Commissioners Present: Terry French, Tim Lewis  
Fire Chief: David Coursey  
Secretary: Diana Kindell  

Chairman Terry French opened the meeting at 7:05 pm.

Pending bills were signed and the minutes of November 14th were approved.

**Facilities:** To continue updating the Capital Improvement Plan, Selectman Mark Andrew arranged to have NH Electric Coop along with Brian Weeks come in to put together a plan for installing energy efficient lighting in the building. Mark further contacted Quality Insulation and they will also be coming in to review insulation needs within the station. There are 50/50 grants available for consideration in doing these improvements.

**NH Labor Board:** An update of corrections made per the inspection will be sent to the Board by December 15th. We need to meet with a carpenter soon and create a plan to proceed with for some of these updates.

**Christmas:** The Chief asked Terry about a tree for the party on the 16th. Terry will gladly see that there is one here. The department is working with Operation Santa again this year and will be sorting and distributing toys the 15th and 17th. There have been 15 sleds purchased for this project.

**Contracts:** The Town contracts with Dorchester, Ellsworth and Groton are up for renewal the first of the year. The Chief and Commissioners need to be included in the creation of the contracts and review just what is included in the figures. The Capital Improvements need to be included such as replacing SCBA bottles.

**Vehicles:** All vehicles have finally been inspected after repairs on the tanker and engine 2.

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Diana Kindell  
Secretary