

Budget Recommendations Advisory Committee
All-Day General Government Meeting
Friday, October 16, 2020
8:30 AM
Draft Minutes

Members Present: Bob Kelly, Chair; Corey Stevens, Christine Soutter, Don Clement, Judy Rowan, Nancy Belanger, Anthony Zwaan, Amy Farnham, Christopher Zigmont, Kaley Briden, Kathy Corson, Enna Grazier, and Liz Canada

Members Absent: None

Others Present: Russ Dean, Pam McElroy, Doreen Chester, Laura Zogopolis, Daryl Browne, and Molly Cowan.

Mr. Kelly called the meeting to order at 8:30 AM and read a statement:
As Chair of the Budget Recommendations Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 this public body is authorized to meet electronically.

Public notice of this meeting was posted on the town website and on the bulletin board of the town offices at 10 Front Street. As provided in that public notice, the public may access the meeting online and via phone.

Please note that all votes taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting and who that person is (son, daughter, spouse, etc...), which is required under the Right-to-Know law.

Ms. Chester said Health Care had a 2.5% increase instead of 8%, which is much lower than anticipated, resulting in a budget \$60,000 less than what they started with. The overall budget number is at \$19,975,393, an increase of 1.89% over the prior year.

1. IT

Andy Swanson, the IT Director, was present for the IT discussion. Ms. Chester said the new IT health insurance number is \$17,790.

Ms. Grazier said the IT budget has continued to grow. This department serves every department in town. There is ongoing infrastructure improvement and computer replacement. Mr. Swanson made significant cuts to the operating budget in March, so some lines have not been spent this year.

Line item 55048, Computer Software, reflects an increase in the number of computer licenses. Line item 55058, Contract Services, represents 200 hours of outsourced work. The RFP is estimated at around \$8,500, which is what the town approved last year, plus other

costs such as Zoom services, for a \$16,000 total line budget. Line item 55091, Education/Training, includes a townwide training in email security at \$1,700. The subcommittee recommends staying at \$2,700. Line item 55106, Equipment Purchase, had a decrease of 20%. Line item 55159, Internet Supplies, has a decrease. Line item 55212, Mobile Communications, will be spent. Line item 55195, Network Supplies, they recommend reducing by \$5,000, as IT is working on improvements to make network systems more stable. Line item 55270, Software Agreement, was overbudget by about \$800 this year. Line item 57003, Capital Outlay - Computers, was underspent due to Covid. Mr. Kelly asked if they could encumber this year's money so they could level fund this line. Mr. Dean said it's an option. Mr. Swanson said in 2021, they plan to only do a few computer replacements to have money for the server refresh. Mr. Stevens asked if they could spread out the server refresh over multiple years. Mr. Swanson said there are three servers, which should be all the same. Mr. Browne asked why they wouldn't outsource this or do a cloud server, and Mr. Swanson said that would be double the cost.

Mr. Browne asked if there are offsets in costs that have gone down for greater efficiencies. Mr. Dean said because of operational changes due to pandemic, they have found lots of efficiencies. They may need to look at more changes in the future, such as hiring someone specifically to facilitate Zoom meetings. It's not currently affecting the IT budget.

Ms. Grazier said there is a new line item of \$14,000 for Email Filtering/Archiving, since there are more costs dedicated to that. Mr. Swanson said they tried a new company for this in 2020 and it didn't work out; it ended up being more work for everyone. They're looking for something new.

Ms. Grazier said the two IT employees are critical to the operations of the town under the pandemic. An audit is important to assess the town's IT needs.

Ms. Chester said the new IT number is \$254,969.

Mr. Stevens asked if that is an appropriate spend given town security concerns. Mr. Dean said they tried to be frugal this year because of the pandemic. They should consider more IT assistance in the future, which could be a hire or a contract. The audit should provide some answers. Dr. Zwaan asked if he'd talked to other Town Managers about what's working for them, and Mr. Dean said yes, those conversations are on-going. They're looking to hire audit people that are up on current trends.

MOTION: Ms. Belanger moved to approve an IT budget of \$254,969. Dr. Zwaan seconded. By a roll call vote, all were in favor.

2. Town Manager, Debt Service, Select Board, Assessing, Tax Collection, Human Services, Legal, Transportation

Ms. Belanger said that in the Select Board budget, the subcommittee recommends that line item 55055, Consulting, be changed to a placeholder of \$100. It was not spent in 2020. Line item 55273, Special Expenses, will be spent at the \$4,000 budgeted for 2020. \$3,000 was requested for 2021, but they recommended increasing that to \$3,500. FEMA reimbursements are separate, but may cover some of these costs. Mr. Dean said they may not have as many expenses if they continue to be remote, so

they should try to get by with \$3,000. Ms. Belanger said they would support the recommendation of \$3,000.

MOTION [withdrawn]: Ms. Soutter moved to approve a Select Board Budget of \$21,981. Ms. Rowan seconded. Mr. Clement said didn't take into account the reduction in consulting services. Ms. Briden they also said reduced Conference/Rooms/Meals from \$500 to \$100. Mr. Kelly said they are reducing the budget by a total of \$1,300. Ms. Soutter withdrew her motion and Ms. Rowan withdrew her second.

MOTION: Ms. Soutter moved to approve a Select Board Budget of \$20,681. Ms. Rowan seconded. By a roll call vote, all were in favor.

Ms. Belanger moved to the Town Manager budget. Ms. Chester said the new number for this budget is \$52,940. Ms. Belanger said that travel, conferences, and continuing ed have all been reduced. A lot of trainings will happen virtually next year. Line item 55058, Contract Services, has a \$1 placeholder. Mr. Dean said they're looking at Docusign funds, either here or in the IT budget. It would be around \$6,500 for the year, depending on their anticipated usage. This would allow the Select Board to sign warrants without coming in, and administration to sign purchase orders virtually. It could potentially be used for resident needs, such as easements or permits. It would be a huge gain in efficiency.

MOTION: Ms. Belanger moved \$6,500 for line item 55058 Contract Services. Dr. Zwaan seconded. By a roll call vote, all were in favor.

Line item 55224, Postage, they recommended increasing to \$500. Line item 55308, Travel Reimbursement, they want to reduce to \$300.

Ms. Chester said the new total for Town Manager is \$254,976.

MOTION: Dr. Zwaan moved \$254,976 for the Town Manager budget. Ms. Belanger seconded. By a roll call vote, all were in favor.

The committee moved to Debt Service. Mr. Dean said they try to balance capital planning so if they have to borrow for a project, they keep that number stable year over year, within \$300,000 - \$400,000. The debt service budget is going up by \$319,000 this year for the Library. Mr. Clement said they should look at whether ratepayers can continue to support an increased debt service, but that's likelier a larger subject than can be addressed at this meeting. The group looked at the numbers into FY26. Ms. Corson said there are projects such as Westside Drive, Public Safety, etc that don't appear to be reflected in the numbers. Mr. Dean said they don't know what the Public Safety solution will look like, so there are no numbers yet. Mr. Kelly said he was concerned that the General CIP and Water/Sewer aren't considered together, and he would like to see that consolidated going forward. Mr. Dean said Water/Sewer charges are based on consumption, as compared to taxes.

Mr. Kelly called for a 15 minute break. The meeting reconvened at 10:30.

Janet Whitten and Rachel Laughner were present for the Assessing discussion. Ms. Belanger said the subcommittee recommends reducing line item 55050, Conferences Rooms and Meals, to \$50. Regarding line item 55058, MRI Town Assessor Contract, this contract expires Dec 2020, and doesn't seem to be increasing. There's an 88% threshold for evaluation, so it may have to happen again soon. Line item 55106, Equipment Purchase, they recommend reducing to \$1 for 2021, as there are no purchases planned. Line item 55180, Mapping, had a reduction to \$4,000 which should be sufficient. The current program, Cartographics, is no longer supported. Ms. Whitten said the GIS on her desktop is not going to be supported, so they have to coordinate with IT. People shouldn't use the Exeter Maps online as it's inaccurate. Mr. Clement asked who is responsible for it being accurate, and Mr. Dean said it's a contractor issue that Mr. Swanson is working on. Ms. Belanger said line item 55200 Office Supplies, they recommend reducing by \$500, to \$750. There will be no toner purchases, as there's a new contract. Line item 55224, Postage, increased, since they couldn't go to people's homes. The subcommittee recommend reducing this budget by \$500 in hopes that in-person visits will be possible. Line item 55270, Software Agreement, has a large reduction.

Ms. Chester said the health insurance is \$19,610. The new Assessing total is \$234,994.

MOTION: Ms. Belanger moved \$234,994 for Assessing. Mr. Clement seconded. By a roll call vote, all were in favor.

Rachel Laughner was present to discuss the Tax Collection budget.

Ms. Chester said the new health insurance is \$19,786. Ms. Belanger said the subcommittee recommended reducing line item 55250, Conferences Rooms and Meals, to \$50. Line item 55058, Contract Services, is now at \$1. Line item 55091, Education, has \$2,000 budgeted to help cover Ms. Laughner's tuition. Line item 55170, Legal, appears unspent but was simply not billed yet. Mr. Dean said they had liens and other issues that town counsel worked on. Line item 55200, Supplies, was reduced to \$1,800 to address the toner decrease. Line item 55224, Postage, will likely be spent in November with tax bills going out. Line item 55298, Tax Lien/Deeded Searches, had issues with the previous contractor but it's now resolved.

Ms. Chester said the new Tax Collection total is \$108,358.

MOTION: Dr. Zwaan moved a Tax Collection budget of \$108,358. Ms. Belanger seconded. By a roll call vote, all were in favor.

Pam McElroy was present to discuss Human Services. Ms. Belanger said that they're trying to keep the BRC informed of the allotment of Ms. McElroy's time. She's been spending more time on this due to Covid. Dr. Zwaan asked if they expect an increase as Covid benefits are ending. Ms. McElroy said they're expecting a tsunami after December 31st. The CDC has a moratorium on evictions through the end of the year only. Mr. Dean said line item 55079, Direct Relief - Rent/Hotel, is their biggest expense, budgeted at \$45,000. The Wentworth Trust reimbursed \$7,911.22 in 2019. Ms. McElroy said she works hard to coordinate with other agencies. One concern is that campgrounds such as Exeter Elms are closing for the year, creating some

homelessness. Some winter rentals at Hampton Beach are changing to year round rentals as people are staying through the winter. Ms. Belanger said the Governor's emergency order on eviction has a loophole where people are being told to move so that the owner can do renovations.

Mr. Stevens observed that there were some line items with no spending. Ms. McElroy said that regarding the Food/Gas budget, Saint Vincent de Paul feels that gas cards are not a good idea, as they are resold for cash. Mr. Dean said he felt the placeholder is needed. Ms. Rowan said line item 55078, Medical, was not spent. Ms. McElroy said she is working with other agencies on those expenses, trying to balance that with the high cost of hotels, which other agencies can't help with. They were granted \$5,000 from GOFER for Covid expenses. Dr. Zwaan asked about line item 51110, Wages, relative to this work. Is the current assessment accurate to the amount of work for the next year? Mr. Dean said they should do a big picture look at this position in the future. The grades of the two halves of Ms. McElroy's position are different.

MOTION: Ms. Belanger moved \$73,120 for the Human Services/Welfare Budget. Dr. Zwaan seconded. By a roll call vote, all were in favor.

Ms. Belanger said that Transportation is at \$1, and no changes were recommended. COAST's service comes from the Transportation Fund. Mr. Dean says the local option fee when registering a car goes into the Transportation fund, which goes into COAST, Meals on Wheels, and other programs. This is a placeholder in case the General Fund needs to supplement that.

MOTION: Ms. Belanger moved to approve the Transportation budget at \$1. Ms. Rowan seconded. By a roll call vote, all were in favor.

The committee discussed Legal Services. Ms. Belanger said that line item 55170 is already spent at \$65,222 (as of 8/31/20). They're averaging \$86,000. The budget has been \$80,000 for many years. The subcommittee recommends increasing this. Mr. Dean said this budget serves the Planning and Land Use Boards, as well as legal services for Assessing.

MOTION: Ms. Belanger moved to increase the Legal Services budget from \$80,000 to \$86,000. Dr. Zwaan seconded. Mr. Stevens said he disagrees; the difference is within 10% and is a reasonable placeholder. Ms. Belanger, Dr. Zwaan, Ms. Grazier, Ms. Briden, and Mr. Zigmont voted yes; Mr. Kelly, Ms. Corson, Ms. Rowan, Ms. Soutter, Ms. Farnham, Mr. Stevens, and Mr. Clement voted nay. The motion failed 5-7.

MOTION: Ms. Belanger moved a Legal Services budget of \$80,000. Ms. Rowan seconded. By a roll call vote, all were in favor.

Ms. Belanger said the subcommittee had no recommended changes to the Trustee of Trust Funds budget of \$891.

MOTION: Ms. Belanger moved to approve a budget of \$891 for Trustee of Trust Funds. Ms. Corson seconded. By a roll call vote, all were in favor.

Ms. Belanger said they recommended no changes to the Treasurer budget of \$9,792. Mr. Dean said Treasurer Sue Penny reconciles cash and works closely with finance.

MOTION: Ms. Belanger moved a Treasurer budget of \$9,792. Ms. Rowan seconded. By a roll call vote, all were in favor.

Ms. Belanger said that in Miscellaneous, line item 55224, Postage, is at \$1 but is spent at an average of \$2,000. Mr. Kelly said if Mr. Dean is fine with it the BRC is fine. Mr. Dean said Postage is a placeholder account for unallocated postage, such as an ad hoc committee mailing that there's no budget for.

MOTION: Ms. Belanger moved a Miscellaneous budget of \$1. Ms. Farnham seconded. By a roll call vote, all were in favor.

Ms. Belanger discussed Capital Outlay - Other. Regarding line item 57006, GPS Equipment and Data Gathering, the subcommittee is supportive of continuing this effort. Ms. Corson said this system hasn't been used to its potential. Mr. Dean said they're trying to evolve it into Route Management, but currently used for geolocating, which is helpful to locate vehicles easily. There's a geofence around town, so they can track time and where they went.

MOTION: Ms. Belanger moved a Capital Outlay - Other budget of \$4,251 Mr. Kelly seconded. Ms. Corson voted nay and the motion passed 11-1.

3. Town Clerk, Elections, Town Moderator

Andie Kohler was present to discuss the Town Clerk budget. Ms. Chester said the new health number is \$66,042. Ms. Belanger said in line item 55049, nothing was spent as of 8/31, but Ms. Kohler thought there were purchases that should be reflected. Ms. Belanger said line item 55050, Conferences/Rooms/Meals, was not spent in 2020 due to Covid. There are two mandatory conferences per year, but virtual conferences were not scheduled in 2020. Line item 55058, Contract Services, is billed at the end of the year. Line item 55084, Dog Tags, is less for 2021, since they found a less expensive place to purchase dog tags. Line item 55088, Dues, will be spent out. Line item 55091, Education/Training, is budgeted at \$1,000 but they recommend reducing this by \$800 to \$200. There's a credit from 2020 applied to the 2021 conference plan. Line item 55308, Travel Reimbursement, will be reduced from \$800 to \$400 due to it likely being virtual.

Ms. Chester said the new Town Clerk total is \$363,956.

MOTION: Ms. Belanger moved to approve a Town Clerk budget of \$363,956. Ms. Farnham seconded. By a roll call vote, all were in favor.

Ms. Belanger said that election expenses increased due to Covid. There's one more election to get through. Dr. Zwaan asked about Computer Supplies, which has not been spent. Ms. Kohler said she buys a lot at the end of the year. Mr. Stevens asked when wages for elected and temporary are spent. Ms. Kohler said they have been spent. Mr. Dean said the actuals predate the primary election.

MOTION: Ms. Belanger moved an Elections budget of \$12,058. Ms. Soutter seconded. By a roll call vote, all were in favor.

Ms. Belanger said the Town Moderator budget had a decrease of \$565, or 42%, as there will be only one election in 2021.

MOTION: Ms. Belanger moved a Town Moderator budget of \$754. Ms. Rowan seconded. By a roll call vote, all were in favor.

4. Planning Department and Land Use Boards

Dave Sharples was present to discuss the Planning Department budget. Ms. Chester said the new health number is \$26,470.

Ms. Belanger said line item 55050, Conference/Rooms/Meals, had no spending in 2020. It was already reduced by \$600, but the subcommittee recommended a further reduction of \$200. Line item 55088, Dues, had a requested increase of \$10, but this is not recommended. Line item 55136, GIS, the bill comes in in November. Line item 55138, Grant Matching, there's nothing in the queue but they recommend leaving it as-is. Line item 55180, Mapping, they recommend removing that line from the budget, as it's never used. In line item 55200, Office Supplies, last year they added \$500 for the Sustainability Advisory Committee, but nothing was spent. They do anticipate spending this in 2021. Line item 55227, Printing, they recommend reducing. Dr. Zwaan asked about the Rockingham Planning Commission. Mr. Sharples said the dues are based on population. The Planning Commission offers benefits in dealing with state agencies and working on state projects, as well as helping with surveys and consulting.

Ms. Soutter asked about the time Mr. Sharples spent doing sustainability work. Mr. Sharples said it has a lot of overlap with Planning in general. He pushed some issues further, such as a possible solar array at the landfill. He is attending more meetings. Mr. Stevens asked about impact fees, and Mr. Sharples said they just finalized them for the Select Board meeting of November 9th. They will update the fees through the Select Board and look at the impact fee ordinance to ensure it's up to date. Dr. Zwaan asked how they're tracking the Sustainability hours. Mr. Sharples said he's salaried so hasn't been tracking hours. The Committee would prefer a dedicated position, but they're not pursuing it this year. He gave that committee a list of about 50 items they could work on.

Ms. Belanger said line item 55308, Travel, is down \$800, as it's likely to be virtual. Capital Outlay was left in as a placeholder for the proposed Pocket Park for Jude Hall that Renay Allen has proposed. Mr. Kelly said if it's going to be zero, they should just take it out.

Ms. Chester said the new total is \$270,534.

MOTION: Ms. Belanger moved a Planning total of \$270,534. Ms. Soutter seconded. Mr. Clement said they should make a placeholder \$1 so that the Deliberative Session can allocate money. It has been used several times. Mr. Dean said he didn't agree that it can't be added back in if taken out. By a roll call vote, all were in favor.

Kristen Murphy was present to discuss the Conservation Commission budget.

Ms. Belanger said line item 55044, Community Services, was not spent as of the meeting October 6th, but they do anticipate normal spending in 2021. They did not have

the tree planting activity because of Covid. Line item 55051, Conservation Land Administration, they anticipate more expenses in 2021. They had more volunteers this year and got some good work done. For line item 55091, Education/Training, they proposed a reduction which the subcommittee approves. In line item 55224, Postage, Ms. Murphy felt the numbers did not reflect the spend. Ms. Chester said nothing has been spent to date. Mr. Kelly said they should just leave it, as it's only \$20. Ms. Belanger said the CIP project, a capital funds allocation, has an increase from \$50,000 to \$75,000, which would bring the fund total to \$132,000. The subcommittee recommended the increase. It was reduced last year. Mr. Stevens asked what they've been spending it on, which they can discuss at CIP night. Ms. Murphy said they've been holding onto it. There are some property owners they've been in discussion with, and they want to have enough to proceed with appraisals etc if they decide to move forward.

MOTION: Ms. Belanger moved to approve a \$10,039 Conservation Commission budget. Ms. Soutter seconded. By a roll call vote, all were in favor.

Ms. Belanger said the Zoning Board of Adjustment budget is at \$4,326, and no changes were recommended.

MOTION: Ms. Belanger moved to approve a budget of \$4,326 for the ZBA. Dr. Zwaan seconded. By a roll call vote, all were in favor.

The committee discussed the Historic District Commission. Ms. Belanger said regarding line item 55138, Grant Matching, there's a \$10,000 matching grant fund which historically moved between HDC and Heritage, but now is only in the Historic District budget. Mr. Sharples said the timing doesn't work with CLG, which just put out its request for Letters of Intent. The grant round is in January. They won't spend any of this budget this year. He doesn't know what they're pursuing next year, the HDC and Heritage decide. Ms. Corson suggested trying to get a representative into this meeting in the afternoon to see if there's anything they're going after. Mr. Kelly said if they haven't indicated anything yet, it's unlikely, but they can table it for a few hours.

Ms. Belanger said the Heritage Commission budget is \$893, and no changes were recommended.

MOTION: Ms. Belanger moved the Heritage Commission budget of \$893. Ms. Rowan seconded. By a roll call vote, all were in favor.

Mr. Kelly called an hour recess at 12:30 PM. The meeting reconvened at 1:35 PM.

5. Inspections and Code Enforcement

Doug Eastman was present to discuss the Inspections and Code Enforcement budget. Ms. Belanger said no changes were recommended. Mr. Eastman said that building permits are busier than ever during the pandemic, perhaps because people are doing more home improvement projects. More houses are being built and subdivisions are going in. They're looking for a replacement for the Electrical Inspector, who retired in May. Ms. Chester said the health number remains about the same, as there were some offsets in employees choosing different plans.

MOTION: Ms. Belanger moved the Inspections and Code Enforcement budget of \$271,392. Ms. Corson seconded. By a roll call vote, all were in favor.

6. Economic Development

Darren Winham was present to discuss the Economic Development budget. Ms. Chester said the health number is \$26,955.

Ms. Belanger said there are no recommended changes in this budget. Mr. Winham has eliminated his request for an intern. Regarding line item 55308, Travel Reimbursement, Mr. Winham uses his own vehicle, so there are no changes. Mr. Winham is deferring his diploma, since he would have to go in person to attend courses and finish a test.

Ms. Chester said the new total is \$147,302.

MOTION: Ms. Belanger moved the Economic Development total of \$147,302, Ms. Soutter seconded. By a roll call vote, all were in favor.

7. Human Resources

Ms. Chester said the new Human Resources health insurance is \$19,610.

Mr. Dean said they're still working on filling the Human Resources Assistant Position. They should put some money back in for wage reclassification; they're looking for \$7,500. Conference/Rooms/Meals has been reduced to \$475. Ms. Belanger said line item 55308, Travel, has been reduced to \$275, but the subcommittee recommended \$200. Line item 55091, Education/Training, they wanted it increased to \$6,035 for MUNIS training to implement the new HR Module.

Ms. Chester said the new total for HR is \$132,735

MOTION: Ms. Belanger moved to approve the Human Resources budget of \$132,735. Ms. Farnham seconded. By a roll call vote, all were in favor.

8. Finance/Accounting

Ms. Chester said the new health number in Finance/Accounting is \$66,401.

Ms. Belanger said transaction fees are higher due to Covid and paying online. Now they're taking credit cards for taxes. There's a reduction of \$1,000 in line item 55200, Supplies. Line item 55308, Travel, they are reducing by \$300 for less travel and more virtual meetings. The Committee discussed the use of the Munismart billing and online system. Ms. Chester said 90% of the modules are up and running, only HR and Water/Sewer remain.

Ms. Chester said the new total is \$338,957.

MOTION: Ms. Soutter moved the Finance total of \$338,957. Mr. Stevens seconded. By a roll call vote, all were in favor.

Mr. Kelly said they haven't been able to get in touch with Julie Gilman regarding the Heritage grants. Ms. Belanger suggested reducing the line item to \$5,000. She doesn't want to reduce it too far. Mr. Kelly suggested \$1,000; if they need more it's easy to put back in later. Mr. Sharples said there are two things he knows of, a window repair workshop which could be a 60/40 split, and a resurvey of the downtown Historic District. They would be covered 100%, but you're more competitive if you provide a match. Ms. Gilman is looking for numbers on those projects.

MOTION: Mr. Kelly moved to reduce line item 55138 in the Planning Budget to \$1,000. Ms. Belanger seconded. Dr. Zwaan said he would like to see more information in the future. Ms. Corson said she would like them to pursue these projects, as Historic District work is important. Ms. Belanger said she prefers to reduce it with the idea that they can raise it later if more information becomes available. Mr. Clement returned at this time, and reminded the Committee that they're only making a recommendation to the Select Board, so they have time to adjust it later. Ms. Corson said she'd be more comfortable with \$5,000. Mr. Kelly, Ms. Belanger, Ms. Grazier, Ms. Rowan, Mr. Stevens, and Mr. Clement voted yes; Ms. Corson, Ms. Soutter, Ms. Farnham, Dr. Zwaan, and Ms. Briden voted nay. The motion passed 6 - 5.

Ms. Chester said there's a new Historic District total of \$2,825.

MOTION: Mr. Kelly moved a Historic District Commission budget of \$2825. Ms. Belanger seconded. Mr. Kelly, Ms. Belanger, Ms. Grazier, Ms. Rowan, Mr. Stevens, Mr. Clement, Ms. Farnham, and Dr. Zwaan voted yes; Ms. Corson, Ms. Soutter and Ms. Briden voted nay. The motion passed 8-3.

Ms. Corson asked about usage of the MyCivics app. Mr. Dean said Mr. Glowacky has the most current information. The Communications Committee has been considering the communications program lately and would have more information.

9. Minutes

- a. There were no minutes approved at this meeting.

10. Review Calendar

- a. The next meeting is Wednesday, October 21 to discuss Police and Fire.

11. Adjournment

Mr. Kelly adjourned the meeting at 2:46 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary