score for this category

8. SUPERVISION

3 ___ Encourages heads of departments to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

2 ___ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

2 ___ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the town manager's office

1 ___ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

2 ___ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal $10 \div 5 = 2$ score for this category

9. FISCAL MANAGEMENT

4 ___ Prepares a balanced budget to provide services at a level directed by the board

4 ___ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

4 ___ Prepares a budget and budgetary recommendations in an intelligent and accessible format

3 ___ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

3 ___ Appropriately monitors and manages fiscal activities of the town

Add the values from above and enter the subtotal $18 \div 5 = 3.6$ score for this category

10. COMMUNITY

4 Shares responsibility for addressing the difficult issues facing the town

2 Avoids unnecessary controversy

4 Cooperates with neighboring communities

3 Helps the board address future needs and develop adequate plans to address long term trends

3 Cooperates with other regional, state and federal agencies

Add the values from above and enter the subtotal $16 \div 5 = 3.2$ score for this category

Jeffrey Shaw

Performance review for David Generoux 2016

David's performance as the town manager over the past year is acceptable in the arena of overall budgeting. David has opened a dialog between the Municipal side of government and the School side of government, This difficult task will enable the town to better plan for the future, along with the 3 year budget proposal we will be better prepared to continue to have an equitable method of funding these two areas of town financing.

David's ability to run the day to day business of Town Hall is not as exemplary as his understanding of finances. There have been personal issues that have arisen over the past year that have not been handled as well. One of these issues was the implementation of a dress code, this may seem to be something insignificant, but hardly so. Apparently this was put forward to address the dress mainly of one individual. This is not a good method of management to use a broad policy to try and affect change that could have been solved by addressing the behavior of the individual. As I understand there are a few people that still ignore this dress code and nothing is done. Not treating all employees the same under a given policy creates dissent amongst the employees.

This same method of dealing with the citizens of the town is also apparent, I have observed that some residents have been catered to while, others have been bullied this to me is unacceptable from the government of our town.

It seems that the information supplied to the Board is run through a filter, this needs to stop because if the Board does not receive complete and timely information it will not be able to function in its proper role as the lead executive body. All pertinent information regarding town business should be conveyed to the board in a timely manner. Not learned about from an outside source.

A better way to approach this would be for the TM office to convey all issues regarding town business and submitting an action plan to remediate the problem at hand. If there is no current plan to solve an issue then the board should be made aware and asked for their input to help. It seems that nothing is discussed with the board until we are in the 11th hour.

In a recent discussion with the Board we were asked our opinion on how to handle a specific situation, there seemed to be general consensus about what should be done, but instead of seeing decisive action the TM office has as they say kicked the can down the road.

Again the misinformation presented to the Board last year we were told that the cost of providing inspections for solar array inspections was an arduous time consuming process, as I recently found out this was a lie. We didn't even spend 15 minutes yet charged a fee of approximately \$4600.00 to the applicant. If we can not provide the proper inspectional services it can be referred to the state inspection services.

In a budget issue recently we were told that a substantial increase was to bring salaries in line with other department heads. Yet when I asked about another position of this caliber I was told that it also could be funded within that Departments budget, but that did not happen.

In closing the disconnect between what is discussed and what occurs, seems to be a tactic to not have to deal with the issue at hand, and delay it until it quietly goes away if possible.

Jeffrey T Shaw

Review for Town Manager David Genereux

Submitted by Jennifer Modica
June 25, 2016

The last year has been an interesting one for the town and I feel that David has tried to address all the issues in town with a professional manner. Not every idea or solution has worked but afterward he analyzes the situation and comes up with better ways to do things. He has been proactive in addressing issues with various boards in town and find workable solutions. He has worked hard with the school superintendent to create a more whole town mentality versus a school/municipal separation culminating in a balanced budget that fairly divided any new revenue and didn't require a prop 2.5 override or stabilization transfer. With the recent departure of the school business manager, he is working with the superintendent ensure that everything is done to close out the fiscal year properly and offer any assistance he needs. Reaching out to several department heads, feedback from them is that David is very responsive and accessible no matter what time of the day and that he gives them the resources (limited by budget constraints) they need to do their job. David has always kept me updated on everything going on, looks for and welcomes my advice and suggestions for things.

Overall I give David exemplary review. He, like everyone else is not perfect but he takes the losses or mistakes and turns them into a lesson of learning. I look forward to continuing to work with David over the next year as a Selectman.