

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, JANUARY 15, 2018

Present:

Selectboard Members: Mike Dunham, Nat Kinney (by phone), Doug Molde, Kyle Nuse, Eric Osgood

Others: Brian Story, Rosemary Audibert, Brian Krause, David Butler, Jason Whitehill, Lois Frey, Dan Noyes, Charles Gallanter, Pam Aupperlee, Rick Aupperlee, Lea Kilvadyova

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Eric called the meeting to order at 7:00.

2. Additions, Changes to Agenda

Brian added an update on flood damage and an update on language to establish a reserve fund for the Conservation Commission. Eric added an executive session to discuss a potential legal matter on River Road East. Doug asked to add an opportunity for Dan Noyes to participate.

3. Review and Approve Minutes of Meetings Past

Mike said he would like one correction to the December 18 minutes. On p. 14, he would like to change “Mike said the village has never had any problem” to “Mike asked Rosemary if the village has ever had a problem.” **Mike moved to approve the minutes of December 18, 2017 with his suggested correction, Kyle seconded and the motion was passed.**

4. Treasurer’s Report / Review and Approve Bills, Warrants, Licenses / Any Action Items

Rosemary said to date expenditures are 51.94% of budget and revenue is 88.5% of budget. We recently received the third installment of the state highway money – about \$27K. She asked if expenses incurred this weekend should go under emergency reserve fund. Eric said yes.

Rosemary showed a list of the properties with delinquent taxes that could go to tax sale. The board should decide whether the town wants to purchase any of the mobile homes. If not, there is no sense putting them up for tax sale as no one ever buys mobile homes. Our tax attorney recommends that we start buying some of them because the owners have reoccurring delinquent taxes with no threat of losing their home.

Eric suggested the town might want to buy occupied ones as we can assume they are in better condition. Rosemary suggested the board might want to set a dollar amount. It doesn’t make sense to buy a property for \$38 in delinquent taxes.

Mike moved that the town start bidding on mobile homes with over \$600 in delinquent taxes that are up for tax sale, seconded by Eric.

Nat, participating by phone, said he was having a hard time hearing all the discussion. He doesn’t feel he should vote on something he can’t fully understand.

Mike offered the friendly amendment, which Eric agreed to, that the motion should specify “provided they are occupied.”

The motion was passed on a roll call vote with Nat opposed and all other board members in favor.

Rosemary said we are slightly ahead on collection on current taxes. Some of that is due to people who paid their third and fourth installments before December 31 so they could get a tax deduction.

5. *Planning Commission Report*

David Butler said he was not able to attend the last Planning Commission meeting, but they had a quorum. He believes they talked to the Conservation Commission and an LCPC representative. They are attempting to develop an energy plan so we can have more control over siting of renewable energy projects in town. The Planning Commission voted to meet on Tuesday nights and he can't attend then. He will have to talk to them about that.

Eric said the board would like someone from the Planning Commission to talk about form based code and answer technical questions at town meeting. David agreed to that.

6. *Road Commissioner / Road Foreman Report and Action Items*

Brian Krause said his crew has been plowing a lot. They have had a lot of frozen culverts. With all the rain some ditches had to be cleaned out because they had too much snow to hold enough water.

Brian K. gave the board some printed information on the benefits of having tandem vs. single axle trucks. He showed how many hours would have been spent hauling the quantities hauled this past summer if we only had single axle trucks. We don't have enough manpower for the longer hours that would be needed with single axle trucks. He also showed the difference in time spent on plowing with single axle vs. tandem trucks. His biggest issue would be summer projects such as mud abatement. Single axle trucks can't carry enough to be efficient so there would be too much time spent waiting around for trucks to cycle.

Eric said a great job was done by all employees this last weekend during the flooding.

Eric asked what Jason had come to talk about. Jason said last year Brian Story proposed that highway employees take comp time instead of getting so much overtime. Since then Jason has saved the town over \$6K, even with his raise, by using comp time. The town could save even more money if employees could bank more than 40 hours of comp time before having to use it. He suggested increasing the amount that can be banked to 80 hours or so. He likes the comp time and it saves the town money.

Eric asked if Brian K. has any thoughts about that. Brian said he will leave the decision to the board.

Eric said this might be a policy question to look at when the board has time to put into it, maybe in the next month. He thanked Jason for the feedback and said the board will take a look at it.

7. Comments from Dan Noyes

Dan said to give him a call if there is anything he can do to help when the town is dealing with the state concerning flooding. He will check in with LCPC because all disaster declarations have to go through them.

Eric said there was minimal impact to the municipality. Cost to the municipality is the number considered for eligibility for disaster relief funding. We had some overtime hours. Everything is still working at the wastewater plant. There was a small amount of damage at the library. The roads are fine.

Doug asked, if there is more flooding soon, would it be considered a continuing incident?

Eric said we will be looking at the situation this week. If there is a rapid rise in temperature and a lot of rain we will be back in the same place. The National Weather Service doesn't feel the weather this weekend will cause a situation similar to the one last weekend. (*Pam and Rick Aupperlee arrived at 7:24.*) We are getting state people in to explore remedies. (*Dan Noyes and Jason Whitehill left.*)

8. Flood Update

Eric said we were very fortunate with regard to the flood damage sustained. This was not a typical type of flood. Usually we have hours to prepare. This was completely different. When he got up Saturday morning and the temperature was 15 he thought there would be no problems because there was no more melting and the rain had stopped. Soon after, the ice jam started and the water level climbed rapidly. There was no time to install floodgates at the wastewater plant or Sterling Market. The fire department was out in low-lying areas warning residents. The water quickly went back down. The flooding displaced about a dozen people. No one had to take shelter overnight. One family went up to the college. All were back in their homes by the end of the day on Saturday. No one's power had to be cut. Some homes had flooded basements and furnaces or oil tanks that were affected. It could have been a lot worse.

The ice is still there. There appears to be an ice jam extending from Ithiel Falls to the area of Manchester Lumber and on the Gihon around the Pearl Street Bridge. Someone will be making video of problem areas tomorrow with a drone. Someone from the National Weather Service will come here Thursday or Friday to assess the situation. They can see the video and maybe they can tell us if there is anything we can do about concerning areas. The National Weather Service person Eric spoke to recommended not using dynamite. He said people have almost been killed doing that because chunks of ice go everywhere. And it just moves the ice a little further. He suggested maybe using an excavator if we are able. But we don't have a lot of access to the river in most places where the ice is. And with ice backed up so far, maybe a mile, if we started pulling chunks out it would fill back in. We have also reached out to people from the state who may know of actions that have been successful elsewhere. Based on the forecast for the weekend it doesn't appear it will be a repeat of last weekend unless conditions change.

Brian S. said the library basement flooded, damaging about 100-150 books, mostly children's books. They have contacted someone to help them with cleanup. They hope to reopen the

downstairs room soon and should be open upstairs. The flooding did not damage the furnace. Eric said they need to track all their costs so we can pass them on to LCPC.

Doug said he thinks we need to talk to the people who work at the post office and to Pomerleau and ask them to take preventive steps. Eric said we have been in contact with Pomerleau and Sterling Market. It was recommended that they put their floodgates in Saturday night when they leave if rain is predicted for Sunday. But we believe floodgates would not have stopped Sterling Market from flooding because the water was higher than the floodgates.

Brian said the post office got flooded and some mail got wet. Last he knew they had transferred all operations to Hyde Park. Rosemary said they will be open tomorrow.

Eric said Sterling Market is working to be open by the end of the week. Some of their compressors died. Their deli area will have to be gutted so when they open they will lack the deli area.

Brian commended the village public works crew. We did not discharge anything to the river. A lot of communities that had flooding over the weekend couldn't cope with it and our crew at the wastewater facility managed the flooding well. Mike said the fire department did a good job, too. Eric said the way all teams worked together was pleasing to see.

Kyle said she thought the coming together of all departments was amazing. One thing that was lacking was getting information out to the general public. Maybe we can think about how to improve that. If the school is closing, families get automated phone calls. She did not get a recorded phone call about the flooding. Pam said she didn't get one either. Donna said she did get the recorded message. It said to evacuate. Because her house is up on a hill she knew she did not really need to evacuate, but she wonders if some people who live closer to the river might have gotten that message and unnecessarily worried about whether they should evacuate. (*Lea arrived at 7:38.*) Pam said there were lots of updates on Facebook. She heard Jeff on WLVB was giving information. Kyle said she feels there was a lack of a central hub where people could check in. Eric said we opened up the municipal building office to take calls. Lois said she got the recorded message at Holcomb House, but not until she went there on Sunday. She had no idea what was going on the day of the flooding. Eric asked if it would make sense to have the recorded message go out more than once. Lea said she did not get the recorded message, but she doesn't have a landline. She knows someone with a landline who did get it. The Aupperlees said they have a landline and they did not get it. Kyle said she worries that in a serious emergency we don't have a way to convey information to the public. Rick said he didn't hear any announcement from the fire department like the ones they make when they are testing their siren. Eric said it wasn't working. They are looking into that.

9. Open Comments on Petitions for Town Meeting

Pam said her group's petition has enough signatures but they still have to collect them all. Lea said she believes her petition on the merger study has enough signatures but Rosemary still needs to check them.

Rick asked if the selectboard is going to meet after January 18 to discuss the petitions. Eric said yes, the board will have to meet and set up the town meeting warning. Rick asked if it will be a public meeting. Eric said yes. The board will probably have to finish up the budget, too.

10. Administrator's Report and Action Items

Charles Gallanter asked if the public hearing on form based code is tonight. Brian said no. Tonight the board will set the date for the public hearing.

Brian said the skate part bike terrain project is going for Act 250 review. He will submit a letter on the town's behalf stating that the skate park has gone through the process of flood permitting and we are supportive of the project.

LCPC is pursuing a USDA grant to support development in Johnson, especially as it relates to the Brownfields market study. We have an opportunity for some input on this. The village has talked about their priorities. How active a role do we want to take? Do we have comments on their priorities? Their top priority was the old mill house. They felt that could be tackled easily at a lower cost. We are not using it to its full capacity and we want to work on it anyway. The USDA grant could help us find occupants. Their second priority is the Manchester property. It has no occupants now and the owner is willing to talk about a variety of different uses, which makes it attractive for development.

Eric asked if the village is looking for us to co apply. Brian said LCPC will apply. We only have to give a letter of support. The grant will be about \$8K with a match.

Lea said LCPC would like to offer assistance in bringing the vision to implementation. Their thought is to provide some of their time to identify potential developers and funding sources to pursue implementation. They are asking for a USDA Rural Development Grant and they are considering matching it with their own funds. They are not asking for the town or village to contribute, just support the project. They have some of their own ideas but she has invited the village and town to provide priorities. Priorities need to be based on who you are talking to for funding. This funding source is very interested in job creation and retention. She thinks focusing efforts on the food shelf building and the Manchester property is a good match. George Pearlman approached her with the idea of developing studio space for artists. He knows of a need and has people who could occupy the space right now if it existed. He has been looking at the old building on the talc mill property that is missing walls. She would include investigating that as an LCPC priority unless there is big opposition as not realistic. LCPC wants to throw in their resources and work with Brian and Meredith to implement ideas from the Brownfields study so they don't just stay on paper.

Eric said he thinks the town is interested and behind this effort. He thought the village was going to take the lead. The town can support it. Lea said she thinks that is a great approach. There needs to be a common effort between the town and village. The value of having a study available is that it is attracting people who have ideas about what could happen.

Doug said it is beneficial to have the village lead on this but he thinks we ought to be strong supporters of the plan and not be quiet. We should say it is really important and that we hope

the trustees will go full speed ahead and we would like to support what they do. Eric said he agrees. His only caution is that if the voters approve purchasing the Jewett property we have to be careful about how we split ourselves. We will be very active with that. He does support this effort and would be willing to send a letter of support.

Kyle asked when the application is due. Lea said February 15. This is a very competitive program. They have \$180K for the whole state. It is not a given that LCPC will get the grant but they want to give it a shot. If it doesn't work we should pursue something else.

Eric asked if it would be beneficial if the town and village submitted a joint endorsement rather than separate endorsements. Lea said it might be. She said it would be wonderful if the town applied. She thinks it is always appealing to funders when a municipality applies. Whenever there is that level of readiness, it could work even better for the town to apply. The village discussed this at a previous meeting and they are supportive.

Doug asked who is applying. Lea said LCPC is applying unless there is a desire to pursue it locally. The time frame is rather short. LCPC is prepared to apply. But they would be happy for the municipality to take a lead. If the town wanted to we would have to figure it out. Eric said he feels the town would rather have LCPC apply so as not to put more on Brian's plate.

Doug moved and Mike seconded to provide a letter of support to accompany LCPC's application for a USDA Rural Development Grant to support development in Johnson.

It was noticed at this point that Nat was no longer on the phone. **The motion was passed.** (Lea, Brian K., Pam, and Rick left at 7:59.)

Brian said the Recreation Committee recommends 3 new members. **Kyle moved and Mike seconded to appoint Agata Bal, Geraldine Carpenter, and Suzanne Dodge to the Recreation Committee.** Doug asked if we advertised the vacancy. Brian said yes. **The motion was passed.**

Brian said the Library Board recommends the appointment of Jasmine Yuris to the board. **Kyle moved to appoint Jasmine Yuris to the Library Board, Mike seconded and the motion was passed.**

Lois said Ann Marie Bahr is resigning from the Conservation Commission effective the end of February. Brian said he will advertise the vacancy.

The board discussed scheduling a meeting for January 22. Brian said his plan is to hold a hearing on form based code at the regular February selectboard meeting and also have the discussion at town meeting be a hearing because the selectboard will not be voting on it that day. The selectboard can vote on it at its next meeting after town meeting.

Doug said he thought we had until the end of January to hold our public hearings. Brian said it does not invalidate anything if we fail to do that.

Charles asked if the board can make changes to form based code without starting the process over. He said the Planning Commission was told they couldn't make changes without starting over and then they were told they could. If the selectboard makes changes, do they have to start the process over? Eric said the board can make a minor change such as correcting spelling but anything of substance has to go back to the Planning Commission. But he thinks the Planning Commission could make substantive changes before submitting the code to the selectboard. Charles said right now what is considered the final draft is on the town website. The selectboard can't make substantive changes to that without sending it back to the Planning Commission? Eric said that is right.

Charles said there are recommended fees in that draft. There are no established fees. Is establishment of fees a substantive change? Eric said if fees are recommended he would say not. A future board could change the fees. Charles said he doesn't think fees should be in the draft. They should be in a separate document. He asked, if fees are changed, would we be locked into those fees forever? Eric said no.

Doug said his understanding is that the selectboard can't rewrite the code. We can say we don't approve it but any rewrite has to be at the Planning Commission level. The selectboard can send it back to the Planning Commission.

Charles asked why we are holding two public hearings if the selectboard can't make changes. Doug said probably because it is in statute. We would have to ask the legislature.

Kyle asked, if we want to have changes made and we send it back to the Planning Commission, is it mandatory that they make the changes? Doug said no. Eric said we can veto the code. That is the point where compromise would probably happen between the selectboard and the Planning Commission. If we wanted code passed we would have to move to something both were comfortable with.

It was agreed to schedule a meeting for 7:00 pm on January 22.

Brian said we are being asked by the village to sign an agreement for fire department services. The fire contract is being level funded for next year.

Mike moved to authorize the board chair to sign the contract for services to the town from the village fire department for next year, Doug seconded and the motion was passed.

Brian said reclassification of Mine Road is going ahead. He got paperwork for updating our road mileage for next year. That is where we will make the change. He heard that this is an uncommon change. The law states that if we are going to reclassify, eliminate or create a road we should conduct a survey if the right of way can't be sufficiently established. There are not a lot of criteria for what "sufficiently established" means. Dave Barra agrees we don't need a survey to reclassify Mine Road because the new Class 4 road is on top of the existing road so there is no change in the right of way. Brian will go ahead with reclassifying the road

when he makes the update on road mileage. We are asking the state for less money for our roads so hopefully the state won't give us a hard time.

The board agreed to have the first public hearing on form based code at the regular February selectboard meeting and the second at town meeting and to have the selectboard vote on form based code at the next regularly scheduled selectboard meeting (not the organizational meeting) after town meeting.

Eric asked if there is a board member who would like to speak about form based code as a subject matter expert. Kyle said she can try to be that person.

Eric asked who can be the lead person to talk about the light industrial park. Doug said it might be helpful to get John Mandeville here to speak about it. Brian said he will reach out to him. Mike asked what he would charge. Brian said he thinks he would not charge us. He would like to have another information session on the light industrial park in February. He hopes he can have John Mandeville come to that. He is not sure if we could have him come to town meeting. Brian will ask if he can attend but he may have other obligations.

Kyle asked how the information session on the light industrial park went. Brian said turnout was much better than he had expected. There were at least a dozen people there. Mike said he thought it was close to 15. Charles said there was an ambivalent audience. He thinks Walter Pomroy made the strongest points. He talked about how the village grand list had gone down. Mike said he thinks some people changed their minds after hearing the information. Charles said Duncan Hastings also made a good point. He said the least tax effective type of property is housing, which is the alternative for that site if the town doesn't buy it and develop it. He thinks we need to point out that the site won't be big box stores and won't be housing. People say we need affordable housing but we have enough. Brian said at the meeting he brought up the point Doug often makes about diversifying our economy.

Brian asked if the board has any comment on the proposal from the Historical Society about the future of Holcomb House. Eric said he told Duncan the board had not had time to sit down and look at the proposal. He would like to sit down with the Historical Society. Doug had previously brought up thoughts about how the property would be disposed of in the future. Duncan indicated they had looked into that.

Doug said he is not fond of their proposal.

Eric said Duncan told him there are mixed feelings in the Historical Society about staying under the town umbrella. Some want to and some want to become separate. He told Duncan he doesn't see why there is any hurry to decide about the house. His concern with the Historical Society going non profit is what would happen if the Historical Society declined and was not getting new blood.

Mike asked Lois if younger people have expressed a desire to be on the Historical Society board. Lois said there was one younger person who served for a number of years but then

gave it up. The Historical Society wants to have a good conversation with town leaders and other people about what will happen in the future.

Eric said he mentioned to Duncan that there is no action this board can take that would hold a future board to the same decision. This board's letter of intent would have weight with a future board but not hold them to any action.

Doug said he would like to have discussion. He would start from the point that if a 501(c) group had come to us and asked us to buy a building for them and let them pay us back, we wouldn't have done it. Would we buy a building for the Studio Center and let them pay us back? It would be like that.

Lois said maybe a few members of each board could get together and talk. Brian said that is what he was thinking. Eric said he told Duncan this board probably will be very busy in February so after town meeting would probably be better for this discussion.

The sheriff's department report from December was emailed out.

Brian went over the latest budget draft. He increased the amount budgeted for PILOT revenue and he committed \$100K of the upcoming year's cash on hand to reduce taxes, a little less than last year.

Eric said the amount to be raised by taxes is \$1.6 million.

Brian said we have not been funding general contingency or tax anticipation funds out of the regular budget, but out of cash on hand. He had suggested changing to putting them in the regular budget but it doesn't sound like the board is in favor of that, so he changed it.

He has line items in the budget for light industrial park payments. He can take them out if the light industrial park is voted down. The items are funded at zero currently because the article will have funding as part of it. If it is not approved it will not be in the budget.

Eric said with this budget draft taxes will go up 3.8% and the budget will go up 3.9%.

Brian said he updated numbers for public safety and the recreation department. The portion of the rec department budget that is paid by taxes has risen 9%. Eric asked if that includes the extra hours. Brian said everything they asked for is included. He thinks there are not as many hours for the rec coordinator as they wanted but there are a few more hours.

This draft still includes a fifth highway department employee. The net cost for adding that employee is just over \$50K, which is a little over 2 cents on the tax rate. The cost for the employee is more than \$50K but it is offset somewhat by reductions in costs for seasonal help and other costs so the total effect is about a \$50K increase.

Eric said we wouldn't add a fifth employee if we were only looking at cost vs. expense but we are also looking at the additional work we will be able to get done. Brian said the

highway department's summertime work will not get any easier. Jason was talking about comp time, which helps us make ends meet. But when employees take comp time that affects how much work they can get done. If we increased the amount of comp time that could be banked to 80 hours and everyone took advantage of it we would have a hard time getting work done. Doug asked, we will have more summer work to do related to Lake Champlain, right? Brian said yes, we will see a lot more. It will be one of our largest drivers of cost in the near future.

Eric said the budget is up 3.9% with the fifth employee. That is 3 cents on the tax rate.

Charles said there will be a 7 cent increase for education. Eric said there was talk of a fairly significant increase.

Doug asked about the effect of buying the Jewett property. Brian said the cost would be considerably less in the first year – about \$80K for the down payment and one year of payments. Eric said it would be comparable to the cost of Holcomb House.

Charles said the 3.8% increase in the tax rate doesn't take into account purchase of the Jewett property. Brian agreed. Charles said the increase he is getting for social security is all being taken for Medicare.

Charles said before the town hired Brian we had both Lea and Duncan. We never saw any savings from the decrease in high priced staff. Eric said there hasn't been a decrease because the town only paid for 40% of Duncan's time and 60% of Lea's. We had two half-time employees and we eliminated those and hired one full-time employee so it was basically a wash.

Brian asked if there are any changes the board would like to see for the next meeting. There is not a lot of room for changes. The next thing we would probably remove would be the fifth highway employee. We likely will need a fifth employee in the near future. Is this the year we want to do it?

Eric said we know Chris is going to retire. We will bring in a new employee, more than likely at a lower level. With the savings from that change the impact of adding another employee would be less than if we waited another year or two, so he would advocate for adding the fifth person this year.

Doug said we had great concern about the reaction to changes in overtime with adding a fifth employee. But we heard from one person tonight indicating that would be fine with him. Eric said it seems that some newer employees are valuing time off more than overtime.

Mike said we won't be able to drop the pay for Chris's replacement too much if we are getting a CDL driver. Brian said he budgeted for paying a little more than he thinks we actually will probably pay. He put in a little more than the pay for a basic CDL level employee in case we find someone with other relevant experience, like plow experience.

Doug asked if there is a way of getting a handle on the number of new buildings on the grand list. Eric said historically in years past the increase in the grand list used to track pretty closely with inflation. He doesn't know if we have seen that in the past few years because of what happened with the economy. Inflation is 1.5% or 2%. We not seeing an increase of more than that on the grand list.

Eric suggested that Brian focus on cash on hand and make sure those figures are good.

Eric asked if anyone can attend the county budget meeting tomorrow night. Brian said he will attend. Kyle said maybe she can go.

11. Conservation Reserve Fund

Brian said Lois indicated the Conservation Commission would like some funds to be contributed to the reserve fund. Lois said they feel it would be better if they had, say, a \$200 commitment from the selectboard.

Eric said the article would state that whatever funds are left over at the end of the fiscal year would automatically go into a reserve fund for the Conservation Commission and not be rolled into the budget. Brian said the Conservation Commission is asking for some amount of money to start the fund.

Lois said they are looking for a fund to be started up so if someone made a donation there would be a fund for it to go into. Some towns put money into a conservation reserve fund every year. They are not looking for that.

Eric asked, if a reserve fund was established by an article that said it would be funded by funds left over at the end of the year, could someone donate directly to it even though the article doesn't specify that that could be done? Rosemary said she thinks that is a good question for an attorney.

Eric said he would like to see the conservation reserve fund funded the same way the recreation reserve fund is funded. But he wants to make sure the article doesn't limit someone from donating directly to the reserve fund.

Doug asked how the Rec Committee reserve fund is set up. Eric said money left over at the end of the fiscal year goes into it. Brian said the Rec Committee functions a little bit differently. They accept a lot of other income. Eric said it goes through the town. At the end of the year we look at income vs. expense and whatever is left over goes into the reserve fund. If they overspend it gets taken out of the reserve fund.

Lois said the problem with taking money left over at the end of the year and putting it into a conservation reserve fund is that the Conservation Commission can't spend money from that fund unless it is authorized by the selectboard.

Doug said he thinks the fund for donations ought to be funded separately. Someone wouldn't want to donate to something that could flow back and forth to and from the town budget.

Lois read wording she suggested for the article. Eric said to keep seed money going into the fund every year there would have to be a line item in the budget. The Conservation Commission would be subject to the will of future selectboards when it comes to how much is funded.

Lois said she would like Brian to consider using the language she wrote rather than what he wrote. Brian said he will run it by a lawyer. The board agreed to that.

12. Potential Legal Matter – Executive Session

Mike moved to go into executive session to discuss a potential legal matter, inviting Brian and Rosemary to remain, Doug seconded, the motion was passed and the board entered executive session at 9:12. The board came out of executive session at 9:33.

13. Adjourn

The meeting was adjourned at 9:34.

Minutes submitted by Donna Griffiths

UNAPPROVED