



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES June 29, 2015

PRESENT:

Nancy Rollins, Chairman
Janet Kidder, Selectman
Peter Bianchi, Selectman
Kimberly Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

Rob Prohl, Budget Committee Chair
Phyllis Piotrow, Budget Committee member
Jack Sheehan, Citizens Advisory Committee member
Bruce Hudson, Budget Committee member
Minette Sweeny, the *Intertown Record*
Peter Schiess, Landforms, LTD
Daniel Bruzga, db Landscaping, LLC
Brian Byrne, 1891 Little Sunapee Road

Chair Rollins called the meeting to order at 6:00 PM.

Nicole Densmore, a member of the New London Bandstand Committee, was scheduled to appear at tonight's meeting to discuss the selection of a contractor for the bandstand repair work; however, Ms. Densmore unexpectedly had to cancel.

NEW BUSINESS

Amendment to Personnel Policy

Chair Rollins explained that the Town is considering an amendment to its Personnel Policy in order to incorporate the provisions of RSA 265:79-c: "Use of Mobile Electronic Devices While Driving; Prohibited." A copy of the amendment was provided. Ms. Rollins explained to the audience that as of July 1, this provision requires drivers to be hands free relative to using a cell phone. The amendment simply adds that language from the statute to the personnel policy, with additional emphasis on ways to address this issue.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) that the Board of Selectmen approve the addition of an amendment into its personnel policy which requires drivers to be hands free relative to using any electronic device.

THE MOTION WAS APPROVED UNANIMOUSLY.

Letter of Support for Property-Liability Trust

Ms. Hallquist informed the Board that Property-Liability Trust (PLT), currently the town's insurance carrier, is seeking support from its members to seek authorization to continue to write new and renewal coverages for governmental entities in NH. Ms. Hallquist noted that without PLT in the marketplace, the

town will likely have only one choice for insurance, Primex, as the largest other municipal insurance carrier. She noted that the town uses Primex currently for Worker's Comp insurance, but found their rates for property-liability rates significantly higher than PLT. She noted that having more competition is better for the town, and recommended the Board support PLT's request. A copy of a draft letter was distributed.

MOTION WAS MADE (Peter Bianchi) AND SECONDED (Janet Kidder) to draft a letter of support to Property-Liability Trust requesting that the company remain as viable as possible in order to continue serving the public sector.

There was brief discussion. The only concern raised was that it might sound as if the town just did not like Primex. Ms. Hallquist responded that the town uses Primex for other insurance and is very pleased with their service, this is about having competition and the best possible price for the town. Chair Rollins clarified that the issue has to do with risk pools and the current insurance environment; the Board is just sending a letter of support to allow them to continue to write insurance. Selectman Bianchi commented that competition is a good thing. Chair Rollins agreed, and recommended that the letter express that sentiment

THE MOTION WAS APPROVED UNANIMOUSLY.

Discuss potential zoning violation at 179 South Cove Road - canopy over boat

There was no one present at the meeting to represent the residents of 179 South Cove Road. Ms. Hallquist explained that the potential violation - a canopy placed over a boat - was reported to the Town and a letter was sent to the property owner seeking additional information. The property owners, Tyler & Kimberly Woolson, submitted a picture of the structure. The property owners received State DES permits and did not believe that town permits were needed. Ms. Hallquist noted that the property owners have reviewed the zoning ordinance and do not believe their boat canopy meets the definition of boathouse because it is not "enclosed or partially enclosed, as it has no sides, only a roof.

Selectboard members debated the definition of a "canopy" and questioned how it might apply to the zoning ordinance. Ms. Hallquist commented that if the canopy in question was permanent, the state would consider it a boathouse; however, the state allows temporary structures, with or without sides. The structure does not violate state rules because it is temporary. Ms. Hallquist noted that in contrast, the town definition does not differentiate between temporary or permanent. She referred the Board to the town's zoning definition at Article III section 23:

"An enclosed or partially enclosed accessory structure located in or over a body of water or located over a dredged inlet and designed for the use and storage of private watercraft and/or marine-related equipment."

She noted that the Board must decide whether the structure in question meets the definition of boathouse. She noted that she looked into the definition of "enclosed" and it appears to mean a structure with sides, that a structure with just a roof would not be considered to be enclosed or partially enclosed. Selectman Bianchi asked how many sides a canopy had to have to consider it enclosed and Ms. Hallquist responded that she thought it had to have at least one side to deem it "partially enclosed." Selectman Bianchi stated that the Board has to go with what is on the books. Selectman Kidder commented that she thought a canopy was just an awning over a boat. Ms. Hallquist responded that if it was a canvas awning with sides on it, it would meet the definition of boathouse for the New London zoning ordinance and would not be allowed, even if it was a temporary structure, as the town does not distinguish between temporary or permanent.

Ms. Hallquist explained that for the Board to see the structure as a violation, it would have to find that “enclosed or partially enclosed” is met with a roof only structure. She noted that she did not believe the structure met the town’s definition because it has no sides, and thus is not “enclosed or partially enclosed”. Chair Rollins asked if the canopy was obstructing any neighbors and the answer was no. Selectman Kidder noted it was not a zoning violation in her opinion. Selectman Bianchi disagreed and thought it might be as it was against the intent of the ordinance; he observed that this structure was exactly the type of thing the town didn’t want to see popped up all over the lake. Chair Rollins feels the Board needs to look at the zoning ordinances and make sure they are clear. She said one of the differences with the state regulations is the factor of permanency.

MOTION WAS MADE (Janet Kidder) AND SECONDED (Peter Bianchi) that no violation has occurred at 179 South Cove Road because the structure in question is not “enclosed” or “partially enclosed”.

MOTION PASSED, with Janet Kidder and Nancy Rollins voting yes; Peter Bianchi voted no.

Selectmen Kidder said she would mention this discussion to the Planning Board at their next meeting.

Zoning violation at 91 Herrick Cove/Kozlowski Property

Peter Schiess, of Landforms, Ltd., the landscaping company performing the work at 91 Herrick Cove, was present at the meeting to discuss the cease and desist order issued against the property. The contractor said that if anything at that site was done incorrectly, the homeowners had nothing to do with it; the responsibility was his. He noted that every permit submitted was approved by the State of New Hampshire. Selectman Kidder asked him if he had looked at the New London Zoning Ordinance before beginning the work. Mr. Schiess replied that he had received permission to build a walkway. The deck, which was previously made of impervious material, was renovated as a patio that is now pervious, which will help to contain water.

Mr. Schiess noted that the only thing he can think of that might be a problem was that the company did use equipment to put in a walkway down at the water. He maintained that the State allows a 12-foot section of land to be disturbed to do this type of work as long as it will be replanted at the end of the project. His company plans to replant the entire area, with either bark mulch or lawn, but this area is outside the 50-foot buffer limit. The walkways are within required limits. He noted that he did cut a tree without a town permit and he would take care of that by seeking a permit, but stressed that there are plenty of points already so the reduction of one tree does not bring them under the limit.

Selectman Bianchi explained that Mr. Schiess should have obtained a permit from the Town of New London as well. Mr. Schiess responded that he was not aware of that fact. Selectman Bianchi noted that town regulations are often different from state regulations. Mr. Schiess said he had gotten a Shore land PBN (permit by notification), tree cutting plan, erosion, square footages, and the state was more than happy to say go ahead because the homeowners were changing from impervious structures to pervious. He really is not sure what the complaint is. He noted his crew is now finishing up with the trees.

Chair Rollins inquired again as to whether Mr. Schiess had submitted any paperwork on this project to the New London Planning Board. Mr. Schiess noted that he was not aware that he should go to the Planning Board. Selectman Kidder clarified that homeowners or their representative should go before the Planning Board and let them ask questions about the work being proposed. The Zoning Administrator is always available by phone or in person, in case there might be conditions that have to be met.

Mr. Schiess emphasized that they are in the last three days of this project. Mr. Schiess said he would be happy to show the Planning Board the approved shore land permit. The Board noted that work could not be completed without all necessary town permits in hand. Mr. Schiess agreed to go to the Planning Board to seek the proper permits and approvals.

Zoning Violation at 1891 Little Sunapee Road – Byrne Property

The Board reviewed photos showing work in progress at the property that includes planting of trees and shrubs. Ms. Hallquist noted that the pictures appear to show that the whole area was cleared of any ground cover. The zoning ordinance allows disturbance in the 50' buffer zone only to the extent that is necessary; for example when a tree is put in, only the area where the tree goes can be disturbed, not the entire area. All the natural ground cover should be left in place. See Article XVI Shore land Overlay District, Section G.2 (b).

Selectman Bianchi observed that when people see a disturbance on the shoreline, it raises a lot of concern. These lakes are the town's most valuable assets. Selectman Bianchi pointed out that the town has spent much time and energy crafting comprehensive zoning regulations to protect these assets. He noted that the town's regulations regarding tree sizes are more stringent than the state. It is the responsibility of people living on the lake to be educated about this. He emphasized that no further work should be performed until Mr. Byrne meets with the Planning Board to get the necessary permits and approvals. Mr. Bruzga commented that the project has already gone to the Planning Board and Board of Adjustment as well as the state for permitting, so he could not understand what they would get from the Planning Board. Selectman Bianchi stated he understood Mr. Bruzga's concern, but encouraged him to follow through with the Planning Board. No fine has been imposed.

Phyllis Piotrow, a member of the audience, remarked that she thought the Select Board was being too hard on workers who have been doing this type of work for years. She wondered why the Board did not publicize and notify people in advance of the zoning rules. Ms. Piotrow felt the Planning Board should take responsibility for doing this and show some initiative. Chair Rollins noted that the Planning Board and Lucy St John do help to educate people, but people need to come to the town for information.

Letter from State Department of Revenue

Chair Rollins reported that the Selectmen had recently received a letter from the State Department of Revenue Administration regarding its conclusions on the town's 2014 Assessment Review. The DRA found that all standards were met, and the town stands out "as an excellent example for other communities to follow."

Discuss Brookside Drive culvert replacement engineering proposals

Selectman Bianchi commented that CLD's proposal seemed to be more comprehensive and the least expensive, although if the two phases were done at one time, Horizon would be cheaper. There is only a \$200 difference between the two bids. Public Works Director Richard Lee has said he would go with either one as both are reputable firms.

MOTION WAS MADE (Peter Bianchi) AND SECONDED (Janet Kidder) to accept CLD's bid proposal for engineering both of the Brookside Drive culvert replacement.

Selectman Kidder asked Selectman why he liked CLD's proposal better and Selectman Bianchi said it appeared to be more comprehensive and included bid document assistance. He recommends the town get the engineering done first. The second phase will depend on the cost. If it turns out the budget does not

have enough money to complete both phases, the town still has two more years to do the second one. He also feels Charlie Hirschberg does a good job.

MOTION WAS PASSED UNANIMOUSLY.

Discuss committee appointments for expiring terms

General consensus was that the Board should wait a little longer to have this discussion. Selectman Kidder suggested it would not be a bad idea to reach out to people who might be interested in serving on some of these committees. Ms. Hallquist commented that she had talked to a number of people already who want to be on the town's boards. Board members agreed to wait a bit, and concurred that current committee or board members should stay in their positions until new ones are appointed.

Town Administrator's Report

- Ms. Hallquist noted that the Memorial Service for David "Bucky" White, former Wilmot Police Chief and firefighter, was well attended at the First Baptist Church last Saturday. She noted that New London was fully represented by Town Officials, Police and Fire Departments; it was a very nice service showing the town's appreciation for Chief White. She noted that Merrimack County Sheriff Hilliard assigned one County Deputy to cover the town while New London police officers attended the service as did the State of NH, assigning one Trooper to cover the town, she pointed out she very much appreciated the assistance of the State Trooper and County Deputy.
- The Board of Selectmen has been invited to attend Little Sunapee Protective Association's next annual meeting – and she reminded the Board that if they attend, they should keep in mind RSA 91-A and not conduct town business outside of a posted meeting.
- Ms. Hallquist has contacted the School Board ad hoc committee on the 1941 building to set up a meeting with the Selectmen to discuss the town acquiring the property as recommended by the CIP subcommittee. She will report back.
- Ms. Hallquist has heard of another possible zoning violation at the Shopping Center. It appears that a couple of new islands with trees on them have been installed. She will check to see if these islands were included on the approved site plan, or if they are additions.

COMMITTEE MEETINGS & REPORTS:

Planning Board: Selectman Kidder reported that Colby-Sawyer College wants to repurpose McKean Hall and change it to a nursing faculty facility. The Planning Board approved the waivers and their site plan.

Recreation Committee: Clayton Miller has pumped the septic system at Elkins beach and recommends it be done annually. Bucklin Beach has to be pumped every week and a half. There are new rafts at Bucklin and cedar roofs have been replaced by our facilities director, Matt Grimes. Reservations were full for the recent Father/Daughter Dance at Whipple Hall. Summer camp registration is packed. Scott Blewitt is already planning for Hospital Day activities. The First Annual Strawberry Festival held last Saturday was very popular, and all agreed that Scott outdid himself.

Dispatch Subcommittee

The Dispatch Subcommittee recently met and discussed how fees should be apportioned. Minutes for this meeting were included in the Selectmen's packets, along with the agreed upon fee formula. Chair Rollins said she had heard recently from John Wilson, who has continued to look at the numbers regarding Beltronics. He actually went down to Nashua and has asked that before the Board accepts any numbers, he be allowed to meet with Ms. Hallquist and Wendy Johnson to go over them. Ms. Rollins thinks this is a prudent idea and no decisions should be made until that meeting takes place.

Selectman Bianchi noted that the subcommittee did not change the formula. He said while the figures may be tweaked a little bit, at the moment New London is still paying two thirds of all costs of dispatch. The \$250,000 the town is paying is a substantial percentage of the total costs – 61%. He added that if Capital Reserve amounts are added in, the percentage is much higher. The town has paid out \$550,000 this year and has only received \$160,000 in fees. He feels New London is subsidizing the whole dispatch program and he would still like to see work done on a different formula to spread costs evenly. He understands that we don't want any towns to leave, but somehow these figures have to be adjusted a little more. Ms. Hallquist commented that 61% is based on last year's calls; the percentage for the upcoming year are not yet known. Chair Rollins noted that the value of having dispatch is something the Town of New London is willing to support. She agrees it is a substantial contribution, but feels it is prudent to keep the costs down so subscribers continue. Chair Rollins noted that John Wilson is revisiting the Beltronics numbers and Capital Reserve figures as well. Selectman Bianchi reiterated that he did not think the numbers were reasonable for the taxpayers of New London.

MEETING MINUTES

The June 15th meeting minutes reviewed and several corrections suggested:

- On page 4, fourth section down, should be **Mr.** Sarkisian, not Ms.
- Page 3 at the bottom – “several thousand dollars” should be “several **million** dollars”
- On page 5, it should say **Sergeant** Anderson, not Detective.

MOTION WAS MADE (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the June 15, 2015 meeting minutes as revised.

THE MOTION PASSED UNANIMOUSLY.

UPCOMING MEETINGS AND SPECIAL EVENTS

Selectmen's Meeting Schedule

Discussion ensued about the need to establish a fixed schedule of meetings, say first and third Mondays every month, reverting to a Tuesday if a holiday falls on a Monday. Ms. Hallquist noted that the meeting dates do not compete with the Planning Board's schedule on Tuesdays. If necessary, the Selectmen could meet somewhere other than the Syd Crook Room.

MOTION WAS MADE (Nancy Rollins) AND SECONDED (Peter Bianchi) to schedule Board of Selectmen meetings on the first and third Mondays, beginning with the July 6, 2015 meeting.

THE MOTION PASSED UNANIMOUSLY.

The Board discussed the next Citizen's Advisory Committee (CAC) meeting and nonresident taxpayer meeting. It was noted that traditionally no CAC meeting is scheduled in August, and it was suggested that might be a good time to have the Non-Residents Meeting. Ms. noted that many people are in town for Hospital Day weekend, which is on August 1 this year, so scheduling the Non-Residents meeting on the following Monday might work well. There could be a regular BOS agenda and a separate agenda for non-residents. Ms. Hallquist will plan to advertise the meeting. The next Citizen's Advisory Committee is scheduled for September 12 at the Police Department.

OTHER BUSINESS

Selectman Bianchi said he wished to make a statement to the other Board members, which follows:

“At the May 26 Selectmen’s meeting, I responded to a citizen’s concern regarding a May 12 *Intertown Record* article about dispatch. The nature of my comment was that I thought information relative to dispatch fees, which had not yet been made public, had somehow been leaked to a neighboring town. It has been brought to my attention that my comments implied that Chief Andersen and Town Administrator, Ms. Hallquist, lied about any involvement in such a leak. I am sincerely sorry that my remarks were interpreted in this way. For the record, I believe both Chief Andersen and Town Administrator Hallquist were being truthful when they denied revealing information relative to dispatch fees to a neighboring town. I want to publicly apologize to each of them for any detriment my comments may have made to their reputations.”

Dashboard Projects for the Town

Selectman Bianchi referred to town projects on the “dashboard” for the upcoming year and said that even though it is still June, town meeting will come early next year and there are projects the Board needs to start on. With regard to Whipple Hall, he said the Board had received a report from Dennis Mires, PA, with his recommendations, both short-term and long-term. It is critical to begin work on this now. Another issue is employee compensation – merit pay and performance-based evaluations. Selectmen Bianchi acknowledged that employees were concerned about these issues at one time, but he feels they should be addressed. The bandstand has not been discussed in detail and the Board needs to make some decisions. Selectman Bianchi remarked that he was not sure of the status of the Elkins project at this point. He noted the issue of sewer lagoons still has to be resolved.

Selectman Bianchi suggested the board talk about these projects at the next meeting and review the dashboard and begin to prioritize these items. Chair Rollins noted that she recently had a conversation with Ms. Hallquist about whether there might be people at either New London Hospital or Colby-Sawyer College with HR experience who might participate in a subcommittee to look at the 2006 study and suggest changes. Ms. Hallquist replied that the Colby-Sawyer HR person had agreed to volunteer and she was awaiting word back from New London Hospital. Selectman Bianchi recommended the Board decide which department heads should be involved. Selectman Rollins volunteered to be the Selectmen’s representative on such a committee. Ms. Hallquist suggested that it would be a good idea to get some citizens into the mix, someone with an HR background and experience with compensation issues. Other large employers could be asked to participate. Chair Rollins commented that she thinks government is different than other businesses in terms of compensation. She would like to see someone from the Budget Committee on the subcommittee. She just does not want to end up with a large, unwieldy committee. Chair Rollins will follow up with Rob Prohl and finalize the discussion at the next meeting.

Selectman Bianchi noted that in thinking about merit pay programs, “who evaluates who” seems to be an issue, so there has to be a process in place. Ms. Hallquist recommended that someone with expertise be involved in that discussion, and observed that this will be a complex process. Selectman Bianchi commented that the Board will find out what works and what does not. If the Board gets it wrong, they’ll be told about it. He is just hoping to make this evaluation process easy for everyone. Chair Rollins suggested looking into how other towns do it. She said there is a state association of HR professionals that the Board might be able to tap into. Ms. Hallquist noted that consulting firms could be valuable. Selectman Bianchi suggested a work sessions be held to deal with this subject only, with no other business being conducted. It would be an opportunity to hammer out details. Chair Rollins said that some of these issues could wind up as separate subcommittees.

Rules of Procedure

The Board reviewed a draft “Rules of Procedure” as prepared by Ms. Hallquist combining the suggestions she received from Board members. She asked them to go through the document section by section and determine what they want to change or keep. Selectman Kidder said everyone will look it over and talk about it at next week’s meeting. Selectman Bianchi commented he had not had an opportunity to read it yet. Ms. Hallquist noted that for the section on electing a chairman, she included two options: one the traditional way of electing the selectman serving his/her third term, and the other electing a person outright. Selectman Kidder commented that if someone has served as chairman, they should be allowed to do it again. Chair Rollins felt this discussion should take place at the next meeting. It was recommended that rules about when the Vice Chair steps in should be clear. Selectman Bianchi clarified that a Vice Chair had never been elected or appointed in the past. He observed that many of the rules seemed more valuable for a five-man board.

Chair Rollins wondered if there should be a bylaws section included in the operations section like the Town of Salem uses. She suggested that expectations of the roles of the Board should be listed. It does stipulate that the Board of Selectmen is responsible for annually evaluating the performance of the Town Administrator, and it is the responsibility of the Chairman to coordinate this. Ms. Hallquist advised that this not be put into the Rules of Procedure, which are basically rules on how to run a meeting and the conduct of the Board. Selectman Bianchi noted that he felt evaluations are covered in the personnel policies. Selectman Bianchi noted that he would like meeting materials in advance of the meeting so there is time to review them, not at 5:30 PM, which is only a half hour before the meeting begins. He would like to have people who are coming in for a specific reason listed on the agenda.

New London Bandstand Committee

Ms. Hallquist reported that she offered to meet with the Bandstand Committee to discuss the needed repairs to the bandstand and use of the Mendelson Trust Fund for the repairs. She noted that the Bandstand Committee is apparently having second thoughts about whether the Trust monies should be used for this purpose. Discussion was held on how to proceed on this matter. The Board acknowledged that the bandstand has to be fixed as soon as possible. Chair Rollins advised that the Board should send a letter with their feelings on the matter to the Bandstand Committee, asking them to agree to use Mendelson Trust funds for this purpose. Selectman Kidder said the committee members need to realize that the purpose of this structure was to be able to hold band concerts and money was raised for this purpose and at the time the town realized it was important to participate in maintaining the structure. Selectman Kidder emphasized that it would be unfortunate if the Town lost the use of this bandstand. It was agreed that a letter should go out before the next BOS meeting so a company can be lined up to fix the bandstand.

Selectman Bianchi asked whether the \$350,000 for the Academy Building siding project has been borrowed yet and the answer was it has not, that the Town has to wait until there is a contract. Selectman pointed out the money was appropriated in May and the town has a definite purpose for the money, so why is a contract necessary? Selectman Bianchi noted that it would not look good if the town doesn’t borrow the money now and the rates go up. Wendy Johnson commented that she thought interest rates were not going anywhere in the next few months.

Application for Building Permit

- Thomas & Vicki Mills, 74 Newport Road (059-032-000) – Construct outside dining deck in front of restaurant - APPROVED

- Colby-Sawyer College, 541 Main Street (085-033-000) – Build additional classroom space in Cleveland Library - APPROVED
- Gerard Sullivan, 209 Fairway Lane (124-011-000) – Build 12’ by 12’ shed and 180 sf addition to deck - APPROVED
- Anne E. Boisvert, 70 Parkside Road (073-010-000) – Upgrade electric, convert garage & attached building to studio space, add window, interior door, replace exterior door, add heating, repair foundation - APPROVED
- William Woods & Linda Dagesse, 101 Murray Pond Road (045-004-000) – Remove unsafe deck, re-support to ground support, and replace with new wood. Replace 4 windows and install sliding doors – APPROVED
- Katharine P. Moses, 58 Blueberry Lane (098-004-000) - Replace existing 12’ x 30’ wood deck with 12’ x 18’ wood deck on same footprint - APPROVED
- Dan & Jayna Schimberg, 196 Pike Brook Road (135-004-000) – Demolish old garage-rebuild new garage in place of old footprint; update electrical & plumbing and jack up and level cottage; replace roof, siding and decking, windows to match existing – APPROVED

Temporary Sign Permit

- New London Garden Club, Maureen Strachan, 1125 Main Street – Antiques Show with arrow pointing towards direction - DENIED
- New London Garden Club, Town of New London, Transfer Station – Antiques Show with arrow pointing towards direction - DENIED
- New London Garden Club, Information Booth New London, Main Street – Sandwich Board design, Antiques Show - APPROVED
- The Color Café Beauty Salon, Mary Pinkham, 219 County Road – hanging on post under Huberts’ sign (less than 12 sq. feet) - APPROVED

Other Items to be Signed

- Amendment to New London Personnel Policy – (APPROVED)
- Letter to Wendy Lee Parker, Exe. Dir. Of Property-Liability Trust, Inc. – (APPROVED)
- Tax Abatement Form – Richard Lamy 1998 Trust/Richard Lamy, Trustee (124-004-000)
- Wastewater Tax Abatement Request – Dennis and Roberta Aufranc (056-012-000)
- July Birthday Cards

IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to adjourn the meeting.

THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 7:58 PM.

Respectfully submitted,

Chris Work, Recording Secretary