

ALTON BOARD OF SELECTMEN
Minutes
November 2, 2020
(Approved – November 16, 2020)

Chairman R. Wentworth convened the meeting at 6:00 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence.

The following staff members were present:

Reuben Wentworth, Chairman
Virgil MacDonald, Vice Chairman
Philip V. Wittmann, Selectman
Paul LaRochelle, Selectman
Bob Holt, Selectman
Elizabeth Dionne, Town Administrator
Laura Parker, Finance Manager

R. Wentworth requested to add a Chairman’s comment/announcement to the agenda.

Agenda Approval

R. Wentworth made a motion to approve the agenda as amended and V. MacDonald seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

R. Wentworth announced the following:

Until Further Notice: To comply with RSA 91-A, the State of Emergency, and Governor’s Orders, restrictions on public gatherings the Town is limiting attendance at Public Meetings to conform with current social distancing guidelines. The Town will also continue to offer remote access for those that cannot attend or wish to remain home. To remotely attend the meeting (audio and video) visit our website: www.alton.nh.gov on the day of the meeting for instructions or telephone the Selectmen’s Office 603-875-2113 or 603-875-0229. There continues to be no Public Input at this time.

Emergency Management Update by R. Heath

R. Heath, Police Chief and EM Director gave an overview of recent events that have taken place within Town. Harvest Happenings took place and went very well. In addition, there was the Halloween Trick or Treat hours which also went very well with the public being very cooperative keeping in mind social distancing. He voiced appreciation for everyone’s continued support. Most people know that the numbers are currently spiking so the need to be diligent is necessary. With the colder weather, outdoor activities will be moving indoors with closer proximity for people with more risks of exposure. The plan is to continue to progress forward with opening things up however the numbers will need to be closely monitored. Things continue to be going well. The plan is to close the East Side Restrooms and West Side Restrooms as normally done. The next plan would be to facilitate opening the Pearson Road Senior Center keeping in mind the safety of the seniors of the community.

Announcements

- The Town Clerk/Tax Collector’s Office will be closed on Tuesday, November 3rd due to the General Election. The Election will be held at St. Katharine Drexel Church in the lower level, 40 Hidden Spring Road, from 7:00 AM to 7:00 PM.
- Town Office’s will be closed on Wednesday, November 11th in honor of Veteran’s Day.
- Moving forward to tomorrow with the Presidential Election and reaching out to the community members, when voting tomorrow, that we are all Town’s people, friends and neighbors. No matter what the outcome is of the election we all need to respect each other’s opinions. And, we need to give thought to the nation that we all come out of this election calm and with stability. Keeping the interest in our nation as it was founded; for the people. And, that we all respect each other moving forward.

Submission of Public Comments - Questions - Concerns

A letter from Pete and Susie McDowell, 58 Tom Road was read into the record:

Dear Selectmen,

This is a letter of commendation for the Town of Alton roads department. In the Spring of this year Tom Road a dead end road in East Alton was completely modified, regraded and paved. Tom Road, originally part of Route 28N became an entity in 1965 when a new section of Route 28N was developed from Route 11 and Route 28 in Alton to Springfield Point. During the Town road project, the members of the roads department and manager, Ken Roberts were professional, friendly and conscientious. In addition, they communicated regularly with the affected homeowners to assure satisfaction with the finished project. Alton residents are fortunate to have such dedicated and productive employees. Thanks to them and to you for their leadership.

*Sincerely,
Peter and Susie McDowell*

L. Dionne was instructed to keep the letter for the records and send a copy to the Highway Department.

And

*Date: November 2, 2020
Re: Water Works Department - third quarter testing results*

The Town was found in violation with regards to the arsenic level May 26, 2020. A follow up sample was collected and results were received on October 28, 2020 the results were .0032mg/l. These results are significantly lower than the second quarter results which were .019 mg/l exceeding the MCL thus putting us in "violation."

Superintendent Mitchell advises that 12 more samples will need to be collected in order to show it as below the .019 mg/l test, on an average, before the Town is out of violation status.

Please keep in mind that the results have lowered significantly and do not exceed the MCL for Arsenic.

Levey Park will not be turned on to the system until we are lifted from violation status.

Questions may be referred to the Water Works Department at 875-4200.

V. MacDonald brought forth questions regarding Levey Park. It was the request of the Board to have C. Mitchell, Water Superintendent address the concerns that the Board has at their next meeting.

Appointments:

None

New Business:

1. Solid Waste - Solar RFP Results & Approval

R. Wentworth informed the Board that Scott Simonds, Solid Waste Director, J. Kubiczki, Engineer and Andrew Kellar, NE Solar Garden Representative were all available remotely to answer any questions.

L. Dionne reminded the Board that a Warrant Article was approved in March to allow the Board to go out for contracting a Solar Company for the capped landfill. Provided was the information of the RFP going out to bid initially with no bidders, who it went out to, where it was advertised, etc. then the bid was sent out a second time. The RFP results were provided to the Board. There was one proposal from NE Solar Garden and the other was a company (Revision Energy) that basically stated "thanks but no thanks". The area is unique because it is a concave area opposed to dome area. L. Dionne is looking for approval of the project in order to move forward. B. Holt questioned the referenced NH DES Approval. A. Kellar responded that the proposal is not the actual completed development/permitting work. If the Town chooses to award the RFP to NE Solar Garden then the money would be sent for the engineering to bring it forward to amend the landfill permit that the Town currently has in place. All of the engineering is what is presented to DES for their review and approval; this takes approximately 4 to 5 months for the process. It is up to DES if this meets all of their requirements without having an impact on the capped landfill. This will not begin until the awarding of the RFP. B. Holt further inquired about

the fastening of the solar panel placements and what wind rating do they have. A. Kellar responded this would be part of the DES evaluation. They are placed on concrete ballasted blocks that are poured in place with installed racking. DES would determine what size the blocks would need to be without impact to the area. Heavy winds will be taken into account and are wind rated for a maximum of 120/124 MPH. There is a site specific analysis for snow load as well as the wind load; the panels typically shed the snow. In addition, B. Holt questioned that the other company indicated that there should be three-phase power at the site which is currently not available on Hurd Hill Road. This would be part of the evaluation process and will be very closely taken into account. It is an estimated 12 to 14 hundred feet to connect to the three-phase power down the street; these costs to connect have been taken into consideration when the RFP was put together. The cost to bring this up would be in the 75K to 100K range which is a cost borne by NE Solar Garden. This would be an additional benefit to the Town. P. LaRoche questioned the start to completion date of the project. A. Kellar feels a conservative timeframe would be roughly a year with a potential loss of time for the winter months; it probably would be a year and a half to get through the whole process. He believes the State has a statutory process, everything needs to be put together, submitted to the State then have the survey work completed and done when their clock begins. In addition, P. LaRoche questioned if there would be any interruptions to the services at the Solid Waste Facility for the general public during the construction period. A. Kellar does not feel it will have much of an impact. S. Simonds hypothetically questioned if NE Solar Garden were to go out of business what would happen with the items that are on location. A. Kellar responded that the most important detail is there would be surety required and in place and there would be something for decommissioning the site and removing the equipment. Once the project is installed it is like an annuity, creating cash flow and once the investment is paid down it is not likely this will happen. NE Solar Garden is the developer not the entity that physically owns the project. We bring the ownership group to the table; we bring all the permitting to the table and the front end work of the project cycle. The groups NE Solar Garden work with consist of larger groups that are very diversified, work and own a lot of solar around the country. They are insurance companies and utility holding types of companies. If something were to happen to this extent then they usually would get sold out to another company. Worst case scenario the surety would be in place. S. Simonds asked if there was something in place to take care of any damages to the CAP. A. Kellar noted that there would be professional liability insurance in place through the Engineering Firm to take care of anything of this nature for both NE Solar Garden and the Town. There are different layers of protection depending on the potential damages. S. Simonds asked if a perimeter fence would be placed around the equipment. A. Kellar feels that most likely "yes" a fence would be placed and may be required by the national electric code especially because of the public nature of the location. V. MacDonald questioned the structure of the payments. A. Kellar responded the Town becomes the landlord, NE Solar would be considered the tenant, \$10,000 per year goes to the Town then it would be requested that the Town enter into a PILOT program for taxes on the equipment which is typically \$3,500 per year, per megawatt, the last part of it which is not required is roughly \$9,000 which can be allocated to offset the general fund, electric bills etc., this could be considered a solar rebate. The \$9,000 can be allocated as the Town chooses and is based upon the amount of solar power produced. Another question was posed regarding negotiation of the lease term which is currently 20 year fixed. L. Dionne responded that you could negotiate; now would be the time to do so. B. Holt brought forth the lease of the land was 25 years with 4, 5 year extension's; can money be renegotiated in the extension options. A. Kellar noted that the standard leases in NH are based on the revenue that the project creates. The revenue stream in NH is substantially lower than the neighboring states. The standard lease that has been signed with many other communities on landfills, the payment is fixed for the first 25 years. After the next 5 years it goes up 25% then each 5 years it would go up another 5% for each. The standard lease language does have some extensions. Typically the most amount of money is provided to the client at the beginning of the lease for adjustment and COLA increases which would lower the payment to \$7,500 per year and is consistent with the other Town's that NE Solar Garden works with. If this were an open field then the Town would have a bit more leverage to work with. A landfill project costs roughly 20% more to build. All aspects are taken into account. There are other options to play around with. R. Wentworth asked if Legal Counsel has looked at and signed off on this proposal. L. Dionne responded "no". The information was initially sent to him when this first came forward and J. Sessler is familiar with this dealing with it in another Town. B. Holt's concern is the insurance concerns that were discussed earlier. With such a unique capped landfill he has concerns. A. Kellar shared with the Board that this is just a proposal, there is no guarantee that this project will occur. This site is unique, has some challenges and NE Solar Garden is going into it with their eyes wide open. There is no guarantee it will happen until the Engineering is done. There is some risk to the Town. The State holds a pretty high standard on these projects. R. Wentworth does not feel that this can move forward without Legal Counsel Review and satisfaction. J. Kubiczki was not available. R. Wentworth understands the 25 year term with the investment involved.

It is recommended that this be sent to Legal Counsel then brought back to the Board for approval which was the consensus of the Board. Roll call consensus:

B. Holt, yes
V. MacDonald, yes

P. LaRochelle, yes
R. Wentworth, yes

P. Wittmann, yes

2. Capital Improvement Program (CIP) Presentation - 2021-2026

Jessica Call, Town Planner and Frank Rich, CIP member approached the Board for the discussion. F. Rich informed the Board of the makeup of the Committee, thanking J. Call and A. Cate for their assistance. The Committee has been tasked with prioritizing and recommending capital improvements for the Town departments for the future needs of the Town. The CIP listens to the departments needs and assessments and the urgency of the needs while trying to stabilize and maintain a consistent tax rate impact on the Town's residents. Over the last 4 years the committee believes this goal has been accomplished to the best of its ability. CIP believes that this will continue if CIP continues moving forward. Spreadsheets were provided to the Board for the years 2021 through 2026. The 4 departments that presented worked diligently and conservatively. This does not address or include any large building capital needs or any infrastructure or space needs. The Master Plan Committee would be the ones to give this direction moving into the future. V. MacDonald mentioned that it was discussed with CIP that it might be easier to have all of the Grounds and Maintenance that are listed separately to combine those funds under one account. R. Wentworth understands that and it would be up to the Selectmen to decide. He feels that it doesn't take a Master Plan to know that a building is needed for Highway Department or Fire Department. It was suggested that money should begin to be set aside for the needs for these departments. F. Rich believes that ownership of equipment is not really the avenue to go and is pleased to see the trend of the Town for leasing and/or rental of equipment. F. Rich gave his opinion and reasoning's for the Mater Plan Committee. B. Holt agrees with R. Wentworth that he is not a Master Plan fan; a Master Plan is great as long as it is followed to a certain degree. If a Master Plan is done correctly and if it is known and it is a plan it will be more receptive to the people. F. Rich commended K. Roberts on the work that the Highway Department has done. P. LaRochelle agrees that the Master Plan is important, to have direction for the Town so that the people know what direction the Town is moving. Both the Fire and Highway Department buildings will be in the millions of dollars for each.

V. MacDonald made a motion to accept the 2021 to 2026 Capital Improvement Plan program as presented and B. Holt. Roll call vote:

B. Holt, yes
V. MacDonald, yes

P. LaRochelle, yes
R. Wentworth, yes

P. Wittmann, yes

3. Police Department - Truck Lease/Purchase

B. Holt recused himself from this discussion due to his employment with the proposed company this involves.

Ryan Heath, Police Chief approached the Board for the discussion. The proposal is for a lease/purchase for a new 2021 Ford F250 Crew Cab from Rochester Ford to replace the Humvee. This would come from the Revolving Fund and is asking for the Selectmen's support for submitting a Warrant Article to place the 25K from the Humvee sale in the Police Revolving Account. The cost is \$32,377 and comes equipped with a plow package but not a plow which is now standard on the F250 vehicle. Various options were provided. This is not on the lot, it will need to be ordered. This has a full crew cab and is a work truck model. This vehicle is capable of towing the Police Boat, Emergency Trailer etc. The Police Detective will be using this vehicle. The equipment from the Humvee will be used to equip this vehicle. A computer is not included. The 6 year lease does not include service however the vehicle includes a warranty. L. Parker was questioned about the funds in the Account \$105,677; there is a lease payment due to come out of that account in December for the regular fleet; \$41,000. Police details will be limited in the next couple of months. R. Wentworth feels that the department should just pay for the truck outright from the account opposed to leasing which results in a savings. V. MacDonald agreed. R. Heath voiced concern if the Warrant Article does not pass. R. Wentworth inquired about how much taxpayer's money was spent for outfitting the Humvee. R. Heath believed it to be in the 5K to 8K range in conjunction with the grant. R. Wentworth has no problem with the Police Department having a truck; it would be more useful than a car. R. Heath noted there is no pre-payment penalty within the lease so if the Warrant Article passes then it can be paid off at that time. Clarification on the sale of the Humvee was explained and no longer a factor with resolution from the buyer.

R. Wentworth made a motion to approve the lease/purchase from Rochester Ford for a new 2021 Ford F250 Crew Cab XL base model for \$32,377 from the Police Revolving Account and P. LaRochelle seconded. Roll call vote:

B. Holt, abstain	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

V. MacDonald made a motion to allow L. Dionne to present a Warrant Article asking the taxpayers of the community to take 25K from the General Fund placing it into the Police Revolving Account as a result of the sale of the Humvee and P. LaRochelle seconded.

B. Holt, abstain	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Old Business:

None

Selectmen Reports

B. Holt had nothing to report.

P. LaRochelle reported that on Tuesday, October 27th the Highway Department extended the Boat Ramp in the Bay which extended out 25'; it is now to 33' measured from the stone wall. He assisted in the venture. They did a marvelous job bringing in the stone, reaching out with the excavator. The concrete panels were installed, no barge was necessary. The stone was bagged and brought out with the excavator with a shield placed for protection. It is not perfect and might vary slightly. Kudos to all involved. This should make a big difference.

P. Wittmann had nothing to report.

V. MacDonald had nothing to report.

R. Wentworth reported that the Budget Committee met last week. Some budgets have already been approved. If the budgets seem adequate the Budget Committee will hear the budgets and approve the same evening.

Town Administrator Report by L. Dionne

2020 Tax Rate

L. Dionne informed the Board that the Town was notified by DRA on Friday that the tax rate is ready to be set. Two spreadsheets were provided to the Board. DRA is proposing a total tax rate of \$13.94 with the Town portion of \$4.24 overlay has been applied to it as in the past from the Fund Balance. The Assessing Department is recommending using \$27,000. DRA is recommending 17%; it has to be between 5% and 17%, currently we are at 10%. Comparisons to Gilford were mentioned. L. Parker noted that the Board needs to remember that there was a default budget one year which wreaks havoc. Last year \$500,000 was added to lower the rate. This year the increase is \$1.44 with 30 cents of that being from last year. When you reduced your appropriation last year you need to raise it the next year. V. MacDonald feels that you should be able to use the fund balance. The tax rate that is being set is for 2020. It is not being recommended to not use the fund balance to lower the tax rate. It should not be used to lower the operating budget, it should be used for individual warrant articles. This will avoid having the spikes then dips in the tax rates. Using towards the warrant articles does not affect the tax rate. The current fund balance is \$2,798,426. B. Holt feels that the Selectmen should determine what they want to keep in the fund balance. R. Wentworth doesn't feel 17% is needed believing that 12%/13% eventually would be adequate. L. Dionne recommends the overlay of \$27,000 which is already added into the equation and if you want to use the fund balance it was recommended to use it towards the warrant articles that will be coming forward. This is essentially the same thing that is being done now but with a different method. Using the fund balance to offset the tax rate causes the fluctuations in the tax rate each year.

On another note, R. Wentworth reached out to K. Roberts about the new truck that is coming up this spring if approved at Town Meeting what is the cost. K. Roberts responded \$172,000 for comparison purposes. A lengthy debate transpired on whether to use or not use the fund balance towards offsetting the tax rate.

V. MacDonald made a motion to use \$798,000 towards the tax rate for 2020. No Second; Motion FAILED.

Further Discussion: P. LaRochelle asked L. Dionne for her recommendation. Use \$27,000 (not needed in motion) in overlay and zero dollars from fund balance. Then when the warrant articles are brought forward you can decide whether you want to use fund balance money towards them for funding these warrant articles. Moving into the future, next year with the revaluation money that additional money could be used from fund balance without affecting the rate because it is a one-time occurrence and pays for itself. L. Parker stated that the proposed Warrant Articles from last year was roughly \$285,000 and because the Fire Truck FEMA grant was not obtained the \$100,000 was not used it goes to \$185,000; estimated drop is 7 cents. L. Dionne stated that there are consequences to voting in a default budget. Further debating transpired on default budgets, funding warrant articles, using the fund balance, etc. Again, P. Wittmann asked L. Dionne for her recommendation. The rate needs to be set. L. Dionne offered to have another meeting to allow more time for the Board to decide. B. Holt is not in favor of using the fund balance; P. LaRochelle agreed. R. Wentworth called for a motion.

B. Holt made a motion to set the tax rate at \$13.95 which includes a \$27,000 overlay and zero applied from the fund balance and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, no	R. Wentworth, yes	

Emergency Management Team Request

The EM Team is requesting from the Selectmen that a letter be sent to the State requesting a porta-pottie beside the parking area on Reed Road due to some issues with people in the wooded area. L. Dionne recommended bringing R. Heath, EM Director into the discussion for further explanation. R. Heath explained that there has been congestion in the area with increased hiking. There are no facilities at this location for people to use therefore they are using the wooded area and is not sanitary. It was noted that the Forest Society should be contacted. The residents have been experiencing issues. It was suggested that Gene Young or Russ Wilder be contacted; possibly there is need for a bigger parking area. It is unknown if the area is plowed in the winter months. P. LaRochelle asked if this would be needed now or next Spring. This would not be funded by the Town.

R. Wentworth made a motion to allow the Police Chief to send a letter to the State of NH requesting a porta-pottie on Reed Road for the established hiking area and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Mill Pond Sub-Watershed Report Discussion

Gene Young, Conservation Commission Chair is requesting a meeting with the Board and the Horsley Witten Engineering in reference to the Mill Pond Sub-Watershed Report. R. Wentworth suggested that this be done during the first meeting in December; keeping the agenda short. The Board was in agreement.

School Street and Church Street Meeting

The Board has requested another meeting in reference to School and Church Street road reconstruction finalization. L. Dionne asked when they would like this to take place. This should be on the next agenda.

Highway Department/Public Works Department

Another meeting needs to be set for discussion of the Highway Department/Public Works Department structure. L. Dionne offered various dates to the Board. R. Wentworth suggested that at the next BOS Budget Session the Highway Department/Public Works Department be heard along with the Health Insurance. He noted that the City of Laconia was brought to his attention. L. Parker informed the Board about the open enrollment due date in November. The Board decided to discuss both on Monday, November 9th moving the budgets to the next regular meeting.

Approval of Minutes

October 14, 2020 - Budget Meeting

V. MacDonald made a motion to approve the minutes of the Budget Meeting, October 14, 2020 as presented and B. Holt seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

October 19, 2020 - Regular

P. Wittmann made a motion to approve the minutes of the Regular Meeting, October 19, 2020 as presented and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

October 19, 2020 - Non-Public

P. LaRochelle made a motion to approve the minutes of the Non-Public Meeting, October 19, 2020 as presented divulging none and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

October 24, 2020 - Site Walk

B. Holt made a motion to approve the minutes of the Site Walk Meeting, October 24, 2020 as presented and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, abstain	R. Wentworth, yes	

October 26, 2020 - Budget Meeting

P. LaRochelle made a motion to approve the minutes of the Budget Meeting, October 26, 2020 as presented and B. Holt seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Consent Agenda Approval

P. LaRochelle made a motion to approve the consent agenda as presented November 2, 2020 and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

- Assessing Department:**
Land Use Change Taxes:
Thomas E. Murray II; Old Wolfeboro Road; 12-40; \$600.00

Andre & Jodie Boudreau; 235 Coffin Brook Road; 5-72-5; \$5,930

End of Probation: Donald R. Jutton, Jr., \$67,500 to \$68,020, effective 10/20/20.
- Conservation Commission:**
Commissioner Appointment: Dana Rhodes, effective immediately, expiration 3/31/22.

(This fills the last vacancy.)

3. **Emergency Management:**

Hire: Ian M. Pszenny, Town Hall Greeter, \$11.00/hr., effective immediately.

4. **Highway Department:**

Hire (change of position): Katie L. Wood, Emergency Management Town Hall Greeter to Highway Secretary, \$11.00/hr., to \$16.11/hr., effective 11/16/20.

Discretionary Action on Requests for Appointments (No discussion, majority vote required to allow/not allow appointment)

John Edgerly, Jr. - Discussion

L. Dionne reminded the Board that they decided to wait on this discussion from the last meeting in order for her to speak with Town Counsel. He is recommending that the Board not meet with him because of the threat of litigation. He recommended that Mr. Edgerly, Jr. meet with him and with L. Dionne, K. Roberts, Highway Manager and K. Troendle, Park and Recreation Director. The consensus of the Board was to agree with this decision.

Non-Public Session:

R. Wentworth moved at 8:30pm to enter into nonpublic session under RSA 91-A:3,II,a. R. Holt seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes	P. LaRochelle - yes
R. Wentworth - yes	R. Holt - yes	<u>Roll call vote carried unanimously</u>

R. Holt moved at 8:36pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes	P. LaRochelle - yes
R. Wentworth - yes	R. Holt - yes	<u>Roll call vote carried unanimously</u>

R. Wentworth moved to “not divulge” the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board or render the proposed action of the board ineffective. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes	P. LaRochelle - yes
R. Wentworth - yes	R. Holt - yes	<u>Roll call vote carried unanimously</u>

Adjournment

P. LaRochelle moved at 8:38pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

