

JOHNSON SELECTBOARD MEETING MINUTES
VERMONT STATE UNIVERSITY – JOHNSON
THE ELLSWORTH ROOM, WILLEY LIBRARY
MONDAY, AUGUST 28, 2023

Present: Selectboard members: Beth Foy, Duncan Hastings, Eben Patch, Shayne Spence, Mark Woodward

Others: Carl Rogers, Scott Meyer, Jessica Bickford, Jeff Bickford, Victoria Hellwig, Tasha Wallis (remote), Krystal Woodward (remote), Lois Frey (remote)

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Beth called the meeting to order at 6:30.

2. Additions or Adjustments to the Agenda

Shayne added an update on his conversations with The Tech Group. Duncan said he would like to make use of the potential executive session. It was also agreed to add potential action on a letter of intent for a riverbank mitigation grant.

3. Review and Approve Invoices and Orders

Mark asked if we know whether we can move ARPA money around so it is freed up. Beth said we have not applied it to the budget yet. Maybe we can add discussion on that to the September 11 agenda.

Eben said there are three invoices from Servpro. One says it is for library dry storage but he believes from the pictures and the quoted amounts it is for the lower storage building. The village is handling FEMA reimbursement for that building and he believes that invoice should go to them. Beth said she is hesitant to approve any of the Servpro invoices if they don't list the proper address of the location. She thinks that will cause difficulties later. Carl said staff can submit the dry storage invoice to the village and when he meets with FEMA tomorrow he will ask if it is a problem if the invoices do not show the addresses. They do include pictures that show where the work was done.

Eben moved and Duncan seconded to approve the invoices presented, omitting the three from Servpro. Duncan suggested the friendly amendment, which was accepted, that the description of the invoice labeled “Putvain Trash” be changed so it matches the other flood-related trash disposal descriptions. The motion was passed.

Duncan asked if Carl could look into why we received an invoice from Brosseau Fuels, given that we voted to contract with a different company. Eben asked about the Competitive Energy Services program we had talked about using. Carl said they wanted the selectboard to approve their agreement before they started shopping for prices for the town and then the flood came and that got left behind. Duncan said at a joint meeting with the trustees, probably last August or September, we approved a contract with another company for rack plus pricing. If that never got communicated to Brosseau, Brosseau is probably still delivering when they should not be. (*Scott Meyer arrived at 6:40.*) Carl said he will have someone look into it.

4. Review and Approve Minutes

Eben moved to approve the minutes of August 14, 2023, Mark seconded and the motion was passed.

5. Consider Setting Pay Rate for Floodplain Regulation Administrative Officer

Eben asked, the majority of pay to the floodplain regulation administrative officer is reimbursable, correct? Carl said yes. We need to notify FEMA of our intent to seek reimbursement for these expenses. He asked Ron if \$30 an hour would be viewed reasonably by FEMA and Ron said yes. Beth noted that this is both a long-term pay rate and a short-term reimbursable expense. Eben said in the long-term there will not be many hours. Duncan asked if Scott is comfortable with that rate. Scott said yes. **Duncan moved to establish a pay rate of \$30 per hour for the floodplain regulation administrative officer, Shayne seconded and the motion was passed.**

6. Consider Approving Name for New Private Road

Eben said at the last meeting the board voted to approve the name if there were no conflicts. Carl found no conflicts. Duncan asked if the proposed name was sent to the Historical Society for review and consideration. Carl said no. Carl said staff found the ordinance but could not find the policy Duncan referred to at the last meeting. Eben read the motion that was made on August 21. It was "to approve the name North Highland Drive contingent on finding no conflicts with postal system or E911 addresses and no requirement in town policy for Historical Society review." Duncan said there is a requirement in town policy for proposed names to be sent to the Historical Society. He thinks this should be sent to the Historical Society for cursory review. They will probably decline to provide input. Beth said we should send it to them and if they are okay with it we have already approved it.

7. Consider Approving Purchase of Office Copier

The board had previously questioned whether FEMA would require multiple quotes. Carl's written report stated that, according to Ron Rodjenski, purchases under \$10K are classified as micro-purchases and the town is only required to determine that the proposed quote is reasonable and anticipated based on recent purchase or experience. The copier lost in the flood cost \$8,590.36 in 2017 and the quote for a new printer was \$7,307.47 with a \$180/month maintenance fee.

Eben moved to authorize purchase of a Konica C450i copier from SymQuest at a price of \$7,307.47, Duncan seconded and the motion was passed.

Duncan asked, if the cost of restoring the land records book is also under \$10,000 is it reasonable to assume we can single-source that? Carl said if the amount is reasonable and anticipated. He provided information indicating that the copier price is reasonable but we have nothing to compare the \$1,300 figure restoration figure to. Susan hasn't yet had a chance to get other prices. Duncan said we regularly send books to Kofile for cleaning, etc. He believes that figure is not drastically out of perspective with those regular maintenance costs. Eben said his only reservation was making sure we complied with FEMA reimbursement requirements. The board agreed to deal with this at the next meeting.

8. Consider Approving Documents for Northern Border Regional Commission Grant

The town got the Northern Border Regional Commission Grant that was applied for. Eben thanked Beth and Duncan for all their hard work on the grant application. Eben and Beth thanked Paul Warden and LCPC for their work on it. Beth read from the email notifying the town that Johnson has been selected for a 2023 Catalyst Program grant award. The NBRC received 187 applications this year for the Catalyst grant cycle, requesting over \$150 million in total funding. Across the four states only 66 applications were selected. There is mandatory new grantee training on September 28 and documents need to be executed and returned to NBRC by September 8.

Duncan moved and Shayne seconded to authorize chair Beth Foy to sign any and all forms necessary to comply with the Northern Border Regional Commission grant requirements.

Duncan said if we have a town administrator or community economic development specialist by September 28 it would be great for them to attend the mandatory grant meeting. The board agreed to make sure we have an appropriate person attend. Beth said she thinks it would be good to have LCPC there too.

The motion was passed.

Beth asked where we are with EDA and what the next steps are. Victoria Hellwig said all the applications are filled out. LCPC was waiting until the town heard back from about the Northern Border grant because the amount to be requested for the EDA grant will depend on the amount awarded by NBRC.

Tasha Wallis said the Northern Border grant requires the town to come up with a 50% match. EDA grant funds plus Northern Border funds can total up to 80% of the cost of the project. She and Victoria talked about applying for the right amount of EDA money to get up to 80% of the project cost. She would appreciate the selectboard discussing whether that is what they want. The Northern Border grant is administratively demanding. The selectboard should think about whether they want the town to do administration in-house or work with LCPC to do grant administration.

Duncan asked if the fact that we got the Northern Border grant changes what we are applying for with the EDA grant. Victoria said not what the money is for, but the dollar amount. Duncan said if we can get the project 80% funded instead of 50% he is in favor of that. Beth asked what the EDA grant deadline is. Victoria said it is rolling.

Eben asked if Victoria knows how many MERP assessments we can get. Victoria said she doesn't know. The state is targeting highest energy burden towns for building assessments and that includes Johnson. Shayne asked how energy burden is determined. Victoria said it is based on percentage of income spent on energy costs.

Tasha noted that the town may need a federal single audit one year due to the grant funds received. Duncan said we will need to budget accordingly. (*Victoria left at 7:07.*)

9. Consider Designating Voting Delegate to Annual VLCT Meeting

Eben moved to appoint the town administrator as a voting delegate to the annual Vermont League of Cities and Towns meeting, with Shayne Spence as an alternate if the town administrator is not available, Mark seconded and the motion was passed.

10. Consider Approving Bidding Specifications for Library Repair

Carl handed out two sets of bidding specifications and the board reviewed them, starting with the specs for electrical work. The document includes a bid form contractors will fill out and return by 3:00 p.m. on September 13. Then the library trustees, especially Krystal Woodward, will look at the bids. At their September 20 meeting they will consider the bids and make a recommendation to the selectboard. The selectboard could then award a contract at its next meeting.

The work to be done includes moving the panel from the basement to the first floor. The library trustees will also talk to the village about moving the meter. In the basement everything will be restored to the way it was before the flood except that light fixtures will be replaced with LED light

fixtures. All new wiring will be put in. Lights do not need to be replaced upstairs but some wiring may need to be changed out. Outside lights will be rewired if necessary. The library trustees want to move the water heater upstairs to the toilet room. They want to put in a small on-demand water heater. The electrician has to provide wiring to allow for that, but the general contractor will install it. We want bidders to submit the time they can start and how many weeks they think the work will take and we are suggesting that that will be a consideration in awarding the contract.

Krystal Woodward said the library trustees understand that the village will tell them where they can move the meter. The placement of other things may depend on that. Jessica Bickford said she understands that Jeanne Engel has already reached out to the village electric department to ask about that.

Duncan suggested adding an alternate to the bid specs. His concern is that if we have a flood event again and wiring gets exposed it will have to be ripped out. An alternate would be having the wiring run up through a channel and down to the outlets and moving the outlets off the floor so they would not be submerged. Eben suggested that instead we could use a type of wiring that is water resistant and would not have to be replaced if it floods (MC cable.)

Eben suggested removing the wording about possibly paying upfront and just making the terms net 30 or not 60. Krystal said based on her history with contractors they will want something upfront to secure their work. She has never heard of a contractor just showing up with no guarantee of payment. Eben said the contract is the guarantee. The contractor can order materials and then bill for them as soon as they are ordered. Beth said she thinks it is different with a residential customer than with the town as a customer. Duncan said he thinks there is no harm in having the wording that the town could consider making partial upfront payment if the contractor requests it. He has a feeling it will be hard to get a contractor. Smaller contractors may be more likely to want upfront payment to cover their material costs. Eben said he will not approve giving money to a contractor for them to order material. Beth said she tends to agree.

Duncan said this calls for a 4-year warranty. Is that standard? Eben said he has seen warranties of that length. The customer pays extra money for it but no one ever comes after the contractor after a year because Vermont state law only calls for a one-year warranty period. The customer and the contractor can agree to a longer warranty but enforcing it would involve going to court. Would we want to pay \$1,000 to go to court if we have a problem with an outlet? There would be no point. Are we even going to remember 3 years from now that there is a warranty when different people are on the library trustee board and the selectboard? Jessica Bickford said she would be comfortable with a 1-year warranty.

Eben moved and Shayne seconded to approve the library electrical work bidding specifications with the following changes: warranty period of one year, payment terms of net 30, and requesting MC cable and not allowing Romex cable.

Scott Meyer asked if the library building needs a substantial damage determination. Carl recalls that the library is a contributing structure in a historical district so it is not subject to the substantial damage determination.

Beth commented that there has been discussion around filling basements as mitigation. Duncan said that is something that should be considered.

The motion was passed.

The board reviewed the general contractor bid specifications. Carl said the technical specifications are organized by type of work being done. There are 11 different types of work. The building had blown-in insulation worked on recently. When the wainscoting and shelving was removed, that allowed some insulation to fall down. So the library wants the contractor to go up into the attic and see if insulation has settled and needs to be refilled. Spot repairs to sheetrock may be needed because of the electrical work upstairs but most of the sheetrock work is downstairs. The activity room needs to be repartitioned and the small enclosure around the water heater needs to be sheetrocked. The activity room needs to be painted. The wainscoting has been salvaged and is in storage. The plan is to reuse it to the extent possible. If more is needed the contractor would have to propose a product to substitute and a finish to go onto it. The bookshelves also have been saved and are in storage and will be reused to the extent possible. The sliding door separating the right front room from the children's room will not close now. We are asking the contractor to look at that. We are not necessarily saying it has to be repaired but maybe they can suggest something to make the door work. Some baseboards have been salvaged and can be reused. Some of the outlets were installed in the baseboards and we are asking the contractor to try to put pieces of baseboard back where they were so they will match up with the outlets.

Beth asked, we are putting the outlets back on the baseboards? Carl said his thought was to leave them where they were. If we raise them up then they will be behind the books on the shelves where they will be harder to use. Now they are below the books. Eben said he likes the idea of keeping them where they are.

Jessica said the Vermont Preservation Trust said because the building is historic we should try to salvage as much as possible. Mark asked if they will ask that the building be replastered or if they will allow sheetrock. Jessica said she hasn't heard they are asking us to replaster. The building is not on the historic registry so she believes we have more flexibility. But it is a historic building.

Duncan said he is not seeing anything that says we have the right to accept or reject all bids. He thinks that language should be in there. Without that we are potentially open to having to accept a bid we don't want to accept. Another thing is that if a contractor is looking at the specs and sees holes they will submit a low bid and then put in requests for significant change orders. That is a problem with putting together a detailed spec rather than asking for proposals.

Mark said this is all FEMA reimbursable. Duncan said first our insurance will pay. Carl said we don't know yet how much they will pay.

Eben said he agrees about the possibility of change orders but the trustees are the ones that put this together. He doesn't want to rewrite the whole thing. Duncan said we could take a different approach and have contractors submit proposals rather than respond to technical specifications. Beth said we could also say that any additional work beyond a certain amount must go through an approval.

Jessica asked how it works if the bid was based on being able to reuse the materials but they can't all be reused. Eben said we should just request an add alternate to supply wainscoting and if they

can't reuse the salvage material then we use the add alternate quote. Beth said that is one possibility. A cap on change orders is another.

Carl said if we ask contractors to provide proposals that is a lot of work and they may not want to put that much work into a detailed proposal with the amount of other work available now.

Beth said since part of the work needed is insulation and cold weather is coming it may be best not to delay.

Eben moved and Shayne seconded to post the RFP for the library work with the general contractor bidding specifications changed as follows: warranty period changed to one year, payment terms changed to net 30, language added giving the selectboard the right to reject any and all bids along with any other standard language used in past RFPs.

There was discussion about where to post the RFP.

The motion was passed.

Eben moved to amend the bidding specifications for library electrical work to add language giving the selectboard the right to reject any and all bids along with any other standard language used in past RFPs, Shayne seconded and the motion was passed.

11. Discuss Plan for Holding a Flood Response Debriefing

Eben asked if some or all selectboard members can get together and discuss events and get a flow diagram outside of a public meeting, since it is technically planning for a meeting, and then have a public meeting. Shayne asked if the purpose of the debriefing is to update the public. Beth said that is part of it but we have to document everything that happened. Duncan asked, this is for our benefit, so we know what to do better next time? Beth said yes, and also we need some of this for FEMA documentation. She thinks she and Eben need to sit down and document the first 48 hours of the flood. After that there are some other things that need to be documented for FEMA.

Scott said there are two terms commonly used for discussion after an event. One is "hotwash," which is basically what Beth is talking about. It usually involves a whiteboard or sticky notes so people can record everything they did. There is usually a facilitator. After that is done there is an after-action report where everything from the hotwash session is reviewed and put into a report that everyone agrees on. FEMA would understand that terminology. The hotwash would happen first. During the hotwash everything that happened gets written down. Beth said she thinks we can do the hotwash in sections.

Mark asked what the goal is. Beth said one is to get everything out so we don't forget it. Another is to document for FEMA and another is to learn for the future.

Jeff said he thinks the board will need two meetings for this. Beth agreed. Jeff said he would be happy to help facilitate.

The board agreed to have the first flood debrief on September 18. There was discussion about who should be involved.

12. Debris Pick-Up

Carl said we just got notification today from the state that debris pick-up is scheduled for tomorrow. He put a notice on Front Porch Forum and asked for it to be posted on the town website. Beth said she hasn't put it on Facebook yet. Carl said the state pick-up coordinator has the list of properties that were flooded and will drive all those roads. The state was asked to do two pick-ups – one this week and one in two weeks.

Mark said he got a call today from the Secretary of State. A group of 10 carpenters are looking to come to town. Does anyone have a sense of where they are needed? Beth asked if they are billing. Mark said no. Shayne said he thinks they are looking to work for a non-profit. Carl suggested directing them to United Way. Beth agreed Mark should do that.

Duncan asked if we are planning to decide on an end date for debris pick-up and post it. Beth said she thinks we previously decided we should end around mid-September. That is when the second state pick-up is scheduled. We can tell people that date. She would suggest saying everything needs to be out for pick-up by September 17 but not saying how many more pickups there will be. We can ask for more if it is warranted. She is thinking we might have one more after the second one.

Scott said he was talking to someone who had previously gutted their house and thought they were finished and then they were told that some areas are still damp and they have to go higher with what they remove. Other people may find out in the future that they have to tear out more. Will that be the homeowner's responsibility? Beth said she doesn't know the answer. Eben said if they qualify for FEMA individual assistance and the contractor bids the work whatever needs to be done will be reimbursable if it is part of the project cost. Beth noted that FEMA reimbursement will not cover their entire cost. Eben said we may not get 100% reimbursement either. At what point do we say what we have done is enough? What we have done has been paid for by all taxpayers. Duncan said he thinks we need to be clear and set a date and stick to it. He has an issue with asking all taxpayers to pick up the cost.

Eben noted that the state will not take hazardous waste or tires when they pick up. We are still on the hook monetarily for those. Duncan asked if Carl got verification that the state will be responsible for disposal costs. Carl said yes

Scott said the state was trying to come up with something for mobile home demolition and removal. Has anyone heard about that? Carl said yes, part of the money Subaru gave is going toward mobile home demolition and removal. He has not heard details. It may be that Vermont Emergency Management is dealing with it based on homeowners submitting interest in a buyout. We have been telling people that they should submit their information if they are potentially interested in a buyout. It doesn't commit them.

Carl said there have been quite a few responses to the letter that went out about tax abatement from people who are intending to apply for abatements.

13. Sterling Market Meeting

Carl said the meeting on Sterling Market is scheduled for Wednesday at noon. It involves state officials, Pomerleau Real Estate, Associated Grocers and the town. Duncan said he is planning to be there. Scott said he is too.

Duncan said Ernie Pomerleau has no interest in trying to move or relocate the building. He made it clear that that is not on the table. He said if the community desires he will raze the building and donate the property as green space. As soon as he moves the footprint of the building he becomes subject to Act 250 and floodplain regulations. That would basically put the building financially out of reach for a small grocery retailer the size of Sterling Market. His theory and the theory of Associated Grocers is that there is a price per square foot that a market that size can afford and that if the building had to be relocated the price per square foot would go up to an amount they could not afford. Pomerleau is trying to look at measures to floodproof the existing building to a height of 5 feet. He is talking about millions of dollars worth of investment to get to that point. He is fully cognizant that those efforts would not have been adequate in this flood but his perspective is that the building would have been protected in the vast majority of floods in the last 50 years. He is also talking about putting in huge sump pumps. Duncan talked with him about the industrial park and he said that in order to build a building suitable for that type of business his rental rate per square foot would exceed the ability of a small retail grocer to pay. Mark said this area is not big enough to support a bigger business. Duncan said Ernie is talking about an investment well above what he anticipates being able to get out of it. It seems to be a philanthropic move on his part to rebuild in this location.

14. *Municipal Building Vault*

Carl said there were papers on the lower levels of shelves and file cabinets that got wet during the flood and nothing has been done with them. They are still in file cabinets. Servpro did not wipe down the vault. He thinks all the shelving and file cabinets on the first floor should be wiped down. With the clerk's absence someone needs to take the initiative to start sorting through the papers and decide what needs to be salvaged. Beth said it looks like some of the listers' files could have been affected too. Carl said the listers have not said anything to him about their office, but that could be. Duncan said he thinks most of the listers' records are also available in digital format. Carl said historical cards can be very helpful in doing research even if records are digitized. One option could be to scan them and save them that way.

Beth asked if Carl knows who can review what needs to be done. Carl said the Secretary of State's office can give the clerk's office some advice about how long certain records need to be kept. Someone from the town needs to determine if any other records should be kept. He doesn't know if one of the assistant clerks should take on that responsibility. He suggested maybe a list could be made of documents that are proposed to be disposed of and the clerk and selectboard can review it. Duncan said it is Rosemary's responsibility. Carl said maybe someone in the office can start making a list and run it by Rosemary. Duncan said when Rosemary is out Susan is the clerk. Beth said she thinks Susan has authority in Rosemary's absence. She suggested talking to her as a first step. As a second step maybe we can ask the cleaners if they can do wipedowns of shelves and cabinets.

Beth asked if anyone has looked under the plastic on the desks. Carl said he is not aware that anyone has. Beth suggested getting a dehumidifier. Carl said there are already two running all the time.

15. *Substantial Damage Determination*

Carl said we are going to try to meet with someone from the floodplain protection and river corridor program on Wednesday. We need to find out the status of their inspections here in town. There is no sense duplicating what they have already done.

Beth said Rebecca Pfeiffer said on August 9 that it would take about 2 weeks to get all of the inspections in the 100-year floodplain and out of the historic district done and then after that they would look at buildings outside the 100-year FEMA flood map floodplain and that would take a few more weeks. She said that people who were flooded will get a letter. Carl said we were looking at sending people a letter to let them know if the substantial determination process does not apply to them.

16. FEMA

Carl said he had forgotten to print the report Ron sent this afternoon. Duncan said he read it and didn't see anything that required board action. It seemed like a summary of his activities. Carl said he and Ron are meeting with FEMA tomorrow. They have 5 hours blocked off for it.

17. Riverbank Mitigation Grant

Beth said we have an opportunity to send in a letter of intent for a USDA riverbank mitigation grant. (*Jessica and Jeff left at 9:02.*) Eben read some information about the grant. The USDA Natural Resources Conservation Service may bear 75% of construction costs of emergency measures within limited resource areas as identified by US census data. The remaining cost must be borne by the sponsor. The town can be a sponsor and can ask the person being sponsored to pay the 25%. The letter of intent is due by September 6.

Carl said the program allows for two possibilities. It can be used to help a private property owner, in which case they suggest that the town would form an agreement with the property owner that the property owner is responsible for the 25% match, or it could be a municipal project and then the town would be responsible for the 25%. He talked to Jason about town property where there are issues. Jason informed him that the state has basically fixed the section of rail trail by River Road East. Another area Jason mentioned is the Class 3 section of Lendway Lane. There is erosion starting at the riverbank that Jason said is maybe 15 to 18 ft. high by 350 ft wide. That is on the list of areas FEMA will inspect tomorrow. We might consider applying for this grant to help reduce the town share of that repair work. Jason also mentioned homes that lost a lot of land due to erosion from flood waters. This grant program could be used to stabilize the riverbank on their properties. Beth said there are a lot of properties on Railroad Street and Route 15 that have lost many feet of land during different events.

Beth said she feels like we should ask if there is an option for an extension. We just got the email about this opportunity very recently. We are a significantly hit community. This does not give us sufficient time to reach out to all property owners equitably. She thinks it is worth asking if we can have more time to reach out to property owners.

Duncan said it sounds like if a private landowner wants to apply the town would have to be a sponsor. He doesn't know what that means, for instance with regard to permitting. He doesn't want to spend money for that. If the erosion on Lendway Lane is threatening our road the stream alteration department will give us a waiver on requirements. He doesn't see any harm in sending a letter of intent using the Lendway Lane project as a potential project. He agrees that if we can get an extension that is great. Beth said we should get an extension, we should find out what it means to be a sponsor and we should support residents if it doesn't make us directly liable.

Duncan moved to ask if the town can get an extension to submit a letter of intent for a USDA Natural Resources Conservation Service riverbank mitigation grant, ask what it means to be a sponsor for private property and, if we cannot get an extension, to submit a letter of intent for Lendway Lane, Shayne seconded and the motion was passed.

18. Update on Photo Storage Conversation with The Tech Group

Shayne said we had talked about photo storage for pictures of flood damage. He spoke with The Tech Group and asked if they had any specific software they recommend. They do not. The person he spoke to cautioned about any photo storage being a potential avenue for people to upload content we do not want. He was not able to say whether any having any of that content on our server would cause liability for us. He said that is a question for a lawyer. One workaround he suggested was to create a separate email address for that purpose and send an email link to people who want to upload photos. It would be a one-time link only usable by the person it was emailed to. That would remove anonymity. Beth asked if he said anything about software that monitors content. Shayne said no. As far as town employees who might be subjected to something questionable, he said it is a question for lawyers whether we are liable in that case. He didn't suggest using software to monitor. He thinks it would have to be monitored by a human. Shayne thinks the workaround suggested gives us the ability to at least know who is uploading photos. The Tech Group contact suggests that if we use something like Dropbox we can require people to log in with a registered email.

Eben suggested just having people use a hashtag. Beth said she already has created a hashtag (#05656flood.) Shayne said he has noticed people adding it to their photos.

Beth said she wonders how much we need more photos. She doesn't want us to be hosting them. Shayne said The Tech Group said they don't offer that as a service. Beth asked Carl to ask Ron if there are specific types of photos he needs. She can reach out to some people who probably took pictures.

19. Executive Session

Eben moved to enter executive session under 1 V.S.A. Section 313(a)(3) for discussions on current contract negotiations and a future contract negotiation, Duncan seconded and the motion was passed at 9:25. The board consented out of executive session at 9:57.

Shayne moved to extend an offer of employment for Community Economic Development Specialist contingent on satisfactory background and reference checks, Duncan seconded and the motion was passed.

The board discussed needing to have budget discussions and look at all the big ticket items.

20. Adjourn

The meeting was adjourned at 10:07.

Minutes submitted by Donna Griffiths