

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
April 1, 2014
APPROVED – April 15, 2014

CALL TO ORDER - approximately 6:00PM

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Doug Viger, Mr. Robert Haverty, Mr. Hal Lynde, Acting Town Administrator Joseph Roark

ABSENT: None.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Viger/Haverty) Request for a non-public session per RSA 91-A:3,II, a & c (Personnel; Matters which, if discussed publicly, would affect adversely the reputation of any person)

ROLL CALL: Mr. Gleason-Yes; Mr. McDevitt-Yes; Mr. Haverty-Yes; Mr. Viger-Yes

It was noted that when the Board returned, after the non-public session, the Board would then take up the items on the agenda and conduct their public meeting. The Board entered into a non-public session at approximately 6:03pm.

Mr. Lynde arrived during non-public session.

MOTION: (Viger/Lynde) To adjourn non-public session at approximately 6:29pm.

VOTE: (5-0-0) The motion carried.

The Board returned to public session at approximately 6:30pm.

MOTION: (Viger/Lynde) To seal the minutes of the non-public session indefinitely.

VOTE: (5-0-0) The motion carried.

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

March 18, 2014

MOTION: (McDevitt/Haverty) To approve the March 18, 2014 public meeting minutes as amended.

VOTE: (4-0-1) The motion carried. Mr. Haverty abstained.

March 18, 2014 non-public meeting minutes are available for Selectmen signature. Mr. Gleason indicated he had already signed the minutes.

ANNOUNCEMENTS

- John H. Hargreaves VFW Memorial Post 10722 and Ladies Auxiliary hosting the VFW Loyalty Day Awards Dinner on May 9, 2014 at 6:00pm at St. Patrick's Parish Center. RSVP and reserve tickets at \$10.00 per person / \$5.00 for children under 12 to Mark or Rita McCabe at 635-1540.
- PUBLIC HEARING to be held on Tuesday, April 15, 2014 at 6:35pm to approve the use of the Town Building Emergency Repair Capital Reserve Fund with the Board of Selectmen designated as Agents to Expend, per the approved 2004 Warrant Article #14, for the purpose of repairs to the Municipal Building roof as needed.

OPEN FORUM

None.

APPOINTMENT(S)

Zoning Board Appointments:

- Chris LaFrance / Full Time Member – Requesting reappointment for 3-year term beginning April 1, 2014 – March 31, 2017.
- Kevin O'Sullivan / Alternate Member – Requesting reappointment for 3-year term beginning April 1, 2014 – March 31, 2017.

Mr. Gleason understood that the both applicants indicated they had a scheduling conflict and were unable to attend the meeting. Mr. Roark apologized for not getting information to the Board sooner; both applicants were unable to attend due to scheduling conflicts.

Mr. Haverty believed the last time the candidates had been in front of the Board was the transition of Mr. O'Sullivan going from a full-time member to an alternate and Mr. LaFrance was going from an alternate to a full-time member. He said at the time the Selectmen accepted the transition at face value, but felt they had a mis-step and should have opened up the position so people could apply for appointment. He suggested postponing a decision at this time to give people the opportunity to apply and conduct interviews at a later date.

For discussion, Mr. Haverty made a motion to accept applications and interview candidates at a later meeting. Mr. Lynde seconded the motion.

Mr. Lynde questioned if there had been an advertisement for open positions. Mr. McDevitt recalled the Selectmen had a brief discussion about what positions would become open. He said open positions could be advertised, such as on the cable television scroll. Mr. Gleason felt there should be a policy for posting positions as they become available. He said they needed to do a better job of soliciting volunteers and making them aware of opportunities. He suggested periodically posting a list of all available positions. The Selectmen agreed.

Mr. Gleason said going forward in the early March timeframe, they would post positions that were coming up each year.

Mr. Roark questioned what the Selectmen were seeking through the posting, such as a resume, letter of interest etc. Mr. McDevitt said there was a volunteer application form available on-line. Applications

81 should be submitted to the Selectmen's office at Town Hall; applicants would then have a public
82 interview.

83
84 The Board made it clear that their discussion was not relative to the two applicants for Zoning Board.
85 They were discussing the process for advertising, acceptance of applications and interviews. Mr. Viger
86 noted that the two Zoning Board applicants would automatically be included in the interview process.

MOTION: (Haverty/Lynde) To hold the Zoning Board of Adjustment positions open,
solicit applications and conduct interviews at a later meeting.

VOTE: (5-0-0) The motion carried.

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88
89 **Jeff Gowan, Planning Director – Update on Roundabout Construction Schedule**
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91 Mr. Gowan provided the Selectmen with a memorandum that summarized the progress of the second
92 roundabout and a proposed timeline for completion of the various elements. There had been a slight
93 amendment because Continental lost a couple days to rain. He reviewed the memorandum for the
94 Selectmen.

95
96 Mr. McDevitt clarified with Mr. Gowan how the traffic pattern would be directed during construction.
97 Mr. Gowan explained that the traffic pattern would be ever changing, with possible delays during the
98 construction process. He said it would be challenging and there would be interruptions. Continental
99 hoped to be finished with the major construction portion by late July allowing traffic to circulate in both
100 directions; the final wearing course and top coat of pavement may not be finished in that same timeframe.
101 Mr. Gowan said they didn't expect any complications for Old Home Day in the fall. He said any club
102 planning to hold a road race or other event in or passing through Town center is encouraged to coordinate
103 early with the Police Department for any need of detours. Mr. Gleason said they should be mindful of
104 Memorial Day activities and the July 4th celebration. Mr. Roark said they could coordinate with the VFW
105 Commander regarding Memorial Day. Mr. Gowan said he would bring both events to Continental's
106 attention.

107
108 Mr. Gowan commented that there were brochures in every Town office that explained how to navigate
109 through roundabouts. He said if people had any questions they could contact the Planning Department at
110 635-7811. Information regarding the work will be advertised on cable television.

111
112 Mr. Gleason said the conduits out to the roundabout for electricity and water should occur sooner rather
113 than later. He said they had to identify what source would be utilized for water and what time they
114 wanted electricity. Mr. Roark suggested having two municipal taps with Pennichuck close to the
115 roundabouts. He said he could work with Mr. Gowan to contact Pennichuck to find out the process of
116 doing so. With regard to the electricity, he felt it would be easy to jump the lights from the village green
117 to the Town roundabout. He said they would probably have to get a meter off a pole for the center
118 roundabout. He will also coordinate that effort with Mr. Gowan. The Board concurred contacting
119 Pennichuck would be a reasonable approach; Mr. Roark was asked to coordinate.

120
121 Mr. Gleason confirmed that Continental would wet the work area due to the amount of gravel and dust.
122 Mr. Gowan said they routinely watered the area down and said he would continue to remind them.

123
124 There was a brief discussion regarding the rock wall along the front of Village Green. Mr. Gowan walked
125 the site with Rick Baer of Continental and Brian Wilmont of the Department of Transportation. He said

the rock wall that went along the fog line needed to be lined up to maintain consistent shoulder width. He said he will see if Continental will take care of realigning the wall.

Mr. Gleason asked if the lighting was all established. Mr. Roark said Fire Chief Midgley contacted him regarding a light pole that was removed as part of the roundabout in front of the municipal building. He said Chief Midgley would like to work on a plan with Tim Zelonis and D.E.M. Electric to possibly relocate that light pole to the exit at the Fire Station which was currently dimly lit. He said the light pole removed during the first roundabout was decorative and matched the others within the Village Green. Mr. Gleason questioned where the cost for moving the light would come from. Mr. Roark told the Board he would get an estimate for relocating the light and having it connected.

Mr. Lynde wanted to know the time frame that the portion of Old Bridge Street would be closed down and traffic diverted to Acorn. Mr. Gowan believed the traffic pattern would be adjusted near the end of the April. He commented that the process would be a little challenging over the next couple months, but the end was in sight.

OTHER BUSINESS

Election of Officers

Mr. Haverty made a motion for Mr. Gleason to continue as Chairman of the Board. Mr. McDevitt seconded the motion. Mr. Gleason responded he would be honored, but would step aside if someone was interested. Mr. Viger agreed with the nomination and felt Mr. Gleason had done a great job. He felt the momentum Mr. Gleason had created needed to continue moving forward. Mr. McDevitt commented a lot of work goes into organization, for which he believed Mr. Gleason had done an outstanding job.

MOTION: (Haverty/McDevitt) To elect Mr. Gleason as Chairman.

VOTE: (5-0-0) The motion carried.

Mr. Gleason was humbled and honored for the support and the opportunity lead the Board again. He said any success was attributed to the Board coming together. He was honored to lead the Board and looked forward to going into the next year and accomplishing the objectives set by the Board.

In reflection, Mr. Lynde said in his twenty seven years as Selectman, the present the Board was the most cohesive he'd worked with. He said they may not always agree, but they all worked for the best interest of the Town.

Mr. Haverty made a motion to appoint Mr. McDevitt as Vice Chairman of the Board. Mr. Viger seconded the motion. He said Mr. McDevitt's contribution and availability have been wonderful. He congratulated him for all the efforts he put forward. Mr. Gleason stated working with Mr. McDevitt was an honor and a privilege. He said Mr. McDevitt brought a long history to the discussion and working with him is a pleasure.

MOTION: (Haverty/Viger) To elect Mr. McDevitt as Vice Chairman.

VOTE: (5-0-0) The motion carried.

Board of Selectmen Committee Assignments

Mr. Gleason reviewed last year's assignments and what they felt would be appropriate for the coming year. Mr. Viger said there were two things that stood out as he ran for Selectman this year. The first was creating a maintenance plan for Town buildings and the second was the improvement/oversight on Town policies, procedures, contracts etc. He said he would be willing to take those items on during his term. Mr. Gleason said one of the challenges of the new Town Administrator would be to create a set of Town Policies and Procedures that would cover the broad scope of work done. He felt it would be great to have a Selectmen liaison. Mr. McDevitt offered assistance.

There was a brief discussion regarding the Merrimack Valley Water District, which was previously assigned to the former Town Administrator. Mr. McDevitt noted the Planning Director had attended their last meeting and suggested asking if he would like to remain the liaison. The liaison position will not be included in the Selectmen's assignments. Planning Director Jeff Gowan (who was seated in the audience) came forward. He told the Board he was previously the alternate for the water district and would be happy to continue in that role. He noted the Town was due to receive half the money contributed to the water district. Mr. Gleason felt it was important for the Town to continue participation at this time. Mr. Gowan said as Planning Director he had some long term goals to see more water infrastructure in Pelham. The Board was in concurrence to have Mr. Gowan remain as the Merrimack Valley Water District Liaison.

- Forestry Committee: Mr. Lynde
- Planning Board: Mr. Haverty
- Budget Committee: Mr. Viger / alternate Mr. Gleason
- Capital Improvement Plan: Mr. Haverty / alternate Mr. Viger
- Council on Aging: Mr. Gleason
- Nashua Regional Planning Commission: Mr. Gleason
- Haz Mat Director: Mr. Haverty
- Greater Salem Chamber of Commerce: Mr. Viger
- Trustees of the Trust Funds: Mr. Gleason
- Department Head Budget Liaison: Mr. Viger / Mr. Lynde
- Flood Study Committee: Mr. McDevitt
- Town Maintenance Services Liaison: Mr. Viger
- Website Liaison: Mr. Lynde
- Town Policy and Procedure: Mr. Viger / Mr. McDevitt
- Merrimack Valley Water District Liaison: Planning Director Jeff Gowan

Update on Town Administrator Search

Mr. Roark said twenty four applications were received by the deadline; three additional applications came in after the acceptance date. He felt the Board should stay with those who submitted within the allotted timeframe in fairness to all the candidates. He received the resume rankings from each Selectman. The next step is to narrow the number down and pick a date for the first round of Selectmen interviews. He said there were two-three candidates that seemed to be near the top of everyone's list and several that were viable candidates that were chosen by a majority of the Board. He said the Board would need to decide how many people they would like to interview.

The Selectmen discussed their feelings for how they wanted to proceed. Mr. Roark stated he had a list of the 'weighted' candidates that would be presented to the Board during non-public session. Mr. Gleason explained to the public that the Selectmen received twenty-four resumes, from which they would

interview approximately six candidates based on the selection criterion. He said the interview process would start very rapidly.

Notification of Official Vote on Citizen's Petition Warrant Article 15 – Review and Sign

Mr. Gleason said it was brought to his attention by the Town's Treasurer that warrant article 15 had a requirement that Pelham send a formal letter to its congressional delegation, State legislators and the President of the United States. A draft letter was provided for review. Mr. Gleason read the letter aloud. Copies of the letter were circulated for Selectmen signature so they could be mailed.

New Elderly Exemptions Guideline Discussion

The Selectmen began discussion during their March 18, 2014 meeting regarding the Elderly Exemption that had been approved at Town Meeting. A draft letter was provided to Selectmen for review that would be sent to residents currently receiving such exemption that may be affected. There were slight modifications made. The Selectmen felt it appropriate for the Assessing Assistant Sue Snide to sign the letter and send them out to the appropriate residents.

Update on Legal Services Retainer Discussion

Mr. McDevitt told the Board there was a meeting with an attorney, who was not involved with the process and who would not be bidding for Town business, to discuss ways to better control legal expenses. The general feeling from the meeting was that having an agreement with a single law firm may not be a bad idea. However, the first step would be to get a better handle as to where legal money was being spent, and who was spending it. A consideration is to have an internal budget allocation for certain departments, such as Planning.

Mr. Roark said it was important to create a policy for when/how attorneys were contacted and to get a better handle on where legal money was being spent. He said a breakdown of the past four year's legal expenses was created that showed where the budget was being spent. The Selectmen appear to get the brunt of the legal actions, which were difficult to predict. Mr. Roark felt each year the Selectmen would be hit by something fairly large such as land use lawsuits, contractor disputes, warrant article disputes and terminations. He said they needed to determine if the budgeted amount for legal (of \$90,000) was adequate to continue. In 2012 they were over budget by approximately \$71,000; the rest of the years they were over budget within 10%. He said they first had to look at what they were doing internally. Mr. Roark advised first having a policy in place with a framework for when an attorney was contacted. Some questions could easily be answered by contacting NH Municipal Association or reviewing the legal reference books. He said if they do a zero base budget they could predict Planning would spend between \$7,000-\$12,000 per year; after which they could determine an approximation for what the other departments would spend based on expenditures.

Mr. McDevitt recalled they had gone on record a number of times in the past as saying to let the Town Administrator know prior to contacting an attorney. He commented having internal budgets for legal may be a constraint they wouldn't want to put on every department head.

Mr. Viger believed the Board should have confidence in the department heads, let them do the research and stand behind them. He said legal representation could then be used to support them.

Mr. Lynde appreciated the breakdown of legal expenses, but would like to see a further breakdown of the larger expenses, such as the Selectmen under Donahue, Tucker, Ciandella. He said within those there may be items that should actually be expenses (rather than responding to an external legal action). Mr.

Roark said they could break the costs down further by taking out some of the larger lawsuits. The Selectmen discussed what action they would like to conduct. Mr. Gleason tabled the discussion for the present meeting. He asked Mr. Roark to do further research to begin looking at a zero based budget. He said it may be beneficial to review the pending lawsuits and try to determine anticipated legal costs for the year. He said that determination can be done for budget discussions. Mr. Gleason said it would be good to know the expenses associated with specific cases versus expenses for legal opinion. He asked Mr. Roark to put an action item on the list for further discussion during budgeting.

Mr. McDevitt confirmed that the Selectmen would not be pursuing a legal retainer at this point. Mr. Gleason answered no; the Selectmen would take a year hiatus to investigate where they were and determine an operating procedure. The Selectmen asked Mr. Roark to convey this action to the Donahue, Tucker and Ciandella law firm and to ask them to provide a figure for the anticipated costs associated with the known pending law suits.

Update on Willow Street Bridge Contractor

Mr. Gleason said a meeting was conducted with Quantum. Mr. Lynde believed the Town had chosen a good company to move the work forward. He said they proposed using a pre-formed concrete for the structure that would limit the amount of time the road would have to remain closed. The cost difference for that pre-form concrete would be minimal. Mr. Lynde said they spoke about sidewalks/shoulders and the possibility for expansion in the future. He said they will be reviewing a culvert located further up the road that may need to be replaced with either a box culvert or a smaller bridge. Mr. Lynde said overall the meeting went well and he had a lot of confidence in the company.

Mr. Gleason agreed that the meeting went well. He said the company would get back to them with a price for the initial stage. The Willow Street Bridge is not on the agenda for the Department of Transportation ('DOT') until 2020. However, the State indicated if the Town got their engineering study done they might be able to petition DOT to move that date up. Mr. Gleason commented that the company was very familiar with the process and would do the initial phase. If the initial phase is approved by the Town and the State, the project would then move into the next phase. Mr. Gleason said the important thing for voters to know was 80% of the cost would be picked up by the State.

Mr. Lynde noted the company considered there to be two phases; the first phase will take approximately six months to gather data, and the second phase will be the design phase which will take approximately twelve months. Mr. Gleason commented that John Levigne with VHB and teaming with Quantum was a valuable asset to the project because of his knowledgeable about Pelham and the Dracut dam. He said being aware of the flooding situation, Pelham should try to plan for the future. The redesign of the bridge may provide some upstream relief, but because of the breadth of the flood plain, they didn't feel there would be a significant impact below the bridge. The main impediment below the bridge was the Dracut Bridge (just over the Pelham border). Mr. Gleason said they asked Mr. Levine to try and tie the Main Street Bridge into the project.

Mr. McDevitt reminded people that there were still unanswered questions. The firm of Vanesse, Hangen, Brustlin would meet with the Selectmen at their next meeting to have further discussion. Mr. Gleason said public hearings would be held during the process so concerns may be voiced.

New Website – Next Steps

Mr. Roark said the Selectmen previously discussed possibly updating the Town's website. Virtual Town Hall, a website design firm who works with several New Hampshire municipalities, gave a presentation of what services they offer. Mr. Roark said comparisons were done with other design firms. They found

there were two other companies that compete for similar contracts with towns. There was a list of advantages that Virtual Town Hall had over the other firms. The most important things he picked out from the comparisons was that Virtual Town Hall used open source software and was social media integrated with Twitter, Facebook, Citizen Observer etc.; the other two firms used proprietary software and didn't offer media integration. He said Virtual Town Hall creates unique sites that are personalized to the towns they service. Given the information reviewed, Mr. Roark recommended moving forward with Virtual Town Hall at a cost of \$8,900. The cost includes transferring information and training.

Mr. Lynde told the Board that he discussed the information with Executive Secretary Marie Maruca who had done the research on the various companies, and felt moving forward with Virtual Town Hall was the approach to take. He noted the recurring cost would be approximately \$4,000 per year. He felt if the results come out as presented, the site would prove to be a good investment.

Mr. Haverty noticed in the breakdown that the Fire Department, Police Department and Senior Center would not have sub sites created. He questioned why those departments weren't included. Mr. Roark said they wanted all sites to look the same; domain names would be carried. Departments will manage their own content, but they will all have a familiar way of being used. Mr. Haverty said the way the information read was that Pelham would have a website and within that each department would have sub sites. He said they indicate that Fire, Police and the Senior Center wouldn't have sub sites created. Mr. Roark said it was his understanding that they would migrate over to Virtual Town Hall. Mr. Haverty asked that Virtual Town Hall clarify that the content for those departments be uniform with the other departments. Mr. McDevitt said that was the intent. Mr. Roark said he would request clarification. He felt branding and uniformity was of the utmost importance.

Mr. Gleason recalled the only department that might present a problem was Parks & Recreation because they had other separate sites. Mr. Roark said they expressed apprehension, but didn't feel they were against being involved.

Mr. Gleason stated the question in front of the Board was if they wanted to proceed with Virtual Town Hall for the money associated with the long-term commitment. He felt based on the analysis done since the last meeting, Virtual Town Hall was the right fit for Pelham.

Mr. Lynde made a motion to suspend the normal bid process of the procurement policy based on the fact that they had looked at the other entities and found them not to be capable of providing the service or type of product desired; therefore they wouldn't benefit by putting it out to bid.

MOTION: (Lynde/McDevitt) To suspend the normal bid process based upon the fact that the Board had looked at the other

VOTE: (5-0-0) The motion carried.

MOTION: (Lynde/Viger) To appropriate \$8,900 for the purpose of engaging Virtual Town & Schools to redesign and upgrade the Town's website in accordance with their proposal.

VOTE: (5-0-0) The motion carried.

Mr. Gleason commented that the money would need to be allocated from the Technology budget.

Mr. Gleason stated that the redesign of the website was an initiative started by the Selectmen. He said Jim Greenwood created the initial website on a volunteer basis and had done a fantastic job. He said the website had grown and was now going beyond Mr. Greenwood's time limitations. The Selectmen meant no offense to Mr. Greenwood, and express their appreciation for all he had put into the original website. Mr. Lynde added there were a lot of valuable links on the present website that would be transferred over to the new site.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Roark provided the following updates:

- Old Bridge Street North was closed for approximately 18 hours due to water/flooding; water didn't top the Abbott Bridge.
- There was a leak at Town Hall and front hallway at the Police Station;
- During the recent thaw, ice from the Library roof slid off as designed, however that ice went into the flat roof below which caused significant leaking. The problem has been remedied; ½ inch rubber matting will be put down as a landing zone for any future ice coming off of the roof.
- Fire Department drainage design plan has been received from Herbert Associates. Mr. Roark said he will meet with the Highway Agent Don Foss to review the plan and determine what he could do. Local excavators were invited to send in bids in the event they were needed for the job.
- A roofing expert is assisting with the creation of a specification and bid for the municipal roof project. Companies will want to get up on the roof to look at it prior to bidding. The Board will be notified when the official bid goes out.
- Green Guys power washing has offered a donation to power wash the Senior Center and other municipal buildings. Total value of the donation is over \$1,300. An insurance rider was provided.

Mr. Roark said Green Guys would like to do the work by April 7, 2014. Mr. Viger asked if the Board was obligated to hold a public hearing, or if they could conduct a hearing after the fact. Mr. Lynde replied the Selectmen under certain circumstances could vote to waive the public hearing until after the work was conducted. Mr. Gleason heard from the Board they were in favor of Green Guys doing the power washing and would schedule a public hearing during the next Selectmen meeting.

Mr. Lynde made a motion to waive the immediate public hearing on the donation by Green Guys and conduct a public hearing at their first opportunity. Mr. Viger seconded the motion.

Mr. Haverty asked why the rush. Mr. Roark replied the gentleman owed community service hours that had to be completed by April 7th.

MOTION: (Lynde/Haverty) To waive the immediate public hearing on the Green Guys donation and conduct a public hearing at their first opportunity.

VOTE: (5-0-0) The motion carried.

Mr. Gleason told Mr. Roark to allow Green Guys to proceed and to schedule a public hearing to accept the donation on April 15th.

Mr. Haverty and Mr. McDevitt had no reports.

Mr. Viger asked if the Board was in favor of him breaking down the Town Buildings section of the budget into individual buildings. This will allow for the Board to get a handle on what the building needs

were. The Board was in favor of Mr. Viger's suggestion. For tracking purposes, Mr. Viger said he would be asking department heads what they had for routine maintenance

Mr. Lynde announced that the Pelham Community Coalition had received a stipend from Substance Abuse Mental Health Association and would be conducting their bi-annual underage drinking prevention program on April 10th from 6:30pm-8pm at the Elementary School. Pelham is one of ten towns in the State that would conduct a town hall style meeting. The purpose for which is to have discussions about the impacts of underage drinking and try and establish 'safe homes'. Safe homes are places for teenagers to congregate that don't have alcohol present for them to drink. Parents and students are encouraged to attend. They will have a raffle tickets to win a limousine to the prom and other prizes.

Mr. Gleason had no report.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Viger/Lynde) Request for a non-public session per RSA 91-A:3,II, a & c (Personnel; Matters which, if discussed publicly, would affect adversely the reputation of any person)

ROLL

CALL: Mr. Gleason-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Mr. Robert Haverty;
Mr. Lynde-Yes

It was noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting. The Board entered into a non-public session at approximately 8:35pm.

MOTION: (Viger/McDevitt) To seal the minutes of the non-public session indefinitely.

VOTE: (5-0-0) The motion carried.

ADJOURNMENT

MOTION: (Viger/McDevitt) To adjourn the non-public session.

VOTE: (5-0-0) The motion carried.

The meeting was adjourned at approximately 9:41pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary