

GOFFSTOWN SCHOOL DISTRICT
GOFFSTOWN SCHOOL BOARD MEETING
Goffstown High School – Library - 27 Wallace Road, Goffstown, NH 03045
Monday, December 18, 2017

School Board Members: Dian McCarthy, Steven Dutton, Reta Chaffee, Ginny McKinnon, Heather Trzepacz, Dan Cloutier, Lorry Cloutier, Jenelle O'Brien, Kristie Curtis (excused absence)

Administration: Brian Balke, Superintendent, MaryClaire Barry, Assistant Superintendent

Dian McCarthy called the meeting to order at 7:01pm.

Approval of the December 4, 2017 School Board Meeting Minutes – *Heather Trzepacz motioned the approval of the December 4, 2017 School Board meeting minutes as presented, seconded by Jenelle O'Brien. Vote: 8-0-0 – All in Favor - Motion Passed.*

Correspondence Folder: Union Leader Article: Andrew Duval was named Gatorade Player of the Year; Media Posting: Bartlett students visiting the State Capital; Pictures: MVMS gym floor and Hour of Code activities - Minecraft coding puzzles, creating video game controller with Makey Makey, designing bracelets using binary code and programming, Ozobots to complete a maze with color coded programs.

Good News/Commendation: Jac St. Jean Reporting: A canned food drive and fundraiser at Sliders was held for GHS student, Ashley Lynch.

Heather Trzepacz Reporting: Heather attended the MVMS concert and was impressed with the students' performance. Kudos to the MVMS Music Department for a job well done! Heather also had a chance to see the new MVMS gym floor and heard a lot of compliments from both students and parents.

Public Comment: Barbara Dexter – 36 Center Street Goffstown. Mrs. Dexter stated that she has a hard time leaving \$10 million with people who were not aware that the money existed. Mrs. Dexter stated that people have been hurt by not receiving tax relief and the money is owed to the people that paid and have a right to the money. Mrs. Dexter wondered what would have happened if that audit hadn't happened.

Karen Hawk – 9 Mountain Road – Ms. Hawk stated that people are angry and disappointed. She asked for help in understanding how the money got lost in the shuffle and questioned how the money got from where it should have been to where it is now.

Jill Calveau 15 Shirley Park – Ms. Calveau applauded Superintendent Balke for hiring an independent audit but does not understand why an independent audit is not conducted every year. Ms. Calveau asked how the \$9.1 million will be returned to the taxpayers and does not feel that it is morally right for the school board to make that decision.

Richard Palazola 80 Shirley Hill Road – Mr. Palazola stated that he is angry about the \$9 million and would like to know the Board's plan for tax relief or a refund. Mr. Palazola commented that the taxpayers were hit with a tax increase at the last moment this year. Mr. Palazola asked if the money had been spent. Mr. Palazola does not want to belabor or point fingers, he just wants a solution.

Reports: Policy Review Committee – Steven Dutton Reporting: The committee is making good progress with the athletics policy and handbooks. They expect to have the policy and handbooks ready in the spring. The next PRC meeting is January 29th @ 5:30pm @ SAU Central Office.

Planning & Communication Committee – Reta Chaffee Reporting: The next P&C Committee meeting will be determined at a future meeting.

C&E Committee Report – Ginny McKinnon Reporting: GHS/MVMS Athletic Handbooks Coach/Student review took up the 2+ hour meeting. Kevin Farley and Steve Fountain were present Revised Handbooks are to be presented at January 29th C & E Some of the feedback from the Committee was to: add evaluation forms to the Coach Handbook. Add page numbers to all pages. Review Home Schooler participation, some items are not current practice. As a result of the Home Schooler dialogue C & E subcommittee asked to have IHBG Home School policy and regulation sent back to PRC for review.

Budget Committee – Dian McCarthy Reporting: The Budget Committee has not met since the situation. The Goffstown Town and School District Public Budget Hearing is January 9th. The committee may be calling an additional meeting before the public hearing depending on where the school district finds itself.

A&F Committee Meeting Report –The A&F Committee met tonight and voted to recommend the December 18, 2017 manifest in the amount of \$2,001,773.06. Dan Cloutier motioned to approve the December 18, 2017 Manifest in the amount of \$2,001,773.06, seconded by Heather Trzepacz. Major Items: Payroll/Taxes/Benefits: 12/07/17 Payroll and Payroll Taxes; Health Trust FSA Deposit and December Medical/ Dental Premium; NHRS – November 2017 Contributions; TSA Consulting – 403B Contributions; **AP Activity: SPED:** C.O.R.E. Vocation Services November services for 1 student; Valley Collaborative - November 2017 Services for one student; **General Expenses:** Dead River Company - Propane- Glen, GHS, MVMS, Maple; Eversource – Bartlett; Town of Goffstown – Quarterly Sewer Charges – GHS; Grappone Automotive – 2017 Ford F250 Pickup Truck; O’Sullivan Flooring - MVMS Gym Floor; Performance Food Service – Food Supplies; SAU#19 - December Assessment; Superior Fire Protection – Sprinkler Work-Bartlett, Maple Ave; Supplyworks – Buildings & Grounds Supplies; Whalley Computer Assoc – Maple Modular Projection Systems. **Student Activities** – US Integrity Touring – Student Activities Trip Payment (this is not an expense of the school district) **Vote: 8-0-0 - All in Favor - Motion Passed.**

Superintendents Report – Brian Balke Reporting: February 3, 2018 @ 10:00am @ GHS Dr. Craig Hieber Auditorium for the Deliberative Session and a snow date of February 5th was offered to the Board for consideration. **Dan Cloutier motioned to have the school deliberative session on February 3rd @ 10:00 am, seconded by Steven Dutton. Vote: 8-0-0 – All in Favor – Motion Passed.**

Superintendent Balke congratulated Salina Millora and the GHS Special Ed Team for a successful completion of the Indicator 13 onsite inspection. They received 100% compliance with the files that were reviewed.

Draft 2018 Warrant Article Discussion: Dan Cloutier moved to table the discussion of the warrant articles, seconded by Ginny McKinnon. Vote: 8-0-0 – All in Favor – Motion Passed

Audit Review Discussion: Dian McCarthy stated that it was brought to the Board’s attention during the regular audit that there was a certain amount of money that was inappropriately accumulated. We had a forensic auditor confirm those findings. The Board worked closely with the Department of Revenue Administration (DRA), Goffstown Board of Selectmen and the Goffstown Budget Committee to work on a resolution.

Superintendent Balke stated that he is incredibly sorry to the community that this has happened. We have a yearly audit that is conducted by an independent auditor. The auditor makes a full presentation of his audit

to the Board and always stated that we had received clean audits. The public was invited to go on-line to GTV-On Demand and watch the audit presentations. Brian stated that if we had known that we had this money accumulating, we absolutely would have returned this money over for tax relief over the last several years. The forensic auditors reviewed the state reports as far back 2007 and there were reporting errors made to the DRA and the Department of Education (DOE) reports. From 2007 – 2011 money was accumulated and at the end of 2011, money was returned for tax relief however the funds did not match the audit results. At the beginning of July 2011, funds began to accumulate again and a number of accounting errors were made in what was reported to the DRA and DOE and that is what has resulted in this accumulation of money. Had we known this, we certainly would not have financed \$500K worth of modular classrooms at Bartlett and Maple Ave. Had we known this we would not have liquidated our impact fees when we put the new library at Bartlett. Had we known this, we would not have liquidated the 2.5% Contingency Fund to do the GHS Drainage project. In answer to the question asked “how do you not know that you had money in the bank”, Brian stated that when you are running a \$60+million school district across two towns and the SAU, we relied on our business administrator and our auditors. There is not a great story to tell here and not easily explained. Money was not properly returned because at the end of the year, state forms that were submitted were done incorrectly. Brian commented that he along with the school board members signed the reports with the understanding that they were done correctly. The reason the forms were evaluated this year is because he asked the independent auditor at the beginning of our yearly audit to review all state forms because an error was made in the tax calculation projection for December 2017. We projected the tax rate to be at a certain level and we were all surprised when the DRA came back with tax rate of over \$15 per thousand for the school district rate. That is in addition to the town, state and county tax. At that time, the school board took the action and liquidated the \$570K from the 2.5% Contingency Fund which reduced the tax rate from \$15.02 to \$14.63 The school board took that action because they wanted to provide tax relief. Again, we did not know this money was sitting on the books. Some of the money is in a checking account other money was in open purchase orders which had never been closed. Brian hopes that this gives everyone a sense of how this happened. We did have a forensic audit done and when the final report is done it will be made public.

Brian stated that there are a series options available for the School Board’s consideration. Dan Cloutier asked is the \$9.1 million is ultimately a complete decision of the taxpayers as if there are warrant articles, the taxpayers will have the opportunity to vote on those articles and if there are no articles, the \$9.1 million goes back to the taxpayers. Brian agreed with that statement and explained that the only RSA 189 governs tax relief and emergency expenditures and approval must be received from the Commissioner of Education before emergency expenditures can be made. This is beyond the scope of the taxpayers. The money we are talking about came from two places - over collection of revenue (i.e. New Boston Tuition) and unreserved fund balance which by law has to be returned at the end of the year for tax relief.

Audit Review Discussion – Superintendent Balke Reporting: The Superintendent distributed copies of the following document to Board members and the public in attendance.

Goffstown School Board – Audit findings – options for the Board’s consideration to manage surplus funds. December 18, 2017

The following were used for tax rate projections – these numbers are consistent with what the Town used for their 2018 budget preparations. Every dollar of tax money equates to \$1.66

Projected 2018 MS-1 Values = \$1,458,772,100 x 100.5% = <u>\$1,466,065,961</u>	
+/- \$0.01	+/- \$14,660.66
+/- \$0.10	+/- \$146,606.60
+/- \$1.00	+/- \$1,466,065.96

Options for the Board’s consideration:

1. Return all surplus money at the end of Fiscal Year 2018 (June 30, 2018) -
 - a. Approximate value of \$9.1 Million is around a \$6.21 reduction in the local school tax rate assuming the tax impact from the table above – this would appear on the December 2018 tax bills
 - i. Current tax rate is \$14.63 but this was reduced from \$15.02 when the School Board liquidated \$570,000 from the 2.5% fund
 - ii. New tax rate for one year would be approximately \$8.81 for local school portion in December 2018
 - b. It is important to recognize that drastic swings in the tax rate can be very difficult for anyone who has their taxes paid with their mortgage through an escrow account
 - i. Potentially resulting in the lender issuing a refund check one year and then if tax collection amounts are not adjusted the subsequent year could result in a shortage and the need for homeowners to submit a check to cover the tax shortage
2. 2.5% of net appropriation can be kept on the books – this is approximately \$600,000 – currently, there is no money in the 2.5% fund because the Board used this money for tax relief for the December 2017 tax rate
 - a. This money can only be used for two purposes: tax relief and emergency expenditures with approval from the Commissioner of Education
3. Provide the voters an option (or several options) to try to manage the release of this surplus money over several years – this will provide tax relief but will avoid a one-year tax rate drastic reduction followed by an increase the subsequent year
 - a. Capitol Reserve Funds – All money to be retained by the Trustees of the Trust Fund
 - b. CRF establishment would be on the March 2018 Warrant for the town to vote on
 1. According to RSA 35 - RSA 35:1-c Non-Capital Reserve Funds Authorized
 - a. Any town, school district, county, or village district may establish a reserve fund for the maintenance and operation of a specific public facility or type of facility or type of facility, a specific item or type of equipment, or for any other distinctly-stated, specific public purpose that is not foreign to its institution or incompatible with the objects of its organization
 - i. A CRF could be established that could fund building operations – this would allow budget lines to be zeroed out and use the fund to pay for plant operations
 1. Elementary schools could be the focus so as to not impact the middle school and high school tuition calculations per the AREA Agreement
 2. Review if GHS and MVMS expenditures, irrespective of funding source (CRF vs. General fund budget) impacts AREA Tuition calculation
 - a. It is possible to work with the SAU Board to clarify this per the AREA Agreement – DOE can facilitate meeting to open the AREA if needed to clarify
 - ii. This would be the equivalent of reducing the budget by a set amount over several years – providing tax relief
 2. RSA 35:1 Establishment of Reserve Authorized
 - a. Any town, school district, village district or county may raise and appropriate money for the establishment of a CRF for the financing of all or part of the cost of:
 - i. Construction, reconstruction of acquisition of a specific capital improvement
 1. CRF for capital projects – could be CIP-approved projects

3. RSA 35:1 III-a Reserve Fund to purchase land
 - a. Create a reserve fund to purchase land
4. RSA 35:1-b Reserve Fund for Education of Persons with Disabilities
 - a. Any school district may establish a reserve fund under RSA 35:1 to meet the expenses of educating children with disabilities
 - i. This would be another option to pay for special education costs and reduce the general fund budget – the DOE requires that we establish a Maintenance of Effort for special education funding
5. RSA 35:1 V - Establishment of Reserves Authorized – Extraordinary legal fees and expenses related to present or foreseeable litigation
4. Special Legislation
 - a. The timeline for submitting legislation has passed – to consider submitting a special bill, unique and specific to Goffstown and/or New Boston would need approval from the Rules Committee
 - i. We could work with our State Senator(s) and Members of the House to explore legislative options:
 1. Expand fund retention beyond 2.5% - RSA 198:4-b
 2. Allow the Goffstown and/or New Boston School Districts to create a Reserve Account similar to towns and the Manchester School District – RSA 198:4-b III
 3. Allow Capitol Reserve Funds to be created for tax relief - RSA 35
5. Paying off existing obligations – this would allow for tax relief through the reduction of future budgets
 - a. GHS Bond
 - i. bond is set to expire in 2021 – the following debt schedule as found in the Town Report from January 2017

Year	Principal	Interest	Amount Due
2016-2017	605,000	118,425	723,425
2017-2018	590,000	101,463	691,463
2018-2019	580,000	81,975	661,975
2019-2020	570,000	58,974	628,974
2020-2021	565,000	36,275	601,275
2021-2022	555,000	12,488	567,488
Total Outstanding Bonds	3,465,000	409,600	3,874,600

- b. Honeywell Phase II Project
 - i. \$167,302.52 per year due on July 15th
 - ii. Total project was \$2,132,500
 - iii. 11 payments remain with expiration in 2028
 - iv. 11 payments at \$167,302.52=\$1,840,327.72
- c. Elementary modular classrooms
 - i. Total cost for modular classrooms – 573K plus interest
 - ii. Approximately \$126,349 per year – we are in year 2 of a 5 year lease

Example of creating and using a CRF for facilities to manage surplus funds:

December Tax	Available for tax relief	Change in tax	Surplus draw-down
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Rate FY		rate	from \$9.1 M
2018	2 Million – return of unreserved fund balance	Reduction of \$1.36	7,100,000
2019	2 Million from CRF – money reduced from general fund budget	Reduction of \$1.36	5,100,000
2020	2 Million from CRF – money reduced from general fund budget	Reduction of \$1.36	3,100,000
2021	2 Million from CRF – money reduced from general fund budget	Reduction of \$1.36	1,100,000
2022	1.1 Million from CRF – money reduced from general fund budget	Reduction of \$0.75	0

This model assumes:

- Establishment of Facilities CRF in the amount of \$7,100,000
- No additional money for tax relief – over collection of revenue or underspend of the general fund
 - In all likelihood, amounts available for tax relief would be larger for each year
- We would need to work with the New Hampshire Department of Education to accurately capture facilities-related costs so they are factored into the per-pupil costs compiled by the DOE annually
- No changes in the equalized assessed evaluation for the town
- Current building operations only – covering existing costs not new projects

FY 19 Budget amounts:

Location	Function	FY 19 Budget amount
Glen Lake	2620	107,446
Bartlett	2620	246,508
Maple Ave	2620	353,774
MVMS	2620	806,866
GHS	2620	988,234
	Total	2,502,828

➤ Further evaluation needed:

- Creating CRF for use of these funds consistent with RSA 35:1 – c
- To confirm expenditures from CRF still apply within AREA Tuition formula

Next steps:

1. Further research and investigation into any of the proposed options or additional options that may be brought forward
2. Consider holding a Public Hearing to give the community the opportunity to weigh in on any options the Board is considering
3. Releasing the Forensic Audit when the final report is received

Dan Cloutier is in favor of holding a public hearing before the Budget Committee meeting as any money warrant article would have to have a public hearing prior to deliberative session. Dian stated that we have to move forward as the timing is tight but it is important that we are thoughtful in our decision with what is in the best interest of the community. Dan explained that if we put any money on the warrant article and

the warrant article does not pass, that money would end up in the unreserved fund balance and will go back to the taxpayers for tax relief which is basically Option #1.

Dan emphasized that there were no accounting errors that were made that caused the surplus. The SAU accounting office staff do a great job. The situation we find ourselves in is due to state reporting errors and these state forms are not part of the audit. Dan explained that in fund accounting, you receive permission from the voters to spend money, you also have estimated revenues and the difference is what is returned for tax relief and that is what was not correctly reported on the DRA state form. The school district cannot retain these funds.

Dian McCarthy wanted to ascertain that there are sufficient funds in the budget's legal line to cover extraordinary legal fees and expenses related to present or foreseeable litigation. Dan Cloutier if Brian knew of any other school district that has gone through a situation like this. Brian is not aware of a similar or comparable situation and stated that the school district's Property & Liability Insurance carrier has been notified. Dian stated that it is important that we weigh our options and give significant consideration to these options as we have limited time. Brian also reminded the Board that if they were interested in pursuing the special legislative option, the bill would have to be approved by the Rules Committee and we will need to notify Senator D'Allesandro and the Representatives immediately. Steven Dutton stated that the special legislative option was not his preference as it is difficult to predict the likelihood of success. Steven stated that it makes sense to have this community make the decision.

Ginny McKinnon stated the importance of educating the voters as they need to understand what is in front of them and what the impact of their vote will do for them. Dian McCarthy commented that we are not happy that this happened and we need to stay focused on what is before us and we want to make sure the funds are properly managed. There are laws that need to be followed and things and that can and cannot be done. We want to explain options and reasons for considering those options so that the voters choose the best option for them.

Dan Cloutier stated that during the DRA meeting, the option to go ahead and write checks was never part of the discussion as that option is not legal. Things have to go through the process. Dan reviewed the options presented: Filing a special bill could be difficult to accomplish and if the bill is not supported, the money will go back for tax relief. Pay off existing obligations will allow for tax relief through the reduction of future budgets. Dan explained that the GHS Bond expires in 2021 and we could save approximately \$400K+ in interest if the GHS bond was paid off now (the next GHS bond payment is included in our current budget and will be paid in July 2018). Honeywell Phase II Project has 11 payments of \$167,302.52 remaining for a balance of \$1,840,327.72 and expires in 2028. We are in year 2 of a 5-year lease for the elementary modular classrooms at approximately \$126,349 per year. The Honeywell Phase II Project will expire in 2028. Dian commented that if the majority of voters vote no on these options, the money is returned for tax relief. The Board was not in favor of filing legislation but is considering the option of paying off the existing obligations. The 10-year Honeywell project will need to be reviewed and the modular lease may not be an option as this is not a loan but a lease. Brian explained that the whole thought was to reduce the tax rate by \$2M each year versus all at once. Dan would like to keep the legislative option on the list adding that if we were legally allowed to create a CRF with a schedule as to how the money would be paid down, it would still be in the taxpayers' hands. Dan added that he would rather not handle the disbursement of the funds and would like to keep as many options as possible in front of the taxpayers.

Brian reviewed the creation of a \$7,100,000 Facilities Capital Reserve Fund (CRF) model listed above. Dan stated that he was not in favor of taking maintenance out of the budget and would rather name the CRF exclusively for tax relief. Brian agreed with Dan’s option and stated that he tried to come up with as many creative ways to return the money for tax relief. Dian agreed that it would be wonderful to reduce the tax rate and we need to be thoughtful on how we proceed. Brian stated that we could work with the town to help get the information out and make sure that we reach those residents who have an escrow account tied to their mortgage. We will need to reach approximately 19,000 residents. Dian reiterated that if we do go this route and it gets voted down it still goes back to the town. Board members are in agreement that they need additional information before making a decision. We will need a special meeting at some point within the next couple of weeks.

The DRA shared that depending on the order of the articles that are passed by voters, the \$9.1 million article may only be \$7 million. Brian stated that seeking permission to submit special legislation is the first step Brian will draft the legislation and submit it to Senator D’Allesandro who will be the legislation forward to the Rules Committee for consideration. If approved, the bill will move quickly through the Rules Committee and the option to create a CRF similar to the Manchester School District’s reserve account. This will allow voters to vote on the creation of the CRF for tax relief with an established pay schedule.

Brian congratulated the 30 COHORT graduates (29 Goffstown and 1 New Boston teacher) who received their Masters degree during the Hooding Ceremony that was held at GHS. Most of the graduates are listed on the group of track changes that will be presented under the Staffing portion of the agenda.

Notifications

Track Change (Effective 2/1/18):

Shelly Kayser	Glen Lake	B+15 to M
Christopher Belding	MVMS.....	B+15 to M
Leslie Brigagliano	MVMS.....	B+15 to M
Sandra Fyfe	MVMS.....	B+30 to M
Jane LaRoche	MVMS.....	B+30 to M
Heather Pierce	MVMS.....	B+15 to M
Lyle Hamel.....	GHS.....	B+30 to M

Intern:

Connor Forsythe (NHTI).....	All Schools	Technology Team
Victoria Walder (Endicott College)	GHS.....	Social Studies

Approvals:

Co-Curricular Sports Notifications (2017-2018):

Joseph Mullaney (n).....	MVMS.....	Wrestling Volunteer
Randy Lovering (n).....	GHS.....	Basketball – Varsity (Boys) Volunteer

Steven Dutton motioned to accept the two co-curricular nominations as presented, second by Reta Chaffee. Vote: 8-0-0 – All in Favor – Motion Passed.

Other:

Superintendent Balke presented a proposal for an additional paraprofessional at Maple Ave. Brian explained that there is a student who has unique needs and requires the support of a paraprofessional. *Ginny McKinnon motioned to grant the paraprofessional for the rest of the year for a Maple Ave per the*

student's Individual Education Plan (IEP), seconded by Steven Dutton. Vote: 8-0-0 - All in Favor – Motion Passed. Superintendent Balke clarified that this was an additional para professional needed not a new position.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING:

NON-PUBLIC SESSION RSA 91-A:3II(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 inability to pay or poverty of the applicant.*

Dan Cloutier motioned to enter in non-public session at 8:42pm, seconded by Heather Trzepacz. The Chair took an individual voice poll. Vote: 8-0-0 – All in Favor – Motion Passed.

No discussion

Dan Cloutier motioned to exit non-public session at 8:43pm, seconded by Steven Dutton. The Chair took an individual voice poll. Vote: 8-0-0 – All in Favor – Motion Passed

Steven Dutton motioned to enter into non-public session pursuant to RSA 91A:3II(d) at 8:54pm, seconded by Dan Cloutier. The Chair took an individual voice poll. Vote: 8-0-0 – All in Favor – Motion Passed.

Heather Trzepacz motioned to leave non-public session at 9:13pm pursuant to RSA 91-A:3II(d), seconded by Lorry Cloutier. The Chair took an individual voice poll. Vote: 8-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to seal the non-public minutes until the matter is resolved, seconded by Steven Dutton. Vote: 8-0-0 – All in Favor – Motion Passed.

The Board set a meeting date for Wednesday, January 3, 2018 at Goffstown High School @ 6:30pm unless there is pressing information that needs to be discussed before that date.

Dian McCarthy stated that the Budget Committee is waiting for additional information from the school board before their January meeting.

Superintendent Balke and Recording Secretary Denise Morin were excused from the next non-public session at 9:15pm.

Ginny McKinnon motioned to enter into non-public session pursuant to RSA 91A:3II(c) at 9:15pm, seconded by Lorry Cloutier. The Chair took an individual voice poll. Vote: 8-0-0 – All in Favor – Motion Passed.

Steven Dutton motioned to leave non-public session at 10:00pm pursuant to RSA 91-A:3II(c), seconded by Dan Cloutier. The Chair took an individual voice poll. Vote: 8-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to seal the non-public minutes ad infinitum, seconded by Steven Dutton. Vote: 8-0-0 – All in Favor – Motion Passed.

Jenelle O'Brien asked to review the budget process moving forward. Dian McCarthy provided a brief summary of the remainder of the process including the Public Budget Hearing and Deliberative Session.

Lorry Cloutier motioned to adjourn the meeting at 10:12pm, seconded by Reta Chaffee. Vote: 8-0-0 -- All in Favor - Motion Passed

Respectfully submitted by,

Denise F. Morin
Recording Secretary