



Salisbury Board of Selectmen

Meeting Minutes

December 6, 2022

DRAFT

Selectman Brett Walker, Chair	Present
Selectman John W. Herbert	Present
Selectman Jim Hoyt	Present
Town Administrator April Rollins	Present
Municipal Assistant Kimberley Edelman	Present

Highway Department Advisory Committee Representatives:

David Rapalyea	Present
Bill MacDuffie Jr	Present
David Kelly	Present

Attendees: Several citizens attended the meeting in person at Academy Hall. Seven people dialed in via Zoom.

1) **Open Meeting**

Chairman Walker opened the meeting at 7:01 pm.

2) **Meeting Minutes**

Selectman Herbert made a **motion** to approve the minutes of November 16 and 18, 2022. Selectman Hoyt **seconded**. The **motion passed**.

3) **Signatures**

Chairman Walker noted that the Selectboard had reviewed and signed:

Review Accounts Payable & Payroll Registers – Available for Public Inspection

Intent to Cut – Tax Map 228, Lots 5 & 6

It was noted that the final General Assessing & Revaluation Contract had not been received yet.

Documents are available for public inspection.

4) Department / Board / Committee Reports

a. Fire Chief / Road Agent

Road Agent Bill MacDuffie Jr had nothing to report.

b. Transfer Station

Chairman Walker said that the new hut now had electricity to it. Also, the door work was completed.

c. Planning Board

Selectman Herbert reported that the board's administrative rules were updated with housekeeping edits only.

The board also sent an email to the Road Agent, seeking his input about specifications expected to be met when building roads.

5) New Business

a. 2023 Tax Rate – Tax Bills due 12/28/22

Chairman Walker reported that the tax rate was set to \$15.96. The prior year's rate was \$23.75. He noted that since 2022 was a revaluation year, it was difficult to compare the two years.

b. NH State Police Statistics - Chairman Walker read the stats for November:

NH State Police Statistics - November 2022

Type of Call	#	Type of Call	#
BOLO - Other Agency Non NHSP	1	Motor Vehicle Crash, No Injuries	1
Check Up	2	Notifications	1
Directed Enforcement Patrol	2	Other Public Service / Welfare Check	1
Explosion	1	Police Information	1
Family Offenses - Domestic Violence	1	Restraining Order Information & Services	2
Follow Up	1	Selective Enforcement Traffic	1
Found Articles	1	Serve Subpoena	2
Fraud All Others	1	Sex Offender Address Verification	3
Motorist Assist	1	Traffic Enforcement / Motor Vehicle Stop	22
		Total Calls	45

c. Donations RSA 31:95-e

Town Administrator April Rollins reported that resident Jeff Nangle wanted to donate \$150 to the Town to be used for general assistance.

Chairman Walker made a **motion** to accept the donation of \$150 with thanks. Selectman Herbert **seconded**. The **motion passed** with all in favor.

6) **Old Business - Outstanding 2023 Budget Items**

a. **Ambulance Billing**

TA Rollins noted that the Town had not yet heard what the 2023 bill would be, so no action could be taken.

b. **Payroll & Retirement**

TA Rollins noted that the payroll & retirement numbers would not be known until the wages were finalized.

c. **Highway Projects**

Road Agent Bill MacDuffie Jr reported that he recommended budgeting \$236,000 for highway projects. He said he would send the information to the Town Administrator.

d. **Volunteer Appreciation Line Item**

TA Rollins reported that Selectman Hoyt suggested that the Board of Selectmen add a budget line for "Volunteer Appreciation".

Chairman Walker noted that the Board agreed to split the cost of Volunteer Appreciation Day out of their own pockets for 2022. He stated that he believed the Town should be thanking the volunteers, not the Selectmen.

Chairman Walker made a **motion** to recommend to the Budget Committee a new line item, "Volunteer Appreciation Day", in the amount of \$500. Selectman Herbert **seconded**. The **motion passed** with all in favor.

e. **Encumbrance of \$58,163.44**

TA Rollins reported that the one-time special Highway Block Grant would be encumbered. The Town would come up with a new project to spend it on in 2023.

Chairman Walker made a **motion to accept and** encumber the block grant funds of \$58,163.44. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

7) **Selectmen's Reports**

a. **Perambulation**

TA Rollins reported that Selectman Herbert had provided her with the data from the two perambulations he did. The information was reported to the NH Secretary of State's office as required. She reminded Chairman Walker that she needed his perambulation data.

Selectman Herbert reported that he had met with the Selectboard in the Town of Warner. They wanted to walk the entire border from Kearsarge to Couchtown Road. The person who leads that effort in Warner would not be able to do that this year, so they were aiming for next October. He noted that the town line markers he had found were along the road. Next October, they would locate the ones that were deep in the woods. He was told that the perambulation with Warner would take two full days of walking.

b. TDS Update

Selectman Herbert reported that he had recently received an update from Joel Dohmeier of TDS. TDS was waiting for Consolidated to remove their attachments from the utility poles so that TDS could add their attachments. TDS was contacting Consolidated to see if Consolidated would let TDS remove Consolidated's attachments.

c. Public Comment

Chairman Walker invited public comment, noting that there would be more opportunity to speak when they got to the Highway Department Advisory Committee's report. There were no comments.

8) Town Administrator's Report

a. Town Warrant - Tax Impact Article RSA 32:5 V-b

TA Rollins noted at Town Meeting 2022, the tax impact article didn't have the desired effect. She asked if the Board of Selectmen wanted to consider rescinding or continuing.

Chairman Walker felt that the adjusted numbers presented were helpful for discussion. He suggested looking at how the numbers were being calculated and reported. He was inclined to leave it. The other Selectmen agreed with him.

b. Technical Information Release (TIR)

TA Rollins reported that the Department of Revenue Administration (DRA) published TIR 2022-005 which required action by the Town. Per the TIR, the Town would need to readopt the All Veteran's Tax Credit.

The reason for this was because the New Hampshire Legislature passed and Governor Sununu signed into law House Bill 1667 (Chapter 121, Laws of 2022), amending eligibility criteria for certain veterans' property tax credits. They have expanded the eligibility requirements of the veterans' tax credit to include individuals who have not yet been discharged from service in the armed forces.

TA Rollins spoke with Adam from the DRA. The DRA was working with the Veteran's Association to establish what changes would be required during application for tax credits. Forms were expected to be changed.

Selectman Herbert asked who makes Town decisions about Veteran's Tax Credits. Chairman Walker replied that the amounts were up to the Town, but criteria was determined by the State.

c. Next Budget Committee Meeting

TA Rollins reported that the Budget Committee was moving their next meeting to Monday, December 19th.

d. Office Closures - Holidays

e. TA Rollins noted that the Town Office would be closed on December 23rd, 26th and 30th, and January 2nd.

f. Building Permit Application Form

TA Rollins noted that the Asbestos field has been added to the building permit application form. It was now available to the public via the Town website.

9) Public Information Meeting - Highway Department Advisory Committee @ 7:30 pm

Chairman Walker invited members of the HDAC who were present to sit at the front of the room with the Selectmen. He noted that the HDAC Chair, Marcus Zuech, planned to join via Zoom.

David Kelly reported that the HDAC had been meeting since the end of June. He suggested everyone look at the 19 page report the committee produced. He noted the project was a 5+ year long project. He stressed that the Town would need to support it financially each year. He could not imagine the amount of trouble the Town of Salisbury would be in if, when it got to that point, it needed funding faster than the Town had been providing it.

Mr. Kelly noted that the report breaks down what the Town was looking at. They recommended putting money aside at 2023 Town Meeting and going forward. He noted last section of the report showed a 5-year plan of action.

Mr. Kelly stressed that initially, the most important factor was acquisition of a piece of land where a highway facility could be located. Mr. Kelly also said the report addressed department staffing and highway equipment, along with the committee's recommendations.

Mr. Kelly noted that a highway operating budget was already in place. The HDAC did not feel that would be changing much.

Mr. Kelly noted that the HDAC spoke with and visited other towns of similar size in terms of population. They were able to view buildings and equipment. They learned about the employees and activities performed aside from highway and snow. He noted that some buildings were shared with other departments; police and water & sewer. Mr. Kelly added that he planned to visit a couple more towns to learn more about the needs of the highway department and get ideas on what Salisbury needed to avoid missing as the Town moved forward.

Public Works in Comparable Towns

<u>Town</u>	Greenfield	Dublin	Bristol	Salisbury
<u>Population</u>	1,716	3,500	3,300	1,500
<u>Miles Maint.</u> <i>(total/unpaved)</i>	38/20	42/20	40/4	43/20(est.)
<u>Budget</u>	\$495,000	\$482,000	\$600,000	\$435,322*
<u>Dept. Type</u>	DPW	Highway Dept.	Highway Dept.	Road Agent
<u>Building</u>	unknown, 1968	unknown, 1972	3500sq', mid 70's	-
<u>Equipment</u>	New	New	Mixed New/Used	-
<u>Staff</u>	3	3	5	-

** Budget total reflects all costs currently incurred by the Road Agent based on the 2022 budget. This includes the entire section "4312 HIGHWAYS & STREETS MAINTENANCE" cost of \$350,322.00 as well as 50% of the \$170,000.00 in section "4910 HIGHWAYS & STREETS - PROJECTS", reflecting the typical division of project work between the current Road Agent and outside contractors, contributing \$85,000.00.*

David Rapalyea noted that the report provided an outline of what the Town needed to do. He agreed that if the Town did not take appropriate action, the Town could end up in a world of hurt in the future.

Bill MacDuffie Jr added that no matter how folks felt about a highway department or a road agent or how the Town moved forward with this, the Town would still need a piece of property. It was going to need sand sheds. Presently, the Town had nothing. No matter what direction was decided, something was needed.

Chairman Walker stated that he had attended the HDAC meeting the night before so that he could have time to read through and digest the report. He was struck by a couple things. First was the table on page 7, "Public Works in Comparable Towns".

Chairman Walker said those were the towns that responded to the committee's inquiry's for information. He said that what struck him most was that the Town of Salisbury was getting a really good deal at the present time. It was paying substantially less than other towns to maintain the roads. He knew that when Bill MacDuffie Jr was out working on the roads, he was not billing the Town at commercial rates.

Chairman Walker noted that when the conversation about creating a highway department started, it was not embraced. He didn't believe there was anyone on the committee or the Selectboard who actually wanted to do this. However, the situation was changing and the Town needed to face it. The Town needed to prepare. And if it decided not to, the Town was still going to have to face it.

Chairman Walker suggested the Selectboard meet next week to discuss the report further and discuss capital reserve funds. He had some ideas and recommendations about how to approach funding of the highway department. He added that the budget process was moving along quickly. They would need to come up with capital reserve numbers to share with the Budget Committee. He wanted to have a meeting with little else on the agenda to specifically focus on capital reserve funds.

Chairman Walker asked TA Rollins to confirm whether he could vote if he dialed into a meeting via Zoom. TA Rollins noted that he could and all votes taken during such a meeting had to be by roll call vote. (Reference: NH RSA 91-A:2, III(e))

Selectman Herbert made a **motion** to hold a Selectmen's meeting on Wednesday, December 14 at 7 pm to discuss capital reserves and to continue the public information meeting regarding the HDAC report. Selectman Hoyt **seconded**. The **motion passed** with all in favor.

Chairman Walker next spoke about the "Investment Schedule" shown on page 16 of the HDAC report. He asked for confirmation that the bottom line was that the Town was looking at \$800,000 over the next 5 years. Bill MacDuffie Jr confirmed it was. Chairman Walker said he felt that was a conservative estimate of what was needed.

		2022	2023	2024	2025	2026	2027
Totals	Appropriations	--	\$215,797.60	\$150,246.00	\$150,246.00	\$150,246.00	\$149,341.57
	Aprop. Net 2022	--	\$191,980.60	\$100,000.00	\$100,000.00	\$100,000.00	\$99,095.57
	Expenditures	--	\$125,000.00	\$0.00	\$0.00	\$0.00	\$800,000.00
Land Acquisition Trust	Initial	\$58,019.40	\$58,019.40	\$125,000.00	\$125,000.00		
	Appropriations	--	\$191,980.60				
	Transfers	--			-\$125,000.00		
	Expenditures	--	\$125,000.00				
	Final	\$58,019.40	\$125,000.00	\$125,000.00	\$0.00		
Highway Equipment Trust	Initial	\$39,782.65	\$51,103.43	\$74,920.43	\$225,166.43	\$500,412.43	\$650,658.43
	Aprop. Net 2022	--	0	\$100,000.00	\$100,000.00	\$100,000.00	\$99,095.57
	Aprop. Redirect	--	\$23,817.00	\$50,246.00	\$50,246.00	\$50,246.00	\$50,246.00
	Transfers	--			\$125,000.00		
	Expenditures	--					\$800,000.00
	Final	\$51,103.43	\$74,920.43	\$225,166.43	\$500,412.43	\$650,658.43	\$0.00
	Bridge Loan	\$23,817.00	\$0.00	\$0.00			
	Tanker Loan	\$26,429.00	\$26,429.00	\$0.00			

Bill MacDuffie Jr noted that that investment schedule did not include buildings. Chairman Walker added that the

report recommended borrowing money to construct buildings. (Reference: HDAC report page 14)

Selectman Hoyt asked if the HDAC looked into the option of leasing equipment. Bill MacDuffie Jr said they had discussed that option briefly, but the numbers they put in the report were still a ways out and they needed a place to start. They felt it was beyond what the HDAC was asked to do.

Chairman Walker stated that the report was an advisory report to the Selectboard. He explained that it was the Selectboard's responsibility to present to the Budget Committee and at Town Meeting how to implement it.

Chairman Walker agreed that \$800,000 was a big number, but he wanted to compare it to current funding. He noted that last year, \$27,700 went to the Highway Equipment Capital Reserve Fund. Over the next 5 years, that would be \$138,500.

The Town also allocated \$1,000 to the Land Acquisition Trust. That could be another \$5,000 over the next 5 years.

And there was expiring debt. The Pingree Bridge loan was \$23,817. Over 5 years, \$119,085. The Tanker loan was also coming off the list this year. That's another \$26,429. Over 4 years, \$105,716.

Chairman Walker said that was where the Town was starting. He suggesting they might stay within the current budget and shift items as they could towards the highway department project. He noted that those items, all totaled, was \$368,301. With a target of \$800,000, that would leave a balance of \$431,699.

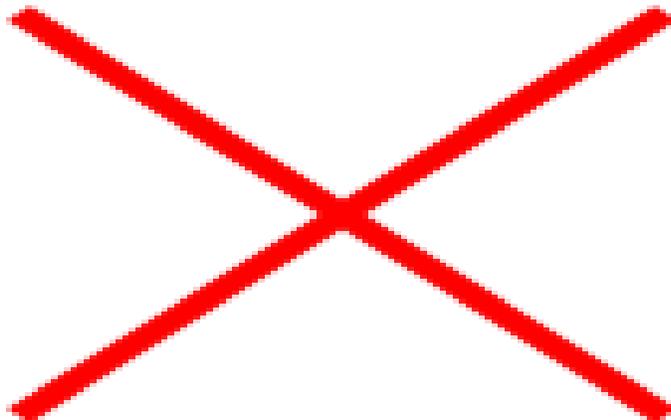
To meet the \$800,000 target over 5 years, the Town would need to add another \$86,340 per year to what was already being funded. While still a lot of money, he felt that was more palatable.

Chairman Walker reiterated that this was not something they wanted to do. It was something the Town had to do.

Chairman Walker wondered what people would be willing to fund in additional expenditures. He knew that the HDAC wanted to put priority on acquisition of land, especially since real estate prices were increasing and it was the first thing the Town needed to accomplish. In their estimate, it was about \$150,000 in new spending, not \$86,000. His gut feeling was that that would not pass at Town Meeting. He felt \$100,000 new spending towards the project, with \$52,000 already in the budget from the Pingree Bridge and \$27,000 already spent... that would provide \$150,000 to put into the Land Acquisition Trust. Then, the Town could level fund moving forward with about \$83,000 new spending for the following 4 years. He added he was not making an official proposal at the moment. He wanted people to think about it. He wanted to hear feedback.

Municipal Assistant Kimberley Edelman noted that in the Zoom chat room, citizens were expressing confusion about the Investment Schedule. One person asked if the total project was actually \$1,700,000. MA Edelman recommended that someone walk everyone through the spreadsheet. Selectman Herbert commented that he too was confused by it.

Selectman Herbert asked when Fire Engine 1 was due to be replaced. Fire Chief MacDuffie Jr answered 2027 and explained that funds would still be requested to prepare for the purchase of the next piece of apparatus. He added that it was still too early to get an accurate picture of what a new engine would cost. Chairman Walker said he understood that funding for the apparatus would need to continue.



It was noted that HDAC Chair Marcus Zuech was not on the Zoom call.

David Kelly talked about the Investment Schedule layout. He noted that the numbers were estimates; some would need to be adjusted. The schedule showed three chunks of information. The Land Acquisition Trust had already been discussed. The two loans were shown on the bottom. The initial amounts and appropriations for 2023 were a question mark at the moment. The expenditures were estimates. The Highway Equipment Trust was already discussed, too. The numbers were presented for discussion.

Chairman Walker noted it was suggested to purchase highway equipment outright, new or used, and that the facilities with a 30 year lifespan would be funded through a loan. And, there was \$110,000 available today. The HDAC adjusted numbers based on the current market. He noted there was a lot of money involved; not much different from what was discussed 6 months prior.

Referring to the Investment Schedule, Selectman Herbert noted that the 2023 column showed appropriations of \$215,797.60. He asked what the next line, Aprop Net 2022 of \$191,980.60 represented. Chairman Walker explained that the \$191,980.60 was the number from the Appropriations line in the Land Acquisition Trust section shown in blue. He added that the pink section at the top was a combination of the Land Acquisition and the Highway Equipment sections below.

Selectman Herbert asked if the expenditures for 2023 were \$125,000.

Bill MacDuffie Jr explained that they tried to estimate the cost for land, then show the surplus of that purchase going back to Highway Equipment Fund.

David Kelly pointed out that if the Town struggled to find a piece of land of 5 or 10 acres and instead have to buy a bigger parcel and subdivide it and sell off some of it, those funds could then be applied to another piece of the project. Selectman Herbert felt that was optimistic. David Kelly pointed out that most properties along the Route 4 were not small chunks of land. The majority were over 20 acres. He added that after Town Meeting, the Town would be in a better position to negotiate a purchase.

Bill MacDuffie Jr said they were trying to set it up so that the Town could purchase whatever property they found and, if there was surplus, to make sure it went into the Highway Equipment Capital Reserve Fund.

Chairman Walker said he didn't want to go over \$100,000 in new funding. He concurred that looking at the larger parcels, \$250,000 would allow the Town to purchase any available property. But, if they acquired more land that needed, it could be subdivided with pieces of it sold off.

Chairman Walker noted that revenue from a sale would not be able to be directly put into a fund. It would instead go into the General Fund. It could be used to offset taxes or appropriated later at Town Meeting. It was not a one step fund transfer process, but a two step process. But he understood the intention.

Dora Rapalyea suggested that at the next Selectmen's meeting, Marcus Zuech be invited to explain things further.

Dora Rapalyea asked whose responsibility it was to find the land. Chairman Walker said it was nobody's at the moment. He added that no one had the legal authority to purchase land except Town Meeting. Chairman Walker noted that RSA 41:14-a needed to be adopted. That would give the Selectmen the authority to buy and sell land. TA Rollins stated that currently the purchase would have to be done through Town Meeting.

Ralph Platt asked what disqualified the Safety Building site for use. Bill MacDuffie Jr answered saying there was just no room. Every inch of the property was used. There was another property right behind the building.

Referencing the Investment Schedule, Land Acquisition Trust for 2023, Marcia Murphy asked if it was indicating that \$125,000 would be to appropriated. Chairman Walker clarified that \$191,980.60 was what was recommended to be appropriated, per the schedule in the report. He said his number would be \$152,000 with \$100,000 of that being new appropriation and \$52,000 from other sources already discussed.

Selectman Herbert said it seemed to him that the report was indicating that a 2023 Warrant Article would need to specify \$250,000. Chairman Walker said there was currently \$50,000 in the Land Acquisition Fund. Selectman Herbert said that the Warrant Article would have to authorize the expenditure of \$250,000, including what came from capital reserves. Chairman Walker said the Warrant Article would add funds to the Fund. But, the Selectboard wouldn't be able to expend it.

Marcia Murphy asked if the \$23,000 from the Pingree Bridge Loan would be added into the \$150,000. Chairman Walker said those funds would be included in the \$150,000 and \$100,000 would be new funds. However, the Warrant Article would say \$152,000 for 2023. Chairman Walker noted that he wanted to level fund over the years.

Marcia Murphy asked what would happen if land was never found on Route 4 or Route 127. She asked if the Town could take land by eminent domain. Chairman Walker said he didn't know and he didn't want to go down that path.

Another member of the public asked what the tax impact would be for residents. Chairman Walker said he hadn't done the numbers yet. He did know that \$100,000 represents about 7% of the budget. So, if 7% of \$3.33 Town Tax Rate, he figured for a \$400,000 house, it could be \$150 to \$200. He wanted to come up with better numbers over the next week.

Pete Ballou asked why the land at the Transfer Station was not being considered. Bill MacDuffie Jr replied that there was not enough room. Also, it was just too far away. It would be hard to get to during snow storms. Selectmen Herbert added that employees would need to be able to get to the Highway Department before they started working on the roads. Also, there were no utilities at the Transfer Station; no electricity and telephones.

MA Edelman asked if, with a desire to maintain level funding, there was an opportunity to bundle all of the initial investments together and fund all of it via a loan. Chairman Walker said there were timing issues, in that the building process needed to start now or sooner than later. The Town needed to purchase equipment in 5 or 6 years, so he didn't want to borrow money to make purchases 5 years later. MA Edelman commented that the Town wasn't going to have an empty building for 4 years; you would build the building and buy equipment around the same time. Chairman Walker said they needed to get the real estate taken care of. MA Edelman agreed that land was a different issue; the buildings and vehicles covered by a loan would mean a level payment each year. Chairman Walker said he agreed with the HDAC that the Town shouldn't get loans to pay for limited life equipment.

Chairman Walker noted that 50% could lose their jobs, but the Town of Salisbury would still need someone to plow the roads; that was not going to change. We already knew the Road Agent didn't want to do the job anymore and had been telling us that for some time. Now, we were trying to prepare.

Pete Ballou noted that if the Road Agent retired tomorrow, someone else might step forward to do the work. Selectman Hoyt asked if there was anyone else in town who would be able to do the work.

Discussion pointed out that all elected officials must be residents of the town. The Road Agent position was currently an elected one. If it were an appointed position, the Road Agent could reside outside of Salisbury.

Marcia Murphy asked if the Road Agent or Highway Director position would be appointed, not elected. Chairman Walker said that would require a Warrant Article to change the position. He suggested that when the Road Agent

retired, the Town would have to have that vote, allowing for hiring of employees.

MA Edelman read a question from the Zoom chat room: "Can the committee confirm that the total cost of the project as presented here is 1.7 million dollars and that the payback on the loan over 10 years will cost us \$170,000 per year without reallocating funds?"

TA Rollins said that it would be more than \$1.7M because that didn't account for the operating budget.

Chairman Walker confirmed that it would be about that much if you considered it as \$800,000 for equipment, \$750,000 for a building, and the cost of the property net \$125,000 after we sold.

Chairman Walker reiterated that he would likely recommend \$152,000 in 2023 and \$162,000 for the following four years. He said he couldn't imagine why the loan for the building wouldn't be a 30-year loan instead of a 10-year loan since the building would last at least 30 years. He again noted that he only had 24 hours to view the report.

MA Edelman commented that there were staff and the operating budget which needed to be considered. David Kelly pointed out that already existed every year. TA Rollins commented that it would likely be more than the current highway operating budget.

Selectman Hoyt asked how many years the Safety Complex building loan was for. (No one answered.)

Chairman Walker stated that \$1.7 million was the bottom line, there was no doubt about it. He continued, "In 5 years time, the Town would need someone to take care of the roads. Regardless of who did it, the Town would still need sheds to store sand and salt. And if anyone knew someone with a \$250,000 grader just sitting around not doing anything... Yes, it probably would cost more money. If the Town gets a new Road Agent, that would probably cost more money, too. These weren't choices; they were facts. Change was coming down the road. Either the Town could set some money aside to try to help prepare for it, or we don't. This is what happened to Andover and they got caught flatfooted. They spent the last 3 years trying to figure out their roads and they didn't have a Road Agent and they made their changeover. So, we could work on saving some money over the next 5 years because we know this event is going to happen, one way or the other. I can't guarantee Bill's not going to... his term is up in March."

Pete Ballou suggested that the Town consider hiring a Public Works Director or similar to work all of the situations and to tune it. He believed a lot of people were assuming that the Selectboard will be going that route. Chairman Walker noted that would be a voter decision.

Chairman Walker summarized, saying this had been a good discussion. The report was a road map. He had ideas about what he felt should be done regarding funding. He said the report's recommendation for the first year was a bit aggressive and he wanted to make it a bit more palatable. If the Town had \$250,000, it would aim to find a piece of land. That was the first step.

Pete Ballou commented that a lot of information had been shared, some of it confusing to him. He thanked the Selectboard and the Highway Department Advisory Committee for the work they were doing and hopefully would continue to do. He said the Town should be proud.

Chairman Walker agreed thanks were due. He noted that the HDAC was a limited term board. They had fulfilled their obligations. They were free to go.

There were no further comments in the room or on the Zoom call.

10) Next Meeting

Chairman Walker made a **motion** to adjourn the meeting at 8:23 pm. Selectman Herbert **seconded**. The **motion passed**. The next scheduled meeting at Academy Hall was scheduled for Wednesday, December 14, at 7 pm.

Respectfully Submitted,

Kimberley Brown Edelmann

Recording Secretary