Town of Farmington

Budget Committee Public Hearing - School Budget Minutes for Thursday, January 16, 2014 6:30PM Farmington High School Library

MEMBERS PRESENT:

Brian St. Onge (Chairperson), Jodi Connolly, Gail Young, Ann Titus, Steve Henry, Neil Johnson (late arrival), Kathy King (School Board's Rep), Arthur Capello (Selectman's Rep)

MEMBERS NOT PRESENT - EXCUSED:

Gerry McCarthy and Sam Cataldo

OTHERS PRESENT:

Steven Welford (Superintendent), Stephanie Lafreniere (Assistant Superintendent), Laurie Verville (Business Administrator), Walter Anacki (Special Ed Director), Bonnie Telles (Bus Coordinator), Richard Bailey (Technology Director), Steve Woodward (HW Principal), Cynthia Sparks (VV Principal) Joe Pitre (School Board Chair), Penny Morin (School Broad Member), Joel Chagnon (School Board Member) and Wanda Thivierge (School Board Member)

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Brian called the meeting to order and led the Pledge of Allegiance at 6:40 PM.

Brian welcomed everyone to the Budget Committee's Public Hearing for the Farmington School District Proposed 2014-15 Budget and he opened the meeting for discussion.

2. <u>SCHOOL BUDGET REVIEW:</u>

Arthur and Kathy both asked if the budget has changed and Ms. Verville said that there was a bottom line adjustment. Mr. Welford said there were new reports and Ms. Lafreniere passed out the new reports.

Brian asked if Mr. Welford wanted to give an overview of the budget. Mr. Welford told the Budget Committee that the budget they had in front of them has been put together with input from everyone in the district and we have worked very hard, and in cooperation in preparing this year's budget. Mr. Welford told the Committee that this budget will raise the academic bar for the Farmington School System. He added that this budget will continue to build on the improvements we started last year by making an investment in the high and middle schools and these improvements have had a positive impact in our students and has been well received by the community.

Ms. Welford outlined that the budget has 3 important incentives; 1) Adding a second computer lab at the High School, 2) Adding an Introduction to World Language and a new reading program at the Middle school, and 3) Replacing the 12 plus year old reading program at Valley View. Mr. Welford added that the budget will also include an increase for updating and replacing other text books as

well as facilities repairs. Mr. Welford explained the condition of our athletic fields and the repairs that are needed. He added that the budget also includes repairing the AC unit at the high school, and offering an adult night school program. He explained that not only would night school benefit the community it could also be used as an alternative to summer school and help students earn the necessary credits needed to graduate. Mr. Welford said that the budget also includes a work study program for approximately 8 students, and a new Life Skills program at the middle school. Mr. Welford said that in preparing this budget they didn't just layer items on and he explained that they actually cut 5 old programs and replaced them with 4 new ones. He added that he feels this budget is fiscally responsible.

Brian asked that in view of the situation with Middleton, is there something in this budget that we will look back at in a few years and wish we didn't do now. Mr. Welford said he didn't feel there was anything in this budget that we should not be spending and added that despite what Middleton does, we still have to provide an education to our students, and maintain our buildings and grounds. Mr. Welford explained that the computer lab will be grant funded and not appropriate in the budget and added that the problem is that in two years if Middleton begins the withdrawal process, we will have to make deep and dramatic cuts and what we spent this year will not even be an issue.

Arthur asked if the operating budget and if everything passes the actual increase will be a rate increase of \$2.58. Mr. Welford said yes and explained all the costs to each contract. There was a discussion whether that amount was correct, an actual increase, and what items were included in the amount. Ms. Verville said she would relook at the numbers while the meeting continued.

Neil asked why there is a total tax rate increase of \$1.73 in the SAU budget and Mr. Welford explained there is actually a decrease and the tax rate is not going to change. He added that the \$1.73 represents the tax change not an increase. Arthur said that the SAU budget from last year represents a drop of 4 cents. Steve said that someone has to explain that to him because the report he has says it is a \$1.73 increase. Arthur asked what is the current rate and Mr. Welford said \$11.80. Steve asked if the SAU numbers that changed in the previous SAU meeting needs to also be adjusted on this budget and Mr. Welford said it does not effect this budget. Gail asked if the \$11.80 include the state aid and Ms. Verville said that it does. Mr. Petri stated that the difference is because we had a fund balance returned last year. Arthur said that is why he is against returning that much back at one time. Steve asked Arthur what was the alternative. Brian asked about the rate impact listed for each warrant article and Mr. Welford said those are the tax impact for each article starting from 0. There was some confusion by all as to whether all the figures are correct.

Arthur questioned whether Brian opened the meeting up to the Public and Brain and Kathy said he did. Brain asked if anyone from the public had any comments. Steve said he had a question about adding a computer lab and asked if the new computer lab wasn't really replacing equipment in a lab that we already have? Mr. Welford said yes but we don't consider that room a computer lab at this time because the current equipment is very old and not much can be done with it. Steve also asked if there were any grants for the new reading program at VV. Mr. Welford explained that there may be Title I and other grants available and added the new Life Skills program will bring some kids back into the district. Mr. Welford said that so far they have been able to bring 2 students back into the district and they are hoping to bring back more. Mr. Welford also explained the benefits of the adult school program to the community and how they are looking at a partnership with SNHU in offering associate degree programs.

Brian asked if the \$75,000 increase in health care costs is due to the potential fines we may have to pay and Mr. Welford said yes and explained that we have to set aside that amount now due to the Affordable Health Care Act and that is an increased cost in this budget. Brian asked when will we know if we are going to be fined. Mr. Welford explained that we will not know until individuals do their income taxes and based on the total amount of their household income we may be fined. He added most likely we would know until the following year. Mr. Welford said that if that happens he doesn't want to have to take the money for fines out of text books. He also said that health care and insurance costs are the highest costs in the budget.

Brian asked why the Management and Contracted Services for SPED is up \$80,000. Mr. Welford said that it is actually a \$61,000 increase and covers staff training and support for the new Autistic program. He explained how the District is currently making progress and is working on bring one student back into the District now. Jodi asked how many students are we looking at bring back into the District next year and Mr. Welford said right now there are 2.

Brian said the next item was the operating budget and it is looks to be down by 7.1%. Mr. Welford said it is due to out of district placements and the big drop is due to bringing 3 students back into the district. Arthur questioned a line for Contract Services for the fields and said he thought the fields were going in as a warrant article. Mr. Welford said it is, however the amount you see is for annual contracted services to maintain the fields.

Brian said the Capital Overlay budget is showing an over a 50.52% increase from last and questioned why the default budget was so high. He asked if there were items in the default budget that maybe should not be included. Mr. Welford said yes I know you talked to us about this and Ms. Verville checked into. He added that it depends on what is considered recurring purchases and added that a one-time purchase of a bus would not be included, however purchase of computer equipment would be if we purchase computer equipment each year. Committee members questioned what was considered onetime expenses and what should be included in this year's default budget.

Mr. Welford said that there is increase in the facilities equipment line for \$12,000 to purchase a new commercial lawn mower and the need was questioned by the Committee members. Mr. Welford also said that new equipment included replacing radios on the buses and explained how they did not spent the money that was budgeted for last year. Gail asked what encumbers the \$68,000 for new technology equipment and Mr. Welford asked Mr. Bailey to explain since it was his budget. Mr. Bailey stated as far as increases goes there really isn't an increase and explained that the second computer lab is going to be funded with grants. He added that they removed \$40,000 out of two Dell Lease lines since the lease is up and they have budgeted for a \$12,000 onetime expense to purchase the leased equipment. Mr. Baily said that he would like to take the \$52,000 they used for the leases and apply that to purchase new computers and equipment each year for replacements. Mr. Welford added that since we no longer needed the \$40,000 for the equipment leases, they cut that amount in half and moved \$20,000 to the new technology equipment line. Neil stated so there is an off-set in the budget and Mr. Welford said yes. Mr. Bailey explained that the \$20,000 will most likely be used to replace and purchase new equipment at HW because that is where it is most needed. He added that the test they have performed shows us that if Smarter Balance was done today, it would take students over two weeks to complete all the tests due to the number of computers we have. Mr. Welford said that that new computer will be funded by the School Improvement Grant. Mr. Bailey also explained the STEM (Science, Technology, Engineering & Math) program, and he said as it stands now we can't take part in some of the offerings because of the lack of technology we have. He added that as

Mr. Welford said earlier, the improvements are not just for test taking, we are just short on computers and the other technology we need. Arthur questioned the furniture line increase and Mr. Welford said that they are also looking at wiring overhead ceiling mounts and projectors in 5 rooms at each of the schools at a cost of \$1000 per room for a total cost of \$15,000. Arthur asked what the capital life expectancy was for this equipment and Mr. Welford said about 5 years. Arthur stated that if the life expectancy is over 5 years it would be a capital expense.

Brian stated that he is still confused and wondered how the default budget could be that much higher this year than last. Mr. Welford said that \$20,000 would be for the technology hardware, and we also have capital outlay for \$14,000 for an intercom system under equipment new facilities. Arthur said that new equipment should not be in the default budget. All members of the Committee agreed that the default budget number is not correct and Mr. Welford said Ms. Verville will look at that now. Steve questioned the \$12,000 expense for the mower and wondered how practical. Mr. Welford explained that we have older mowers that are need in repair and are getting expensive to maintain and they will be used for other purposes. Steve asked if the warrant article for the fields does not pass will they still want to purchase the mower and Mr. Welford said yes.

Brian questioned the Fund Transfer and the Food Service line and Mr. Welford stated that it represents the Managing Fee that you pay for the operating for the service. Brian said he just thought that fee came off the amount the company collected for lunches. Mr. Welford said no and the agreement is that we pay a managing fee, however we get a return if the company turns a profit. Neil said he has a concern about taking money out capital revenue accounts and with no plan to replenishing those funds as done in previous years. Mr. Welford said that the School Board looked at the number of articles and were a little caution with the number they were putting out there.

Brian asked again if anyone else had any questions and added that we should keep the meeting going and move on to the warrant articles.

3. APPROVAL OF WARRANT ARTICLES:

Brian said that the Budget Committee only has a say on the one that concern money and asked Mr. Welford if the Committee could get the warrant articles ahead of time next year.

Ms. Verville suggested that the Committee hold off on Articles #3 until she gets the exact numbers and Brian suggested that we hold off on #3 & #4. Mr. Welford said we could do #4 now and he provided updated numbers for Article #4. Brian asked if the Budget Committee wanted to vote on each article and all members agreed that is what they needed to do. Mr. Welford provided the Committee the new numbers as stated below in Article #4.

 Warrant Article #4: Shall the voters of the Farmington School District adopt a School Administrative Unit budget of Nine Hundred Twenty Eight Thousand, Two Hundred Twelve Dollars (\$928,212) for the forthcoming fiscal year in which Eight Hundred Nine Thousand Four Hundred Dollars (\$809,400) is assigned to the school budget of this school district? This year's adjusted budget of Eight Hundred Ten Thousand Nine Hundred Fifty Nine Dollars (\$810,959) assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this School Administrative Unit.
 Neil asked if "School Administrative Unit" should be capitalized since it is a title and Kathy said if it

contained SAU 61.

There was a question from the public about what happens if the BC approves a warrant article and then the numbers changed. Arthur explained the difference of changing numbers now verses changing from the floor after a vote.

MOTION: Arthur motioned to approve Warrant Article #4 as amended.

SECOND: Steve

DISCUSSION:

VOTE: All in favor. Motion passes 8-0.

• Warrant Article #5: Shall the Farmington School District approve the cost items included in the collective bargaining agreement reached between the Farmington School District and the Farmington Teachers Association, which calls for the following increase in salaries and benefits at the current staffing level:

Year	Estimated Cost
2012-2013	-0-
2013-2014	-0-
2014-2015	\$187,510.
2015-2016	\$202,000.
2016-2017	\$205,997.

and further to raise and appropriate the sum of One Hundred Eighty Seven Thousand Five Hundred and Ten Dollars (\$187,510) for the upcoming (2014-2015) fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Arthur asked what is the total tax impact is for the whole contract and Neil said it is 40 cents the first year and 42 cents the following years. Brian asked if we will show the tax impact in the warrant article and Kathy said we have done that in the past and we should. Mr. Welford asked to speak and said we have an extremely hard working teaching staff and they have falling behind without a contract for three years. He added that they have earned this and it is time they get a raise. Mr. Welford went on to explain that he has had to replace 33 teachers in the two years he has been here and he cannot blame them for leaving when they are offered \$10,000 more somewhere else. He added another problem is replacing those who left and we are not able to fill some of these positions because of our pay scale. Kathy added that the Board has added an accountability plan and is also holding teachers accountable and part of this contract includes a plan for staff that are not preforming at level to be placed on an improvement plan. Arthur stated that it should not take a contact to address accountability. Kathy said the contract does not include changes for accountability but she is informing the public that there is an accountability plan, and Mr. Welford explained that Kathy has taken part in the state teacher assessments and we are working on how to better evaluate and hold teacher accountable. Jodi said she is concerned with not holding the students accountable and then make the teachers responsible for those who are not. Arthur asked if it is a step level or salary increase and Mr. Welford said it was a step increase. Arthur said that Farmington is never going to compete with larger towns. Members starting talking over each other so Brian called order and explained that everyone needs to talk one at a time.

Mr. Welford said that he would agree there have been economic issues in the past, but those issues are no longer true today. He added that our teachers have not had a contract or pay raise in three

years and they need to be rewarded for the work they are doing and your school is what drives property value. Brian said we need to move along.

Steve said that Mr. Welford mentioned 30 replacements in two years and asked how many were for this year alone. Mr. Welford said that there were a number of teacher replacements just before school started and we hired about 5 to 7 replacements. Steve asked how many offers did you make and of those how many were not accepted. Mr. Welford said that depends and added that in Math and Science this year we made offers that were not accepted, and also an offers for a Technology teacher that were turned down due to the pay. He added that we do everything we can to attract new teachers. Mr. Welford explained one option we do have that other schools may not is our free and reduce lunch program. Since we are considered a poverty district, a new teacher works 5 years for us they can get part of their student loans paid. He added the problem is most then leave after the 5 years for more money.

Gail questioned the percentage of increase in benefit costs compared to insurance cost changes and asked what had changed. Mr. Welford said that FICA and retirement costs changed but not the insurance costs. Gail what is the percentage pay increase and Mr. Welford said about 2.5% per step. Gail then asked if someone moves up a step, what does that mean. Mr. Welford explained that each step is separated by about \$1,100 and each year of experience earns a step, however steps 3, 4, 5, & 6 remain the same and it is not until a teacher reaches 7 years of experience, will they get another step/pay increase. Gail said so if they move up a step they get an increase so they have been getting a raise the past three years. Mr. Welford stated no they have not received a step increase or a pay increase because there is current no contract and there has not been for 3 years.

MOTION: Ann motioned to approve Warrant Article #5.

SECOND: Jodi

DISCUSSION: Gail said he just wanted to clarify that is a 40 cent increase and Mr. Welford said yes..

VOTE: Steve & Arthur abstained / All others in favor. Motion passes 6-0.

• Warrant Article 7: Shall the Farmington School District approve the cost items included in the collective bargaining agreement reached between the Farmington School District and the Farmington ParaProfessional Association, which calls for the following increase in salaries and benefits:

Year Estimated Cost 2014-2015 \$49,134.

and further to raise and appropriate the sum of Forty Nine Thousand One Hundred Thirty Four Dollars (\$49,134) for the upcoming (2014-2015) fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

MOTION: Kathy motioned to approve Warrant Article #7.

SECOND: Arthur

DISCUSSION: Neil asked why the contract was only for a year and Mr. Welford said because that is all the parties could agree to and they felt it would be best to go with a one year now and then continue to work on some of the unresolved issues. Neil asked what the percentage increase is and

Mr. Welford said it is a 2.5% increase per step. Steve asked how many people this covers. Mr. Welford said 58 or 59 and added that these people work extremely hard. Steve asked how many are being replaced each year and how hard is it to find replacements. Mr. Welford said they usually don't see the same level of turnover as they have in teaching staff and explained that there is difference between first year paras and first teachers. Jodi asked what is the average pay and hours and Mr. Welford said about 6.25 hours per day or 33.25 hours per week for about \$18,000 to \$19,000 per year. He added that we have reduced the number of paras we had by about 5 or 6 in the past few years and there is a 60 cent change in each step in this salary structure. Mr. Welford stated that he has been corrected and this contract includes a .60 cents increase per step in the salary structure and the staff will remain at the same step next year. Steve said that is about a 2.5% pay increase. **VOTE:** Ann & Arthur abstained / All others in favor. Motion passes 6-0.

• Warrant Article 9: Shall the Farmington School District approve the cost items included in the collective bargaining agreement reached between the Farmington School District and the Farmington School Custodians, which calls for the following increase in salaries and benefits at the current staffing levels:

Estimated Cost
\$16,563.
\$17,753.
\$17,971.

and further to raise and appropriate the sum of Sixteen Thousand Five Hundred Sixty Three Dollars (\$16,563) for the upcoming (2014-2015) fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

MOTION: Ann motioned to approve Warrant Article #9.

SECOND: Jodi

DISCUSSION: Steve how many does it cover, how many are leaving, and how hard is it for replacement. Mr. Welford said that we have only had one person retire the past year and this agreement would include a 2.5% increase plus a step. He added that this group has agreed to give back the health insurance buyback in this contract to save the town money and we are restructuring the department. Steve asked if anyone was receiving the buyback and Mr. Welford said yes. Steve asked if the restructure was tied to their contract and Mr. Welford said it is separate from the contract. Jodi asked how many people fall within this contract and Mr. Welford said 13. **VOTE:** Arthur abstained / All others in favor. Motion passes 7-0.

• Warrant Article 11: Shall the Farmington School District vote to raise and appropriate the sum of up to Forty Five Thousand Dollars (\$45,000) to refinish the hardwood floors in both gymnasiums at Henry Wilson Memorial School and Farmington High School and authorize that amount from the <u>FSD Buildings/Grounds CRF93</u> Capital Reserve Fund established in June 1993 for that purpose?

MOTION: Ann motioned to approve Warrant Article #11. **SECOND:** Jodi

DISCUSSION: Steve asked why this item can't wait and Mr. Welford said that it needs to be done now. He added that the service we use puts a new coat on the floors each year and they said we need

to have them sanded down and refinished now. Brian said that Mr. Chagnon had questioned if the floor at HW can be done again at a previous meeting and Mr. Welford said that he has not investigated that yet, but if the floor at HW cannot be done there will not use money. Gail asked if the article should read "up to", and all Committee members agreed. Mr. Welford said that he doesn't think the School Board would have a disagreement with that request. Steve added that if the article is approved there is currently no plan this year to add money back into this account. **VOTE As amended:** All in favor. Motion passes 8-0.

• Warrant Article 12: Shall the Farmington School District vote to raise and appropriate the sum of up to Forty Five Thousand Dollars (\$45,000) for the repair and/or replacement of the roof-top air conditioning unit at the Farmington High School and authorize that amount from the <u>FHS</u> <u>Construction Renovation & Repair Fund</u> Capital Reserve Fund established in August 2007 for that purpose.

MOTION: Gail motioned to approve Warrant Article #12. **SECOND:** Jodi

DISCUSSION: Jodi said she would like to also change the wording in this article to say "up to 45,000". Neil said this fund has been mention many times in order to replace the roof and he has a concern with not having the funds available when needed. Mr. Welford said the Board thought it was the most appropriate fund, but if the Budget Committee felt there was a better fund we would be happy to look at that. Kathy added that we are constantly looking at raising and appropriating funds so the Board thought we should use the funds we have available, and not just take the money out of the budget. Gail said she agrees that is the best way. Neil said he is just concerned with not having the funds available when the roof actually needs to be replaced whenever that is. Mr. Welford questioned Neil on another fund and Neil said he would have to look up the usage for these funds and will get back to Mr. Welford.

VOTE As amended: Neil – opposed / All others in favor. Motion passes 7-1.

Steve asked if we could reopen Article #11 for the purpose of discussing whether we should be doing these repairs if Middleton pulls out. Members agreed that we will still need to use the fields for other purposes. Mr. Welford told Steve he could bring that up for the next Article.

• Warrant Article 13: Shall the Farmington School District vote to raise and appropriate the sum of up to One Hundred Fifty Thousand Dollars (\$150,000) for the purpose of renovating the high school football/soccer field and installing irrigation systems on the football/soccer, softball and baseball fields and authorize that amount from the <u>Outdoor Athletic Facilities</u> Capital reserve Fund established in April 1999 for that purpose.

MOTION: Gail motioned to approve Warrant Article #13. **SECOND:** Jodi

DISCUSSION: Brian said he is going to ask the same questions that Steve just asked and if Middleton does pull and don't have sports programs, do we really want to spend this money now. Mr. Welford said that is the purpose of these fund and you will not be able to do anything else the funds otherwise. Brian said yes we could if we vote to change the purpose of these funds. Mr. Welford said that you and the community are still going to be used these facilities and we can't wait. He added that we have run these fields to the ground and if we don't do it now, it will be too late. Arthur added that if Middleton does leave, we will have to attract other schools and good athletic fields may help us to do that. Mr. Welford said that the issue with Middleton has come up many times and will keep coming up, but frankly he cannot run a school system worried about something that may or may not happen in two or three years down the road. He added that he needs to worry about the programs and the students we have now, and the fact is we cannot short change the students now based on what might happen. Mr. Welford said that he agrees that if Middleton leaves we will have to attract new schools, and added that we have a good school and we have to make sure we keep it that way.

Ms. Thivierge said don't we take pride in our school. She added that our fields are a mess and the gym floors need to be kept up. She said we invite people in our school so we need to make sure what we have looks good and we all need to take pride in our schools. Gail said she would like to add the wording "up to".

VOTE As amended: Brian – opposed / All others in favor. Motion passes 7-1.

• Warrant Article 3: Shall the Farmington School District 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 vote of the first session, for the purposes set forth therein, totaling Seventeen Million, Seventy Five Thousand, Four Hundred Ninety Seven Dollars (\$17,075,497)? Should this article be defeated, the default budget shall be Sixteen Million, Nine Hundred Forty Three Thousand, Five Hundred Seventeen Dollars (\$16,943,517) which is the same as last year, with certain adjustments required by previous action of the Farmington School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only? NOTE: This operating budget warrant article does not include appropriations contained in ANY other warrant articles.

Brian asked Ms. Verville if she had any new figures. Ms. Verville said that she did the drilling down of the numbers and may have reversed a technology line and carried items over to the default as items that were purchased this year. She explained that the \$115,000 on the summary sheet is correct. Steve said that the fund for new equipment was \$12,313 in the default last year and now it is showing \$68,000 and asked what makes up that number. Ms. Verville said one of the items includes the \$20,000 moved from the lease line and added to the equipment line and other expenses for hardware are included. Steve questioned what was considered recurrent expenses and what is considered onetime purchases. Mr. Verville said to back out \$10,996 of it and the \$68,000 should be reduced to \$49,073. Mr. Welford said that the amount includes \$6750 for new radios that were included in last year's budget but not spent and \$8,200 for bus equipment to replace needed cameras on some of the buses. There was still some confusion as to what the numbers really should be and Mr. Welford said that a few numbers are in the wrong lines on the sheet. He told the Committee that the \$10,975 amount should be \$49,073 and to swap the \$49,073 and the \$10,975. Again there was some confusion and Brian said if you take the sheet you gave us and look at the bottom line for Article 3 it is not correct. Mr. Welford suggested that we take a recess while they figure out the exact amounts.

MOTION: At 9:02 PM, Brian motion for a ten minute recess while the numbers are being corrected.
SECOND: Arthur
DISCUSSION: None.
VOTE: All in favor. Motion passed.

The Committee returned from recess at 9:15 PM.

Ms. Verville said that the Farmington proposed SAU budget should be \$809,400 and the default \$810,959.

MOTION: motioned to recommend Warrant Article #3. SECOND: DISCUSSTION: None VOTE: All in favor. Motion passes 8-0.

4. ADJOURNMENT:

MOTION: motion to adjourn. SECOND: DISCUSSION: None VOTE: All in favor. Motion passes

Committee adjourned meeting at X:XX PM.

Respectfully submitted by Debra Cantwell, Recording Secretary