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2
3 **NOT APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN–MEETING MINUTES**
6 **OCTOBER 17, 2023**

7 **CALL TO ORDER** – Chairman Cote called the meeting to order at approximately
8 6:30pm

9
10
11 **PRESENT:** Jaie Bergeron, Heather Corbett, Kevin Cote, Jason Croteau, Charlene Takesian,
12 Town Administrator Joseph Roark

13
14
15 **ABSENT:** None

16
17
18 **PLEDGE OF ALLEGIANCE**

19
20
21 **MEETING MINUTES REVIEW**

22
23 October 3, 2023

24
25 **MOTION:** (Corbett/Croteau) To approve the September 5, 2023 meeting minutes as
26 amended.

27
28 **VOTE:** (5-0-0) The motion carried.

29
30
31 **OPEN FORUM**

32
33 No one came forward in open forum.

34
35
36 **APPOINTMENTS**

37
38 **Public Notice (Revised): 2nd Hearing for adoption of dog policy at the parks and athletic**
39 **fields**

40
41 Chairman Cote explained that this proposed ordinance is not intended to limit the ability of dogs
42 to accompany citizens when utilizing common areas of Town of Pelham parks and athletic fields
43 for recreation and observing athletic events. This proposed ordinance does seek to specify that no
44 dogs are allowed on athletic areas (fields, courts, playgrounds, courses etc.) to limit sanitary and
45 safety concerns as well as prevent possible damage to athletic fields.

46

47 No one from the public came forward. Chairman Cote closed the public forum. Chairman Cote
48 stated that the Board of Selectmen will vote on November 7, 2023.

49
50

51 **Tammy Penny, Finance Director: Special warrant articles**

52

53 Ms. Penny stated that she has three articles for tonight's discussion, and the Board can choose to
54 vote on them tonight or wait until a future meeting. The first article up for discussion is the
55 Highway Block Grant. This article is recurring year after year and is funded with the gas tax and
56 motor vehicle state registration fees. This grant can be used for construction and maintenance on
57 any class four and five roads, including purchasing equipment or implementing sidewalks. Ms.
58 Penny explained that the New Hampshire municipal advisor she spoke with recommended
59 changing the language of the article slightly, in case her estimate for the grant is too high. She
60 explained that historically the Town has been conservative with the estimate, and if they receive
61 more money they use it to offset the tax rate. However, if the Town was to receive less money,
62 that may be a problem. Ms. Penny explained that the DRA wants her to remove the line in the
63 article stating, "no money to be raised by taxation", even though the bulk of it is grant offset. She
64 would like to change the line to: No money to be raised by taxation if this grant is fully realized.
65 Should this grant not be fully realized then the difference would come from taxation. Any
66 amount received above the cited amount in this article will be used to reduce the tax rate, as it
67 has in recent years.". Ms. Penny noted that if the Board agrees to change the language she will
68 have the Town Attorney take a look at it.

69

70 Chairman Cote asked if the Town put \$351,000.00 in the warrant article but only raised
71 \$345,000.00, why are they not able to spend only whatever funds are available. Ms. Penny
72 explained that the DRA told her they may disallow the article, but she is unsure of what exactly
73 this means. Chairman Cote asked what happens if they put \$300,000.00 in the warrant article but
74 they are given \$400,000.00. Ms. Penny explained that the extra \$100,000.00 would offset the tax
75 rate. Chairman Cote stated that he thinks they should leave the article the way it is since they still
76 get about two hundred voters who vote no on the article. Chairman Cote is worried if they
77 change the language more residents may vote no. He added that they can put in a low number,
78 like \$325,000.00, and, since they more than likely receive more than that amount, the extra can
79 go to offsetting the tax rate.

80

81 Ms. Takesian asked how the Town has almost \$1,000,000.00 in the Highway Block Grant Fund
82 if the extra money always goes to offset the tax rate. Ms. Penny explained that the Town is
83 allowed to carry funds over the years if the Highway Department does not spend it all. Ms.
84 Penny clarified that only the unspent funds of the amount listed in the warrant article can be
85 carried over, any extra funds will offset the tax rate and cannot be carried over by the Town. Ms.
86 Takesian asked Ms. Penny to clarify what happens if they estimate they will receive more from
87 the grant than they end up receiving. Ms. Penny stated that a representative from the DRA told
88 her that they could disallow the article, but she is unsure of the implications of that. Chairman
89 Cote added that they could change the language in the article to protect them from that if they

90 wanted to. Chairman Cote stated that he thinks they should keep the wording of the article as
91 simple as possible. Ms. Penny noted that they can play conservatively in their estimation for the
92 grant and leave the language as it is, as they have been successful with this historically. Mr.
93 Croteau stated that he thinks this is a good idea as well. Chairman Cote asked the Board what
94 they thought they should put in the article for an amount. He noted that they could put in
95 \$351,000.00 or be more conservative. Mr. Croteau asked Ms. Penny if she thinks her
96 recommended amount of \$343,671.00 is what the Board should go with. Ms. Penny explained
97 that she got this estimate from the Department of Transportation. Chairman Cote asked if they
98 passed the electric vehicle tax yet. Ms. Penny stated that they will be starting to impose that tax
99 next year. Town Administrator Roark noted that he believes there is already a surcharge when
100 registering electric vehicles.

101
102 The Board agreed that they would like the language of the warrant article to remain the same.
103 Chairman Cote asked the Board if they would like to stick with the amount of \$351,767.00 or cut
104 it back to \$340,000.00 or \$345,000.00. Mr. Bergeron stated that he thinks \$345,000.00 is a good
105 estimate to go with. The rest of the Board agreed. The Town Administrator noted that the article
106 will be reviewed by the DRA and legal counsel.

107
108 Ms. Penny explained that the next article up for discussion is CMAQ. She stated that the Town
109 has funds that are about to expire. Back in 2018, voters passed a special warrant article that
110 approved \$2,000,000.00 to be appropriated for addressing traffic congestion problems at the
111 intersections of Sherburne Road and Mammoth Road and Mammoth Road and Marsh Road. At
112 the time, a congestion mitigation air quality program (CMAQ) grant through the NHDOT was
113 awarded to the Town, covering 60% or \$1,200,000.00 of the project. Ms. Penny noted that
114 \$130,000.00 was to come from exaction fees and \$670,000.00 from unassigned ballot. This no-
115 tax impact special warrant article passed with a 987 to 359 vote. Ms. Penny explained that due to
116 construction delays, only some phase one design costs have occurred. These costs come to
117 \$183,000.00. The \$670,000.00 that came from the unassigned fund balance originally is
118 currently sitting in a capital project fund. The total appropriation is going to lapse at the end of
119 this year due to the way the article was written. Ms. Penny added that the costs of the project
120 have increased, it is now close to \$3,500,000.00. Because of the increases, the State has now
121 agreed to fund 80% of the construction and 60% of the design. She stated that the Town will still
122 need the same \$670,000.00 in the unassigned fund balance, and when writing the article, she
123 noted that there will be no tax impact. Ms. Penny added that the only cost would be if the voters
124 turned the article down, as they would have to return money to the State.

125
126 Chairman Cote noted that if the voters did not pass the article the Town also would not get
127 rotaries put in at these intersections. Ms. Penny and Town Administrator Roark agreed with
128 Chairman Cote. Town Administrator Roark asked what would happen to the exaction fees. Ms.
129 Penny stated that she is unsure because they already spent them on the project, so if they do not
130 go forward with the rest of the project the Town would have to seek legal opinion on that.
131 Chairman Cote stated that he could not believe they did not make it a non-lapsing fund. Ms.
132 Penny explained that her proposed language for this article comes from RSA 32:74, which will

133 not allow the funds to expire in the future if they were to run into this problem again. Ms.
134 Takesian asked what would happen to the original warrant article. Ms. Penny explained that the
135 original article would expire, but, if passed, there is language in the new article that will not
136 allow this one to expire. She noted that the only other change to the new article is asking for
137 more funds since the costs have increased. However, there is no tax impact.

138
139 Ms. Takesian asked Ms. Penny if she knew when the State was going to proceed with installing
140 the rotaries. Ms. Penny said she is unsure of the date at the moment. Town Administrator Roark
141 stated that the last he remembers is they will be starting the Southern rotary in 2025 and the
142 Northern rotary in 2026. He noted that they are being held up due to surveying and a cultural
143 review for historical and architectural findings. Ms. Corbett stated that she thinks the Town will
144 need to run an extensive public education program about this warrant article, so the voters are
145 very aware of what is going on. Chairman Cote agreed.

146
147 Mr. Bergeron asked if the Board should be voting on these warrant articles. Ms. Penny explained
148 that the Board can vote now, or they can wait until legal review, adding that she needs to get the
149 article drafts over to the Budget Committee by November 4, 2023. Town Administrator Roark
150 noted that they could vote, noting the vote is contingent with the articles being approved by the
151 DRA and legal. Ms. Penny added that they should vote before the Budget Committee.

152
153 Chairman Cote suggested they backtrack to the first article they discussed to make a motion and
154 vote.

155
156 **MOTION:** (Bergeron/Corbett) To send the Highway Block Grant warrant article as written:
157 Shall the Town vote to raise and appropriate the sum of \$345,000.00 for repair,
158 maintenance, purchase of equipment and upgrading of Town roads to be offset by
159 the State Highway Grant. This will be a non-lapsing account per RSA 32:7 IV, no
160 money to be raised by taxation.

161
162 **VOTE:** (5-0-0) The motion carried.

163
164
165 Chairman Cote made sure the Board had nothing else to discuss regarding the CMAQ warrant
166 article before looking for a motion and vote.

167
168 **MOTION:** (Corbett/Takesian) To accept the language for the CMAQ warrant article as
169 written: Shall the Town vote to raise and appropriate the sum of \$3,460,000.00 to
170 construct two round-a-bouts at the intersections of Sherburne Road and Mammoth
171 Road and Mammoth Road and Marsh Road. Said appropriation will be offset by a
172 congestion mitigation air quality program (CMAQ) grant, in the amount of
173 \$2,680,000.00 and to be partially offset with exaction fees on the deposit of
174 \$110,000.00 and to authorize the Selectmen to expend not more than \$670,000.00
175 from the unassigned fund balance to offset the remaining costs of the project. No

176 money to be raised by taxation. This special article is to be a non-lapsing
177 appropriation for RSA 23:7 IV.

178

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

180

181

182 Ms. Penny stated that the next warrant article up for discussion is regarding the Muldoon Park
183 renovations. She explained that the Town's Parks and Recreation Director, Brian Johnson,
184 introduced a 50/50 matching grant possibility for the Muldoon Park renovations. This renovation
185 is listed on the Town's 2024 Capital Improvement Plan (CIP), with an estimated cost of
186 \$122,000.00, and is ranked as urgent. The Town has recently learned that the estimated project
187 costs have increased to \$446,000.00 as of 2023. Ms. Penny noted that these costs are if the
188 project was done this year, in 2023, so she recommends appropriating \$500,000.00 for the
189 project to cover inflation. The deadline to apply for the grant is December 15, 2023. The notice
190 of grant awards is not anticipated until November 2024. Ms. Penny explained that Mr. Johnson
191 has confirmed with the Land and Water Conservation Fund, which is supplying the grant, that
192 the Town could withdraw the grant application before April 1, 2024, should the matching fund
193 warrant article fail if the Board of Selectmen votes it through. Ms. Penny noted that it does not
194 look good for the Town to receive a grant and then not use it, so it is best if they withdraw their
195 application if they cannot match the funds. Ms. Penny added that if the warrant article does pass
196 in March, but the Town is not awarded the grant, they will have a voter-approved appropriation
197 out there that will be a part of the tax break calculation. If the Town knows that the project is not
198 going to move forward, she would recommend the Town adjust the revenue projections or use an
199 unassigned fund balance, so there is no tax impact on the residents for a project that is not going
200 to occur.

201

202 Ms. Penny stated that she does not think the timing is right for this, and the Town will be waiting
203 until November to hear if they were awarded the grant or not, but they will be setting the tax rate
204 in October.

205

206 Town Administrator Roark explained that he has spoken to Mr. Johnson and he understands that
207 as this project escalated the reality of it may not be perfect timing for this year. The playground
208 expense escalated due to the requirements of what playgrounds must have. He explained that the
209 majority of the playground is required to be covered in a soft, foam-like floor. It is very
210 expensive to install this. Town Administrator Roark added that the playground equipment has to
211 be handicap accessible as well. Chairman Cote asked if these are requirements because the funds
212 would be coming from State money. Town Administrator Roark explained that it was not
213 because the funds would be coming from State money, that these requirements are per an RSA.
214 He added that the Town will likely scale down the size of the playground, so they do not need to
215 install as much of the special padding.

216

217 Ms. Penny read the language of the warrant article for the Board of Selectmen: Shall the Town
218 vote to raise and appropriate the sum of \$500,000.00 for Muldoon Park renovations, with 50% to

219 be offset with an anticipated grant from the Land and Water Conservation Fund, and the
220 remainder to be raised with taxation, this special article will be a non-lapsing appropriation per
221 RSA 32:7 IV.

222

223 Mr. Bergeron explained that the need for the Muldoon Park playground renovation started due to
224 issues with some of the swings and the Town's liability as pointed out by the insurance
225 company. Mr. Bergeron added that he believes they can still repair the swings. Chairman Cote
226 agreed. Mr. Bergeron also added that when they first discussed the grant it seemed like a good
227 idea because it would not have cost the Town a lot of money for the renovations, but now the
228 amount has increased significantly. He is also worried about the upkeep of the special padding
229 they need to install.

230

231 Ms. Takesian asked if they could just fix the swings, and not move forward with the whole
232 renovation. Town Administrator Roark explained that this is the plan for now so that it will pass
233 the insurance inspection. Chairman Cote asked if the Town does not need to follow the new
234 RSAs about the playground requirements, since the playground is already built. Town
235 Administrator Roark confirmed this, adding that the RSA states that beginning January 1st any
236 new playgrounds have to follow the new RSA.

237

238 Ms. Takesian asked how much the needed repairs would cost. Town Administrator Roark
239 explained that he is unsure, but they may only need to replace some of the hardware and chains
240 on the swing sets.

241

242 **MOTION:** (Bergeron/Croteau) To not send the Muldoon Park renovation warrant article to
243 the Budget Committee.

244

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

246

247 Mr. Croteau asked if they need to hire a company to make the playground repairs or if the
248 Town's handyman can do it. Town Administrator Roark stated that he believes that the Town
249 can handle replacing the parts and will want to call the insurance company to inspect the repairs
250 once they are complete. Mr. Croteau asked if the insurance company told them not to allow the
251 playground to be used until the repairs were made. Town Administrator Roark explained that the
252 insurance company did not tell them to close the playground, the Town was just given notice
253 they needed to make repairs.

254

255

256 **Tammy Penny, Finance Director: Tax rate setting**

257

258 Ms. Penny explained that this is the time of year the Town is communicating its revised revenue
259 estimates to the Department of Revenue. The Board can choose to use additional fund balance to
260 offset the tax rate. Ms. Penny explained that in January when she reports to the Town's
261 appropriations to the DRA, she also has to estimate revenues for the next year by looking at

262 trends and law changes. She tries to remain conservative, so no one is surprised by the tax rate.
263 Ms. Penny stated that she is anticipating about \$541,000.00 more in revenue than what is on the
264 plan. Most of this is due to interest earnings, motor vehicle revenues, and meals and room
265 revenues. She noted that it is good news for the taxpayers that during budget time she was
266 anticipating a \$5.81 rate, but now, even if the Board does not choose to use additional fund
267 balance to offset the rate, the anticipated rate is \$5.44. Ms. Penny is recommending the Board of
268 Selectmen use some additional fund balance to offset the rate because she thinks some of the
269 other components will be increased.

270

271 Ms. Penny clarified that fund balance is not a balance in a bank account, it is a measure of equity
272 between revenue and expenditures and represents the difference between assets and liabilities.
273 The Town should maintain adequate fund balance levels to mitigate revenue shortfalls and help
274 stabilize the tax rate. This is because New Hampshire municipalities rely heavily on property
275 taxes collected only twice a year to meet obligations that occur year-round. Adequate fund
276 balance reserves do improve cash flow and may help to avoid the need for short-term borrowing
277 to meet obligations. Ms. Penny added that different organizations have different
278 recommendations. The New Hampshire DRA is 5-17% of your obligations, the New Hampshire
279 GFOA is 8-17% of your obligations. Ms. Penny stated that she would like to come before the
280 Board next year to propose a fund balance policy where they aim for a certain range, and if they
281 go above it they use it for certain things, and if they go below it they take action. She noted that
282 the Town does not currently have a policy in place.

283

284 Ms. Penny noted that in 2022 the Town's fund balance was \$6,395,065.00 or 11.31% of their
285 obligations. She is anticipating that the Town will fall at \$6,845,065.00 or 12.13% for 2023 if the
286 Board uses \$300,000.00 to offset the tax rate. She noted that this percentage is an estimate
287 because they do not know the whole denominator due to the school's portion of the tax rate not
288 being set yet. Ms. Penny explained that if they use \$300,000.00 in unassigned fund balance to
289 offset the tax rate it would result in a rate of approximately \$5.42. She noted that on a
290 \$500,000.00 home, this would come out to an average savings of around \$7.51.

291

292 Chairman Cote explained that, after reviewing Ms. Penny's chart, they are looking at a Town
293 side tax rate of about \$5.54. This equates to about a \$50.00 increase in taxes on a \$500,000.00
294 home. He noted that he was impressed with the Town's fund balance growth, and he would like
295 to be on the higher side of the 8-17% range. He explained he would rather not use additional
296 fund balance or use a minimal amount of it to keep growing the balance. Chairman Cote asked
297 the rest of the Board for their opinions. Ms. Takesian asked if this was only regarding the Town
298 portion of the tax rate. Ms. Penny confirmed. Ms. Takesian asked how much the county portion
299 of the tax rate increased for this year. Ms. Penny stated that this number is finalized, and the
300 increased rate will result in a \$58.00 increase per average home. Ms. Penny added that the
301 county has been using additional fund balances for the past few years to offset their tax rate, but
302 they cannot do this any longer as expenses have caught up with them. The county rate is
303 increasing to \$0.97 per \$1,000.00 as opposed to last year's rate of \$0.85 per \$1,000.00.

304

305 Chairman Cote noted that there are a lot of things to consider, as the school's contracts are up
306 this year, and are negotiating the teacher's contracts that they will eventually vote on. He also
307 stated that basic inflation and higher cost of living need to be considered as well. The total tax
308 rate increase will not just be \$50.00 or \$100.00, but other things are increasing as well. He added
309 that using \$300,000.00 of additional fund balance will only offset the Town's tax rate increase
310 for taxpayers.

311
312 Mr. Croteau asked if when the school returns money into the budget it goes into the general fund.
313 Ms. Penney explained that it does not go into the general fund, it helps to offset their tax rate.
314 She noted that the school is anticipating \$2,700,000.00 being returned to offset the portion of
315 their tax rate.

316
317 Mr. Bergeron thanked Ms. Penny for her explanation of the additional fund balance. He also
318 stated that he supports using \$300,000.00 from the fund balance to offset the tax rate. Ms.
319 Takesian agreed and also thanked Ms. Penny for her explanation.

320
321 Ms. Penny stated that she would report back when she got the final number from the schools.

322
323 **MOTION:** (Bergeron/Takesian) To have the Board of Selectmen authorize the use of
324 \$300,000.00 in unassigned fund balance to reduce the 2023 tax rate.

325
326 **VOTE:** (5-0-0) The motion carried.

327
328 Chairman Cote noted that since he has become a Selectmen he believes this is the lowest amount
329 of unassigned fund balance they have used to offset the tax rate. Chairman Cote thanked Ms.
330 Penny.

331

332

333 **DISCUSSION**

334

335 **Accept resignation from Sara Landry, Senior Center Director**

336

337 Town Administrator Roark stated that the Town regretfully accepts the resignation of Sara
338 Landry, the Town's long-time Senior Center Director. Dated October 4, 2023, Town
339 Administrator Roark read Ms. Landry's letter of recognition: Dear Mr. Roark, I am writing to
340 inform you of my resignation from my position as the Director of the Hobbs Community Center
341 Senior and Adult programming effective October 31, 2023. I have valued the almost thirteen
342 years that I have worked in this position, and I am proud of what I have accomplished during my
343 time in this role. I have appreciated the opportunities afforded to me while I have worked for the
344 Town of Pelham. I would be happy to meet with you at your convenience to discuss the
345 transition of my duties. Sincerely, Sara Landry.

346

347 Town Administrator Roark stated that Sara will be missed at the Senior Center and he
348 understands that she has a new job opportunity, and he wishes her well.

349

350 **MOTION:** (Croteau/Corbett) To accept Sara Landry's resignation as Senior Center Director.

351

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

353

354

355 **Town seeking volunteer for Nashua Regional Planning Commission**

356

357 Town Administrator Roark announced that the Town will be seeking a volunteer to represent the
358 Town to the Nashua Regional Planning Commission (NRPC). The title will be the Town of
359 Pelham Commissioner. This position was recently vacated by Mr. Hennessey. It is for a four-
360 year term. The NRPC consists of a voluntary board of commissioners that represents each
361 member community. Commissioners are nominated by the planning board in their municipality
362 and are appointed by the governing body. Each community is entitled to two representatives, and
363 communities with over 10,000 in population are entitled to three representatives. The full
364 commission meets quarterly to adopt and oversee an array of planning programs provided to
365 NRPC members. The executive committee, which is elected from the body of the full
366 commission, meets monthly. Any citizens interested in volunteering should fill out a volunteer
367 application and forward it to the Board of Selectmen's office at mbinette@pelhamweb.com.
368 Applications are available at the Board of Selectmen's office or online at the Town's website at
369 pelhamweb.com/employment. The volunteer position will remain open until the seat can be filled
370 by the Board of Selectmen.

371

372 Town Administrator noted that this is an important position, and he hopes there is interest in it.

373

374 **Audrey Frader: New youth center on Bridge Street**

375

376 Audrey Frader approached the Board to discuss the new youth center they are trying to kick off
377 on Bridge Street. She noted that she came tonight in response to Sara Landry's resignation, as
378 Ms. Landry had contacted her to let her know she was resigning, and Ms. Frader noticed today
379 that her resignation was on her agenda. Ms. Frader noted she has been doing a lot of important
380 work with Ms. Landry and she hopes this work can continue even with Sara resigning. Ms.
381 Frader explained that she and Ms. Landry have been working on creating a partnership between
382 the Senior Center and the coming youth center, and they have a lot of things planned. She asks
383 the Board that as they seek to replace Ms. Landry, they make sure it is someone who is very
384 much invested in the community and partnerships. She added that one thing they would like to
385 do is create volunteer positions for the seniors at the youth center. In return for this, they would
386 help to provide some things for the seniors that they do not have currently at the Senior Center,
387 like letting them use their gym for indoor walking or moving the pickleball equipment into the
388 gym during the winter.

389

390 Chairman Cote thanked Ms. Frader and told her to reach out to the Board again and stay posted.

391

392 **ARPA funds for Town sidewalks**

393

394 Ms. Takesian noted that at the last meeting the Board discussed using ARPA funds for Town
395 sidewalks. She asked which sidewalks will be funded using ARPA funds and which sidewalks
396 will be funded by the State. Mr. Bergeron explained that they originally had a portion of the
397 sidewalks in the CIP until the State came back and let them know they would pay for the Bridge
398 Street to VFW portion of the sidewalks. The Town will be using ARPA funds to pay for the
399 portion of the sidewalk that goes from the Hobbs Community Center to the walk-in.

400

401

402 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

403

404 **Mr. Croteau** had nothing to report.

405

406 **Ms. Takesian** had nothing to report.

407

408 **Chairman Cote** had nothing to report.

409

410 **Mr. Bergeron** had nothing to report.

411

412 **Ms. Corbett** had nothing to report.

413

414 **Town Administrator Roark** had nothing to report.

415

416

417 **REQUEST FOR NON-PUBLIC SESSION**

418

419 **MOTION:** (Corbett/Croteau) Request for non-public session per RSA 91-A: 3, II (a)

420

421 **ROLLCALL VOTE:**

422

423 Selectman Corbett – Yes

424 Selectman Bergeron– Yes

425 Chairman Cote– Yes

426 Selectman Takesian – Yes

427 Selectman Croteau – Yes

428

429 (5-0-0) The motion carried.

430

431 It was noted that when the Board returned, after the non-public session, the Board would not take
432 any other action publicly, except to seal the minutes of the non-public session and to adjourn the
433 meeting. The Board entered a non-public session at approximately 7:41 p.m.

434

435

436 **ADJOURNMENT**

437

438 Respectfully submitted,

439

440 Makayla Clougherty

441 Recording Secretary