

Auburn Budget Committee Meeting  
December 3, 2016  
Auburn Village School

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair; David Wesche, Dan Carpenter, Alan Villeneuve and James Headd

Members Absent: Paula Marzloff and Bert Ouellette

Others Present: School Board Member Keith LeClair; Superintendent of Schools Charles Littlefield, Assistant Superintendent of Schools Margaret Polak, Business Administrator Karen Lessard, AVS Principal Lori Collins, Director of Student Services Anne McSweeney, Maintenance Director Scott Dube, Technology Director Michael Lessard and Town Administrator Bill Herman

The Chairman called the meeting to order at 8:15 AM

***Auburn School District 2017-2018 Budget***

Chairman Miles asked for representatives of the Auburn School District to provide an overview of the proposed budget and highlights the Budget Committee should be aware. School Board Chairman Alan Villeneuve reported there was a significant increase in the proposed budget due to a number of items the School Board had been dealing with, and there remained two or three line items yet to be completed.

Business Administrator Karen Lessard reported the School Board's proposed budget at present reflected a \$720,000 increase (5.8%) over the current year, but there were a few reductions that would be proposed during this meeting. She indicated the bottom-line increase was based mainly on seven specific items including:

- The District will realize a 6.3% increase in rates for health insurance premiums, which translates to an increase of \$83,200.
- The tuition for high school students to attend Pinkerton Academy will be up approximately \$280,000 due to a 4% tuition rate increase and an additional 14 or 15 students going to Pinkerton.
- Special Education is an area seeing a significant increase, with one residential placement alone costing approximately \$200,000.
- The updating of the science curriculum and the provision for the "STEM" (Science, Technology, Engineering and Math) initiative account for approximately \$67,000.
- An increase in the employer's contribution to the NH Retirement System of 1.69%.

- The provision of building improvement funds of \$55,000 for the repair of areas not covered by the potential renovation and additional project.
- Special Transportation includes an increase of \$20,090.

When asked about the potential of teacher contract negotiations, Alan Villeneuve reported the negotiations are scheduled for mediation on December 21<sup>st</sup>. At this point, there is no indication what the end result might be.

### ***Information Technology (Account #2840)***

Michael Lessard presented the proposed budget for Information Technology, which totaled \$192,472.27, a reduction of \$1,109.37 from the current budget of \$193,581.64.

**Mary Beth Lufkin moved to approve Information Technology (Account #2840) at \$192,472.27, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Maintenance (Account #2600)***

Scott Dube presented the proposed budget for Maintenance, which totaled \$636,445.86 at present, which is an increase of \$43,938.63 from the current budget of \$592,507.23.

Alan Villeneuve noted the School Board has not yet finalized three of the lines within the Maintenance budget due to the need for additional information and discussion on the part of the School Board. Those lines include Repairs Grounds - \$13,700; Life Safety Repairs - \$2,850; and Building Improvement - \$110,390.

Mr. Dube responded to questions concerning maintenance contracts. Mary Beth Lufkin asked about the Safety Audit conducted by the School District a few years ago and if there is implementation costs involved with the proposed budget. Mr. Villeneuve and Keith LeClair reported the School Board has addressed portions of the recommendations in the current budget such as increasing the number of security cameras in and around the school. But other items that are recommended require an addition and renovation to the school building in order to achieve. They felt the School District is doing what they reasonably can, and is responding in an appropriate manner.

After a discussion on procedure, members of the Committee and the School Administration agreed the Budget Committee could approve the proposed budget as currently presented, including the three lines of Repairs Grounds, Life Support Repairs and Building Improvement, and address any potential changes at a later date.

**Mary Beth Lufkin moved to approve Maintenance (Account #2600) at \$636,445.86, seconded by Janes Headd. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Regular Education***

#### *Curriculum Coordinator*

Requesting \$7,500, level funded from 2016.

**Alan Villeneuve moved to approve Curriculum Coordinator at \$7,500. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Teacher Salaries*

Requesting \$2,215,748.27, a reduction of \$22,662.05 from 2016.

**David Wesche moved to approve Teacher Salaries at \$2,215,748.27. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Paraprofessional*

Requesting \$40,255.54, a decrease of \$56.10 from 2016.

**Alan Villeneuve moved to approve Paraprofessional at \$40,225.54. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Substitute Salaries*

Requesting \$32,500, a decrease of \$7,500 from 2016.

**David Wesche moved to approve Substitute Salaries at \$32,500. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Health Insurance Buyout*

Requesting \$3,150, a decrease of \$600 from 2016.

#### *Health Insurance*

Requesting \$731,061.42, an increase of \$77,300.42 from 2016.

#### *Dental Insurance*

Requesting \$16,193.40, an increase of \$602.75 from 2016.

#### *Life Insurance*

Requesting \$3,055.14, level funded from 2016.

*Disability Insurance*

Requesting \$5,413.02, a decrease of \$238.56 from 2016.

*FICA*

Requesting \$175,885.30, an increase of \$4,160.44 from 2016.

*NHRS Professional*

Requesting \$368,219.66, an increase of \$20,920.54 from 2016.

*Tuition Reimbursement*

Requesting \$30,000, level funded from 2016.

*Workshop Reimbursement Professional*

Requesting \$12,480, level funded from 2016.

*Workshop Reimbursement Support*

Requesting \$200, level funded from 2016.

*Unemployment Insurance*

Requesting \$2,520, a decrease of \$2,100 from 2016.

*Worker's Compensation*

Requesting \$7,531.61, a decrease of \$934.41 from 2016.

**Mary Beth Lufkin moved to approve Health Insurance Buyout, Health Insurance, Dental Insurance, Life Insurance, Disability Insurance, FICA, NHRS Professional, Tuition Reimbursement, Workshop Reimbursement Professional, Workshop Reimbursement Support, Unemployment Insurance and Worker's Compensation at a total of \$1,355,709.55. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Student Team Building*

Requesting \$3,432, a reduction of 4,076 from 2016.

Alan Villeneuve reported the School Board had reduced this account by eliminating an overnight camping trip the sixth grade had experienced in the past five or six years. This was one of two field trips for the sixth grade.

**David Wesche moved to approve Student Team Building at \$3,432. Seconded by Alan Villeneuve. A vote was taken. Voting Yes – Dan, Jim, Dave and Alan. Voting No – Mary Beth. The motion carried.**

*Repairs Equipment*

Requesting \$1,500, an increase of \$1,220 from 2016.

The main expense from this account will be to repair various microscopes for the science program.

**Alan Villeneuve moved to approve Repairs Equipment at \$1,500. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Regular Education Supplies*

Requesting \$31,581.10, a decrease of \$268.34 from 2016.

*Foreign Language Supplies*

Requesting \$354.62, a decrease of \$358.93 from 2016.

*Art Supplies*

Requesting \$4,068.28, an increase of \$2,044.22 from 2016.

*Language Arts Supplies*

Requesting \$2,791.77, an increase of \$1,318.53 from 2016.

*Tech Ed Supplies*

Requesting \$1,722.50, a decrease of \$411.66 from 2016.

*Math Supplies*

Requesting \$1,843.32, a decrease of \$77.62 from 2016.

*Music Supplies*

Requesting \$3,247.52, a decrease of \$150.14 from 2016.

*Phys Ed Supplies*

Requesting \$948.69, a decrease of \$468.23 from 2016.

*Reading Supplies*

Requesting \$427.29, an increase of \$253.13 from 2016.

*Science Supplies*

Requesting \$15,929.18, an increase of \$6,347.40 from 2016.

*Tech Integration Supplies*

Requesting \$818.99, an increase of \$266.72 from 2016.

Lori Collins and Alan Villeneuve reported the Auburn Village School have what is called a "One-on-One Initiative" where all of the students are provided with a Chrome Book tablet, and have access to web-based curriculum resources. Principal Collins noted that teachers can extend their various programs as a result of the system, which helps Auburn students advance in the education efforts.

**Mary Beth Lufkin moved to approve Supplies accounts for Regular Education, Foreign Language, Art, Language Arts, Tech Ed, Math, Music, Phys Ed, Reading, Science and Technical Integration totaling \$63,733.26. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Foreign Language Textbooks*

Requesting \$408.32, a decrease of \$1,388.54 from 2016.

*Language Arts Textbooks*

Requesting \$140.14, an increase of \$140.14 from 2016.

*Science Textbooks*

Requesting \$64,518.68, an increase of \$64,518.68 from 2016.

*Social Studies Textbooks*

Requesting \$329, an increase of \$329 from 2016.

*Tech Integration Textbooks*

Requesting \$1,843.32, a decrease of \$77.62 from 2016.

Assistant Superintendent of Schools Margaret Polak reported they had worked with the vendor and have brought the total cost of the Science Textbooks down to \$50,938.14 for the full curriculum they were looking to bring to the Auburn Village School.

**James Headd moved to approve Foreign Language Textbooks, Language Arts Textbooks, Science Textbooks, Social Studies Textbooks and Tech Integration Textbooks at a total of \$53,658.92. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Regular Education Information Access Fees*

Requesting \$5,199, level funded from 2016.

*Tech Integration Information Access Fees*

Requesting \$784, a decrease of \$1,216 from 2016.

**Mary Beth Lufkin moved to approve Regular Education Information Access Fees and Tech Integration Information Access Fees at a total of \$5,983. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Language Arts Practice Books*

Requesting \$1,535.65, an increase of \$478.12 from 2016.

*Math Practice Books*

Requesting \$12,648.62, a decrease of \$1,526.10 from 2016.

*Reading Practice Books*

Requesting \$11,264.20, a decrease of \$930.58 from 2016.

**David Wesche moved to approve Language Arts Practice Books, Math Practice Books and Reading Practice Books at a total of \$25,448.47. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Replacement Equipment*

Requesting \$734.94, an increase of \$734.94 from 2016.

*Replacement Furniture*

Requesting \$11,924.94, an increase of \$2,113.43 from 2016.

**David Wesche moved to approve Replacement Equipment and Replacement Furniture at a total of \$12,659.88. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Art Other Equipment*

Requesting \$1,644.05, an increase of \$611.35 from 2016.

*Music Other Equipment*

Requesting \$2,147, an increase of \$1,147 from 2016.

**Mary Beth Lufkin moved to approve Art Other Equipment and Music Other Equipment at a total of \$3,791.05. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Regular Education High School Tuition Other LEA's*

Requesting \$35,810.22, an increase of \$35,810.22 from 2016.

*Regular Education High School Tuition Public Academy*

Requesting \$3,091,615.66, an increase of \$245,163.42 from 2016.

Karen Lessard report the Other LEA's are high schools other than Pinkerton Academy that Auburn students have chosen to attend. She indicate the tuition rate paid is the same as the rate paid to Pinkerton Academy and that three students are covered in this area, while there are 259 students attending Pinkerton Academy. She indicated there has been a slight reduction in these two lines since the budget was printed. The Tuition for Other LEA's is requested at \$35,589, while the Tuition for Public Academy is requested at \$3,072,517.

**David Wesche moved to approve Regular Education High School Tuition Other LEA's and Regular High School Education Tuition Public Academy at a total of \$3,108,106. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Special Education (SPED) (Account #1200)***

Anne McSweeney presented the proposed budget for Special Education, which totaled \$2,772,388.26 in the printed budget, an increase of \$206,007.82 from the current budget of \$2,566,380.44.

Alan Villeneuve noted Mrs. McSweeney will be retiring at the end of the current school year, but has worked hard to ensure the school district and her ultimate replacement are in a good position for the 2017-2018 academic year. He also noted the proposed increase in this area is largely due to one residential placement by the District that will cost nearly \$200,000.

Mrs. McSweeney noted there would be some revenue to come to the District as an offset to these expense from CAT Aid and Medicaid. But she also noted CAT Aid is usually received in the year after the expense and not in the same budget year. She noted there would be approximately \$290,000 in CAT Aid and approximately \$100,000 from Medicaid anticipated based on the proposed budget.

Mrs. Lessard noted there have been a couple of changes to individual line items in the SPED budget that was sent out in advance. These are in the areas of Tuition to Public Academy – an increase to \$955,264; and in Tuition to Private School – an increase to \$50,500. With these two changes, the SPED budget (Account #1200) would total \$2,882,952.26.

**Mary Beth Lufkin moved to approve Special Education (Account #1200) at \$2,882,952.26, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Extended School Year (ESY Elementary) (Account #1230)***

Anne McSweeney presented the proposed budget for Extended School Year Elementary, which totaled \$35,962.10 in the printed budget, a decrease of \$4,793.62 from the current budget of \$40,755.72.

Mrs. McSweeney noted this budget is for summer programming for Special Education students.

**David Wesche moved to approve ESY Elementary (Account #1230) at \$35,962.10. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

### ***ELL (Account #1260)***

Anne McSweeney presented the proposed budget for ELL, which totaled \$12,261.68 in the printed budget, a decrease of \$49.66 from the current budget of \$12,311.34.



Mrs. McSweeney noted this budget is for one-to-one assistants to students who do not speak English.

**Alan Villeneuve moved to approve ELL (Account #1260) at \$12,261.68. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Advanced Learner (Account #1270)***

Anne McSweeney presented the proposed budget for Advanced Learner, which totaled \$23,873.52 in the printed budget, an increase of \$4,868.22 from the current budget of \$19,005.30.

**Mary Beth Lufkin moved to approve Advanced Learner (Account #1270) at \$23,873.52. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Co-Curricular Activities (Account #1410)***

The proposed budget for Co-Curricular Activities, which totaled \$22,321.61 in the printed budget, is an increase of \$662.89 from the current budget of \$21,658.72.

This budget covers virtually of all the different clubs and the Student Council at the Auburn Village School.

**Mary Beth Lufkin moved to approve Co-Curricular Activities (Account #1410) at \$22,321.61. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Athletics (Account #1420)***

The proposed budget for Athletics, which totaled \$32,697.06 in the printed budget, is an increase of \$1,087.03 from the current budget of \$31,610.03.

**Alan Villeneuve moved to approve Athletics (Account #1420) at \$32,697.06. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Summer School (Account #1430)***

The proposed budget for Summer School, which totaled \$9,575.75 in the printed budget, is an increase of \$126.75 from the current budget of \$9,449.00.

**Alan Villeneuve moved to approve Summer School (Account #1430) at \$9,575.75. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

***Summer Enrichment (Account #1490)***

The proposed budget for Summer Enrichment, which totaled \$6,750.50 in the printed budget, is an increase of \$2,850.90 from the current budget of \$3,899.60.

Karen Lessard reported students participating in the Summer Enrichment program pay fees that cover the costs of the program. So there are revenues that fully cover this expense.

**Mary Beth Lufkin moved to approve Summer Enrichment (Account #1490) at \$6,750.50. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

***Guidance (Account #2120)***

The proposed budget for Guidance, which totaled \$131,763.62 in the printed budget, is an increase of \$1,648.30 from the current budget of \$130,133.32.

**Alan Villeneuve moved to approve Guidance (Account #2120) at \$131,783.62. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

***Health (Account #2130)***

The proposed budget for Health, which totaled \$236,972.66 in the printed budget, is an increase of \$18,518.47 from the current budget of \$218,454.19.

**David Wesche moved to approve Health (Account #2130) at \$236,972.66. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

***Psych Services (Account #2140)***

The proposed budget for Psych Services, which totaled \$83,377.61 in the printed budget, is an increase of \$2,740.61 from the current budget of \$80,637.

**David Wesche moved to approve Psych Services (Account #2140) at \$83,377.61. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Speech Services (Account #2150)***

The proposed budget for Speech Services, which totaled \$208,924.97 in the printed budget, is a decrease of \$1,365.06 from the current budget of \$210,290.03.

**David Wesche moved to approve Speech Services (Account #2150) at \$208,924.97. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

The Chairman called a recess to the meeting at 10:07 AM. The meeting resumed at 10:20 AM.

### ***Therapy Services (Account #2160)***

The proposed budget for Therapy Services, which totaled \$111,085.63 in the printed budget, is a decrease of \$13,428.84 from the current budget of \$124,514.47.

The Committee members were advised this was the account that covered occupational and physical therapy.

**David Wesche moved to approve Therapy Services (Account #2160) at \$111,085.63. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Other Support Services (Account #2190)***

The proposed budget for Other Support Services, which totaled \$3,796 in the printed budget, is an increase of \$111.60 from the current budget of \$3,684.

**David Wesche moved to approve Other Support Services (Account #2190) at \$3,796. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Staff Development (Account #2210)***

The proposed budget for Staff Development, which totaled \$118,957.17 in the printed budget, is an increase of \$2,971.63 from the current budget of \$115,985.54.

**David Wesche moved to approve Staff Development (Account #2210) at \$118,957.17. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Media (Account #2220)***

The proposed budget for Media (Library), which totaled \$116,618.42 in the printed budget, is an increase of \$1,023.26 from the current budget of \$115,595.16.

**Mary Beth Lufkin moved to approve Media (Account #2220) at \$116,618.42. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***School Board Services (Account #2310)***

The proposed budget for School Board Services, which totaled \$36,160.63 in the printed budget, is a decrease of \$21,235.83 from the current budget of \$57,396.46.

Alan Villeneuve reported the reduction in the budget was largely due to the study approved last year concerning the potential withdrawal from the School Administrative Unit. He indicated the study has been completed and there is no need to continue to fund the item.

**Mary Beth Lufkin moved to approve School Board Services (Account #2310) at \$36,160.63. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***SAU Services (Account #2320)***

The proposed budget for SAU Services, which totaled \$287,029 in the printed budget, is an increase of \$12,662 from the current budget of \$274,367.

David Wesche asked if his understanding was correct that the Auburn School District would receive grant writing services as part of the SAU Services. Karen Lessard indicated the SAU would have some involvement with potential grants, but that a grant writers is not something that is specifically budgeted for in the SAU budget. Alan Villeneuve reported the Auburn share of the SAU costs are determined by a formula involving property valuation and student enrollment. Karen Lessard noted Auburn pays approximately 25% of the SAU total costs.

**David Wesche moved to approve SAU Services (Account #2320) at \$287,029. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Principal Services (Account #2410)***

The proposed budget for Principal Services, which totaled \$435,043.83 in the printed budget, is an increase of \$15,231.89 from the current budget of \$419,811.94.

Lori Collins reported the increase in the Repair and Maintenance Service line was the cost of implementing the “Pick-up Patrol” program, which is an online service that keeps better track and control of data on individual students. She reported that it is much easier for parents to use, and allows staff to track individual students without the needs for individual slips or note. She felt it had been very well received and utilized.

**Mary Beth Lufkin moved to approve Principal Services (Account #2410) at \$435,043.83. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

***Transportation (Account #2700)***

The proposed budget for Transportation, which totaled \$692,118.60 in the printed budget, is an increase of \$29,133.20 from the current budget of \$662,985.40.

Dan Carpenter expressed the desire that he would like to see something done with transportation, noting he felt it was not keeping up with the 21<sup>st</sup> Century and that there are an awful lot of empty seats on all of the bus runs. David Wesche agreed and asked if it wasn't possible to use the average student ridership as a means for providing adequate transportation at a fair cost. Alan Villeneuve indicated the school district is required to provide transportation for the potential of all students utilizing that service, however the students were not required to ride the school bus to school. He also indicated a large part of the problem in terms of costs is that Auburn is being a significant size community with a lake right in the middle. If the school district reduced the number of bus routes, then the remaining buses would be making longer bus runs to shuttle the students, creating other issues of concern.

**Mary Beth Lufkin moved to approve Transportation (Account #2700) at \$692,118.60. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

***Evaluation Services (Account #2814)***

The proposed budget for Evaluation Services, which totaled \$1.00 in the printed budget, was level funded from the current budget of \$1.00.

**David Wesche moved to approve Evaluation Services (Account #2814) at \$1.00. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

***Pre-Employment Physicals (Account #2835)***

The proposed budget for Pre-Employment Physicals, which totaled \$250 in the printed budget, is level funded with the current budget of \$250.

**David Wesche moved to approve Pre-Employment Physicals (Account #2835) at \$250. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

***Wage Pool (Account #2900)***

The proposed budget for Wage Pool, which totaled \$22,699.95 in the printed budget, is an increase of \$10,870.31 from the current budget of \$11,829.64.

**Mary Beth Lufkin moved to approve Wage Pool (Account #2900) at \$22,699.95. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

***Buildings***

*Use of Facility*

Requesting \$1.00, level funded from 2016.

*Site Acquisition*

Requesting \$1.00, level funded from 2016.

*Architecture & Engineering*

Requesting \$1.00, level funded from 2016.

**David Wesche moved to approve Use of Facility (Account #3300), Site Acquisition (Account #4100) and Architecture & Engineering (Account #4300) at \$1.00 each for a total of \$3.00. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

***Proposed Budget Total***

Karen Lessard reported that based on the decisions made by the Budget Committee at this meeting, the Auburn School District budget proposal totals \$13,268,642.92. She noted the School Board still has three budget lines they are working on within the Maintenance budget account.

***Approval of Meeting Minutes***

**David Wesche moved to accept the minutes of the November 17, 2016 meeting as printed. Seconded by Dan Carpenter. A vote was taken; Voting Yes – Dave, Dan, Mary Beth and Alan. Abstaining – Jim. The motion carried.**

### ***Adjourn***

**David Wesche moved to adjourn the meeting at 10:48 AM. Seconded by Dan Carpenter. A vote was taken; all were in agreement, the motion carried unanimously.**

The meeting adjourned at 10:48 AM.