

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, JUNE 14th, 2017**

Members in Attendance: Camille Alberti, Chairperson  
Lisa Picarazzi, Vice-Chairperson  
Peter DeRosa  
Beth Hogan  
William Weber

FILED

*June 20* 2017 AT 9:40 AM/PM  
*William ATC*  
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman  
Anna Johnson, Finance Director  
Amy Brown, Asst. Supt. of Schools  
Tim Hagen, Chairman, Board of Ed  
Joe Bragaw, Director of Public Works  
Police Chief Michael Finkelstein  
Sgt. Mike Macek, EL Police  
Dave Putnam, Parks & Recreation Director  
Stephen Wargo, Niantic Fire Chief

Absent: Jason Pazzaglia

**A. Call Meeting to Order**

Chairperson Alberti called this Regular Meeting of the East Lyme Board of Finance to order at 7:03 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

**C. Delegations**

Ms. Alberti called for delegations.  
There were no delegations.

**D. Approval of Minutes**

▪ **Regular Meeting – May 10, 2017**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of May 10, 2017.

**\*\*MOTION (1)**

Ms. Picarazzi moved to approve the Board of Finance Regular Meeting Minutes of May 10, 2017 as presented.

Ms. Hogan seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Mr. Weber

▪ **Special Meeting – May 22, 2017**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of May 22, 2017.

Ms. Alberti asked that on Page 3 where she is speaking in the middle of the page that the following be added after the sentence ending in originator:

"Her concern was that corrections made to the study as a result of internal review no longer rendered the study 'independent'."

**\*\*MOTION (2)**

Ms. Hogan moved to approve the Board of Finance Special Meeting Minutes of May 22, 2017 as amended.  
Mr. DeRosa seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Mr. Weber

**E. Reports**

**◆ Board of Education**

Tim Hagen, Board of Ed Chairman reported that the High School graduation is this week Friday, and that there will be a class celebration held at the Middle School on Thursday evening. They have been busy with appointments and have appointed Jason Bickford to replace Ms. DeLeeuw and moved Jennifer Frost to the Assistant Principal position. Also, Maryanna Stevens who has come from Waterford is the new Director of Finance for them. The RFQ's went out on the projects and from that they will select four to present RFP's. Ray O'Connor from the Town Building Committee is already involved in the process. The Board of Ed is working on the re-districting plan for the three schools and they expect to have it completed for the fall. They are also working on the long-range plan and finalizing the budget with the reduction that they incurred. They are also in the process of closing the books on this fiscal year – they are not sure of what they may have left.

In other matters, they also decided not to refund the Chartwells food contract but to rather hire a person to be the Director of Food Services and be an independent food service. The thought is that they would be more responsive to the needs and able to offer a better product. The same people who currently work in the kitchen area would work with the Director.

They are also looking to hook into a natural gas line. The utility has indicated that they would install the line for free however there will be dollars that would have to be spent to do this. This seems to be the wise thing to do at this time.

In another very preliminary stage matter – he said that Mr. Putnam did a presentation to them on a 'miracle field' that is extremely wheelchair and handicap friendly. This would be at no cost to the community and would be done through fundraising. It is just in the initial process.

Also, LEARN is looking to re-locate and if that works out for them it would mean a loss in revenue of some \$60,000. This is all still being discussed and negotiated however; they will still be here for this upcoming year so they would have to consider it after that.

Lastly, they held a very large retirement party for 26 of their staff with most of them coming from the high school. It was a magnificent and amazing event held at the Port N' Starboard in New London. Everyone enjoyed the event.

Ms. Picarazzi asked if they were on track with the State and the specs.

Mr. Hagen said yes.

Ms. Picarazzi asked if there was any indication from the State that they would support the project.

Mr. Hagen said that it is expected that they will.

Ms. Picarazzi asked if the aim is to make the re-districting equal.

Mr. Hagen said yes.

Ms. Picarazzi asked if there was any progress on the financing of the maintenance of the turf field.

Mr. Hagen said that they had one meeting awhile ago where it was determined that they need a legal opinion on how to go about the fundraising and if they can even legally do the fundraising.

Ms. Picarazzi asked about the progress on the 5-year plan for the schools.

Mr. Hagen said that they have come up with a lot of information and have also found that there is a lot more work that needs to be done with this.

Ms. Picarazzi asked what the date was for the draft.

Mr. Hagen said that they do not have a firm date for it.

Ms. Picarazzi said that with regard to the miracle field that she had a comment to make on it – while it may appear to be 'free' – nothing is 'free' and there is also the maintenance that would have to be done – she would like them to keep that in mind.

Mr. Hagen said that they were aware of that and that they would keep it in mind.

Ms. Hogan asked if LEARN does leave if they would have to amend their project to be able to upgrade that area to match the rest of the building.

Mr. Hagen said that was a good point and something for them to keep under consideration.

◆ **First Selectman**

Mr. Nickerson reported on the following:

- They had a swearing in ceremony for Mike Finkelstein the Police Chief (and the officers) for their new independent Police Department on Monday, June 12, 2017. They also decided to run out the Resident Trooper contract through June 30, 2017.
- The Mobil station was demolished yesterday and they have a Brownfield grant for it. They do have to remove a tank and some lifters.
- The Band shell opening was held a few weeks ago at McCook's and was a great success.
- He recently attended a CCM meeting where there was a lot of discussion regarding the State budget and what would happen if it was not done by June 30, 2017. He said that he has been told that there is a great desire on the part of both sides to have the budget completed by June 30, 2017, and that there is the potential to keep the Towns whole possibly for this year with a gradual step down in funding over the next 10 years to soften the effect. There is still a lot more to come and it changes daily.
- They reached a settlement with the largest labor union in Town – UPSEU – just an hour ago. They were able to settle and not go to arbitration. It is a 2-year contract with a 2.5% increase in the first year and a 2.5% stem but no GWI in the second year. They were also able to change the transfer station hours and effective in early July – it will be open Tuesday – Saturday full time regular hours and closed on Mondays.

Ms. Alberti asked if Saturdays would be at regular time and not overtime.

Mr. Nickerson said that was correct – they would be at regular time.

Ms. Alberti complimented him on that important change.

- Celebrate East Lyme is July 15, 2017
- The dog park people are busy raising money for the dog park.
- There have been many FOI requests which are costing them in legal dollars. He said that he has instructed the department heads and Boards to stop using email and to send the agendas out as they have done in the past. He noted that Town Counsel will not represent them if they are emailing.
- The Fire Study will be presented to the board of Selectmen at their July 5, 2017 meeting by the people who conducted the study. He suggested that they attend so that they could hear the presentation.
- He is asking that all Town Board and Commission meetings be over by 11 PM at the very latest as after 10:30 PM they are paying overtime for building maintenance staff and we do not have the budget for it.

Ms. Hogan complimented Mr. Nickerson on the great job with the change in the transfer station hours.

◆ **Finance Director**

Ms. Johnson said that they had received the reports in their packets and that she had provided them with the budget summary in their green folders along with updated pages for items that she had been waiting for updates on. Nothing has changes with regard to revenues and the projections that she provided them with previously.

Ms. Alberti asked where the LEARN revenues could be found.

Ms. Johnson said that they are in the CNRE Fund 32 account.

Ms. Picarazzi asked if she had any issues or areas of concern.

Ms. Johnson said that any issues are agenda items this evening. The others seem to be okay and to be able to be handled within their department.

**F. New Business**

**a. Special Appropriation CNRE Fund 32 BOE:**

- **\$31,855 for Van**

Ms. Brown, Asst. Superintendent explained that they are looking to replace a 2000 Astro Van that they use to transport students within the district. They used the State bid process and this amount includes \$500 for

signage on the van. The quote was received from Crest Ford of Niantic. The funding would come from CNRE Fund 32 LEARN Rental fees.

Ms. Johnson noted that both of these items are in the capital improvement plan.

Ms. Picarazzi asked why they would not look into purchasing a gently used van rather than a new one. Ms. Brown said that it is through the State bid process and their current van is 18 years old.

Ms. Picarazzi said that she would support a van but not a new one.

Ms. Alberti said that she would not be in favor of this.

Ms. Hogan said that she could support it with conditions such as sending the old one out for salvage.

Mr. DeRosa said that he would be in favor of this as well and for the salvage although he was not sure that the salvage value would be that great.

Ms. Alberti suggested that they could put this off for 30 days and by then they may have the State budget and more data.

Ms. Brown asked them what they felt was missing so that she would know what they are looking for.

Ms. Picarazzi said that a price on a gently used van would be something that she would want to see.

Ms. Alberti said that she would like to see salvage dollars on the old van.

Mr. Weber said that he does to see the urgency right now for the van and feels that coming back to them with a price on a used van would be appropriate.

**\*\*MOTION (3)**

Ms. Hogan moved to approve a special appropriation in the amount of \$31,855 from CNRE Fund 32 to account 32-99-400-700-701 (BOE Vehicles). These funds are available from LEARN rental fees. This purchase is consistent with the Capital Improvement Plan.

Mr. DeRosa seconded the motion.

Vote: 2 – 3 – 0. Motion failed

For: Ms. Hogan, Mr. DeRosa

Against: Ms. Alberti, Ms. Picarazzi, Mr. Weber

▪ **\$34,405 for Dust collection System ELHS**

Ms. Brown explained that this is for a dust collecting system to prevent dust from getting into sensitive equipment. This also went through the bidding process with EMCOR having been awarded the HVAC contract by the State. This would also come from CNRE Fund 32 – LEARN Rental fees.

**\*\*MOTION (4)**

Ms. Hogan moved to approve a special appropriation in the amount of \$34,405 from CNRE Fund 32 to account to be established titled, "ELHS Dust Collection System." The source of funds is LEARN Rental fees. This purchase is consistent with the Capital Improvement Plan.

Mr. DeRosa seconded the motion.

Mr. Weber said that they have 3D printers at his place of work and that they are self-contained and that he feels that it would be more prudent to purchase this type for the students. They are cheaper than the dust collection system.

Ms. Brown said that it has more to do with the computers and that the repair of the equipment in that space has picked up greatly as it is one very large inter-connected area with shop and other dusty activities. There is no way to close one area off from the other.

Mr. Nickerson said that it has also caused a major issue with the HVAC system due to this.

Vote: 5 – 0 – 0. Motion passed.

(Note: This item requires Town Meeting Approval)

**b. Bonding Resolutions**

▪ **\$990,000 for Road Rehabilitation and various projects**

Joe Bragaw, Director of Public Works explained that the Town has been putting \$900,000 each year for road repairs. The \$90,000 more this year is comprised of \$50,000 for the upper/lower parking area at the Boardwalk and the rest for LED flashing beacons at the crosswalk that they are looking to run the conduit under the road for a crossing light and another \$15,000 for sidewalks at LBH to pick up where it just ends and the children have to walk in the roadway. He added that there was a reduction in the money that they receive from the State and they do not know how they will come out yet with the State budget.

Ms. Alberti asked if they could roll some money from the current year bond and approve \$975,000 now and wait to see what they get.

Mr. Bragaw said that if that is what they do then he would have to find the rest of it within his budget. He said that the \$15,000 for the sidewalk is less than what it will cost to actually do the work and that he is putting up the rest to do it already.

Ms. Hogan said that she thinks that they should bond the amount as requested as they have already made a sacrifice.

**\*\*MOTION (5)**

Ms. Hogan moved that the Resolution entitled "Resolution making an appropriation in the amount of \$990,000 for the rehabilitation of various Town roads, sidewalks and a parking lot and the replacement of a crossing light and authorizing the issuance of \$990,000 bonds of the Town to meet said appropriations and pending the issuance thereof the making of temporary borrowings for such purpose", is hereby adopted and recommended for approval by the legal voters of the Town at Town Meeting.

Mr. Weber seconded the motion.

Vote: 3 – 2 – 0. Motion passed.

For: Mr. DeRosa, Ms. Hogan, Mr. Weber

Against: Ms. Alberti, Ms. Picarazzi

Ms. Picarazzi said that while she is in support of this that she is just looking for the best way to get the work done and to help the taxpayers. There is no malice intended here with regard to the work that they do.

▪ **\$150,000 for CIP Projects**

Dave Putnam, Parks & Recreation Director said that he was there to present the basketball courts which were priced out at \$130,000. The remaining \$20,000 is for the boathouse rowing docks that would be presented by others. He said that the courts are around 30 years old and have been repaired over and over again and they have tried to do what they could but now the cracks have become a safety issue. They went to Classic Turf for the bid and this item was in the capital plan.

Ms. Alberti asked if there was any chance that it this could be postponed another year.

Mr. Putnam said no; they would have to shut them down if they are not done. The new courts come with a 20 year warranty and are concrete.

Ms. Hogan asked what happens if there are any excess funds from these items.

Ms. Johnson said that bond funds have to be used for what they are issued for. She further explained that when they go out to bond that if the actual figure comes in less then that is what gets bonded.

Mike Shugrue, Boys Crew Coach, Scott Mahon, Girls Head Coach and Greg Cormier, President of the East Lyme Rowing Association presented the \$20,000 for the repair to the boat docks. They explained that the property is leased from the State for \$1/year and that we have to maintain it. There are 70 people on the teams. The dock is some 20 years old and if they put eight women on the dock and a boat that half of the boat sinks into the water. It is in dire need of repair.

Ms. Picarazzi asked if they know how old the dock is.

Mr. Cormier said that it is at least 20 years old.

Ms. Picarazzi asked if they are going to replace it with pressure treated wood.

Mr. Cormier said no – they are going to use foam flotation and get rid of the wood to avoid having this happen again. The foam sections will be able to be pulled out of the water and stored away while the wood has been sitting out all year long. They are used for 4 months during the spring, 4 weeks in the summer and then again in the fall.

Mr. DeRosa said that he wanted to disclose that his daughter is on the rowing team. He then asked the cost comparison of the sectionals that come out of the water and can be stored versus what they are proposing. Mr. Cormier said that they are comparable. Mr. DeRosa asked if the new dock would be removed for the winter. Mr. Shugrue said yes.

**\*\*MOTION (6)**

Ms. Picarazzi moved that the Resolution entitled "Resolution making an appropriation in the aggregate amount of \$150,000 for the planning, design, construction and improvement of a basketball court at Peretz Park and boathouse rowing docks and authorizing the issuance of \$150,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose", is hereby adopted and recommended for approval by the legal voters of the Town at Town Meeting.

Mr. DeRosa seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**c. Police 2017/18 Vehicle Purchases**

▪ **\$81,726.35 re-allocate prior year vehicle acquisition funds**

Chief Finkelstein said that they have seven police vehicles that have over 90,000 miles each on them; three with over 100,000 miles each and one that has over 200,000 miles on it. They need a replacement procedure in place to get the high mileage vehicles off the road. Their vehicles average 15,000 to 20,000 miles per year plus they have many idling hours that add to the wear and tear.

Ms. Alberti asked how many cars are in the fleet.

Chief Finkelstein said that they have 17 cars.

Ms. Alberti asked if this would allow for two vehicles.

Ms. Johnson said yes, plus the other piece for \$28,000+. She noted that Mr. Bragaw and Sgt. Macek worked out the agreed upon specifications for the vehicles and the additional items that are needed.

Chief Finkelstein said that lead time is about four to five months out before the vehicles get to them and then more time before they hit the road.

**\*\*MOTION (7)**

Mr. Weber moved to approve a special appropriation in the amount of up to \$81,726.35 from the remaining balance of the 2016/2017 Vehicle Acquisition Program to purchase two Police vehicles with related equipment.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **\$28,313.88 CNRE**

**\*\*MOTION (8)**

Mr. Weber moved to approve a special appropriation in the amount of \$28,313.88 in account 32-25-200-700-472 (PS – Police Patrol Vehicle Equipment) as follows: re-allocation of \$21,813.88 in account 32-25-200-700-472 (PS - Police Patrol Vehicle Equipment), transfer and re-allocation of \$3,172.13 from account 32-30-400-700-711 (Paint Vehicles), \$1,490.00 from account 32-30-400-700-712 (PWD - Stainless Sander) and \$275.75 from account 32-30-400-700-713 (PWD – P/U Truck Equipment) and appropriate and transfer \$1,562.12 from account 32-60-120-100-002 (Proceeds from the Sale of Vehicles).

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

(Note: A brief break was taken here)

**d. Transfer from Contingency \$74,445 Resident State Trooper**

Mr. Nickerson said that they have spoken at length about this previously and that they are taking this to pay down the Resident Trooper bill that they have. They pay the annual State Trooper invoice in arrears. Ms. Johnson contacted the State and was advised that the 2016/2017 invoice will be in the amount of \$184,444.61; in the 2017/2018 budget there is \$110,000.

**\*\*MOTION (9)**

Ms. Hogan moved to approve a transfer in the amount of \$74,445 from account 01-01-120-300-500 (contingency) to account 01-25-216-100-115 (Resident Trooper).  
Mr. Weber seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**e. Transfer from Contingency \$8,233 NFD Overtime**

Ms. Johnson noted that they had an updated listing of the overtime from Chief Wargo in the folder that they had received this evening.

Ms. Alberti asked about the additional hours.  
Chief Wargo said that they had to send some of the guys for sexual harassment training.

Ms. Alberti asked if in the next two weeks that he anticipated needing more.  
Chief Wargo said that he thought that they should be okay.  
Ms. Johnson said that they are asking for \$8,233 and are expecting to cover the overtime and if not – they will have to go back to their budget and make it work.

**\*\*MOTION (10)**

Ms. Picarazzi moved to approve a transfer in the amount of \$8,233 from account 01-01-120-200-500 (Contingency) to account 01-25-217-100-614 (Overtime).  
Mr. Weber seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**f. Special Appropriation CNRE \$50,000 CIRCA Grant**

Mr. Nickerson said that this is a grant awarded by UCONN for coastal flooding.

**\*\*MOTION (11)**

Ms. Picarazzi moved to approve a special appropriation in the amount of \$50,000 in CNRE fund 32 to revenue and expenditure accounts titled, 'CIRCA Grant'.  
Mr. DeRosa seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**g. Transfer from Contingency \$17,266 PT Dispatchers**

Mr. Nickerson explained that this item is coming up short – some of the extra needed is due to training with the new Police Department.

Ms. Alberti said that it was \$7000 in May and asked why it is so much now.  
Mr. Nickerson said that it is a combination of departments.  
Ms. Johnson said that when they looked at the budget and the email that they felt that they could make it with a \$17,266 transfer. She suggested that they could motion it as an 'Up To' that amount. She added that she had also looked at last year for a comparison.

**\*\*MOTION (12)**

Mr. Weber moved to approve a transfer in an amount Up To \$17,266 from account 01-01-120-300-500 (Contingency) to account 01-25-224-100-213 (PT Dispatchers).  
Ms. Picarazzi seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**h. Special Appropriation CNRE CIP Projects \$163,389**

Mr. Nickerson said that this is for items in the budget that they have spoken about many times during the process.

**\*\*MOTION (13)**

Ms. Hogan moved to approve a special appropriation fro the following projects in CNRE Fund 32 which are consistent with the 2017/2018 Capital Improvement Plan: Town Projects (Roofs) in the amount of \$10,000; HVAC replacement Town-wide in the amount of \$10,000; Replace Cooling Tower ELCC in the amount of \$20,000; Sidewalk Repair – Town-wide in the amount of \$25,000; Town Projects – Various in the amount of

\$43,383; Town-wide Servers in the amount of \$5000 and Revaluation in the amount of \$50,000 for a total of \$163,389.00.

Mr. DeRosa seconded the motion.

Ms. Alberti asked about the various Town Projects noting that she found it nebulous.

Mr. Nickerson said that it was in the budget with a list of a number of items.

Ms. Hogan said that she recalled that there were many things on it such as a folding machine for the Tax Office for the tax bills that they process.

Vote: 5 – 0 – 0. Motion passed.

**i. LoCIP carry-over \$165,434.74**

Mr. Nickerson said that they are awarded LoCIP dollars annually and that they roll some of it over. This is what they have in the account. The State has to approve the projects and has currently put a freeze on the Lo-CIP dollars.

Ms. Johnson said that if they un-freeze it that they may allow us to add to our balance (approx. \$128,000 more).

**\*\*MOTION (14)**

Ms. Picarazzi moved to approve the carry-over of the remaining balance of \$165,434.74 in account 01-30-317-500-100 (Lo-CIP) and corresponding revenue account 01-03-300-320 from the 2016/2017 budget to the 2017/2018 fiscal year.

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**j. Transfer from Payroll Contingency \$52,231 UPSEU Contract**

Mr. Nickerson said that the contract with the largest union was approved earlier this evening. With this they were able to avoid arbitration.

Ms. Johnson explained that the Board of Selectmen had moved this money so that it could be awarded upon contract approval.

Ms. Alberti asked how the Board of Selectmen knew to approve this amount.

Ms. Johnson said that it was the amount that was already in contingency for that specific purpose.

**\*\*MOTION (15)**

Ms. Hogan moved to transfer from Payroll contingency \$52,231 for the ratified UPSEU contract.

Mr. Weber seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**k. Budget transfers with departments \$120,867.94**

Mr. Nickerson explained that all of these items are for transfers within the specific departments.

Ms. Alberti said that she has a number of questions on these items and that it would take some time to get through all of them and due to the lateness of the hour she would like them to table this item for action until next month. She asked if that would create a problem.

Ms. Hogan and Mr. Weber said that they would prefer to address it now as they would not be available for the meeting next month.

Ms. Picarazzi said that she was tired and that it had already been a very long evening.

**\*\*MOTION (16)**

Ms. Alberti moved to postpone discussion/action on this item until their meeting next month.

Ms. Picarazzi seconded the motion.

Vote: 3 – 2 – 0. Motion passed.

For: Ms. Alberti, Mr. DeRosa, Ms. Picarazzi

Against: Ms. Hogan, Mr. Weber

## **G. Old Business**

### **a. Purchasing Policy**

Ms. Alberti asked for an update.

Mr. Weber said that they have had a few meetings and were hashing over items and sentence structure.

Mr. DeRosa said that it would be a great policy when done.

Ms. Picarazzi asked if they had utilized policies from other Towns.

Mr. Weber said that they do have other Towns to utilize with the draft.

### **b. BOE Permanent Maintenance Account**

Ms. Alberti reported that there is some hesitation on what the contingency fund is intended for.

Ms. Hogan said that she found it unusual that they mentioned that they questioned if they could even fund raise – others seem to do it just fine. It would be interesting to see what legal opinion they obtain.

Ms. Picarazzi asked that it be added to the next agenda as an item – Fundraising – BOE.

Ms. Picarazzi asked Mr. Nickerson about the Fire Study and what the Board of Selectmen would do on July 5 at their meeting after they hear the presentation. Would they change it and then it would come to the Board of Finance.

Mr. Nickerson said no – they decide if they accept it or not and once they accept it, then it becomes a public document for use as such. He noted that it focuses on staffing, management and equipment and has an executive summary and will be part of a reference library and put up on the Town website.

### **c. Study other Town Wages & Benefits**

Ms. Alberti asked if this needs to stay on the agenda.

Ms. Hogan said that she would like to see a committee set up for this and would like to see it remain.

## **H. Public Discussion**

Ms. Alberti called for Public Discussion.

There was no Public Discussion.

## **I. Board Comments**

Ms. Alberti called for Board comments.

There were no comments from the board.

## **J. Adjournment**

Ms. Alberti called for a motion to adjourn.

### **\*\*MOTION (17)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 10:12 PM.

Mr. Weber seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary