

Budget & Finance Committee
Thursday, May 5, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor R. Scott Memhard; Vice Chair, Councilor Joseph Orlando, Jr.; Councilor Joseph Ciolino

Absent: None.

Also Present: Councilor O'Hara (entered the meeting at 5:45 p.m.); Aleesha Nunley; John Dunn; Police Chief Leonard Campanello; Debbie Laurie; Mary Ellen Lepionka; Sal DiStefano

The meeting convened at 5:32 p.m.

1. *Special Budgetary Transfer Request 2016-SBT-18 & -19 from Police Dept.*

Police Chief Leonard Campanello explained that transfer 2016-SBT-18 is to ensure that sufficient funding is in place to cover overtime for the department's Investigations division. Funding is coming from lag money due to a resignation of an officer in October 2105 who moved on to the State Police. The lag funds are needed for the department's Investigation Division's overtime budget. He said these kinds of transfers are typical as the fiscal year comes to a close for his department.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-18 in the amount of \$7,959.32 from Account #101000.10.211.51100.0000.00.000.00.051, Police-Uniform, Salary-Wage-Permanent Position to Account #101000.10.212.51300.0000.00.000.00.051 Police Investigation-Salary-Wages Overtime for the purpose of funding overtime for the Police Department's Investigation Division through June 30, 2016.

Chief Campanello said that this transfer sees funds being transferred from the Police-Uniform, Career Incentive Pay account because the payouts for FY16 have been made there are surplus funds available to be placed in the EMT Tuition/Training account. He advised this account funds tuition for any classes, not just EMT training. He noted his department has seen more officers take advantage of the contractual language to attend 40 hours of classroom training over and above 40 mandatory hours which he said he encourages. This year it has cost a bit more because his officers have been attending great training classes relevant to the city, he said.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-19 in the amount of \$3,600.00 from Account #101000.10.211.51950.0000.00.000.00.051, Police-Uniform, Career Incentive Pay, to Account #101000.10.211.53004.0000.00.000.00.052 Police-Uniform, EMT Tuition/Training, for the purpose of funding mandatory legal updates training for the Police Department through June 03, 2016.

2. *Memo from DPW Director re: miscellaneous solid waste fee increases*

John Dunn, CFO, explained before the Committee is a proposal for an increase of some fees primarily for the purple bags, which haven't increased in 10 years, since 2006. The precipitating factor for bringing these few fee increases forward was that a new contract was bid for curbside sanitation and recycling and came in increased over the last contract. As a result, the Administration reviewed how to deal with the contract increase and increased tipping fees. He reviewed that the proposed fee increases as: Large bags would increase from \$2.00 to \$2.25; small bags would increase from \$1.00 to \$1.25 and two small increases for disposal of CRT's and bulk items. He said these solid waste fee increases will help to offset some of the cost of the curbside pickup and recycling. He noted in making this determination for a proposed fee increase, they reviewed the cost for the service through the years versus the revenue raised primarily through the sale of the bags. This proposal is to try to keep within the same revenue to expense ratio for the past five to seven years, he explained, and fees raise about two-thirds of the cost of the service as budgeted in the General Fund, with the General Fund picks up the other one-third -- the fee proposal keeps that ratio in place. He noted for the Committee that fees paid about 69% in 2015; 63% in 2014; 64% in 2013

and 65% in 2012 which he said was fairly consistent. This fee increase proposal keeps the ratio at about 64% covered by fees. He asked that the Council to support the proposed increase in fees for bags, CRT's and bulk items.

Councilor Ciolino asked if the city's recycling program is a revenue stream for the city. **Mr. Dunn** said in general the recent five to six years the recycling market hasn't been very profitable and is a wash for the city. Noting that in the early 2000's the recycling market was stronger and was more favorable, but it has changed since that time. **Councilor Ciolino** said with the rise in fees it would be about \$120 a year for an average household and recycling is taken away for free. This is not the total cost of rubbish removal and the city kicks in one third of the expense from the General Fund, he noted.

Councilor Orlando asked why the contract increased and what the difference would be over the course of two years. **Mr. Dunn** said the contract was initially a five year contract then extended for two years. The rise is due to the cost of labor, insurances and long-term cost of diesel fuel, even though right now the fuel market is down. Trash removal is something that most cities and towns don't want to do internally and is why it is contracted out due to personnel turnover, insurances, and cost of equipment and efficiency of equipment. He advised that trash haulers' costs continue to go up every year. He said as a part of this contract is the city's tipping fees at landfills which continue to rise as landfills fill up which impacts contract costs. He advised there is all sorts of pressure on the industry related to getting rid of the results of incineration, which is just another reason costs rise.

As to projected revenue from the increased fees, it is anticipated it would be approximately \$150,000 over the course of a year more or less, **Mr. Dunn** said. **Councilor Orlando** expressed concern that the city is relying on the same amount of bags being purchased but that the rise in bag fees could cause people to purchase less bag. He said while these proposed fees aren't big increase, at some point it adds up and becomes too costly with people paying taxes and paying for trash bags. **Mr. Dunn** said it is always a consideration. He said there was serious discussion when this PAYT program was instituted where many concerns came forward, especially that because of the cost of bags trash would be found all over city roadsides, but that didn't happen. He reminded the Councilor that bag fees haven't changed since 2006. He said the Administration is being conservative in the amount of anticipated revenue that may be gained by the fee increase. **Councilor Orlando** expressed further concern for taxpayers saying that this isn't like the Council's increasing beach parking costs for non-residents.

Councilor Ciolino reminded the Committee that because people were paying a fee for trash bags it caused people to recycle more. He suggested while the bag fees are proposed to go up 25 cents apiece, the end result could be that people will recycle even more. **Councilor Memhard** mentioned a recycling trend towards disposal of compostable organic waste which recycles kitchen waste to make organic compost which would reduce that same trash stream. **Councilor Ciolino** said city recycling is now single stream and is placed all in the same container which is more helpful. **Councilor Ciolino** said the differential between the old contract and the expense of the new contract has to come from somewhere and that if they don't raise fees, taxes will have to be raised.

Councilor O'Hara expressed his agreement with Councilor Orlando. He said by his math with the contract going up about \$150,000 -- that with 10,000 homes in Gloucester tossing out two bags a week 52 weeks a year by his estimation 25 cents comes to \$260,000. That means the city is making money off the fees, he said. He likened the solid waste fees to a tax and said he'd rather reduce the cost of the trash bags. Citing the recent rise in non-resident beach parking fees as a positive, he said the Council could have raised those fees even higher, rather than increasing bag fees. **Councilor Orlando** said he understood the Administration's good faith request but he had an issue adding to the burden city residents.

Councilor Memhard noted that the last increase was in 2006. **Mr. Dunn** said in that period of time there had been three trash contracts with no fee increases. He said the Administration took a hard look at this, and are looking at it as a distinct demarcation on the difference generated by revenue, what is supported by the general fund to keep it in perspective in order to keep the ratios as they have been with solid waste fees paying for two-thirds of the contract and one-third coming from the General Fund.

Councilor Orlando asked whether or not a move has been discussed to incentivize purchasing more in bulk which could assist the city in getting more money up front. **Mr. Dunn** said that bulk bag purchase discounts that hadn't been discussed. He advised that the city doesn't have the new trash hauling contract fully signed yet as it was only received three weeks ago and with the FY17 budget here, a discount for bulk purchases may be appropriate, he said. **Councilor Orlando** noted there has been some free cash in recent times which means the city is doing a good job managing its finances, and said there must be other ways to offset the cost. **Councilor Ciolino** said this is a recurring expense, not a one-time expense, and free cash can't be used for recurring expenses. He advised that the city's older residents pay less for the trash bags through the Senior Center. He said if these fee increases don't pass, they'll have to come up with \$150,000 to balance the budget and something like that becomes a domino effect.

Councilor Orlando who advised he wouldn't be able to support the fee increases made the motion for the fee increases for discussion purposes and was seconded by **Councilor Ciolino**. **Councilor Orlando** reiterated his being

unable to support the increases for solid waste fees. **Councilor Ciolino** advised he would support the fee increase.

Councilor Memhard saying that he understood Councilors Orlando and O'Hara's objections, but given the costs and the fact that for 10 years the same bag fees have been in place, that the city by taking small incremental steps it keeps their options open in what he said was a fiscally responsible manner.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 2 in favor, 1 (Orlando) opposed, to recommend that the City Council increase certain miscellaneous Solid Waste Fees effective July 1, 2016 as follows:

36 gallon trash bags (large)	from \$ 2.00 to \$ 2.25
15 gallon trash bags (small)	from \$ 1.00 to \$ 1.25
Appliance/CRT Stickers	from \$25.00 to \$30.00
Bulk Item Stickers	from \$ 5.00 to \$10.00

This matter will be advertised for public hearing.

3. Special Budgetary Transfer Request 2016-SBT-20, -21, & -22 from CFO

John Dunn, CFO, explained that he and Veterans' Services Director, Adam Curcuro, have reviewed the activity in his department's accounts which don't have quite enough funding to carry Veteran's Services through the end of FY16. He said it is a credit to Mr. Curcuro and the city that they need more funds because it means they are serving more veterans, but this is difficult to fully budget for, as it is demand dependent. The FY16 budget has enough to cover May and a bit of June, but not all of it. This action is making transfers within the already approved General Fund budget to allow Mr. Curcuro to pay veterans' benefits when they arise through the end of the fiscal year.

Councilor Ciolino asked about the money received from Manchester and Rockport as a result of an MOU for assisting their veterans. **Mr. Dunn** said it is in the General Fund, \$29,000, where it remains and advised that during the FY17 budget review the Councilors will see that amount under "Revenue." He said the benefits that Mr. Curcuro pays out each month are reimbursable by the state at 75%, and those reimbursements from the state lags behind by one year. **Mr. Curcuro** is out in the community supporting more veterans but due to the lag in reimbursements these shortfalls happen.

Mr. Curcuro advised that the funds being requested for transfer are to benefit strictly Gloucester residents.

Councilor Ciolino mentioned he would want to discuss the two town's payment dropping into the General Fund not to Veterans' Services during the budget meeting for Veterans Services. **Mr. Dunn** noted the city bills both Rockport and Manchester \$14,500 a year. He explained that Mr. Curcuro and Lucia Amero, his assistant, receive stipends because of the increased workload and have to cover a much wider geographical area to provide services for those two communities' veterans. He reiterated that these transfers are for Gloucester veterans' benefits. The other two communities have their own veterans' benefits budget.

Councilor Memhard said that Mr. Curcuro and Ms. Amero are doing a fantastic job to help the city's veterans as well as the veterans of Rockport and Manchester and mentioned how highly they are thought of in the community. **Councilor Orlando** said he, too, knew of many people who speak very highly of Mr. Curcuro.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-20 in the amount of \$4,621 from Account #101000.10.911.51870.0000.00.000.00.051, Pensions, Non-Contributory Pensions to Account #101000.10.543.57710.0000.00.000.00.057 Veterans Services, Ordinary Benefits for the purpose of funding Veterans benefits to June 30, 2016.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-21 in the amount of \$3,472 from Account #101000.10.942.56200.0000.00.000.00.056, Assessments-Voke School Assessment, to Account #101000.10.543.57710.0000.00.000.00.057 Veterans Services, Ordinary Benefits for the purpose of funding Veterans benefits to June 30, 2016.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-22 in the amount of \$19,900 from Account #101000.10.145.57420.0000.00.000.00.057, Treasurer/Collector-Property Insurance-General Liability Insurance, to Account #101000.10.543.57710.0000.00.000.00.057 Veterans Services, Ordinary Benefits for the purpose of funding Veterans benefits to June 30, 2016.

4. *Memo from Community Development Director re: PPY2016 Community Development Block Grant (CDBG) and HOME Funds*

Debbie Laurie, Senior Project Manager, explained that the city gets an entitlement from the U.S. Department of Housing and Urban Development (HUD), of about \$600,000 a year which has been going down 3% to 5% per annum. There is program income that comes in from loans made through grant program funds, which adds to the overall amount available comes to \$1,028 million to lend this year. The grant budget breaks out to 20% for administration, 15% for public services and the rest goes into public facilities, economic development categories. She noted the memo (on file) which described the various programs these funds are invested in, which she briefly touched on, such as HAWC, the Grace Center, the Open Door, Cape Ann Interfaith for rental assistance as examples. She noted two larger public facilities projects to benefit the city -- required Mass. Architectural Access Board handicap parking at City Hall at a cost of \$180,000 for this year; for some ADA access improvements at Stage Fort Park for \$24,200. She said priorities are set each year for the city through an annual action plan to reset the priorities for the city. Most of these funds are for low to moderate income families or low to moderate income areas, she said. There are also HOME funds at about \$60,000. This year the priority set for HOME funds is rental assistance.

Councilor Orlando asked who is eligible for the rental assistance. **Ms. Laurie** said it is based on HUD income guidelines. The city issues an RFP for a contractor for such a program, which would be an entity such as Action, Inc. that administers the program. She said subsidies are structured for a year only and are paid directly to the landlord.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept federal grants in the amount of \$608,765 for the Community Development Block Grant Program from the U.S. Department of Housing and Urban Development for Program Year 2016/Fiscal Year 2017 and the HOME grant from the North Shore HOME Consortium for Program Year 2016/Fiscal Year 2017 in the amount of \$60,161.

5. *Memo from Community Preservation Act Committee re: acceptance of donations from the Gloucester Fishermen Athletic Association (GFAA) & the Gloucester Fund for the Mattos Field Lighting project in the amount of \$66,000*

Ms. Laurie explained that the Mattos Field Lighting Project was funded in the last two years with CPA funds, and the goal with CPA funding is to have applicants leverage their CPA grant awards to seek other donations. She said that the Mattos Field Lighting project is in receipt of two large donations, one is for \$46,000 from the Gloucester Fishermen Athletic Association and another for \$20,000 from the Gloucester Fund. She asked that the city accept both grants on behalf of the Mattos Field Lighting Project which is a joint effort of the Gloucester Women's Softball League and the Department of Public Works.

Councilor Orlando confirmed with **Ms. Laurie** that the funds are just for the bases and the lighting. The Committee

Patti Amaral, spearheading the Mattos Field Lighting project on behalf of the Gloucester Women's Softball Field announced that although there is more to do to rehabilitate the field, not just the lighting, it is the organization's hope they will be able to rededicate the field on the event of the 100th anniversary Joseph Mattos' 100th death in 2018. She advised they'll still have to fundraise in order to build a maintenance fund once the field is completely rehabilitated.

COMMITTEE RECOMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a donation of \$46,000 from the Gloucester Fishermen Athletic Association for the

purpose of helping to fund the Mattos Field Lighting Project, a joint effort of the Gloucester Women's Softball League and the city's Department of Public Works.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a donation of \$20,000 from the Gloucester Fund for the purpose of helping to fund the Mattos Field Lighting Project, a joint effort of the Gloucester Women's Softball League and the city's Department of Public Works.

6. *Letter from Co-Chair of the Gloucester Historical Commission, Grant Application & Checklist from the Historical Commission re: 2016 Survey & Grant from the Mass. Historical Commission (MHC) & the Dusky Foundation in the amount of \$30,000*

Mary Ellen Lepionka, Co-Chair of the Gloucester Historical Commission explained the following:

The Gloucester Historical Commission (GHC) has received a 2016 Survey & Planning Grant from Massachusetts Historical Commission (MHC) and the Dusky Foundation in the amount of \$30,000 for a survey updating historic resources. This is the second year they have received these matching grant. The grant covers about 150 property or area forms of historical places. This grant cycle will add the equivalent of another 150 properties. The focus this year will be on getting more properties onto the National Historic Registry. The exact neighborhoods and properties are not decided until after Phase I of the project is completed. They're looking to get Lane's Cove, Annisquam Village, part of Magnolia, the historical portion of Dogtown Common and Rocky Neck designated as National Historic Registered Districts. **Ms. Lepionka** advised that these are reimbursement grants, so the city fronts the money and the grants reimburse the city into an account set up by the City Auditor's department. The Dusky Foundation grant funds act as a local share match, **Aleesha Nunley**, Assistant City Auditor confirmed, and that the grants reimburse the city which has worked well and is preferred by the City Auditor's Department. **Ms. Lepionka** confirmed for **Councilor Memhard** that an RFP will have to be issued for the consultant as was done in with the first grant cycle.

Ms. Lepionka, in response to questions from **Councilors Orlando** and **Ciolino**, advised that placing a property or a district on the National Historic Register is an honorary designation to encourage people to preserve their properties. She advised that property owners have the right to refuse the honorary designation. It does not impede a homeowner's ability to do work on their property as they see fit. It would be hoped that the homeowner/district would prefer to preserve their property in a historic manner.

Councilor Memhard lauded the work of the Historical Commission. **Councilor Orlando** added that people come to see the old fishing village and this helps the city to continue to preserve that aura.

COMMITTEE RECOMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a federal grant of \$15,000 from Department of the Interior, National Park Service as passed through the Massachusetts Historical Commission for the purpose of supporting the City of Gloucester, MA Survey Update for Historical Inventory project.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a private grant of \$15,000 from the Dusky Foundation for the purpose of supporting the City of Gloucester, MA Survey Update for Historical Inventory project.

7. *Memo, Grant Application & Checklist from Community Development Department re: acceptance of a grant from the Seaport Economic Council for the Gloucester Fresh Seafood Innovation Program in the amount of \$151,000*

Salvatore DiStefano, Economic Development Director, explained that this is for the acceptance of a grant he had spoken to the Committee previously. He summarized some key highlights of the city's support of its maritime industries through its participation in the Seafood Expo North America in March where they put on a number of seafood demonstrations. He said the booth was incredibly popular, and helped to provided leads for local businesses. The city's Expo booth also provided space for business-to-business conferences. He also highlighted some of the city's most recent economic outreach efforts:

- A billboard campaign was launched which had over 125,000 views;
- The launch of GloucesterFresh.com to promote the industry partnerships;
- Helping to broker a new partnership between Gloucester Seafood Processing and the 99 Restaurants to promote haddock and to use the GloucesterFresh logo on all menus in 105 restaurants in front of 55,000 people per day;
- An insert with the GloucesterFresh logo and website in 50 regional newspapers;
- Channel 7/WHDH-TV Boston featured a “What’s Cooking” segment with a 99 Restaurant executive chef who prepared Gloucester haddock and mentioned Gloucester a number of times and that the fish was sourced from five different Gloucester fishing boats;
- Over 60 seafood companies from 16 countries inquired about doing business in Gloucester;
- A Chinese delegation came to Gloucester on April 25 to explore the city’s seafood options and did deals on the spot most of which were lobster focused. It was noted that at that same time the city’s ground fishery was discussed, even the invasive green crabs.
- A \$10,000 grant was accepted by the city to support its Seafood Expo participation from the EDIC;
- The city has been recognized in the Boston Globe; the Boston Business Journal; Gloucester Daily Times and many more;
- Social media hits -- 42,600 brand impressions in 28 days; 182 new followers on the Innovate Gloucester twitter account;
- The city’s booth at the Seafood Expo also hosted a Cape Ann Brewery beer tasting which attracted 60 attendees at a Cape Ann Brewery tasting at the Seafood Expo which led to 28 sales leads;
- Space is reserved the city’s participation for next year’s Seafood Expo;
- A planned launch of a commercial cooking show on Cape Ann TV Gloucester;
- Fresh Fish Day is planned for this summer as well as outreach with the Gloucester Fisherman’s Wives Association for on-site demonstrations.

Mr. DiStefano said that the reason the city was awarded this grant is because they put in the effort in last year at their first time to the Seafood Expo and resulting connections, and that there was the \$10,000 paid for the Seafood Expo booth reservation that showed the city had some “skin in the game,” he added.

Councilor Orlando said the Seaport Economic Council generally awards grant funds for repairs of seawalls, and like marine infrastructure and asked when they got into the seafood innovation programs. **Mr. DiStefano** said they have launched what is known as “innovation grants,” a program to invest in innovative ideas and projects that promotes innovation and economic growth in the maritime sector, and is how the city came to fit into this niche for a grant. This program is rebranded as Seaport Economic Council. They are getting away from big infrastructure project and looking at projects to help the maritime industries to promote job creation. He noted the Mayor is part of that Council.

Councilor Ciolino asked if there was a match for this grant. **Mr. DiStefano** said The match is \$10,000 in-kind which is the cost of the 2017 Seafood Expo registration.

Councilor Orlando discussed with **Mr. DiStefano** the positive economic impacts this program has had with the city’s fishermen and local related maritime businesses. **Councilor Memhard** discussed with **Mr. DiStefano** the association of the city with Snap Chef, a culinary training company that is helping with food demonstrations and outreach. That company’s intention is to open a training facility in Gloucester, **Mr. DiStefano** advised, and that Snap Chef has already held several career fairs here. He described how Snap Chef works with large institutional facilities such as universities, hospitals and restaurants. Those are the types of deals with great volumes that are important to the city, he pointed out in reaching out to the institutional buyer level as well as for individual companies. He and **Councilor Memhard** also spoke of investment in commercial kitchens in the city briefly. **Mr. DiStefano** said this is about increasing contact and getting the city’s fisheries products out into the market that shows just how business friendly the city is, and to bring companies here to expand the commercial base.

Councilor Orlando asked if these efforts also help the city’s big employers. They work with Gorton’s and National Seafood, **Mr. DiStefano** said, and that those companies were part of the Chinese delegation reception. The city took their international guests to the Gorton’s innovation facility which that company doesn’t usually open up.

Councilor O’Hara offered his support for the programs that Mr. DiStefano promotes on behalf of the city.

MOTION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a Massachusetts Seaport Economic Council grant of \$151,000 for the purpose of supporting the city of Gloucester’s Gloucester Fresh Seafood Innovation Program and its continued promotion and outreach efforts

conducted by the city and its partners including but not limited to the Seafood Expo North America, Boston Seafood Festival, advertising, promotional events and demonstrations. This is a quarterly reimbursement grant with a contract ending date of June 30, 2017.

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

Aleesha Nunley, Assistant City Auditor briefly discussed the reports on accounts having expenditures which exceed their authorization and the Auditor's Report with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:50 p.m.

**Respectfully submitted,
Dana C. Jorgenson
Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.