

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, July 22, 2024**
3 **Charlotte Town Hall 159 Ferry Road and via teleconference**
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*
6

7 **SELECTBOARD MEMBERS:** *In person:* James Faulkner, Chair; Frank Tenney, Vice Chair;
8 Lewis Mudge, (remote & in person); Natalie Kanner; Kelly Devine
9

10 **ADMINISTRATION:** Nathaniel Bareham Town Administrator
11

12 **OTHERS:**

13 **In person:** Michelle Lussier, Charles Russell, Hugh Lewis Jr., John Snow, Patrice Machavern,
14 Mary Cheney, Cliff Mix, Bill Stuono, Jim Donovan, Mary Clifton, David Clifton
15

16 **Remote:** Carrie Spear, Damaris Herlihy, Deirdre Holmes, Lori York, Mike Yantachka, Nancy
17 Faulkner, Paul Plante, Tanna Kelton
18

19 **AGENDA ITEMS:**

- 20 5:00 PM Site Visit for HAP-24-03 at 211 Carpenter Road
21 6:30 PM Adjustments to the Agenda
22 6:31 PM Approve Warrants to Pay Bills
23 6:35 PM Selectboard and Town Administrator Updates
24 1. Update on Flood Damages
25 6:40 PM Public Comment
26 6:45 PM Highway Access Permit: 1. HAP-24-03 (Lussier)
27 7:00 PM CVFRS Budget Presentation
28 7:15 PM Setting the Municipal Tax Rate for FY25
29 7:25 PM Selectboard Interview of Deputy Tree Warden Candidate(s)
30 7:40 PM Selectboard Appointment of Deputy Tree Warden(s) – Possible Executive Session
31 per 1 V.S.A. § 313(a)(3)
32 7:50 PM Review, and possible approval of, amendments to Section(s) the Town of
33 Charlotte’s Motor Vehicle and Traffic Regulation Ordinance
34 8:00 PM Review, and possible approval of a Lease for the Town Garage between the Town
35 and the Road Commissioner
36 8:05 PM Discussion of a formal complaint made against a public officer – Three Possible
37 Executive Session(s) per 1 V.S.A. § 313(a)(3)
38 8:40 PM Discussion of potential disciplinary action against a public officer – Possible
39 Executive Session per 1 V.S.A. § 313(a)(4)
40 8:55 PM Approve Meeting Minutes for June 24, 2024; July 8, 2024
41 9:00 PM Adjournment
42

43 **Call to Order**

44 James Faulkner called the meeting to order at 6:33 pm.
45

46 **Adjustments to the Agenda**

47 James Faulkner stated that the 6:35 pm agenda item, Selectboard and Town Administrator
48 Updates, Update on Flood Damages, will be pushed out to the end of the meeting at 8:05 p.m. in
49 order for Kelly Devine to participate. Kelly Devine will join tonight's meeting late due to
50 needing to attend another meeting.

51

52 **Approve Meeting Minutes for June 24, 2024; July 8, 2024.**

53

54 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the Selectboard**
55 **meeting minutes for Monday, June 24, 2024. VOTE: 4 ayes, 0 nays, 1 absent (Devine);**
56 **Motion Carried.**

57

58 **MOTION by Frank Tenney, seconded by Lewis Mudge, to approve the Selectboard**
59 **meeting minutes for Monday, July 8, 2024. VOTE: 3 ayes, 0 nays, 1 abstention (Kanner), 1**
60 **absent (Devine); Motion Carried.**

61

62 **Public Comment**

63 David Clifton stated that the hill on Ferry Rd should be factored in when deciding on the speed
64 limit. People typically go 5-10 mph over the speed limit so the speed limit will need to be set at
65 25-30 mph to get people to reduce their travel speeds appropriately. He went on to state that
66 drivers are passing other drivers that are traveling around 45 mph. It's very unsafe to pass in this
67 location since there are a couple blind driveways coming out at the same time. David Clifton
68 stated that anything that pushes pedestrians in towards the center would not help with increasing
69 safety such as rumble strips.

70 Mary Clifton stated that there is great danger with drivers traveling 45+ mph down Ferry Rd
71 especially as they come over the rise in the road where potential drivers exiting Lynrick Acres
72 Rd are revealed. The likelihood of being able to stop would be slim. She went on to state that
73 she would be in favor of painting the speed limit on the road along with posted signs before the
74 rise in the road.

75 David Clifton stated that this area his wife is speaking of also has a driveway for three or four
76 homeowners and these drivers are in danger here with stopping to enter their driveway and or
77 while pulling out of their driveway. There is no blind driveway sign at this location.

78

79 **Highway Access Permit: 1. HAP-24-03 (Lussier)**

80 James Faulkner stated that the site visit took place at 5pm this evening and he was present along
81 with Natalie Kanner, Nathaniel Bareham and Hugh Lewis Jr. This HAP seems to be in a good
82 location and the site visit didn't present any problems.

83

84 **MOTION by James Faulkner, seconded by Natalie Kanner, to accept the curb cut**
85 **application HAP-24-03. VOTE: 4 ayes, 0 nays, 1 absent (Devine); Motion Carried.**

86

87 **CVFRS Budget Presentation**

88 John Snow stated the most recently approved financials that will be presented on this evening are
89 through May 31, 2024, because there isn't board approval of the June financials at this time. The
90 overview is that CVFRS continues to run underbudget on all of their significant expense
91 categories. This includes their Administration, Fire and Rescue divisions. CVFRS is running

92 with a vacant position in the Chief's position which creates a surplus. He went on to state that
93 overall, they're spending less than they are budgeted at, which shows a sum around \$129,000
94 underspent as of the end of May. Due to this CVFRS returned \$75,000 to the town at the end of
95 June. Once the June accounts are settled CVFRS believes there will be another payment to the
96 town but not at this same magnitude. It's estimated to be somewhere between \$5,000 to \$10,000.
97 Overall, they're running light on expenses and meeting their expectation for patient billing. John
98 Snow stated that the CVFRS paramedic has been able to assist other area services and a fee is
99 charged for this service. This is something that has increased lately and is showing up more on
100 the revenue side. The CVFRS' board will be meeting on Wednesday and at that time the June
101 financials will be accepted.

102 John Snow stated that in the past week CVFRS has seen in increase in applications for their open
103 positions. This is a good indicator that more staffing placements will be filled. CVFRS is still
104 challenged in staffing the ambulance but this should be letting up in the next 30 days. He went
105 on to state that mutual aid has been used during this staffing shortage. In general, CVFRS has
106 been very supportive with providing mutual aid to other area services.

107 James Faulkner stated that it would be good to have more talks regarding regionalizing EMS.
108 John Snow stated that with operating with a staffing shortage employees have had to work
109 overtime. There are instances when they only have one staff member and that is when their level
110 of service steps back to First Response so that one staff member will go to the scene to provide
111 treatment to the patient but that one person can't transport them and has to wait at the scene for a
112 neighboring agency to come with a two person crew and an ambulance. In the situation where
113 there is no staffing available to CVFRS then they are considered to be out of service. This
114 happens very infrequently but in these instances neighboring agencies are notified to make sure
115 they're aware and prepared to cover for them.

116

117 **Review, and possible approval of a Lease for the Town Garage between the Town and the**
118 **Road Commissioner**

119 James Faulkner stated that with the Town Garage still being in the early stages with organization
120 and small repairs that the Road Commissioner is tending to etc. it seems appropriate to approve
121 the lease for the Town Garage between the Town and the Road Commissioner as it is from the
122 previous year.

123 Frank Tenney concurred.

124

125 **MOTION by James Faulkner, seconded by Natalie Kanner, to authorize the lease**
126 **agreement between the Town of Charlotte and the Town of Charlotte's Road**
127 **Commissioner, for a term ending on March 4, 2025. VOTE: 4 ayes, 0 nays, 1 absent**
128 **(Devine); Motion Carried.**

129

130 **Approve Warrants to Pay Bills**

131 Warrants were signed.

132

133 **Setting the Municipal Tax Rate for FY25**

134 Mary Mead stated that the total budget for FY24 was \$4,070,875. Actual revenues came in at
135 \$60,096 higher than expected. The budget categories highest in revenue were the Senior Center,
136 Recreation programs, interest income and an unanticipated \$10,000 grant from Efficiency
137 Vermont for the Town Garage. The actual expenses came in at \$161,133 less than expected.

138 The budget categories of substantial underspending were Elections and Town Meeting, Assessor's
139 office, Town Hall, Senior Center, and Fire & Rescue. Health benefits were budgeted at
140 \$213,000 and actual expense for the year was \$190,409. Fire & Rescue returned \$75,000 to the
141 town before the end of the fiscal year. The increase in revenues and the decrease in expenditures
142 resulted in a current fund year balance of \$221,229.44. This current fund balance combined with
143 last year's fund balance gives the town a total fund balance of \$184,286. Despite the fact that
144 invoices will still be coming in for FY24 there is nothing out there that will be coming in that
145 will affect the fund balance at a level that the tax rate can't be set at this time.

146

147 Kelly Devine arrived at the meeting in person at 7:15 p.m.

148

149 Mary Mead stated that setting the tax rate is done by taking the budget that was voted on and
150 approved, after taking away the non-tax revenues this shows what tax dollars are needed to come
151 up with for the municipal tax rate. A solid grand list number is the rationale for waiting to set
152 the tax rate until this time. Change of appraisals are looked at and if there are any grievances and
153 if there are any appeals and getting past all of this gives the best possible number for the grand
154 list. She went on to state that the grand list number is extremely close to the amount estimated in
155 the Town Report when the town voted on the budget in March. A total dollars to raise for the
156 town is \$2,529,467.00. To get the tax rate this sum is divided into the grand list number giving a
157 tax rate of \$0.1829.

158

159 Kelly Devine stated that she would like to understand the reduction in health benefits for FY24.

160 Mary Mead stated health benefits came in under budget and this is because of less HRA
161 expenses submitted.

162 Kelly Devine stated that the analysis revealed an average of \$50,000 expenditure for HRA so
163 they budgeted for \$65,000 this past year.

164 Mary Mead stated that the actual expenditure for this past year was around \$40,000. The amount
165 of money that the town needs to prepay each year to health equity of somewhere around \$18,690
166 is held until the year end and then this comes back to the town. Due to COVID-19 this was
167 delayed for two years in a row. This year the town got back two years' worth. Even still the
168 expenses were only \$40,000 for the deductible.

169

170 Mary Mead stated that as previously stated the tax rate is \$0.1829. A local agreement tax rate
171 needs to be set because the town of Charlotte exempts the Grange from taxes and there is a
172 Veterans exemption of \$40,000 and the state only allows for \$10,000 so the town has to raise the
173 other \$30,000. Mary Mead reviewed how the total is calculated for the local agreement tax rate
174 which is included in tonight's packet. It comes to a total of \$0.0005 and is added to the tax rate
175 of \$0.1829 giving a total of \$0.1834. She went on to state that this is a minuscule change. The
176 big change is in the state education tax rates. The Homestead Education Tax rate is \$1.2921 and
177 the Non Residential Education Tax rate is \$1.3312.

178

179 **MOTION by Frank Tenney, seconded by Natalie Kanner, to accept the tax rate for a total**
180 **of dollars to be raised by the town of Charlotte's Tax Rate of \$0.1829 and adding in the**
181 **Local Agreement Tax Rate of \$0.0005 to make a total Municipal Tax Rate of \$0.1834.**

182 **VOTE: 5 ayes, 0 nays; Motion Carried.**

183

184 Selectboard Interview of Deputy Tree Warden Candidate(s)

185 Discussion was had regarding process and it was unanimous that the interviews could proceed
186 but no decisions would be made this evening.

187 Cliff Mix, a resident of Charlotte, stated that he has a degree in Wildlife Biology from UVM. He
188 first worked for the New England Forestry Foundation for seven years where he gave input into
189 managing properties for forestry and wildlife. Following this he worked as a consulting forester
190 in NH, MA, and ME four eight years. Following this he started his own consulting and firewood
191 business while living in NH for 4-5 years. He was able to work as a consulting forester for
192 clients and then was able to implement the work. Next he started working with a company that
193 was a tree service and land clearing company for 2-3 years. Following this he bought a company
194 with a partner and began agriculture work for seven years. It was total tree care, diagnosing
195 what was wrong with a tree and then saving the tree. Next he sold this business to his partner
196 and moved to VT. He was the Tree Warden for the town of North Ferrisburgh. Cliff Mix stated
197 that he would like to work as an assistant to the town of Charlotte's Tree Warden as he feels they
198 have skills that would complement each other. He would like to offer assistance with the town
199 tree program that in his opinion should include long term care in the form of follow up with the
200 planted trees.

201 Mary Mix stated that her experience with trees has been working along with her husband Cliff
202 Mix. She was a registered lobbyist in the state of Texas and she is experienced with writing
203 legislation, writing rules and regulations and looking at what needs to be available for public
204 input.

205

**206 Selectboard Appointment of Deputy Tree Warden(s) – Possible Executive Session per 1
207 V.S.A. § 313(a)(3)**

208 James Faulkner stated that the voting on this placement will take place at the next Selectboard
209 meeting due to the need to follow process.

210

211 Selectboard & Town Administrator's Updates**212 1. Update on Flood Damages**

213 Hugh Lewis Jr, Road Commissioner, stated that all the roads in town are for the most part back
214 in good condition with the exception of Spear Street. There are still many ditches and culverts to
215 clean out but as far as the road wash outs they are filled in other than some minor ones that
216 remain. As for Spear Street, between the slide and the culvert, the repair is going to be very
217 expensive. He went on to state that the culverts have been ordered and the last two pieces will
218 come tomorrow morning.

219 James Faulkner stated that the damage is substantial on Spear Street and there is a process to
220 follow which will require the town to get an engineer and a site plan. Both of the owners on
221 either side of Spear Street are in support of the work that needs to get done. He went on to state
222 that there are complications such as the fact that it's a waterway that has changed. There was
223 one culvert there that was 10ft by 80ft but it rotted out and water got underneath and pushed it
224 out taking it east. The plan is to put two culverts in place.

225 Hugh Lewis Jr. stated that this culvert was washed out in 1973 and at that time the culvert was in
226 good shape and could just be put back into place which was the hopes for this time around but
227 once it was recovered it was clearly seen that it was all rusted out.

228 James Faulkner stated that the plan to help with resilience is to put two culverts in place. Prior to
229 this an engineer will need to be involved. The property on the west side of this damaged

230 area is property of the Charlotte Land Trust and they met this morning. Therefore, the engineer
231 will be needed for a report and a site plan. The site plan will be provided to the Charlotte Land
232 Trust and to the state and this will all take some time to accomplish. The engineers in the state
233 are all very busy with the multitude of damage. He went on to state that he would imagine it will
234 be a couple of months before this all gets accomplished. As far as the damage to all of the roads,
235 the amount of work that Hugh Lewis Jr. and his crew have been able to accomplish so far has
236 been substantial.

237 James Faulkner stated that he took 123 pictures of places that suffered damage in the town of
238 Charlotte. If the town of Charlotte gets the FEMA funding it will be substantial financial
239 help, otherwise the town would need to go out for a bond to fund the Spear Street repair. With
240 the funding the town's financial responsibility could be around \$150,000. He went on to state
241 that there is a meeting with the FEMA representatives tomorrow to go over the town road
242 damages. There is a town employee committee that will work together to provide the necessary
243 information to qualify for FEMA funding. This committee includes the Planning and Zoning
244 Department, Nathaniel Bareham, Hugh Lewis Jr. and himself.

245 Nathaniel Bareham stated that there is a link on the town's website to submit private and
246 business damage. This reporting is crucial to make sure that Chittenden county meets the
247 requisite so it's approved for individual aid through FEMA

248 James Faulkner stated that it would be helpful to have the liaisons of the Selectboard speak to
249 the committees and commissions in order to assure that the other town assets with damage are
250 reported such as the town trails. Nathaniel Bareham will help to inform all of the liaisons on the
251 paperwork that his needed to be completed for this process.

252 James Faulkner stated that there is no damage to the Recreation areas of the town to his
253 knowledge but communication to the Recreation Department can confirm this.

254 Natalie Kanner volunteered to communicate with the Trails Committee in place of James
255 Faulkner since he's occupied with the Spear Street repair etc.

256 Kelly Devine stated that she has been following the state regulation piece and the FEMA
257 regulation piece and the FEMA reimbursement goes up to 75%. Larry Lewack identified an
258 additional 17.5% in reimbursement.

259 James Faulkner stated that a committee has been put together to work on the documentation for
260 the FEMA application. This includes himself along with Hugh Lewis Jr., Nathaniel Bareham,
261 Larray Lewack, Rebecca Kaplan, and Aaron Brown. They will be meeting tomorrow morning.

262 Nathaniel Bareham stated that the objective for the meeting tomorrow is to make sure that all
263 that is needed to complete the necessary paperwork is gathered for the grants for all the repairs
264 that have taken place and need to take place.

265 Frank Tenney stated that some of the wetlands and waterways requirements have been waived
266 for a period of time by the governor.

267 James Faulkner stated that the town still needs a permit. With all of the work needed to be done
268 on Spear Street, this is just a guess but it will likely be around \$1 million and the other work
269 throughout the town of Charlotte including the Thompson's Point area that was a complete wash
270 out that Hugh Lewis Jr. and his crew along with a couple excavators took care of that will bring
271 things to around \$2 million.

272 Discussion was had regarding the importance of landowners reporting any damage that occurred
273 to their private property. At this time there has not been enough damage reported to qualify
274 Chittenden county for private property FEMA funding.

275 Kelly Devine stated that it's another Selectboard task to make sure updates are going out

276 regularly to the town. The issue at Spear Street needs long term solutions and this is the time to
277 execute such.

278 Discussion was had regarding the one lane bridge in the Dorset Street area.

279 Hugh Lewis Jr. stated that he has not noted any additional damage to the one lane bridge but the
280 bridge is in poor condition.

281 Nathaniel Bareham stated that there is CCRPC grant money that can be used to improve
282 infrastructure in flood plan areas. He will look into the one lane bridge to see if it qualifies.

283 Kelly Devine stated that she would like to see the one lane Dorset Street bridge added to the list
284 of the areas that the team is looking into funding assistance for. She went on to state that the
285 bridge is going to be more heavily traveled with Spear Street being closed. The state has
286 incentive to try to prevent emergency situations.

287 Discussion was had and it was clarified that the Dorset Street bridge wouldn't qualify for FEMA
288 funds but it could qualify for state funds potentially.

289 James Faulkner stated that this bridge is in need and should be addressed but it is a separate
290 project.

291 Kelly Devine stated that she will be the lead person on communication to the public from the
292 Selectboard.

293 James Faulkner concurred.

294

295 **Review, and possible approval of, amendments to Section(s) the Town of Charlotte's Motor**
296 **Vehicle and Traffic Regulation Ordinance**

297 James Faulkner stated that this is part of the process to lowering the speed limit.

298 Kelly Devine stated that she thought that the east village was going to be included along with the
299 west village.

300 James Faulkner and Nathaniel Bareham concurred that the east village hasn't been looked at as
301 of this time.

302

303 Lewis Mudge arrived at the meeting in person at 8:06 p.m.

304

305 Lewis Mudge stated that he feels the area of Ferry Rd going west down to the train tracks should
306 be set at 25 mph because that portion of Ferry Rd is considered to be part of the village.

307 Discussion was had regarding needing to have step downs for reduced speed limits. James

308 Faulkner, Kelly Devine and Lewis Mudge all concurred that it seems that this can be done with
309 signage that warns "reduced speed ahead" as is seen all throughout the state of VT.

310 Kelly Devine and Lewis Mudge concurred that this reduction in speed limit should include the
311 east village as well.

312 James Faulkner and Frank Tenney concurred that the east village roads that would have a
313 reduction in speed limits will need to be clarified and written out like all the rest has been done.

314 James Faulkner concurred with Natalie Kanner and Lewis Mudge that east village speed limits
315 should be addressed as well but it should be done in two steps in order to not hold up the process
316 for the west village speed limit reductions.

317 Nathaniel Bareham stated that the Selectboard needs to make a motion to amend this ordinance
318 and once the amendment is approved he will publish a copy of that warning to the newspaper of
319 record, post it online and to two physical locations in town. There is a process of appeal for a
320 petition that can be submitted within 45 days barring a petition. Then it becomes effective 60
321 days after adoption.

322 David Clifton reiterated his and his wife's statements made earlier during public comment
323 regarding the dangers with the blind driveways on Ferry Rd and the need to reduce the speed to
324 25-30 mph as drivers always go above the speed limit. The hill adds to this and there is no blind
325 driveway signs.

326 Paul Plante stated that he concurred with David Clifton. It's his understanding that the
327 Selectboard can set whatever speed they see fit as long as the appeal process is valid. The voters
328 of the town have 45 days to get 5% of the registered voters to sign a petition and then it would
329 have to go to a town wide vote. He went on to state that it's highly unlikely that anyone will get
330 5% of the voters to say that the speed limit can't be lowered to save our children. The speed
331 limit should be lowered to 25 mph.

332 Charles Russell stated that from a processing stand point there are two different documents
333 posted on line, the ordinance and the amendment. The amendment is confusing because it says
334 25 mph and 35 mph. The public has been warned about this draft ordinance of setting the speed
335 limit to 35 mph but residents aren't aware that there is discussion of reducing the speed to 25
336 mph. He went on to state that this should be corrected with a proper draft that reflects what the
337 plan is and east Charlotte could be added in as well.

338 JD Herlihy stated that he is in support of dropping the speed limit down to 25 mph. The traffic
339 study didn't consider the increased pedestrian traffic with the trail.

340 Nathaniel Bareham stated that he will redo the ordinance and the warning to reflect the reduction
341 in the speed limit to 25 mph.

342 James Faulkner stated that in addition it makes sense to have the document include east village.

343 Kelly Devine stated that she would be happy to work with Nathaniel Bareham on the language
344 for including the east village.

345 Frank Tenney stated that he would like to accomplish this without adding east village to this
346 process at this time since it seems that it will delay the west village reduction of speed limits
347 process. He went on to state that it seems that step downs should be provided for areas that have
348 25 mph speed limits.

349 Kelly Devine stated that she would do a Front Porch Forum posting outreach to the east village.

350 Frank Tenney stated that he wondered if these could be amended into east village amendments
351 and west village amendments.

352 Discussion was had regarding lowering the speed limit and the town's ability to enforce it if it's
353 more than 5 mph below the flow of traffic found in the traffic study.

354 Hugh Lewis Jr. stated that he believes that a period of time with the lowered speed limit needs to
355 pass prior to being able to give out tickets for not following the newly lowered speed limit.

356 James Faulkner stated that Kelly Devine will have a draft of this ordinance prior to the next
357 Selectboard meeting in two weeks.

358 Kelly Devine concurred.

359

360 **Discussion of a formal complaint made against a public officer – Three Possible Executive**
361 **Session(s) per 1 V.S.A. § 313(a)(3)**

362 James Faulkner stated that originally there were three possible executive sessions but due to an
363 individual not being available there will only be two executive sessions this evening.

364

365 **MOTION by James Faulkner, seconded by Lewis Mudge, to enter into executive session**
366 **pursuant to 1 V.S.A. § 313(a)(3) for the evaluation of a public officer. I further invite**

367 Nathaniel Bareham and Bill Stuono into this session. VOTE: 5 ayes, 0 nays; Motion
368 Carried.

369
370 MOTION by Lewis Mudge, seconded by Kelly Devine, to exit out of executive session.
371 VOTE: 5 ayes, 0 nays; Motion Carried.

372
373 MOTION by Kelly Devine, seconded by Lewis Mudge, to enter into executive session
374 pursuant to 1 V.S.A. § 313(a)(3) for the evaluation of a public officer. I further invite
375 Nathaniel Bareham and Charles Russell into this session. VOTE: 5 ayes, 0 nays; Motion
376 Carried.

377
378 MOTION by Lewis Mudge, seconded by Kelly Devine, to exit out of executive session.
379 VOTE: 5 ayes, 0 nays; Motion Carried.

380
381 Discussion of potential disciplinary action against a public officer – Possible Executive
382 Session per 1 V.S.A. § 313(a)(4)

383
384 MOTION by Kelly Devine, seconded by Lewis Mudge, to enter into executive session
385 pursuant to 1 V.S.A. § 313(a)(4) for the discussion of potential disciplinary action against a
386 public officer. I further invite Nathaniel Bareham into this session. VOTE: 5 ayes, 0 nays;
387 Motion Carried.

388
389 MOTION by James Faulkner, seconded by Kelly Devine, to exit out of executive session.
390 VOTE: 5 ayes, 0 nays; Motion Carried.

391
392 James Faulkner stated that no action was taken.

393
394 **Adjournment**

395
396 MOTION by Kelly Devine, seconded by Lewis Mudge, to adjourn. VOTE: 5 ayes, 0
397 nays; Motion Carried.

398
399 The meeting was adjourned at 10:15 p.m.

400
401 Minutes respectfully submitted by Brooke Milo, Minute Taker.
402 Edits by Nathaniel Bareham.