

Budget Recommendations Advisory Committee
Nowak Room
Town Office Building
October 23, 2019
Draft Minutes

Members Present: Bob Kelly, Chair; Christine Soutter, Vice Chair; Corey Stevens, Dan Gray, Don Clement, Judy Rowan, Nancy Belanger, Enna Grazier, Dave Beavens, Anthony Zwaan and Liz Canada

Members Absent: Nicholas Gray, Tai Chin Tung

Others Present: Russ Dean, Doreen Chester, Niko Papkonstantis, and Kathy Corson.

Mr. Kelly called the meeting to order at 6:30 PM.

1. Approval of Minutes

a. October 18, 2019

Ms. Belanger said that on page seven, the Sustainability Advisory Group is a Committee, not a Commission.

Many of the members had not had time to review, so the minutes were tabled until the next meeting.

2. Police Budget

Chief Stephan Poulin was present to discuss the Police budget.

Ms. Rowan said that Police and Fire are requesting specialized IT support with a contract company, which is available 24/7 and is experienced with Public Safety. This would be a \$33,000 shared cost for Police and Fire. The subcommittee finds this reasonable.

There is an increase in line item 55091, Education/Training, for training in firearms use, defense tactics, and training for the multiple roles officers assume in the field.

Line item 51300, Salary/Wages Overtime, has increased to accommodate four eight-hour training sessions at \$2,500 each.

Line item 55001, Accreditation, has increased to accommodate added electronic form filing, record keeping, and document management software. It's necessary to their accreditation that the Police Department follows best practice with record keeping, and it decreases their liability.

Line item 55043, Community Relations, has increased as part of the department's community policing efforts, including the National Night Out event.

Line item 55047, Computer Maintenance, has a large increase for an IT contract with EFD Certified Solutions, an IMC certified company. This \$33,000 contract, which would be split between Police and Fire, would include new computers, software, virus protection, improved reporting, and monitoring of the computer networks.

Line item 55091, Education/Training, is underspent, but in November they will do a Narcan training and CPR training. Line item 55106, Equipment Purchase, is over 2/3rds spent

but there was a delay in invoice payment recording; it will be fully spent to outfit a new cruiser. Line item 55133, General Expenses, includes towing charges, DWI supplies, promotional hiring costs, and the 9/11 Memorial Monument. Line item 55190, Mobile Communications, will cover three cell phones; currently three people are sharing one phone. Line item 55193, Munitions, is up significantly, for increased firearms training and the equipment for a less-lethal beanbag shotgun.

In Capital Outlay, the department is looking at parking enforcement equipment for \$10,000. Because of the recent court finding against chalking tires, there's no current method of enforcing parking. If the town moves to pay parking with kiosks, it will require enforcement equipment.

Mr. Stevens asked about the overtime line items. Ms. Rowan said that in order to have a training, officers are paid out of overtime to get the full eight hours in addition to what they're doing on patrol. Chief Poulin said they try to have them do the training on duty, but sometimes must use overtime. It's four eight-hour sessions, at \$2,500 for each 8 hour session, for the whole department. Mr. Dean said that the cost is \$2,500 per person for 24 people. Dr. Zwaan asked why they put \$6,000 more into the sick time overtime. Ms. Rowan responded that in the 2019 actual, the line has already been overspent, and the subcommittee felt it was reasonable to increase it. She added that this line is independent of the training.

Dr. Zwaan asked if wages in this budget reflect the current SROs (School Resource Officers). Chief Poulin said yes, it includes part of the High School SRO, which is split by other towns. The Middle School SRO is paid by Stratham. They have not budgeted for an Elementary School SRO. Prior to this meeting, he reached out to the school and asked if they were budgeting for an Elementary SRO, and they were not, so he didn't include it. If it goes forward, the department will have to budget a portion of the position.

Mr. Kelly asked about the proposed \$16,500 yearly contract in Line Item 55047, Computer Maintenance (which is \$32,000 split between the two departments). Chief Poulin said that their IT work has expanded a lot. Mr. Swanson is constantly being called over to the Public Safety Complex. There is sensitive data, such as the state police online terminal and the IMC server for IMS. Employees need to be CJIS level certified to use these resources. In looking for an IT solution, they reached out to a company which is CJIS certified and experienced with other police and fire depts. The company identified many needs that they could address: replacing the firewall, which had its end of service life in 2017; updating the Fire Department from Windows 7; addressing the security vulnerability of the web server by configuring an SSL VPN connection; removing mapped drives; reconfiguring IMC to use a direct path; remapping all desktop documents to a server to guard against a computer failure; and reconfiguring their access to the MUNIS payroll software.

Mr. Beavens pointed out that this is not just about software, since they identified hardware upgrades as well. Chief Poulin said this would be a "total care" contract, with everything included. Ms. Rowan said that if systems go down after hours, they need someone to call right away. Mr. Clement asked if they could terminate the contract once the upgrades and fixes to the existing system are done. Chief Poulin said they could revisit the issue after the proposal is finished, but he thinks it would need to be every year, since they need to make sure systems are updated and have support there 24/7.

Mr. Kelly said that the BRC agreed to have a consultant do an IT audit, so between this and the IT audit, they will have a good sense of IT requirements next year. Ms. Rowan added that they will also have input from the Public Safety study.

Mr. Stevens asked if once the scope of work is complete, a year of service will be included in the \$32,000. Chief Poulin said the company offered a five year contract, in which they'd replace six workstations annually and provide antivirus protection, 24/7 monitoring, and remote repair and maintenance. Mr. Kelly asked about the cost associated with the five year contract, but Chief Poulin did not have a figure; Mr. Dean said this proposal is an estimate, not a contract yet.

Mr. Gray said those maintaining these servers are all credentialed and qualified. Compared to the cost of hiring 3-4 full time credentialed IT service professionals to get around-the-clock service, the cost savings are notable. With accreditation coming up, this work is important. It will improve our current equipment. The subcommittee heard that because of this equipment, Police and office workers are losing valuable time. This will free up Mr. Swanson's time and Police and Fire time. Mr. Stevens said it seems like a bargain. Mr. Clement asked if it would have to go out to bid because the estimate is over \$25,000. Mr. Dean said they could do an RFP or Sole Source. Ms. Canada asked how many workstations would be replaced in later years of the contract. Chief Poulin said six would be replaced annually, plus any parts needed. The Police currently have 21 workstations and 5 MDTs, and Fire has 13 workstations, for a total of 34 workstations.

Mr. Kelly moved on to Capital Outlay for the parking enforcement equipment. Ms. Rowan said that the Chief wants some method of enforcing parking regulations. Chief Poulin said they are looking ahead to the enforcement of paid parking, at Lincoln Street or more broadly. The \$10,000 estimate includes a single handheld unit with a printer attached, which works in tandem with the kiosks and an online payment management system. Mr. Clement asked if they're not currently enforcing two hour parking, and Chief Poulin said that's correct. Mr. Clement asked if they should wait until the decision for paid parking has been made. Chief Poulin said that if this is something the town does mid-year and they don't have enforcement, then paid parking doesn't work. If it doesn't happen next year, it's not getting spent.

Dr. Zwaan asked how much the town was collecting in fines per year previously. Ms. Chester said in 2017 and 2018, between \$20,000 - \$25,000 per year was coming in to the General Fund from parking.

Ms. Rowan said that a basic tenet of law enforcement is if you have laws, you must have a way to enforce them. Ms. Soutter said if it happens, they have to be prepared. If it doesn't happen, the money gets put back into the General Fund. If the town puts in parking meters, they would have to wait until the next budget season to enforce them. They're being proactive and smart. Mr. Clement said he's concerned that taxpayer dollars will be collected to fund it whether or not it gets spent. Ms. Soutter said if they don't enforce it, they should get rid of two hour parking entirely. Meters are not money makers, they're about controlling parking. They force people to not stay all day. The state is forcing the town's hand. Mr. Dean clarified that the chalking issue was a Supreme Court of Michigan decision.

Mr. Dean said that the Select Board has been talking about Lincoln Street as the first area for paid parking. The town just improved and redesigned it, and they have issues of all-day parking overflow from the train station. It's a problem for the merchants there. They're looking to

hire a parking specialist to analyze other issues. The Select Board has a soft deadline of spring 2020 to have this decision ready. Dr. Zwaan said that by not enforcing the current parking, the town is missing out on \$20,000 of revenue.

Mr. Gray pointed out that the \$10,000 is only for enforcement. If the Select Board decides to go with paid parking kiosks, where does the money for the kiosks come from? Mr. Dean said it would come from another source. Mr. Kelly asked how much the kiosks cost. Mr. Dean said approximately \$8,000 per kiosk. Mr. Kelly asked why they would not attach this enforcement mechanism to that effort, rather than leave it separate. Mr. Clement said the town spends around \$25,000 per year on the train station, so this may be a good way of recouping town's investment, but it seems premature to do the enforcement piece. Mr. Dean said they felt like a number needed to be put in the budget. If they made the line item \$1, they could overspend it by \$30,000, but he wanted to do something more meaningful. Mr. Kelly countered that they should increase the budget so that they can do the kiosks. If it doesn't get spent, it doesn't get spent. Dr. Zwaan said he had thought the enforcement would be throughout the town. Chief Poulin said to do that, the kiosks would have to be throughout the town. There are freestanding enforcement systems, but at a cost of \$50,000-\$60,000. Mr. Gray asked if this should be more of a CIP item. Mr. Dean said it depends on how expansive the program gets.

Mr. Gray felt they should wait until they get direction on the overall issue. Mr. Kelly said in that case, they would have to wait a year. He suggested making the Capital Outlay a real number instead of a placeholder. He asked how much the issue has been discussed at the Select Board level. Ms. Corson said Dave Sharples presented about it, and one kiosk was \$7,200, plus a \$350/month charge. They're headed down this road in the next six months, because it's about businesses and keeping them viable. A business has recently left Lincoln Street because of parking issues. That's not the case downtown. Mr. Kelly asked if the Select Board has come up with a cost. Ms. Corson asked them to say at least \$10,000, and the Select Board could modify the number as the last say. It's 50/50 that they'll have something by January. Mr. Stevens said it would be \$30,000 for two kiosks for six months.

Ms. Soutter said the associated cost is why they would have to charge for parking once they put in a kiosk. To enforce parking, it's going to cost money. In Durham, the first hour is free, but that costs the town money. Mr. Dean said if they did an April implementation, the capital cost is fixed at \$8,900, plus \$7,200 for the enforcement system. He suggested they double the Capital Outlay number to \$20,000. Mr. Gray said that the annual cost of one kiosk in the first year would be \$8,800 plus \$4,300 maintenance, so \$13,100 for a kiosk. If there were two kiosks on Lincoln Street, it would be \$26,000. The whole town could be \$70,000 - \$90,000, not including enforcement. That's not a decision the BRC should be making. Mr. Kelly said they should make it \$1 and leave it to the Select Board. Mr. Dean said the \$350/month is hosting and licensing on top of the \$7,200 which is the handheld device for enforcement. The kiosks themselves are under a one year warranty, so there shouldn't be much maintenance.

MOTION: Mr. Kelly moved to make the preliminary Capital Outlay budget \$1 as a placeholder, to be finalized in the next several months. Mr. Clement seconded. All were in favor.

Mr. Stevens asked about line item 55106, Equipment Purchase, which hasn't been spent for the current year but is up \$3,000 for next year. Chief Poulin said they plan to implement the Public Eye software. The Fire Department uses this software, which shows a map of the town,

and things like fire hydrants. For the Police, it would show a map with sex offenders, firearms, hazard areas, and high risk areas. There's also a GPS capability on the laptops, so officers could see other cruisers' locations. Ms. Grazier asked if this should be part of the software line, but Chief Poulin said this would be an equipment purchase, not installable software.

Mr. Stevens asked for more detail on how the Police would use this software. Chief Poulin said that when an officer responds to an address, it will show any hazards there or in the surrounding area and other responding units. It can be on admins' cell phones, and the app will show all the call information. It's fed in by Dispatch and the other connected instances.

Mr. Clement asked the Chief to talk about the 9/11 memorial monument at the Public Safety Complex. Chief Poulin said there's currently a Fire Department memorial, and they would like to improve that area, do landscaping, and add a Police memorial alongside the Fire memorial. This is a one-time cost, just for the headstone memorial.

Ms. Chester stated that the benefits total is \$1,062,434.

MOTION: Ms. Rowan moved the Benefits total of \$1,062,434 for the Police Department. Ms. Belanger seconded. All were in favor.

Ms. Chester said that the actual fuel number is less than what was put in the budget by \$4,929; it's now \$42,192. Mr. Dean said the new pricing on fuel through Sept 30, 2020 is \$2.14/gallon, down from \$2.35, and diesel is down from \$2.68 to \$2.49.

MOTION: Mr. Gray moved line item 55128, Fuel, at \$42,192. Mr. Clement seconded. All were in favor.

Ms. Chester stated that the new Police Department total is \$3,395,389.

MOTION: Ms. Belanger moved the Police Department budget of \$3,395,389. Mr. Stevens seconded. Mr. Clement asked if this included the \$16,500 for contracting; Mr. Stevens said yes. Mr. Clement voted nay and the motion passed 10-1-0.

Ms. Chester stated that percentage change between 2019 and 2020 went from a 1.7% to a 2.3% increase.

Ms. Rowan said that line item 57012, Vehicles, includes a request for \$45,895 for a Police Department Hybrid Ford Interceptor. This will replace Car 7, which will be auctioned. Mr. Stevens asked how the car is used now. Chief Poulin said they're looking to replace a 2016 front line cruiser. The replacement is a hybrid, so it should decrease fuel consumption. This is the only front line cruiser they'd replace this year. Mr. Clement asked if this would be their first hybrid, and Chief Poulin said yes. They're also looking for \$32,060 for a Ford Explorer for the detectives to replace a Crown Victoria, which is in bad condition and does not have a working odometer. The vehicle requests total \$77,955.

3. Fire

Fire Chief Brian Comeau and Assistant Fire Chiefs Eric Wilking and Justin Pizon were present to discuss the Fire budget.

She said there had been a significant IT discussion already, but they will revisit this as part of the Fire budget. Both Police and Fire are participating in the Public Safety study. The subcommittee thought that with the study not yet complete, it was premature to consider the

Fire Department's request for two additional firefighter/EMTs, so they're proposing a decrease in line item 51110, Wages Full Time.

Ms. Rowan said that Line 55042, Communications Equipment, had a decrease due to a less expensive contract. The subcommittee recommends changing line item 55050, Conference/Rooms/Meals, to restore the 2018 actual expenditure. The department had a list of conferences they were thinking about, but haven't finalized.

Line item 55091, Education/Training, is for requested and approved courses. More courses are in the pipeline but the actual language in the CBA has to resolve what is work-related. They left the item with those courses requested. Line item 55122, Fire Alarm Supplies, has a price increase in wiring. Line item 55123, Fire Investigation Materials and Prevention, has an increase due to the NFPA annual code subscription. They're adding St. Anselm's annual arson seminar.

Ms. Rowan said the new number for line 55128, Fuel, is \$15,093, which Ms. Chester confirmed. Line item 55144, Hazmat Supplies, is for preventive maintenance and repairing sensors. This was previously paid out of other lines. For line item 55237, Radio Repairs and Maintenance, there was an increase due to a service contract increase. For line item 57006, Capital Outlay, there was a request for \$30,888; the subcommittee proposed postponing the consideration of an audiovisual upgrade until the completion of the study. Mr. Gray explained that the department is looking to upgrade their Communications room with new whiteboards, bigger monitors, and new projectors. There was nothing else in this line, so the subcommittee is recommending \$0.

Mr. Kelly said that consistent with the conversation last year, they got a study which will give the department a roadmap. Chief Comeau said that right now, the Fire Department is operating at a level of two shifts with six firefighters and two with seven. Last year, the department wanted two shifts at seven. They operated for 265 days with minimum staffing. This request is in line with what they're trying to do with study. If the study favors hiring, the BRC should approve this so that they have two in the budget; otherwise they will have to wait until 2021 to hire. Since calls are increasing, the study won't say they need to reduce manning. Mr. Kelly asked when they would see the study in draft form. Mr. Dean said that according to the contract, the latest the final study should come in would be December 31st, and they should have a draft report prior to that.

Ms. Soutter asked if the overtime budget could go down if they hired two new Firefighters. Chief Comeau said they've looked at an analysis of the effectiveness of a six man versus a seven man shift and possible savings in overtime, but he's not willing to say they could cut the budget by a particular amount. They're still doing more runs, so they need that budget. In 2007 they were told they should have eight per shift. Assistant Fire Chief Wilking said they looked at shift staffing since 2018. The two shifts of six incurred \$75,000 a year of overtime, while the two shifts of seven had only \$7,600 in overtime. There's a real savings if they can get both shifts to seven. The study won't say they're overstaffed. A nearby town of 15,000 people has 11 firefighters on duty. Compared to the standard, Exeter is very low.

Ms. Soutter said they would be voting without enough information. Mr. Gray said a number is here, so they don't need a placeholder. They should hold off on deciding anything until that study is done. They may need even more staffing. Ms. Rowan pointed out that the cost for two firefighters is still more than the cost for overtime. Dr. Zwaan said it's frustrating to see

the overtime conversation again, since they hired two additional Fire personnel two years ago which was supposed to resolve the issue. Chief Comeau said those two hires were added to create the two shifts of seven, and they haven't had big increases in overtime on those two shifts. Overtime is stable when they can hire. In 2006, before the hires, they had \$500,000 in overtime.

Mr. Stevens asked if the Communications Equipment decrease was related to the DPW and Water/Sewer not having their equipment tied in. Assistant Fire Chief Wilking said the reduction is in the vendor which provides a reverse 911 lookup. They're also switching to RAVE mobile safety, which is a more robust product, and more user-friendly, for half the cost. The first test was at the Powderkeg Chili Fest, and it worked well. The Water/Sewer issue is related to the CALTRON radio systems. A number of businesses transmit alarms to the Fire Department. They lost a vendor that was maintaining the system and it's starting to go into failure, which is a liability for the department. They need to give Water/Sewer a better resource for transmitting alarms. Many buildings covered by the system today don't need to be covered according to the fire code.

Ms. Rowan asked if they had anything to add to the discussion about the Contract Services line item for IT which they would share with Police. Chief Comeau said that the systems they use are complicated. This IT company has worked in this environment and understands the layering in their system, so they can service IMC, Public Eye, and other platforms.

Dr. Zwaan asked if line item 55214, Physicals, had been looked at critically. Ms. Rowan said they're locked in now, given the more specific nature of these physicals and the new legislation allowing cancer-related illnesses to be considered Workers Comp. Mr. Stevens told Mr. Zwaan that they'd had a robust conversation on this issue during last year's budget process, and came to the conclusion that this was the most direct path to coverage for new hires.

Ms. Chester stated that the full time Salary and Wage number for Fire is \$1,617,265. **MOTION:** Ms. Rowan moved \$1,617,265 for line item 51110, Wages Full Time. Ms. Canada seconded. Assistant Chief Wilking said he didn't know where the \$300,000 decrease in salaries came from. Ms. Chester said she'd made a mistake, and the new total is \$1,977,689. Ms. Rowan withdrew her motion, and moved the new number of \$1,977,689. Ms. Canada withdrew her second, and seconded the new motion. Ms. Soutter voted nay and the motion passed 10-1-0.

97,259.

MOTION: Ms. Rowan moved 97,259. Ms. Belanger seconded.

Ms. Chester stated that the new Salaries total is \$2,305,509.

MOTION: Ms. Rowan moved a Fire Salaries total of \$2,305,509. Ms. Canada seconded. Ms. Soutter voted nay and the motion passed 10-1-0.

Ms. Chester stated that the new benefits total is \$1,221,750.

MOTION: Ms. Rowan moved the new benefits total of \$1,221,750. Mr. Gray seconded. Ms. Soutter voted nay and the motion passed 10-1-0.

MOTION: Ms. Rowan moved \$4,200 for line item 55050, Conference/Rooms/Meals. Ms. Canada seconded. All were in favor.

MOTION: Mr. Gray moved \$15,093 for line item 55128, Fuel. Ms. Canada seconded. All were in favor.

Assistant Chief Wilking discussed the Capital Outlay, which is \$30,888 for Emergency Operations Center (EOC) upgrades. They qualify for funding. He suggested the committee modify the number to \$15,500 to give the 50% match. Chief Comeau said this room is used for communication with the State EOC, and needs to be functional. The equipment in this room is 12 years old and below standard.

Mr. Gray asked how many times a year the EOC is used. Chief Comeau said it's used for Seabrook drills, coastal storms, and blizzards; it's sometimes used for this purpose only a few times a year. Mr. Gray said the LCD projectors are clearly beyond their useful life, but the new whiteboards and larger monitors may not be as urgent. Chief Comeau said this space is also used frequently as a training room for Fire and Police, as well as hosting monthly EMS trainings, an investigative course with Police, and classes for Dispatch. Every three years, they have to replace the whiteboards out of the Training budget; it would be more cost-effective to get porcelain whiteboards and not have to replace them again.

Mr. Gray made a recommendation to accept part of the upgrade proposal, but said he doesn't know how it affects the grant. Chief Comeau said the only thing that may be affected is the scope of work. They could only pull out hard numbers like new whiteboards, but it would be difficult to unpack contractor time and connections. Ms. Soutter asked what is not a necessity. Chief Comeau felt this was a bare-bones proposal; they're not proposing new furniture or carpeting. Mr. Clement asked if scaling back would impact the grant. Chief Comeau said he would have to go back to the grants management unit and ask them. If they could only do $\frac{2}{3}$ this year, they would try to do the rest next year. This work is important and has an impact. Mr. Stevens pointed out that the line item was a decrease from last year, and they had asked the department to go out and get grants. He supports this project as proposed.

Mr. Kelly said if they don't get the grant, they could still use the \$15,444 to do something. Mr. Gray suggested rounding it up to \$15,450.

MOTION: Mr. Gray moved to change line item 57006, Capital Outlay, from \$30,888 to \$15,450. Mr. Clement seconded. All were in favor.

Ms. Chester stated that the total Fire budget is \$3,871,651.

MOTION: Mr. Gray moved to accept the Fire budget of \$3,871,651. Ms. Rowan seconded. All were in favor.

Ms. Chester stated that this budget had gone from a 4.6% to a 2.4% overall increase over 2019.

MOTION: Ms. Rowan moved a capital outlay of \$28,700 be included in the Communications budget for the overhaul of public safety cameras. Ms. Belanger seconded. Ms. Rowan said this is for the public safety camera system, which cost was transferred from the IT budget. All were in favor.

Ms. Chester stated that the new benefits total for Communications is \$91,833.

MOTION: Ms. Rowan moved \$91,833 for Communications benefits. Ms. Belanger seconded. All were in favor.

Ms. Chester stated that the new Communications total is \$417,082.

MOTION: Ms. Belanger moved \$417,082 for Communications. Ms. Rowan seconded. All were in favor.

Ms. Chester stated that the benefits total for Health is \$13,045.

MOTION: Ms. Rowan moved a Health benefits total of \$13,045. Ms. Belanger seconded. All were in favor.

Ms. Chester stated that the new Health total is \$135,010.

MOTION: Ms. Belanger moved the new Health total of \$135,010. Mr. Gray seconded. All were in favor.

Ms. Chester stated that the new Public Shared Services total is \$552,093.

MOTION: Ms. Rowan moved \$552,093 for Public Shared Services. Ms. Belanger seconded. All were in favor.

Ms. Rowan discussed the Public Services CIP request, which will continue the buildout of the safety communications system through the installation of the Microwave Repeater site. This should eliminate blackout areas within buildings where police are unable to communicate. Mr. Stevens asked what's next for the communications system after this project. Assistant Fire Chief Wilking said they have a system today that transmits from the Fire station using the Epping Road water tower as a transmission site. This section gives both Fire and Police a transmitting site directional to Epping Road. They've negotiated the third leg of this communication system into a cell tower; if the tower gets built in the future, a radio tower will be added at no cost to the community. Exeter High School just completed their BDA communications system, and it's working well. Every time they add to the system it gets much better. Mr. Kelly asked if this should be a bond. Mr. Dean said it's only \$78,000, so would not be a bond, but a stand-alone warrant article.

Ms. Rowan said they'd also requested a vehicle purchase, of a Ford F-250 pickup, but the mileage is under 100,000 in a 10 year old car and it's in good condition. The subcommittee recommends postponing the purchase until next year. Assistant Chief Wilking said he'd talked to the DPW about it, and they said it was in fair or average condition, not good condition. If they don't approve the purchase now, they won't be able to replace it until August/September of 2021. There would be 3-5 % rate increases next year. The current vehicle will take an extra \$4,000 to service next year.

Mr. Kelly thanked the representatives from Police and Fire.

Mr. Dean mentioned that due to the timing of the borrowing for the Library project, they may have to make an interest-only payment in 2020; more information to come.

4. Review Calendar

The next meeting has been changed from Halloween to Wednesday 10/30.

5. Adjournment

Mr. Kelly said the meeting stands adjourned at 9:34 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary