

**Town of Auburn
Board of Selectmen
September 23, 2019
7:00 PM**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Paula Marzloff, Don Dollard and Jim Thompson, Cemetery Trustees, Michael Rolfe, Road Agent Mike Dross, Linda Dross, Parks & Recreation Coordinator Amy Lachance, Fire Chief Mike Williams, Police Chief Ray Pelton, Deputy Fire Chief Bob Seling, Michael DiPietro, Tax Collector Susan Jenkins, Larry Marino, JP Pegun and Steve Gallinaro, Wethersfield HOA, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Eaton called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Approval of Accounts Payable Manifest for the Week of September 23, 2019 - \$131,081.61

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of September 23, 2019 in the amount of \$131,081.61. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 23, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 23, 2019 some of which included: two (2) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of September 23, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Amy LaChance – Parks & Recreation

Mrs. LaChance provided handouts showing the brush and trees proposed for removal along the ice rink. Many are overgrown and high up. Alliance provided an estimate for the work for \$3,000. Mike Dobmeier and Margie McEvoy removed the brush themselves at Appletree Park, so the \$3,000 in the current budget for that work could be applied here.

Mr. Eaton would like to see another quote as he believes \$3,000 is high. The Road Agent has used Accurate Tree Service for other Town projects and Mr. Eaton believes they would charge closer to \$1,500. Mr. Dross will contact Accurate tomorrow morning. Mrs. Lachance will secure additional pricing and bring this item back for the Board's consideration.

Mr. Eaton reported Mrs. Lachance noted the Community Room at the Safety Complex needed some sprucing up and asked if it could be painted. Mr. Eaton also noted there was additional work to replace 10-12 ceiling tiles, cleaning up of hanging cables, and blackened duct work.

The Board was in general agreement. Mrs. Lachance will see if this is something Mike Dobmeier can do. Bill Herman recommended consideration be given to the Rockingham

County House of Correction workers who are working at Wayne Eddows now. Mr. Eaton suggested it would take approximately four gallons of paint. Mrs. LaChance will check on the availability of the Trustees.

Larry Marino, Wellesley Circle – Stop Signs

Mr. Marino spoke to the Board about dangerous traffic situations in Wellesley Circle, Steam Mill Road, and Windsor Drive. Mr. Marino visited the Highway Safety Meeting on September 18th where he and other members of the Wethersfield Homeowners Association (HOA) brought to their attention regular traffic safety issues, as well as two incidents involving a motorist rolling through a stop sign and striking a child on a bike and in another incident a dog was hit. There was another incident this morning where a motorist sped past children boarding the school bus. The Police Department set up the radar trailer for three days and recorded the number of cars, and speeds discarding the high and low. Chief Pelton noted 200 cars were recorded with an average speed of 35 mph. Mr. Marino noted this was done on a Friday, Saturday and Sunday, and would like to see the study done when traffic is at its highest volume, Monday through Thursday.

Sgt. Cashman had proposed a number of recommendations at the Highway Safety Meeting to slow cars down including additional stops signs, flashing signs and reducing the visual road width with fog lines. It was generally felt fog lines would make the neighborhood feel commercial. Mr. Marino noted they were in favor of a second stop sign with perhaps a warning sign ahead of it. They asked about an electronic speed sign which Mr. Leclair indicated the Town would not pay for that, but would consider allowing the HOA to cover the cost. Chief Pelton provided information on the cost of such a unit, which he indicated ran between \$2,800-\$3,500.

Mr. DiPietro and Mr. Dross did not find traffic problems unique to this neighborhood, noting other streets throughout Town had more significant issues and were not in favor of setting a precedent. Mr. Marino noted it may be time for the Town to try something new. Mr. Eaton reported the Manual for Uniform Traffic Control Devices noted stop signs should not be used to control speed, and would not have prevented the accident where the motorist rolled out of the existing stop sign. Mr. Eaton stated he was willing to test this recommendation on a trial basis to see how it would work if applied in other situations in Town. Mr. Bedard estimated the stop signs are approximately \$150-200 each including installation.

Mr. Bedard motioned to have two stop signs installed at Wellesley and Steam Mill. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Dross said he will order the signs this week. Chief Pelton reminded the homeowners that videotaping is not allowed of vehicle activity in New Hampshire.

Fire Chief Michael Williams – Monthly Meeting

Chief Williams gave his monthly meeting report to the Board noting 57 incidents in August. Chief Williams reported the boat is in the water, docked across the street. The AVS has had its inspections and the Chief felt Mrs. Rouleau-Cote, the Building Inspector, did a great job through this difficult project. The new rescue vehicle has arrived in CT for final preparations before being delivered to Auburn. Cistern inspections have been completed and all passed their flow

tests and will be painted. Working to install no parking signs. Engine 2 had a front suction valve leak and main cross lay feeder line repair. All pumps have passed their annual inspection and are in service.

The 2020 Operational and Emergency Management Budgets have been submitted. The Forestry Grant for a new floating fire pump with accessories has been submitted. This is a 50-50 matching grant.

FY 2020 Town Budget Presentations

Tax Collector – Susan Jenkins

Mrs. Jenkins presented the 2020 Proposed Financial Administration Budget of \$4,800 which is a \$200 increase over the current year. Mrs. Jenkins noted deed research is up, while the education line is down from \$1,000 to \$950. In 2020, the Deputy Collector will be going through the certification program. Tax bill printing has a small increase of \$50. Last year \$3,050 was budgeted with \$2,380 spent to date with December's bills still to be printed at a cost of approximately \$890.

Mr. Leclair motioned to approve the FY 2020 Financial Administration Budget of \$4,800. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Supervisors of the Checklist – Susan Jenkins

Mrs. Jenkins presented the 2020 Proposed Election Registration & Vital Stats budget of \$6,500 which had a significant increase over the current year due to there being four elections to be held in 2020. The budget proposal was based on expenditures experienced in 2016, which was the last time there were four elections held in one year.

Mr. Leclair motioned to approve the FY 2020 Election, Registration & Vital Stats Budget of \$6,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Cemeteries – Cemetery Trustees

Mr. Dollard presented the 2020 Proposed Cemetery Budget of \$33,510 which is a 1% percent increase from last year. Mowing and Mileage are both increased by \$200. Mr. Leclair noted he wanted to see the Town revised the RFP for mowing services and put it back out to bid with more specifications for next year. Mr. Herman indicated they will do that, but most of the changes would be for Parks & Recreation as there are no other major issues elsewhere. Mr. Dollard felt the contractor was mowing the cemetery properties too short. He said fertilizer is making a big difference and no grubs have been seen this year. Mr. Leclair asked about the property maintenance line of \$6,500, none of which has been spent. Mr. Dollard said the Trustees were looking to repair of the wall at the Longmeadow Cemetery, but Mr. Herman noted that project was expected to come from a cemetery trust fund and not the operating budget. Mr. Dollard noted that is a major project, and Stantec is helping with the specifications for the required work. He indicated he had a verbal estimate for \$10,000, while the CIP has a project cost of \$15,000. Mr. Thompson noted the Robie Cemetery line of \$2,000 will remain the same as the extent of the project is uncertain.

Mr. Leclair motioned to approve the FY 2020 Cemetery Budget of \$33,510. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Department – Mike Williams

Chief Williams presented the 2020 Operating Budget Of \$250,397, which was an increase over the current year's budget of \$223,243.

Mr. Leclair complimented the Chief on his presentation, detail and good backup materials. Chief Williams recognized Deputy Chief Selinga and the other Fire Officers for assisting in pulling all the information together.

Chief Williams indicated the first item is to re-establish at Fire Occupational Health and Safety line for immunizations and dealing with blood borne pathogens. The immunizations for TDAP would be offered the first year. \$1,000 is for safety glasses and PPE Gowns and \$2,205 for TDAP testing @ \$63 per person. Chief Williams also proposed \$1,225 Mr. Leclair recommended doing a survey to see how many firefighters would take advantage of these. Chief Williams noted a policy was being worked on in the past and funding would come first. The Board agreed to remove the \$1,225 for flu shots from the proposed budget as many are offered through free clinics.

Mr. Leclair motioned to approve the FY 2020 Fire Occupational Health & Safety budget of \$3,205. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Chief Williams left a \$1 line item in Forest Fires which reflected no increase.

Mr. Leclair motioned to approve the FY 2020 Forest Fire Budget of \$1. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Equipment Maintenance was level funded from last year at \$4,500. Chief Williams noted the Department was working to service saws this year.

Mr. Leclair motioned to approve the FY 2020 Fire Equipment Maintenance budget of \$4,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Radio Repair was level funded from last year at \$1,000. Chief Williams noted the Department was working to repair some older model digital radios that were not working.

Mr. Leclair motioned to approve the FY 2020 Fire Radio Repair budget of \$1,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Derry Dispatch is budgeted for \$55,772 which is a four percent increase over last year.

Mr. Leclair motioned to approve the FY 2020 Derry Dispatch budget of \$55,772. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire & Rescue Training budget of \$20,300 was level funded from last year. Chief Williams noted this makes up a training allowance of \$580 per person with 35 Fire/EMS members, which was an item discussed in the MRI study. Mr. Leclair noted this line has never exceeded \$17,500 and proposed reducing it to \$17,500 which is \$500 per person.

Mr. Leclair motioned to approve the FY 2020 Fire & Rescue Training budget of \$17,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Hazmat proposed budget of \$7,249 represented a \$549 increase from last year with dues increasing. This covers the Town's participation in the Southeastern New Hampshire Hazardous Materials Mutual Aid District.

Mr. Leclair motioned to approve the FY 2020 Fire Hazmat budget of \$7,249. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Building Maintenance of \$18,697 which is an 87% increase over last year. Chief Williams presented an itemized list of work required at both fire stations with the related costs.

Painting (both stations)	\$2,500.00
Interior repairs (both stations)	\$1,000.00
Exterior repairs (both stations)	\$1,000.00
HVAC Maintenance Agreement (Complex)	\$1,332.00
HVAC Maintenance (Station 2)	\$1,000.00
Unexpected Repairs (both stations)	\$4,500.00
Plymovement Service Contract (Complex)	\$ 600.00
Floor buffing (both stations)	\$ 600.00
Fire Alarm Monitoring (both stations)	\$1,140.00
New Air Compressor (Complex)	\$2,000.00
Trash Pickup (both stations)	\$ 600.00
Pressure Wash (Complex)	\$ 575.00
Repairs (Complex) trim, roof over bay dr. Install rain diverter	\$1,950.00

Chief Williams noted the AAA HVAC Agreement is shared 50% with the Police Department.

Mr. Eaton noted the Town does not have a maintenance position who could clean up a lot of the items. Mr. Leclair indicated the Town and School District had discussed having the District's maintenance director taking on the project part-time, but it was put on hold until after the School project is completed.

Mr. Leclair motioned to approve the FY 2020 Fire Building Maintenance budget of \$18,697. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire & Rescue New Equipment of \$15,896 is down 1% from last year. Chief Williams noted new forestry equipment, new fire hose, hydraulic rescue ram, fire hooks, entry tools, Zoll service agreement and maintenance contract.

Mr. Leclair motioned to approve the FY 2020 Fire Rescue New Equipment budget of \$15,896. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Radios in the amount of \$7,700 which is level funded from last year. The budget represents digital radio replacements for Engine 1 and 2 to phase out two 20-year old models. Mr. Leclair asked how many total radios the department have. Chief Williams will provide that information.

Mr. Leclair motioned to approve the FY 2020 Fire New Radios budget of \$7,700. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

SCBA Maintenance in the amount of \$6,130 which shows a 23% increase over last year. Chief Williams indicated the increase is for \$1,130 in semiannual SCBA air testing which is an IRC standard.

Mr. Leclair motioned to approve the FY 2020 Fire SCBA Maintenance budget in the amount of \$6,130. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Water Hydrants in the amount of \$13,112 which is level funded from last year.

Chief Williams noted this is a direct cost billed by Manchester Water Works for hydrants in Auburn. Mr. Eaton noted it seemed high for four or five hydrants and felt the Town should talk to MWW. Mr. Herman believes there are more than four or five hydrants in Auburn. He would need to check, but he was certain there were at least a dozen. Mr. Leclair questioned only half the budgeted amount having been spent. Mr. Herman believes it is billed twice per year. He will verify this information and report back to the Board.

Mr. Leclair motioned to approve the FY 2020 Fire Water Hydrants budget in the amount of \$13,112 pending review of the information. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Dues, Subscriptions and Software in the amount of \$4,600 which is down eight percent from last year. Chief Williams noted computers will be upgraded to Office 365 at a total cost of \$1,900. Chief Williams noted the Windows may need upgrading as well to access My Domain.

Mr. Leclair motioned to approve the FY 2020 Fire Dues, Subscriptions and Software budget in the amount of \$4,600. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Rescue Supplies in the amount of \$3,000 which is level funded from last year. Chief Williams detailed some of the items which included durable rubber gloves, nasal cannulas, Lifepack-12 Cardiac Defibrillators to be compatible with Derry.

Mr. Leclair motioned to approve the FY 2020 Fire Rescue Supplies Budget in the amount of \$3,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Protective Clothing in the amount of \$21,250 which is a 52% increase from last year. Chief Williams indicated he would like to provide 35 call firefighters uniforms (shirts, pants and boots) @ \$150 ea. Mr. Leclair was in favor of providing 35 shirts at \$50 each. Mr. Eaton noted he would be in favor of \$75. After discussion, the Board's consensus was to provide a \$50 allowance for the call firefighter uniforms.

Chief Williams was also proposing a \$1,000 clothing allowance for each of the two full-time firefighters. Mr. Leclair asked Chief Pelton what was in the police contract for uniforms for full-time officers, and it was believed to be \$650 per officer. Mr. Leclair noted it could be changed later if it was determined to be a different amount.

Mr. Leclair motioned to approve the FY 2020 Fire Protective Clothing budget in the amount of \$17,050. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Office & Cleaning Supplies in the amount of \$2,500 which is level funded from last year.

Mr. Leclair motioned to approve the FY 2020 Fire Office & Cleaning Supplies budget in the amount of \$2,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Misc. Grant Budget in the amount of \$5,000 which is level funded from last year.

Mr. Leclair motioned to approve the FY 2020 Fire Misc. Grant budget in the amount of \$5,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Dry Hydrants in the amount of \$2,000 which is level funded from last year. The Chief reported there are 24 plus cisterns. Chief Williams indicated he will be looking into adding the chlorine tabs recommended by Mr. Eaton. Chief Williams explained that a dry hydrant is a pipe in the ground to a water supply source like a river, stream, brook, etc.

Mr. Leclair motioned to approve the FY 2020 Fire Dry Hydrants budget in the amount of \$2,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Information Technology Budget in the amount of \$5,560 which reflects an 11% increase from last year. Chief Williams indicated the increase is \$560 due to cloud backups on servers, annual maintenance and service contracts on fire department IT equipment and unexpected replacement parts. The monthly maintenance contract with the IT vendor is \$285 per month.

Mr. Leclair motioned to approve the FY 2020 Fire Information Technology budget in the amount of \$5,560. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Truck Maintenance in the amount of \$41,200 which is an increase of seven percent over last year - for annual vehicle service, pump service and testing, aerial service and ladder testing, annual host testing, state inspections, tanker 2 pump work, unforeseen repairs, and tires. Mr. Leclair recommended eliminating the \$9,300 for tanker 2 pump work since Chief Williams indicated it passed this year's inspection and is the next vehicle scheduled for replacement. Mr. Leclair reduced the unforeseen repair line by \$4,000 to \$5,000 with the understanding the Selectmen are anticipating requesting the establishment of a reserve fund for the larger expenses associated with vehicles and equipment.

Mr. Leclair motioned to approve the FY 2020 Fire Truck Maintenance Budget in the amount of \$27,900. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Apparatus Fuel in the amount of \$9,000 which is level funded from last year. Chief Williams discussed use of Wex cards, which is the same purchasing tool used by the Police Department, Building Inspector and Parks & Recreation.

Mr. Leclair motioned to approve the FY 2020 Fire Apparatus Fuel Budget in the amount of \$9,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Ambulance Service – Mike Williams

Chief Williams presented the proposed FY 2020 Ambulance Service Budget in the amount of \$86,858 which is a three percent increase over last year for the contract with Derry Ambulance Service.

Mr. Leclair motioned to approve the FY 2020 Ambulance Service Budget in the amount of \$86,858. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Apparatus – Mike Williams

Chief Williams presented the proposed FY 2020 Fire Apparatus Lease/Purchase Budget in the amount of \$114,004 which is a six percent decrease from last year. Chief Williams indicated this is for Engine 1 (\$72,695.61) and the new Rescue vehicle (\$41,308.31).

Mr. Leclair motioned to approve the FY 2020 Fire Apparatus Lease/Purchase budget in the amount of \$114,004. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Emergency Management – Mike Williams

Chief Williams presented the proposed FY 2020 Emergency Management Budget in the amount of \$4,604. Chief Williams indicated the FEMA Expenditures line would be held open with a \$1 placeholder as well as the OEM Training line, Public Media line and OEM Communication line. \$4,000 is requested for a TV and bracket and Smart Board. Mr. Leclair recommended reducing the Equipment and Gear line from \$4,600 to \$1,800, which would provide for a new TV and wall bracket and a replacement white board.

Mr. Leclair motioned to approve the FY 2020 Emergency Management budget in the amount of \$1,804. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Pingree Hill Station Repairs & Upgrades – Mike Williams

Chief Williams presented the proposed FY 2020 Improvements to Buildings Budget in the amount of \$56,680 which are estimates to make the repairs and upgrades to Station 2 discussed at the site walk.

Kitchen Floor Repairs	\$ 7,000
Replace Kitchen Cabinets/Appliances	\$10,000
Upgrade Bathroom Fixtures/Appliances/Floor	\$ 8,000
Fire rated Doors Bays to Station Entrances	\$ 8,000
New Exterior Siding – Building	\$23,680

Mr. Leclair recommended tabling these until the end of the budget process and unexpended funds are reviewed at the end of the year. He felt it was likely the work may be spread out over several years.

Mr. Herman noted the Chief had included a proposal for wages for per diem firefighters, which was a new proposal. Although wages are not on the table tonight, he thought the Chief wanted to discuss the idea with the Selectmen.

Chief Williams is recommending a proposed line item totaling \$19,968 for per diem firefighters to cover filling shifts in times of need over the weekend and after normal business hours. The Chief provided a fact sheet relative to Fire-Rescue Membership detailing the number of rostered firefighters and Active Firefighter/EMTs. His proposal for per diem coverage was for multiple part-time shifts from 8-2 PM and 10-4 PM on weekends. He is also developing a potential automatic mutual aid system with the Chester Fire Department that could also help provide some additional coverage support.

New Business

Town & Library Trustees Draft Memorandum of Understanding

Mr. Herman provided a copy of a draft Memorandum of Understanding between the Auburn Board of Selectmen and the Griffin Free Public Library Trustees. This will enable the Town to assist the Trustees with processing payments of bills instead of the Trustees paying all of their operating expenses. The Trustees are also reviewing the document, and their Treasurer would like to see it commence with the new year in January 2020.

It is likely the Selectmen and Library Trustees will meet on this before the end of October.

Old Business

Mosquito Spraying – Town Parks & Property

Mr. Herman indicated spraying was posted to begin Wednesday, September 25, 2019 from 5:30-9:30 at Circle of Fun Playground, Auburn Village School, Sun Valley Park and the Safety Complex Lacrosse Field. He also reported Manchester Water Works gave their permission.

Addition to Police Department

Mr. Eaton indicated the structure is up, the trusses are up, the plywood is next and framing will be done by Thursday. Mr. Eaton talked to the roofer about next week to re-roof the back section where the roof connects. Siding will be ordered and should be installed within the next few weeks.

Report/Comments of Ex-Officio Board Representatives

Mr. Eaton noted Highway Safety met September 18th and discussed Wethersfield's traffic issues. The Committee also met with a representative from the Southern NH Planning Commission to discuss traffic safety audits.

Mr. Leclair noted Planning Board met September 18th and discussed elderly housing ordinance and signs. He also reported there is a one lot subdivision on the Sanborn property.

Other Business

Mr. Bedard discussed changing streetlights to LEDs and noted he had had discussions with two Manchester Aldermen to get information on costs to switch, savings and rebates/incentives from Eversource.

Next Meetings/Events

Saturday, September 28, 2019 – E-Waste Collection Event – 9 AM to 2 PM

Monday, September 30, 2019 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- September 16, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the September 16, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session – RSA 91-A: 3, II (a)

Consideration of the compensation of a public employee

Mr. Leclair motioned to go into non-public session at 9:45 pm pursuant to 91-A: 3, II (a) -- consideration of the compensation of a public employee. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 9:45 PM.

Mr. Leclair motioned to come out of non-public session at 9:53 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

The meeting room was reopened to the public at 9:53 PM.

Mr. Leclair motioned to seal the minutes of the non-public meeting. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a salary increase for the Fire Chief from \$27,000 to \$28,000 based on a positive performance appraisal and successful completion of a one-year probation period effective September 14, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 9:54 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary