

Dennis Board of Selectmen
Tuesday, December 3, 2019 at 5:30PM
Dennis Town Hall, Stone Hearing Room
685 Route 134, S. Dennis, MA
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In attendance: Chris Flanagan, John Terrio, Sheryl McMahon, Bob Mezzadri, Chris Lambton
Town Administrator Elizabeth Sullivan, Finance Director MaryAnne Gibbs, and Recording
Secretary Laurie Barr

CALL TO ORDER

Mr. Flanagan called the meeting to order at 5:35pm and the Pledge of Allegiance was recited.

PUBLIC INFORMATION

Cindy Cullen, Library Director, shared that the Library was continuing to restore services after the water damage that occurred on November 8th. The Library phone were now working and Wi-Fi had been installed so patrons could use their personal devices. Unfortunately the public computers and printers were still not available. She reminded everyone that the four village libraries were fully operational and open to the public.

Ms. McMahon shared that the Santa breakfast was Sunday, December 8 from 8-11am at Carleton Hall and was a free event.

Mr. Lambton added that the Dennis Stroll was also that same day and Santa would be at Corporation Beach in the afternoon for photos.

Mr. Mezzadri reminded that public that deer hunting season was open so they should be careful on trails and wear the proper reflective clothing. Also, he was proud to report that Dennis had been in the news on several occasion recently: once as one of the top 10 places for a couple to retire, Preservation MA had an article regarding the Columns and The Tewksbury Town Crier had article on Jericho House.

Mr. Terrio expressed his thanks to Chuck Carey the broker who facilitate the sale of the Columns. He was not sure of the plans for what would take place there but he thought it was good to have it sold.

HEARINGS

5:40pm – Mr. Flanagan read the hearing notice concerning the adoption of fees of the Town, including but not limited to Building Department and Golf Department.

Ms. Sullivan shared that last year the format for the fees had been change and this year they kept format from last year when the book was cleaned up. There were recommendation for two fee increases.

Building Fee: Mr. Mezzadri commend the Building Commissioner for simplifying the fee structures. Nick Mayo, Building Commissioner, shared that the Town was moving to a new online permitting platform and they would have a difficult time if the fees weren't clean this up. Ms. McMahon asked if the net revenue was estimated to be the same. Mr. Mayo believed this should not make a difference in the amount of money coming in. He explained though that this was the busiest market right now but at some point the permitting will fall off because the markets ebb and flow.

Motion:

Mr. Mezzadri made a motion to approve the new Building Department fees and place them on the Town Meeting warrant; Mr. Lambton seconded. The Board voted 5-0-0.

Golf – Mr. Mezzadri stated the request was for a \$10 increase on the senior discount fee. Mike Cummings, Golf Director, shared that the discount fee was for after 2pm, they can play front 9 Monday to Thursday only and they can only book a tee time the day off. In 17 years this fee had not been increased; it was not competitive and was too inexpensive. Mr. Mezzadri point out that there can only be a 50% increase within bylaw. Mr. Cummings stated that golf fees were not part of bylaw only the membership fees. Ms. McMahan would like to see this gradually come up closer to where it should be. She asked about the users of the fee. Mr. Cummings shared they did 1200 rounds and \$80,000 of this fee.

Motion:

Ms. McMahan made a motion to approve the Senior Green Fee for \$30 as proposed; Mr. Mezzadri seconded. The Board voted 5-0-0.

Mr. Lambton had questions on the Waterways slip fees for non-residents. He thought the fee was really low and was hoping to have the Harbormaster take this to the Waterways Committee and revisit that. Ms. McMahan asked when the rates were to be set with Medicare. Fire Chief Mark Dellner anticipated coming back in January with the proposed fee. Ms. Sullivan shared that in past they have done that separate from this hearing. Ms. McMahan asked for the reference in the Town code regarding the publishing of the hearing. Ms. Sullivan offered to get that and pointed out that if the Board left the hearing open then they do not have to readvertise and can continue the discussion to the next meeting. Mr. Mezzadri asked when the last time there were increases on Animal Control fees was. Police Chief Peter DiMatteo could not recall but offer to look at our fees in relation to other Towns. Ms. McMahan requested a report from the Board of Health of the rental occupancy permits specifically how many rental occupancy permits were issued and how many were inspected in the last 2 fiscal years. She also asked if the trench permits were issued at DPW and if they inspect them. She requested a follow up report because she wondered if the fee was sufficient to cover the cost of sending someone out there to inspect it. Ms. McMahan asked if the DVD fee still necessary and if the media department used thumb drives instead. Dan Proto, MIS Director shared that the usually the send link to meetings but the CD was usually for an attorney. They have done maybe 5 in last year.

Motion:

Mr. Mezzadri made a motion to continue the hearing to the next meeting; Mr. Terrio seconded. The Board voted 5-0-0.

BUDGET

Town Administrator's Budget Message

Ms. Sullivan shared the budget message included in the Selectmen's packet.

Ms. McMahon asked why there was a 50% increase in available funds. Ms. Sullivan explained it was due to the transfer of the debt from the Capital Improvement funds. Ms. McMahon asked if FY20 actual was the levy limit. Ms. Gibbs shared that it was adjusted with the excess levy. Ms. McMahon felt it was little confusing between what the limit was and what was actually raised. Ms. Gibbs shared that the limit was \$43,636,887. Mr. Flanagan asked if the new local option tax was included. Ms. Gibbs shared that was not part of the levy limit.

Ms. McMahon asked if in regards to the Sick Leave Buy Back wasn't there a section of statute that they could adopt or a provision that they could create a sick leave buy back account because they don't use it why keep raising it. She asked what our sick buy back unfunded liability was. Ms. Gibbs would get that from Human Resources. She would like to see if we have to adopt this account she would would like it for the Annual Town Meeting in May.

Mr. Mezzadri asked if we could get a sheet of the debt comprise of and when it falls off.

Ms. McMahon asked if we can we see personnel direct wages and benefits for a picture of where the costs go.

Mr. Terrio asked what comprises the education debt category. Ms. Sullivan shared was Cape Tech project and a small projection of the DY middle school debt.

Public Safety

Police (210)

Chief DiMatteo shared that the FY21 budget includes a reduction of \$35,000 from the 911 PSP Support grant. There were two open patrol positions but they were in the process of conducting background checks to fill those vacancies. The personnel services were contractual obligations. The temporary wages were level. Overtime was level funded. Purchase of services were contractual or level funded. Computer maintenance contracts were in need of an addition \$2,328 to cover the increase in the IMC Records Management and Dispatch computer maintenance contract and maintenance contract for the new Cross Match Fingerprint and Palmprint scanner. Communications needed an additional \$1,440 for the monthly reoccurring expense of 3 Verizon Mobile Air Cards for the plate readers and 2 Surface Pro computers that communicate with the plate reader. Police Organizational Expenses needed an additional \$655 due to an increase in the MA Police Accreditation Commission annual dues, an increase in the MA Police Chiefs Association, and the annual membership for three officers to RadKids Instructors. He thanked the leadership and the citizens of the Town for their support.

Motion:

Ms. McMahon made a motion tentatively approve the Police Department budget (210) at \$6,107,896; Mr. Terrio seconded. The Board voted 5-0-0.

Animal Control (292)

The department consists of one full time and two part time Animal Control Officers. The budget consists of Personnel Services that were contractual obligations and Purchases of Services and Supplies that were level funded.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Animal Control Budget (292) at \$126,119; Ms. McMahon seconded. The Board voted 5-0-0.

Fire (220)

Chief Dellner shared the FY21 budget reflected a 7% increase which was almost all contractual; the increase was due to the third year of the FEMA grant for 8 firefighters. There was no increase for dispatch.

Mr. Mezzadri noted that the eight firefighters hired under the FEMA grant were supposed to help with overtime yet they were still looking at overtime of \$1,000,000. Chief Dellner shared they had made significant improvement but it was still a daily battle.

Ms. McMahon asked if we had a Lieutenant Paramedic retire. Chief Dellner shared that was just announced after the budget was prepared and he was anticipating another. He was waiting to find out before meeting with Administration. Ms. McMahon asked how the money in stabilization fund was working. Ms. Gibbs shared they have set aside for three years. In 2022 they will transfer that money into budget as "another available funding source".

Motion:

Mr. Terrio made a motion to tentatively approve the Fire Department (220) budget at \$5,925,923; Mr. Mezzadri seconded. The Board voted 5-0-0.

Harbormaster (295)

Dawson Farber, Harbormaster, shared that the budget consisted of contractual obligations, seasonal wages increases, and was otherwise level funded for 1.87% increase.

Ms. McMahon asked about replacement equipment aids to navigation. Mr. Faber shared those are the channel markers that need to be replaced due to some boosters have poor aim.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Harbormaster budget (295) for \$365,939; Mr. Terrio seconded. The Board voted 5-0-0.

Legal (151)

Wendy Gothan, Legal Administrator, shared this was a level funded budget.

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Ms. McMahon felt it had been a while since there was a legal update and hoped to have one scheduled in the near future.

Motion:

Mr. Terrio made a motion to tentatively approve the Legal Department budget (151) for \$261,359; Mr. Mezzadri seconded. The Board voted 5-0-0.

Information Tech/Data Management (155)

Dan Proto, MIS Director, was happy to report 75% of the computers in Town had been upgrade to Windows 10 and Office 2019.

Mr. Mezzadri asked if Mr. Proto had looked in to possibility of a hacker safety check. Mr. Proto was looking to bring an article to spring Town meeting for funding for a penetration test. Ms. McMahon wanted to make sure it comes to Town and gets pointed out to the Finance Committee.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Information Tech/Data Management (155) for \$635,275; Mr. Terrio seconded. The Board voted 5-0-0.

Town Clerk 161

Terri Bunce, Town Clerk, shared that her budget was level funded with contractual agreements for an increase of 1.58%.

Mr. Terrio shared that the pole pads were a great improvement for check in at Town meeting. Ms. McMahon asked about the possibility of the devices for voting yes or no. Ms. Bunce shared that the Moderator was not in favor of having those and they were expensive. There have been a wide range of numbers of voters at Town Meeting from 600 one year to 1200 the next year. They work great but not having enough could be a problem. Ms. McMahon asked if Ms. Bunce had any idea how much 500 units would cost. Ms. Bunce believed that would be between \$9,000-\$10,000. Ms. McMahon did not find that expensive, and believed it would help move Town meeting along and keeping millennials interested.

Motion:

Ms. McMahon made a motion to tentatively approve the Town Clerk (161) budget for \$100,490; Mr. Mezzadri seconded. The Board voted 5-0-0.

Elections 162

Ms. Bunce shared that this budget was level funded but were going from a year with one election to a three election year which caused a 121.7% increase.

Ms. Bunce shared that she may need a reserve fund transfer if they allow early voting for the two primaries.

Mr. Mezzadri asked if the poll pads would be used. Ms. Bunce shared they were not certified by state yet so they would only be used for early voting and Town Meetings.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Elections (162) budget for \$62,940; Mr. Lambton seconded. The Board voted 5-0-0.

Library (610)

Cindy Cullen, Library Director, shared that the budget included contractual increases for salaries, CLAMS fee increase, and an increase in the book fund line item. They reduced the supply budget by \$2000. CLAMS increased the base fee 22.5% this year and next year it will increase to 25%.

Motion:

Mr. Terrio made a motion to tentatively approve the Library Department budget (610) for \$608,311; Mr. Lambton seconded. The Board voted 5-0-0.

Golf (640)

Mr. Cummings shared the budget increased 1.67%. The increase comes from the contractual obligations. The rest of the budget was level funded with the exception of office supplies which was reduced by \$2500. Ms. McMahan asked how they could decrease the supply budget. Ms. Sullivan shared that they could use funds from central purchasing to help absorb the impact.

Motion:

Mr. McMahan made a motion to tentatively approve the Golf Department (640) for \$1,910,083; Mr. Terrio seconded. The Board voted 5-0-0.

Recreation (630)

Dustin Pineau, Beach Director, shared that his budget increase was due to contractual permanent and season salaries.

Motion:

Mr. Terrio made a motion to tentatively approve the Recreation Department (630) budget for \$142,234; Ms. McMahan seconded. The Board voted 5-0-0.

Beach 635

Mr. Pineau shared that the 1.68% increase was due to contractual obligations for permanent and seasonal staff. The rest of the budget was level funded.

Ms. McMahon asked about the pumping of the septic at the beach. Mr. Pineau shared that Tom Sisson usually took care of it but they keep some money in the budget for emergencies. All facilities have a light that show when they are $\frac{3}{4}$ full.

Mr. Terrio asked if we raised wages of lifeguards and did that satisfy or did they need to continue to look into it further. Mr. Pineau shared that 70% returned so he believed it worked well. He believed it should be readdress every couple of years. Having the core of veterans returning made the season smoother.

Mr., Flanagan noted that amount spent on medical supplies in FY20 almost doubled. Mr. Pineau shared they had to get "stop the bleed" kits. The shelf life of the kits was a couple years. So this would be a reoccurring expense every three years. Mr. Mezzadri asked if the expense could be staggered. Mr. Pineau believed they absolutely could.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Beach Department (640) for \$928,40; Mr. Terrio seconded. The Board voted 5-0-0.

Selectmen 122

Ms. Sullivan shared the budget was level funded. Mr. Mezzadri pointed out that in the past they had discussed tying the Tourism funds to the income from meal tax. Ms. Sullivan shared that two years ago the funds to the Tourism were increase and put into the Selectmen's budget. Mr. Mezzadri would like to explore tying this to the meals tax.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Selectmen (122) budget for \$42,363; Mr. Lambton seconded. The Board voted 5-0-0.

Town Report (195)

Ms. Sullivan shared the decrease represented the new three year contract. Ms. Heemsoth shared that we had also reduced the number of books from 2500 to 1500 since it was available digitally available on the website.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Town Report (195) budget for \$6,289; Mr. Terrio seconded. The Board voted 5-0-0.

Finance Committee 131

This budget was level funded.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Finance Committee (131) budget for \$250,405; Mr. Terrio seconded. The Board voted 5-0-0.

Finance Department 135

Ms. Gibbs shared that this was level funded with exception of contractual salary and wages. Ms. McMahon asked if it was an audit contact year. Ms. Gibbs shared that it was. In FY2022 they would go out to bid.

Motion:

Mr. Terrio made a motion to tentatively approve the Finance Department (135) budget for \$314,355; Ms. McMahon seconded. The Board voted 5-0-0.

Central Purchasing 138

Ms. Gibbs shared that this was level funded with exception of repairs and maintenance line. The Town ow needed to pay weights and measures which was an intermunicipal agreement. They have not paid this for many years they will have to pay this going forward. Ms. Sullivan shared that the Town of Barnstable has been absorbing this for many years even though they were supposed to be billing the Towns. Ms. McMahon thought this would be better under purchase of services and asked if it could be moved it for next year.

Motion:

Ms. McMahon made a motion to tentatively approve the Central Purchasing (138) budget for \$1,035,765; Mr. Terrio seconded. The Board voted 5-0-0.

Assessor (141)

Ms. Gibbs shared this budget was level funded with exception of salaries that were contractual.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Assessor (141) budget for \$308,349; Mr. Terrio seconded. The Board voted 5-0-0.

Revaluation (142)

Ms. Gibbs shared this budget was level funded.

Motion:

Mr. Mezzadri made a motion to tentatively approve the Revaluation (142) budget for \$47,903; Mr. Terrio seconded. The Board voted 5-0-0.

Treasurer/Collector (147)

Ms. Gibbs shared this was level funded with exception of salaries that were contractual.

Motion:

Mr. Terrio made a motion to tentatively approve the Treasurer/Collector (147) budget for \$400,951; Ms. McMahan seconded. The Board voted 5-0-0.

Tax Title (158)

Ms. Gibbs was reduced by \$2,000 since there was carry over from last year. They were working on tax tile from 2017 & 2018. Ms. McMahan asked if they have we done any tax takings. Ms. Gibbs shared there were three parcels in land court. We have one parcel with taxes due over \$140,000. Ms. McMahan asked for a one page summary on what we have left to do. Ms. Gibbs noted they tried not to take parcels with dwellings on them but they have a couple that they were going to take with dwellings. Ms. McMahan felt sometimes it shakes trees to do that. Ms. Gibbs shared they were looking into taking small postage stamp lots to auction.

Motion:

Ms. McMahan made a motion to tentatively approve the Tax Title (158) budget of \$14,000; Mr. Terrio seconded. The Board voted 5-0-0.

ADMINISTRATIVE MATTERS

Consider appointing Deputy Police Chief

Mr. Flanagan shared that last Tuesday interviewed three candidates. The Board thanked the Chief for creating such a qualified pool of candidates. Mr. Terrio thanked Ms. Heemsoth for organizing the process. He was very impressed with all the candidates. His top candidate was Lt. John Brady due to his analytics of the position. Mr. Mezzadri was impressed with all candidates; their scores were very close. At the interview Lt. Brady was very forward thinking as to what we can do to improve what was already good. He was also very well prepared, he came with notes ready to go and nothing was off the cuff. Mr. Lambton thought any one of three candidates would be a great choice. But after Lt. Brady's interview he was ready to take test and serve under him. He felt Lt. Brady was the best choice. Ms. McMahan expressed her sincerest appreciation for all officers that participated in process. They all were cut from same cloth but individually were slightly different. . One prevailing thing Lt Brady said was that they were a good department but they always need to be striving to be great. She felt she was 10,000 foot elevation look for the department for the future. He acknowledge his weakness. She thought he would make an outstanding Deputy Chief. Mr. Terrio shared that the Chair joined the interviews remotely. Mr. Flanagan echoed everything everyone said.

Motion:

Mr. Mezzadri made a motion to appoint Lt. John Brady as the Deputy Chief; Mr. Terrio seconded. The Board voted 5-0-0.

Consider re-appointing Brian Anziano as Police Officer and Licensing Board Agent

Chief DiMatteo congratulated John Brady. He thanked the candidates, Ms. Heemsoth and Administration.

Officer Brian Anziano would complete his one year probation period on December 9, 2019 and he was requesting his reappointment.

Motion:

Ms. McMahan made a motion to appoint Brian P. Anziano as a Police Officer with full police powers pursuant to MGL 41-97A beginning December 10, 2019, for a term to expire on December 31, 2020 subject to completing his probationary period through December 9, 2019; Mr. Mezzadri seconded. The Board voted 5-0-0.

Motion:

Mr. Mezzadri made a motion to appoint Officer Brian P. Anziano as a Licensing Board Agent beginning December 10, 2019 for a term to expire on March 31, 2019 subject to completing his probationary period through December 9, 2019; Mr. Lambton seconded. The Board voted 5-0-0.

Discuss and Consider Beach Concession Request for Proposals (RFP)

Mr. Flanagan shared this was a continued discussion. Ms. McMahan shared that Beach Committee had some real concerns about implementing the Plastic Bottle Policy. They hadn't even considered the mobile concessions like the ice cream truck coming through. Ms. McMahan shared that she felt very impassioned about doing this but she didn't think they were doing it right. They haven't educated public. Her suggestion was to do the contract for concession for 2 years to get them on board. There are so many nuances they have to figure out how to transition. They needed filing stations.

Mr. Terrio reiterate he was passionate about this but did not want to handcuff the vendors. He wanted to take step back since he had the opportunity to think about it. These have historically been three year contracts. He was open to two years but he did not have a problem staying status quo with three years contracts.

Connie Mooers, Beach Committee Chair, believed that two years was a good compromise but three years would be better. She would like to have the vendors work towards the third year to educate people at the beaches the ban that will be coming. Mr. Mezzadri could go along with a three year contract but would like to see note in there to work towards being plastic free. Mr. Flanagan felt like they are kicking the can down the road and didn't think three years was worth wait. Mr. Terrio didn't know if there would be a product available in time. He believed the bids would be lower. Ms. McMahan thought two years was a good compromise. They have to do

education at beaches well ahead of the contracts expiring. They need to set example for the community.

Ms. Mooers shared that Beach Committee was committed to get filing stations. People will bring bottles, there will be signs, and education. Eventually this would be natural. There was no product available yet.

Motion:

Ms. McMahan made a motion to issue the RFP's for the Beach Concessions for a term of two years with no other pertinent changes; Mr. Lambton seconded. The Committee voted 4-1-0. (Terrio)

Ladder Signs

Ms. Sullivan shared this was an ongoing effort and much work has been done to date. The draft agreement needs to go to Counsel and there are significant changes so they need to bring in the licensees to review changes.

Mr. Mezzadri would like to add limit to how height of each slat should be. Each sign should be a limited to a single slat. He wanted to emphasize that they should only advertise local businesses and anything other than that should be taken out ASAP. Mr. Mayo felt there was a need to add enforcement authority but the issue was what to do. He felt they at least should follow the 21D citation process. He has measured all and documented all the signs. It took some time to find the actual permits. He hoped to be back in mid-January.

Ms. McMahan was frustrated nothing had been done to the signs. The vendor doesn't take care of them. The site locations needed to be looked at carefully. Some of the signs were broken and an eye sore. She also want the sign removed from Memorial Island; it was too tall and too big. The vendor had said he would get this all fixed in 60 days. Mr. Mayo pointed out that he didn't have any enforcement authority; if the vendor wouldn't move the sign then the Board may have to terminate their agreement. Mr. Mezzadri pointed out that the Airline Rd signs needed to be combined and removed. Ms. McMahan acknowledged they had told the vendor to do it after Labor Day due to traffic and safety but it was almost Christmas. She was ready to terminate this agreement. Mr. Mezzadri felt the issue was twofold; the agreements needed to be updated but they also needed to get what we agreed to done. Mr. Mayo offered to call the vendor but if they didn't get it done the Board may need to revoke the agreement.

Consider Community Preservation Act grant extension for the West Schoolhouse

There was a request for a two month extension to March 1, 2020 to complete the consulting work. Ms. McMahan suggested extending it to end of the fiscal year in case anything goes wrong.

Motion:

Ms. McMahon made a motion to approve the Community Preservation Act grant extension through June 30, 2020; Mr. Terrio seconded. The Board voted 5-0-0.

Consider discussing and executing Town Administrator contract

Mr. Flanagan shared that Town Administrator Liz Sullivan was a huge asset to the Town and we benefit greatly from her leadership. He announced that the Board successfully negotiated a five year contract beginning April 18, 2020 with salary amount of \$174, 300 and this contract is consistent with Chiefs.

Motion:

Mr. Terrio made a motion to allow the Chair to execute the Town Administrator's contract; Mr. Lambton seconded. Mr. Mezzadri shared he would love to see Ms. Sullivan retire from the Town. The Board voted 5-0-0.

Ms. Sullivan felt fortunate to work for the Town and with this Board. She believed this seconded contract built on what they have started.

CONSENT AGENDA

Mr. Lambton shared that he signed the following warrants:

A Vendor Warrant (20-11EXP) in the amount of \$2,044,255.11 dated November 27, 2019. Some of the payments included in the warrant were DY Regional School District December 2019 payment, Gosnold Inc. quarter 1 & 2 payments, Jacunski & Humes Architects LLC for the Senior Center addition; KP Law PC September and October legal bills, Eversource/Direct Energy utilities for all Town buildings, Ricoh Americas Corporation Capital printers/copiers replacement, and Stericycle Environmental Solutions hazardous waste disposal.

A Refund Warrant in the amount of \$4,317.09 dated November 27, 2019 which included refunds for FY17 and FY20 Real Estate taxes and FY17, FY18 and FY19 Motor Vehicle taxes.

A Payroll Warrant (21PR20) in the amount of \$450,574.28 dated November 27, 2019 for a total of 285 employees paid.

A Payroll Warrant (22PR20) in the amount of \$484,198.65 dated December 5, 2019 for a total of 281 employees paid.

MINUTES

11/19/2019

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Motion:

Mr. Mezzadri made a motion to postpone these minutes to the next meeting; Mr. Lambton seconded. The Board voted 5-0-0.

ADJOURN:

Ms. Mezzadri made a motion to adjourn; Mr. Lambton seconded. The Board voted 5-0-0 to adjourn at 8:37pm.