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**APPROVED**  
TOWN OF PELHAM  
BOARD OF SELECTMEN MEETING  
MINUTES  
April 16, 2013  
APPROVED – April 30, 2013

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CALL TO ORDER – approximately 6:30pm

PRESENT: Mr. William McDevitt, Mr. Edmund Gleason, Mr. Robert Haverty, Mr. Doug Viger, Mr. Hal Lynde, Town Administrator Tom Gaydos

ABSENT: None

**PLEDGE OF ALLEGIANCE**

**MINUTES REVIEW**

**April 2, 2013**

**MOTION:** (Lynde/Haverty) To approve the April 2, 2013 meeting minutes as amended.

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

**March 21, 2013 (non-public minutes) – deferred**

**April 2, 2013 (non-public minutes) - deferred**

**OPEN FORUM**

Mr. Paul McDonough, 29 Mammoth, appreciated the Board having an open forum portion in their meeting. He spoke about Woody's Auto and his appreciation for the service they provided him.

Mr. Mike Sherman, Old Bridge Street, understood that the Selectmen had signed an agreement with an engineering firm to do the flood study (approved at Town Meeting). He said he had been in contact with a few people that were interested in being involved with the project. He told the Selectmen who those people were and will share their names and contact information with Mr. McDevitt who is the Selectmen's Representative involved with the flood study. Mr. McDevitt said a public meeting would be held; it was their intention to invite the people who attended the original flood committee meetings (mostly Pelham residents). He said it was appropriate to let the people from the State know they were welcome to attend. Mr. Gaydos commented there would be two public meetings (one at the beginning of the process and one at the end) and felt it would be great involving the State so everyone would have the same information.

Ms. Wendy Smigelski, 12 Lox Lane told the Board she was visited by the President of the Gumpas Pond Association who relayed various concerns from the property owner at the location of the Town property (conservation land) easement. She said after speaking to the owner, he expressed that the Town had cleared a path down by the water, which was not part of the agreement. In addition they had spoken about not having access to the parking lot area from the conservation property. The property owner indicated a path (with a trail head sign) had been created off the original conservation piece that went toward the parking area. Ms. Smigelski walked the property

witnessed the clearing and took various photographs. She said she asked Mr. Gaydos for guidance on how to deal with the situation. She noted that there were tags on the area that had already been cleared and were additional tags leading further along into the woods. She said the clearing was not part of the agreement and asked the Selectmen for assistance on how to deal with the situation.

Mr. Gleason said there was a lot of information to review and recommended scheduling an agenda item for the next meeting (April 30<sup>th</sup>) to provide time to better evaluate the situation. Ms. Smigelski asked that they stop pursuing the trail cleaning. Mr. Gaydos stated he had a conversation with Mr. Paul Gagnon (Conservation Commission) and there will be no further clearing until the matter was resolved. Mr. Gleason told Ms. Smigelski that an agenda item would be added for the next meeting. He requested that she put together any data and concerns and the Selectmen will ask the Conservation Commission to do the same so they could dedicate the necessary time to have further discussion on the facts.

#### **PUBLIC HEARING(S)**

- 1) **Scoreboard Installed at Muldoon Park, Major League Field by :Pelham Baseball – Value to include the Sign, Labor & Installation \$3,800**
- 2) **One Storage Shed at Muldoon Softball Field, One Storage Shed at Muldoon Playground Field, and Two dugouts at Muldoon Playground Field by: Pelham Softball – Value for Labor, Materials & Installation \$3,000**

Mr. Gleason indicated that the Selectmen had a discussion on the topics during their previous meeting, at which they authorized Little League and Girl's Softball to proceed. He said the purpose of this evening was for the Selectmen to hold a public hearing to accept the proposed donations.

No one from the public came forward to offer comment.

**MOTION:** (McDevitt/Lynde) To approve (accept) the donations of:

1. Scoreboard Installed at Muldoon Park, Major League Field by :Pelham Baseball – Value to include the Sign, Labor & Installation \$3,800
2. One Storage Shed at Muldoon Softball Field, One Storage Shed at Muldoon Playground Field, and Two dugouts at Muldoon Playground Field by: Pelham Softball – Value for Labor, Materials & Installation \$3,000

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

#### **ANNOUNCEMENT(S)**

- **Pelham Mosquito Control Program: Spraying to begin on April 18, 2013 (and continue throughout the Spring)** - If residents would like areas of concern tested/treated contact Municipal Pest Management Services (603) 431-0008.
- **Open Board / Committee Positions:**
  - Conservation Commission: 3 Full Members position available (3-year term)
  - Conservation Commission: 3 Alternate Member positions available (3-year term)
  - Zoning Board of Adjustment: 2 Alternate Member positions available (3-year term)

#### **APPOINTMENTS**

**Interview: Darlene Culbert – Zoning Board of Adjustment, Alternate – Term 3-years beginning April 1, 2013 to March 31, 2016**

86 Ms. Darlene Culbert, 44 Simpson Road, came forward to discuss her application as an alternate  
87 member for the Zoning Board of Adjustment. Mr. Lynde asked what her primary interest was in  
88 becoming a board member. Ms. Culbert told the Board she had resided in Town for four years and  
89 watched the meetings on television. In doing so, she felt she could contribute. She understood the  
90 nature of the zoning board. Mr. Lynde said one of the difficult things being a board member was  
91 saying no to people if they didn't meet certain criteria. He asked if she was comfortable with that  
92 type of situation. Ms. Culbert explained that in the private sector she was a quality control  
93 inspector which isn't always the most likeable position to be in.

94  
95 The Board thanked Ms. Culbert for volunteering.

96  
**MOTION:** (Lynde/Haverty) To appoint Darlene Culbert to the Pelham Board of Adjustment  
as an alternate for a three year period, April 1, 2013- March 31, 2016.

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

97  
98  
99 **Corinne Chronopoulos, Library Director – “Plant-a-Row” program approval**

100  
101 Ms. Chronopoulos came forward and explained the ‘Plant-a-Row’ program that would be part of  
102 the Library’s Summer Reading Program. Plant-a-Row is a national mission to get residents to plant  
103 one row in their garden with the produce from that row being donated to the local food pantry.  
104 They have applied for grants in hopes of receiving funding to supply plants to residents. Also, the  
105 Library would like to plant a small vegetable garden containing four raised beds and donate the  
106 produce to the food pantry. They will try to keep the garden organic and involve the children with  
107 the care and harvest of the garden.

108  
109 Mr. Gaydos said there were residents that were interested in doing something similar. Ms.  
110 Chronopoulos said if anyone wanted to partner with the Library they were open to doing so. Mr.  
111 Gleason asked who would be responsible for the garden. Ms. Chronopoulos said the Library  
112 employees were the ‘committee’; the Library Trustees would need to approve the program as well.

113  
**MOTION:** (McDevitt/Lynde) To allow the Library to proceed with the ‘Plant-a-Row’ project.

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

114  
115 **Fire Chief James Midgley – New Fire Station Update**

116  
117 Fire Chief James Midgley came forward and provided the Selectmen with a status update regarding  
118 the new fire station. He said they were in the process of going through a ‘punch down’ list and  
119 discussed the items being reviewed. The tentative turn-over date is April 26, 2013. The Fire  
120 Department will work on moving in over the weekend (April 27<sup>th</sup> & 28<sup>th</sup>); the desire was to have  
121 the apparatus and crew take over on Monday, April 29, 2013. This date is incumbent upon Fair  
122 Point cutting over the phone lines and having an operational phone system. Chief Midgley thanked  
123 J.R. Gauthier for donating his equipment and expertise in clearing and grading the area in front of  
124 the new station to ready for landscaping. In addition, Adam Paquette (stone mason) donated his  
125 services to re-grade and finish the farmer’s wall in front of the new station.

126  
127 Mr. Gleason asked if a Certificate of Occupancy was required to move into the new station. Chief  
128 Midgley said over the next week they would have the final electrical and plumbing inspections after  
129 which the building inspection could occur. The Building Inspector has been to the station

130 numerous times throughout the process and heavily involved. Mr. Gleason confirmed that the issue  
131 with the floor curing was resolved. Chief Midgley answered yes and explained how the process  
132 was completed. Mr. Gleason asked if there would be a public opening of the new station. Chief  
133 Midgley said they planned to have an open house during the first week in June. He noted they were  
134 going to try to get the new station recognized in the top fire station category within the United  
135 States.

136  
137 Mr. Gleason commented that he had an opportunity to go through the new station and found it to be  
138 very impressive. He hoped that the residents had the opportunity to look at it as well, because he  
139 believed they would find in looking at it that their tax dollars were well spent.

140  
141 Mr. Gleason asked the status of the old fire station. Chief Midgley said they had tentatively told  
142 Continental that they would be out of the old station at the latest in the beginning of May. He said  
143 they needed to have leeway because of certain equipment needing to be transferred over. He said  
144 Continental was interested in beginning demolition within a week or so.

145  
146 Mr. Gleason wanted to know if the roundabout activity would impede responses. Chief Midgley  
147 said there would be issues; roads would be opened/closed, trenches would need to be built, etc. He  
148 said he and Police Chief Roark were working on communications with the construction company.

149  
150 Chief Midgley told the Selectmen in getting ready for the move, they found black mold in the old  
151 station. He said since they opened that area up one person was experiencing full body rashes when  
152 they came to work and the Administrative Assistant had been ill for the last forty days and gets  
153 worse when they come to work. The department has worked to seal the areas of black mold up.  
154 Chief Midgley said the move was coming none too quick.

155  
156 **Tom Gaydos, Town Administrator – Default Budget Discussion**

- 157     • **Phone System Discussion (Requirements / Recommendations)**  
158     • **Departmental Potential Deferments**  
159

160 Fire Chief James Midgley and Police Chief Joseph Roark came forward for the discussion relative  
161 to the phone system. Mr. Gleason commented that the Selectmen had started to discuss the phone  
162 system and the necessity of identifying the requirements. Mr. Gaydos discussed the current system  
163 (through Rockport Technologies) and how the process worked to design a system for a new  
164 building. He said at that time to avoid difficulties, they bundled services for camera, cable, phone,  
165 key card system, computers and anything technology based. In trade for that the Town doesn't  
166 have to sign a service agreement. Mr. Gaydos said at this time they went to Rockport Technologies  
167 and came up with two alternatives to the Nortel System currently being used (that no longer had  
168 support): 1) Avaya System (\$25,700) – reusing the telephones the Town had and used many of the  
169 same features as the Cisco System. He was reluctant to use phones no longer supported. 2) Cisco  
170 System (\$39,087) – a repurposed system with all new phones. This system has the ability to add  
171 features in the future. He spoke with Victor Danevich (Town Technology Advisor) and Rockport  
172 who both felt the Cisco System would treat the Town better in the long run than the AvayaSystem.

173  
174 Chief Midgley commented that the Town purchased their current system ten years ago and it was  
175 used at the time. He said it had long outlived its usefulness and more than paid for itself. He said  
176 on a frequent basis the system shuts itself down and they have to do a reboot which sometimes  
177 takes up to an hour to correct. He believed it had gotten to the point that the Town needed to switch  
178 to something with newer technology supported by a company that still existed. Chief Midgley  
179 stated the situation had reached the level of being concerning. He said when doing the new station

180 he required copper lines because when the system shut down they would still have the ability to  
181 communicate with phone lines.

182  
183 Chief Roark said he would reiterate Chief Midgley's comments. He felt the important thing was  
184 reliability in terms of public safety. He said if the limits were being pushed the Selectmen should  
185 consider if this decision should be made sooner rather than later. He was interested in whichever  
186 system could provide reliability and consistency to be functioning in times of trouble. He  
187 commented that phone systems were the lifeline to a lot of people in Town and to the departments  
188 communicating interagency as well as other Departments. He felt it was important to take this as  
189 an important decision that carried long-term ramifications.

190  
191 Mr. Gaydos explained that dispatch had copper lines. In the event that the system went down, all  
192 copper lines dedicated to the Town Hall side immediately switched over to dispatch so they had the  
193 maximum number of lines coming in. He said there were dedicated copper lines that went to the  
194 Fire Station; none went to the Library.

195  
196 Mr. Haverty didn't think anyone was disputing that the phone system was faulty. He said at the last  
197 meeting he volunteered to send Mr. Gaydos a high level overview of how he might go about the  
198 procurement of a phone system. He said it doesn't sound like they were any closer. He felt it  
199 wouldn't take a long time to go back and put the system out to bid. Mr. Haverty didn't feel they  
200 should turn to a single vendor for the decision. He noted it was a default budget year and given so,  
201 felt they should be fiscally responsible. Mr. Gaydos stated he had traded e-mails with the Board  
202 regarding the features of the systems. He questioned the Town's confidence for receiving the  
203 service level they currently had if they unbundled their services. Mr. Haverty felt the Town should  
204 be putting together a list of requirements and having vendors bid on it.

205  
206 Mr. Gleason heard what was being said and questioned if the issue was the system, or Rockport  
207 running it. Mr. Gaydos said when he looked at buying a system, the vendors wanted to support it;  
208 they wanted the agreement. Mr. Gleason asked if the availability of a new phone system was key to  
209 the fire station opening. Chief Midgley told the Board that today was the 'drop dead' date. He said  
210 the cut over takes ten days and they were looking to the turn over date being April 26<sup>th</sup>. Mr.  
211 Gaydos noted that they had the option to move the (current) phone system. However, if they chose  
212 to switch the systems they would pay for the installation twice.

213  
214 Mr. Lynde said the Selectmen were being asked to make a decision when they could have been  
215 apprised of the situation months earlier and gone through a process. He said they should not be put  
216 in that position. Mr. Gaydos said there was discussion during the budget process. He said there  
217 wasn't much to say until they knew what would happen at Town Meeting, which was a key point as  
218 to whether they would proceed with it or not. Mr. Viger said there had been discussion about  
219 needing a new phone system, but it wasn't until the default came through that they tried to figure  
220 out how to do it. He said the process seemed to have been done backwards. He said it would now  
221 cost them more money to go through the process that they always went through.

222  
223 Mr. Gleason asked what the anticipated cost would be to move the existing system and then do an  
224 in depth analysis of what they needed. Mr. Gaydos said the wiring was already done in the fire  
225 station; they would have to remove the board from the fire department and plug it in. He believed  
226 the cost would be under \$2,000 if there were no problems. The issue was if the system would work  
227 once it was plugged in at the new location. Mr. Gleason said he wasn't qualified 'technically' to  
228 weigh in. Mr. Haverty noted it was not a 'technical' conversation; the conversation was about a  
229 procurement process the Selectmen were backed into. He was very uncomfortable with it. Mr.  
230 Gleason said the Selectmen had to decide if they wanted to risk a small amount of money to delay

the process and get it done right. Mr. McDevitt believed they should spend a small amount of money to get the system moved over to the new fire station then go through the process suggested by Mr. Haverty. He felt the proposed number for the systems discussed should be bid out.

Mr. Gleason asked who would put the RFP together. Mr. Haverty said he would assist Mr. Gaydos. Mr. Lynde said he would also help out. The Board concurred with letting Mr. Gaydos, Mr. Haverty and Mr. Lynde put together and send out the RFP. A status report will be given at the next Selectmen meeting and they will also discuss funding.

#### **Departmental Potential Deferments -**

Mr. Gaydos met with Department heads and compose a list of potential department deferments that resulted from those meetings. In summary, there was a total of \$633,600 (4.9%) between all departments that could be deferred until later in the year.

Mr. McDevitt wanted to know how the budgets would be tracked. Mr. Gaydos said he spoke with the Finance Director and they would follow a similar tracking procedure as they have with the expenses at the fire station. Basically they would have a sheet that identified every expenditure out of the account and making a side note about what items were deferred. He said he would provide the Selectmen with a weekly breakdown and at the same time compile a list of deferred items. Mr. McDevitt spoke about taking the amount out of the calculation that was being deferred to make budget review easier. Mr. Gaydos believed he understood what Mr. McDevitt was suggesting and asked if they could meet so he could show him a sample report. There was further discussion regarding how the budgets would be tracked. Mr. McDevitt and Mr. Gaydos will create a sample breakdown for review.

Mr. Gaydos said because the FEMA account had been drawn upon more often there was a concern about the balance of using the money and making sure it was there when needed. He believed the best way of keeping it on the 'radar' was to create a monthly ledger indicating what had come into the account and what had gone out of it.

#### **OTHER BUSINESS**

##### **Approval of Gumpas Pond Recreation Access Signage**

Mr. Paul Gagnon, a member of both the Conservation Commission and the Forestry Committee, came forward to discuss the proposed sign for the Gumpas Pond Recreation Access. He said the Forestry Committee approved the proposed sign and was told by Wendy Smigelski of the Gumpas Pond Association that the sign was okay by her perspective. The wording for the proposed sign was given to Selectmen for review. Mr. Gaydos asked for the size of the sign. Mr. Gagnon said the usual sign is 18inx24in; however, the proposed sign had a lot of words and may therefore be larger. He said once the Selectmen approve the sign, the sign maker will print it out on paper to see how it will look.

There was concurrence by the Board to allow Mr. Gagnon to proceed with the proposed sign. The rules will be linked to the recreation website.

##### **Forestry Trespass Report**

Forestry Committee members Deborah Waters, Paul Gagnon and Gayle Plouffe came forward for the discussion.

Mr. Gaydos told the Selectmen that forestry was doing a cut off Spring Street. He said unfortunately the company hired to do the survey and the logger cut across a small wedge of land and put an access driveway across it (40ft. at its widest and tapers down – total of approx.. 250SF of disturbance). In speaking with the property owner, Mr. Gaydos learned that they would like to eventually carve out a piece of the forestry land to add onto their .6 acres of land to create a house lot for their daughter. Mr. Gaydos said he told Mr. Gagnon about the land owner's suggestion. Mr. Gagnon discussed the situation with the Forestry Committee were not in favor of reselling conservation property. In any other case, the Forestry Committee would estimate the value of the wood removed from the property and then they would estimate a fair charge. Mr. Gaydos said Baystate Timber figured the timber was worth about \$200. Through dealing with a recent timber trespass case, he said five times the value was a fair number, which in this situation would be \$1,000. He said if the Selectmen were amenable to that suggestion and amount, he would like to go back to the property owner and provide the suggested legal remedy.

Ms. Waters corrected the statement about the abutter's property and told the Selectmen according to the plan, the land owner had approximately .28 of an acre, of which approximately 250SF was infringed upon. She said the higher value that Baystate made was \$190 for the trees that were taken and Mr. Gaydos was suggesting an offset amount for the infringement.

Mr. Gleason asked why the Town was responsible and not the logger. Ms. Waters said it was Baystate not the logger. Baystate used the Assessor's maps, which are not exactly accurate. It was noted that the (boundary) pins were covered over and there were additional stray pins in the area.

Mr. Viger felt the situation was cut and dry. He wanted to know where the \$1,000 would come from so the proposal could be made to the land owner. Ms. Waters said Forestry felt since it was their mistake they would use money from their budget. Mr. Viger asked if they were in agreement with the \$1,000. Ms. Waters said they would take the higher number of \$190. Mr. Gaydos said he would like a copy of the estimate and would welcome the property owner to verify the number. Mr. Gagnon told the Selectmen when Baystate guessed the number they guessed \$200, which was used in the calculation (x5); however when Baystate went back over the calculations it was realized that the \$190 was the number determined after the (x5) calculation. There was only approximately \$40 worth of timber. Mr. Gagnon said \$1,000 was actually a multiplication by twenty five and felt they were being more than fair.

Mr. Lynde commented that the area in question was the access road and questioned if Forestry would want to use the same road in the future for forestry. He questioned if it was worthwhile to purchase the area. Ms. Waters said the current access was the perfect location to enter the parcel. Mr. Gagnon agreed. Mr. Lynde asked if it would be worth it. Mr. Gagnon felt it would be at the appraised price.

There was further discussion how to proceed. Mr. Lynde made a motion that the Selectmen support resolving the situation in either one of the ways Forestry/Conservation finds best suits their future needs. Mr. Haverty seconded the motion. Mr. Lynde said the committees would decide what they wanted to do and Mr. Gaydos would negotiate from there.

Mr. McDevitt said his concern was about clearly understanding the culpability of Baystate Forestry. He said had the situation been a large amount of timber the discussion would be different. Ms. Waters said they had a great relationship with Baystate and an honest and small mistake was made.

**MOTION:** (Lynde/Haverty) To support resolving the situation in either one of the ways that Forestry/Conservation finds best suits their future needs.

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

Mr. Gaydos suggested notices be sent out to abutters notifying that cutting would be done. Ms. Waters said in this case twenty five letters were sent out; however, they may not have captured everyone. She said it was a function believed to be Baystate's responsibility.

**Hardship Abatement Policy and Disposition of Tax-Liened Property Discussion**

Mr. Gaydos said the Town didn't have a policy and worked with the statute. He said in speaking with other towns, they have an abatement policy that they follow along with tax delinquent tax policies. He said he brought the item forward for discussion. Mr. Gleason said there were some issues in Town dealing with tax liened properties and questioned if it was Mr. Gaydos' intention to also come up with a policy for handling those. Mr. Gaydos answered yes; other towns had procedures they followed.

Mr. McDevitt said they didn't have a policy for abatement with cause and in the past twenty years couldn't recall anyone approaching the Selectmen with a request for such. He didn't know why they would make a policy. As for the disposition of property, he knew of two properties taken for taxes in the last few years, prior to those in the last twenty years he recalled one other. Mr. McDevitt said the Town takes extreme lengths to not take property.

Mr. Gleason asked how the items came forward. Mr. Gaydos said they came from previous discussion. He said he happened to run across policies and brought it to the Selectmen in the event they wanted further discussion. Mr. Gleason asked if there was a policy in place if the Selectmen decided to move forward with the acquisition of two properties in question. Mr. Gaydos answered no; it was described by law under the RSA's.

It was the decision of the Board to not proceed with the policies discussed.

**Action Item Review**

Mr. Gleason told the Board that he met with Mr. Gaydos and reviewed the action items attached to the back of the minutes. The Selectmen uses a new approach for scheduling meetings and tracking items. Mr. Gaydos reviewed the action item list and indicated which items were no longer active and which items were transferred over to the new tracking list.

**Tom Gaydos Appointment to Local Government Center's Workers' Compensation Board of Directors**

Mr. Gaydos said the Local Government Center was directed by the Secretary of State to separate some of their operations. He discussed the areas they wanted attention given and told the Selectmen he was interested in the workman's compensation because if there was one area that could cause a problem, it was that area. He wanted to remain part of the board which would provide firsthand knowledge of what was going on. There was no objection by the Selectmen.

**TOWN ADMINISTRATOR / SELECTMEN REPORTS**

Mr. McDevitt gave his report earlier in the meeting regarding the flood study meeting.



Mr. Lynde spoke about the accomplishments of children in the Town. He read aloud an article in the paper that indicated of 13 students selected to represent the State in a national art competition, three of which were from Pelham.

Mr. Viger reported that the Budget Committee held their organizational meeting and elected their officers. There was extended discussion about the default budget and how to proceed. The Budget Committee discussed their concern with the amount of time between when they receive completed contracts and when they go onto the ballot.

Mr. Haverty and Mr. Gaydos had no reports.

Mr. Gleason stated he attended a meeting at the Nashua Regional Planning Commission ("NRPC") regarding broadband. He said the University of New Hampshire was going to put together a map of each community indicating their broadband abilities. This information will be forwarded to the Towns for review and confirmation. Mr. Gleason said he spoke with Cable Coordinator Jim Greenwood to determine the accuracy. He said he would be meeting with the Commissioners at NRPC to discuss the rail system.

#### **REQUEST FOR NON-PUBLIC SESSION**

**MOTION:** (Haverty/McDevitt) 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. McDevitt-Yes; Mr. Viger, Mr. Gleason-Yes; Mr. Haverty-Yes, 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 9:29 pm.

The Board returned to public session at approximately 9:55 pm.

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

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

#### **ADJOURNMENT**

**MOTION:** (Lynde/Viger) To adjourn the meeting.

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

The meeting was adjourned at approximately 9:55 pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary