

**Official
As of 11/22/11**

**CAPITAL IMPROVEMENT PROGRAM (CIP)
COMMITTEE MEETING
MINUTES**

November 8, 2011

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(2nd floor room 204)**

CALL TO ORDER

Chair N. VanScoy called the meeting to order at 6:00pm.

ATTENDANCE

Chair Nancy VanScoy (Town Council Rep.), Vice-Chair Marc Miville (Budget Committee Rep.), Tom Walsh (Planning Board Rep.), Jim Walter (Conservation Commission Rep.), Steed Celio, and

Excused: Dana Argo (School Board Rep.).

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director and Dr. Dean E. Shankle, Jr., Town Administrator.

TOWN COUNCIL REP. TO PLANNING BOARD ELIGIBILITY TO SERVE AS CHAIR OF CIP COMMITTEE

N. VanScoy: This discussion is in response to the Town Planner's e-mail questioning my eligibility to serve as Chair of this committee.

T. Walsh: The RSA states an ex-officio is not eligible for Chair of the Planning Board. This (CIP Committee) is a sub-committee, so I don't see a problem.

N. VanScoy: I have no problem either way.

M. Miville: I responded to Jo Ann's e-mail. In my view, you are a member of the Planning Board. You vote and actively participate even if you are an ex-officio. You attend every meeting, read maps, and already talk more than some of the Planning Board members. You are a member of the Planning Board and as such I am in favor of you Chairing this Committee at this time. I can make a motion to waive the procedure at this time.

N. VanScoy: I could not interpret it one way or the other. I want to keep opinion out, and just go on with the meetings.

T. Walsh motioned to keep the same Chair tonight and have the Town Administrator seek out legal interpretation of the RSA & CIP Handbook via LGC legal. Seconded by M. Miville.

Vote 5 in favor. N. VanScoy abstains.

D. Shankle: You are an active member of the Planning Board. If there were a lawsuit, you are listed on there. If this Planning Board were elected vs. appointed, then that may be different. But you are appointed by the Town Council.

M. Miville: It is also a sub-committee, but to your point, I agree.

D. Shankle: I can contact the LGC tomorrow.

J. Walter: Also, bring it up at the Planning Board and ask their opinion.

Approval of Minutes for 10/18/11 & 10/25/11

J. Walter motioned to approve the minutes of 10/18/11. Seconded by M. Miville.

Vote in favor. D. Argo and S. Celio abstain.

J. Walter motioned to approve the minutes of 10/25/11. Seconded by S. Celio.

Vote unanimously in favor.

RECYCLING & TRANSFER

Diane Boyce, Recycling & Transfer Superintendent: The request from **Recycling and Transfer** is **#36 Automated Collection Equipment Capital Reserve Fund**. I have three (3) projects I am requesting for funds. For the automated collection equipment, I want to be proactive even though we haven't started the program yet. It is a 10 yr. build-out. The capital improvement and long-term get turned down every year. I requested \$92,000 out of taxes every year for the next 10 yrs. Dean is recommending \$10,000 this year (vs. \$92,000). I can support that, however I am just trying to be proactive for the next 10 yrs.

J. Walter: Dean's amount is a significant difference. You are requesting \$92,000 every year?

D. Boyce: Yes.

J. Walter: Would \$10,000 be added to next year?

D. Shankle: We are setting up a capital reserve fund, before we even start the program. To ask for \$92,000 before a Town Meeting when people haven't even seen how the program works, that may be a bit much. As we move closer to the program, we will know if we need to adjust the amount. It is important to set-up a capital reserve this year.

S. Celio: Where are you going to make up the \$82,000 not recommended by Dean this year?

D. Shankle: Next year will be \$92,000. In 3 or 4 yrs., we can see where we are at for the amount.

D. Boyce: \$92,000 this year is for two (2) trucks and the barrels. We will need a complete replacement in 10 yrs. The average trash truck goes for 8 yrs. This is proactive to start this. I realize we haven't started the program, and we are asking for money already. We have started our own funds, where we can buy some of this now.

J. Walter: Are the funds for repairs or just for new items?

D. Boyce: Just for new items, not repairs.

M. Miville: If memory serves me, each truck is \$200,000.

D. Boyce: Each truck is \$240,000.

M. Miville: You would go 3 yrs. to buy one truck. Collect all the money over a 10 yr. period, before you spend anything. The intention is to spread the funds out, before you spend it. You talked about special funds. You already collect funds at the recycle center. Expenses over the years are what you are targeting these funds (revenues) for.

D. Boyce: Correct. We are proposing some of these projects coming down out of revenues.

T. Walsh: When are we starting the program?

D. Boyce: We had \$700,000 in special revenue, and they voted \$220,000. We want to start the program in late May/beginning of June.

M. Miville: The CIP is a second generation of funding.

J. Walter: My feeling is the more electrical equipment, it won't last as long. There is more to break down. I wouldn't be surprised if they don't last as predicted.

D. Boyce: There is one robotic arm that goes out from the truck. In our regular budget we will be adding a new program line for vehicle maintenance.

J. Walter: The arm picks up and goes out would be a problem eventually. It would give out sooner than just pushing trash back.

M. Miville: What is the warranty for the arm and parts?

D. Boyce: All warranted for 2 yrs. There will also be other normal wear and tear.

M. Miville: What will you do with the old trucks?

D. Boyce: We will use one as a back-up. We are asking the Town Council for a tipper. The other one will be a back-up for the schools. We still have yard waste and x-mas trees to clean up. We thought about trading in the old trucks as part of this project, but thought keeping them as back-ups was better.

M. Miville: It was better to save them than scrap them.

N. VanScoy: How much did you have towards the current trucks you just purchased and how long did it take you to raise those funds?

D. Boyce: I believe it is a 2001 account. We have purchased other equipment over the years. I don't have the exact year.

M. Miville: It is a revolving fund, not a reserve.

D. Boyce: It stays there and gains interest.

M. Miville: The money is based on revenues you get.

D. Boyce: It was voted at the Town Meeting for purchasing out of the revolving fund.

N. VanScoy: But that is a capital reserve fund.

C. Soucie: It is a special reserve fund.

N. VanScoy: It is specifically for automated recycling.

C. Soucie: The best way to remember is that special revenue has "revenue" vs. tax dollars.

S. Celio: \$10,000 for 2012/2013, then next year it jumps to \$92,000. Our goal is to level out the tax base; therefore it doesn't make sense to reduce the \$92,000 this year to \$10,000.

D. Shankle: If as the voters for the full \$92,000 (vs. \$10,000), then you may be talking about -0- funds. Once it is up and running, then the voters will be happy and excited, and then you will have something to sell. Right now you are selling something we hope is going to happen. The voters will be more supportive when it starts, because they will see it work.

T. Walsh: The \$700,000 special revenue fund, was that generated from transfer revenues?

D. Boyce: It is from user fees and recycling revenues. Years ago the Town Council put money away for the tax base every year. A special revenue fund was voted by the residents. Since we generate revenue, we can put it back into our department. We have generated \$100,000 some years, and other years only \$60,000. It is also based on the economy.

T. Walsh: You are self-sufficient. Would you still need this money in CIP for the future?

D. Boyce: Yes, there is equipment we will need to buy. This year we are self-sufficient. This is just to establish and go forward. We had a revenue account like this before for the building at the transfer station. For that we had enough money and didn't need tax money.

D. Shankle: It is important that this capital reserve fund gets set up. It will be a mix of tax dollars and revenue dollars.

D. Boyce: The request from **Recycling and Transfer** is #37 Upgrade Diesel Tank & fuel Dispenser Capital Reserve Fun. This will be out of tax money. The old fuel pump is very old. It is a 10,000 gallon tank underground. The State is asking for our upgrades to be complete by 2015. We have talked in the past to upgrade to a system for keycards. That system will let us know what vehicle is being fueled, and who is doing it. It is another step further toward higher tech and better bookkeeping for fuel. Again the upgrades are being requested by the State. Also DPW will use this system. It may also be used by the Fire Dept. too. It is all diesel fuel. Using our own fuel tank in years past has saved us money. The State has the best price now, but in years past our own tank was better.

J. Walter: Speaking as a Conservation Commission member, are there problems now? Is it leaking?

D. Boyce: No problems now. The State said we must complete upgrades by 2015, or we won't get our permit. We have monitoring testing all the time and have alarms.

M. Miville: Who is asking at the State level?

D. Boyce: DES requires underground tanks must have permits in place. Last year they told us the deadline was January 2015.

S. Celio: \$15,340 is the cost of replacement?

D. Boyce: That is the estimate we received.

N. VanScoy: What is required by DES? Piping on diesel tank, and underground fuel pumps? Are they requiring a fuel dispenser replacement?

D. Boyce: We are asking for the fuel dispenser replacement for more accountability. It is a 1974 dispenser.

J. Walter: We have had many things over there. If you are not over the water supply, you are pretty close. We need to make sure it doesn't leak.

D. Boyce: We have double walls and alarms.

M. Miville: You mentioned the Fire Dept. and DPW may use the system?

D. Boyce: DPW has always used it with us, and fire would like to use it. They are the only ones who use diesel. I think sewer may also be interested, and we have asked them to come in on this too.

S. Celio: So the \$44,010 total estimate is rounding up?

D. Boyce: Yes, it is to estimate for 2 yrs. from now in case of unforeseen things.

N. VanScoy: How much of the estimate is for the dispenser you are looking at?

D. Boyce: I can't say for sure, but I would say half of that estimate is for the dispenser.

D. Boyce: The request from **Recycling and Transfer** is #38 Peterbilt Tractor.

N. VanScoy: You bought the tractor in 2001 and want to replace it in 2014.

D. Boyce: Yes, it is a proactive build out. It could be replaced. 2014 is when we are scheduled to replace it. Tractors usually last a long time.

N. VanScoy: Is it out of the revenue fund? You are estimating \$60,000 from the fund each year?

D. Boyce: Yes, if we could wait another year, but these are just scheduled replacements. The front end loader (#41), we are looking to replace within a year or so. We are in a position to go forward and replace. We hope we will have all the money in the special revenue fund.

D. Boyce: The request from **Recycling and Transfer** is #39 Pickup.

N. VanScoy: It is estimated for replacement next year.

D. Boyce: It is a definite replacement possibility for next year. It doesn't have a lot of mileage, but more and more repairs are needed.

D. Boyce: The request from **Recycling and Transfer** is #40 100 Yard Live Bottom Trailer.

M. Miville: You have two (2) live bottom trailers (#40 & #44).

D. Boyce: We actually have three (3). When a new one comes in we haul trash with it. Then the next oldest is used for demolition. The oldest (on last leg) is used to haul metal, and after a year of that it is done.

M. Miville: What is a live bottom trailer?

D. Boyce: The box trailers that open at the top have a live bottom. The plates are on the floor and work by shifting on hydraulics. The end product comes out like a solid block.

D. Boyce: The request from **Recycling and Transfer** is **#41 Front End Loader**. It is a 1999 loader used for wood trash recycling. We also plow part of our facility with it. It is the most used vehicle we have. We also help the DPW load salt and sand. It is an important piece of equipment. To be honest it is in pretty good shape, but because of the age and use, we will need to start repairing and that will be quite costly. We need the money now. We talked about a warrant article 2-3 yrs. ago to replace it. Dean is OK and the Town Council is OK for us to purchase vs. waiting for another Town Meeting. In the special revenue fund, we have just about the amount of money we need. This is a housekeeping issue. DPW will use our loader more this year, because they have aging equipment. The big picture is that we use it all the time, and DPW uses it too. Instead of a lot of money in repairs, we have the funds sitting in an account generating interest, and we need to purchase via OK through chain of command.

N. VanScoy: Is this the first year you are requesting this?

D. Boyce: Yes. We have always known this was our next big piece to purchase. First priority was the automated collection.

M. Miville: \$160,000 this year; something spread 2-3 yrs. is the possible logic.

C. Soucie: The warrant article could say “raise and appropriate \$160,000 special revenue fund expended over the next 2-3 yrs.” (or whatever timeframe is set). The funds sit in the account until the time that management and Town Council says the loader really did die and we need to purchase a new one.

M. Miville: We need money now, but it won't be used for 3-4 yrs.

C. Soucie: It could die tomorrow or die in 2 yrs. I would leave the warrant article open for a magic number . . . 2,3, or 4 yrs.

S. Celio: Is the money already there?

D. Boyce: The majority will be there by the time it is to vote. This has to go before a vote for that specific item. I want to replace it when I need to and know it is coming.

J. Walter: You are not asking for \$160,000?

D. Boyce: I already have \$160,000 and am asking for a warrant article so I can use it within "x" years without going back for a Town vote. I can't spend it without approval by the voters.

T. Walsh: The reason is just in case it breaks down in the middle of the cycle, you don't scramble to find money because you already have the funds.

D. Boyce: Exactly, if it dies in December, I would have to wait until April or May next year for a vote and it wouldn't go into effect until July that year.

T. Walsh: If it broke down in between elections, could you lease short-term?

D. Boyce: Absolutely.

J. Walter: Make sure the warrant article is written correctly.

N. VanScoy: What are foam tires?

D. Boyce: We run over wood with nails, glass, and metal all the time. Foam filled tires cost \$2,000 each, however they won't deflate. We can go on all sorts of terrain with them.

D. Boyce: The request from **Recycling and Transfer** is #42 Bobcat.

D. Boyce: The request from **Recycling and Transfer** is #43 Dump Trailer.

N. VanScoy: This item is not until next year.

D. Boyce: We haul salt and sand with it.

D. Boyce: The request from **Recycling and Transfer** is #44 Live Bottom Trailer.

D. Boyce: The request from **Recycling and Transfer** is #45 Bobcat.

D. Boyce: The request from **Recycling and Transfer** is #46 Freightliner Tractor.

T. Walsh: For the special revenue fund, why go to the CIP every year? The money is already there.

N. VanScoy: First, we do not know how much money is in the special revenue fund. How do we know if it will be \$90,000 or \$120,000 the following year? We have even spending across, in case there is a need for taxpayer money. I should probably estimate

\$60,000 per year, but could be more than that. That means there would be taxpayer money needed to replace some of these items.

D. Boyce: Yes either taxpayer monies or put it on hold for a bit.

N. VanScoy: You have a busy year coming up. Thank you.

POLICE COMMISSION

Joanne McHugh, Police Commissioner: The **Police Commission** request is #17 Emergency Radio Communications System Development Fund.

N. VanScoy: I thank you both for coming this evening.

Joanne McHugh: I am here tonight with Captain Jon Daigle. I am a member of the Police Commission. I am here tonight for our proposal for the CIP. Mr. Miville was kind enough to provide you our minutes from our last commission meeting. A lot of discussion was to validate the need for an upgraded emergency radio system. This item was on the CIP last year. When we came forward with our request in discussion, the Chief made mention that it was not necessarily for replacement, but possibly to upgrade parts within the system. His thinking was based on a system hit by lightning, and that was when many parts were replaced. His way of thinking was we could go on with the current system and just replace parts. Therefore in the final discussion last year, our \$40,000 request was reduced down to \$20,000, and then the Town Council -0- it out. We have done extensive research. The Police Commission's feeling was not to come forward until we found out the need and cost associated with upgrading the system. Captain Daigle contacted Ossipee Mountain and evaluated the system: life of the system, whether or not we could get by just replacing parts, and how long the parts would go. This really needed to be researched. We have a copy of a letter from Ossipee Mountain that we received today.

J. Daigle: As the Commissioner said, we needed to reevaluate the console and the replacement schedule. The original CIP was a 10 yr. build-out for \$486,000. In the beginning we received \$52,000, skipped a year, were reduced down to \$15,000, skipped a year, down to \$30,000, skipped a year, and now there is \$173,514 in the fund. The original estimate was \$428,000. That was not for the main console we are talking about today. That is for equipment. We have communication towers at our site, South Bow Rd., in Bow, in Allenstown, and on By-Pass 28. The original \$428,000 was for upgrades and replacements for all our tower sites. I have a list of equipment. We not only service our equipment, but also DPW frequency and the Fire Dept. as well. The console we have now is a Motorola MCC5500 with a 7-10 yr. lifespan. We are in year 10 now and had a lightning strike. The insurance claim was not a lot of money. It was not the main components that were replaced at that time. The vendor said the lightning diminished the life out of the system. We are in year 10, and Motorola will say in the next 10 months that it is not a serviceable piece of equipment. The State said they must provide parts for 5 yrs. For computer related equipment, the technology is 10 yrs. old. At this time, we

need to at least first and foremost, replace the console. We are due. I would say to you, other Town members, the Town Council, and citizens of this Town, that this is critical infrastructure for police officers and firefighters to be operating. The recent snow storm we just had made our main power at our site (operations center) inoperable. I got called in the middle of the night, because we couldn't reach our officers out on the road. Our generator did not work. It is critical we move in a position to replace this console. Ossipee Mountain knew our needs and looked into the cost to get a MCC7500. This is the next technology being offered by Motorola. It is \$275,000 to replace just the console and no other items. If replace this, and then the microwave link goes down at one of our towers, we won't have money for that either. Year in and year out, our CIP is similar to the Fire Dept. air pack requests. Tomorrow a CIP to replace this console, then immediately have a CIP to replace the new console based on expected lifespan. It is a continuation of critical infrastructure to fund from year-to-year.

J. McHugh: In prior CIP years, there were four (4) different years this was not funded whatsoever. At our Commission meeting we wanted to see what we should do, what the lifespan was, what was involved in continuing with the system, what was obsolete, and difficulty in getting parts. We are also talking about the technology of today, and we need a system to meet that technology. We are slowly falling behind and behind. Other departments also depend on this. This is the life's blood. You need to consider the departments (Police, Fire & DPW) who use it.

J. Walter: If you got \$100,000, that would take up the money you need. You have \$173,514 now.

M. Miville: Why not money in 2015 & 2016 to fix the towers?

N. VanScoy: I believe it needs to be added.

M. Miville: You added \$100,000 for this year, but nothing out for future years.

J. Daigle: I was only asked to request funds for this year.

M. Miville: Please advise us on how we fill in for the 6 yr. plan. You only have one year and we need the rest of the 5 yrs.

J. McHugh: \$100,000 is high and I can appreciate that. If we don't fund some of these years, then we will have a spike in the tax rate. CIP is in place to not spike the tax rate. Unfortunately it is a large amount. We need to follow up further on this. We just got information from Ossipee Mountain today. I have to commend Captain Daigle with his efforts to try to get this information for this meeting. We brought this forward later than when you expected it.

M. Miville: I appreciate what you came forward with tonight. In past there have been different priorities on this system than tonight.

J. McHugh: When the system was hit with lightning, the Chief replaced parts to go forward. When we discussed this CIP item with the Commission, direct questions were posed. Jon followed up with Ossipee Mountain. He asked them what if we just replaced parts. They said the system is antiquated and they may not be able to get parts. At last year's CIP there were dollars there, but the discussion was only about parts and that year's CIP got reduced from \$40,000 to \$20,000. Then when it went to Town Council, it was not a priority and removed. Now we have a different approach for a new system.

M. Miville: The perception last year was that if you only need parts, then the \$40,000 was not needed. We all need to reset the clock on this, and now the request is to replace the whole system. \$125,000 is missing from the balance after adding \$100,000. What about \$25,000 for the next four (4) years to make up the difference?

J. Walter: If and when the new system gets put in, estimate 10 yrs. for the lifespan and replacement now. Also the generator that went out, does that need to be replaced?

J. Daigle: It is a brand new generator, and the first time we needed to go into action. I spoke to Darryl Bradley @ DPW. He said it was a hard start manually. It is set-up to start itself weekly. I have since learned from Darryl, that if nobody goes out there to physically see if it started, then we don't know if it actually started. I am looking with Darryl to get a system "code" for notifying us that it started.

J. Walter: We can't have it where you can't contact your cops.

J. Daigle: We are digital; converted from analog. There are a lot of dead spots, when we had to go back to analog. That is why we needed the generator to kick in for the digital.

J. Walter: That is why you need money for the generator too.

J. Daigle: The console works as a system, you can't take individual parts. Motorola makes pieces for 5 yrs., but you are still using old technology. You can't take MCC7500 pieces to use for the MCC1000 version.

T. Walsh: I understand this item has been -0- out in the past. A \$100,000 warrant article can be a tough sell. How about \$50,000 this year, and \$50,000 next year?

M. Miville: The Town Council reviewed afterwards and the Budget Committee as well. I am looking at classes here. Is the console necessary 1-3, and towers necessary 4-6? If it is urgent for \$100,000 in one year, can we spread it?

J. Daigle: I will fight for the \$100,000. It has been unfunded 4 yrs. out of 7 yrs.

J. McHugh: \$50,000 and \$50,000, then someone says next year fund the whole thing. That is why we are where we are. It was not funded in years it should have been. Last year I sat at the Town Council meeting when many items were -0-. I know they didn't

want to increase the tax rate. You run the risk to spike the tax rate, because it hasn't been funded. That is the reality of it.

M. Miville: At the Police Commission Meeting, Commissioner Karolian asked for a new system to be encrypted. Is that going to cost more? Do you fund encryption through the regular budget or through CIP?

J. Daigle: Encryption is included in the MCC7500. I don't know any savings to ask Motorola to take it out. It is already included.

J. Walter: With the past system there was a major problem. If you called from a cell phone and hung-up, you couldn't tell where they were. Can you now tell where they were?

J. Daigle: No, not through a console.

J. Walter: That is a problem.

M. Miville: Reverse 911?

J. Daigle: The majority emergency calls we get are through 911. Their technology is better than our system.

S. Celio: Are there issues now necessitating an urgency? Has the generator issue been rectified?

J. Daigle: It is the quality of the communication transmission from car-to-car. There are certain parts of Town where the officers can't hear each other without going through dispatch. They tested the signal strength. It is 10 yr. old technology. It is different in the cruisers and hand held. We have case numbers when radios are not working correctly. There is a lack of good communications. It is the signal strength for officers to hear each other without going through dispatch. The system is getting old.

J. Walter: Can you get back to us on subsequent years?

N. VanScoy: I would like to see the case number information.

J. Daigle: We have the capability to replace the system tomorrow. I would say put money in the CIP next year to build out.

J. Walter: When it comes time for the people to vote, the generator should be part of the system. It went down and officers had no way to contact each other. This tells us we have to do something with the system.

M. Miville: We need to educate the voters more so than in the past.

N. VanScoy: Is there anticipation of other needs coming up in 5-6 yrs.?

J. McHugh: There certainly will be. We are waiting for results of the audit to see if there are any recommendations. We don't have that yet. There is a possibility of something in the audit that other needs are to be addressed at some point. I have discussed this with the Town Administrator, and we may come back with a CIP addendum of sorts. He understood that we were so close to the audit being complete and given back to us.

N. VanScoy: The Town is looking at upgrading their technology. It is different (office staff day-to-day systems) than what we are talking about here for the radio communication system. Do you see that need for the Police Dept.?

J. McHugh: If there were a request/recommendation like that, we would complete our due diligence and do it right. We would put it out for an RFP, so we have reasonable numbers and not a best guess. That would probably be our approach. Something recommended in the audit report; computer system or whatever. We might state we need it, but for figures we would be better off to put it out for an RFP.

N. VanScoy: I'm not just looking at this year, but also upcoming years. Certainly there is no problem receiving papers for items like Diane needs.

S. Celio: Ossippee Mountain, are there multiple bids or are they it?

J. Daigle: They are almost the only vendor. They have 80% or more of the State bids. That is who has our contract and service agreements for Motorola. \$275,000 is the estimate for the console.

J. Walter: What if we got bids from other places, would the same equipment be cheaper?

J. McHugh: From recollection there probably are other companies, but based on performance (follow-up and service), Ossippee Mountain has proven they can do that. Other companies probably might have a similar product, but not the service. Service is something we need.

M. Miville: They have been the Police Dept. company, and over the years have done right by them.

J. Daigle: I'm not sure we go with another maker. They are all Motorola and we will stay with them.

S. Celio: MCC7500 is what similar towns use?

J. Daigle: It is the next generation of consoles. It is brand new technology. Our rep. said "you can get on the front of new technology".

N. VanScoy: CIP Committee, are we just looking for them to submit the requested information from tonight or do you want them to reappear?

M. Miville: Just have them submit with a cover letter.

N. VanScoy: Also, if you (J. McHugh and J. Daigle) wish to reappear you may. Thank you.

GENERAL DISCUSSION

N. VanScoy: We planned last year for \$20,000 in 2012/2013 and subsequent years. It is not much, but something.

M. Miville: We will have to adjust the bottom lines based on this year's CIP presentations.

N. VanScoy: Tonight's CIP requests are quite large. They were not properly funded in the past, and that has put us in the predicament we are in now.

Other

None at this time.

*M. Miville motioned to adjourn at 7:45pm. Seconded by S. Celio.
Vote unanimously in favor.*

ADJOURNMENT

Chair N. VanScoy adjourned the meeting at 7:45pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator