

TOWN OF NEW DURHAM
Board of Selectmen Meeting
January 10, 2024, 9:30 A.M.
New Durham Community Room, New Durham, NH 03855

Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. 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.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

PRESENT

David Swenson, Select Board Chair – via Zoom
Dorothy Veisel, Select Board Vice Chair – via Zoom
Marc DeCoff, Select Board Member

ALSO PRESENT

Cecile Chase, Interim Town Administrator
Ellen Phillips, 1772 Meetinghouse Committee
Bob Bickford, 1772 Meetinghouse Committee – via Zoom
Judy Purrington, Department of Public Works
Matt Lopiano, Resident
Terry Jarvis, Chair, Zoning Board of Adjustment
Shawn Bernier, Chief of Police

CALL TO ORDER

Chair Swenson called the meeting to order at 9:30 a.m.

Public Portion Of Meeting

- A) Chair Swenson reviewed the conditions per RSA where an Emergency Meeting of the Select Board can be called:
- a. Emergency meeting called for public session dealing with 2024 Town Warrant and Deliberative Session planning; Chair Swenson stated the emergency is determined because the situation has been determined that an immediate and undelayed action is deemed to be imperative. Additionally, Chair Swenson noted that due to the immediate action determined for the Emergency Meeting to be called a physical presence of a quorum at the posted location is not reasonably practical within the period of time requiring the action.
 - b. Chair Swenson confirmed that the public portion of the meeting is open to the public and is audible or otherwise discernable to the public at the physical location of the meeting.
 - c. Chair Swenson had each Select Board member identify anyone present at any remote location. It was noted that Vice Chair Veisel and Chair Swenson were accessing the meeting from a remote location and that no other person was present with them at their respective remote locations. Selectman DeCoff was physically present at the posted location of the meeting.

- d. Chair Swenson noted that in-person attendance was not “reasonably practical” for Vice Chair Veisel and Chair Swenson either due to travel out of state and / or scheduling conflict issues.
- e. Chair Swenson stated that all votes taken during this Emergency Meeting will be by roll call vote.
- f. Chair Swenson indicated that the reason for this emergency meeting was twofold: 1) given the changes needed to the FY24 Warrant and the deadline schedule for posting of the Warrant per State of NH requirements, the Select Board must review and approve the Warrant Articles and finalize for posting, 2) Select Board action is required due to recently acquired information relative to the FY24 Budget in multiple selected accounts, 3) Board action is needed to approve Annual Report information from the Board, and 3) required undelayed action is needed to address resident / taxpayer issues on storm water issues to property related to Town roads / culverts
- g. Chair Swenson stated the emergency is determined because the situation has been determined that an immediate and undelayed action is deemed to be imperative as time is of the essence to meet these deadlines and address these issues. In addition, due to various Selectmen schedules this was the only date and time available for this meeting.

Roll Call

Roll call was taken for Board members.

PUBLIC INPUT

Ellen Phillips, 1772 Meetinghouse Committee Chair, presented a request to the Board to accept donations received in December.

MOTION: To accept donations from 12/26/2023 in the amount of \$184.18 for the restoration project on behalf of the Committee and the funds to be deposited into the 1772 Meetinghouse Committee Charitable Trust. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll call vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Ms. Phillips stated the Committee is planning a Spring Fling for May 18, 2024; if the grant is received they will be asking a property owner across the street to use his field for parking next to the Meetinghouse.

Bob Bickford, 1772 Meetinghouse Committee gave an update to the Board for the energy design charrette that was held recently; he stated input was received from various engineers and energy professionals. He stated the recommendation moving forward is to insulate the cavity of the walls with blown-in cellulose and put sheet foam insulation on the exterior of the building. There is also a recommendation to put insulation under the floors and in the attic. Mr. Bickford stated in conjunction with using solar array in the field there is a recommendation to use heat pumps for heating. He stated there is the option of using those pumps for air conditioning, noting the solar array will cover about 80% of the energy needed for both heating and air conditioning. Mr. Bickford stated they also need to begin drafting Requests for Proposals, noting the grant award date is about 8 weeks out.

MOTION: To have Bob Bickford work with the Town Administrator on RFPs for the Meetinghouse Restoration project. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Town Administrator's Report

Ms. Chase stated tax bill production was started after Christmas; she stated the tax setting process was delayed due to problems with Copple Crown Village District. She stated all tax bills went out on 12/27/2023.

TA Chase stated the Highway Department has been busy with recent storm events; they have contracted with M.A. Bean for putting in a culvert / bridge on Middleton Road where the culvert was destroyed. The work should be complete in February / March 2024 and the road will be reopened once work has been completed.

Ms. Chase stated a training session was held with the product vendor last week for the new election poll pads. They are preparing for the primary election on January 23, 2024 and in Town election in March. Town Hall reorganization is continuing.

Selectman DeCoff stated he has heard comments about residents not receiving their tax bills yet and asked if a Baysider letter or article could be done.

Agenda Review

Chair Swenson added Oath of Office and Nominations; Cemetery Deed Approval; Transfers from Trustee of the Trust Funds; License Agreement; follow up on Impact Fees.

NEW BUSINESS

309 South Shore Road

Ms. Chase stated Mr. Lopiano has had an ongoing project and has been dealing with the Planning Board, Zoning Board, and the Department of Public Works to get his project in place; she stated they are currently dealing with stormwater management issues. Variances have been granted and there is a Stormwater Management Plan in place. Ms. Chase stated there are certainly issues in the area and there have been impactful storms over the last couple years; she stated many calls have been received from residents in the area of South Shore Road; DPW, Selectman DeCoff, and representatives from Southeast Land Trust (SELT) met at the site to discuss the issue of stormwater runoff in the area. It is felt that a majority of the issue may be caused by the Birch Ridge tree harvesting in recent years. Ms. Chase stated they will be moving forward with exploratory initiatives with SELT. She stated the former owner of the 2,000 acres of what is currently SELT land clearcut just before the sale and it will take about 10 years for the forest to regrow enough to handle the stormwater runoff. She stated the Town Engineers have looked at the issue and various scenarios have been proposed, including the installation of a larger culvert and a catch basin on the side of South Shore Road.

Mr. Lopiano stated the issues have gone on for many years; he signed an easement years ago with the Town for a two-part catch basin system; he finally got approval from the ZBA and

Planning Board to put a shed on his property after extensive engineering plans. He stated the ZBA was very concerned about the shed roof runoff into the lake. Mr. Lopiano stated he has grown up on this property and it has been owned by his family for over 50 years. He explained the work done by the Town but it does not handle the stormwater and also causes flooding across his driveway; he presented photos of his property including pictures of his shorefront which he claims was damaged by runoff from the Town's roadwork. Mr. Lopiano stated he has been told for years by various Town employees including the Road Agent and Town Administrators that funds had been secured and the problems would be resolved but nothing has been done. Mr. Lopiano stated the town needs to get the catch basin system done so he can move forward with regrading his driveway and put in a retaining wall which will help control the water. He stated he does not believe he has any more options but to come back with an attorney.

Selectman DeCoff clarified there were no funds received from the State. Chair Swenson agreed that any indications about funds was in error. He stated the Board will work with the appropriate departments in the Town to determine the Town's responsibility. Mr. Lopiano stated he is even willing to do the work needed but he needs the support from the Town. Selectman DeCoff clarified the water that is going on to Mr. Lopiano's property is coming from Birch Hill property and it is not just water coming from the road.

Terry Jarvis, Chair of the Zoning Board of Adjustment, stated whatever decisions are made between the Town and Mr. Lopiano, the ZBA granted a variance based on plans presented to the Board dated May 15, 2023 and any deviation from those plans results in the variance being invalid; she stated she does not want Mr. Lopiano to have to come before the ZBA for a fifth time. Ms. Chase stated she reviewed the plans with the Department of Public Works Director and she does not foresee there being any deviation. Mr. Lopiano stated once the manhole is enlarged and the catch basins are put in, the water will be able to flow where it needs to go and the problems will be solved. He stated he just wants to protect his property and the lake. Ms. Chase stated she will work on setting up a meeting with Mr. Lopiano and the DPW Director.

Selectman DeCoff stated he would like to see a line in the budget for cleaning and maintaining the catch basins, noting it is a requirement as part of the 319 Project; he stated Best Management Practices are being enforced around the lake but the Town apparently is not doing their part.

Ms. Jarvis noted that this issue was brought up at the 2023 budget hearing and the Budget Committee added a specific line to assist with cleaning out culverts. At the time, the Committee determined there was an insufficient amount of money in the fund based on the culverts not being done for quite some time.

Marsh Hill Road

Ms. Chase stated the owners of 6 Marsh Hill Road have plans to knock down the old cottage and rebuild on the property; during the planning process it came to light that the current well encroaches on the Town's right of way on Marsh Hill Road. She stated the Town was approached to see if the owners could continue to use the current well even though there is encroachment, instead of putting in a new well. Ms. Chase stated maps were reviewed and it was determined the existing house and well are not far off the road; a new well would be about 20 feet off the road. She stated Town Counsel suggested that if the Highway Department agree

1) there have been no issues with the well since it was installed in the early 1990s, and 2) no planned widening of the road, or road runoff issues, then the Board of Selectmen could issue a license and have a formal agreement in place to allow the property owners to continue to use the well within the right-of-way.

Tim Roukey, resident at 6 Marsh Hill Road, stated in 2022 approval was obtained from the Planning Board to move forward with the demolition project; he stated it is a challenging lot with steep slopes and is small; he explained a Conditional Use Permit was issued but he has to either drill a new well or get approval from the Town to keep the current well. Mr. Roukey stated the current well is artesian and about 11 feet from the road; it has functioned well since 1993; he explained that because of the size of the lot there is not a lot of room to place another well and would prefer to continue using the existing one.

Selectmen Veisel asked if the well water is tested and is concerned about the quality due to the runoff from the road. Mr. Roukey stated he has tested and there have been no problems over the years; he stated he is willing to sign an agreement to hold the Town harmless with regards to the condition of the well. Chair Swenson stated he is concerned with the wording of the license as it is worded specifically for the current owner. The Board discussed edits to the agreement.

MOTION: To approve the license agreement for 6 Marsh Hill Road as presented at the January 10, 2024 Board of Selectmen meeting with the condition that Town Counsel assures future owners are considered in the action. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Plow Truck Quotes

The Board reviewed and discussed the quotes presented. Selectman DeCoff stated he is concerned about having sufficient personnel to operate the vehicles. Ms. Purrington presented the maintenance costs for the problem trucks in 2023; she stated \$29,660 has been spent on truck #6 (International 6-wheeler) alone and they won't put any more into that at this time. She stated it is the opinion of the Department of Public Works Director that it would not be a wise decision to put more money into the truck for electrical issues. Selectman DeCoff asked to look at the costs for a new motor and whole new electrical system. Ms. Purrington presented quotes for the purchase of a 6-wheeler. Selectman DeCoff suggested looking into the costs of leasing. Ms. Chase noted there are currently four individuals on the Highway crew. They will also be looking into the State bid for purchase.

Town Hall Repairs

Chair Swenson noted multiple bids will be needed for the work. Ms. Purrington stated a bid was received for roof repairs to a leak into the records storage area. She presented an exterior restoration proposal for review by the Board. Ms. Purrington stated she plans to get more bids for the exterior renovations. The Board confirmed the roof repair has been approved.

Police Department Vehicle Repurpose

Chair Swenson stated a proposal has been presented to use the old police cruiser for Parks and Recreation needs. Ms. Chase explained the proposal has been revised and the use of the vehicle

would be shared between Parks and Recreation and Code Enforcement, as needed. She stated it makes sense as the times each department needs the vehicle would not conflict. She also explained the need for a vehicle for both departments so the individuals are not using their personal vehicles. Chief Bernier stated the vehicle is nine years old with 144,000 miles; it does have a lot of rust underneath and he opted against putting more money in to it as this would be required to pass inspection which is due in March. Ms. Chase will work on getting quotes for the work to do the mechanical and body repairs. Chief Bernier noted the department decals will also need to be removed.

Transfer of Trust Funds

The Board reviewed the transfer presented.

MOTION: To approve the transfer of \$7,500 from the Public Works Facilities and Improvements CRF and to request transfer from the Trustee of the Trust Funds to the New Durham General Fund. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To approve expenditure of the funds from the Dam Maintenance ETF in the amount of \$228.66 and request transfer from the Trustee of the Trust Funds and deposit to the New Durham General Fund. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To approve the request from the Trustees of the Trust Fund for transfer of funds from the Road Reconstruction CRF to the General Fund for the culvert and road repair on Birch Hill Road, paid to Iron Will Construction, in the amount of \$2,500. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

FY 2024 Budget Review

Chair Swenson stated since prior budget review and discussions, additional information as received from the Finance Manager and other sources, including the Department of Revenue Administration. The Board reviewed the recommendations. Chair Swenson stated the Board approved revenues of \$1,216,055 on October 17, 2023; the Budget Committee recommended the same amount on December 6, 2023. Chair Swenson explained the number needs to be adjusted as the funds for “Other Agencies” should not be included nor the CRF and ETFs; Highway Block grant also needs to be removed. The revised FY24 Revenue figure is \$1,095,055.

MOTION: To approve the revised Revenue number for FY 2024 Budget in the amount of \$1,095,055. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson stated at the time the budget was being reviewed, it was unclear if a Tax Anticipation Note would be needed in December; \$1 was used as a place holder but now \$2,000 will be needed in the budget.

MOTION: To approve Account 4723, Interest on TAN, for FY 2024 budget in the amount of \$2,000. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Ms. Jarvis outlined adjustments which were made by the Budget Committee and these were reviewed by the Board.

MOTION: To approve the revised number for Account 4140 to a total of \$149,574 for the FY 2024 budget. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To approve the revised number for Account 4150 to a total of \$188,535 for the FY 2024 budget. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To approve the revised number for Account 4415, Other Agencies, to a total of \$7,000 the FY 2024 budget. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To approve the revised number for Account 4150 to a total of \$188,535 for the FY 2024 budget. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To approve the revised number for Account 4520 to a total of \$90,724 for the FY 2024 budget. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson stated he has reviewed the Default Budget with the Finance Officer, accounts and details were confirmed. He stated the Default Budget is \$4,033,440.

MOTION: To approve the Default Budget for FY 2024 in the amount of \$4,033,440. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

Selectman DeCoff read into the record a letter from David Bickford regarding separating CRFs and ETFs on the Town Warrant, and referenced a warrant article which the legislative body voted to keep these items separate on the warrant. Chair Swenson stated the Board of Selectmen have discussed this in 2019, 2020 and 2021 and legal advice noted the referenced article which was by petition, was an advisory action and not a legal action. Chair Swenson read a response to the letter into the record. This response indicated that following the extremely confusing

multiple 2023 Warrant Articles that a plethora of voters indicated their displeasure of all of the sepearted Warrant Articles. Selectman DeCoff confirmed the petition Warrant Article is not legally binding. Selectman Viesel stated the feedback she received last year was that the ballot was very long and an intensive process; she stated she is in favor of grouping articles but would be open to doing a survey to determine the general consensus of voters. TA Chase stated she agrees with grouping and the Board has discussed balancing the wishes of people as well as the preference of voters to not have multiple page ballots that are time consuming and much more costly to the Town.

Town Warrant 2024

The Board reviewed and discussed the FY 2024 Town Warrant articles. Selectman DeCoff stated the Planning Board articles have not been finalized yet as another public hearing needs to be held.

The Board then addressed only those Warrant Articles that were impacted by the most recent changes voted by Budget Committee and Select Board.

MOTION: To recommend current 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 first session, for the purposes set forth therein, totaling \$4,047,921. Should this article be defeated, the default budget shall be \$4,033,440, 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.*

Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To recommend current Article 5: *To see if the Town will vote to raise and appropriate the sum of \$400,000 for the purposes of a Road Program with \$98,000 to come from Highway Block Grant Aid and the remaining \$302,000 to come from general taxation. Majority Vote Required. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.*

Other

Chair Swenson stated the Budget Committee met on January 2, 2024 and based on actions of Select Board December 26, 2023 the Budget Committee considered the emergency fund usage for the Middleton Road issue and approved the Select Board's recommendations on sources of funds.

The Board reviewed and discussed a draft of the Board of Selectmen report for the Annual Report.

MOTION: To approve the Board of Selectmen Annual Report for the Town Annual Report. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed a memorandum from the Cemetery Committee.

MOTION: To approve the purchase of a cemetery lot, Section C, Lot 24 in the amount of \$600. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed a resignation letter from Sue Randall from the 1772 Meetinghouse Restoration Committee.

MOTION: To regretfully accept the letter of resignation from Sue Randall from the 1772 Meetinghouse Restoration Committee with a sincere expression of appreciation for the work she has done for the group. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

APPROVAL OF MINUTES

Meeting of December 7, 2023 – Edits were made. **MOTION: To approve the minutes as amended. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Meeting of December 21, 2023 – Edits were made. **MOTION: To approve the minutes as amended. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Meeting of December 26, 2023 – Edits were made. **MOTION: To approve the minutes as amended. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Impact Fee Discussion

The Board reviewed and discussed Impact Fees. Chair Swenson stated in 2023 the Board voted to use approximately \$98,000 of Impact Fees toward the Governor Wentworth school tax rate; he explained after research it was determined this was not done with the most recent tax bill. Chair Swenson stated the action by the Board needs to be applied at the next tax bill and rate setting. Selectman DeCoff asked what the initial vote on the Impact Fee was for, whether it was for paying the bond or reducing the tax rate. This will need to be answered by the School Board.

The Board discussed whether to have a meeting of the Board after the Deliberative Session. Chair Swenson stated depending on the results of the Budget Committee public hearing, a

meeting may be needed to make any recommended changes on the warrant articles. The Board agreed to schedule a meeting after the Deliberative Session for February 7, 2024 at 10 a.m.

MOTION: To enter nonpublic session pursuant to RS 91:A-3II, (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;* (b) *The hiring of any person as a public employee;* (c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on the inability to pay or poverty of the applicant.;* (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Selectman Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board left public session at 12:26 p.m.

The Board reentered public session at 1:06 p.m.

MOTION: To seal the minutes of the non-public session of the January 10, 2024 meeting for reasons it may adversely affect the reputation of one other than the Board. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

MOTION: To adjourn the meeting. Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

The meeting was adjourned at 1:07 p.m.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary