

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES  
JOHNSON MUNICIPAL BUILDING  
MONDAY, MARCH 14, 2022

**Present:**

Trustees: Steve Hatfield, Diane Lehouiller, Will Jennison (via Zoom), BJ Putvain, Ken Tourangeau

Others: Rosemary Audibert, Dan Copp, Troy Dolan (via Zoom), Arjay West, Peter Dodge, Frank Carpenter, Lisa Crews, Bronte Grover, Kyle Nuse (via Zoom), Ken Nolan - VPPSA, Ken Pulido – VHFC (via Zoom), Julia Leopold (via Zoom), Marla Emery (via Zoom), Lynda Hill

**Note: All votes taken are unanimous unless otherwise noted.**

**1. Call to Order**

BJ called the meeting to order at 6:03.

**2. Review of Agenda and Any Adjustments, Changes, Additions**

Rosemary added another excess water usage bill adjustment request. BJ added scheduling of a meeting next week to discuss the foreman position and the VPPSA rep. Diane added discussion about where to post meeting warnings and a request for permission to invite the Lamoille Regional Solid Waste Management District to speak at the village informational meeting. Ken added discussion about minutes.

**3. Review and Approve Minutes of Trustee Meetings**

Ken said he hadn't had enough time to review the minutes. **Ken moved to postpone minutes approval until the next meeting, Diane seconded and the motion was passed.**

**4. Treasurer's Report / Review and Approve Bills and Warrants / Budget Status / Action Items**

Rosemary asked to place water and sewer liens on two mobile homes. Ken moved to place a water and sewer lien for the amount of \$839.13 on the mobile home owned by Cherie Salls at 75 Park St. Lot 12 and a water and sewer lien in the amount of \$329.27 on the mobile home owned by Gerald Darvis at 29 Center St. and to authorize BJ to sign the liens, Diane seconded and the motion was passed.

Rosemary said she hasn't had a chance to do the budget status reports. She is waiting to close out the year

**5. Trails on the Town/Village Property**

Lisa Crews said Johnson Recreation is seeking permission to apply for an Act 250 amendment on the existing Act 250 permit for the jointly owned talc mill property. The selectboard has given permission. The purpose is to find out from the state if we can even use that land for anything. There are no plans in place for any work. The idea is just to find out if in the future we can make plans for work in that area. The trustees and selectboard would need to approve any plans before any work could be done.

Steve asked roughly where this land is. Behind the town and village garages? Lisa said yes. It continues parallel to Lendway Lane for part of its distance. An Act 250 permit already exists so we would just file for an amendment. Diane asked if there is an Act 250 permit because it

is a brownfield. Lisa said an Act 250 permit was initially required because it is an old talc site.

**Ken moved to allow the Johnson Recreation Coordinator to file for an amendment to the Act 250 permit for the former talc mill property to determine feasibility of future trail use, Steve seconded and the motion was passed.**

**6. *Request to Park in Village Green or Municipal Parking Lot***

Bronte Grover said she didn't realize Johnson had a winter parking ban in specific places. She moved into her apartment as the third person when only two cars per apartment are allowed so she is not allowed to park on the premises. Nate Brigham told her she is not allowed to park where she has been parking from 2:00 am to 6:00 am. She wants to find out if there is anywhere else she can park her car. She is gone for almost 11 hours a day. Her apartment is at 146 Railroad Street. She has been parking at the village green.

Steve asked, her landlord is not open to fitting in another car? Bronte said it would be a tight squeeze. (*Ken Nolan arrived at 6:17.*) BJ said the reason we have a parking ban in winter is for snow removal and plowing. If we make an exception for one person that leaves the possibility open for others to do the same in the future. Is there a parking spot open to the public nearby? Rosemary asked if the municipal lot by the old fire station has a parking ban. Will said it will have one in the winter. He is not in favor of making an exception for one resident. That will set a precedent. The parking ban is there for a reason, so we can clear streets and parking areas. He suggested going back to the landlord to see if the landlord can provide a spot and if they cannot provide one then finding someone in the area that will allow her to park on their property or will lease her a spot.

Steve said he needs to speak to his wife about it but they will probably allow Bronte to park on their property until the winter parking ban ends.

Kyle Nuse said she is curious about renters' rights with regard to parking. A landlord shouldn't be able to rent to someone if they don't have a parking spot for them. Will said that is not germane to this meeting.

**7. *Reps from VPPSA and VHFA to Discuss the Bill Financing Program***

Ken Nolan of VPPSA said VHFA was given funding last year for a pilot program to allow customers to borrow money for efficiency projects. Part of the program requires on-bill financing. (*Arjay West, Peter Dodge and Frank Carpenter arrived at 6:23.*) The customer borrows through VHFA and a monthly fee for the loan is added onto the electric bill and collected by the Village of Johnson. There would be an agreement between VOJ and VHFA to pass the funds back. This program was created to allow people who wouldn't normally qualify for a loan to borrow for efficiency projects based on their payment history with the utility. It does result in extra administrative work for the village. There is a provision for the village to collect money for the administrative burden. A large number of people are not projected to take advantage of the program, likely only a few customers of each utility.

Ken Pulido of VHFA said VHFA got money from the state for this program. It will allow people to do weatherization work primarily, with efficiency work combined. People don't go through traditional loan underwriting. They need a clean bill paying history. This program

piggybacks on existing Efficiency Vermont weatherization efforts. Efficiency Vermont works with the customer. The program requires that the estimated savings exceed the cost of the monthly payment by at least 10%. The investment is to a meter, not an individual. If you move out before the loan is paid off you are no longer obligated to pay any more of it off. The next occupant will pick up the payments. Landlords can invest and tenants can pay the electric bill with the extra charge while they live there. There are three parties to this effort. VHFA provides funding. Efficiency Vermont interacts with the customer and the distribution utility has 3 tasks. When the customer applies to EVT, EVT reaches out to the utility to pull the customer's bill paying history. The utility has to put the charge on the customer's bill and remit the payments to VHFA. The utility should never be out of cash in this process. In cases where the customer is not paying, the utility does not have to send anything to VHFA. There should be no risk to the utility. The utility's last task is to provide customer service related to billing questions like how many more payments they have, how much they have paid, etc. Every month VHFA will provide a report to the utility with that information. VHFA can help with some of the startup costs associated with setting up billing systems.

Ken Tourangeau asked what utilities will be allowed to charge. Ken Pulido said utilities will have to justify whatever rate they charge. Ken Nolan said the utility would have to develop a tariff. VPPSA is working on one tariff for all the utilities. All will have to agree to it. (*Lynda Hill arrived at 6:32.*) VPPSA will figure out what charge is justified. He would think it would be about \$5 per customer per month.

BJ asked, if customers are delinquent on their loan payments, is it up to the village to try to get the money? Ken Pulido said no, the utility is not responsible for any collection efforts.

Will asked Rosemary if it is possible for us to add this to our billing and how hard it would be. Rosemary said we would have to get a quote from our software company. Will asked, so it can be done, we would just have a cost for it? Rosemary said yes. Will asked if it is possible that the quote from our software company would exceed what VHFA is willing to spend. Ken Pulido said potentially yes. Some utilities will have no extra cost and are ready to do it. Others will have a cost. It is hard to answer without having all the data.

Will asked when we need to know if we want to participate. Ken Pulido said GMP, VEC and a couple of other utilities have said they are interested. Hopefully some VPPSA members will be interested. That initial group is planning to submit a tariff in mid-April for approval and then the program will be rolled out to customers in July. Johnson could come in later. It is a rolling process.

Will said he is in favor of anything benefitting the ratepayers that doesn't cost us. He is willing to let Rosemary reach out and get a quote and see if VHFA will cover it. We can discuss it at the regular trustee board meeting in April. Ken Pulido suggested speaking to Rosemary after the meeting to give her information about what the utility needs to track, which might help in talking to the vendor. The board agreed Rosemary should get information from Ken Pulido and then get a quote from our software company.

Diane asked about who will vet the customers that want to participate. Ken Nolan said the customers need to go through two steps. First they need to make sure with Efficiency Vermont that they will save enough money. Efficiency Vermont will do the analysis to determine that. And the customer has to have at least 12 months of bill paying history with the utility. Efficiency Vermont will determine if the customer is qualified and pass the customer to VHFA, who will handle the loan piece. VHFA will calculate the payment and work with VOJ to give VOJ the information they need to interact with the customer. VPPSA will make sure the tariff gets approved and can help advocate with Efficiency Vermont and VHFA.

Diane asked if we can get into the program any time and get out any time. Ken Pulido said the utility can stop taking on new customers but once a customer is paying the utility has to keep billing them. The loan term could be up to 15 years.

Will asked, we can take the electric bill payment off the top of whatever the customer pays? Ken Pulido said yes.

Ken Nolan said the utility has the option to begin participating at any time with the caveat that if there is a huge amount of participation the money will run out and may not be replenished. Once the utility agrees and has customers enrolled there is a commitment until the customers finish paying their loans. Diane asked if we can stop taking on new customers any time. Ken Nolan said yes. (*Bronte Grover left at 6:41.*)

**8. *Rescue Truck and Use of Surplus Money in Fire Department 2021 Budget***

Arjay West said replacement of Rescue 2 was approved in January. There is a lack of trucks available to be bought and prices are challenging. The fire department continues to maintain its two priorities of not exceeding available funding and making sure the truck can do the job. A diesel engine costs \$10-11K more so the fire department proposes getting a V8 gas engine. They propose getting a GMC 3500 one-ton dual rear wheel chassis and cab and putting a service-style body on it. The truck will cost roughly \$42K. The service body will cost about \$12K and with striping, lettering, warning lights, radio, electronics, etc. the cost will be about \$63K. The current truck should have a value around \$12-17K. If we assume \$12K then the cost of the truck is \$51K, which is the amount in the capital plan. If the current trucks sells for more the fire department might be able to make a positive contribution to the capital savings plan. The capital plan does not count on any contribution to the plan from sale of the current truck. The fire department would like to place an order for the truck. There will be 4 or 5 months lead time.

Ken asked what year the truck is. Arjay said the truck being replaced is a 2004 and the new one will be a 2022. Ken asked how long the truck will stay in the fleet. Arjay said it has a 15-year life expectancy. Diane asked if that life expectancy is for the body or the engine. Arjay said that is when the truck will be replaced. It is expected to perform for 15 years and after that funding would be available to cycle it out. Diane asked, replacement is not based on the condition of the truck? Arjay said when the replacement plan was built the fire department tried to assign the longest life expectancy they thought they could. Any adjustment to the replacement schedule for one vehicle potentially has ripple effects and changes the scenario in the future.

Ken asked if all the officers like the idea of going with the truck Arjay described. Arjay said yes. They would try to get a diesel if the money were available but they are comfortable with this truck for the usage it will have. It is important to stay within the budget.

Diane asked what the mileage is on the current truck. Arjay said it has low mileage. He doesn't remember the exact figure. Diane asked if it would be possible to make the trucks last longer if they were undercoated, etc. Arjay said they do undercoating and underbody washing. He thinks the most recent round of edits to the replacement plan in 2019 took into account every effort they could do with that. If money were not a factor he would like to have the trucks rotated a little more frequently. Last year and the year before there were a couple of substantial repairs that would support replacing the truck. Extending the time we keep it will create additional expense that will offset the savings from a longer rotation.

Arjay said at the end of 2021 the fire department learned that the fire helmets they have have a rated lifespan. The NFPA standard for helmets is that they are safe for 10 years from the date of manufacture. Most of the helmets the departments has are older than that. Replacing them will cost about \$12-15K. He looked at PACIF grants but the maximum amount this year is \$1K. The fire department has about \$8K in surplus from 2021. He would like to ask the board to earmark that for the helmet replacement project. The firefighters are willing to do some fundraising. There may be some money in the current budget they can apply.

Ken asked if the fire department thinks they can fundraise the other \$4-10K. Arjay said he thinks they may be able to come up with the money needed between using money from this year's budget and fundraising. They may be able to negotiate with the vendor on the price so it will come out on the low end of the range. Ken asked, if they can't come up with enough money, what are the options? Picking certain helmets to replace? Arjay said that is one option. Another would be taking a loan from the small tools fund and trying to make up that contribution 2 or 3 years down the road.

Steve said he assumes buying them all at once would be more efficient and better for getting the best deal. Arjay said he thinks it would help with the deal but it is more about the liability. Now they know they have a situation that needs attention. If only some firefighters got new helmets and the fire department was aware of not meeting safety standards the potential liability would be a bigger problem than having to move money from one account to another. The helmets he has looked at are 15 to 16 years old.

Ken said the fire department should look at putting helmets into the replacement plan. Arjay agreed.

Diane asked if new firefighters get new hats and gear. How does that work? Arjay said the fire department has some spare gear. New firefighters start out with adequate but used gear. As they reach certain qualifications there may be upgrades that need to be done. Until someone can show a long-term commitment they can't buy new gear for them because of the cost. Diane asked if they have been buying used gear or just using what they had. Arjay said

the helmets have never been replaced. Every year they buy some new gear and end up with some that is still usable. Everyone's helmet, with a few exceptions, is old and outdated.

**Ken moved and Steve seconded to earmark the approximately \$8000 fire department surplus from 2021 for use on new helmets for the Johnson Fire Department.**

Lisa asked about using a PACIF grant. Even if it is only \$1K, that is \$1K less they have to fundraise. Arjay said because the maximum award available this year is only \$1K the fire department decided not to compete with the electric and sewer departments for PACIF grant funds.

**The motion was passed.**

**9. *Fire Department Report***

Arjay gave a fire department report for January 27 to February 24. There were 9 calls – 3 in the day and 6 at night. The average duration was 105 minutes. There was 1 structure fire, 1 automatic alarm, 2 vehicle crashes, 1 CO alarm, 1 medical assist, 2 mutual aid and 1 chemical investigation. The average number of firefighters was 12 and the total number of hours was 163. The fire department boiler recently malfunctioned. Some repairs have been done by County Plumbing and Heating. Some parts still need to be replaced.

**10. *Water/Wastewater Report and Action Items***

Dan said The E-DMR and WR-43 were submitted to the state. There was one callout for a power bump due to high winds. Rubber was replaced on 2 of the wash boxes on the press and will be replaced on the other two. The sewage pump that had tripped out was pulled and was not plugged as expected. It needed a new start capacitor. Flood gates were installed on Feb 17 and February 22 when there were flood warnings. Both times they were removed the next day. National Wastewater Surveillance sampling for COVID started today. We were asked by the state if we wanted to participate. We sample twice weekly. There is no cost to the village. A CDC grant covers it. We will sample for about 9 months. It takes about half an hour a week. As part of participating we will receive a free auto sampler. Ours is showing its age and a new one is in the \$5-6K range so it is a win for the village. We will also have access to the results. Employees started painting some trim inside the plant.

Coliform results were negative. Testing was done at the Osgood well and all results were within state limits. The chlorine analyzer is not reading properly. Dan is looking into the cost of a new one. If it is too expensive we will probably just manually track chlorine levels. Water loss for February was 12%.

Dan reminded the board that the Nadeaus had asked to terminate our lease for the well on their property because of the restrictions on the area around it. The state told us that we would have to have an air gap in the pipe between that well and the village system, which we can do. Once that is done we can cease testing on the well. If we ever need to use it again we need to issue a “do not drink” order, which is much more harsh than a boil order. We have some sampling due this month on that well. If the board decides tonight to terminate the lease we don't have to do the sampling. But we don't have a backup pump for the other well. If the well pump dies we would have to have a “do not drink” order for 16 to 20 weeks. The backup pump will not be ordered until the village budget is approved. There is \$25K in the

budget for a pump. Dan recommends spending \$800 for the testing in March and not terminating the lease until we get a new well pump. The current pump is 16 years old and pumps a lot of water.

**Steve moved to disconnect the Nadeau well from the village water system as soon as the village has a spare pump, Will seconded and the motion was passed.**

Ken said he can call Alex Nadeau with an update on where the village is on disconnecting the well.

#### ***11. Foreman Report and Action Items***

Troy said the crew repaired a service on Plot Road and a streetlight near the cold spring, removed two temporary secondary services at Maplefields and worked with a technician to remove a breaker at the substation. They also did monthly meter reading, high/low checks, and Dig Safes. They assisted H2O Innovation with removing the East Johnson sewer pump for repairs. They did snow removal and sanding on sidewalks and parking spaces. They repaired a sensor on the Bobcat. They sent out gloves and sleeves for testing and had dielectric testing done on the trucks. They have been working with Gould Electric on the Studio Center project. Troy finished signing the crew up for NEPPA training programs and put Jeff on the waiting list for training. He and Nate created an estimate for a secondary service. He worked with Meredith to finalize budgets for the electric and general departments. They worked with the engineer on the village garage investigation. Delivery on the electric bucket truck has been pushed back from mid 2022 to mid 2023. We are not currently expecting the cost to increase. The state is indicating they will extend the grant deadline for the truck. We will apply for a PACIF safety grant for equipment to locate underground cables and water lines. Troy understands that Dan is applying for grant funds for some barriers. Both grants combined will be about \$4500.

**Ken moved to authorize Rosemary to sign the application for the PACIF safety grant, Steve seconded and the motion was passed.**

Lynda asked, when Troy does work for the Studio Center's Red Mill project or Maplefields, do they get billed for that? Troy said yes. At the beginning of the project he creates an estimate of the village's cost for the work.

#### ***12. Requests for Excess Water Usage Billing Adjustments***

Rosemary said the Vermont Studio Center requested an excess water usage bill adjustment. They had a bill that was over \$1K. Their average monthly bill is about \$47. Will asked what caused the leak. Ken said they left a door open and didn't have the heat on. Will asked, a pipe froze? Rosemary said yes. It was in the Mason House on Clay Hill Road. They have had it repaired. A basement with a dirt floor was flooded. BJ asked if this meets the criteria for an adjustment. Rosemary said yes.

**Diane moved and Will seconded to adjust the Vermont Studio Center's January 2022 water bill for 5 Clay Hill Road from \$1,222.87 to \$143.66 (3 times their average bill.)**

Ken asked, there is no policy for negligence? The building was empty for 18+ months and they were not checking on it. Steve said he wonders if they might have insurance that would cover it. Ken said he thinks it should be our policy that if you are not maintaining a building

you should have the village turn the water off. If we do not have that policy he thinks we should discuss it in the future. **The motion was passed.**

Rosemary said we got an excess water usage bill adjustment request for 405 Railroad Street. There was a break in a pipe in a restroom that is not used much and they did not notice it for a day or two. None of the water went into the sewer. They had a bill of \$362 and their average monthly bill is about \$47 or \$48. Three times their average bill would be \$143.67. **Steve moved and Ken seconded to adjust Greg Tatro's water bill for 405 Railroad St. to \$143.67.** Diane asked, there is a policy that an adjustment can be made only so many times a year, right? Rosemary said the policy says it can be done only once in a 12-month period. **The motion was passed.**

***13. Masking Policy for Town/Village Office***

Rosemary said employees in the office would like to relax the mask mandate for employees so they do not have to wear masks except when working with customers and if anything changed they could choose to go back to wearing masks. **Ken moved to remove the mask mandate for office employees while still requiring members of the public to wear masks when going into the office and to allow the mask requirements to be changed at any time by employee consensus. The motion was seconded and passed.**

***14. Village Manager Hiring Process***

Rosemary said the village got a resume today for the village manager job that looks promising. She showed the board the resume. The board asked Rosemary to try to schedule an interview for March 23 or March 25 with the next board meeting on the same evening. It was agreed to table discussion of an RFP for a recruiter until after the interview. The board directed Rosemary to warn the next meeting according to the applicant's availability.

***15. Appoint Village Representative to the VPPSA Board***

**Will moved to appoint Troy Dolan as representative to the VPPSA board for the next two weeks and the motion was seconded and passed.**

***16. Budget Approvals for 2022***

Ken read Meredith's notes on the changes she had made to the budgets since the board last saw them. In the general department budget she decreased the amount budgeted for contracted services to reflect a lower cost for her time. She increased the buildings and grounds heat line item slightly to reflect higher fuel costs. She decreased the storm drain maintenance line item slightly. It is still an increase of 25% over the 2021 figure. She increased the amount budgeted for fuel and oil for the Bobcat to reflect higher fuel costs. After a conversation with Arjay she increased the fire department heat line item by 25% over 2021 actuals to reflect higher fuel costs. The general department budget is balanced with no increase in property tax.

In the water department budget she increased the amount budgeted for outside contracted services for the office. She added \$7409 for completion of Katy Win engineering. That is offset by USDA grant revenue and does not impact the bottom line. The budget has a projected \$5,224 deficit. She added that much in miscellaneous revenue to represent use of ARPA funds to balance the budget. We can use a smaller amount if less is needed at the end of the year.



In the sewer department budget she added \$195,120 in grant revenue for the River Road pump station and a corresponding expense. There is no impact on the budget. She increased the computer support line and she increased the line for chemicals based on updated cost figures from Dan.

Dan said we developed this budget before fuel prices went up. He thinks we should increase the amount budgeted for propane for the wastewater plant. Last year we spent \$7,239 and the amount currently budgeted for 2022 is \$7500. He suggests increasing it to \$9500.

Will asked Rosemary to add discussion of fuel delivery contracts to the May meeting agenda.

The board agreed to increase the amount budgeted for propane heating in the sewer budget to \$9500. Before that adjustment the projected deficit was \$4,532 so now it is \$6,532. The budget will include that amount in miscellaneous revenues to represent use of ARPA funds to balance the budget. If we finish the year with a smaller deficit we can use less than budgeted. Dan noted that we plan to increase water and wastewater rates. He expects that will happen this year, probably in the fall and that will increase revenue.

In the electric department budget, Meredith increased merchandising and jobbing revenue based on information about work planned. Some expenses were increased due to increased costs for equipment. The amount budgeted for staff wages while getting training was increased due to a return of more in-person training. She increased the substation maintenance contract line from \$10K to \$15K due to higher contract costs. She increased the amount budgeted for maintenance of transformers because Troy is already experiencing cost increases. She decreased the amount budgeted for her time. The projected deficit is \$113,066. After we take out \$80K in depreciation costs and add in \$30K for bond payments the actual projected deficit is \$63,066. ARPA funds can be applied to the budget if needed.

Meredith spoke with VPPSA staff about the timeline for a rate increase. They indicated that a basic across-the-board increase should take 5 months to get approval. Several other VPPSA members are starting the process so it is possible we might have to wait a bit longer for VPPSA staff to be available. For a more complex rate case VPPSA recommends waiting until the village has smart meters, which would provide much more data useful for a complex analysis. Ken Nolan offered to come speak about a rate increase at a future meeting.

**Ken moved to approve a water department budget of \$284,133 for 2022, Steve seconded and the motion was passed.**

**Ken moved to approve a wastewater department budget of \$745,992 for 2022, Will seconded and the motion was passed.**

**Ken moved to approve an electric department budget of \$2,586,766 for 2022, Steve seconded and the motion was passed.**

**Ken moved to approve a general department budget of \$436,956 for 2022, with \$112,055 to be raised by taxes, Will seconded and the motion was passed.**

Ken asked if this budget includes the possibility of a grant writer. Rosemary said no. If the article for \$30K for economic development passes that will be added to the tax rate.

**17. Scheduling Next Meeting**

Will said Troy Dolan has resigned.

Rosemary will find out if the applicant for the village manager position can do an interview on March 23 or 25. If the applicant is available one of those days, the board will schedule a meeting for that evening at 5:00. If not, BJ suggested having the meeting on March 26, a day that works better for Diane.

**18. Posting Meeting Warnings**

Diane said she would like to start posting meeting warnings on Front Porch Forum as well as at the municipal building and on the board between Sterling Market and the post office. It will go to more people if it is posted on Front Porch Forum and people can be more engaged. Ken suggested we can also let people know they can be on the distribution list for the warning. Lynda Hill suggested information about the distribution list could be included with the warning. Will asked where warnings are currently posted. Rosemary said at the municipal building, on the board by Sterling Market and on the website. Diane said the requirement is that the warning be posted in three places. Will asked if Rosemary would be able to post warnings to Front Porch Forum. Rosemary said yes. She can make a village account on Front Porch Forum. No board members had an issue with posting warnings on Front Porch Forum.

**19. Solid Waste Board to Speak at Informational Meeting**

Diane said the solid waste board is willing to speak at the informational meeting if the board is okay with that. She also asked Dan if he could speak. Dan said he may have a conflict but if so he can type up something for someone else to read. Will suggested putting this informational item on the warning for the end of the meeting. The board agreed. Ken said if Dan cannot attend he can read what Dan writes up.

**20. Discussion on Minutes**

Ken asked why recent minutes were sent out so late. Donna Griffiths said she thinks there were some she failed to email out when she posted them to the website. She apologized and said she will try to make sure that in the future she emails them at the same time she puts them on the website, as she usually does.

**21. Adjourn**

**Steve moved and Ken seconded to adjourn at 8:09 and the motion was passed.**

*Minutes submitted by Donna Griffiths*