

## Draft Minutes

### Exeter Budget Recommendation Committee

November 18, 2015

#### Call Meeting to Order

Chairman Corey Stevens called the meeting to order at 6:30 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Peter Lennon, Vice Chair Bill Campbell, Bob Kelly, Don Woodward, Nikki Graney, Fran Hall, Stephanie Canty, Anthony Zwaan, Phil Johnson, Frank Ferraro, and John Gilbert. Also present were Doreen Ravell, Selectman Don Clement, Selectwoman Julie Gilman, Selectman Dan Chartrand, Jennifer Perry, Michael Jeffers, Kevin Smart, and Russell Dean.

#### Water/Sewer Budgets

Bob Kelly said the subcommittee met with Jennifer Perry and her staff a couple times and they sent some emails. He said there is a number of federal requirements over last year and also a lot of maintenance requirements.

#### Water Fund

##### **Administration**

Mr. Kelly spoke for the subcommittee, and said like 621-5200 should read "Misc. technical advice on contractual issues". He said the subcommittee recommends reducing line 621-5224 Legal Expenses by \$10,000. The subcommittee recommends reducing line 621-5560 Legal/Public Notices by \$3000, saying the funding is a guess. So the subcommittee recommends reducing Administration by \$13,000.

##### **Billing**

Mr. Kelly said the subcommittee recommends no changes.

##### **Distribution**

The Department is requesting adding a new Heavy System Operator. Higher staff has been doing this job and they would like to hire someone specifically for it. The subcommittee supports the Department's request. Ms. Perry said this position would be split 50/50 between Water and Sewer. The person would be out in the field and would be the third employee like this. She explained the duties of the position.

Mr. Kelly said line 622-4372 involves the Epping Road Water Tank. The subcommittee supports full funding here of \$116,000 which will eliminate the need for the \$147,286 CIP project.

The subcommittee recommends reducing line 622-4370 System Maintenance by \$5000.

Line 622-43xx has a \$1 placeholder. Mr. Kelly said that the Department said there is no need for hydrant placement this year, so that line can get zeroed out.

Mr. Kelly said the subcommittee had a lot of discussion on line 622-5759 Metering & Back Flow. The increased request by the Department included large meter rebuild kits and the subcommittee thought a slight reduction was in order and to phase in would be more reasonable. So they suggest reducing the line by \$5000.

Regarding line 622-5760 Pump Station and Towers, Mr. Kelly said there was no detail provided as far as problems. There is no background for how much fencing is required. The subcommittee recommends phasing it in and doing Hampton Road in 2016 and cross Road in 2017. Mr. Woodward asked if the Department had any interest in the DEC Water Protection Grant. Ms. Perry said it is a grant they have applied for and were successful and they will continue to do that.

Mr. Kelly said with the subcommittee recommendations, Distribution would come in at a \$30,000 reduction.

### **Treatment**

Regarding line 623-5080 Supplies – Lab Equip, Mr. Kelly said the subcommittee felt that since the GWTP is new, it is not necessary for two turbidity meters, and they suggest only funding one now. So this would reduce the line by \$5000.

Mr. Kelly said the subcommittee supports line 623-5740. He said line 623-5984, Lab Testing, relates to requirements from the Federal Government. The subcommittee recommends fully funding FY16 work (three months). Then fully fund in 2017 for 2017 work.

The new Treatment total with recommended reductions would come in at a \$28,000 decrease.

### **Capital Outlay**

The subcommittee recommended keeping line 627-7245 and deleting line 627-7449. Regarding line 7245, Mr. Kelly said they suggested buying two butterfly valves at \$10,000 each.

Mr. Kelly said the total water with subcommittee reductions would be \$87,000 less than what the Department requested.

Next, Ms. Perry rebutted to all the subcommittee recommendations. She said she appreciates the support of the Heavy System Operator. She also added that the increase in this budget is because of the percentage increase of capital improvements they've been making over the years.

Regarding line 621-5224-Legal, Ms. Perry said the Department is hoping to avoid issues with TTHM by shifting to groundwater. This would entail the use of an attorney. She said it is hard to come up with actual numbers for this, but they will need the funds.

Regarding line 621-5560, Ms. Perry said they do anticipate continuing to have violations because of the TTHMs. There is a quarterly test that has to be conducted. If they could completely stop the Surface Water Treatment Plant, they would still have violations. They have been working with Weston & Sampson. A report has been sent out to NHDES, and she said they are meeting next week. She said EPA is aware of the continued violations, so it is a significant concern.

Ms. Perry said they can live with the 622-4370 line reduction.

Ms. Perry said the Department did concur with the recommendation to approve one meter for 2016.

In regards to line 623-5200, Ms. Perry said the Department strongly recommends the original \$20,000 be preserved in the budget. This goes back to the TTHM issues. Mr. Lennon said he did feel a lot of line items had an extremely high percentage increase over last year. He said the subcommittee reduced the amount of increases. Mr. Jeffers said a lot of this is regulatory driven. He said he would like the subcommittee to reconsider the \$20,000. Mr. Zwaan said this is technical and they should defer to the Town Engineer about this. He said they did reduce the increases more than make actual cuts. Ms. Perry said these are health problems – drinking water problems. She said some modifications at the Treatment Plant would be changing what they use for chemicals, but this would not be something easily taken on. These types of changes do have associated costs. She said they are working with consultants making reasonable changes. Mr. Gilbert asked why that number is at \$20,000. Ms. Perry said it is based on what they have spent this year implementing some of their changes. She said they have had to take out of several line items for this this year. Ms. Hall asked the Department if they have purchased sites pointed out for groundwater sources. Ms. Perry said they have a “groundwater matrix” that identifies potential groundwater sources. Mr. Dean said they have had Water/Sewer working on the TTHM issue. They are just over the standard. He said one reason they built the Groundwater Plant was because they were faced with arsenic. He said they are working on different things to alleviate the TTHMs.

Ms. Perry said line 623-5984, they can start October 2016, and push out until 2017 and 2018.

Ms. Perry said the Department is agreeable to the reduction in line 6210. Mr. Ferraro asked what they use Natural Gas for in Distribution. Ms. Perry said it is used for the Pumping Station and Well Station heating.

Mr. Kelly asked the BRC if they had any comments or recommendations.

Mr. Gilbert said line 623-5200 he is uncomfortable with the reduction. He said he would prefer seeing the \$20,000 left there. Chair Stevens asked what the total YTD is with that. Ms. Perry answered \$26,300. Mr. Zwaan said the starting point was an increase of 8-10%. He said the subcommittee was faced with an increase of 8-10%. He said the reduction that is seen is a reflection of attempting to reduce the increase. Mr. Kelly said he can see the increase in Capital Outlay line 7425. He said he would rather give the staff the tools to see if they can work through the issues and fix internally. Mr. Lennon said he thinks that is a good idea. Mr. Zwaan is also comfortable with that. Ms. Perry said that works.

Mr. Woodward asked if the Water/Sewer Report gives an action plan. Ms. Perry said it does make recommendations. They are meeting with DES to go through those. Mr. Jeffers added that the DES is very good to work with.

Ms. Ravell said the updated Water Administration Health Insurance total is \$44,185 and the new benefits total is \$90,689.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 621-5224 to \$15,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 621-5560 to \$7500. Motion carried – all in favor.

Ms. Ravell said the updated line 621-5212 is \$429 and the updated line 621-5213 is \$63,100. She said the new general expense number is \$106,679 and the new Administration total is \$389,885.

Ms. Ravell said in Billing, the updated line 624-2100 is \$25,415 and the updated line 624-2600 is \$963. The new benefits total is \$41,823 and the new Billing total is \$142,358.

Ms. Ravell said in Distribution, the updated line 622-2100 is \$77,412 and the updated line 622-2110 is \$5061. The updated line 622-2600 is \$7675 and the updated benefits total is \$131,604.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 622-4370 to \$35,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 622-43xx to \$0. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 622-5759 to \$50,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Vice Chair Campbell to reduce line 622-5760 to \$30,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 622-6210 to \$11,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 622-6220 to \$70,000. Motion carried – all in favor.

Ms. Ravell said the new Distribution total is \$822,081.

Ms. Ravell said for Treatment, the updated line 623-2100 is \$85,538 and the updated line 623-2600 is \$7673. The new benefits total is \$144,382.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 623-5280 to \$13,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 623-5200 to \$10,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 623-5984 to \$25,500. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 623-6210 to \$27,500. Motion carried – all in favor.

Ms. Ravell said the new general expense total is \$355,150 and the new Treatment total is \$741,065.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to change line 627-7425 to \$50,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 627-7449 to \$0, to delete the line item. Motion carried – all in favor.

Ms. Ravell said the new Water Fund Total is \$2,953,993.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to approve the new Water Fund total of \$2,953,993. Motion carried – all in favor.

Ms. Ravell said the increase over 2015 is \$162,531 or 5.82%, which is down from the 8% originally requested.

## **Sewer Fund**

### **Administration**

Mr. Kelly said in line 631-5224, Legal Expense, a lot has been due to the Administrative Consent for discharge to the Squamscott River. He said since a lot of that is over, the subcommittee recommends a decrease of \$5000. The subcommittee also recommends reducing line 631-5756 Education/Training by \$850.

### **Billing**

In Billing, Mr. Kelly addressed line 634-5200, saying the subcommittee is not sure why this line is here as there is no historical or current value for amount. Ms. Ravell explained, and suggested the line item stay in there.

### **Collection**

Mr. Kelly recommended taking line 632-4368 and calling it Infiltration/Inflow Abatement. They suggested taking it from Capital Outlay and putting it here. The subcommittee recommended deleting line 632-5875. Natural Gas and Electricity lines would be the same decreases as before.

### **Treatment**

Mr. Kelly recommended level funding line 633-5984, Lab Testing. In line 633-4368, Industrial Pre-Treat, the subcommittee suggested reducing by \$2000. Mr. Kelly said any upfront costs would be paid for by the developer initially. The subcommittee is recommending having putting this line at \$5500. Mr. Ferraro asked what this money is used for. Mr. Jeffers said it is a consulting cost.

Mr. Kelly went on to remind the Infiltration/Inflow line had been moved to Collection.

Ms. Perry said the Department has discussed these recommendations with the subcommittee, and said they are all manageable.

Ms. Ravell said the updated Administration Health Insurance line 631-2100 is \$44,185, the new line 2600 is \$4130, and the new total benefits number is \$90,689.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 631-5224 to \$5000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 631-5820 to \$3150. Motion carried – all in favor.

Ms. Ravell said the updated line 631-5212 is \$859 and the updated line 631-5213 is \$41,852. The new general expense total is \$67,011 and the updated Administration total is \$350,217.

**Motion:** A Motion was made by Vice Chair Campbell and seconded by Mr. Lennon to approve \$350,217 for the Administration total. Motion carried – all in favor.

Ms. Ravell went on to Billing, and said the updated number for line 634-2100 is \$25,415. The updated number for line 634-2600 is \$963 and the new benefits total is \$41,823. The updated Billing total is \$142,358.

**Motion:** A Motion was made by Mr. Kelly and seconded by Vice Chair Campbell to approve \$142,358 as the new Billing total. Motion carried – all in favor.

Ms. Ravell moved on to Collection, and said the updated line 632-2100 is \$77,412. The updated dental line is \$5061 and the updated line 2600 is \$7674. The new benefits total is \$131,603.

**Motion:** A Motion was made by Mr. Kelly and seconded by Vice Chair Campbell to reduce line 632-5875 to \$0 and delete the line. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to add line 632-4368 for \$80,000. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to reduce line 632-6210 to \$12,650. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 632-6220 to \$80,000. Motion carried – all in favor.

Ms. Ravell said the new Collection number is \$708,309.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to approve \$708,309 for the Collection total. Motion carried – all in favor.

Ms. Ravell moved to Treatment, and said the new line 633-2100 is \$34,509. The updated line 2600 is \$7674, bringing the new benefits total to \$69,078.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to reduce line 633-4638 to \$5500. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Woodward to reduce line 633-5984 to \$62,875. Motion carried – all in favor.

Ms. Ravell said the new Treatment total is \$467,635.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to approve \$467,635 for the new Treatment total. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Woodward to delete line 637-7430. Motion carried – all in favor.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Lennon to approve the new Capital Outlay of \$77,079. Motion carried – all in favor.

Ms. Ravell said the new Sewer total is \$2,403,987.

**Motion:** A Motion was made by Mr. Kelly and seconded by Mr. Zwaan to approve the new Sewer total of \$2,403,987. Motion carried – all in favor.

Ms. Ravell said that is a reduction of \$96,162, or 4% over 2015. Mr. Woodward asked since this budget is coming in lower, would they want to consider reducing Debt Service to take some projects off early. Mr. Kelly said the subcommittee thought about this and decided they would not recommend this because of the large expenses in the Sewer Fund coming up over the next couple years.

### **Water/Sewer CIPs**

Mr. Kelly said there three CIP items on the water side. One is the Epping Road Water Tank Maintenance, which is not necessary due to full funding of \$116,000 in line item 0622-4372. The second CIP item is the SWTP TTHMs, which DPW has agreed to put off until 2017 when they get feedback from the NHDES. The third CIP is the replacement of Car 51 with a Jeep. The subcommittee supports this item. However they recommend possibly using a hand down Police vehicle. Mr. Ferraro said when the Police/Fire subcommittee gave their report, they recommended this swap as well. Mr. Kelly said this subcommittee supports the concept. Mr. Zwaan said the subcommittee had the discussion about the need for employees from that Department to make longer trips to Concord and such, and needing a reliable vehicle. Mr. Jeffers said he has been using his personal vehicle because vehicle 51 has been breaking down. Chair Stevens asked how old the vehicle report in the CIP is, because vehicle 51 looks reliable in the report. Mr. Dean said it is redone each year.



## DPW CIPs

Vice Chair Campbell said the first is the Court Street Culvert. He said the subcommittee report on page 6 recommends going ahead with this. Mr. Lennon asked if there was an increase on this project. Ms. Perry said the cost did go up on the Court Street project. Mr. Dean said the design cost was approximately \$150,000 in 2013 and that was used to design both projects. He said CMA had a number of alternatives. Mr. Lennon said it would be helpful to know what the increases are. Ms. Perry said the initial cost estimate was prepared without a final design. Mr. Lennon said he doesn't have the reasons why the cost went up by \$264,000 and he would like to know. Mr. Kelly agreed that is a legitimate question. Mr. Ferraro said CMA does a great job, but they missed the estimate on Lincoln Street too. He said next year they will tear up Water Street and they are still doing work on Lincoln Street and String Bridge next year too. He wondered if three projects was enough for next year and suggested possible putting off the Court Street project until next year. Vice Chair Campbell said there is also the dam project next year. Mr. Ferraro said they should delay Court Street. Ms. Perry said the soil materials are very poor and the size of the footer needs to be increased to support the structure. Ms. Perry said the Department recognizes they have several projects slated for next year. She said Lincoln Street work will be finished very quickly. She also said the condition of the culvert is an important piece. They do have permits through next year. Mr. Lennon said he is persuaded to consider delaying this. He suggested giving DPW a chance to put together a better understanding of what has changed.

**Motion:** A Motion was made by Mr. Ferraro and seconded by Vice Chair Campbell to push this project off until 2017. Mr. Gilbert asked if the permit will expire in 2016, and if so what will the cost be to renew it. Jay Perkins said it will expire. Mr. Gilbert asked what the consequences will be if the culvert fails. Mr. Perkins said it would be closed and they would have to wait and get permits and approvals again. Mr. Zwaan asked if there will be an increase in cost for a year or two delay. Ms. Perry said it will increase by 2-3% by postponing, per year. The permitting will be a \$10,000-20,000 effort. Selectman Chartrand asked if they can get an extension on the permit. Mr. Perkins said they can apply. Mr. Dean said the CMA report was done in 2012, and he thinks there was a preliminary number used for the CIP. He said CMA gave a range of estimates. He said his concern on the delay is that interest rates will rise. He said this is clearly a project that needs to be done. This is the third of three culvert projects and they need to get through this last one. Chair Stevens called the vote. Motion passes – 7-6 vote. The project delays for a year.

## Pickpocket Dam Analysis

Vice Chair Campbell said there is a letter of deficiency on that dam. The subcommittee recommends this as it was postponed last year. Ms. Perry said the removal of the dam will be next construction season (July-August-September). When they do the dam removal, they do have to do a letter of map revisions through FEMA. Mr. Lennon said it would be helpful to have the breakdown. He asked if the LOMR is going to cost \$45,000. He said they should defer this

until next week to allow for more information. Chair Stevens said this is work delaying until they have the information they need.

**Motion:** A Motion was made by Mr. Kelly and seconded by Vice Chair Campbell to table action on this. Motion carried – all in favor.

## **CIP Vehicles**

Vice Chair Campbell said this is on page 39 of the CIP. He said one replacement would be the backhoe. He went down and took a look at it and it is not in great shape. The mechanic told him of repairs that would need to be made. He said the subcommittee recommends this be approved. Mr. Ferraro said the repair total would be \$25,000. He said there is a new backhoe in the Water Department. He suggested they could rebuild the current backhoe for \$25,000 and if it breaks down they could borrow the backhoe from the Water Department. Mr. Perkins said the current backhoe has a lot of hours on it. He said both backhoes are heavily used. Mr. Kelly said they should proceed. He said they supported Water/Sewer last year for similar reasons. He said it would cost 10-15% of the purchase price to make the repairs and he suggested putting money into maintenance and delaying. Mr. Lennon agreed with Mr. Ferraro and Mr. Kelly. He said looking at the hours, if they spend the \$25,000 for repairs they could buy back some hours of life. Ms. Hall asked if the money for the maintenance is already in the budget. Ms. Perry said no, it's not. Vice Chair Campbell said it would be \$38,000 per year of for the lease. The repair cost would be less than one year of the lease. Ms. Perry said they drive this equipment to sites, and don't trailer. She added that if they put good money into the maintenance cost, there will be desire to keep it longer and the salvage value will go down. Mr. Ferraro said they drive off-road equipment too much and said they should start trailering it more.

**Motion:** A Motion was made by Mr. Ferraro and seconded by Mr. Lennon to deter the purchase of a new backhoe #41. Motion passes with an 8-4 vote.

**Motion:** A Motion was made by Mr. Ferraro and seconded by Mr. Lennon to add to the Highway Vehicle Maintenance line 602-4320 the amount of \$25,000. Motion carried – all in favor.

Chair Stevens said line 4320 on page 25 of the General Fund will be \$70,000. Ms. Ravell said the new Highway Streets total is \$1,964,475. The new Public Works budget total is \$4,761,950. This number was moved, seconded, and passed.

Vice Chair Campbell said the second vehicle is DPW Truck #10. He said the subcommittee does not recommend this purchase this year. The subcommittee thought the 2017 requests were less, so this it could absorb this purchase. Ms. Perry said the Department concurred with the deferral. Her only concern is that there will be a year (probably 2017) that is going to have a big hit for vehicles. Vice Chair Campbell said the subcommittee still recommends pushing this one out.

Vice Chair Campbell said the next vehicle to discuss is Highway Dump Truck #28. The subcommittee does recommend this one. The first payment will be \$36,000. The Department has three new trucks and two old ones. The subcommittee recommends replacing one of the old ones.

**Motion:** A Motion was made by Vice Chair Campbell and seconded by Mr. Woodward to put this on as a CIP item for \$159,438. Motion carried – all in favor.

Vice Chair Campbell said the next discussion will be for the Light Duty Lease Program. This consists of cars #7, #51, #4, #12, and #23. Mr. Dean said some of these are 13-14 year old vehicles. From a financial standpoint, this program would cost \$22,800 for five years. He said it is a budget strategy. Mr. Ferraro said two vehicles are coming out of service. He suggested trying to offset two of these vehicles with those two coming out of service. He said when looking at the Fleet Report, car #23 is 9 years old and its reliability rating is a 1, which is excellent. He said it only has 70,000 miles and he doesn't see a need to replace it at this time. Kevin Smart said this car will be 10 years old and it is in the range for replacement. He said when they start looking at a vehicle that is 10-11 years old, they start running into rust and maintenance costs. Mr. Ferraro said the report says this vehicle is not exhibiting those factors. Mr. Smart said they are also looking for a decent trade-in value. Selectman Chartrand said he is in favor of this Program. He said they have a plan and they should go with it. Chair Stevens said it seems like some of the vehicles chosen aren't the right vehicles to go into this program. He said the Program in spirit is not a bad idea though. Mr. Ferraro said they could do 4 vehicles and not include #23 and save money.

**Motion:** A Motion was made by Vice Chair Campbell and seconded by Mr. Gilbert to approve the Light Duty Lease Program for the CIP in the amount of \$100,893 with the five vehicles listed. Motion carried – majority vote.

## **Finance CIP**

Ms. Ravell said since the last time they discussed the Finance software conversion fees, she has reached out to the vendor. She told them the price was already high enough and she was not going to do business with them unless they included the conversion fees in their price, of which they agreed to. Mr. Kelly asked if there are other vendors. Ms. Ravell said she wants to get approval and the RFP out. She is using a vendor who is close by. Mr. Kelly said they only have one number right now. He said it would be nice to have another number to make some comparisons. Ms. Ravell said she would look into this. She had one quote from BMSI, but using them would be taking a step backwards. She said she doesn't feel this is an option. She did agree they should have more to compare to. Ms. Hall said they need to discuss whether or not to make this a CIP. Mr. Dean said protocol is they develop estimates. They draft an RFP and bid out to get prices. He said they would be bidding on the schedule. Mr. Lennon said they should get a better set of cost estimates. Mr. Corey agreed it would be nice to have a comparison number. Mr. Ferraro said they are not that unique a municipality that multiple vendors couldn't come back with a budgetary number if they are an experienced software company.

Mr. Gilbert said the consensus is it would be helpful to know if they had one other number to compare to. He asked Ms. Ravell if this is reasonable. Ms. Ravell said she should have some opportunities over the next couple days to meet with vendors.

**Motion:** A Motion was made by Mr. Ferraro and seconded by Mr. Lennon to table this until the next week and ask Ms. Ravell to get additional information from a couple more vendors. Motion carried – all in favor.

**Motion:** A Motion was made by Vice Chair Campbell and seconded by Mr. Lennon to adjourn the meeting at 10:14pm. Motion carried – all in favor.

Respectfully Submitted,

Nicole Piper, Recording Secretary