



Town Council Meeting Minutes

Thursday, July 20, 2023, at 7:00 PM, in the Matthew Thornton Room



Call to Order

Chairman Rothhaus called the meeting to order at 7:00 pm. Present at the meeting were Chairman Rothhaus, Vice Chair Harrington, Councilor Healey, Councilor Hunter, Councilor Koenig, Councilor M. Murphy, Councilor N. Murphy, and Town Manager Paul Micali.

Pledge of Allegiance

Chairman Rothhaus led the Pledge of Allegiance.

Announcements

Upcoming Town Council Meetings:

- Thursday, August 17, 2023, 7:00 PM Regular meeting
- Thursday, September 14, 2023, 7:00 PM Regular meeting
- Thursday, September 28, 2023, 7:00 PM Regular meeting

Come and join Merrimack Parks & Recreation on Saturday, July 29th at Wasserman Park for their first free movie night of the summer. They will be showing the movie Top Gun: Maverick and giving out free popcorn. The movie begins at dusk.

Come and join the Town of Merrimack on Tuesday, August 1st from 5:30 – 7:00 pm at Abbie Griffin Park for National Night Out. National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. This is a free event with food, games, crafts, music and more.

The next Hazardous Waste Day is on Saturday August 5th from 8 to noon at 25 Crown Street, Nashua, NH.

Comments from the Press and Public

None.

Recognitions, Resignations and Retirements

1. Recognition of Town Committee Members

Submitted by Town Council Chairman Finlay Rothhaus and Vice Chair Nancy Harrington

The Town Council to present a certificate to the following individuals for their volunteer service to the Town of Merrimack:

- **Mike Boisvert** – Conservation Commission
- **Cynthia Glenn** – Conservation Commission
- **Gina Rosati** – Conservation Commission
- **Paul McLaughlin Jr.** – Planning Board
- **Michael Redding** – Town Center Committee
- **Rod Buckley** – Zoning Board of Adjustment

Appointments

None.

Public Hearing

None.

Legislative Updates from State Representatives

Councilor N. Murphy provided an update on the most recent legislative session. She shared that HB391, relating to data sharing between HHS and DES, was signed into law, as well as HB501, relating to a special education law and compliance with federal law. Another bill, HB614, which was for the \$500,000 appropriation for a phase 3 kidney cancer feasibility study, was retained, but it was absorbed into SB2, the budget and signed by the governor. HB342, about pediatric lead testing being included on daycare/school forms, unfortunately was vetoed by the governor.

Town Manager's Report

Improvements are being made to the Recycling Center include the following:

1. New Flyer is out available at the Transfer Station and at the Public Works Administration office
2. The traffic patterns are changing slightly; all traffic is to stay to the outside perimeter drive.
3. The items such as computers, tires, gas tanks etc. are all going to be located down with the refrigerators and AC's; payments are required
4. All metal shall be disposed of from the top level into the metal bins, (no more driving beside the bins to toss up into the bin)
5. The "Activities Lane" is going to be relocated beside the Trash Building for safety issues.

Construction is going to begin the first week of August for the Fernwood & Timber Drainage and Road improvements. C.S.S.I will be the contractor for the project. Can expect road closures and/or one way alternating traffic. Avoid the area if possible. There will be a letter going out to all of the affected residents on those streets. The work is expected to take several months.

Construction will also be beginning on the first part of August on South Baboosic Lake Rd. Continental Construction will be replacing 3 failing cross culvert which will require the road closure for that part of the work. They will be replacing catch basins and piping in the Trowbridge Road area and one way alternating or daily detours can be expected during that phase of the work. There is also one additional cross culvert that will be replaced in the area of Greenwood Rd. After the drainage is complete they will be repaving the entire length of the road from Baboosic Lake Rd to the Town Line.

Consent Agenda

None.

Old Business

1. Municipal Separate Storm Sewer Yearly Update

Submitted by Public Works Director Dawn Tuomala

The Town Council to be presented with the Municipal Separate Storm Sewer System (MS4) 5-year update.

Leo Laviolette, Deputy Director Public Works – Environmental, Will Feltus and Jerid Pretzer were present to share an update on the MS4 program, sharing the following information via PowerPoint:

What is an MS4 Program?

- The Municipal Separate Storm Sewer System (MS4) is a permitted program operating under the National Pollutant Discharge Elimination System (NPDES) regulated by the EPA
- The NPDES MS4 permit requires permittees to develop and implement a comprehensive Storm Water Management Program (SWMP) that must include pollution prevention measures, treatment or removal techniques, monitoring, use of legal authority, and other appropriate measures to control the quality of storm water discharged to the storm drains and ultimately to the waters of the United States

NH Communities Affected by MS4

- EPA- Determined if a community is subject to MS4
 - Urbanized areas from 10 year census data
 - 61 regulated communities in NH
 - 17 have waivers
 - Plus 3 non-traditional
 - Totals- 47 regulated communities

NH Stormwater Coalitions

- NH Lower Merrimack Valley Stormwater Coalition
 - Formerly Manchester/Nashua Stormwater Coalition
 - 24 communities are members
- Seacoast Stormwater Coalition
 - 20 communities are members
- NH Department of Environmental Services (NHDES)
 - Involvement with both Coalition groups
 - Attend all coalition meetings
 - Keep meeting minutes
 - Keep a blog for sharing among participating communities
 - Creating templates
 - Establish needed connections between coalitions groups
 - Communicate with EPA

MS4 in Merrimack

- The MS4 team is comprised of DPW Admin, DPW Highway Division, Community Development, Building and health, and Fire Marshall
- Departments work together to comply with the MS4 permit
 - DPW Admin- Report, record keeps
 - DPW Highway Division- Maintenance
 - Community Development- Approves site plans
 - Building and Health- Enforcement body for illicit discharges
 - Fire Marshall- Spill response and illicit discharge investigation
- Nearly all of Merrimack is under the MS4 permit
- Areas that do not fall under the MS4 are primarily conservation lands

Why is this Important?

- Stormwater all across town sheds into our major water bodies such as the Merrimack River, Baboosic Lake, Lake Naticook, Horseshoe Pond, and many others
- The rise in cyanobacteria, e-coli, and other water body impacts are a direct result of the pollutants that are washed into these water bodies

5 Year Requirements Stormwater Management Program

- Document used by permittee to describe the activities and measures that will be implemented to meet the terms and conditions of the permit
- Is to be changed, updated, and modified throughout the permit as the permittee's activities change (presently updating for year 5)
- Stormwater Management Plan @ <https://www.merrimacknh.gov/stormwater>
- Yearly MS4 Requirements can be found by following the QR code
- Create Minimum Control Measures (MCM's)

Minimum Control Measures

- MCM 1- Public education and outreach
- MCM 2- Public involvement and participation
- MCM 3- Illicit discharge detection and elimination (IDDE) program
- MCM 4- Construction site stormwater runoff control
- MCM 5- Post construction stormwater management in new development and redevelopment
- MCM 6- Good housekeeping and pollution prevention for permittee owned operations
- Appendix F & H- Requirements related to discharges to certain impaired water bodies; phosphorus & bacteria

MCM 1- Public Education and Outreach

- To educate the public that their actions do impact the environment and the Town's permit
- Targeting 4 audiences (2 for each/5 years)
 - Residents and Homeowners
 - Commercial & Business properties
 - Developers/ Construction/ Reconstruction- Pamphlets new EPA construction General Permit
 - Industrial properties- Letters
- Communities created their own educational pamphlets from templates NHDES and Coalition Subcommittees created
 - Out for distribution all year
 - Put on the stormwater town website
 - Dog poop
 - Green grass
 - Yard waste
 - Compost
 - Industrial facilities

MCM 2- Public Involvement and Participation

- Engage the community in the review and implementation of the stormwater management program- found on the Town of Merrimack website <https://merrimacknh.gov/stormwater>
- Holding a public meeting with town council for yearly updates and to solicit any comments on the program
- Other programs:
 - Touch a truck
 - Hazardous waste collection day
 - Adopt a road- Roadside Cleanup
 - Eversource Freon Event

MCM 3- Illicit Discharge Detection & Elimination Program (IDDE)

- IDDE can be any discharge to the public stormwater system that is not storm or ground water
- Legal authority to prohibit, investigate and eliminate
- Change Code 167- bringing before council
- Elimination of illicit discharges
- Non-stormwater discharges
- Sanitary sewer overflows
- System mapping- constantly updating
- Outfall inventory & interconnections initial ranking
- Wet weather outfall screening & sampling- began this year
- Follow-up rankings
- Employee training

MCM 4- Construction Site Stormwater Runoff Control

- Objective: to minimize or eliminate erosion and sediment migration from construction sites
 - Report to community development weekly and after 0.25” of rain
- Part of Chapter 167 in the Town Codes (under construction)
 - Code will need to be revised through Town Council Public Hearings
- Updating 2006 construction standards
 - To include erosion control within these standards

MCM 5- Post Construction Stormwater Management in New Development and Redevelopment

- Objective is to minimize the water quality impacts from new and re-developed areas
- Currently perform this through Chapter 167 and our Site Plan Regulations
- Create operations and maintenance plans for each new development and report yearly to Community Development
- Hold post construction meetings and report requirements once or twice a year on or before June 30th
- Requirements runs with the property

MCM 6- Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Created inventory of:
- Parks and Open Spaces
 - Usage of pesticides, herbicides & fertilizers
- Buildings and Facilities: schools, town offices, police, fire station, pools and highway garage, etc.
- Vehicles and equipment
 - Storage of vehicles
 - Spills/containment
 - Wash water
- Infrastructure operations and maintenance
- Street sweeping
- Catch basin cleaning
- Winter road maintenance
 - All highway employees are green snow pro trained to minimize salt usage
- Stormwater Pollution Prevention Plan (SWPPP)
 - Pollution prevention team
 - Description facility & ID Pollutant Sources

- Spill avoidance
- Evaluations- record keeping

Appendix F & H- Requirements related to discharges to certain impaired waterbodies

- Complete Phosphorus Source Identification Report
- Calculate baseline phosphorus, allowable phosphorus load and phosphorus reduction requirement
- Provide a lake phosphorus control plan scope
- Additional street sweeping requirements for the high pollutant loading areas
- Evaluating to retrofit BMPs for high pollutant areas
- Record any BMP modifications along with an explanation; what and outcome
- Phase 1 of the Baboosic Lake CWSRF is complete
 - Applied for a second grant to continue work and engineering
 - Will find out in the fall if the town receives the grant
- After the completion of phase 2, another grant will be needed for construction
- Applies for a CWSRF grant to study Horseshoe Pond
 - Will hear if the grant was awarded to the town in the fall

Year 6 Tasks (July 1st, 2023- June 30th, 2024)

- Continue dry and wet weather sampling to identify any illicit discharges
 - If an illicit discharge is found, perform an investigation to find the source
- Present code 167 to Town Council for approval
- Continue all yearly requirements
- Hand out new compost flyer
- Update the Storm Water Management Plan (SWMP)

2. Committee Appointments [Tabled at the June 22, 2023 Town Council meeting]

Submitted by Town Council Chair Finlay Rothhaus and Vice Chair Nancy Harrington

The Town Council to consider appointing the following individuals to Town committees, pursuant to Charter Article 4-8:

- **Lynn Christensen** – Planning Board (*Full member*)
- **Lynn Christensen** – Zoning Board of Adjustment (*Full member*)
- **Richard Conescu** – Zoning Board of Adjustment (*Full member*)
- **Brian Dano** – Zoning Board of Adjustment (*Full member*)

MOTION made by Councilor Healey and seconded by Vice Chair Harrington to take this item off the table

MOTION CARRIES 7-0-0

MOTION made by Vice Chair Harrington and seconded by Councilor Healey to approve the appointments of the suggested applicants that were tabled from the June 22, 2023 Town Council Meeting- Lynn Christensen for the Planning Board and Zoning Board, Richard Conescu for the Zoning Board, and Brian Dano for the Zoning Board (all full member positions).

MOTION CARRIES 7-0-0

New Business

1. Committee Appointments

Submitted by Town Council Chair Finlay Rothhaus and Vice Chair Nancy Harrington

The Town Council to consider appointing the following individuals to Town committees, pursuant to Charter Article 4-8:

Approved: August 17, 2023

Posted: August 18, 2023

- **Andrew Duane** – Conservation Commission (*Full member*)
- **Heather Fairbanks** – Parks and Recreation (*Full member*)
- **Haleem Mediouni** – Planning Board (*Full member*)

MOTION made by Councilor Healey and seconded by Councilor N. Murphy to approve the appointments of the suggested applicants- Andrew Duane for the Conservation Commission, Heather Fairbanks for Parks and Recreation, and Harleem Mediouni for the Planning Board (all full member positions).

MOTION CARRIES 7-0-0

2. Sewer Rate Study Presentation

Submitted by Public Works Director Dawn Tuomala

The Town Council to be presented with the final Sewer Rates and Fees Study Report which identifies several financial inequities that need to be addressed to standardize billing practices.

Public Works Director Dawn Tuomala was present with Jessica Rich of Wright-Pierce to share the results of the final sewer rates and fees report via PowerPoint Presentation:

What is a Sewer Rate Study?

- Evaluates the actual costs of operating and maintaining a sewer system
- American Water Works Association (AWWA) recommends rate study is updated when system needs change
 - Living document
- Last sewer rate study completed in 2009
- Significant capital changes have been implemented or are currently being implemented since last study
- Projects improvements include
 - Sewer interceptor and manhole rehabilitation
 - WWTF Dewatering Upgrade
 - WWTF Phase II and Compost Facility Upgrade
 - WWTF Phase III, Phase IV, Phase V, and Pump Station Upgrades

Project Goals

- Develop budget projections
- Account for operations, maintenance, and capital costs
- Sufficiently fund the wastewater enterprise fund
- Maintain reserve funds
- Develop fair and equitable rate recommendations

Current Sewer Rate Structure

- Pays only for the operations of the WWTF
 - Does not include upgrades
- Upgrades are Financed:
 - Capital Reserve Account
 - Annual recommended contribution of at least 50% of the operating budget
- NHDES State Revolving Loans
- State Aid Grants (SAG)
 - NH State Legislature has not fully funded the SAG in the previous 10 years

Sewer Rate Study Scenarios

- Rate Models
- No future Rate Increases
 - Assumes no future increases through FY31/32
 - Deficit of over \$20M by FY31/32
- Bond Funding Model
 - Assumes all upgrades funded through the SRF
- Capital Reserve Funding Model
 - Assumes all upgrades funded through the Town's capital reserve fund

Sewer User Rates as Percentage of Revenues

- Residential- 27%
- Commercial- 6%
- Industrial (not including A-B) 3%
- A-B 42%
- Compost Sales- 2%
- Septage and Sludge Tip Fees- 13%
- Other- 7%

Benchmarking

- NHDES/EFC Wastewater Rates- FY 20-21
 - Merrimack- Sewer service population- 25,500, annual comparison \$272.40

Apartment Fee Comparison

- Flow based fee (current annual): \$68,853

The Council discussed this presentation with Mr. Micali and ultimately decided to bring this back for another review at some point in September so the Council can review all the documents and decide how to proceed.

3. Souhegan River Trail Project Update

Submitted by Public Works Director Dawn Tuomala

The Town Council to receive an update on the Souhegan River Trail Project status, construction costs and use of Watson Park as staging area.

Deputy Director Public Works – Environmental Leo Laviolette was present with Public Works Director Dawn Tuomala to update the Council on the Souhegan River Trail project, sharing that the previous pricing from last June has changed as they have a signed contract for the construction portion. Ms. Tuomala stated that the funding for this project is 80% covered by state funding and 20% paid by the Town, with the state agreeing to the additional funding. She also shared that they would like to put a trailer up for staging and access near the electricity pole at Watson Park. Ms. Tuomala estimated this would take about six months starting around October 1st and they would work through the winter so the ground is frozen enough to work on. Councilor N. Murphy asked how irrigation will work for the grass in the area, in which Ms. Tuomala stated they will utilize hydro seeding.

MOTION made by Councilor Hunter and seconded by Councilor M. Murphy to authorize the additional expenditure of \$456,098.30 of which \$365,878.64 will be coming from the NH DOT federal government, and the Town portion of \$91,219.66 to come from the Road Infrastructure Capital Reserve Fund.

MOTION CARRIES 6-1-0 with Councilor Healey in opposition

4. Road Infrastructure Capital Reserve Fund Withdraw Request - Timber Lane & Fernwood Drive Drainage and Reconstruction Project

Submitted by Public Works Director Dawn Tuomala

The Town Council to consider the request to withdraw and expend \$750,000 from the Road Infrastructure Capital Reserve Fund for the Timber Lane and Fernwood Drive Drainage Installation and Road Reconstruction Project.

Ms. Tuomala was present to discuss withdrawal from the CRF for the drainage installation and reconstruction project, sharing that they're planning on having two roads done every 2 years. The area is flat and has many underground utilities, so it's hard to get the drainage done in these spots. The withdrawn money will be used to do the construction part of phase I.

MOTION made by Councilor Koenig and seconded by Councilor N. Murphy to authorize the withdrawal and expenditure of \$750,000 from the Road Infrastructure Capital Reserve Fund for the Timber Lane and Fernwood Drive Drainage Installation and Road Reconstruction Project, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

5. Road Infrastructure Capital Reserve Fund Withdraw Request - South Baboosic Lake Rd. Drainage Improvements

Submitted by Public Works Director Dawn Tuomala

The Town Council to consider the request to withdraw and expend \$250,000 from the Road Infrastructure Capital Reserve Fund for the drainage reconstruction project on South Baboosic Lake Road.

MOTION made by Councilor N. Murphy and seconded by Councilor Healey to authorize the withdrawal and expenditure of \$250,000 from the Road Infrastructure Capital Reserve Fund for the drainage reconstruction project on South Baboosic Lake Road, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

6. Acceptance of NH Office of Highway Safety Grant for "Driving Under the Influence Patrols" for the Merrimack Police Department

Submitted by Captain Eric Marquis

The Town Council to consider the acceptance and expenditure a of grant from the NH Office of Highway Safety for "Driving Under the Influence Patrols" in the amount of \$2,600.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15.

Police Captain Eric Marquis shared that this grant would fund eight 4-hour patrols with the focus of DUI enforcement that would be held on Thursday, Friday, and Saturday nights as well as special events and holidays between the hours of 9:00pm-3:00am.

MOTION made by Councilor M. Murphy and seconded by Councilor Healey to approve a grant from the NH Office of Highway Safety for "Driving Under the Influence Patrols" in the amount of \$2,600.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

Approved: August 17, 2023

Posted: August 18, 2023

7. Acceptance of NH Office of Highway Safety Grant for “Distracted Driving Patrols” for the Merrimack Police Department

Submitted by Captain Eric Marquis

The Town Council to consider the acceptance and expenditure of a grant from the NH Office of Highway Safety for “Distracted Driving Patrols” in the amount of \$2,600.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15.

Captain Marquis shared that this grant is for funding eight 4-hour patrols during morning and evening rush hour traffic. These patrols would address distracted and negligent drivers, including using handheld electronic devices, failing to clear snow from a vehicle, and other distractions within a vehicle.

MOTION made by Councilor N. Murphy and seconded by Councilor Healey to approve a grant from the NH Office of Highway Safety for “Distracted Driving Patrols” in the amount of \$2,600.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

8. Acceptance of NH Office of Highway Safety Grant for “High Visibility Mobilization Patrols” for the Merrimack Police Department

Submitted by Captain Eric Marquis

The Town Council to consider the acceptance and expenditure of a grant from the NH Office of Highway Safety for “High Visibility Mobilization Patrols” in the amount of \$3,400.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15.

Captain Marquis shared that this grant is for funding eleven 4-hour mobilization patrols, consisting of “Join the Click” which is seatbelt enforcement, “Drive Sober or Get Pulled Over” which is for DUI enforcement, and “You Drive, You Text, You Pay” which is for hands free electronic device enforcement. These high visibility patrols are statewide coordinated events that are conducted on specific dates and times to enforce specific issues.

MOTION made by Councilor M. Murphy and seconded by Councilor N. Murphy to approve a grant from the NH Office of Highway Safety for “High Visibility Mobilization Patrols” in the amount of \$3,400.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

9. Acceptance of NH Office of Highway Safety Grant for “Speed Enforcement Patrols” for the Merrimack Police Department

Submitted by Captain Eric Marquis

The Town Council to consider the acceptance and expenditure of a grant from the NH Office of Highway Safety for “Speed Enforcement Patrols” in the amount of \$1,600.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15.

Captain Marquis shared that this grant is for funding five 4-hour patrols, which would address problematic motor vehicle speed issues at various locations in town.

MOTION made by Councilor Healey and seconded by Vice Chair Harrington to approve a grant from the NH Office of Highway Safety for “Speed Enforcement Patrols” in the amount of \$1,600.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

10. Acceptance of NH Office of Highway Safety Grant for “Speed Enforcement Equipment” for the Merrimack Police Department

Submitted by Captain Eric Marquis

The Town Council to consider the acceptance and expenditure of a grant from the NH Office of Highway Safety for “Speed Enforcement Equipment” in the amount of \$9,375.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15.

Captain Marquis shared that this grant is for purchasing five Stalker Duel SL Radars to be installed in cruisers and replaces aging equipment. They will be used for general speed enforcement as well as other highway safety details.

MOTION made by Councilor N. Murphy and seconded by Councilor Hunter to approve a grant from the NH Office of Highway Safety for “Speed Enforcement Equipment” in the amount of \$9,375.00 for the Merrimack Police Department, pursuant to RSA 31:95-b and Charter Article 8-15, and authorize the Town Manager to sign any documentation.

MOTION CARRIES 7-0-0

Minutes

Approve the minutes from the following Town Council meetings:

♦ June 22, 2023

♦ June 29, 2023

MOTION made by Vice Chair Harrington and seconded by Councilor Healey to approve the minutes from June 22, 2023 as amended.

MOTION CARRIES 7-0-0

Amendments:

Under “New Business” pages 6-10 clarify between N. Murphy and M. Murphy

Page 8 Line 5, Councilor Healey abstained, did not oppose motion

Page 10 Line 11, should say N. Murphy

Page 5 under legislative updates, add line stating this was “via email” and was read out loud by Chairman Rothhaus

Page 6 Line 38, add in “first year biennium” term ending, not second term

Page 6 Line 42, change “they opposed” to “Rep Murphy and Rep Rung opposed”

MOTION made by Councilor M. Murphy and seconded by Councilor Healey to approve the minutes from June 29, 2023 as presented.

MOTION CARRIES 6-0-1 with Vice Chair Harrington abstaining

Comments from the Press

None.

Comments from the Public

Eric Gotta from 37 Turkey Hill Rd was present to discuss speeding tickets in Merrimack. He shared that Sunday night around 10pm a car going 62 miles per hour flew into his yard. On Thanksgiving, a distracted driver flew through his yard. He thinks more needs to be done for speed enforcement and the laws need to be changed to make the roads in Merrimack safer. He believes tickets for speeding need to be increased to deter people from driving recklessly.

Approved: August 17, 2023

Posted: August 18, 2023

Comments from the Council

None.

Adjourn

MOTION made by Councilor Koenig and seconded by Councilor Healey to adjourn the meeting.

MOTION CARRIES 7-0-0

The meeting adjourned at 9:45pm.

Respectfully submitted by Jennifer Steagald