

SPECIAL GLOUCESTER CITY COUNCIL MEETING

Monday, June 24, 2013 – 7:00 p.m.

Kyrouz Auditorium – City Hall

-MINUTES-

Present: Chair, Councilor Jacqueline Hardy; Vice Chair, Councilor Sefatia Theken; Councilor Joseph Ciolino; Councilor Melissa Cox; Councilor Steve LeBlanc, Jr.; Councilor Paul McGeary; Councilor Bruce Tobey; Councilor Greg Verga; Councilor Robert Whynott

Absent: None

Also Present: Linda T. Lowe; Kenny Costa; Jeff Towne; Mike Hale; Noreen Burke

The meeting was called to order at 7:00 p.m.

Flag Salute & Moment of Silence.

Agenda:

For Council Vote:

- 1. Budget & Finance Standing Committee Report of June 20, 2013 re: wrap up of FY13 Transfers (Under separate cover)**

Budget & Finance Consent Agenda No. 1:

Councilor McGeary said that the Budget & Finance Committee met on June 20th to take up a number of matters along with 24 Special Budgetary Transfers and Supplemental Appropriations designed to close deficits in City accounts over the course of FY13. He said he was presenting these matters to the Council in the form of two B&F Consent Agendas; explaining that the first Consent Agenda contains four routine matters and asked for the Council's positive vote. **Councilor McGeary** said that all motions were recommended to the Council unanimously by the B&F Committee.

MOTION: On motion by Councilor Ciolino, seconded by Councilor Whynott, the City Council voted 9 in favor, 0 opposed to accept the unanimous recommendations of the Budget & Finance Committee dated 06/24/13 as follows:

- MOTION: On motion by Councilor Ciolino, seconded by Councilor Whynott, the City Council voted 9 in favor, 0 opposed to accept under MGL c. 44, §53A a donation of \$100,000 from the Gloucester Fund on behalf of the City Hall Restoration Commission for the purpose of the restoration of the windows in Kyrouz Auditorium in City Hall.**
- MOTION: On motion by Councilor Ciolino, seconded by Councilor Whynott, the City Council voted 9 in favor, 0 opposed to permit the Police Department to apply for the FY14 Public Safety Answering Points (PSAP) Support and Incentive Grant through the State of Massachusetts 911 Department totaling \$61,795.**
- MOTION: On motion by Councilor Ciolino, seconded by Councilor Whynott, the City Council voted 9 in favor, 0 opposed to approve payment of invoice #R 922403 dated 8/31/2013 for services rendered on 8/06/2012 by the Pasek Company in the amount of \$1,780 to repair a Police Department Homeland Security camera that failed, which repairs were not covered under the service agreement, and without a purchase order in place.**
- MOTION: On motion by Councilor Ciolino, seconded by Councilor Whynott the City Council voted 9 in favor, 0 opposed to accept under MGL c. 44, §53A the Mass in Motion Municipal Wellness and Leadership Program Grant through Health Resources in Action Grant for Year 5, from May 15, 2013 to May 15, 2014 for a total of \$60,000.**

END B&F CONSENT AGENDA No. 1.

Budget & Finance Consent Agenda No. 2:

Councilor McGeary said Consent Agenda No. 2 consists of 24 special budgetary transfers designed to meet deficits that arose over the course of the fiscal year. By June 30th all of the City's accounts, he explained, must be in balance. This action, he said, typically moves funds from a personnel account to an ordinary account or from one department to another. He noted these are 2013-SBT-41 through 2013-SBT-64.

Councilor Tobey said that he sent to the Council an email that the City Auditor, Kenny Costa prepared for him which is a breakdown of where the money for these budgetary transfers are coming from; monies available in the budget as the City reaches year end, in the budget in excess of \$650,000. He said 11 months from now he hoped that the next Council they will remember that there were accounts substantially over budgeted so that they could ask "why;" so that the money is available for other services. This money could be available for firefighters in the outlying fire stations; teachers and programs in the schools; important priorities that the City has not fully funded, he noted. **Councilor Tobey** pointed out two accounts he said were over budgeted - DPW Facilities-Electric, Non-Street Lights by almost \$112,000; and Debt Service, Long-term Principal & Interest at \$165,000. He said there will be, as it is every year since 1982 when he first became a City official, a reason why that money is there and always there. He urged the Council to use it, spend it and invest it. He advised the Council he intended to make two additional motions prior to the close of the Council meeting for the Council to ask for two additional reports from the City Auditor.

Councilor Ciolino thanked Councilor Tobey for his comments and added that B&F asked the questions why there was money in DPW Facilities-Electric, Non-Street Lights and received an explanation from the Administration that between Fuller School closing and other cost-saving measures under the auspices of the DPW Director, that \$135,000 remained in that account. He said it was not a matter of over budgeting. **Councilor Ciolino** reiterated that the B&F Committee does ask the necessary questions and does know where the money is and why. The Committee, he said, was satisfied with the answers it got.

Councilor McGeary said that the B&F Committee in FY14 budget review cut the Treasurer/Collector's budget by \$250,000. He noted by his calculation the Treasurer/Collector's contribution over the past fiscal year was about \$233,000. That money from Debt Service, Long-term Principal & Interest, as explained by Chief Financial Officer, Jeff Towne, is in anticipation that the capital markets fluctuate and sometimes more money is needed than originally thought; and sometimes by acting quickly into the market, the City can save money, he noted. But, **Councilor McGeary** said, the expectation that it is a reserve that is available. The Council this year is dipping into that reserve, he noted. He said he was told by various people that are a risky business cutting the \$250,000 from that account, and so the Council will see next year just how risky it is.

Councilor Tobey said the B&F Committee worked hard and said he credited them, and he acknowledged the Committee asked questions. He said, however, that he has listened to B&F Committees do this since 1982, and chaired three B&F Committees and did the same things. There was still money to be extracted at the end of the fiscal year and at the beginning of the fiscal year, he pointed out. **Councilor Tobey** said more could be done to find the money in the appropriation recommendations in these several categories. He said he was surprised that the health insurance premiums account was not included in this group of accounts where money was being extracted to fund year end account deficits. The next two motions he said he would put forward will be to ask the City Auditor after the current fiscal year's expenditures are completed after the July 15th warrant is to ask where there is extra money still from FY13 budget year, and to also ask for the same report on revenues to find out if there was even more money to be had. While B&F conducted a comprehensive budget review but money gets missed every year, he said, for the same reasons every year; that money should be put on the table. The community, he pointed out, should be concerned if there is another substantial Free Cash surplus in November.

MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to accept the unanimous recommendations of the Budget & Finance Committee dated 06/24/13 as follows:

- **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-41 for \$801.10 from Police-Administration, Salary/Wage-Permanent Position, Account #101000.10.210.51100.0000.00.000.00.051 to Police-Parking, Salary/Wage-Part-time Position, Account #101000.10.218.51250.0000.00.000.00.051 to increase hours of part-time parking enforcement officers through June 30, 2013.**

- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-42 for \$6,767.50 from Police-Administration, Sick Leave Buy-Back, Account #101000.10.210.51920.0000.00.000.00.051 to Police-Uniform, Salary Wage-Overtime EMT, Account #101000.10.211.51340.0000.00.000.00.051 to correct a deficit in the account.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-43 for \$1,918.12 from Police Investigation, Investigations, Account #101000.10.212.55910.0000.00.000.00.054 to Police-Uniform, Salary/Wage-Part-time Position, Account #101000.10.211.51250.0000.00.000.00.051 to correct a deficit in the account.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-44 for \$1,942.18 from Police-Administration, Miscellaneous Special Officer Supplies, Account #101000.10.210.54290.0000.00.000.00.054 to Police-Administration, Salary/Wage-Overtime, Account #101000.10.210.51300.0000.00.000.00.051 to cover Police Department overtime during St. Peter's Fiesta, June 26 through June 30, 2013.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-45 for \$7,000.00 from Police-Uniform, EMT Tuition/Training, Account #101000.10.211.53004.0000.00.000.00.052 to Police-Uniform, Overtime E911, Account #101000.10.211.51320.0000.00.000.00.051 to cover overtime through June 30, 2013.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-46 for \$3,820.00 from Police-Parking, Parking Meter Maintenance, Account #101000.10.218.52570.0000.00.000.00.052 to Police-Uniform, Sal/Wage-Overtime, Account #101000.10.211.51300.0000.00.000.00.051 to cover overtime expenses through June 30, 2013.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-47 for \$3,519.40 from DPW – Snow & Ice – Replacement of Equipment, Account #101000.10.423.58700.0000.00.000.00.058 to DPW – Snow & Ice – Other Equipment Maintenance, Account #101000.10.423.52480.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-48 for \$4,101.94 from DPW – Snow & Ice – Replacement of Equipment, Account #101000.10.423.58700.0000.00.000.00.058 to DPW – Snow & Ice – Other Equipment Maintenance, Account #101000.10.423.54850.0000.00.000.00.054 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-49 for \$933.03 from DPW – Snow & Ice – Replacement of Equipment, Account #101000.10.423.58700.0000.00.000.00.058 to DPW – Snow & Ice – Food & Food Service, Account #101000.10.423.54900.0000.00.000.00.054 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-50 for \$10,667.54 from DPW – Snow & Ice – Replacement of Equipment, Account #101000.10.423.58700.0000.00.000.00.058 to DPW – Snow & Ice – Snow Removal Contracts, Account #101000.10.423.53900.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.

- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-51 for \$15,778.09 from DPW – Snow & Ice – Replacement of Equipment, Account #101000.10.423.58700.0000.00.000.00.058 to DPW – Snow & Ice – Overtime, Account #101000.10.423.51310.0000.00.000.00.051 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-52 for \$122,467.13 from Treasurer/Collector – Debt Service – Long-Term Principal, Account #101000.10.145.59100.0000.00.000.00.059 to DPW – Snow & Ice – Salt/Sand, Account #101000.10.423.55410.0000.00.000.00.054 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-53 for \$38,040.41 from Treasurer/Collector – Debt Service – Long-Term Interest, Account #101000.10.145.59150.0000.00.000.00.059 to DPW – Snow & Ice – Salt/Sand, Account #101000.10.423.55410.0000.00.000.00.054 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-54 for \$3,524.23 from Treasurer/Collector – Debt Service – Long-Term Interest, Account #101000.10.145.59150.0000.00.000.00.059 to DPW – Snow & Ice – Snow Removal Contract, Account #101000.10.423.53900.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-55 for \$63,288.23 from DPW – Facilities – Electric Power Non-Street, Account #101000.10.472.52110.0000.00.000.00.052 to DPW – Snow & Ice – Snow Removal Contract, Account #101000.10.423.53900.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-56 for \$48,358.27 from DPW – Facilities – Electric Power Non Street, Account #101000.10.472.52110.0000.00.000.00.052 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-57 for \$36,075.00 from DPW – Facilities – Salary/Wage Full-time, Account #101000.10.472.51100.0000.00.000.00.051 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-58 for \$16,000.00 from Public Health – Salary/Wage Perm Position, Account #101000.10.510.51100.0000.00.000.00.051 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.
- **MOTION:** On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-59 for \$9,427.00 from Assessments, Vocational School Assessment, Account #101000.10.942.56200.0000.00.000.00.056 to

- DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.**
- **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-60 for \$20,000.00 from Legal – Legal Consultations, Account #101000.10.151.53140.0000.00.000.00.052 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.**
 - **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-61 for \$14,000.00 from Treasurer/Collector – Salary /Wage Perm Positions, Account #101000.10.145.51100.0000.00.000.00.051 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.**
 - **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-62 for \$6,000.00 from Inspectional Services – Salary /Wage Perm Positions, Account #101000.10.241.51100.0000.00.000.00.051 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.**
 - **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-63 for \$300.00 from Licensing Board – Contractual Services, Account #101000.10.165.52000.0000.00.000.00.052 to Licensing Board – Salary/ Wage – Part-time Position, Account #101000.10.165.51250.0000.00.000.00.051 for the purpose of funding the Part-time position through June 30, 2013.**
 - **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-64 for \$2,501.54 from the Legal – Salary/Wage Part-time Position, Account #101000.10.151.51250.0000.00.000.00.051 to Library – Sick Leave Buy Back, Account #101000.10.610.51920.0000.00.000.00.051 to correct a deficit in the account.**

END B&F CONSENT AGENDA No. 2

MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2013-SA-135 in the amount of \$214,000.00 (Two Hundred, Fourteen Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.

DISCUSSION:

Councilor McGeary said that in anticipation that MEMA (Massachusetts Emergency Management Agency) funds for the FY13 blizzard will be reimbursed, but are not guaranteed, the B&F Committee felt it prudent to pay this up front in hopes the City receives the reimbursement from MEMA.

MOTION: On motion by Councilor McGeary, seconded by Councilor Ciolino, the City Council voted 9 in favor, 0 opposed to approve Supplemental Appropriation 2013-SA-135 in the amount of \$214,000.00 (Two Hundred, Fourteen Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to DPW – Snow & Ice – Snow / Ice Contracts, Account #101000.10.423.52970.0000.00.000.00.052 for the purpose of covering the Fiscal Year 2013 Snow & Ice deficit.

MOTION: On motion by Councilor Tobey, seconded by Councilor Whynott, the City Council voted 9 in favor, 0 opposed that the City Auditor be directed to provide the City Council with reports after July 15, 2013 FY13 closure of accounts which shows all unexpended appropriations in the City General Fund from that fiscal year as well as and performance versus actual for City revenues for FY13.

2. Planning & Development Standing Committee Report of June 19, 2013 re: Annisquam River Crossing Easement (under separate cover)

MOTION: On motion by Councilor Hardy, seconded by Councilor Tobey, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council under M.G.L c. 79 to take by eminent domain a subsurface utility easement of 117,150 square feet +/-, for the public purpose of a utility corridor; the easement being located at 27 and 27 rear Essex Avenue and as shown on a June 14, 2013 Easement Plan entitled, "Easement Plan for Annisquam River Utility Corridor" and to recommend to award \$75,000 in damages to the owner(s), Marine Realty Trust of Gloucester, MA and further to adopt the "ORDER OF TAKING for 27 and 27R Essex Avenue Subsurface Corridor Easement."

Mike Hale, DPW Director, speaking with the assent of the Council, explained that the water main that crosses from the mainland to the island currently goes through the Spooner Tunnel which is located to the harbor side on the Annisquam River approximately 100 years old (circa 1904) and is a weak link in the City's water distribution system. Last fall the DPW brought before the Council a proposal to drill, under the Phase 4 water work, two new water mains under the Annisquam River. This, he said, is the final piece that gives the City the legal authority to be within this corridor. This river crossing is an integral part to the City's water distribution system, he noted, and that this new river crossing will last for many generations, he pointed out.

Mr. Hale reviewed for **Councilors McGeary** and **Ciolino** that the method used for this river crossing by horizontal directional drilling and pulls those pipes through a corridor beneath the Annisquam River. There will be no open space tunnel; rather, it is just buried pipe under the river. He assured that this pipe would be safely under the river; it is PVC water main that can last many, many generations, he said. He reiterated there is no tunnel. Two 20 inch water mains are pulled through a corridor that a drill will make. When the drill pulls the pipe through, it deposits mud around the pipe so the pipe stays in place. As to provisions for gas and electric lines, **Mr. Hale** explained that National Grid Electric has their own corridor; and National Grid Gas was not interested in joining in the process. National Grid has its own river crossing further upstream on Julian Road. The company has lines running through the Spooner Tunnel but will abandon that. He added there will be spare conduit to allow for future expansion.

Councilor LeBlanc thanked Mr. Hale and Paul Keane, City Engineer throughout the process which has been conducted mostly in Ward 3, the ward he represents. Complaints from constituents, he said, have been immediately addressed by both gentlemen and their departments' staff throughout this project which was greatly appreciated.

MOTION: On motion by Councilor Verga, seconded by Councilor , the City Council voted by ROLL CALL 9 in favor, 0 opposed that under M.G.L c. 79 to take by eminent domain a subsurface utility easement of 117,150 square feet +/-, for the public purpose of a utility corridor; the easement being located at 27 and 27 rear Essex Avenue and as shown on a June 14, 2013 Easement Plan entitled, "Easement Plan for Annisquam River Utility Corridor" and to recommend to award \$75,000 in damages to the owner(s), Marine Realty Trust of Gloucester, MA and further to adopt the "ORDER OF TAKING for 27 and 27R Essex Avenue Subsurface Corridor Easement."

Councilors' Requests to the Mayor:

Councilor Whynott said Saturday evening's fundraiser held at the Gloucester House honoring City Council President Jackie Hardy was a wonderful event organized by Councilor Tobey who also acted as the evening's emcee.

Councilor Ciolino wished everyone a Buono Fiesta and Viva St. Pietro!

Councilor LeBlanc asked the DPW street sweeping procedure be reviewed. In years past signs would go up letting citizens know the street sweeper would be coming through their neighborhood in the next day or two. He asked this notification program be reinstated, and that that this information be posted either in the newspaper/City

website and/or with appropriate advance notice to affected neighborhoods to make for more efficient and effective street sweeping.

Councilor Theken thanked the Committee for the Jackie Hardy Walk at the Dog Park. She wished everyone a safe Fiesta and 4th of July, and thanked Councilor Cox for her work on the Fishtown Horribles Parade.

Councilor Hardy thanked everyone who worked on the fundraising event held in her honor Saturday night, and added her special thanks to Lenny Linquata, owner of the Gloucester House and his wife. She encouraged everyone who wished to do so to make a contribution to sustain and improve the Gloucester Dog Park at Stage Fort Park.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:22 p.m.

Respectfully submitted,

**Dana C. Jorgenson
Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.