

**Minutes of the
Litchfield Budget Committee Meeting
Held on October 30, 2019**

The Litchfield Budget Committee held a meeting on Thursday, October 30, 2019 at Litchfield Town Hall, 2 Liberty Way, Litchfield, NH 03052.

PRESENT: K Douglas (Chair), A Cutter (Vice Chair), J Bourque, J Martin, B Hodgkins, W Hayes, R Leary (Selectmen's Representative), R Meyers (School Board Representative), T Brown (Town Administrator)

Absent: N Fordey

1. CALL TO ORDER

Mrs. Douglas called the meeting to order at 7:00 p.m.

● **PLEDGE OF ALLEGIANCE**

2. PUBLIC INPUT

Tom Schofield, 6 Parker Circle, expressed concern regarding the Budget Committee's review of the Town budget. He believes the process is moving too fast and that the Committee should be much deeper and spread out over more meetings. He expressed some frustration regarding a decision by the Select Board to use funds from the unassigned fund balance. Mr. Schofield commented that the town's budget has increased \$2M over the last two years. He was concerned that the Budget Committee has only been able to reduce the budget by approximately \$54,000 to date and it was frustrating to watch motions being made by Mr. Cutter with members reluctant to second the motions. He indicated that when you divide the total budget by the number of days the town office are doing business, they are spending over \$22,000 per day and his property tax payment is equal to 2.5 hours of that spending.

Mr. Schofield commented the Committee is reviewing millions of dollars in a few hours and he believes that more time is needed when reviewing these budgets. He indicated there should be no reluctant seconds when a reasonable, proven reduction is proposed. He mentioned that hiring new staff will not go over well with the voters and encouraged the Committee to be vigilant. He commented if anyone thinks that the town doesn't have enough money to run they are wrong and the only reason the warrant articles with a zero tax impact have one is because the Budget Committee let the Town have that much money. He encouraged the Committee to ask tough questions. He indicated the town has room to move in their budget, which is not true of the school budget. Mr. Schofield wondered if a warrant article should be proposed for the town to return money to the taxpayers instead of the general fund surplus. He commented he would rather spend more time in the voting booth on warrant articles as there are many important things that need to be done.

Mr. Schofield thanked the Budget Committee for their work. He encouraged the Committee to have more meetings and delve deeper into the budget.

3. REVIEW / ACCEPTANCE OF MINUTES

• October 24, 2019

The minutes were deferred to the next meeting.

4. CORRESPONDENCE

Mrs. Douglas reported that she received the draft town warrant articles.

5. NEW BUSINESS

Mr. Brown mentioned that the Select Board formally created a Capital Improvement Planning committee and there is an opportunity for a Budget Committee member to serve on the committee. He indicated the process will look at town expenses and wrap the school district Capital Plan into it. He anticipates a draft plan by June 1, 2020.

Mrs. Douglas indicated the topic will be placed on the next agenda.

6. TOWN BUDGET DELIBERATION

Mr. Cutter stated that Mr. Schofield brought up a valid point. He shared a historical analysis of the total amounts of budgets with the Committee. He noted over the past four years the budget has increased \$2M, from \$5.2M in 2015 to \$7.1M in 2020. He commented it is disheartening to understand when proposing reductions of \$105,000 on a \$7M budget, which is a small number in comparison and will not curb the growth issues that were raised. Mr. Cutter indicated much of the increase is due to salaries and benefits, the new fire department and new assets. He was concerned over the lack of any motions by the Select Board to reduce these budgets. He suggested the Board take a hard look at the budget and they should not be relying on this committee to figure that out.

Mr. Leary commented that all departments were told by the Select Board to keep their budgets as tight as possible. He indicated the Select Board did not suggest reductions because the budgets were tight. He noted it is now up to the Budget Committee to set the budget. He believes everyone did a good job on the budget.

Mr. Cutter commented when we hear from a citizen who says their tax dollars pay for a couple of hours of time it cannot be ignored. He indicated some of these reductions may seem minute, but they are funds that will not be in future budgets. He accepted that costs increase and that technology is expensive, but was concerned over what can be done to curb this upward climb. Mr. Cutter noted that between the Town and School budgets we are at \$30M and people are feeling the pinch.

Mr. Hodgkins commented anyone that brings concerns or ideas to the floor should have a chance to discuss it here.

Mrs. Bourque felt that committee members were not seconding the motions for reductions, possibly due to being tired.

Mr. Hodgkins commented the Fire Department wants a new truck, schools need upgrading and these budgets are pricing people out of this town. He believes there are not enough reductions and people in this town are hurting. He indicated when speaking of the Capital Improvement Plan, it is just more money in taxes and when the school district presents their budget it is big.

Mr. Leary commented we are here to discuss this and come to a good solution for the town.

Mr. Cutter commented it is important to note even though we are making reductions, it is still a bottom line budget.

- **Changes to the Proposed Budget**

4150.20 Information Technology

Mr. Brown reported that the storage array was ratified by the Select Board on Monday night.

Mr. Brunelle commented his only concern with the reductions is to Line 341, Telephone & Data. He explained when the fire station was built we used that opportunity to fix some problems with communication. He pointed out the Town Hall is 20 years old and has faulty wiring and communication issues. With the new fire station we were able to achieve combining that building and this building as one, although increasing our service costs. Mr. Brunelle indicated as we start to consolidate our services we get some discounts, but not much. He commented we start getting bills mid-year and the bill increased \$600. He noted that the run rate cannot be controlled. He explained we are trying to stabilize both buildings and have better service, but we had to address the problem by running new wiring.

Mrs. Douglas asked if there is any additional fee.

Mr. Brunelle indicated that is all factored into the monthly cost. He noted that we improved our service and have no more issues, with the exception of the Police Department because there is still older wiring in that area. He explained full service phone lines run approximately \$69 per month and there are four activated in the fire station.

Mr. Cutter commented we have an old fire station with needs for communication. He asked about the difference in the old and new stations.

Mr. Brunelle explained there are old copper lines and a Comcast line in the old station. He indicated when Consolidated runs wire, they run 25 digital fiber lines off the pole, which is needed for technology. He noted that copper lines are still used for health and safety lines. He commented he based the budget on ten months of usage.

Mrs. Douglas asked if any other providers were investigated.

Mr. Brunelle indicated that we would still have to pay for transport wire and fiber. He noted we moved away from the long distance carrier, but long distance cost is increasing due to usage.

Mrs. Douglas asked why not issue cell phones and use them.

Mr. Brunelle indicated the police have issued cell phones, but cannot use them for business calls because of confidentiality. He commented that they will continue to drive the number down. He noted it has dropped from \$2,700 to \$2,300 and that represents every phone number in town.

Mr. Cutter commented that the explanation and information is all valid. He indicated that the challenge with IT is the year over year increases and the Committee is trying to curb some of that growth. He noted that perhaps the \$6,000 reduction in this line does not make sense, but reductions of \$7,000 were made that were not approved. He asked if there is an opportunity to reduce those lines in the budget.

Mr. Brunelle indicated they are all contractual agreements, as is equipment maintenance. He noted the only line in Equipment Maintenance where it may be possible to reduce is Computer Parts, which is budgeted in the event anything breaks or needs to be replaced. He commented we stated the upgrade process for the core, which is a five year process.

Mrs. Douglas requested a five year projection on annual expenses. She was concerned the department is showing significant growth.

Mr. Brunelle offered to provide that information. He noted there was a large increase when the town agreed to pay him \$18,000 per year to be available 24/7 and the town does require IT services. He indicated that we just finished replacing a large portion of infrastructure and does not see those large expenses coming back for 5 or 6 years. Mr. Brunelle suggested that the IT Reserve Fund needs to be grown to fund those larger purchases and if that fund is not increased there will be an increase in IT every 5-7 years. He commented the MTDs in the cruisers are on a staggered replacement cycle.

Mrs. Douglas asked if the full \$6,000 is needed. Mr. Brunelle indicated on Monday night the Select Board took action to re-establish the old fire station as cold storage. He note he wil go back and work that into this budget.

Mrs. Douglas commented she would like to see that as a warrant article. Mr. Brunelle commented all departments are struggling with cold storage and it is a perfect use for the old fire station.

Mr. Cutter commented that Mr. Brunelle makes a compelling argument and he is inclined to add the reduction back into the budget.

MOTION: by Mr. Cutter

Move to add \$6,000 back into Line 341, Telephone & Date, in Account 4150.20, Information Technology

SECOND: by Mrs. Bourque

Mr. Cutter asked if we can do better on the cost of contracts as they tie the Town's hands.

Mr. Brunelle commented that we can move to a multi-year maintenance contract, but it is a cost increase and will spike when renewed. He noted that in the past when we had a multi-year contract and it came time to renew, the budget was declined because of the large spike.

VOTE: 6-2-0

The motion carried.

Mr. Brown mentioned the Select Board discussed the old fire station and we are budgeting to heat the building to 55 degrees and for electronic access, which is necessary because multiple departments enter and exit the building. He estimates the operating costs will be approximately \$2,500 per year.

4311.10 Road Agent

MOTION: by Mr. Cutter

Move to reduce Line 310, Consulting Engineer Services, by \$3,000

SECOND: by Mrs. Douglas

Mr. Cutter indicated he based his reduction on averages over the last few years.

Mr. Brown mentioned there are two items that represent \$20,000: 1) stormwater management, which is an EPA requirement for which the Town is in Year 2 of the permit that allows the town to discharge runoff; and 2) engineering design for road construction and improvement. He explained for which we have a balance of \$7,300 remaining in the bottom line. He indicated the Town just spent over \$6,000 for design work on Robyn Avenue. He explained the concern is what is going on under the ground as there are stormwater pipes that will have to be replaced. He noted camera work and engineering work need to be completed. Mr. Brown indicated that there is another neighborhood that requires design work, which is Brook Road and we will try to get a contract for design work. He asked the Committee to be aware that we are working with a bottom line budget and there are times every year when departments are asked to hold off because of overruns in other budgets. He mentioned this line would be one to look at if we had to put off design work for other priorities in other budgets.

Mr. Cutter commented historically the Town has spent considerably less since 2015. He noted this reduction is still significantly more than the actuals that were overspent.

Mr. Brown pointed out the problem in this case was the permit, which was delayed due to politics. He noted we carried \$10,000 for five years.

Mr. Hodgkins asked where the money goes. Mr. Cutter indicated into the unassigned fund balance.

Mr. Hodgkins commented there should be plenty left over.

Mr. Brown explained there are two things that occur: the Select Board looks at what did not get accomplished and encumber those funds, which is their right as a Select Board; all other funds roll over to the unassigned fund balance, which cannot be spent without permission from the voters.

MOTION: by Mrs. Bourque

Amend the motion to reduce Line 310 by \$5,000

SECOND: by Mrs. Douglas

VOTE ON AMENDED MOTION: 6-2-0

The motion carried.

VOTE ON THE TOTAL REDUCTION OF \$5,000 TO LINE 310: 6-2-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 430, Building Maintenance and Repair, by \$500

SECOND: by Mrs. Bourque

Mr. Cutter indicated he based his reduction on historical underspend.

Mr. Brown commented this is a good example of how much more attention to maintenance could have been given, but was not. He indicated there is much to do down there and \$3,500 to try to maintain an important facility is not too much to ask the taxpayers. He noted the lack of maintenance will cost more than the reduction.

Mrs. Douglas commented it would be better to come forward with a 5 year plan. Mr. Brown indicated the Capital Improvement Plan will capture anything \$10,000 or more with a life expectancy of 20 years. He felt as if he were hearing the Budget Committee is not interested in maintaining anything new.

Mr. Cutter indicated that is not accurate. Mr. Brown indicated that committee members are all concerned with presenting a high budget.

Mr. Cutter commented that the Town is asking for too much money. He asked how this happened.

Mr. Brown indicated the voters approved two full time police officers and a new fire station. He commented that it comes down to level of services. He noted we are telling you what we think it will cost to maintain and repair.

Mrs. Bourque commented there are plenty of place to reduce the budget. She is struggling with making reductions from maintenance and repair.

VOTE: 3-5-0

The motion failed.

4312.10 Road Maintenance

MOTION: by Mrs. Bourque

Move to reduce Line 686, Salt Purchases, by \$5,000

SECOND: by Mrs. Douglas

Mrs. Bourque commented that she recognizes the three year spend is in line with the budget, but this line was reduced last year and we were fine. She believes it is over inflated because of the harsh winter a few years ago and at this time the salt shed is full.

VOTE: 8-0-0

The motion carried.

Mr. Cutter commented that he heard there would be an increase next year in gravel due to road repair.

Mr. Kevin Brown explained the gravel is important to maintain the shoulder or the edge of the pavement will break. He indicated that more gravel is needed so we can keep up with the shoulder work until it is level with the pavement.

Mrs. Douglas asked if the additional full time employee will be included in the budget or on the warrant.

Mr. Leary indicated the Select Board discussed putting it on the warrant.

Mr. Brown indicated there has been no official position by the Select Board. He commented this comes down to a safety issue for the department. He noted that it is not reasonable to expect a crew of two to do a simple road maintenance without a flagger. Mr. Brown indicated this will be a difficult decision for the Select Board. He commented the Town is running a highway department with two full time positions and two part time summer positions. He added the Library has more labor than the Town does for 72 miles of roadway.

MOTION: by Mrs. Douglas

Move to reduce Line 120, Wages-Workmen, by \$18,720 and associated costs

SECOND: by Mrs. Bourque

Mrs. Douglas commented her position is that new position belong on the warrant as the voters have asked to weigh in.

Mrs. Bourque supports the position being added, but believes the voters should have a say. Mr. Cutter commented this is a long standing process of this committee.

VOTE: 7-1-0, with Mr. Leary abstaining
The motion carried.

MOTION: by Mr. Cutter
Move to reduce Line 140, Overtime, by \$1,000
SECOND: by Mrs. Bourque

Mr. Cutter indicated his reduction is based on aligning to actuals.

Mr. Brown indicated at this time expenditures for overtime for November and December winter operations have not been spent. He noted that historically the department operated with one full time position and one part time position and now there are two full time employees. He reported that the budget is already overspent in overtime.

Mr. Kevin Brown explained the overtime will come in the winter with the snow events and the majority is nights or weekends.

Mr. Hayes asked if there were three full time employees, would there be an opportunity to stagger the hours.

Mr. Kevin Brown commented the whole idea is safety and we cannot have one person out there by himself.

Mr. Brown indicated if we have 3 full time licensed operators working a snow event all 3 will be clearing snow in the town so people are safe on the roads. He added that he saw on WMUR the Department of Transportation is hiring seasonal help, but it is difficult to find snow plowers because no one wants to be out there on the holidays.

VOTE: 5-3-0
The motion carried.

MOTION: by Mrs. Bourque
Move to reduce Line 680, Uniforms & Safety Equipment, by \$2,500
SECOND: by Mr. Cutter

Mrs. Bourque asked about the uniforms and did not recall the discussion.

Mr. Brown explained that uniforms were added for the full time employees, which have fluorescent markings on them for safety when out on the roadways.

VOTE: 1-7-0

The motion failed.

4220 Fire

Mr. Cutter asked about the thermal imaging camera replacement as this year \$9,000 is budgeted and next year \$5,000 is budgeted, but when looking at the quote it says \$10,000.

Chief Fraitzl indicated the \$10,000 quote is for other equipment replacement and the cameras are \$5,000. He explained the reason for the reduction is technology changes and reduction in size, resulting in lower costs. He noted he is focusing on stabilizing costs to control spikes.

Mrs. Douglas commented on the ongoing expense to replace pagers.

Chief Fraitzl indicated that five or six are replaced per year.

Mr. Cutter asked how the pagers fit into the overall communications strategy in the town. Chief Fraitzl indicated they are fully compatible and are the primary method of communication in the fire department. He noted part of it is driven by the ISO rating, which is what insurance companies base insurance on.

MOTION: by Mr. Cutter

Move to reduce Line 140, Firefighter Overtime, by \$1,000

SECOND: by Mrs. Bourque

Mr. Cutter indicated that his reduction is based on aligning with spending and there is still an increase in that line.

VOTE: 8-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 149, Firefighter Overtime Training, by \$2,500

SECOND: by Mr. Hayes

Mr. Cutter indicated that his reduction is based on alignment with averages and spending.

Chief Fraitzl pointed out there is currently \$8,446 spent in that line.

MOTION: by Mrs. Bourque

Move to amend the motion by reducing Line 149 by \$1,500

SECOND: by Mrs. Martin

VOTE ON THE AMENDED MOTION: 8-0-0

The motion carried.

VOTE ON THE TOTAL REDUCTION OF \$1,500 TO LINE 149: 8-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 610, General Supplies, by \$150

SECOND: by Mrs. Martin

Mr. Cutter indicated the reason for his reduction is based on historical underspend.

VOTE: 8-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 636, Vehicle Fuel, by \$1,100

SECOND: by Mrs. Martin

Mr. Cutter indicated that he past use and spending to apply his reduction.

VOTE: 8-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 660, Vehicle Repairs & Maintenance, by \$2,500

SECOND: by Mrs. Douglas

Mr. Cutter indicated that his reduction reduces the line to \$30,000.

VOTE: 7-1-0

The motion carried.

MOTION: by Mrs. Bourque

Move to reduce Line 430, Station Maintenance & Repair, by \$5,000

SECOND: by Mr. Cutter

Mrs. Bourque commented with a new everything is new and none of what is listed were required in the old station.

Chief Fraitzl indicated that the septic tank at the new station is also a biohazard tank system and needs to be pumped more often. He noted we have already pumped it twice. He added that the station has a larger venting system that needs to be serviced, fire alarm/sprinkler testing is required annually, and overhead doors need to be maintained since they are used daily.

Mrs. Bourque commented this is a great example of how the impacts of the fire station trickles all the way down. She indicated this budget is almost three times what it was last year.

Mrs. Bourque withdrew the motion. Mr. Cutter withdrew the second.

Mr. Cutter asked for further explanation of the need for dress uniforms.

Chief Fraitzl indicated that dress uniforms are more formal and official for events for staff to attend such as funerals. He reported that the Association has agreed to match funds for the uniforms. He added the purchase of the dress uniforms is a five year plan.

Mrs. Douglas believes this should be placed on the warrant.

MOTION: by Mrs. Douglas

Move to reduce Line 680, Uniforms & Accessories, by \$1,000

SECOND: by Mr. Cutter

VOTE: 7-0-0 (Mr. Meyers was out of the meeting room during the vote)

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 682, Protective Gear, by \$1,225

SECOND: by Mr. Hodgkins

Mr. Cutter believes the line is over budgeted.

Chief Fraitzl reported the purchase order was already cut for five sets of gear so there is a \$12,000 purchase not accounted for in the current expenditures. He indicated the gear is good for 10 years and is the largest safety item for firefighters.

Mrs. Bourque indicated she is not in favor of cutting protective gear.

Mr. Cutter commented he is not suggesting to reduce gear, but trying to align to actual spending including inflation.

Mrs. Bourque commented this is one of those items where we yield to the department heads. She indicated she trusts in what the Chief is saying.

Mrs. Martin indicated that each set is priced at \$3,150 and there are five sets, which is a total of \$15,750 as opposed to \$16,225. She noted that an adjustment of \$475 needs to be made.

VOTE: 2-6-0

The motion failed.

Mr. Cutter asked why Line 684, Medical Supplies, appears to be over-budgeted.

Chief Fraitzl indicated those are all consumable supplies and includes service contracts on cardiac monitors. He explained that we do not have exchanges for supplies and all of those items have expirations.

4241.20 Code Enforcement

MOTION: by Mr. Cutter

Move to reduce Line 129, Wages-Temporary Inspector, by \$1,000

SECOND: by Mrs. Bourque

Chief Fraitzl indicated there are certain licenses the Code Enforcement Officer is required to attain and the reason for the increase is for someone to do inspections while he is in class.

Mr. Leary confirmed the Code Enforcement Office has to get certified to perform the job.

Mr. Hayes asked if training is during the day. Chief Fraitzl indicated it could be a week long class. He noted that the temporary inspector also covers for any vacation or sick time earned.

VOTE: 0-8-0

The motion failed.

Mr. Cutter asked if Overtime is a new item in this budget. Chief Fraitzl indicated the position is now an hourly position, which covers call-outs for structural issues and to investigate complaints outside of hours.

Mrs. Douglas asked why the position was moved from salary to hourly. Chief Fraitzl indicated it is no longer a supervisory position and does not meet the requirement for a salaried position.

4290.10 Emergency Management

Mr. Cutter asked about the money budgeted for maintenance and repairs.

Chief Fraitzl indicated that is to service and start up the generator at the high school. He noted the one at the Town Hall is budgeted under General Government Buildings.

There were no changes to the budget.

4215.10 Ambulance

Mr. Cutter commented some numbers are hard to budget for. He noted this is an area where reductions were made in the past, but this year it is in line with the previous year. He asked if it makes sense to the Committee to level fund it to last year.

Mrs. Douglas observed that the current expenditures exceeds what is budgeted. There were no changes to the budget.

4411.10 Health Department

There were no changes to the budget.

4210.10 Police Administration

Captain Sargent observed that in Line 111, PD Officers, one of the officers attained his degree this year, which will result in a \$6,000 reduction in the 2020 budget.

MOTION: by Mr. Cutter

Move to reduce Line 111, PD Officer, by \$6,000

SECOND: by Mrs. Bourque

VOTE: 8-0-0

The motion carried.

Mr. Hodgkins asked about uniform cleaning budgeted in Line 191. Captain Sargent indicated this is contractual and part of the agreement. He noted it increased \$100 for each member of the unit.

Mr. Cutter asked the Captain to speak to the increase in the Community Detail line. Captain Sargent indicated the detail rate increased per the contract, but the department is seeing more demand and requests for different functions or events. He noted that currently the department has spent \$9,713 and is projected to overspend.

MOTION: by Mr. Cutter

Move to reduce Line 325, Prosecutor Contracted Services, by \$8,000

SECOND: by Mrs. Bourque

Mr. Cutter indicated typically \$64,000 or so is spent. He noted he is setting the line to \$68,000.

Captain Sargent indicated the current prosecutor has a contract, which is currently at \$72,000 and is scheduled to increase to \$76,000.

Mr. Cutter withdrew the motion. Mrs. Bourque withdrew the second.

Mrs. Douglas commented there are a lot of drivers on the extra pay period next year. She asked if some overtime was moved.

Captain Sargent indicated that 706 hours of overtime was reduced for a savings of \$36,000 and an additional \$18,000 in retirement. He noted that Line 141, Captain Overtime, was reduced by \$10,000.

Mrs. Bourque commented the department is taking on a full year of a full time officer where last year was a half year. She complimented the Police Department for a great job preparing their budget.

4210.50 Police Support

Mr. Cutter commented this is an area that is usually over budgeted.

MOTION: by Mr. Cutter
Move to reduce Line 140, Overtime Dispatcher, by \$2,961
SECOND: by Mrs. Bourque

Captain Sargent was comfortable with the reduction.

VOTE: 8-0-0
The motion carried.

4414.10 Animal Control

There were no changes to the budget.

4156 Personnel Administration

There were no changes to the budget.

4445.20 Vendor Payments

Mrs. Douglas asked if the Select Board discussed establishing a fund for this purpose.

Mr. Brown indicated that there is a warrant article this year to establish an expendable trust fund for \$10,000.

MOTION: by Mr. Cutter
Move to reduce line 821, Electricity, by \$500
SECOND: by Mrs. Bourque
VOTE: 8-0-0
The motion carried.

MOTION: by Mr. Cutter
Move to reduce line 824, Housing, by \$5,000
SECOND: by Mrs. Bourque
VOTE: 8-0-0
The motion carried.

4520.10 Parks & Recreation

There were no changes to the budget.

Mr. Cutter indicated that the total reductions made to the budget is \$105,131.

Warrant Articles

Mr. Brown indicated that draft warrant articles were made available to the Budget Committee.

Mr. Cutter commented he saw an article on the fire truck and the Select Board voted to delay it for a year.

7. REPORTS

- **School Business**
 - **General Update**

Mr. Meyers reported the teachers' contract was approved 624 to 520.

- **New Positions**

Mr. Meyers indicated that he prefers to discuss any requests when the Superintendent is present.

- **Budget Review Schedule**

Mrs. Douglas indicated the schedule was distributed to the Committee. She asked committee members to consider meeting on Tuesdays and Thursdays for the school budgets.

8. MEMBER INPUT/ NEW BUSINESS

There was no member input.

9. PUBLIC INPUT

There was no public input.

10. ADJOURN

MOTION: by Mr. Cutter

Move to adjourn the meeting.

SECOND: by Mr. Bourque

VOTE: 8-0-0

The motion carried.

Next meeting: November 7, 2019

The meeting was adjourned at 9:45 p.m.

Recorded by: Michele E. Flynn, Recording Secretary

Approved: