

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
PUBLIC HEARING
January 13, 2021, 7:00p.m.
Virtual Meeting, New Durham, NH 03855**

Final Approved 2-24-21

Under the emergency provisions of RSA 91A, this meeting took place electronically via Zoom.

*IN LIGHT OF THE COVID 19 (CORONA VIRUS) SOCIAL DISTANCING
ADVICE MADE BY THE GOVERNOR AND CDC, THE TOWN OF NEW DURHAM NH
FOLLOWING A DECLARATION OF EMERGENCY BY THE BUDGET COMMITTEE
CHAIRPERSON, IS PROVIDING A MEETING PARTICIPATION VIA TELEPHONE
CONFERENCE FOR YOUR SAFETY.*

This meeting is for members and the public to utilize the Zoom platform to prepare for future meetings and public hearings. All members of the Budget Committee and Town Administrator have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following. In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2

Join Zoom Meeting

<https://us02web.zoom.us/j/83961422456?pwd=ODIxRTB5WFIPeWFzT1MrRm1BZjNkUT09>

Meeting ID: 839 6142 2456 Passcode: 107138

Or via telephone number: 1 646 558 8656 Meeting ID: 839 6142 2456 Passcode: 107138

Technical difficulties contact Town Administrator Scott Kinmond at skinmond@newdurhamnh.us or by phone at 603-556-1516.

Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

Terry Jarvis, Chair, Budget Committee – via Zoom
Mark Sullivan, Vice Chair, Budget Committee – via Zoom
Kenneth Fanjoy, Budget Committee – via Zoom
David Swenson, Board of Selectmen Representative – via Zoom
Joan Swenson, Budget Committee – excused absence
Ellen Phillips, Budget Committee – excused absence
Rudy Rosiello, Budget Committee – via Zoom

ALSO PRESENT

Scott Kinmond, Town Administrator – via Zoom
Anina Soucy, Finance Director – via Zoom
Cathy Allyn, Library Director – via Zoom

Celeste Chasse, Parks and Recreation Director – via Zoom
Dave Bennett, Highway Supervisor – via Zoom
David Bickford, resident – via Zoom
Bill Meyer, resident – via Zoom
Cathy Orlowicz, resident – via Zoom

CALL TO ORDER

Chair Jarvis called the Budget Committee meeting to order at 7:01PM.

Chair Jarvis stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. She stated there is no physical location to observe this meeting. However, in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Budget Committee and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Jarvis confirmed the meeting was posted appropriately with access numbers. She stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Jarvis stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

Chair Jarvis outlined the process for this Public Hearing which will begin with the accounts being presented, the amounts requested and the amounts approved by the Board of Selectmen and Budget Committee. The hearing will then be opened to public comment followed by discussion by the Budget Committee.

Chair Jarvis opened the Public Hearing at 7:08PM and read the public notice into the record.

Chair Jarvis noted all accounts were affected by the 8.8% increase in health insurance premium costs; 10% additional increase in workers compensation insurance premiums; there were some wage increases which then resulted in increases in retirement, etc.

Account 4130 – Executive Office

The Budget Committee approved \$209,292; the default budget amount is \$214,160.

Vice Chair Sullivan made a motion to approve Account 4130, Executive Office, in the amount of \$209,292. Mr. Fanjoy seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Swenson – aye; Mr. Fanjoy – aye; Mr. Rosiello – aye. Motion passed, 5-0-0.

Town Administrator Kinmond noted all these accounts have already been voted on by the committee and suggesting only having a vote at the end unless there is a change to an account. The Board concurred.

Account 4140 – Elections and Registrations

The Department requested \$153,862; the Budget Committee approved \$153,862. The default

budget amount is \$150,809. Chair Jarvis stated the increases are in the training line for the new Town Clerk.

Account 4150 – Financial Administration

The Department requested \$138,059. Budget Committee approved \$138,059. The default budget amount is \$137,199. Chair Jarvis stated the main increases are for training the new Tax Collector and increases due to changes in software.

Account 4152 – Assessing

The Department requested \$77,414. Budget Committee approved the same. The default budget amount is \$76,606. Chair Jarvis stated this budget was down a bit; 2020 was the last year of a five year cycle. New rates of assessment have come out and in 2021 only new properties which require a field assessment will be looked at.

Account 4153 – Legal

The Department requested \$20,000; the Budget Committee approved \$20,000. The default budget amount is \$15,000. Chair Jarvis stated the Planning Board and Zoning Board of Adjustment have been needing legal counsel advice and more cases have been going to court to enforce compliance with the zoning ordinance.

Account 4155 – Personnel Administration

The Department requested \$24,283; the Budget Committee approved \$39,282. The default budget amount is \$38,634. Chair Jarvis noted the increases are in the lines for health insurance.

David Bickford, resident, asked how much was used last year from line 150, “wage adjustments”. Vice Chair Sullivan stated there was less than \$1,000 remaining in the balance in December 2020. Mr. Bickford noted the last wage study was done five years ago and asked when it would be done. Vice Chair Sullivan replied that would be the prevue of the Board of Selectmen.

Account 4191 –Planning Board

The Department requested \$5,752; the Budget Committee approved \$4,952. The default budget amount is \$6,152. Chair Jarvis stated the line which was decreased was “advertising”. She stated the administrative costs such as postage and advertising are born by the applicant but have to be reflected in the budget lines.

Account 4192 – Zoning Board

The Department requested \$3,681; the Budget Committee approved \$3,681. The default budget amount is \$1,991. Chair Jarvis stated administrative costs such as postage and advertising are born by the applicant but have to be reflected in the budget lines and the fees collected go to the revenue account.

Account 4195 – Cemetery

The Department requested \$2,380; the Budget Committee approved \$2,380. The default budget amount is \$2,990.

Account 4194 – General Government Buildings

The Department requested \$25,858; the Budget Committee approved \$25,858. The default budget amount is \$28,938.

Account 4196 – Insurance

The Department requested \$58,277; the Budget Committee approved \$58,277; the default budget amount is \$58,277. Chair Jarvis stated this is an increase over 2020 as premiums have increased.

Account 4199 – Other General Government

The Department requested \$9,529; the Budget Committee approved \$9,529. The default budget amount is \$9,801. Chair Jarvis stated this includes dam monitoring, perambulation survey and water testing. She stated the increase is reflected in the water testing costs.

Mr. Bickford noted perambulation line is \$1; he stated the last one with Brookfield was done by the Highway Department. Mr. Swenson stated the Board of Selectmen designated a member of the Highway Department to be their representative.

Account 4210-Police Department

The Department requested \$623,342; the Budget Committee approved \$622,171. The default budget amount is \$611,999. Chair Jarvis stated the increase is due to new mandated training and changes in the prosecution process.

Mr. Bickford asked if anyone has considered an alternative to save money in regards to this department. Mr. Swenson advised Mr. Bickford to go to the minutes of the Board of Selectmen budget meetings to see where the Police Department is discussed.

Mr. Rosiello stated studies are done by the state and counties in regards to costs, but the costs to the Town increase when the needs of the Town increase.

Mr. Meyer stated it's a matter of security within Town but also perceived security especially for the more vulnerable population.

Account 4220 – Fire Department

The Department requested \$245,981. The Budget Committee approved \$245,982. The default budget amount is \$253,128. Chair Jarvis stated there were increases in the software line as well as the unemployment and workers compensation lines.

Account 4240 – Building Inspector

The Department requested \$46,522. The Budget Committee approved \$46,522. The default budget amount is \$48,653. Chair Jarvis stated the primary decrease is in the supplies line due to restructuring within Town Hall.

Account 4290-Emergency Management

The Department requested \$552. The Budget Committee approved \$552. The default budget amount is \$1,052.

Account 4291 - Forestry

The Department requested \$12,295. Budget Committee approved \$12,295. The default budget amount is \$12,856.

Account 4312 – Highways and Streets

The Department requested \$899,550; the Budget Committee approved the same. The default budget amount is \$907,981. The largest decrease is in the rental line.

Mr. Bickford suggested more funds are needed in the contracted services lines and for tree removal. Mr. Bennett agreed additional funds would be beneficial for tree removal especially for emergency situations. Vice Chair Sullivan stated this should have been brought up at the various department and account reviews over the last several months and doesn't think a last minute change makes sense. The Board agreed. Chair Jarvis asked that Town Administrator make notes to obtain more information on trees which need pruning to maintain various Town right-of-ways.

Cathy Orlowicz, resident, asked where in the budget there is funding for roadside mowing. Town Administrator Kinmond replied the funds for roadside mowing are in Account 4312, line 442. They are working on combined use with other communities.

Account 4324 – Solid Waste

The Department requested \$325,739; the Budget Committee approved \$327,131. The default budget amount is \$318,387. Chair Jarvis noted this year begins new contracts for MSW and recyclables; there was an increase for landfill monitoring.

Account 4411 – Health Officer

The Department requested \$2,391; the Budget Committee approved the same. The default budget amount is \$2,379. Chair Jarvis stated there were increases due to stipend and water testing costs.

Account 4415 – Health and Other Agencies

The Department requested \$8,346; the Budget Committee approved \$7,000. The default budget amount is \$7,046. Chair Jarvis stated this budget was reduced \$500 from the amount approved in 2020.

Account 4441 - Welfare

The Department requested \$16,756; the Budget Committee approved the same. The default budget amount is \$17,013. Chair Jarvis stated this budget was decreased about \$500 from 2020.

Mr. Bickford asked how much of the 2020 budget was expended. Town Administrator Kinmond stated the total expended through December in this line was \$5,704.66.

Account 4520 – Parks and Recreation

The Department requested \$63,696; the Budget Committee approved the same. The default budget amount is \$72,160. Chair Jarvis stated the budget was reduced by almost \$8,000 recognizing the anticipated difficult revenue year for 2021; part time staff hours were reduced do to COVID restrictions.

Account 4550 – Library

The Department requested \$125,819; the Budget Committee approved the same. The default budget amount is \$132,311. Chair Jarvis stated the budget was decreased by \$65,000 through reducing staff hours and programs which have been reduced to COVID restrictions.

Account 4583 – Town Historian

The Department requested \$488; the Budget Committee approved the same. The default budget amount is \$200. Chair Jarvis stated flags are purchased every other year which reflects the biennial decrease in funding.

Account 4589 – Other Culture and Recreation

The Department requested \$6,665; the Budget Committee approved the same. The default budget amount is \$10,401.

Account 4612 – Conservation Commission

The Department requested \$1,585; the Budget Committee approved \$1,477. The default budget amount is \$1,795. The main decreases were in training and printing lines. Chair Jarvis stated the Budget Committee looked at all the lines for meeting and conferences then decreased those lines across the budgets.

Account 4711, 4721 and 4722- Long Term Bonds and Notes; Lease Payments

The Department requested \$111,585; the Budget Committee approved \$102,616. The default budget amount is \$100,358. Chair Jarvis noted the line for interest on TAN has always been \$1. Mr. Swenson explained this year was difficult financially for a variety of reasons and because a performance shortcoming with the contract assessor, TAN was needed to pay some county bills until property tax bills were sent out. He does not anticipate there to be a repeat use of TAN in 2021. After discussion, the committee agreed with adding the TAN amount to the budget for 2021.

Resident Bickford suggested that the actual cost for the TAN be included in the Budget.

Chair Jarvis made a motion for Account 4723-10-111, Interest on the TAN, that the line be changed from \$1 to \$3,030. Vice Chair Sullivan seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Mr. Fanjoy – aye. Motion passed 5-0-0.

Chair Jarvis stated the new total for Accounts 4723, 4722 and 4721 is \$105,645.

Capital Reserve Funds / Expendable Trust Funds

The total requested for these accounts is \$534,380; the Budget Committee approved \$254,500. Chair Jarvis stated after reviewing the presentations and discussions, the Budget Committee did not feel there was a need to increase CRF and ETFs based on the anticipated decrease in revenues due to COVID-19.

Chair Jarvis stated the revised total for the Operational Budget is \$3,225,334.00.

Chair Jarvis made a motion that the Budget Committee approve the Town of New Durham Operating Budget for FY 2021 in the amount of \$3,225,334.00. Mr. Fanjoy seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

Review of Draft 2021 Warrant Articles

*Article 4: Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote of the deliberative sessions, for the purposes set forth therein, totaling \$3,225,334. Should this article be defeated, the default budget shall be \$3,235,445 which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold a special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. **Majority Vote Required***

[Note: Operating Budget & Default Budget includes the Library Budget.

Estimated Tax Rate Impact – 2021 Proposed Budget: \$ 3.75 per \$1,000 assessed valuation.

Estimated Tax Rate Impact – 2021 Default Budget: \$ 3.96 per \$1,000 assessed valuation

Chair Jarvis made a motion to recommend Article 4 as presented. Mr. Rosiello seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

*Article 5: To see if the Town will vote to raise and appropriate the sum of \$745,627 for the purposes of a Road Program with \$111,000 to come from Highway Block Grant Aid, \$140,000 to come from the Unreserved Fund Balance and the remaining \$494,627 to come from general taxation. **Majority Vote Required***

Estimated 2021 Tax Rate Impact: \$ 0.83 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 5 as presented. Vice Chair Sullivan seconded the motion. Discussion: Mr. Swenson explained the breakdown of the roads account which include the Birch Hill Road project, some monies which were encumbered from 2020 and grant funds. **Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.**

*Article 6: To see if the Town will vote to raise and appropriate the sum of \$142,000 to be placed in previously established Public Works related **Capital Reserve Funds** as follows with said funds to come from taxation:*

Account	Established	2021
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Highway Equipment	March 15, 2006, Article #12	\$10,000
Highway Trucks	March 4, 1988, Article #9	\$50,000
Vehicle & Equipment Maintenance	March 10, 2010, Article #15	\$5,000
Solid Waste Equipment	March 10, 2010, Article #14	\$17,000
Road Reconstruction	March 10, 2010, Article #5	\$40,000
Gravel	March 13, 2012, Article #5 amended March 10, 2020 Article #12	\$20,000
Total		\$142,000

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.24 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 6 as presented. Mr. Fanjoy seconded the motion. Discussion: Mr. Bickford asked for explanation on Solid Waste Equipment and whether it is for weight scales. Town Administrator Kinmond stated the funds are allocated to replace the 1992 baler. **Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Mr. Fanjoy – aye. Motion passed 5-0-0.**

*Article 7: To see if the Town will vote to raise and appropriate the sum of \$40,000 to be placed in previously established Public Safety related **Capital Reserve Funds** as follows with said funds to come from taxation:*

<i>Account</i>	<i>Established</i>	<i>2021</i>
<i>Police Cruisers</i>	<i>March 15, 2000, Article #7</i>	<i>\$15,000</i>
<i>FD Ancillary Equipment</i>	<i>March 10, 2015, Article #15</i>	<i>\$15,000</i>
<i>Fire Vehicles</i>	<i>March 12, 2003, Article #11, amended March 14, 2017 Article #7</i>	<i>\$10,000</i>
Total		\$40,000

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.067 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 7 as presented. Mr. Rosiello seconded

the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

*Article 8: To see if the Town will vote to raise and appropriate the sum of \$20,000 to be placed in previously established Water Quality & Milfoil related **Capital Reserve Funds** as follows with said funds to come from taxation:*

<i>Account</i>	<i>Established</i>	<i>2021</i>
<i>New Durham Water Quality & Milfoil Treatment</i>	<i>March 9, 2009, Article #7 Amended March 12, 2019, Article #11</i>	<i>\$20,000</i>
<i>Total</i>		<i>\$20,000</i>

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.034 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 8 as presented. Vice Chair Sullivan seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

*Article 9: To see if the Town will vote to raise and appropriate the sum of \$17,500 to be placed in previously established Facilities related **Capital Reserve** as follows with said funds to come from taxation:*

<i>Account</i>	<i>Established</i>	<i>2021</i>
<i>Smith Ballfield & Equipment</i>	<i>March 13, 2000, Article #9</i>	<i>\$2,500</i>
<i>Public Safety Facility</i>	<i>March 10, 2010, Article #17</i>	<i>\$10,000</i>
<i>Municipal Facility Land Acquisition</i>	<i>March 13, 2007, Article #8</i>	<i>\$5,000</i>
<i>Total</i>		<i>\$17,500</i>

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.029 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 9 as presented. Mr. Fanjoy seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

Article 10: To see if the Town will vote to raise and appropriate the sum of \$5,000 to be placed in previously established Facilities related **Expendable Trust Funds** as follows with said funds to come from taxation:

<i>Account</i>	<i>Established</i>	<i>2021</i>
<i>Town Buildings & Improvements</i>	<i>March 15, 2000, Article #15</i>	<i>\$5,000</i>
Total		\$5,000

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.008 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 10 as presented. Mr. Rosiello seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

Article 11: To see if the Town will vote to raise and appropriate the sum of \$25,000 to be placed in previously established **Expendable Trust Funds** as follows with said funds to come from taxation:

<i>Account</i>	<i>Established</i>	<i>2021</i>
<i>Computer Systems & Office Equipment</i>	<i>March 13, 1996, Article #11 Revised March 9, 2011, Article #26</i>	<i>\$20,000</i>
<i>Records Management</i>	<i>March 23, 1999, Article #23</i>	<i>\$5,000</i>
Total		\$25,000

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.042 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 11 as presented. Vice Chair Sullivan seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

Article 12: To see if the Town will vote to raise and appropriate the sum of \$5,000 to be placed in previously established Facilities related **Capital Reserve Funds** as follows with said funds to come from taxation:

<i>Account</i>	<i>Established</i>	<i>2021</i>
<i>1772 Meetinghouse Restoration</i>	<i>March 15, 2000, Article #14</i>	<i>\$5,000</i>
Total		\$5,000

Majority Vote Required

Estimated 2021 Tax Rate Impact: \$ 0.008 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 12 as presented. Vice Chair Sullivan seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.

*Article 13: To raise and appropriate the sum of \$13,000, to be placed in the Meetinghouse Restoration Capital Reserve Account, previously established on March 15, 2000, Article #14, said amount of \$13,000 to come from the unreserved fund balance. **Majority Vote Required***

Estimated 2021 Tax Rate Impact: \$ 0.00 per \$1,000 assessed valuation.

Mr. Swenson made a motion to recommend Article 13 as presented. Vice Chair Sullivan seconded the motion. Discussion: Mr. Swenson stated during audits in 2020, it was verified that over the last three to five years there were expenditures which were voted by warrant articles but the Trustee of Trust Funds did not have the necessary information to make the transfers from the General Funds to the CRFs. This article is to reconcile the accounts. **Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.**

*Article 14: To see if the Town will vote to raise and appropriate the sum of \$7,000 for the purposes of funding contributions to Health & Other Agencies i.e. Cornerstone VNA, CAP of Strafford County, Kingswood Youth Center, Haven, Strafford Nutrition- Meals on Wheels, and Easter Seals Homemakers & Health Services, with this sum to come from authorizing the withdrawal of \$7,000 from the JC Shirley Timber Trust (Trust Fund #28). Said trust established for the purpose to “benefit of the Town of New Durham for such lawful purposes as the Town may direct at its annual meeting.” **Majority Vote Required***

Estimated 2021 Tax Rate Impact: \$ 0.00 per \$1,000 assessed valuation.

Chair Jarvis made a motion to recommend Article 14 as presented. Vice Chair Sullivan seconded the motion. Discussion: Mr. Bickford asked why these items are here as well as the Operating Budget. Chair Jarvis explained the fund appropriation and this article has zero tax impact. Ms. Orlowicz stated this trust was set up by Mr. Shirley and specifically requests the item be a separate warrant article. **Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Mr. Fanjoy - aye. Motion passed 5-0-0.**

FUTURE MEETINGS

January 27, 2021, 7:00PM, 2020 4th Quarter Review

APPROVAL OF MINUTES

Meeting of December 2, 2020 – Postponed.

ADJOURN

**Mr. Swenson made a motion to adjourn. Vice Chair Sullivan seconded the motion. Roll Call
Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye;
Mr. Fanjoy. Motion passed 5-0-0.**

The meeting was adjourned at 9:52PM.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary