

Select Board Meeting  
Monday October 28, 2024  
7 PM  
Nowak Room, Town Offices  
Final Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. Vice-Chair Molly Cowan was absent.

The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. Public Comment

- a. Dana Gray of 21 Meadowood Drive presented a petition to the town from the Exeter Meadows Homeowners Association. Meadowood Drive and Twin Pond Circle are not covered by the town ordinances and are subject to State rules. It's a dead-end street. The speed limit is 30 mph and we ask that it be changed to 20 mph. Mr. Dean said he will follow up with DOT. To change the speed limit to 20 mph there needs to be an engineering study, according to State laws.
- b. Chris Zigmont of Crestview Drive said there is a public information gap on infrastructure projects between approval and construction. Along Epping Road, hundreds of new residential dwellings and dozens of commercial spaces will create more traffic and a demand for alternative transportation methods. Absent from this proposal were any bike lanes. He discussed an increase in non-motorist fatalities since the 1990s. Complete Streets is a blueprint for transportation infrastructure equity. Epping Road is a key artery for bicyclists, but there is only a narrow shoulder, as narrow as 24". NH has a "3 foot to pass" law for cyclists but the roadway can't accommodate that. We're building workforce housing but without bike infrastructure. It's irresponsible to move forward without non-motorized travel lanes.

Mr. Papakonstantis asked for Mr. Zigmont to forward him the memo and they can have a further discussion.

3. Proclamations/Recognitions

- a. There were no proclamations or recognitions at this time.

4. Approval of Minutes

- a. Regular Meeting: October 15, 2024

Ms. Belanger said she'd like to review the video prior to approving the minutes.

**MOTION:** Mr. Chartrand moved to table the minutes of October 15, 2024 to the next meeting. Ms. Belanger seconded. The motion passed 4-0.

5. Appointments

Mr. Papakonstantis said the Arts and Culture Commission has reorganized. Scott Ruffner is now the Chair and Tony Callendrello is Vice-Chair. They recommend the Select Board appoint the alternate Bruce Jones as a regular voting member.

**MOTION:** Ms. Belanger moved to appoint Bruce Jones as a regular voting member of the Arts and Culture Commission, term to expire April 2026. Ms. Gilman seconded. The motion passed 4-0.

Mr. Papakonstantis said the Town Moderator and Town Clerk have asked the Select Board to approve a very robust list of folks wishing to serve as Inspectors of Elections for the election next Tuesday.

Mr. Chartrand said he believes that there is a typo in one name, which should read "Martha Byam."

**MOTION:** Ms. Belanger moved to appoint the following volunteers to serve as Inspectors of Elections for the 2024 General State Election being held on November 5, 2024: Alexander Koch; Gwen English; Heidi Carrington Heath; Steven Jones; Eric Kane; May Youngclaus; Mercy Voorhees; Linda Sheltry; Diana Papageorge; Karen Moyer; Denise Leonard; Bob Prior; Gwen Kenney; Jill Compton; Roberta Dickerson; Michael McCord; Joan Pratt; Barbara Rimkunas; Cheryl Elwell-Turner; Sharon Wainwright; Randy Christian; Debra Payson; Theresa Toomey; Fionn Shea; Karishma Manzur; Stephanie Doris; Rachel Owens; Jeanne Wright; Debra Twombly; Stephen Singular; Jane Oldfield-Spearman; Nicky Jackson; Martha McEntee; Martha Byam; Pat Demartile; Michelle Chapman; Addam Chandler; Christine Spenser; Shannon Planck; Chris Baker; Peter Thomas; Judy Lamphere; Bill Wright; Bill Campbell; Brittany Angelo; Ginny Berrien; Sharon Wainwright; Marcia Lenz; Audra Rogles; and Jeanne Chevalier. Mr. Chartrand seconded. Ms. Gilman abstained, as she is on the ballot. The motion passed 3-0.

Mr. Papakonstantis said we interviewed 6 people for the Tax Committee and we decided that it will have 4 voting members, a non-voting member of the Board, and Mr. Dean as the staff contact. Mr. Papakonstantis asked that choosing the Select Board member be tabled until Ms. Cowan can be present. Mr. Dean said the Select Board member is a voting member. The terms are one member to 2025, one member to 2026, and two members to 2027.

**MOTION:** Ms. Belanger moved to appoint Christine Soutter to the Tax Exemption and Credit Advisory Committee, term to expire April 30, 2027. Ms. Gilman seconded. The motion passed 4-0.

**MOTION:** Mr. Chartrand moved to appoint Mark Furlong to the Tax Exemption and Credit Advisory Committee, term to expire April 30, 2027. Ms. Belanger seconded. The motion passed 4-0.

**MOTION (not voted):** Ms. Belanger moved to appoint Esther Gentile to the Tax Exemption and Credit Advisory Committee, term to expire April 30, 2026. Ms. Gilman seconded. Mr. Chartrand said he thinks there were some better candidates. Ms. Gilman withdrew her second. Mr.

Papakonstantis seconded for discussion. He said he agrees with Mr. Chartrand. Ms. Belanger said she didn't agree but she will withdraw her motion.

**MOTION:** Ms. Belanger moved to appoint Gerry Hamel to the Tax Exemption and Credit Advisory Committee, term to expire April 30, 2026. Mr. Chartrand seconded. The motion passed 4-0.

**MOTION:** Mr. Chartrand moved to appoint Jeanne Wright to the Tax Exemption and Credit Advisory Committee, term to expire April 30, 2026. Mr. Dean said this should be the 2025 position. Mr. Chartrand amended his motion to 2025. Ms. Gilman seconded the amended motion. The motion passed 4-0.

## 6. Discussion/Action Items

### a. Lead Service Inventory Project Update

Water and Sewer Superintendent Steve Dalton discussed this project. Mr. Dalton said we received a grant for \$50,000 to do a lead service line inventory that's mandated by DES and the EPA. The water system for Exeter originated in 1886 and Exeter bought it in 1950, so there are some discrepancies in record keeping. We have 1,492 water services that are of unknown material, so we have to mail letters to those residents letting them know we do not know what their water services are made of. We also have 5 letters going out for "galvanized requiring replacement." We'll be finding out what the unknowns are over the next 10 years. The records from 1886 don't have street addresses, only service numbers, but we don't have a master record of the service numbers. We have to mail the letters out by November 16. The entire inventory is available from the Public Works Department or in the Select Board packet for tonight.

Mr. Chartrand asked how they will prioritize identifying the unknowns. Mr. Dalton said we'll prioritize the oldest areas of town. The good news is that we've never found complete lead services. The State has contacted three separate labs that residents can use for free testing. The PH of the water has been adjusted so it's non-corrosive and we test for lead and copper.

Mr. Chartrand restated the point that we have not found any lead service but we are required to do this by federal mandate. There's no reason for residents to be overly concerned. Mr. Dalton said that's correct.

### b. Water Rates, Multi-Unit

DPW Director Steve Cronin and Water/Sewer Advisory Committee Chair Bob Kelly were present for this discussion. Mr. Cronin said this is an ongoing discussion with resident John Greuter from Sterling Hill. When the rates were updated in 2023, there was concern about the equity of charges to multi-unit customers. We asked Underwood Engineers to follow up. We have 430 multi-unit customers in the system. They did a cost analysis of all 430, and Sterling Hill specifically. They felt that multi-units are being charged fairly for the usage. We're capturing a portion of our charges from a fixed meter fee. These multi-

units tend to have several customers on a large meter. A residential customer gets a single charge for a smaller meter. Mr. Greuter's feeling is that we should be assessing charges on a per-unit basis rather than charging them as a single customer.

Mr. Kelly said the genesis of the 2023 rate study was in 2015. We worked closely with the consultant on the new rate model. The 2015 study found that 83% of the users are residential connections, so if we were to be equitable, we would be way overcharging residential users. What we came up with was a 50/50 split between residential users and commercial/industrial. To balance that, we skewed the meter charge, which is around \$42 per connection per quarter and goes up by meter size. The people who have larger connections like Sterling Hill are paying less per unit for that connection. We concluded that Sterling Hill is paying less than what a residential unit would pay because they're only paying one meter charge for a 32-unit building.

John Greuter of Sterling Hill said the meter charge is not a money-maker for the town. We would have to pay more to put meters in if we wanted to go that route. Neither of the studies address that part of it. We had a meeting with Underwood in August, and we're using 63 gallons a day average per unit. We have worked hard to cut our water usage. Putting in 128 meters wouldn't do anything for anyone.

Mr. Chartrand said if they switched to single meters they would pay more. Mr. Cronin said their consumption would be charged differently but because of the meter charges their bill would be about the same. Over a 10-year period, they saved \$30,000 on the meter charge.

Mr. Greuter asked how many units are included in the 432 multi-unit number. Mr. Cronin said he didn't have that number.

Mr. Kelly said if the rate situation were changed, the 99% of residents for whom the situation is fine would have to bear that. It's unfortunate that the developer put in a master meter but that's how it is. We've had meter size related rates since the 90s. He thinks we've done a good job of making this equitable. Mr. Cronin said we've tried to slice it to capture administrative-related costs in one bucket and consumption in another. Mr. Kelly said we've looked at having just one charge for consumption, but residential rates would go up 30%. Mr. Greuter said the majority of the towns have one rate. Mr. Kelly said other towns are either all residential or have extensive commercial/industrial. We have 85% residential and a very small commercial/industrial segment.

Mr. Greuter said it's not fair that we're subsidizing single-family homes. Mr. Kelly said you don't have the charges of 128 meters. Mr. Greuter said the meters are not profit-generating. Mr. Cronin said none of it is profit-generating, it's just covering costs. Mr. Kelly said next year when we do our rate review, we'll look at what rates would be if we had one rate for the town.

Mr. Chartrand said Sterling Hill residents have a wonderful rate. They have access to water and sewer which is a miracle of civilization. They want it to be perfect and that's not possible. It's fair. Mr. Cronin said it's a disagreement in

perspective on how we've chosen to assess those charges but we feel it's fair. Mr. Kelly said as the Chair of the Water/Sewer Budget Subcommittee, we would recommend staying with the status quo, as it's working as well as it can.

Mr. Greuter said he disagrees that we're getting good service. We need booster pumps to pressurize the water.

c. Pavement Management Program Update

Town Engineer Paul Vlasich gave an update on the Pavement Management Program. DPW Director Steve Cronin was also present for this discussion.

Mr. Vlasich said Pavement Management is a method to maximize the value and life of our pavement. We look at the conditions of each road and develop predictions to come up with a budget and work plan. The plot of each road helps us fix our roads before they fall into disrepair. Any dollar needed for repair when the road is in fair condition will be \$8.50 when the road is in a failed condition.

PCI [Pavement Condition Index] is a measure that takes distresses and how bad they are and starts lowering the rating from a perfect road. It gets convoluted when you have multiple distresses in your road, which is why the program is required. Until 2022, we used to do the inspections manually. In 2022, our consulting firm Stantec used their equipment to do the whole town in 3 days. We paid \$18,000 for that but saved a lot of staff effort. He showed examples of roads with different PCI values. He said our current area PCI value is 58, which is satisfactory. It was the hope in 2017 that street reconstruction projects would give a boost to the PCI, but over the years it's been declining.

Regarding priorities, we prioritize high-use roads, then industrial and collector roads, then residential roads. We have mostly residential roads. Roads deteriorate and level off, and that's where you want to catch them. Overlays last 15 years in Exeter.

Regarding budget, the price of asphalt increased this year from \$70.50 per ton to \$85 per ton. We're assuming crack sealing at \$2/foot, shim and overlay at \$1.10/foot; as you get more dramatic in your repairs, the cost escalates accordingly. He showed a chart of the paving budget over time; this past year, we were at \$700,000.

He contrasted the pavement management approach vs a "Worst First" approach. In 2010 we modeled both approaches for 5 years; worst first ended up with a PCI value of 58 and a backlog of \$17.7M, while pavement management had a PCI of 62 and a backlog of \$12.1M. We don't necessarily want to look for the worst roads and only do those.

He discussed three different budget scenarios over a 5-year period, assuming that costs will escalate 3% per year. The first scenario is staying with the current \$700,000 budget, which would put us at 53 PCI and a \$22.6M backlog after 5 years. The second is to maintain the PCI of 58, which would be \$1.1M per year and leave us with a backlog of \$19.2M. The third is to go from 58

PCI to 65 PCI, which would cost \$2.25M per year and reduce the backlog to \$11.7M.

The PAVER program needs periodic updates. The condition ratings should be updated every 3-4 years. We also need to get an updated version of the program itself.

Regarding pavement management, we need to follow the pavement improvement program, not the worst first approach. We need to coordinate pavement work with utility work, using “band-aids” for some roads until the utility work is lined up. We should continue our crack-sealing program.

The town should increase the paving budget in 2026. We are proposing \$1.1M. The street reconstruction project has helped the health of the overall system, but it wasn't enough to keep up the same PCI value. There are municipal parking lots that will need paving in the next few years. He showed the list of streets planned for paving in 2025 - 2027.

Mr. Chartrand said the integrity of our sidewalks is of equal importance to our roadways.

Mr. Kelly said the Public Works Subcommittee saw the budget-related parts of this presentation. In our report, we advocated a couple of different options, but not for this year.

Mr. Chartrand said if you put stuff off, it will cost you more later. We need to get to this level in the next few years.

d. Complete Streets Discussion/ARPA Request

Town Planner Dave Sharples, DPW Director Steve Cronin, and Finance Director Corey Stevens were present for this discussion. Mr. Sharples said we're requesting the use of ARPA funds for a Complete Streets study. This has been in the CIP for some time and was up for funding in 2025, but wasn't part of the CIP this year because the CIP funding limit was raised from \$25,000 to \$75,000. He put it in the budget initially, which the Planning Board supported, but it was removed due to budget and bandwidth constraints. He met with the General Government subcommittee on October 7, and they were in favor of funding the Complete Streets study. In the BRC meeting on October 18, several members raised the need for the study again. Last week he met with other town staff and agreed to request ARPA funding to complete the study. The funds need to be obligated by December 31, 2024. Complete Streets is an approach to design, it's not a design in itself. It informs a project. One deliverable of the study would be to come up with a Complete Streets policy for approval by the Select Board.

Mr. Papakonstantis asked how much is left in ARPA funding. Mr. Stevens said \$74,000. Mr. Papakonstantis said we need to commit the money by the end of the year, but because of purchasing policy, we will have to make the decision tonight and get the RFP out for the study. He is in favor of using ARPA money for this, it's a good next step.

Mr. Papakonstantis asked if the study will address options for projects that are going on now or finished projects. Mr. Cronin said it's not likely that it will

influence projects that are already in planning or complete. This would be looking at projects moving forward.

Christopher Zigmont said that there is money that communities can tap into to do studies. If he can be of assistance in finding resources he'd be happy to help.

**MOTION:** Ms. Belanger moved to authorize the use of up to \$25,000 of the American Rescue Plan Act of 2021 (ARPA) funding to develop a Complete Streets study as outlined in the 2018 Town of Exeter Master Plan and the Town of Exeter 2024-2029 Capital Improvements Plan. Mr. Chartrand seconded. The motion passed 4-0.

e. Fund Balance Discussion

Mr. Dean said this is our annual conversation about how much fund balance to apply to the tax rate. The DRA recommends using 5-17% from the fund balance, so we looked at appropriations to calculate those numbers. This year we developed two scenarios, either applying \$300,000 or \$600,000 to the tax rate. The fund balance is \$5,249,302. We deducted the \$451,000 voted on in the 2024 Town Meeting, which gives us \$4.798M to work with. The two scenarios are using 6.63% or 5.49% to lower the rate. We're projecting \$8,272,315 in revenue in 2024, so using \$300,000 results in a tax rate below \$4.27/1,000; if we use \$600,000, it's \$4.18/1,000.

Mr. Chartrand asked their preference. Mr. Stevens said he recommends the \$600,000, and Mr. Dean agreed. Mr. Stevens said we can afford \$600,000. He doesn't think doing more than that would make a difference unless we double or triple it. Mr. Dean said projections indicate we'll be adding a decent amount to our fund balance going forward.

**MOTION (not voted):** Mr. Chartrand moved to apply \$600,000 from fund balance towards reducing the tax rate to a projected 4.18%. Ms. Belanger seconded. Mr. Chartrand said he meant \$4.18. He withdrew his motion and Ms. Belanger withdrew her second.

**MOTION:** Mr. Chartrand moved to apply \$600,000 from fund balance towards reducing the tax rate to a projected rate of \$4.18. Ms. Belanger seconded. The motion passed 4-0.

7. Recognitions

- a. Mr. Papakonstantis recognized the Exeter Lions Club for staining the park benches on Swasey Parkway.
- b. He recognized Robert DiMarco of Summer Wind Property Maintenance for fixing a granite post on the Parkway.
- c. He recognized the Vice-Chair of the Swasey Parkway Trustees, Darius Thompson, for pruning the trees behind 277 Water Street.

8. Regular Business

- a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Gilman moved to approve a solar exemption for 108/10 in the amount of \$11,000 for tax year 2025. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve a solar exemption for 70/19 in the amount of \$12,000 for tax year 2025. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to deny a Veterans Credit for 55/45. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve a Veterans Credit for 35/3/4 in the amount of \$500 for tax year 2025. Ms. Belanger seconded. The motion passed 4-0.

b. Permits & Approvals

i. MS1 Form

Mr. Dean said there's been an update to the MS1 form, so it needs to be approved again.

**MOTION:** Ms. Belanger moved to accept the NH Department of Revenue Administration 2024 MS1 Summary Inventory Evaluation. Ms. Gilman seconded. The motion passed 4-0.

ii. TEAM application

Mr. Papakonstantis said this is an annual event that we have approved in years past.

**MOTION:** Ms. Belanger moved to approve the requested permit of TEAM for the Exeter Area Scholarship Fundraiser event at Town Hall on Tuesday December 10, 2024, from 5 PM - 9 PM. Ms. Gilman seconded. The motion passed 4-0.

iii. Election

Mr. Papakonstantis said the warrant was posted at the Exeter Town Offices, the Town Clerk's Offices, Talbot Gym, and on the Town website today. The election will be held November 5 at Talbot Gym from 7 AM - 8 PM.

c. Town Manager's Report

i. Mr. Dean said we received a grant from the Business and Economic Affairs Division for \$560,000 for a demolition grant for the Gateway project. The Governor and Council need an acceptance through a certificate of authority. We also are submitting a certificate of insurance from Primex. We believe this grant is unrestricted but want to discuss it further with the administrators.

Mr. Chartrand asked what we would use it for. Mr. Dean said we're still working out the particulars. Mr. Chartrand said it's money coming to the town and we have to use it to further and enable the Gateway project? Mr. Dean said it's not clear what restrictions, if any, are on this. The documents say "the grant is considered earned at the time of award. All obligations are satisfied upon dispersal of funds."



**MOTION:** Ms. Belanger moved to accept the demolition grant of \$560,000 for the Gateway project and enter into a grant contract with the NH Department of Business and Economic and authorize the Town Manager or their designee to execute any documents or perform any other acts necessary or convenient to cause the town to enter into the contract. Mr. Chartrand seconded. The motion passed 4-0.

- ii. Mr. Dean said we are encountering 27 pay periods in FY25, which we had not accounted for in the budget process. This happens once every 11 years. Our payroll is \$550,000 for a 2-week period. We are consulting with legal counsel on how we might address this in the budget. We'll have an update November 12.
  - iii. Regarding the groundwater development project, we are planning on having the beginning of the drilling in two weeks. The well is being constructed this week. Ms. Belanger said Mr. Dean was going to look into how people were notified, as there were some resident concerns about well monitoring and water quality. Mr. Dean said he asked the consultants but has not heard back yet.
  - iv. There will be paving on Great Bridge and Water Street on Wednesday and Thursday. There will be a traffic detail but businesses and sidewalks will remain open. It's being paid for by the developer of the loka, not the town.
  - v. Parks and Rec hosted the Halloween parade on Saturday, and it was a very successful event. Trick or Treat is on Halloween, 4 - 7 PM.
  - vi. We had a request from a resident to open the public restrooms at 6 AM instead of 7 AM but they were vandalized within a few days. We're continuing with the 6 AM opening but reviewing to see if there's some other avenue we need to go.
  - vii. The Swasey gates are being fabricated by White's Welding.
  - viii. We're continuing with collective bargaining meetings.
  - ix. We received the town audit and financial statements last week. We will schedule a closing conference for the Board with Plodzick and Sanderson in late November.
  - x. Mr. Chartrand said the Parks and Rec's effort on the downtown Halloween event was a masterful job.
- d. Select Board Committee Reports
- i. Ms. Belanger said she was invited to the NH Coalition for Community Media summit by Bob Glowacky. It focused on community storytelling as journalism, and talked about highlighting students' or residents' stories. She attended the Arts and Culture Advisory Committee, which had a reorganization as discussed. They had a hard time getting a recording secretary but have found someone to pick it up. They're looking at new signage next to Town Hall. David Tovey is going to look into the costs and options. They looked at the study with the green space at Town Hall.

There was a flier produced that shows 14 places downtown for the Art Walk November 2 and 3. There were some questions about the vetting of these stops and there was a QR code which we've learned may not be the best source. They're planning to have a work session on how this can be an Arts and Culture Committee sponsored event. The Rec Advisory Board met. Dave Sharples is now the Owner's Project Manager for 10 Hampton Road. They were hoping to get that contract finalized last week. The tentative move-in date is June 2025. Planet Playground was discussed, they will come to the Select Board with details soon. David Tovey produced a trifold flier. At the Powderkeg Festival, there were 6 vendors for chili but 3 backed out, so they're working to get more chili vendors next year. They discussed the Gilman Park infield replacement proposal and bathhouse and concession stand updates over the winter. Purchasing 10 Hampton Road has alleviated some concerns about safety for campers during storms, so we can continue to use this 50 year old building with some updates. She attended a Housing Advisory meeting where we welcomed new member Megan Spencer and had a Dover developer talk about NH transfer development rights.

- ii. Ms. Gilman had no report. On Saturday, the Daughters of the American Revolution is celebrating their 250th anniversary by unveiling signs at the Winter Street Cemetery and the Independence Museum.
- iii. Mr. Chartrand attended the Sustainability Advisory Committee meeting. They continued to talk about the project to reduce solid waste by refining the town's recycling efforts and composting. He also attended a Facilities Advisory Committee meeting where Dave Sharples gave an update on the Public Safety Complex and 10 Hampton Road. They discussed scheduling a needs assessment exercise, and will come to the Board with their results. He also attended a train group meeting. Mr. Papakonstantis said the Train Committee is officially defunct in our system, so the Select Board will have to vote to open it back up. Ms. Gilman said if it's a function of the Economic Development office it may be a different thing. Mr. Papakonstantis said he wants to speak to Bob Hall about whether it should be considered a town committee.
- iv. Mr. Papakonstantis attended the General Government and Public Works budget meetings. He attended a Pairpoint Park Committee meeting, and they decided to replace the fencing so folks can see into it better. They're excited to be moving forward. The cost of the fencing is something we can take out of the existing budget, it's very inexpensive at \$1,000-2,000. Tomorrow night he will meet with the Exeter Girl Scouts to talk about elections and democracy. He previously spoke to the Webelos of Exeter and they accepted our invitation to join us at our November 12 meeting.

e. Correspondence

- i. A notice regarding the 2024 Rockingham County Warrant payment, which is due December 17, 2024.
- ii. The petition from Mr. Gray discussed earlier.
- iii. The item regarding Drinkwater Road discussed earlier.
- iv. An updated trifold regarding volunteering for boards, committees, and commissions.

9. Review Board Calendar

- a. The next meetings are Tuesday November 12, November 25, December 9, and December 23.

10. Non-Public Session

**MOTION:** Mr. Chartrand moved to enter into non-public session under RSA 91-A:3II(a). Ms. Belanger seconded. In a roll call vote, the motion passed 4-0. The meeting entered non-public session at 9:50 PM.

**MOTION:** Ms. Belanger moved to exit non-public session. Mr. Chartrand seconded. In a roll call vote, the motion passed 4-0.

**MOTION:** Mr. Chartrand moved to seal the non-public minutes indefinitely. Ms. Gilman seconded. The motion passed 4-0.

11. Adjournment

**MOTION:** Ms. Belanger moved to adjourn the meeting. Ms. Gilman seconded. The motion passed 4-0 and the meeting was adjourned at 10:10 pm.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary