

Budget & Finance Committee
Thursday, August 6, 2015 – **4:30 p.m.**
1st Fl. Council Committee Rm. – City Hall
-Minutes-

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor William Fonvielle; Councilor Paul McGeary
Absent: None.

Also Present: Aleesha Nunley; Jim Destino; John Dunn; Chip Payson; Max Schenk; Tom Daniel;
Sal Di Stefano; Fire Chief Eric Smith; Max Schenk; Gregg Cademartori; Jenna Melvin

1. Proposed TIF for VJ&E Realty LLC (Mortillaro Lobster) at 58-60 Commercial Street (Cont'd from 07/23/15)

Jim Destino, CAO, highlighted an application before the Committee for Mortillaro Lobster, Inc., which he said was a strong, local waterfront company that is improving their facility by investing in building improvements, pier and boat docking and unloading facility. The real estate holding company, VJ&E Realty LLC is applying for Tax Increment Financing relief. He explained that the city's TIF Committee needs B&F to authorize the TIF Committee negotiate on behalf of the city the terms of the TIF, and upon that completed negotiation, return to the B&F Committee to discuss the agreement and for B&F to make a recommendation to the Council after a public hearing on the matter. Councilor Cox asked what city staff comprised the TIF Committee. **Mr. Destino** said its members are himself; Sal DiStefano, Economic Planning Director; Tom Daniel, Director, Community Development Department; Chip Payson, General Counsel; John Dunn, CFO; Kenny Costa, City Auditor; Gary Johnstone, Assessor; and Council President Paul McGeary as City Council representative.

Sal DiStefano, Economic Planning Director, highlighted some of the facts regarding Mortillaro Lobster which was founded in 1986 and its importance as a strong local employer of 24 full-time employees, plus seasonal employees, 90 percent of which are all local residents. He said it is important that the city supports investment in its working waterfront. Mortillaro Lobster is investing over \$2.5 million in the overall project as shown in their application (on file). He noted that Mortillaro Lobster is one of largest lobster companies in the state. They ship lobsters all over the world, and he said Mortillaro Lobster is one of the companies the city highlights to potential businesses looking to locate in the city at events such as the Boston Seafood Exposition. He added that this expansion is a 40 percent increase in plant capacity, which will allow for consolidation, improved loading capacity and dockage. The TIF Committee, reiterating Mr. Destino's narrative, is seeking permission to enter into TIF negotiations with Mortillaro Lobster, Inc., he said.

Attorney J. Michael Faherty, representing VJ&E Realty LLC, explained that the project consists of an 8,700 square foot dock, a pile-supported, rated pier, and on top of it is a 50 foot by 102 foot facility that will contain lobster tanks, processing, sorting and shipping facilities. They will remain on the wharf at the furthestmost area 20 feet in width and at one side about 12 feet in width. They will then have capacity to offload vessels on the property which hasn't been able to be done since an adjacent wharf collapsed in 2000. He described the pier as strategically constructed over a debris field which didn't require dredging and maximizes on the edge of the pier the depths necessary for vessels to pull alongside to offload their catch. This is creating efficiencies moving forward as currently vessels have to unload at other city piers and ship the goods across town for processing.

Mr. Faherty informed the Committee matters unrelated to the TIF which he said were pertinent, there has been a reinforcement of the sheet pile retaining wall which is 50 percent completed. They met with the City Engineer and noted there will be a relocation of the storm drain that used to inundate that part of the Fort and the city has been given a new easement (See P&D minutes of July 8 and July 14 City Council minutes) to move the drain to run along the side of the Mortillaro property on Commercial Street rather than down the center of it. He said this plant will allow future growth in the building they operate now saying that without this improvement growth would remain static. He recounted that there has been significant investment, not all related to real estate investment that would be subject to real estate tax. There is a lot of personal property, mechanical equipment that outfits the lobster processing plant which isn't part of the real estate project.

Mortillaro is undertaking this project now is for strategic business reasons and was described by **Mr. Faherty** as follows:

- Once the city approved the [Beauport] hotel directly across the street, it was apparent the Mortillaro Lobster secondary facility at 65 Commercial Street would no longer be practical to operate. The hotel immediately surrounds it on all sides and so it will be abandoned.

- With the infrastructure project on Commercial Street underway, it didn't make sense to postpone this expansion project while infrastructure work was on-going. The expansion now made more sense from a practical point.
- FEMA flood plain elevations changed effective July 15, 2014. It made critical sense, especially for property/business owners on the waterfront, because the trucks, trailers, and everything else that is serviced by those forms of transportation, is predicated on a four foot height loading base. After a certain date it would have to be a 9 foot high loading base. With Gloucester being a port, much of which is a Designated Port Area, there will be an issue with standard-sized trucks utilizing waterfront facilities, and permits were applied for and building was started in a timely manner to ameliorate this situation. The wharf is constructed so that water would still come up through the pier with a false floor which will be above FEMA Flood Level 14 and be hydrostatically balanced between the water and the holding tanks and up through spaces deliberately left on concrete slabs to allow flood water to go in and out.

Councilor Cox asked if TIF's are requested typically at beginning of projects and for projects that bring added jobs to the city. **Mr. Destino** said jobs are in line with this application. He said it was his understanding that the applicant did come to the city's prior Administration. Because of the change in Administration it sat on hold. Mortillaro Lobster essentially reapplied for this local TIF when the new Administration took office. He pointed out that this TIF application is in line with other previously granted local TIF's in terms of jobs provided and tax relief given. It is hoped this TIF acts as encouragement to businesses in seeking locally expanded development and attract new businesses to the city. **Mr. DiStefano** added that it is not just about new jobs, but about jobs being retained, as is a company, here in the city. He reiterated that this local TIF will serve as an example and spur further development from other business owners and property owners.

Councilor Fonvielle asked was there specifics in mind surrounding this TIF for spurring on more business development. **Mr. DiStefano** said the TIF Committee has discussed additional ideas to work with the Gloucester Harbor CDC comprised solely of waterfront parcel owners, and discussions to look at what's worked in other communities such as Master TIF programs, and declaring Economic Opportunity Areas if a business owner is willing to invest in a specific parcel of property, for instance. He said it is a good tool because it is a break in an additional tax increment which takes nothing away from what the city is already receiving in tax revenue from a piece of property. A TIF is money the city wouldn't get without that investment. It is also a tool to attract business into the city, and is viewed as a pro-business incentive. As to the creation of special business districts, **Mr. Destino** said that it is a part of preliminary discussions amongst city staff.

Councilor McGeary asked for clarification that while the request for the TIF named VJ&E Realty LLC, the real estate holding company for 58-60 Commercial Street, the TIF application named Mortillaro Lobster, Inc., as the applicant. **Mr. Faherty** said the TIF will be between the city and Mortillaro Lobster, Inc. which is the operating company. **Councilor McGeary** asked about the "tin building," about to be surrounded by the new hotel on Commercial Street owned by Mortillaro Lobster. He asked if the 40 percent increase in capacity is without the tin building included. **Mr. Faherty** said it was a 40 percent capacity increase over and above what the existing capacity is for Mortillaro Lobster. **Councilor McGeary** asked if the TIF actually applies against personal property. **Mr. DiStefano** confirmed the TIF is on real estate only which was reconfirmed by **Mr. Destino** who added that only real estate can be included in a TIF by law. **Mr. Faherty** said that is an issue that has to be resolved as to the assessment on the property. The guts of the building are equipped with industrial and HVAC systems and are not attached to the real estate. **Mr. Faherty** discussed with **Councilor McGeary** other possible ways Mortillaro Lobster could seek financial relief for their investments in processing systems.

There was a brief discussion between the Committee and Mr. Destino on Council process to validate the local TIF. It was noted upon a vote of recommendation by the Committee, the matter will be heard at a public hearing on August 25 which allows for the applicant to meet the state's deadline its Economic Development Incentive Program.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to authorize the TIF Committee to negotiate on behalf of the City of Gloucester with Mortillaro Lobster, Inc., for a local Tax Increment Financing.

This matter is continued to August 20, 2015 pending a finished negotiated TIF agreement.

2. *Grant Application & Checklist from Community Development Dept. re: Lead-Based Paint Hazard Control Grant from the U.S. Dept. of Housing & Urban Development*

Tom Daniel, Community Development Director highlighted this application before the Committee is the work of Emily Freeman, Senior Project Manager for the Community Development Block Grant program. This is the same competitive grant application for a Lead-Based Paint Hazard Control Grant from the U.S. Dept. of Housing & Urban Development (HUD) which he pointed that agency makes it difficult to get into the program overall. He noted there is a short application window, three weeks, and had they not applied last year they would not have been able to get the application in time which was why the application is before the Committee after the fact.

The grant match comes from CDBG funds and in-kind salary for Mr. Daniel's time. If they are successful, and although a long shot despite the encouragement from HUD to apply, grant funds would be applied to hazard control or abatements for low to moderate income housing units. He pointed out that all housing prior to 1978 has a risk for having lead in it. It is very costly to abate homes of lead paint. In the city's housing rehab program it comes up as one of the obstacles to getting other code issues dealt with because a home has to be brought into compliance with the lead abatement standard. He also noted that sometimes it is cheaper to just rip out the lead affected portions of a home rather than try to abate it, such as moldings and doors. After being unsuccessful with last year's application, Community Development had a consultation with HUD. The agency offered encouragement and suggestions to improve the city's chances of success, and some of those suggestions were incorporated into this year's application. **Mr. Daniel** pointed out that HUD's pattern is to fund communities that have had their lead abatement grant funding in place for years, but he said they would keep trying.

Councilor Cox asked when they would know if there was a grant award. **Mr. Daniel** said it would be a couple of months. He noted he'd been asked by the City's Auditing Department if the funding could follow the city's fiscal year (June 30 to July 1) rather than the federal fiscal year (September to September), and while he didn't believe it could, he would pose that question to HUD.

Councilor McGeary asked how much of Mr. Daniel's salary set aside to the match. **Mr. Daniel** did not have that information with him but that he has the general administrative oversight of the grant. The bulk of the match is the housing rehabilitation funding from the CDBG funds, he said.

Councilor Cox extended her thanks to Emily Freedman, Senior Project Manager for her efforts in taking on this daunting task.

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonville, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the Community Development Director to pursue a federal grant opportunity through the U.S. Department of Housing & Urban Development (HUD) Lead Hazard Control Grant Program for a federal grant award of \$1,326,576.75 for the purpose of lead-based paint removal in the city's housing stock for low and moderate income families.

3. Memorandum from Community Development Director re: recommendations from Community Preservation Committee for Round 6, FY15

In discussions with Community Preservation Committee Co-Chair, **Stacy Randell**, **Councilor Cox** said she would work with Debbie Laurie, Senior Project Manager with Community Development, to arrange for the applicants for Community Preservation Act funding as recommended by the CPC to appear before the B&F Committee. It was suggested they be divided as four and three between two meetings, August 20 and September 3.

Ms. Randell announced that while she and Mr. Dugan will be responsible for making the Community Preservation Committee's recommendations on each applicant, during the public hearing on the applications, she will, as a private citizen, be speaking against one of the recommendations which she discussed with **Councilor McGeary** on how that would be handled.

This matter is continued to August 20, 2015.

4. Memorandum, Grant Application & Checklist from Community Development Dept. re: Accept a \$240,000 Green Competitive Grant from Mass. Executive Office of Energy & Environmental Affairs for Streetlight LED Conversion

Mr. Daniel reported that the city is in receipt of a Green Communities Competitive Grant from the Mass. Executive Office of Energy and Environmental Affairs (EEA) for \$240,000. They are working actively on energy efficiency projects (boiler at O'Maley, securing electric vehicles), and this most recent is supporting the upcoming LED streetlight conversion of the city-owned streetlights city-wide to LED lighting. Last year the city acquired all

its streetlights for \$1 from National Grid which provided immediate savings. The LED conversion will result in savings once fully implemented. It will take about 5 ½ years for the savings to be fully realized which will pay for the conversion. Savings are expected at approximately \$130,000 in annually while reducing the streetlights' carbon footprint by 50 percent. He noted that the city has been working with Siemens who did an audit on the streetlight inventory, and on the scoping of the project.

He described the type of light emitted by LED streetlights – one is a more white-toned light fixture and one is more of a yellow-toned light fixture and the city is looking at the trade-offs between those two fixtures. He noted one of the considerations is that the yellow-toned light has a higher energy consumption rate, although there is a new fixture coming out that is yellow that may be equal to the white-toned light fixture. He said the reason it matters is that the city gets an incentive from National Grid, and they need to see what the cost implication may be. Working with Siemens it will be determined whether to go with 3,000 kelvin or 4,000 kelvin LED lighting. After an initial audit the city will move forward with implementation. He acknowledged the work of Matt Coogan, Senior Planner, who has done all the work on the city's clean energy efforts.

Councilor Cox asked when and where the project will start, noting that there would be some testing of the two forms of lighting in Magnolia or Stage Fort Park as had been discussed when the application was originally before B&F. **Mr. Daniel** said he didn't know where it would be implemented first. It is not a long time to roll out the conversion, he noted. It is a few weeks to install all the LED lights, and could be wrapped up by Thanksgiving for the whole city.

Councilor Fonvielle said that there was to be a test of the two types of lighting to allow the public to see what the alternatives were and presumably to obtain some public comment. **Mr. Daniel** confirmed a test will happen.

Gregg Cademartori, Planning Director, said there are already examples in and around the city of LED public lighting -- MassDOT has already installed the 4,000K LED fixtures on the Route 128 extension. The real difference, he said, was in trying to understand the potential option for the 3,000K LED fixtures which is a decision point for the project. The financing of the project was based on the incentives for the 4,000K LED fixtures and affects the project. As to the color issue for the LED fixtures, the 3,000K LED fixture produces more of a yellow-toned light and the 4,000K produces more of a white moonlight toned LED fixture. The 4,000K LED fixture is what all the incentives are based on, he reiterated. Those lights can be seen all along Rte. 128 and lining the A. Piatt Andrew Bridge. A more true color is seen from the 4,000K LED fixture with the more yellow toned light tending to be in the red spectrum, skewing color perception.

Councilor McGeary said there has been a lot of back and forth on 3,000K versus 4,000K LED fixtures. He asked that the science be verified. He noted astronomers are saying supposedly yellow-toned LED fixtures are less light polluting, and he also asked whether 3,000K LED fixtures are as efficient as 4,000K light fixtures and did they have the same payback. He said that when driving on Rte. 128 a driver wants the brightest light possible, but he asked if it was possible to mix and match lighting based on the needs of a particular neighborhood. He suggested the LED fixture test be prominently advertised because there is considerable interest by residents. **Councilor Cox** expressed her agreement that Rte. 128 is different, but for problem neighborhoods brighter light may be welcome as a deterrent. **Councilor Fonvielle** made several observations about the color tone of the LED lighting. **Mr. Daniel** said they would provide the Committee with some answers to the questions they posed.

Councilor Cox suggested that since this project was saving city so much money some future savings could be used to replace the non-functioning lights on Main Street moving forward.

COMMITTEE RECOMMENDATION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a Green Communities Division Competitive State Grant from the Massachusetts Department of Energy Resources for \$240,000 for the purpose of funding a complete citywide LED streetlight conversion to replace outdated and inefficient street lighting to greatly reduce energy consumption and energy costs for the City of Gloucester.

5. Grant Application & Checklist from the DPW for a Mass. DEP Capital Improvement Planning Grant for \$7,500

Mr. Destino said that the Council's being asked to accept a \$7,500 Capital Improvement Planning Grant. **Ms. Nunley** said all documentation is in and is just awaiting the Council's vote. This is a program to develop a capital project plan to prioritize water infrastructure improvements across the city. A company already doing engineering work for the city will conduct the survey. The results of the study were requested to be provided to the Capital Improvement Advisory Board for their information by **Councilor McGeary**.

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a Capital Improvement Planning State Grant grant of \$7,500 from the Mass. Department of Environmental Protection for the purpose of providing engineering services to develop a capital improvement plan for the City of Gloucester Water Distribution System improvements.

6. Memorandum, Grant Application & Checklist from Health Dept. re: Accept a three-year Substance Abuse Prevention Collaborative award for \$300,000

Max Schenk, Manager-Environmental Health Services and **Jenna Melvin**, Grants Specialist, of the city's Public Health Department said that the city is in receipt of a three-year Substance Abuse Prevention Collaborative grant award from the Bureau of Substance Abuse Services (BSAS) in the amount of \$300,000. The time period for expenditure for these funds will be from July 1, 2015 to June 30, 2018. The maximum obligation for each fiscal year is \$100,000. Subject to the success of the regional partnership and accomplishing grant deliverables, the funding is expected to have options to renew through June 2022 or four more years beyond this three year grant funding. The state has seen the success of the local program and wants them to branch out regionally, he said.

He noted that the funding is for the purpose of the prevention and reduction of underage drinking and other drug use in Massachusetts communities. This funding will allow the department to expand their successful underage drinking and other drug prevention work to Rockport, Manchester-by-the-Sea, Essex and Beverly. During Year 1, the Healthy Gloucester Collaborative staff will lead a regional assessment process among those community stakeholders culminating in the creation of a Regional Strategic Plan to prevent and reduce underage drinking and drug use, and what will work best. The monies will fund the Healthy Gloucester Collaborative staff: two-thirds of Director, Joan Whitney's included along with Ms. Melvin's funding of her position for the grant's administration. Councilor Cox confirmed that Ms. Melvin's position was solely funded through grants and not the General Fund.

Councilor Cox said the funds will be passed through the city as the coordinating agency which **Mr. Schenk** confirmed and said that it is the department helping other communities, and working with schools, police, and other related agencies.

Councilor McGeary expressed concern that by the city taking the lead in a regional collaboration that it will water down the Healthy Gloucester Collaborative's highly successful and effective High Risk Task Force's efforts. **Mr. Schenk** said, "No," that this is empowering the regional communities and helps support Ms. Whitney and the work done in the city. Ms. Whitney's group is 100 percent grant funded and these funds support her role in Gloucester, he said. He added that in a recent conversation with Ms. Whitney, she is looking at getting more staff in place to support initiatives through other grant funding. **Councilor Cox** also expressed the same concerns as Councilor McGeary.

Councilor Fonvielle noted the grant is mostly support for staff salaries and will support them for the three years of the grant which **Ms. Melvin** confirmed adding that this is not a grant the city had in the past but replaces the Underage Drinking Grant which was city specific and is now replaced with a regionalized effort. It would be about the equivalent of the former grant for the funding of staff salaries, she said. **Councilor Fonvielle** asked if there still would be a focus on underage drinking. **Mr. Schenk** said a strong focus in the city is on heroin addiction. Thanks to the work of Sen. Bruce Tarr, the Commonwealth earmarked \$100,000 a large portion of which is to sustain the city's Police Department's "Angel" program which goes directly to the Police Department directly, he noted.

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a Massachusetts Department of Public Health Bureau of Substance Abuse Services grant award of \$300,000 passed through the federal Substance Abuse and Mental Health Services Administration with a maximum obligation of \$100,000 per fiscal year for three years effective July 1, 2015 through June 30, 2018 for the purpose of the prevention and reduction of underage drinking and other drug use and problem behaviors.

The Committee recessed at 5:26 p.m. and reconvened at 5:29 p.m.

7. Memorandum from Fire Chief Eric Smith & Special Budgetary Transfer Request 2016-SBT-1

Fire Chief Eric Smith explained briefly that the amount budgeted for his cell phone stipend needs to be in a Personal account in order to pay for his cell phone. It is moving out of ordinary and should be held in a personal account because it is where it belongs.

COMMITTEE RECOMMENDATION: On motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-1 in the amount of \$1,500 from Account #101000.10.220.53410.0000.00.000.00.052, Fire Department, Telephone Service to Account #101000.10.220.51910.0000.00.000.00.051 Fire Department, Tuition/Train-Employ, for the purpose of funding the Fire Chief's cell phone incentive.

8. *Petitions for road repairs in accordance with GCO Article VI "Repair of Private Ways," Sec. 21-80 et seq.*
- A) Starknaught Heights
 - B) Starknaught Road
 - C) Oxford Road
 - D) Joseph's Way

Councilor McGeary advised that the next step in the request by petition for road repairs by these four private ways is for the Public Works Director to recommend whether this matter should go forward. **Mr. Destino** noted the DPW Director is on vacation and that upon his return he would examine the issue further in order to make his recommendation. He asked for clarification as to the percentage of the road repair work the abutters would be bettered. Under GCO Sec. 21-83 it says, "... up to 100 percent..." would be paid by the abutters but wasn't sure of the intention of the percentage. He also asked if the four private ways want to be accepted as public ways.

Councilor McGeary conveyed that the betterment is tagged at 100 percent and is the understanding of the abutters. He said these petitions were done with the expectation that only Starknaught Heights would be recommended for taking as a public way because Starknaught and Oxford Roads and Joseph's Way have ownership issues and noted he asked Assistant General Counsel to look into the situation to learn if there is some sort of legal conveyance to clear up these ownership issues to bring the three questionable ways forward to public ways. He said the abutters have been warned this is a two-step process, and he acknowledged it is a reach for those later three private ways. **Mr. Destino** said the goal of these repairs of private ways in partnership with the city is to accept roads from private to public ways. He agreed these private roads are terrible roads and need the improvement. It was noted that the DPW budget was not able to extend far enough to pay for the road repairs up front. **John Dunn**, CFO, said it is likely although they don't know yet if this funding will be via a loan authorization. The expectation is 100 percent is on the abutters. Whatever interest rate goes on, goes on, and is not a net for the abutters, **Councilor McGeary** noted. They pay the whole thing, **Mr. Destino** added. They get city rates, which is better than they could get otherwise, **Councilor McGeary** pointed out. **Mr. Destino** reiterated these kinds of road repair joint projects are with an eye to get these roads accepted ultimately as public ways.

A funding source was also discussed, and **Mr. Destino** reminded the Committee that there is a city debt capacity that has to be heeded at some point.

The Committee agreed to continue the matter to wait to receive a recommendation from the DPW Director.

This matter is continued to August 19.

9. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

Aleesha Nunley, Assistant City Auditor, reviewed the City Auditor's reports with the Committee.

OTHER BUSINESS:

Note: The following grant was originally accepted by the City Council on December 16, 2014. Due to an unexpected increase in construction costs, the city applied to Coastal Zone Management for further funding and was awarded an additional \$90,000, making the new total for the grant of \$400,000 (contract on file).

Gregg Cademartori, Planning Director, said the restoration project was put out to bid which came close to the construction budget, with the lowest bid at \$463,500. The total budget is \$460,000 between the grant and the match. They are still working with the contractor to try to lower costs. He pointed out that a 15 percent project contingency

was already in the budget, and the state was asked if any funding could be repurposed, and the state agreed and approved an additional \$90,000 for the project without an application having to be filed. This \$90,000 builds back the 15 percent contingency. The revised contract amendment doesn't require a match, he noted. He said that the match originally was 33 percent, but the match component of the grant is now down to 27 percent.

Councilor Cox thanked Mr. Cademartori for his efforts to enable the city not to have to seek other sources for the gap in the project funding.

MOTION: On motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, that the City Council accept under MGL c. 44, §53A, a \$90,000 grant increase to a Massachusetts Coastal Zone Management (CZM) Green Infrastructure for Coastal Resilience Grant of \$310,000 for construction funding for the Little River Floodplain and Habitat Restoration project for a new total of \$400,000.

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:55 p.m.

Respectfully submitted,

**Dana C. Jorgenson
Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.