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Minutes of Town of Randolph Annual Town Meeting July 24, 2013

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MINUTES OF
TOWN OF RANDOLPH
ANNUAL TOWN MEETING
JULY 24, 2013

At 7:00 p.m. on Wednesday, July 24, 2013, at the T.C. Hamlin School Gym, the Deputy Town Clerk and Treasurer, Janet Richards, read the introduction to the Warrant for the Annual Town Meeting and called for nominations to elect a Moderator under Article 1. Mary A. Denison was nominated and seconded. There were no further nominations. The Deputy Town Clerk and Treasurer then called for a vote by written ballot, and three written ballots were cast for Mary A. Denison. The Deputy Town Clerk and Treasurer swore in Ms. Denison.

The plenary session of the Annual Town Meeting was called to order at 7:00 p.m. on Wednesday, July 24, 2013 by the Moderator.

The Moderator then requested a motion for the adoption of Rules of Procedure for the Town Meeting. A motion was made and seconded to accept the hand-out with rules for Town Meetings. There being no discussion or amendments, the Moderator called for a vote by a show of hands and **declared that the Rules were accepted**

Article 2. To see if the Town will vote to apply revenues received from the State Revenue Sharing grants towards the reduction of appropriations.

Estimate: \$75,000.00 2013-2014 (2012-2013 \$155,642.38)

Recommendations:

Selectmen – Passage

Budget Comm. – \$85,000.00

The Moderator read **Article 2** and a motion was made and seconded to accept the Article as written with the Selectmen's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article failed**. A motion was then made and seconded to accept the Article as written with the Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Budget Committee's recommendation**.

Article 3. To see if the Town will grant the selectmen authority to pay Town expenses for the next fiscal year (July 1, 2014 through June 30, 2015) until appropriations are approved for that period.

Recommendations:

Selectmen – Passage

Budget Comm. – Passage

The Moderator read **Article 3** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed**.

Article 4. To see what action the Town will take in authorizing the Board of Selectmen to transfer funds between expenditure accounts.

Recommendations:

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

The Moderator read **Article 4** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 5. To see what sum of money the Town will raise and appropriate for the annual payments on debt services previously approved by the Town.

Recommendations:

Selectmen – Passage		Budget Comm. – Passage	
Capital Debt -	\$131,200.00	<i>Capital Debt -</i>	<i>\$162,325.01</i>
MSAD 11 -	\$880,846.00	<i>MSAD 11 -</i>	<i>\$810,703.65</i>
County Tax -	\$ 91,825.00	<i>County Tax</i>	<i>\$ 94,082.08</i>

The Moderator read **Article 5** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed**

Article 6. To see if the Voters wish taxes to become due Sept. 12, 2013 and March 12, 2014 with interest beginning on Sept. 13, 2013 and March 13, 2014 at the rate of 7.00% A.P.R.

Recommendations:

Selectmen – Passage		Budget Comm. – Passage	
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The Moderator read **Article 6** and a motion was made and seconded to accept the Article as written with the Selectmen's recommendation. After discussion, a motion was made and seconded to amend the Article to reduce the A.P.R. to 3.50%. The Moderator called for a vote by a show of hands and **declared that the Motion to Amend Article 6 failed.** The Moderator then returned to the original motion made and seconded to accept the Article as written. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed as written.**

Article 7. To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayment of taxes not yet committed, pursuant to 36 M.R.S.A. §506.

Recommendations:

Selectmen – Passage		Budget Comm. – Passage	
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The Moderator read **Article 7** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 8. To see if the Town will vote to authorize the Selectmen to procure a temporary loan or loans if necessary within the 2013-2014 taxable year, in anticipation of the 2013-2014 tax income, for the purpose of paying obligations of the Town. Such loan or loans will be paid in full during said taxable year.

Recommendations:

Selectmen – Passage		Budget Comm. – Passage	
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AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

The Moderator read **Article 8** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed**

Article 9. To see if the Town will vote to authorize the Selectmen to dispose of town-owned personal property with the value of \$5,000.00 or less, under such terms and conditions as they deem advisable.

Recommendations:

Selectmen – Passage

Budget Comm. – Passage

The Moderator read **Article 9** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 10. To see if the Town will vote to authorize the Selectmen on behalf of the Town to sell and dispose of Real Estate acquired by the Town for nonpayment of taxes or wastewater and to execute quit claim deed(s) for all such property. All sales and disposition shall be by bid.

Recommendations:

Selectmen – Passage

Budget Comm. – Passage

The Moderator read **Article 10** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 11. To see what sum of money the Town will raise and appropriate for Administrative Services.

Recommendations:

Selectmen – \$112,228.00

Budget Comm. – \$112,228.00

Admin Wages	\$77,500.00	<i>Wages</i>	<i>\$71,412.09</i>
Payroll Taxes	\$16,500.00	<i>Taxes</i>	<i>\$15,473.17</i>
Admin Supplies	\$ 2,500.00	<i>Supplies</i>	<i>\$ 2,478.16</i>
Admin. Contin.	\$15,728.00	<i>Admin.Contin.</i>	<i>\$13,715.95</i>
	(Broken down as)		(Broken down as)
ELECTIONS	\$3,500.00	<i>Elections</i>	<i>\$2,604.99</i>
POSTAGE	\$2,700.00	<i>Postage</i>	<i>\$2,543.78</i>
PRINTING	\$1,200.00	<i>Printing</i>	<i>\$ 962.05</i>
COMP. SUP	\$7,328.00	<i>Comp.Sup</i>	<i>\$6,912.81</i>
MISC.	\$1,000.00	<i>Misc.</i>	<i>\$ 728.32</i>

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

The Moderator read **Article 11** and a motion was made and seconded to accept the Articles as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 12. To see what sum of money the Town will raise and appropriate for Contracted Services.

Recommendations:

Selectmen - \$304,804.00 from the General Fund
Budget Comm. - \$295,000.00 from the General Fund

CMP-ST.LIGHTS	\$17,200.00	<i>CMP</i>	<i>\$16,229.45</i>
REGISTRY	\$ 1,700.00	<i>REGISTRY</i>	<i>\$ 1,469.00</i>
ASSESSOR	\$ 3,300.00	<i>ASSESSOR</i>	<i>\$ 2,900.00</i>
TRANSPORT	\$10,000.00	<i>TRANSPORT</i>	<i>\$10,783.00</i>
HYDRANTS	\$73,316.00	<i>HYDRANTS</i>	<i>\$73,316.00</i>
INSURANCE	\$11,000.00	<i>INSURANCE</i>	<i>\$10,922.00</i>
KVCOG	\$ 2,172.00	<i>KVCOG</i>	<i>\$ 2,150.00</i>
HATCH HILL	\$26,665.00	<i>HATCH HILL</i>	<i>\$26,580.00</i>
AUDIT	\$ 5,600.00	<i>AUDIT</i>	<i>\$ 5,100.00</i>
MMA DUES	\$ 2,400.00	<i>MMA DUES</i>	<i>\$ 2,285.00</i>
WORKERS COMP	\$ 5,751.00	<i>WORKERS COMP</i>	<i>\$ 5,821.70</i>
SNOW PLOW	\$73,988.00	<i>SNOW PLOW</i>	<i>\$73,987.35</i>
STREET SWEEP	\$10,124.00	<i>STREET SWEEP</i>	<i>\$10,123.17</i>
LEGAL	\$10,000.00	<i>LEGAL</i>	<i>\$ 150.00</i>
OFFICE MACHINE	\$ 1,700.00	<i>OFFICE MACHINE</i>	<i>\$ 1,591.20</i>
HEALTH INSUR	\$ 6,500.00	<i>HEALTH INSUR</i>	<i>\$ 5,040.00</i>
MAP READER	\$ 600.00	<i>MAP READER</i>	<i>\$.00</i>
FF INSURANCE	\$ 400.00	<i>FF INSURANCE</i>	<i>\$ 400.00</i>
AMBULANCE	\$ 8,823.00	<i>AMBULANCE</i>	<i>\$ 8,939.00</i>
DISPATCHING	\$20,426.00	<i>DISPATCHING</i>	<i>\$18,260.20</i>
INCOME INSUR	\$ 1,211.00	<i>INCOME INSUR.</i>	<i>\$ 1,209.32</i>
MOWING CONT	\$ 9,000.00	<i>MOWING CONT</i>	<i>\$</i>
ANIM. CONTRACT	\$ 2,928.00	<i>ANIM. CONTRACT</i>	<i>\$ 2,817.48</i>
TOTAL	\$304,804.00	<i>Total</i>	<i>\$280,073.87</i>

The Moderator read **Article 12** and a motion was made and seconded to accept the Article as written with the Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Budget Committee's recommendation.**

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

Article 13. To see what sum of money the Town will vote to raise and appropriate for the Gardiner Boys' & Girls' Club.

Gardiner Boys' & Girls' Club requested \$10,629.00

Recommendations:

Selectmen – \$10,629.00

Budget Comm. – \$10,629.00

Misc. \$10,629.00

The Moderator read **Article 13** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 14. To see what sum of money the Town will vote to raise and appropriate for the purpose of Gardiner Public Library for use by the Town of Randolph.

Gardiner Public Library requested \$16,971.00.

Recommendations:

Selectmen – \$16,971.00

Budget Comm. – \$16,971.00

Misc. \$16,971.00

The Moderator read **Article 14** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, a motion was made and seconded to allow a nonresident to speak. The Moderator called for a vote by a show of hands and **declared that the motion to allow a nonresident to speak passed.** After discussion by the nonresident, a motion was made and seconded to vote on Article 14 by written ballot. The Moderator called for a vote by a show of hands and **declared that the motion to vote by written ballot failed.** The Moderator then returned to the original motion made and seconded to accept the Article as written. After a further opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 15. To see what sum of money the Town will vote to raise and appropriate for the purpose of resurfacing and/or rehabilitating Town streets and sidewalks.

Recommendations:

Selectmen – \$25,000.00

Budget Comm. – \$25,000.00

Wages \$79.27

Misc. \$19,296.90

The Moderator read **Article 15** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

discussion, the Moderator called for a vote by a show of hands and **declared that the Article failed**. A motion was then made and seconded to accept the Article as written with the Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Budget Committee's recommendation**.

Article 19. To see what sum of money the Town will vote to raise and appropriate for the Dedicated Account for Public Works Vehicle Replacement.

Recommendations:

Selectmen - \$0.00

Budget Comm. -\$1,000.00

Account Balance: \$5,000.00

The Moderator read **Article 19** and a motion was made and seconded to accept the Article as written with the Selectmen's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen's recommendation**.

Article 20. To see what sum of money the Town will vote to raise and appropriate to enhance and maintain the three Randolph Cemeteries.

Recommendations:

Selectmen - \$5,185.00

Budget Comm. - \$5,185.00

Wages - \$11,348.59

Misc.-\$4,149.23

The Moderator read **Article 20** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation**.

Article 21. To see what sum of money the Town will vote to repay the Maple Grove Cemetery for over extended funds.

Recommendation:

Selectmen - \$12,815.00

Budget Comm. - \$12,815.00

Misc. - \$11,000.00

The Moderator read **Article 21** and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation**.

Article 22. To see what action the Town will take regarding a proposal to conduct a Town-wide trash and other junk item pickup. All income, including permit fees, shall be returned to this account to be expended in the 2013-2014 fiscal year.

Recommendations:

Selectmen - \$2,500.00

Budget Comm. - \$2,100.00

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Wages- \$771.50

Misc. \$3,676.82

The Moderator read **Article 22** and a motion was made and seconded to accept the Article as written with the Selectmen’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen’s recommendation**

Article 23. To see what sum of money the Town will raise and appropriate for Buildings & Lands.

Recommendations:

Selectmen – \$20,000.00

Budget Comm. – \$10,000.00

\$10,000.00 for operations and maintenance and \$10,000.00 for complete rewiring of the Fire Station. Fire Station was a last minute addition. Budget Committee did not have a chance to discuss and make recommendation.

Wages - \$3,893.22

Misc. - \$9,915.11

The Moderator read **Article 23** and a motion was made and seconded to accept the Article as written with the Selectmen’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen’s recommendation.**

Article 24. To see what sum of money the Town will vote to raise and appropriate for the expenses of Code and Law Enforcement.

Recommendations:

Selectmen – \$27,200.00

Budget Comm. – \$26,200.00

Police - \$10,500.00

Animal Control - \$1,000.00

Code Enforcement - \$15,600.00

Health Officer - \$ 100.00

Police - \$7,830.18

Animal Control -\$ 738.39

CEO - \$15,600.00

Police Vehicle- \$6,425.59

Health Officer - \$ 100.00

The Moderator read **Article 24** and a motion was made and seconded to accept the Article as written with the Budget Committee’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article failed.** A motion was then made and seconded to accept the Article as written with the Selectmen’s recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen’s recommendation.**

Article 25. To see what sum of money the Town will vote to raise and appropriate for expenses of Fire Protection.

Recommendations:

Selectmen – \$32,000.00

Budget Comm. – \$32,000.00

FD Wages - \$17,459.50

Misc.- \$13,686.95

The Moderator read **Article 25** and a motion was made and seconded to accept the Article as written with the Selectmen’s and Budget Committee’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

Article 26. To see what sum of money the Town will vote to raise and appropriate for expenses for the Emergency Management Equipment.

Recommendations:

Selectmen – \$2,000.00

EMA Wages- \$900.00

Budget Comm. – \$2,000.00

Misc. – \$692.08

The Moderator read **Article 26** and a motion was made and seconded to accept the Article as written with the Selectmen’s and Budget Committee’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation**

Article 27. To see if the Town will vote to transfer all unexpended funds from the Fire Department Account Balance to the Dedicated Account for Major Repairs/Equipment Account. (\$904.55)

Recommendations:

Selectmen – Passage

\$1,235.01 was transferred to the Dedicated Account

Account Balance - \$4,619.64

Budget Comm. – Passage

Misc.- \$.00

The Moderator read **Article 27** and a motion was made and seconded to accept the Article as written with the Selectmen’s and Budget Committee’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

Article 28. To see what sum of money the Town will vote to raise and appropriate for the Dedicated Account for the purchase of a Fire Truck.

Recommendations:

Selectmen – \$.00

Account Balance - \$48,791.71

Budget Comm. – \$2,500.00

The Moderator read **Article 28**, and a motion was made and seconded to accept the Article as written with the Selectmen’s recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen’s recommendation.**

Article 29. To see what sum of money the Town will raise and appropriate to continue a Town newsletter mailed to Randolph households. The Selectmen will approve each edition of the newsletter prior to printing.

Recommendations:

Selectmen – \$746.00

Misc. \$736.17

Budget Comm. – \$746.00

The Moderator read **Article 29**, and a motion was made and seconded to accept the Article as written with the Selectmen’s and Budget Committee’s recommendation. After

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation**

Article 30. To see what sum of money the Town will raise and appropriate to continue the Town website.

Recommendations:

Selectmen – \$825.00

Budget Comm. – \$825.00

Misc. \$825.00

The Moderator read **Article 30**, and a motion was made and seconded to accept the Article as written with the Selectmen’s and Budget Committee’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

Article 31. To see what sum of money the Town will raise and appropriate for the Town Utilities.

Recommendations:

Selectmen – \$13,650.00

Budget Comm. – \$13,650.00

Heating-\$6,500.00

Phone-\$2,100.00

Water-\$400.00

Electric-\$3,500.00

Sewer-\$ 450.00

Misc. -\$700.00

Heating-\$6,474.56

Phone-\$2,105.09

Water-\$356.00

Electric-\$3,075.78

Sewer-\$ 431.83

Misc.- \$663.40

The Moderator read **Article 31**, and a motion was made and seconded to accept the Article as written with the Selectmen’s and Budget Committee’s recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

Article 32. To see what sum of money the Town will raise and appropriate for Community Benefits.

Recommendations:

Selectmen – \$1,500.00

Budget Comm. – 900.00

Senior Spectrum

\$200.00

K.V.C.A.P.

\$200.00

Janice’s Food Pantry

\$400.00

Town Historian

\$100.00

Chrysalis Place

\$600.00

Misc. - \$2,200.00.

The Moderator read **Article 32**, and a motion was made and seconded to accept the Article as written with the Selectmen’s recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen’s recommendation.**

Article 33. To see what sum of money the Town will raise and appropriate for General Assistance.

AMOUNTS LISTED IN ITALICS ARE AMOUNTS SPENT DURING 12/13 TAX YEAR

Recommendations:

Selectmen – \$6,500.00

Budget Comm. – \$6,500.00

Type and Amounts of payments;

Rent - \$2,373.00

Electric - \$1,949.15

Misc. – \$ 215.24

Fuel - \$2,221.00

Wages - \$1,305.00

The Moderator read **Article 33**, and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the Selectmen's recommendation.**

Article 34. To see what sum of money the Town will vote to raise and appropriate for Contingency.

Recommendations:

Selectmen – \$5,000.00

Budget Comm. – \$5,000.00

Misc. \$5,000.00

The Moderator read **Article 34**, and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

Article 35. To see what amount of compensation the Town will vote for the Board of Selectmen, who also serve as Assessors and Overseers of the Poor.

Recommendations:

Selectmen – \$15,000.00

Budget Comm. – \$15,000.00

Wages - \$15,000.00

The Moderator read **Article 35**, and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

Article 36. To see if the Town will authorize the Board of Selectmen to enter into contracts for a period of not more than three(3) years, for the purpose of providing winter road maintenance, summer street sweeping and or catch basin cleaning, on such terms as they deem to be in the Town's best interest.

Recommendations:

Selectmen – Passage

Budget Comm. – Passage

The Moderator read **Article 36**, and a motion was made and seconded to accept the Article as written with the Selectmen's and Budget Committee's recommendation. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed with the recommendation.**

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Article 37. Shall the Town vote to repeal the ordinance entitled “Discharge and Possession of Fireworks” that was adopted at the Annual Town Meeting July 25, 2012?

Recommendations:

Selectmen- No Recommendation

Budget Committee- No Recommendation

The Moderator read **Article 37**, and a motion was made and seconded to accept the Article as written. After discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 38. Shall the Town enact an ordinance entitled “Consumer Fireworks Ordinance Prohibiting the Use of Consumer Fireworks”?

Recommendations:

Selectmen- No Recommendation

Budget Committee- No Recommendation

The Moderator read **Article 38**, and a motion was made and seconded to accept the Article as written. After an opportunity for discussion, the Moderator called for a vote by a show of hands and **declared that the Article passed.**

Article 39. To see if the Town will vote to exceed the property tax levy limit of \$411,558.00 established for the Town of Randolph by State Law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit.

Recommendations:

Selectmen – Passage

Budget Comm. – Passage

The Moderator stated, in regards to **Article 39**, that the proposed Town budget did not exceed the property tax levy limit of \$411,558.00 and a motion was made and seconded to pass over **Article 39**. The Moderator called for a vote by a show of hands and **declared the motion to pass over Article 39 passed.**

There being no further business on the Warrant, a motion was made and seconded to adjourn. After a show of hands, the Moderator declared the Town Meeting adjourned.

The meeting was adjourned at 9:06 p.m.

There were 60 registered voters in attendance.

Minutes were taken by the Moderator