

SANBORN REGIONAL SCHOOL BOARD

MEETING MINUTES

September 15, 2021

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A meeting of the Sanborn Regional School Board was held on Wednesday, September 15, 2021 in the Library at Sanborn Regional High School.

SRSD SCHOOL BOARD MEMBERS:

Dawn Dutton, Chair
Jim Baker, Vice Chair-(via Zoom)
Moiria Bashaw
Peter Broderick
Jamie Fitzpatrick
Heather Ingham
Tammy Mahoney

STUDENT COUNCIL REPRESENTATIVE:

Jocelyne Lampron

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Matthew Angell, Bus/Admin

1. CALL TO ORDER

Meeting called to order at 6:00 PM by Chairperson Dawn Dutton followed by the Pledge of Allegiance.

Chair Dutton asked remote member Mr. Baker to identify his location and if anyone else is present in that location with him. He responded that he is in a private home in Chilmark, Massachusetts, alone in the room.

2. ACTION ON MINUTES- Review of Minutes of [9-1-21](#)

Chair Dutton asked for a Motion to accept the Minutes of September 1, 2021, moved to approve by Mr. Broderick and seconded by Ms. Mahoney.

No discussion

Roll Call Vote: All in Favor

3. COMMUNICATIONS

3.1 Distribution of Manifest Documents- Chair Dutton circulated the Manifests for signatures from Board Members.

3.2 Nominations-None

3.3 Resignations-None

3.4 Superintendent's Report- Mr. Ambrose asked the following School Principals to give reports on the opening of school

▪ Brian Stack (High School)-reported a great start to school year with everyone focused on teaching and learning in support of the students, the details of which require an incredible amount of time and resources for our teachers. The goal as administrators is to keep other things off their plate in order for them to stay focused on this important work. There are 15-16 new staff members with some positions (counselors & paraprofessionals) not filled yet. Enrollment is 575, a lower number than projected due to the housing market and relocations, etc. Plans for the Homecoming events are in the works and the College Fair is coming up with information on that in the next *Points of Pride* newsletter.

▪ Matthew Malila (Middle School)-We are off to a great start with a strong staff. I am new to the Middle School; last year I was an Assistant Principal at the High School. Due to last year's COVID numbers and the remote status, many feel like this is the first time we have the Middle School together in the building. What we have done to kick off the school year has been really positive. We had an Open House in the High School and Middle School on Monday evening with a great turnout, positive energy and feedback, which was great. As we try to return to normalcy after the pause in athletics and extra-curricular clubs like Drama and the Junior Honor Society, families are asking about their being offered again and the answer is yes, they will be up and running with information coming out shortly. In addition, we will have a couple of parent-teacher nights coming up this fall with information coming out very soon. In terms of enrollment, our total is 206, fairly balanced between 7th and 8th grade. Class size is on average 20.1 for core classes and slightly higher for Unified Arts at 21.3. Other classes like PE and Consumer Wellness run around 28 students. The important thing is we are off to a great start; it is fantastic to see the kids' energy. I have not worked with Middle School students since 2005 and it is awesome to be back with them.

▪ Ryan McCluskey (Memorial Elementary)-We have had a nice start to the year and echoing what has been said, we entered a reorganization last year remotely and it was really, really hard to build community and culture coming back in October after routines, good or bad, have been formed. This start has been

really nice. The first 6 weeks with this elementary age in person is so important and it is “night and day” compared to where we were 12 months ago. Memorial’s enrollment is 258 across the 4th, 5th and 6th grade and it is a little bit lower as we have those years where there is a real dip in one of the classes, so that is why we are a bit lower. Our class sizes range between 18 and 21 for any class. We are bringing back our CARES (Cooperation, Assertion, Responsibility, Empathy, Self-direction and Self-control) Assemblies, which is a big part of the social – emotional learning and the culture we continue to try to build and encourage by recognizing those students who demonstrate those attributes throughout the school day with teachers recognizing those students in front of their peers. One class is live at the assembly, the other two classes are virtual, and we switch the live class up at each assembly to remain socially distant. Our Open House is from 6-7:30 PM on 9-17-21 and we are expecting a nice turnout with the chance to orient families in the community to the building with many (due to the remote status last year) not being familiar with it. Our students have new Chromebooks (part of the COVID Education Relief Act) and students can transport them between home and school, which gives us flexibility in case we need to change our teaching model. We had Responsive Classroom Training on 8-30-21, which will be ongoing throughout the year and goes back to the CARES piece of building culture and community. We have new blacktop around the facility and we will be adding some age appropriate to paint on it before the fall gets further along.

Mr. Fitzpatrick asked which of the grades referenced is significantly smaller.
Mr. McCluskey responded grade 6.

▪ Dr. Troy Kennett (Bakie Elementary)-said this is my first time getting to do an update for you all, so we had a great start of the year. Our Open House is coming up on 9-27, which will be the third time we have invited parents into the building. We had a “Social” before school started with 100 parents that showed up and Ms. Caffelle and I gave tours for almost two hours straight in small groups. We had new students come in (as well as anyone who missed the previous opportunity) for an hour to meet their teachers and we will be doing another one with the same design as Memorial’s Open House. (We try to align with them for consistency and flexibility for our families). Our enrollments are pre-school at 36 students and K-3 at 384 for 416 as the total. Our class sizes are Kindergarten staying at 16-17 students, 1st grade is 19-20, 2nd grade is 20 on average and there are 20-21 students in 3rd grade, which is our bubble class with 102 students. The opening few weeks involve (as Ryan mentioned) involve the Responsive Classroom and everyone is working diligently to get our systems set. With people from multiple buildings in the classroom, all with great ideas, we want to “land the plane” on one. It has been amazing to see the staff and leadership establish and streamline routines (parent pick-up was 11 minutes today with 87 cars). The Bakie mantra is, how to we do it differently and how do we do it better. Everyone is willing to look into it and everything is on the table. I had my first Behavioral Response to Intervention (RTI) today with a select group of people. They are counselors, special educators who run programs, a Responsibility Room person and a guidance person and we all get together to start setting up a scaffold for our RTI for the 12-14% of students that need this service (average is 20% in schools), so our Responsive Classroom techniques are working. Now we need to plan for Tier 1 and Tier 2, which will be done in the next 2-3 weeks. Our technology is being set up with mostly iPads except for 3rd grade. Overall, things are going really well. Thank you for the Interventionist

we have and we are looking to hire a second Interventionist paraprofessional too.

▪ Mr. Ambrose said at the district level our enrollment is roughly 1455, which from the time I was hired, is a decrease of 220 students. I just want to remind everyone that yes, COVID has caused the enrollments at Bakie to stabilize, not increase. They are higher than what NESDEC projected for this year, but they are not more than what they were previously, they are just kind of flat lining. So, that's worth thinking about.

I also did a lot of homework about our COVID data today. In our 3 towns, we have 75 cases. This constitutes less than half of one percent, because we have 16,000 residents in our three towns. We have 15 active cases in the school district (although I do believe Mr. Stack added two active cases today) for a total of 17. Bakie School has 2 cases, Memorial has 5, and the high school has 8. None of these cases constitutes a cluster or school-wide transmission; they are individual cases except for the 4 cases at the high school on the girls soccer team. It is important to note that the 4 cases are complicated because one case was identified prior to the start of school, 2 of them had close home contacts. So, we don't know if they got it at soccer. One of them we don't know where they got it from, so technically they meet the definition of a cluster and they are masking up as a result of being a cluster, but even within a cluster, we can't tell if they definitely got it from one another, it is so complicated.

I think it is just important for everyone to know that we are very diligently watching cases patterns for transmission. The two cases that Brian had today at the high school; the two students had not been in school for over a week so there is no impact. I want to remind everyone in our community that 14.5 percent of our households in our community have school-aged children. We could have a large outbreak in a nursing home or a care facility our numbers on the town level could triple and it would have zero school impact. We have to look at the data and then the relationship of that data to the schools, not any individual. There is a lot more to this than just numbers. So that's the level of detail that we go into every single day. We look at this every day; what's happening with the numbers and what's happening with the people associated with those numbers, so that we can make very careful decisions about steps to prevent the spread of COVID in our community. We take it very seriously. We are fielding many questions and we are happy to help anyone who has questions. You can email myself, Dr. Haynes or your principal. We are happy to help. There is a lot of confusing information out there on the internet, even some inconsistencies in some of the documents between the CDC, DHHS. It makes it hard for parents to figure out what is going on. The best thing to do is to give us a call because we are here for you.

Mr. Dawson will give an update at the next board meeting.

4. COMMITTEE REPORTS

- 4.1 Policy- Ms. Ingham said the next meeting will be held on October 6th at 5:00 PM.

Mr. Ambrose added that there was a significant update from the NH School Board Association on policies so we will be going from zero to sixty in the next couple of meetings. Phyllis is preparing those and she and I have been talking and getting everything ready. There is a lot of important stuff it is good stuff.

- 4.2 EISA-Ms. Mahoney said I have no recent report and the next meeting is October 20th.

- 4.3 Finance- Mr. Fitzpatrick read the following minutes:

Minutes to August 18, 2021 Finance Committee Meeting

Attendees: J. Baker (remote) / M. Bashaw / J. Fitzpatrick (remote) / Matt Angell

Minutes from 6/16. J. Baker Motioned for acceptance and M. Bashaw seconded. Roll call vote unanimously approved

Year- end final numbers

M. Angell reviewed the year-end final numbers (DOE25 Report). The Year-end estimate has been finalized at \$2.282M unexpected funds. This includes withholding the \$545K contingency that was approved by the School Board in June

The previous estimate was \$1.8M from the June 2021 meeting. Chair Fitzpatrick asked if we have a reconciliation between the June 16 estimate and the final. M. Angell believes the difference is items thought to be encumbered but not ultimately executed against.

M. Angell will provide reconciliation at the next meeting.

It was noted that we had an \$18.6K deficit in the school food fund. J. Baker asked about the coverage of the federal grants, as he believed that School lunches were being fully refunded by the federal government. M. Angell stated that we are getting reimbursement but that we were not 100% reimbursed. They only reimburse to set dollar amount and our actual spend was greater than that.

Business Administrator comments:

New accounting system running. Operational since July 1. Transition is better than he expected. Per pupil costs increased due primarily to drop in number of students in the district during the Covid period last year.

Chair Fitzpatrick pointed out the paving was completed. Also that the boilers had been installed, and final piping remaining hookups were about complete. Both of these expenses were included in the year-end statement just reviewed.

M. Angell reviewed the needs for a new truck and a lease proposal that will be coming before the school board.

Budget Adjustments:

M. Angell requested budget transfer of \$62,786 from Salaries to Other professional services as services will be performed by outside party rather than salaried employee. Motion by J. Baker to accept. seconded by M. Bashaw. Roll call vote approved unanimously.

Trust Fund Balances

Data not available. M. Angell will have for the next meeting.

Open / Other Items:

Roof damage at Seminary – Damage was repaired. M. Angell will follow up with further details, including insurance coverage.

Stair repair needed at Bakie (metal stair lip exposed, cutting risk). M. Angell to bring to the Facilities meeting. J. Baker asked about doing a short-term cap over the exposed metal. M. Angell to investigate

Memorial Playground Equipment – M. Angell was checking with insurance company on coverage. He will follow up and provide update at the next meeting.

4 new leaks found in High School roof – The roof has been repaired. M. Angell does not have cost. M. Angell will provide details at next meeting.

Dust collection system at High School – M. Angell does not have that data available. M. Angell will bring to the next facilities meeting.

Student Account reconciliation – M. Angell reported that the \$500 difference was a double counting of a voided check. Information was provided to the auditors. Software and Subscription Spreadsheet – Adding the costs for each line item. M. Angell said that it is being worked on and he would be tying it into the budget this year. Chair Fitzpatrick asked for this information at the next meeting. M. Angell to provide Covid Spending and grant comparison – Spreadsheet from June not updated. M. Angell to update for next meeting

Book Purchases – What was the final spending on the books. What was the cost and what were the books that were bought? M. Angell to provide for the next meeting.

Paving Costs – Chair Fitzpatrick asked for comparison of quotes on the paving vs the actual costs. M. Angell to provide at the next meeting

Mr. Fitzpatrick said the next meeting is October 20th.

Mr. Ambrose recognized Mr. Doyle for his hard work in handling the paving jobs.

(6:30 PM-Public Hearing on donations begins. See agenda item 7.1)

4.4 Facilities-Mr. Baker reported the following:

The Facilities Committee met on Wednesday Sept 1. The meeting was called to order at 3:30PM. Attending were Jamie Fitzpatrick, Jim Baker and Business Administrator, Matt Angel.

The Committee reviewed and approved the Minutes of the August 9th meeting. Business Administrator Matt Angel reported that the pumps for the Bakie boilers came in August 31st and installation is proceeding. Also, a vendor was hired to complete the install of a Chimney Liner.

The tree work at Bakie the School Board approved has been completed. Repairs at Bakie are needed to the concrete loading dock and the concrete steps near the playground. The Business Administrator is hoping to have repairs made before the winter.

At the High School, portions of the exterior siding above the library need replacing. Quotes for this work will be coming. Also at the High School, the concrete retaining wall next to the loading dock has deteriorated. The Business Administrator will hire a structural engineer to assess the extent of the deterioration and generate possible solutions.

The baseball field at Chase field is being repaired. Wood chips at the Elementary School Playgrounds are being replaced.

The Committee discussed the need to replace a one ton maintenance truck that no longer is able to carry anything in its dump body. As you know at our Sept 1st meeting, the School Board reviewed a presentation about the condition of the truck and reviewed a proposed lease to replace the truck with a 2022 Ford F350 truck. The lease was arranged at a discount under a state pricing program. The School Board approved the lease proposal.

The Committee reviewed the Revolving Funds balances as of July 31, 2021. The balances were as follows: Special Education Fund \$241,197.65, Capital Improvement Fund \$223,058.20, Unanticipated Education Expense Fund \$150,214.02 and the Facilities Use Fund \$171,433.80. The total of the four Funds is \$785,903.63.

The next Facilities meeting is scheduled for Weds, Oct 6. Please consult the SAU17.net website for scheduling and access or location details.

- 4.5 Public Relations- Ms. Mahoney said the next meeting is on October 6, 2021.
- 4.6 Personnel-Ms. Dutton said the meeting today was postponed and will be rescheduled as soon as possible as there are many job descriptions to review.
- 4.7 SST- Mr. Ambrose there has been no recent report.
- 4.8 Budget- Ms. Bashaw said the next meeting is scheduled for October 7th.
- 4.9 Wellness-Ms. Ingham said there has been no recent meeting

- 5. STUDENT COUNCIL REPRESENTATIVE REPORT –Student Representative Jocelyne Lampron said we are doing Homecoming on Friday, September 24. All week we are going to be having theme days but on Friday, we have been working really hard because we lost the PTL that supported like the Saturday activities. We are going to try and do the parade, the pep rally and all the regular activities more like Winter Carnival and we're going to do it all out on the football field, mainly the track part, so the football field is not ruined. We'll all be in the stands and stuff, so it's looking really good and it's turning out really well. Student Council worked really hard on that. Then on Saturday, we have all of the sports going on and then we'll have the regular like food sales that usually happen every year. Then we will have the dance that night with food, a bonfire (I believe if weather permitting) and a dance outside so I think it is looking pretty well.

On September 29, we are looking to do a second Soup Kitchen so that is super exciting. I am hoping to get more outreach in the Kingston area but we got a lot of good feedback from the last one and we've gotten more people that are interested, which is nice because we're able to serve the community Sports is up and coming and soccer got back this week so everything is looking good.

Chair Dutton and Mr. Ambrose expressed their thanks asking Jocelyne to let the Student Council and teachers know how grateful they are for their help in light of the dissolution of the parent volunteer group.

- 6. 1ST PUBLIC COMMENT - none

- 7. NEW BUSINESS

- 7.1 Public Hearing on 36K Donation from Sanborn Seminary Trustees-Mr. Angell welcomed Mr. Stack to the podium to share the details of the donation.

Mr. Stack reviewed the letter outlining the donation [here](#) and explained the process for this classroom grant in which teachers apply via proposals to the

Sanborn Seminary Trustees describing projects/material that would help their students grow to the next level and these materials would not provided in a standard school budget.

Chair Dutton asked for a Motion to accept the donation for \$36,248.00 moved by Ms. Mahoney and seconded by Ms. Ingham.

Mr. Fitzpatrick expressed his thanks to the Sanborn Seminary Trustees for the very generous annual donation they make.

Mr. Broderick offered some history on the Sanborn Seminary Trustees.

Roll Call Vote: All in favor

7.2 Network Back-up Tapes- Mr. Angell said we are hoping that the School Board will approve \$6,574.19 for the purchase of backup tapes for the computer network. The reason is despite using cloud storage for back-up of the network systems, if there were to be a cyberattack or the servers went down, it would take a couple of days to get that backup off the cloud storage and onto the server. Therefore, buying high capacity tapes would allow us to rotate them off the regional site. We currently have \$ 171,433.80 in the Facilities Use Revolving Fund as of June 30 and \$11,433 goes into that fund monthly to fund facility maintenance and technology purchases. The School Board has the authority to spend the money without appropriation. So I am asking for \$6, 574.19.

Ms. Mahoney asked if this was supplementing the cloud storage or intended to replace it. In addition, what is the cost of the cloud storage annually.

Mr. Angell responded it would be supplemental but he believes it will ultimately replace it. The annual cost of the cloud storage is \$5,100.00.

Mr. Baker asked why we picked Dell as opposed to other companies that provide similar products.

Mr. Angell said because Dell is the equipment we have in our server rack and it is easier to manage, as we are a Dell house for software and hardware.

Mr. Parks (through Dan MacLellan) said the cloud storage is through Google and is free.

Mr. Fitzpatrick asked how the \$6,574 is split between the equipment and tapes.

Ms. Ingham shared the reference link [here](#) with the answer.

Mr. Angell said it is a six-pack of tapes free for the installation, then we would purchase some more.

Chair Dutton asked if it was \$6K every year of just this initial purchase.

Mr. Angell responded it is just this initial purchase and then we purchase tapes going forward.

Mr. Baker asked about storage of tapes.

Chair Dutton asked for a Motion to approve the \$6,574.19 to purchase backup tapes for the computer network, moved by Ms. Bashaw and seconded by Ms. Mahoney.

No further discussion

Roll Call Vote: All in favor

- 7.3 Heating Oil- Mr. Angell said I do not need a motion for this one because we only get a 24-hour window to purchase heating oil. He discussed the five quotes received on this document [here](#).

Mr. Angell is recommending Haffners /Energy North at \$2.199 for the 85,000 gallons the district. The fiscal impact is \$186, 915 not including taxes. This is over our budget projection by \$36, 915 and we are going to be bringing a transfer request to the Finance Committee.

Mr. Broderick asked if we pay taxes on this.

Mr. Angell responded yes, we pay federal taxes on this.

Ms. Bashaw asked about using local oil companies.

Mr. Angell said they try to always use local companies but this much oil requires a tractor trailer and the local companies cannot accommodate that.

Mr. Baker asked what the current cost of oil is per gallon.

Mr. Angell said the state average is \$2.75. That information can be found on the State of NH's website.

- 7.4 Sharing of Fingerprinting Costs- Superintendent Ambrose reported that the Kingston Police's Department's software for fingerprinting needs an upgrade and they are asking SRSD to contribute to the \$2700 fee because 90% of fingerprinting comes from our district. Mr. Angell said 90% of that is \$2,430 which is our usage.

Mr. Baker asked if this was a one-time fee.

Mr. Angell said yes, this is a software upgrade to an existing machine that would be good for many years.

Mr. Baker made a Motion to pay the Kingston Police Department \$2,430 (or 90%) of the fingerprinting software upgrade cost, seconded by Ms. Mahoney.

Ms. Mahoney asked if all our fingerprinting needs go to Kingston.

Mr. Ambrose said the vast majority of the employees we hire do. Chair Dutton added they have the live fingerprinting versus the ink and paper, which the DOE prefers.

Mr. Fitzpatrick said he is in support of this motion saying Chief Briggs and KPD are always donating and doing things for us.

Roll Call Vote: All in favor

7.5 Substitute Pay

Ms. Mahoney prefaced the topic telling Chair Dutton that she will recuse herself from the discussion as her daughter may substitute during the year and she wants to avoid the appearance of a conflict of interest.

Superintendent Ambrose said we are in a bit of a conundrum; we returned the substitute pay to \$95 a day this spring at the end of the school year, thinking we would have more of a normal opening this year but we are still not attracting substitutes. This pay of \$95 is at or above the rate that surrounding districts are paying. The director of HR is calling people on the substitute list to find out why they are not accepting positions but it is a very serious situation. Last week, Memorial was short five substitutes and others had to cover. We are recommending that we raise the rate to \$110 per day (not \$130 like last year) to see if it helps attract substitutes. We are also having problems with bus drivers, so a similar situation. We also have 9-10 paraprofessional positions open.

Mr. Broderick suggested waiting for the information from Ms. Rooney in HR to avoid having to possibly raise it again.

Ms. Ingham commented that perhaps they are not coming in because masks are recommended and not required as many of them are retired teachers. Mr. Ambrose will have Ms. Rooney ask about that.

Mr. Baker said they (substitutes) can wear a mask if they want to, so there is nothing against that. Is this happening all over? He would like to hear the feedback from Ms. Rooney.

Mr. Ambrose said in New England, there are shortages of substitutes, paraprofessionals and bus drivers.

Mr. Fitzpatrick believes this is a problem and is in support of doing something.

Mr. Ambrose said he would appreciate the Board's support in raising the pay to \$95 a day, getting the feedback and revisiting the issue again.

Discussion ensued on work shortages around the area and pay wages.

Ms. Ingham made a Motion to increase the substitute pay to \$110 a day, seconded by Mr. Fitzpatrick.

No further discussion

Roll Call Vote: 5 in favor, 1 opposed (Baker), 1 recusal (Mahoney)

Motion passes.

8. OLD BUSINESS-None

9. 2ND PUBLIC COMMENT

Cindi Quintal (paraprofessional at D.J. Bakie School) – I have been there for 16 years and I love it. Thank you for voting yes on the substitute pay. I know that some paras are going to make a little less, but at this point, we are in a crisis. Today I am probably going to have a black eye from one of the kids but this is elementary school. We need to get people in here and I guess that is really all I wanted to say. As far as the subs, this is only my opinion, but I feel that yes, it dropped quite a bit (the pay did) because of COVID and then we went back but also we are so short-staffed, I mean, you cannot pull somebody out of the air. If they don't want to work they don't want to work and I think that it's very stressful and some of our subs were not willing to come back at that pay.

Jocelyne Lampron (Newton) - I just want to say personally, I have one job over the summer and then one job during the school year. The school year job does not pay the best. I'm not going to say it's great and it's on the border of Massachusetts (half the parking lot is in Massachusetts) but it's convenient. I'm able to schedule myself but at the same time we've been hiring for two years. We don't get the hiring sign down so I don't think it's just a school thing and there's so many other locations. We have people and there's like an incentive where if someone stays for 90 days and you refer them, you get like 100 dollars it hasn't happened yet, no one's gotten a hundred dollars because we can't keep people. I just want to put that out there that it's everywhere, like every place I go into its hiring and like I say because it's convenient. I make my schedule, but there's a ton of people that leave and they just tried to up the prices and I'm not sure how it's going to go with people staying They upped our wage but I don't know how it's going to work but that's a big thing everywhere

10. OTHER BUSINESS

10.1 Next Meeting Agenda- Send items to Chair Dutton and Mr. Ambrose by a week from Thursday.

10.2 Announcements

11.2.1 The next Sanborn Regional School Board meeting is scheduled for **Wednesday, October 6, 2021 at 6:00 PM in the** at Sanborn Regional High School.

11. NON-PUBLIC SESSION-RSA 91-A: 3 II (k) (c)

Mr. Broderick made a Motion to move into Non-public Session per RSA 91-A: 3 II (k) (c) seconded by Ms. Mahoney.

Roll Call Vote: All in favor

12. ADJOURNMENT – at 7:23 PM by Ms. Dutton

Minutes Respectfully Submitted by:

Phyllis Kennedy, School Board Secretary

Continuing Public Next Page

Continuing Public Minutes of 9-15-21
SANBORN REGIONAL SCHOOL BOARD

School Board members present- Ms. Dutton, Ms. Mahoney, Ms. Bashaw, Ms. Ingham, Mr. Broderick, Mr. Baker (via remote), Mr. Fitzpatrick

Mr. Broderick made a Motion to exit the non-public meeting at 8: 37 PM, seconded by Ms. Mahoney.

Roll Call Vote: All in favor

Public meeting re-convened at 8:37 PM

Mr. Broderick made a Motion to seal the non-public Minutes in perpetuity, seconded by Ms. Mahoney.

Roll Call Vote: All in Favor

Meeting adjourned at 8:37 PM

Recorder: Mr. Angell