

Select Board Meeting
Wednesday December 4, 2019
Town Offices, Nowak Room
Final Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Corson at 7 PM.

Ms. Corson announced that there is a Public Parking Ban until 6 AM Thursday, and vehicles parked on-street will be towed. Ms. Surman thanked everyone at Public Works for doing a good job with the storm. She also mentioned that Duncan Robinson of Newcastle, who did a post-graduate year at PEA, is starting for the Miami Heat.

2. Public Comment

a. There was no public comment at this meeting.

3. Bid Opening - 2020 Water/Sewer Chemical Bids

- a. Shannon Chemical Corporation of Exton, PA: 1) no bid; 2) no bid; 3) \$1.624 with a minimum delivery of 36 pails; 4) no bid.
- b. Coyne Chemical of Croydon, PA: 1) no bid; 2) \$1.006 per pound, with a minimum of 2,000 lbs; 3) 1.8985 per pound; 4) no bid.
- c. Harcros Chemicals of Kansas City, KS: 1) 1.025 per gallon; 2) no bid; 3) \$1.6760; 4) \$1.3596 per gallon.
- d. PVS Technologies of Detroit, MI: 1) \$1.69; 2) no bid; 3) no bid; 4) \$1.46.
- e. Univar Solutions of Morrisville, PA: 1) no bid; 2) no bid, 3) \$1.858; 4) \$1.1197.
- f. Borden and Remington Corp of Fall River, MA: 1) \$1.5660; 2) no bid; 3) \$1.8727; 4) \$1.0860
- g. Monson Companies of Leominster, MA: 1) no bid; 2) \$0.985; 3) no bid; 4) \$1.3225 at 3,000 gallons or \$2.1586 at 1,000 gallons.

MOTION: Ms. Gilman moved to send the bids for chemicals to Public Works for review and recommendation. Mr. Papakonstantis seconded. All were in favor.

4. Proclamations/Recognitions

a. There were no Proclamations/Recognitions at this meeting.

5. Approval of Minutes

a. Regular Meeting: November 25th, 2019

MOTION: Mr. Papakonstantis moved to accept the November 25th minutes as submitted. Ms. Surman seconded. All were in favor.

6. Appointments - Energy Committee

MOTION: Mr. Papakonstantis moved to accept the resignation of Jordan Dickenson from the Energy Committee effective November 26 2019. Ms. Surman seconded. All were in favor.

MOTION: Mr. Papakonstantis moved to appoint Cliff Sinnott to the Energy Committee, effective December 4th 2019. Ms. Cowan seconded. All were in favor.

7. Discussion/Action Items

a. FY20 Budget - Budget Recommendations Committee Recap

Bob Kelly, Chair of the Budget Recommendations Committee, and members Corey Stevens, Nancy Belanger, and Enna Grazier, were present for the budget discussion.

Mr. Kelly said the BRC tries to keep a balance between town growth, quality of life, and a reasonable price tag. He presented a summary sheet to the Board. In both the General Fund and the Water and Sewer Enterprise Funds, health insurance was an issue, with significant increases in these costs. There are also several mandates they must live up to, which added constraints. For the General Fund, the Public Works garage is an outdated 40 year old facility; a new design may be premature, but the Committee gave a smaller amount for analysis. There were increases in landfill monitoring. In Water and Sewer, there were special projects that significantly increased the budget. They transitioned from chlorine to chloramines for water treatment, and are now meeting all criteria. In Sewer, the Wastewater Treatment plant has an opportunity for 5% forgiveness and a State Aid Grant of 20%, but they must pre-pay by a few months to qualify; they added a \$4.3M payment next December instead of in 2021, and this will be a big savings in interest to the town. They may have to review the rates, but at this point that fund is in good shape. In the CIP program, they were at \$800,000, out of initial requests close to \$1M. The cost of running the town is going up, much of it regulatory based or otherwise necessary. The Select Board should consider the Rec Department proposal. The BRC didn't have a lot of time to look at this \$12M+ initiative. The motion passed 8-2, but everyone on the committee was uncomfortable with not having a thorough review.

Committee decisions are almost always unanimous, but there were several this year that were overwhelmingly approved but not unanimous. For the Sourcewater Development project, the initial request was \$800,000 but they were able to get it to \$600,000. Public Works was supposed to look at combined surface and groundwater sources, but there seemed to be more of a focus on the groundwater component, so the Select Board may need to put the brakes on that work. It was an 8-2 vote, but there were concerns about the direction. For the Pickpocket Dam reclassification, there was some concern about that going too quickly. The state only sent paperwork this year. The vote was not unanimous.

Ms. Corson said a deeper discussion of the budget would probably happen in January.

Members of the BRC and the Select Board made positive statements about the budget review process.

b. Presentation - Recreation Park Building & Site Redevelopment Project

Greg Bisson and Melissa Roy of Parks and Rec were present to discuss the Rec Park project proposal. Gordon Leedy of Tighe and Bond and Brad Prescott from Banwell were also present.

Ms. Roy read the newly created mission statement for the department: *The Exeter Parks and Recreation Department is committed to offering diverse leisure activities to meet the interests of our residents. Our purpose is to provide a variety of safe, affordable programs to develop personal enrichment, promote enduring friendships, make accessible recreational use*

of the environment, and provide fitness-related activities for all age groups. In this capacity, we hope to improve the quality of life for all our residents, physically, socially, and intellectually, thereby nurturing the health and cohesiveness of our community. She said they had gone forward with the Rec Park project with the mission statement in mind.

Ms. Roy discussed the senior survey results. There were 388 total responses, the majority from 65-84 year olds. 118 of the respondents live in single family homes. The programs requested were health and wellness, socialization, dances, and arts and crafts, all of which they've designed the facility around. 74% said it was "extremely important" or "very important" to have a fully accessible multi-generational community center for senior programming.

Mr. Bisson said the current Senior Center is one in name only. It's occupied by Meals on Wheels for most of the day. 32 Court Street is limited in parking: only 15 spots are not reserved. It has steep stairs. The ADA ramp is no longer compliant. There's only one ADA accessible room.

One of the questions from the BRC was whether they had looked at an alternative location. They did look at other locations, but most parcels of the right size were located in the TIF district and are being developed commercially. If the building is not located at the camp site, it doesn't solve the indoor space issue. Purchasing another property would remove that property from the tax roll. The new site would need to have a pool, athletic fields, playground, building, which would drive up costs. The existing park is an LWCF property, so the National Park Service has final say over it.

They're looking for a park complex for all, one that is multigenerational. The BRC said that this didn't support young adults, so they had a conversation with Stay Work and Play about seeing how Parks and Rec can be a driver to keeping young adults here. They're focused on Adults and Seniors too.

Ms. Roy said they want to expand senior programming. Health and wellness is important, but ending isolation is also important. Seniors should have a place to go where they feel welcome. 70% of Parks and Rec agencies nationwide offer programs for senior citizens. Having a large community space at the Rec Park is important, and has a strong level of correlation with park use and involvement in park activities.

Mr. Bisson said they will not need more staff, but an increase in custodial help will be required. They can also hire part time/seasonal staffing when needed from the Rec Revolving Fund.

Ms. Corson said there will also be more snowplowing and maintenance outside the building. Mr. Bisson said Rec staff does the plowing.

Mr. Bisson addressed how the project has changed since 2017. Public input surfaced other needs; this is bigger than the original 16,000 square feet to support senior programming, increased bathroom space, and Meals on Wheels. The topography of the site is challenging, and would have cost too much to completely develop. He introduced Gordon Leedy, a Landscape Architect and Planner at Tighe and Bond, to discuss the project.

Mr. Leedy said there is plenty of space, 22 acres, but it's not organized well presently. The pool and tennis courts create access issues for the rest of the property. The site has significant topography, and it's prohibitively expensive to bring in enough material to create an additional field. This revised proposal gets them most of the way towards the project's needs but in a fiscally responsible way. The current site doesn't have well organized parking and access,

and an ambulance couldn't get to the fields. People are parking across the street and crossing, creating a safety issue. Pick up and drop off creates an issue with circulation. They need senior space, accessibility, programming space, a refuge for kids in inclement weather, improved baseball/softball fields, improved circulation and safety, and additional parking.

In this proposal, they reconfigured front parking area; there are slightly fewer spaces, but circulation is improved. There's an additional through drive on the west. They're adding an additional 109 parking spaces in the rear adjacent to the community center. They will eliminate two of the existing tennis courts; they're keeping 6 tennis courts and 2 basketball courts, and adding enhanced accessibility. There's a 10 foot wide walking trail around the perimeter of the site. The baseball and softball facilities would remain. There's another proposed parking area with 57 parking spaces adjacent to the playing fields, which would support improved parent and grandparent access to the fields. In the future, there's a possible site for a maintenance facility with bathrooms. In the back, they will create a new soccer field. For sustainability, they're making a significant improvement to the stormwater management system, adding rain gardens and a detention basin. The soils here are not suitable for infiltration. The landscape materials would be turf grass for the playing fields with a wildflower and native grass mix in the open areas.

Brad Prescott, an architect at Banwell Architects, spoke about the multigenerational community center. They tried to understand the needs of the community, and got public input. They refined the building to 25,000 square feet. This is an institutional building, but they're trying to fit it in with the community. He showed different views of the building. The materials are a mix of masonry/brick with the double height space in the back being a mixture of brick and masonry units; from window height up, there would be a fiber cement siding similar to a wood look. Inside for the building plan, there's a moderately sized lobby with an entrance to the multipurpose gym, a senior lounge, and an administration area. Down the hall, there are flexible multipurpose rooms; two have a wall which can open, changing them from two 700 square foot spaces to one 1,400 square foot space. There are support spaces inside the interior envelope for furniture storage and a kitchen area. Storage areas are key to the flexible use of spaces. There's a walking track in the gym; this was initially a second floor track, but having it on the first floor was more cost effective. There's a large bathroom area accessible from the outside and inside. For sustainability, there's a flat roof without skylights which could accept solar panels; low flow toilets; LED lights; high efficiency boilers; a tight building envelope with continuous insulation; and dehumidification of the gym rather than air conditioning. They're also open to further sustainability ideas.

Mr. Bisson addressed why the senior lounge is separate from the programming space: they wanted to give seniors their own space, and children are noisy. Why are there so many bathrooms? These are according to code requirements, and they don't want a line for the bathrooms. Why is there so much storage? Multipurpose rooms need different furnishings to be changed over, which need to be stored when not in use. The kitchen allows Meals on Wheels to do meals while programming is happening. Admin offices are located in the middle, so they can access all areas quickly. The building is all on one floor, which is ADA compliant and keeps costs down.

Other communities are building or renovating their Rec Centers, and Mr. Bisson gave several examples.

Mr. Bisson discussed the total project cost. The building is \$6,397,500. The earthwork and sitework are \$3,008,750; it will take 45,000 yards of fill to level the site. The Planet Playground replacement is \$500,000; the owner of that property is willing to sell or sign a 50 year lease. Additional hard costs are \$1.2M, soft costs are \$1.5M, for a total cost of \$12,704,600 over 12 years.

If approved in March 2020, the construction timeline would have the groundbreaking of the building in spring 2021, and the building would be complete in spring 2022.

There are options for project cost offsets: they can sell naming rights; they now have a 501C3 group that can solicit tax-deductible donations; grants are available; they could raise programming fees; they can sell 32 Court Street; they can raise impact fees; SST can help with construction of certain structures; and private/public partnerships can contribute.

He concluded by saying this project would bring Exeter's Parks and Rec up to a national standard.

Ms. Surman asked Mr. Leedy about the sitework necessary. Mr. Leedy said when they first looked at the site, getting a fourth field necessitated reconstructing the existing tennis and basketball courts to put the building in, and adding another field in the back. They were trying to use every square inch of the site, which left little room for error, created more disturbance, and increased runoff and stormwater management. By making the changes to the plan, they were able to pare \$3 million out of the project and still achieve the vast majority of the program wants and needs. Mr. Bisson said that reconfiguring the whole thing would have driven up costs even more. They wanted to keep everything as undisturbed as possible while meeting the goals. Ms. Roy said they thought about having a Rec Building somewhere else, but it's important to keep the main part of daily Rec business here. It's important for Rec staff to be near the pool, fields, and tennis courts, and be there for the seniors.

Ms. Surman asked Mr. Bisson about leasing Planet Playground. Mr. Bisson said it wasn't yet determined whether it would be a sale or a lease. A sale would make them eligible for grants.

Ms. Surman asked if they had any projections of the growth of the senior or youth population. They don't want a beautiful facility with no one in it. Mr. Bisson said there are 3,100 residents in town 61 or older. The SAU population is stable. The Rec project could be part of attracting young families to come here. There were 406 kids in summer camp this year.

Ms. Surman said she would have liked to see the BRC have more time with this and get their recommendation. Mr. Bisson said that before they went to the BRC they found the project would have a cost of \$15-17M, so they had to pivot, and made a lot of changes. They would have liked to get it in earlier. Tighe and Bond turned this around in 4 ½ months. Mr. Leedy said they're very confident that this new plan is feasible and costs are in line.

Ms. Cowan asked if they'd thought about creating a Master Plan for the Parks department, to ensure that no matter how the population fluctuates this is still the best fit for the long term. Mr. Bisson said they're talking about doing a more comprehensive Master Plan. The Rec Park is not the only Rec facility that needs improvements. Ms. Cowan asked why they moved away from phasing for this project. Mr. Bisson said it became difficult to find phases. If they do the sitework only, they still have to design a building. They don't want to pave something to rip it up for the utilities.

Mr. Papakonstantis said that earlier they heard that there probably isn't another location in town to house this project, but if there were, would the cost be significantly higher to buy and build such a project? Mr. Leedy said yes, it likely would. They would have to acquire the property, which is either expensive or just as constrained as this property. Here, they already have a certain level of utility service and the pool facility. It's much easier to upgrade those systems than build new. Mr. Bisson said even if they purchased another 20 acres, it doesn't mean they can sell the existing site, because of LWCF constraints. Mr. Papakonstantis asked if they have they run the project by the town engineer. Mr. Bisson said yes, Paul Vlasich and Jen Perry saw it and were in agreement about the cost and constraints of the site. Mr. Papakonstantis asked since they have a priority on being multigenerational and inclusive, would the bathrooms address children and adults with special needs? Mr. Leedy said yes. Mr. Papakonstantis said he wished the BRC had had it sooner, but he would rather get it late and at what they think is the right level. This project is inclusive of everyone in the community. He hopes the citizens get to weigh in.

Ms. Gilman said this has gone through a lot of iterations, and the floorplan of the community center looks pretty well ironed out. She appreciates the stormwater management in the back corner instead of extensive fill and a new field.

Ms. Corson said this should also have gone to the Planning Board, and she would like to hear what they have to say. Mr. Bisson said that Dave Sharples had seen recent plans, and Mr. Sharples will be getting the revised plans soon. Ms. Corson said they told the residents of Wayside Drive that there would never be an entrance there. They could go against what they said, but she feels bad about doing that. Also, the proposed building is close to new condo building out there with at least 35 abutters. There will be light issues. Mr. Bisson said that regarding the Wayside Drive parking lot, field users park there anyway, and he wants to get them off the street. Regarding the building itself, they have dozens of participants in programs that live next door who have told him they are excited about the project. Ms. Corson said if he can get the neighbors to buy into it, it will save time in the long run. Mr. Papakonstantis suggested they invite abutters in to discuss and hear their concerns, and Ms. Corson said the Rec Board should do that.

Mr. Dean said that the RSAs regarding governmental uses state that local land use approvals are not required, but there is a statutory notification and comment process that must be followed. They must give 60 days' notice to Planning Board before construction begins. They may, but are not required to, hold a public hearing. He doesn't know if they've applied that to any particular project in the past. Ms. Corson said that the Select Board might want the Planning Board's opinion. Ms. Surman said she'd like to hear from the Conservation Commission as well.

Mr. Leedy said regarding the proximity of the building to the condos, the siting works in their favor. The main impacts would come from sky glow from the parking lot lighting. There are some windows on the far side of the building, but they could be handled with shades to mitigate. They will try to follow zoning and site plan requirements of the town. Ms. Corson said she had these concerns about the Library project as well. They should be respectful of the boards and hear their comments. Mr. Leedy said they're obligated to receive state and federal permits for wetland impacts, AOT, stormwater and erosion control.

Ms. Corson asked if any public had comments, but there were none. She said the Board will continue the discussion at another time.

c. Gilman Park Pavilion Construction - Parks Improvement Fund and Recreation Impact Fee Use Request

Mr. Bisson said a Community Garden would have made the park more inviting, but they since that use was denied, they are looking to build a pavilion. This is a design borrowed from Somersworth, and will withstand 100 mile an hour winds. The site work is complete, the basketball court has been removed and the site is flat. They only had one bidder, Diamond Hill Builders of Exeter, who have built a similar pavilion in Stratham. Other companies don't have time for a small \$40,000 project. He asked the Board to recommend Diamond Hill to be awarded. Ms. Surman asked if they went out to bid through RFP and had only one response, and Mr. Bisson said yes, they received three comments but only one response.

MOTION: Mr. Papakonstantis moved to allow Parks and Rec to expend \$10,000 out of the Parks Improvement Capital Reserve Fund and 30,300 out of Recreation Impact fees for Diamond Hill Builders to construct the Gilman Park Pavilion. Ms. Surman seconded. All were in favor.

d. FY20 Budget Discussion

Mr. Dean said the 2020 BRC recommended a budget of \$19,666,768, a 2.9% increase over last year. This time of year is the open enrollment process, so they are refining the numbers. Some retirements are planned in January. The biggest change is the library ban interest, at \$27,000. The new bottom line is \$19,709,163, a 3.1% increase. He will prepare a revised set of line item budgets and warrant articles for Select Board deliberation.

Mr. Papakonstantis said that at the Sustainability Committee meeting, the members were asking Mr. Sharples how to get reimbursed. Mr. Papakonstantis thought the Select Board should consider putting some money put back in the budget for the Sustainability Committee for grants, fellowships, or attending conferences. Ms. Gilman said the HDC lost its opportunity to apply for a grant, and they were holding \$10,000 for that. They should still hold some, but could take some for training opportunities and printing.

Ms. Corson asked if the budget is usually around a 2% increase. Mr. Dean said he would have to get exact figures, but thinks it's more like 2.5%. At 3.1%, they're trying to keep things in check. Warrant articles are additional. He thinks they will have revenue offsets next year, such as the local aid that they got this year.

Mr. Kelly said that regarding the Rec project, there were \$12M in gross costs, and the BRC recommended going for the shortest term bond possible, the 10 year bond, to keep the interest costs low. Regarding the budget overall, unfunded mandates are a problem. It hurts to not do projects they want to do because of these requirements.

8. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

MOTION: Mr. Papakonstantis moved to approve an abatement for 73/62 in the amount of \$1,000. Ms. Gilman seconded. All were in favor.

MOTION: Mr. Papakonstantis moved to approve a Blind Exemption for 64/60 in the amount of \$15,000. Ms. Gilman seconded. All were in favor.

MOTION: Mr. Papakonstantis moved to approve an intent to cut for 13/3. Ms. Surman seconded. All were in favor.

b. Permits & Approvals

MOTION: Ms. Surman moved to approve the extension of the library design and construction BAN through August 14th, 2020 and authorize the Town Manager to sign any documents related to the BAN. Mr. Papakonstantis seconded. All were in favor.

Mr. Papakonstantis read the resolution for the Hook Lift Dump Truck for the Sewer Department:
Schedule No. 12

Exhibit E

December 1, 2019

Lessee Resolution.

Re: Master lease Purchase Agreement dated as of October 1, 2011, between Tax-Exempt leasing Corp. (Lessor) and Town of Exeter (Lessee) and Schedule No. 12 thereto dated as of December 1, 2019.

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on December 4, 2019, the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 12 dated as of December 1, 2019 to the Master Lease Purchase Agreement dated as of October 1, 2011, between Town of Exeter (Lessee) and Tax-Exempt Leasing Corp. (Lessor).

Approval and Authorization. The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

Authorized Individual: Russell Dean, Town Manager

In addition to the Authorized Individuals above, the Governing Body of Lessee further authorizes the following individual to sign any Payment Request and Partial Acceptance Certificate form and/or Final Acceptance Certificate.

Authorized Individual: Russell Dean, Town Manager

Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

MOTION: Mr. Papakonstantis moved that, regarding the Hook/Lift Truck for the Sewer Department, the Select Board adopt the resolution as read. Ms. Surman seconded. All were in favor.

Ms. Corson said there was a permit application for having alcohol at an Arts Alliance event that had already passed. Mr. Dean said his understanding was that the event went on with an emergency temporary approval, and everything was in order. Ms. Corson said the timing of these applications should be part of the discussion around the permitting. They don't need to approve anything.

The other events are before them because Parks and Rec can't approve their own events. She suggested they approve them in one motion.

MOTION: Ms. Gilman moved to approve the following permits for Swasey Parkway or Town Hall for Parks and Rec: Town Hall use Feb 7 - 9 for the Sweetheart Dance; Swasey Parkway use April 11, 2020 for the Easter Egg Hunt; Swasey Parkway July 11, 2020 for the Exeter Fireworks; Swasey Parkway plus pavilion on Thursdays June 18 - August 20, 2020 for Summer Concerts; Swasey Parkway plus pavilion October 3, 2020 for the Powderkeg Beer and Chili Festival; Swasey Parkway plus pavilion October 24, 2020 for the Halloween Parade. Mr. Papakonstantis seconded. All were in favor.

c. Town Manager's Report

- i. Mr. Dean acknowledged Public Works' efforts with the storm. They were working 12 hour shifts and did a great job
- ii. Tax bills are due December 9th. They accept credit/debit cards but with a 2.9% processing fee.
- iii. Festival of Trees is at Town Hall tomorrow. The Holiday Parade is Saturday.
- iv. Wreaths Across America is December 14th.
- v. He attended a Coastal Climate seminar, which was well attended.
- vi. Tomorrow is the annual Health Trust meeting.
- vii. There will be a swearing in on December 9th for the new Animal Control Officer/replacement Police Officer.

d. Select Board Committee Reports

- i. Ms. Gilman said she didn't have any meetings. She sent a letter to the ZBA about zoning amendments, recommending minor historic district changes. Ms. Corson said she could bring those comments to the Planning Board or the Master Plan Oversight Committee, which meets once a month on Fridays.
- ii. Mr. Papakonstantis has a Planning Board sitewalk at noon at the Linden Street project. At the Sustainability Committee meeting last night, Corey Stevens of the BRC explained where he had come from on his decision regarding the Sustainability Coordinator. They had a presentation from Mr. Fox composting. Sarah DeWitt talked about a composting initiative in

conjunction with LSS and MSS. The two principals are involved, and it begins in February. The Sustainability Committee asked why they weren't contacted regarding Mr. Kelly's proposal at the Transfer Station, and Mr. Papakonstantis indicated that they would be discussing it further at the December 16th Select Board meeting.

- iii. Ms. Cowan had a Rec Advisory meeting, where they talked about the scope of the Rec project and the plan to advocate for it.
 - iv. Ms. Surman said that E911 was cancelled due to weather.
 - v. Ms. Corson attended the Coastal Climate Summit. She had two takeaways: some grants take years to come through, and to get things done, they have to be slow and methodical and get buy-ins from all sides.
- e. Correspondence
- i. A notice of a holiday reception next Wednesday for volunteers and staff for the town, which is in the Nowak Room this year.
 - ii. A document of issues discussed at a meeting of Mr. Papakonstantis and Ms. Surman with Parks and Rec.
 - iii. A letter from Maura Fay, Joan Pratt, Jordan Dickenson, and Erin Steckler regarding the Right to a Healthy Climate Ordinance.

9. Review Board Calendar

- a. The next meeting is December 16, 2019.

10. Non-Public Session

- a. There was no non-public session at this meeting.

11. Adjournment

MOTION: Ms. Surman moved to adjourn. Mr. Papakonstantis seconded. All were in favor and the meeting stood adjourned at 10:00 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary