

**TOWN OF SPRINGFIELD
SELECTBOARD HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR SELECTBOARD MEETING
MONDAY, March 13, 2023**

APPROVED MINUTES

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Chair, Kristi Morris, called the meeting to order at 7:00 pm. Pledge of Allegiance was recited, and Roll Call was taken.

Selectboard Members: Chair, Kristi Morris, Vice Chair Michael Martin, and Everett Hammond were present in-person. Walter Martone and Crissy Webster joined via Zoom.

Administration: Town Manager Jeff Mobus and Public Works Director Jeff Strong were present in-person. Library Director Sue Dowdell and Road Foreman Donny Turner joined via Zoom.

School Board Liaison: Steve Karaffa was not in attendance

B. MINUTES

1. Regular Selectboard Meeting – February 27, 2023

MOTION: Michael Martin moved to approve the Regular Selectboard Meeting minutes of February 27, 2023, as printed and distributed with revisions.

Seconded by: Everett Hammond

Walter Martone requested a correction on page 4 at the very top line in the center, where it says, “...the property would come...” that should be “**off** the tax rolls”. Walter Martone additionally asked for two other items to be corrected, the first on page 7 in the third line down, “**Town Manager Jeff Mobus added the Town and School District will receive present information on the Town Budget, School Budget, the Town Bond request for the water project, and all of the appropriations.**”, then down in Item G in the fifth line down, “**Town Manager Jeff Mobus noted that we will have to start charging for composting drop-off...**” he would like to insert the word “**food**” before composting because we do other kinds of composting for yard waste and we are not going to be charging for that.

Vote: 5-0, unanimous

C. ANY REQUESTED ADDITIONS TO THIS AGENDA

Town Manager Jeff Mobus requested the addition of two items, the first being an appointment an appointment of a constable and the second being a revolving loan fund request. Town Manager Jeff Mobus added they can be Items 8 and 9 under new business. Everett Hammond requested that the agenda be corrected to reflect the additions. Town Manager Jeff Mobus confirmed the agenda would be corrected.

D. NEW BUSINESS

ITEM #1 Act on Eureka Culvert bids

Town Manager Jeff Mobus presented the Act on Eureka Culvert bids agenda item included in the meeting packet.

MOTION: Everett Hammond moved to Approve the low bid of \$189,250 from Neil H Daniels Inc for the box culvert replacement on Eureka Road.

Seconded by: Michael Martin

Further discussion ensued regarding the number of bids, bid amounts, and that most of the bids were from local companies.

Michael Martin inquired where the culvert was located on Eureka Road. Public Works Director Jeff Strong responded it was located by Scott Barlow's sugaring operation, where he has his vacuum tank. Public Works Director Jeff Strong added it is the third one out by the dip, which he believes is called Spencer Brook. Michael Martin asked if it was the first crossing, North of Woodbury Road. Public Works Director Jeff Strong confirmed. Matt Priestly commented it was the first crossing North of Barlow Road. Public Works Director Jeff Strong further added it is the biggest culvert in this project.

Vote: 5-0, unanimous

ITEM #2 Receive job descriptions for Animal Control and Evidence Technician positions

Town Manager Jeff Mobus presented the Receive job descriptions for Animal Control and Evidence Technician positions agenda item included in the meeting packet. Town Manager Jeff Mobus noted the Board has 15 days to take action on the descriptions and since they are meeting again in 14 days, they present the job descriptions to them at this meeting and the Board acknowledges receipt of the job descriptions and then if there is something that concerns, they want to change they do so at the next meeting.

MOTION: Crissy Webster moved to acknowledge receipt of the Animal Control and Evidence Technician position job descriptions.

Seconded by: Michael Martin

Michael Martin noted on the last page of the packet the Evidence Technician Job Description at the very bottom, second line up a typo on "equipment us" should be "use". Michael Martin inquired what an employment status exempt means. Town Manager Jeff Mobus responded they are looking at the Federal Standards act, and an exempt position is a position that is not eligible for overtime and a non-exempt position is eligible for overtime. Town Manager Jeff Mobus added the Fair Labor Standards Act has definitions that you must check and control, noting he suspects this will end up being a non-exempt position. Michael Martin further inquired that exempt positions require a certain annual compensation standard. Town Manager Jeff Mobus confirmed and noted that the description will change.

Walter Martone on the same page in the same paragraph after work environment the second line down where it says, "pounds occasionally", should be "**negligible**" not "legible". Walter Martone noted the very last bullet on that page he really likes and would strongly suggest that they include that in all our job descriptions, particularly on the Animal Control one. Walter Martone added it would be good because they (Animal Control) are probably going to have a lot of contact with the public so this ability to support the Town's diversity, equity, etc. is nicely written. Walter Martone further added regarding the Animal Control description he believes somewhere in there given our recent experiences that "vicious dogs" should be mentioned. Chair Kristi Morris commented that brings up a valid point and inquired if the Animal Control description for dogs especially and the Ordinance if we should connect the two, so part of the description is to enforce the Ordinance. Town Manager Jeff Mobus confirmed he would clear that up.

Vote: 5-0, unanimous

ITEM #3 Act on audit engagement letter

Town Manager Jeff Mobus presented the Act on audit engagement letter included in the meeting packet. 1:11:54

MOTION: Michael Martin moved to authorize the acceptance of the audit engagement letter and authorize the Board Chair and Town Manager to sign the engagement letter.

Seconded by: Walter Martone

Everett Hammond commented that he believed they discussed a year ago at some point either the General Account Standards or possibly the State recommends the Town switching auditors every 4-5 years, and he inquired if the Town Manager had ever investigated that. Town Manager Jeff Mobus responded he did not but would make a note of that. Everett Hammond added he was inclined to hold off until they know that answer if this is one of those things they should be switching, noting he believed we were at the verge last year but might have been over. Everett Hammond further added he recalled that Rockingham would switch occasionally. Everett Hammond continued it was not to do with pricing it was to just make sure that things were not getting missed by using the same group every time or to prevent something else from happening.

Further discussion ensued that they cannot schedule the audit until they have this.

Everett Hammond commented they could still approve this pending any concerns with either the State of Vermont or the General Accounting Standards. Town Manager Jeff Mobus noted that there are fewer companies doing audits now, so it is not as easy to change as it once was.

Further discussion ensued regarding if it was the State or the General Accounting Standards, but it may fall under best practices.

Walter Martone commented that he recalled 2-3 years ago there was an issue with the audit not being ready in time for the publication of the information for the Town Meeting and he did not see anything in the engagement letter that talked about a timeframe. Walter Martone added he does not want to have that lost that it was a problem, and they probably want to at least let them know that we hope it would be ready in time for that publication. Walter Martone further added that there were some people from the public that complained that the audit was not available in the Town Meeting materials. Town Manager Jeff Mobus responded he knows that we have had it available in the last three and it is certainly a discussion that comes up and he always encourages Cathy (Sohngen) to schedule earlier each year. Town Manager Jeff Mobus noted that all of the June 30th fiscal year ends try to get audits at the same time so there is a squeeze there too.

Michael Martin commented he did not like conditional things and was happy to withdraw the motion and they will just postpone this to the next meeting to get Mr. Hammond's question answered. Michael Martin inquired if it would be a big delay to wait two weeks. Town Manager Jeff Mobus responded with the Town budgets all passed everybody is going out to bid at the same time. Further discussion ensued that two weeks could cause problems with scheduling the audit.

MOTION WITHDREW: Michael Martin

Seconded WITHDREW by Walter Martone

Further discussion ensued regarding the conditions that would be put on the motion.

MOTION: Everett Hammond moved that the Town of Springfield accept the engagement letter from Mudgett, Jennett & Krogh-Wisner PC not to exceed the price of \$ 35,000 with the Town Manager to check to make sure this meets the

General Accounting Standards and any kind of State of Vermont recommendations of not to exceed a certain number of years with the one accounting firm.

Walter Martone requested Everett Hammond to include “**and authorize the Board Chair and Town Manager to sign the engagement letter.**”. Everett Hammond agreed to this addition to his motion.

Seconded by: Walter Martone

Vote: 5-0, unanimous

ITEM #4 Discuss Road posting

Town Manager Jeff Mobus presented the Discuss Road posting agenda item included in the meeting packet. Town Manager Jeff Mobus added that the Public Works Department has previously been told by a member of AOT that they do not recommend posting paved roads, noting that Public Works Director Jeff Strong and himself do have a meeting with AOT on March 15th and they can ask them the rationale behind this. Town Manager Jeff Mobus further added that they learned in the winter the blacktop roads are the strongest.

Further discussion ensued that the Town Manager is looking for the Selectboard to confirm the way they are posting the roads now.

Town Manager Jeff Mobus added they do ask the businesses with heavy vehicles to coordinate with our Operations Supervisor and know when they can go on those roads and when they cannot go on those roads. Chair Kristi Morris asked to clarify if we post the roads or they are posted due to the road conditions or expected road thaw or conditions of the road, do businesses have to get permission or fill out a permit. Public Works Director Jeff Strong responded that they (Public Works) post the roads and there are a lot of people you cannot keep off the road, such as school buses, fire trucks, plow trucks, fuel delivery trucks. Public Works Director Jeff Strong added they would like to think they would work with them, for example a fuel oil truck would not go out there in the middle of the day and would schedule it. Public Works Director Jeff Strong noted they have worked with loggers in the past allowing them to come out in the mornings when things are frozen.

Public Works Director Jeff Strong discussed they are posting with a sign that says two-axel weight limit of 15,000 pounds, three-axel 18,000, and tractor trailer 20,000. Public Works Director Jeff Strong added that our secondary roads are posted for a legal load limit of 24,000 pounds year-round, noting this is any place you come off a State road onto a secondary road. Public Works Director Jeff Strong further added that the enforcement of that is that they work with everybody they can, noting they have not had too many problems with it.

Chair Kristi Morris commented his concern is how do businesses that are allowed by permission to travel the road vs the residents that live there that probably don't get notified and they see this periodically that they get complaints from the residents. Chair Kristi Morris inquired how they address that if it was through the Town Manager or the Highway Department. Town Manager Jeff Mobus responded that Road Foreman Donny Turner could let them know and it can be put on Facebook or the Town website. Public Works Director Jeff Strong added he believed they had been asked for permission a few times this year so far, noting a couple of them were for loads of lumber going to construction projects and a couple of them were for logging.

Chair Kristi Morris commented that fuel oil delivery trucks were mentioned. Public Works Director Jeff Strong responded they (fuel oil trucks) don't want to get stuck out there and they don't want to destroy the road either, but if they have to go, they have to go there. Public Works Director Jeff Strong added that there really was not a mechanism of enforcement of this other than they put the signs up and the mechanism for enforcement is if all those people are listed with you and have provided you with insurance then you go after their insurance company.

Public Works Director Jeff Strong discussed they do allow overweight permits and we do the overweight permit for \$10.00 for all kinds of companies. Public Works Director Jeff Strong cited a few examples of companies that got excess weight permits, such as the company that delivers to the North Springfield store, and all the companies that deliver to the Industrial Park. Public Works Director Jeff Strong added they have a permit from us on a State permit form that we collect the \$10.00 from.

Michael Martin inquired where the handout that they got with their packet about mud season came from. Town Manager Jeff Mobus responded he got the handout from Donny Turner. Public Works Director Jeff Strong added it was probably part of the workshop. Michael Martin added there are a lot of references to State Statutes and there is a distinction between restrictions and closing roads, and closing roads according to statute have a very prescribed method of Selectboard approval to close roads and we are not talking about closing roads here. Public Works Director Jeff Strong confirmed. Michael Martin further added it appears as though the Selectboard is supposed to act on any restrictions. Further discussion ensued regarding them acting on closing and restricting roads in the past, noting the restriction of the bridge weight limit on Giddings Street (formerly Main Street, North Springfield).

Michael Martin noted that 24 V.S.A. also allows for the imposition of fines if we want to do that. Michael Martin asked to confirm that the passage he was reading talks about more permanent restriction, and they are discussing temporary seasonal posting for mud season. Public Works Director Jeff Strong confirmed. Further discussion ensued regarding there are certain vehicles are exempt from locally imposed weight restrictions, such as State municipal firefighting equipment, construction machinery, and agricultural service vehicles that weigh less than 60,000 pounds without needing to ask for special permission. Town Manager Jeff Mobus noted that we have had good cooperation of people asking when roads are frozen and not frozen.

Further discussion ensued that the Town Manager is looking for the Board to confirm that what Public Works is currently doing for posting roads is in alignment with the Board's wishes.

Everett Hammond commented that he believed construction equipment was meant to refer to one of the roads being really bad and needing repair, not private property construction vehicles. Everett Hammond added the concern is not gravel roads it's paved roads, any damage done to paved roads once it's done it's done and sometimes it's so small and done year after year so you might not know who did it. Everett Hammond further added that gravel roads can be graded. Everett Hammond noted that when paved roads are frozen that is the best time. Everett Hammond discussed when it thaws out the other way around that means those ice lenses are thawing out underneath the pavement and has nowhere to go that water is sitting there and when heavy trucks go over that can slowly start working that pavement and that is when the degradation happens, and the road starts breaking up into potholes.

Everett Hammond added that even at night if it freezes down to 25 degrees might be all right for a gravel road but that 25 degrees on a paved road that is 4 inches of pavement is not even starting to freeze up what's underneath there unless you are well below 20 and it stays there. Chair Kristi Morris asked to confirm that on paved roads the State was recommending that we do not post them. Public Works Director Jeff Strong responded they will ask the opinion of the State District Engineer. Town Manager Jeff Mobus added he believed they were thinking within a certain timeframe. Chair Kristi Morris inquired if the policy they are initiating covers both gravel and paved roads. Public Works Director Jeff Strong responded they are only posting the dirt roads and they are not posting the class 2 or class 3 secondary roads, noting the secondary road going into Giddings Street for example all those roads are legally posted for 24,000 pounds and they do not cover up the existing signs with this restricted weight limit in the winter.

Matt Priestly in-person commented that the Highway Department are doing a great job working with businesses, noting the communication the Highway Department has now is much better than they have seen in the past and they will tell you straight up if you can go out or not. Matt Priestly added that they are not looking to damage a road and they are the ones still paying taxes in this Town to fix the roads. Matt Priestly further added that log trucks are the ones that get picked

on with muddy roads, but those log trucks are the trucks that are bringing the tax dollars back out of the woods that all these people are getting tax breaks on.

Matt Priestly discussed that everyone thinks there is mud season only in the Spring, but mud season in the fall is sometimes just as bad as the mud season in the spring, so they have a lot of limitations on when they can technically harvest crops due to weather, mud in the woods, or mud on the roads. Matt Priestly added that what they (Highway Department and Town Manager) have been doing has been great to work with. Matt Priestly further added he would strongly dislike seeing the paved roads posted and he believes they would see an uproar if they started to do that.

Chair Kristi Morris discussed that he was trying to understand this policy they have now or the way we are handling our road posting through the Highway Department, and Matt Priestly alluded to the fact that he thinks it's working well. Chair Kristi Morris added that he would hate to think they would create some policy on something, he doesn't know how we would enforce it number one and how we would be expected to enforce that every day or take the signs down every day. Matt Priestly commented it is so sporadic when you have the appropriate weather to haul. Matt Priestly added with temperatures you have to watch that and just because the weatherman says it's going to hit 20 degrees that night, it might hit 20 degrees at 5 am or it might hit 20 degrees at midnight. Matt Priestly continued that is the tough part for Shawn (Pollard) and the guys to figure out is what times. Matt Priestly further added the other tough thing is we did get a couple cold days, and he thinks that's probably what frustrate some people, noting they haul from midnight to 8 am and log trucks or any trucks aren't the quietest trucks coming down out of Springfield because there is not a flat spot coming down out of Springfield. Matt Priestly discussed that he believes that is what adds to the frustration of people is these trucks running at night when that is the appropriate time for these trucks to be running because that is when the roads are in the best shape.

Further discussion ensued regarding posting roads that some roads are meant for it, but you can't post any class 1 roads. Additional discussion ensued regarding the exempt vehicles, such as agricultural vehicles.

MOTION: Walter Martone moved to endorse the process and procedures that the Highway Department with their road posting policy that they are using now.

Walter Martone inquired if they needed to have this resolution come back to them at a later date. Public Works Director Jeff Strong responded that they post dirt roads during the spring season, would not be a bad idea. Town Manager Jeff Mobus added this year it is too late but agrees in the future they should do that.

Seconded by: Michael Martin

Michael Martin asked to confirm it is just an affirmation of current policy, exercising their authority as the Selectboard they authorize the DPW to post roads and the standards they use are the same as the State of Vermont. Public Works Director Jeff Strong responded that the standards for the postings and the signs are the same. Town Manager Jeff Mobus added we have to use their (the State's) signs and there is no flexibility. Everett Hammond asked if this included paved roads. Town Manager Jeff Mobus responded that his understanding is the Board is affirming our current practices that the way we are dealing with roads which at this point is not posting blacktop or paved roads. Everett Hammond commented that he would rather see more thought put into this next year and he is a proponent of posting paved roads because that is where you are putting multi millions of dollars into them.

Shawn Pollard in-person inquired how it was any different with their log trucks running than the Town hauling sand in after every single snowstorm. Public Works Director Jeff Strong responded he believed that was covered under that construction exemption. Matt Priestly commented that it was construction on the road if you look it up, it is for the Town or construction to actually go fix the road and the Town would need to plan ahead of time to haul all the material in. Shawn Pollard added they should be able to put up all of their salt and sand ahead of time and not truck it in after every single storm. Public Works Director Jeff Strong commented that's exactly what Donny Turner went to in this class, there

is a whole can of worms with this thing. Public Works Director Jeff Strong added we don't have room enough to store a whole winter's worth of salt and sand, so we haul it all the time. Public Works Director Jeff Strong further added the other thing whether it is a dirt road or a paved road it is very hard to enforce, and they don't want someone in the middle of the night sneaking out there, he believes it is better that they try to work with people.

Vote: 4-1, approved, Everett Hammond voted Nay

ITEM #5 Update on 25 Union Street

Town Manager Jeff Mobus presented the Update on 25 Union Street included in the meeting packet. Town Manager Jeff Mobus noted that there is a shortage of housing, and this needs to be turned back into residential housing of some sort, but we also want to deal with the stormwater runoff behind it before we sell it. Public Works Director Jeff Strong added there is a lot of trash on the property. Town Manager Jeff Mobus noted that this was a Quitclaim, and we did not pay for the property, it was turned over to us as is so the cost will be the money we put into it.

Chair Kristi Morris inquired if the refuse they heard about before had been cleaned up. Town Manager Jeff Mobus responded that the crib and tires that were out front had been relocated. Town Manager Jeff Mobus added that we have plowed the driveway, so we have access. Public Works Director Jeff Strong added that there is still stuff on the porch and still a few things in the stream. Chair Kristi Morris commented that is an area where water comes out on the road every year. Public Works Director Jeff Strong noted that they have ditched that quite a few times but with the last owner they had a hard time getting in there.

ITEM #6 Public safety update

Town Manager Jeff Mobus presented the Public safety update included in the meeting packet.

ITEM #7 Covid-19 update

Town Manager Jeff Mobus presented the Covid-19 update included in the meeting packet.

ITEM #8 Constable Appointment

Town Manager Jeff Mobus presented the Constable Appointment (item not included in meeting packet) added to the agenda at the time of the meeting. Town Manager Jeff Mobus added that Paul Stagner's term as Constable expired at Town Meeting, and Paul Stagner is willing to be appointed again.

MOTION: Everett Hammond moved to appoint Paul Stagner as Constable for the ensuing year.

Seconded by: Michael Martin

Vote: 5-0, unanimous

Town Manager Jeff Mobus thanked the Board and pointed out it was very important as we are coming up on April 1st when the dog licenses are due. Town Manager Jeff Mobus added the Constable also serves an important purpose for all the lawyers in the area in terms of delivering notices to people as parties of lawsuits.

Crissy Webster wanted to make sure it was not going to impact his daily schedule, noting she is aware that he has a funky schedule as the Chief but wanted to make sure they do not overlap. Town Manager Jeff Mobus confirmed they will not overlap. Chair Kristi Morris inquired if he (Paul Stagner) checks in or advice the Town Manager of the number of times he is out as Constable. Town Manager Jeff Mobus responded he does not contact him, noting it is quite rare, but he could ask Paul Stagner to check in going forward. Town Manager Jeff Mobus added that he (Paul Stagner) is in a salaried position, and he works many more than 40 hours quite regularly. Chair Kristi Morris noted going forward if we are looking for another Constable at a future time, it would be good to know on an average how many times they are accessed by the attorneys and such.

ITEM #9 Act on Revolving Loan Fund Request – Black River Crossing LLC

Town Manager Jeff Mobus presented the Act on Revolving Loan Fund Request – Black River Crossing LLC (item not included in meeting packet) added to the agenda at the time of the meeting. Town Manager Jeff Mobus described the loan request as to do energy efficiency work at their properties located at 27-31 Main Street, noting this was the building where H&R Block and formerly Dark Mountain Games were located. Town Manager Jeff Mobus further added that the work is part of their efforts to convert both the buildings to 100% electric heat which will compliment planned roof replacement that they want to happen late this spring or early summer.

Town Manager Jeff Mobus noted that the Revolving Loan Fund Committee has reviewed this application and the Committee recommends that the Selectboard authorize the Town Manager to issue a letter of commitment for the \$25,000 loan at 5% over 10 years conditioned on a correction in the Action of Written consent, as it says Main Street 23-25 not 27-31 and the completion of all reporting required for our Downtown Designation, noting no funds will be disbursed until these items are completed. Town Manager Jeff Mobus added he expects no funds will be disbursed for quite a bit because they are applying for other funds, they need the letter of commitment for this \$25,000 to show they have the funds to carry out this efficiency work in those two buildings.

MOTION: Everett Hammond moved that the Selectboard authorize the Town Manager to issue a letter of commitment from the Town’s revolving Loan fund for a \$25,000 loan at 5% over 10 years, to Black River Crossing LLC..

Seconded by: Walter Martone

Town Manager Jeff Mobus noted that there is about \$560,000 in that loan fund so this is a small percentage of it, and they are developing other applications to start using these funds. Chair Kristi Morris inquired how this 5% compare to interest rates now. Town Manager Jeff Mobus responded it is a little better than they can do in a bank.

Vote: 5-0, unanimous

E. FINANCIAL REPORTS

FY2023 Warrants to March 9, 2023 – copies on website

Town Manager, Jeff Mobus stated that any questions regarding these warrants should be directed to the Finance Director, Cathy Sohngen

F. MANAGER’S REPORT

Town Manager Jeff Mobus presented the Manager's Report included in the meeting packet. Town Manager Jeff Mobus noted that the water project between the Wastewater Treatment Facility and Bridge Street is being funded with ARPA funds and not with the bond vote just taken at Town Meeting. Town Manager Jeff Mobus added that the Board put together the Unsafe Building Committee at the last meeting and the committee went and reviewed the three properties that were discussed at the last meeting. Town Manager Jeff Mobus further added they reviewed the buildings on Thursday, and they have 5 working days to turn the report to the Selectboard on the three properties. Town Manager Jeff Mobus noted the ordinance does not specify a timeline for the Board to respond so he does not see any need to call a Special Meeting. Town Manager Jeff Mobus additionally added they would be included in the agenda for the next meeting on March 27th.

G. FUTURE AGENDA ITEM PROPOSALS

Crissy Webster requested they stay on top of the employee handbook and the efficiency audit on the departments to see what that might entail.

H. COMMITTEE REPORTS AND ANNOUNCEMENTS

Chair Kristi Morris commented he say on the minutes for the Trails and Rural Economy meeting, there was a note that mentioned he had said in a previous meeting that they were going to have to renew the 3-year selectboard authorization for that committee and he would like to look into that.

Town Manager Jeff Mobus announced that the Trails Committee is applying for another grant and the deadline is due before the next meeting. Town Manager Jeff Mobus added that he is meeting with the Trustees of the Library to talk about the Trustee position and how it connects with the Town. Town Manager Jeff Mobus further added at his first meeting at the Planning Commission the new Planning & Zoning Administrator Chuck Wise has listed an item on the agenda called AJA (Ask Jeff Anything).

I. OTHER MINUTES & CORRESPONDENCE

Chair Morris read aloud the list of Other Minutes and Correspondence and noted these are all available online.

1. Inclusion Committee – Minutes of March 2, 2023
2. Library Director's Report for February 2023
3. Library Trustees – Program Policy Working Group – Minutes of March 2, 2023
4. Senior Center March 2023 Newsletter
5. Trails & Rural Economy Advisory Committee – Minutes of February 23, 2023
6. Wastewater Treatment Plant Report – January 2023
7. Water System Division Report – January 2023

J. CITIZENS' COMMENTS

No Citizens' comments at the time of the meeting.

K. ADJOURN

MOTION: Michael Martin moved to adjourn the meeting.

Seconded by: Everett Hammond

Vote: 5-0, unanimous

The meeting adjourned at 8:26 pm.

Respectfully submitted,

Carrie M. Kellow, Recording Secretary