



**TOWN OF ROCKY HILL
FINANCE COMMITTEE
MEETING MINUTES/MOTIONS**

In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.

NAME OF PUBLIC BOARD OR COMMISSION	Board of Education Finance Committee
DATE MEETING AGENDA POSTED	September 4, 2009
LOCATION	Training/Conference Room
DATE OF MEETING	September 8, 2009
TIME MEETING STARTED	7:30 p.m.
PERSON PREPARING MEETING MINUTES	Jo-Anne Booth, Recording Secretary
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MEMBERS PRESENT AT MEETING

1. Rene (Skip) Rivard, Chairman	2. Maria Mennella
3. Catherine Vargas	4. Also present: Superintendent Dr. Jeffrey Villar
5. Finance Director Frank Connolly	6. William MacDonald (Chairman of Bd. of Ed.)
7. Nadine Bell (Bd. of Ed.) (Entered at 7:31 p.m.)	8. Charles Wisnioski

NUMBER REQUIRED FOR QUORUM 2 QUORUM PRESENT Yes No

TEXT MOTIONS AND RESULTS VOTES

1st MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn the meeting at 8:15 p.m.

**FAVOR: ALL
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)

ACTION

CORRECTION(S) (will be attached if available)

TIME MEETING ADJOURNED: 8:15 p.m. .

TIME DELIVERED TO TOWN CLERK: .

Town of Rocky Hill
Board of Education
Finance Committee Meeting Working Notes
September 8, 2009

A Finance Committee meeting of the Rocky Hill Board of Education was held on Tuesday, September 8, 2009 in the training /conference room. Chairman Rene (Skip) Rivard called the meeting to order at 7:30 p.m. Present were: Maria Mennella and Catherine Vargas. Also present was Superintendent Dr. Jeffrey Villar, Finance Director Frank Connolly, William MacDonald (Chairman of Bd. of Ed.), Nadine Bell (Bd. of Ed.) (Entered at 7:31 p.m.) and Charles Wisnioski (Bd. of Ed.).

1. Budget Timeline

Superintendent Dr. Villar said they thought it would be most appropriate to bring the budget timeline to the Finance Committee first. Finance Director Connolly passed out a copy of this document to everyone. Superintendent Dr. Villar said they want to make sure that this fits with the Finance Committee and then they would like to move it to the Board of Education next week to finalize it so that they know where they are headed. This is a slightly different format. This budget timeline has been put into a table. The tables show who they feel is going to be responsible for this.

Superintendent Dr. Villar referred to the Capital Improvement Plan (CIP) in the budget timeline and he said the dates of October 26, 2009 and November 6, 2009 that are listed are speculative dates. They are thinking they will need some Committee time so they are seeing if they can schedule some meetings and build these into the calendar. They would like to have the CIP adopted and approved by the beginning of December. Chairman Rivard said these dates are right at election time. Superintendent Dr. Villar said they had considered this as another issue. He and Finance Director Connolly had talked about this today. There are two ways to look at this. One is that they have a core group of people who are familiar with everything on this list and they have been through it. It is conceivable that this could be done before November. Another way is that they might want to wait to let the new group of people look at it after the election. There are advantages to both lines of these thoughts. Superintendent Dr. Villar said the only significant disadvantage is that when they move on this later then this will be either close to the budget deliberations or part of them. This could become a distracting factor then but he said this is an important piece of the budget.

Mr. Wisnioski asked when the normal swearing-in date is after the election. Mrs. Bell said it usually is in mid-November. Superintendent Dr. Villar said they wanted to include the CIP in the budget timeline because it is an important part of it.

Superintendent Dr. Villar said it is unclear as to whether or not they want to make the January Board of Education meeting part of the budget deliberations. This had been done last year. Right now, the dates of January 14, 2010, January 21, 2010, January 26, 2010 and January 28, 2010 are devoted to the budget. The adoption date would be on February

11, 2010 and this would allow them to meet the mandatory Town Charter timeline of February 15, 2010 with regards to getting the budget over to the Town Manager. Later in March, Superintendent Dr. Villar said he would be presenting the budget to the Town Council. He said there is room for another budget workshop or two, if it is needed, and that would be during the week of February 4, 2010.

Superintendent Dr. Villar asked everyone if they had any questions. Chairman Rivard asked if something similar to this budget timeline was given to the staff and the administration for their feedback. Superintendent Dr. Villar said they will get this budget timeline. There also is a meeting that is planned with them in early September. One of the areas that they really want to shore up is the area of the object descriptions. He is giving a directive to all of the building personnel telling them as they begin to compose their budget for the departments that the narrative text has to be a specific explanation. The process has been changed electronically and the documents will be in spreadsheets that will be transmitted and worked off of. This will actually reduce the work later on and it won't be recreated over and over again. He said they do need to have a good understanding of how each line item in the budget is composed so there will be the granular detail built in when they come to deliberation. This was a flaw last year. They want to be comfortable with the explanation. He wants this enhanced this year so that it goes through smoother.

Superintendent Dr. Villar said this budget timeline can always be changed. Mr. MacDonald said it is logical and seems to flow. Superintendent Dr. Villar told the members of the Finance Committee that if they are okay with this then this will be put on the Consent Calendar for the next Board of Education meeting.

Mr. Wisnioski asked Superintendent Dr. Villar if there is room in the budget timeline to consider facilities perhaps coming back to the Board of Education seeing there has been some discussion about this or he asked if this is not likely to happen in the next budget year and if it would take more than the next ninety days to sort out. Mr. MacDonald asked Superintendent Dr. Villar if he would need action first from the Board of Education in order to determine what he would need to do. Superintendent Dr. Villar said the Board of Education would have to absolutely determine that it wants to take the facilities back. If it does, he and Finance Director Connolly would need time to sit down with the town in order to really "digest" the actuals that would go with this. Superintendent Dr. Villar mentioned what his concern is. There would have to be significant dialogue with the Town Manager. Superintendent Dr. Villar thinks this could be done.

Mr. Wisnioski asked if Finance Director Connolly could do an alternate "A" and "B" but if he does this then it would definitely complicate their jobs. Chairman Rivard asked if this wouldn't be a significant amount of work for a presumption. Mr. Wisnioski said at some point in time that this would have to be confronted. Chairman Rivard said it might not even be during this budget period because it is a long process to take back the facilities. Superintendent Dr. Villar said the Board of Education budget would change significantly in the year that they take the facilities over. A large amount of resources

will be shifted over to the Board of Education side and it will have “X” million dollars more. The amount on the town side will drop.

Mr. Wisnioski referred to some of the logical questions. He said they know that Finance Director Connolly is going to be replaced. Mr. Wisnioski explained more and he said this is at least worth starting so they can begin to plan for personnel in the future. He asked if the logical way to do this would be for this to become effective on July 1st. They know this isn’t going to be done during the remaining part of this fiscal year if they are planning this. He thinks this is a significant part of what the Board of Education may do and he thinks this would go a long way in making the schools better. Chairman Rivard wondered if this is appropriate to do when they are prepping for the budget or if they should make this an item when the budget is “put to bed”. Superintendent Dr. Villar said this is so related.

Finance Director Connolly said if an item is made after the budget is “put to bed” then there would be a transfer from the fiscal year of the authorized appropriation from the town side to the Board of Education side. He and Superintendent Dr. Villar have gone back and forth on this to see whether it can even be looked at incrementally and if they can start to look at taking over the management side of this in the current fiscal year recognizing that all of the money for this is still on the town side. Finance Director Connolly said they could phase this in a little like this and the next step would be the transferring of the appropriations into the Board of Education’s budget which would be major policy decisions both on the town side and on the Board of Education side.

Superintendent Dr. Villar referred to Mr. Wisnioski’s point about personnel and he said it is very valid. Finance Director Connolly is staying on until the end of this year and if they are planning on putting the facilities into the Board of Education then it will impact the type of person and skill set that is looked for in that position. This is the right time to get a direction at least.

Mr. MacDonald told Superintendent Dr. Villar and Finance Director Connolly that he thinks the Board of Education needs to set some direction on this and then they will look towards them on giving a plan as to how they would implement this. Mr. MacDonald said he would wait until the September Board of Education meeting or the October one to see what happens.

Chairman Rivard asked if the discussion about the possibility of the Board of Education taking facilities over has been held with the Town Manager. Mr. MacDonald said they have to be careful because this item is not on this evening’s agenda. Chairman Rivard said this is part of the budget and Mr. MacDonald said that it isn’t. Superintendent Dr. Villar explained what his fear is. Mr. MacDonald said all of the Board of Education would have to discuss this first. He said that Town Manager Gilbert has said in the past that the Board of Education should take over the maintenance of the schools Superintendent Dr. Villar agreed. Mr. MacDonald thinks as a Board of Education that they need to come together to know what direction they want to go in, either “nay or aye”, and this needs to be embedded within the budget. Superintendent Dr. Villar thinks

a step might be that the Board of Education has to say that they would like to take the facilities back and they would have to write a letter. Mr. MacDonald said there is a lot of work behind this. Superintendent Dr. Villar said the big problem is the money side of this and this might be nothing more than doing a letter to the Town Manager to initiate this process. He said he would be happy to follow through on this.

Chairman Rivard said as Mr. MacDonald had mentioned that this is not part of their agenda. Mr. MacDonald said they have to be careful. Chairman Rivard said this issue could be somewhat discussed under Item # 2 on this evening's agenda (Budget Assumptions) but he thinks they have a lot of work to do before they get to this. Mr. MacDonald agreed.

Chairman Rivard asked Mrs. Vargas if she had any thoughts or comments. Mrs. Vargas said she was listening.

Superintendent Dr. Villar said they will bring the item of the budget timeline to the full Board of Education. He mentioned again that any of the dates on this can be changed.

2. Budget Assumptions

Finance Director Connolly passed out a document with regards to this to everyone. Superintendent Dr. Villar said they thought it would be very helpful if they got some direction from the Board of Education as far as assumptions or priorities to work on as they look at the budget anticipating this is going to be a very difficult budget season.

Mrs. Vargas said the kind of things listed on this document had been in the Board of Education directives for the budget in the past. She remembered these words and she said this wasn't anything new. Finance Director Connolly said it had been called the budget charge. Mrs. Vargas said this had been part of the budget charge. Superintendent Dr. Villar said they are looking for parameters as he sits down with the administrators so he can give them a direction and so that he can be somewhat secure in knowing this is what the Board of Education is intending for them to look at.

Chairman Rivard referred to Item # 3 on this document where class size policy is mentioned. He asked if it would be redundant if they had something to maintain the class size policy as had been previously determined by the Board of Education.

Superintendent Dr. Villar said they tried to come up with global guidelines. He knew from his one and a half years here that the class size policy is an important piece and he knew that the course offerings and the curriculum have always been important. He said as he is forming the budget that he is trying to figure out how the maximum exposure can be offered and how the class size within the policy can be kept reasonable. The Board of Education can then knowingly make cuts that end up with larger class sizes if this can't be made because the budget requests are too large. Superintendent Dr. Villar said he doesn't want to create a budget that violates the Board of Education's policy.

Mrs. Vargas referred to Item # 4 on this document with regards to maintaining the current level of instructional supplies and she thinks this should state appropriate levels instead. She explained more about this and Superintendent Dr. Villar said that was perfect.

Mr. Wisnioski referred to Item # 3 on this document. He assumes that whenever they get a new superintendent and whatever new staff the superintendent brings then the theories change and one policy for class size shouldn't fit everything. He gave an example. There is the issue as to whether or not quality instruction is being avoided if it is said that the classes should only be one size. He asked if the best and the most instruction of the things that the students have to have is being given to all of them. He asked how they can manage their physical resources and their academic ones as well as the demand for classes. He told them that they don't want to just be fixed on class size. He also said that this may be more important at the elementary level than it is at the high school level.

Mrs. Vargas asked Mr. Wisnioski if they should word this as appropriate certified salary too as opposed to maintaining. Mr. Wisnioski said yes. Mrs. Vargas said she would personally like to stay within the parameters that they set but it would be fine if the curriculum would be able to be taught in a little larger lecture series. She told Superintendent Dr. Villar that appropriate certified salaries would give him the out if he could prove or present to the Board of Education an option where a position can be eliminated. Superintendent Dr. Villar said this would follow the spirit of what the guidelines are supposed to be about and it gives it good flexibility. Mrs. Vargas said there would be this option if there is a certain area where there are fewer students even though they don't want to cut people. She said this could be presented to the Board of Education for something they can think about. Superintendent Dr. Villar said this would be instead of having to cut a position somewhere so that they don't have twenty-four students in a class instead of twenty-two students for example. Mrs. Bell said these aren't mandates and that they are guidelines. Mrs. Vargas said this should be around the resources too and this gives them the flexibility of moving positions around also. Superintendent Dr. Villar said they could have more students in a class for team teaching and they could still meet the spirit.

Chairman Rivard confirmed that there was no need for this item to also go to the Consent Calendar for the Board of Education meeting. Superintendent Dr. Villar said no and he said this is more to give them an understanding of what direction they are heading in as they put the budget together. They will have more information on the status of the economy, etc. when they come to deliberations. This will drive what they want.

Chairman Rivard asked if this document will be distributed to the rest of the Board of Education. Superintendent Dr. Villar said they will edit it and it can be included in the packet for the Board of Education.

Mrs. Vargas told Superintendent Dr. Villar that she didn't know if he wanted to preface this by stating in the past that he has had the budget charge and this year he has decided to separate this into documents. This will focus more on the assumptions and the timeline. It was always one verbal document and it got lost.

Superintendent Dr. Villar thanked everyone and told them that they were very helpful.

3. Finances & Direction of Future Health Insurance

Finance Director Connolly told everyone if they have been following what has been going on with the state budget that it is a very scary one. The one time revenues in the state budget are almost four billion dollars. The Board of Education's budget is based on federal funds and the ARRA funds coming in. The Board of Education is in the same timeframe as the state is. Unless there is a renewal of the program, the federal funds are going to disappear two years from now. This affects the federal funds that the Board of Education has in its current budget. It affects \$400,000 of ECS money. It also affects the monies going to the state and coming down to the local government. They got through this relatively unscathed this current year. This coming budget year is not going to "be a picnic" and the following year could be really nasty unless this state has a major turnaround in regards to Fairfield County, balancing the budget and the income tax.

Finance Director Connolly said he and Superintendent Dr. Villar spent a lot of time trying to figure out what areas they need to start looking at in the budget. Health insurance is one of the big expenditures in the budget. They have already started to make some minor changes where they could in health insurance. Some of the wording is being revised in the new contracts for the staff who are under contract (i.e. IT Director and technical people). The wording provides flexibility if there are changes in health insurance and possibly in the carrier.

Finance Director Connolly finds it interesting that the Board of Education has CIGNA as a health insurance carrier. The town has Blue Cross/Blue Shield. The Board of Education has its Agent of Record and the town has its Agent of Record. Between these two, over \$100,000 is being paid in fees for the health insurance Agents of Records.

Finance Director Connolly thinks some ideas they need to start looking at are that they need to start looking at talking with the town officials with regards to health insurance and whether they want to work closer with the town to see if they can combine with one common insurance carrier and possibly one common insurance agent. He said maybe they can look at the issue again of self insurance. They need to start to explore if they can work closer with the town in combining one insurance agent and one carrier. This process is not a quick one. A lot of collective bargaining agreements would have to be relooked at, etc. He thinks that now is the time to start looking at this because it is such a large part of their budget. Other towns are starting to look at a coalition of union members to have them sit down to look at the insurance packages as a whole to recognize if significant savings can be made in the health insurance.

Finance Director Connolly said this was why this item was on this evening's agenda. He told the Board of Education if they could give them direction as to whether this is something that they want them to start exploring then they can start having a discussion and dialogue to start mapping out how this might be approached.

Superintendent Dr. Villar said they got language that allowed them to make changes when they had their last negotiation round with the major unions. It is his understanding from some casual conversation that he has had with Town Manager Gilbert that she has similar language with her groups.

Chairman Rivard asked if anyone knew the history of why these are separate. Mr. Wisnioski said he had been on the Board of Education when there had been self insurance. There had been a big mess when the custodians left. He said the town always was the town. There was always conflict historically and he didn't know when this started this way.

Chairman Rivard asked Finance Director Connolly if typically the Boards of Education go along with the towns in most towns. Finance Director Connolly said there is generally one carrier and the billing can be divided up. Chairman Rivard said the town didn't want the Board of Education in the past because their loss ratios were very high. Mr. MacDonald said they look at this as two town pools versus one. He said for them to do anything that they can to analyze this and to push it. Mrs. Bell said there are going to be ebbs and flows in any given year as to what side is dragging the other side down but it is going to change.

Finance Director Connolly said the Board of Education has stop loss insurance. He knew that the Board of Education had self insurance years ago and he didn't know what happened with that. He said they didn't want to start having a dialogue with regards to this with the Board of Education getting caught off base. Mr. MacDonald told them he thinks they would be negligent if they didn't, knowing that there are positive savings.

Mrs. Bell asked Finance Director Connolly if they will also be looking at HSA and he said they have a HSA which is in the teachers' contracts. Mrs. Bell asked about them really trying to push this. Finance Director Connolly told Mrs. Bell that she raised a good point and he said one of the problems they have is that there are twenty-four individual plans on the Board of Education side. The HSA got introduced this year and they had a lot of after school meetings with the teachers so they could explain what it was. There were two people who signed up for it and both of those people were retirees.

Finance Director Connolly said the premium cost share for the teachers is approximately 15% to 16%. Family coverage is hitting \$25,000 per year. The cost of health insurance is really becoming very significant from both the employer and the employee side. Mr. MacDonald said this is the same thing in the public sector. Finance Director Connolly said there is also the whole question of service. There are a variety of things involved.

Chairman Rivard asked if they could get an update with regards to what is happening with the retired insurance situation. Superintendent Dr. Villar said Chairman Rivard was talking about the consolidation of the plans and he said they are going to prepare a complete report. A brief discussion took place about this.

4. Tuition for Hartford Host Magnet Schools

Documents were passed out with regards to this. Superintendent Dr. Villar said they are hoping there will be good news coming out of the legislature with regards to there being funding for this but he hasn't gotten confirmation so he said he was going to be cautious and assume there is no funding for this. He and Mr. MacDonald were scheduled to go to a meeting tomorrow at CABA for the Board Chairs to discuss the magnet school funding.

Superintendent Dr. Villar referred to the Excel spreadsheet that listed the Hartford area districts. They have all received estimated bills from the Hartford public schools for the tuition of students who come from the districts and attend Hartford's magnet schools. He explained how the Hartford magnet schools came into existence. The districts where the students live who attend these are being billed \$4,600 per student for the tuition. He referred to the districts that are listed on the Excel spreadsheet and he said those districts almost uniformly stated that they aren't supposed to be billed because all of this is part of the Sheff v. O'Neill initiative and that it is the state's responsibility to pick up the tab on magnet schools. This came to a head when Bloomfield and Manchester in particular were very vocal about their refusal to pay and they wrote official letters which they sent to Hartford. The tuitions for these towns are well over one million dollars.

Superintendent Dr. Villar referred to the copies of the letters he just passed out. Mr. MacDonald told Superintendent Dr. Villar that he had sent these letters to them before in a separate e-mail. Superintendent Dr. Villar said the Commissioner's position is that the tuition has to be paid and the districts' positions continue to be that they are not going to pay the tuition. This Board of Education received a bill for \$161,000 for this and this is not in their budget. In his conversations with Mr. MacDonald, he had suggested that they wait to see what happens with the state and also wait to see if any other documentation is received that requests the funds or indicates that this Board of Education is going to be billed and then he can bring it to the Board of Education. Superintendent Dr. Villar said he received an estimate again last week of \$161,000. He said he would be happy in joining the ranks of other superintendents in saying this Board of Education isn't interested in paying this bill right now. He is hopeful that this is all for naught because the state has taken care of this.

Mr. Wisnioski asked if the legislature is in session now to finish the budget. Superintendent Dr. Villar said yes. Chairman Rivard asked what the recourse is. Superintendent Dr. Villar said he had a conversation with their legal representation. Shipman & Goodwin represent three-quarters of the towns that are on the Excel spreadsheet as well as Hartford. Shipman & Goodwin would have a conflict if Hartford was to take action against Rocky Hill or vice versa. Superintendent Dr. Villar doesn't know if the Commissioner's position about them being obligated to pay will hold. There are some members of the legislature who say this is a state issue. The Co-Chairman of the Education Committee has been on record stating that the state should pick this up. This is a big issue and there is uniformity.

Mr. Wisnioski asked Superintendent Dr. Villar if he had said that they were down about one hundred and twenty students with regards to the first day of enrollment in this town. Superintendent Dr. Villar said it appears to be this way but October 1st will be the formal day. Mr. Wisnioski asked out of this one hundred and twenty student difference, how many students they have in the Hartford magnet schools. Superintendent Dr. Villar said there are approximately thirty-five. Mr. Wisnioski confirmed that this is other than CREC and other than GHAMAS. Superintendent Dr. Villar said that was correct and he thinks that magnet schools account for a lot of these students. Mr. Wisnioski asked how many Project Choice students there are this year. Superintendent Dr. Villar said there are twenty or twenty-five students.

Superintendent Dr. Villar said the superintendents have pointed out that the whole system is not working. Mr. MacDonald asked Superintendent Dr. Villar if this district was to send a student that required Special Education services to the host magnet school if this district would also have to pay for that in addition to this. Superintendent Dr. Villar said yes. Mr. MacDonald asked if this is happening and Superintendent Dr. Villar said this district is billed frequently from Hartford for Special Education services. Superintendent Dr. Villar said this district's Special Education's Director has told him several times that in her estimation, the fees that are charged for the services are quite extraordinary. They feel that they can do this much cheaper here.

Superintendent Dr. Villar said there are some inequities that seem to exist. There have been proposals put forth. Hartford area superintendents have said to let the money follow the student. He explained more. He said there hasn't been any consensus as to what it costs to educate a child in the Hartford area. From district to district, this does vary significantly.

Chairman Rivard referred to when Superintendent Dr. Villar had said it can be done much better here and he asked how they can follow up on that. Superintendent Dr. Villar said they can't. Once a student goes to school in Hartford, this district is obligated to pay their Special Education services. Chairman Rivard said he understood this and he asked if they can follow up with any communication to the parents about the facilities that Rocky Hill has here versus what is happening in Hartford. He asked if these students are district students if they go there. Superintendent Dr. Villar thinks that under the state database, their ID number (SSID) still comes to this district because it receives ECS funds. This student's nexus is here so that is how this district gets the Special Education bill.

Superintendent Dr. Villar said the initial dilemma is that this district is anticipating a \$161,000 bill for these tuitions. They remain slightly hopeful that the state will take care of this but if they don't then at some point he is going to need some direction from the Board of Education as to whether they should pay it or not. His directive to Finance Director Connolly was to not pay anything until they hear from the Board of Education. Mr. MacDonald said this isn't the question right now and the question right now is that they have to wait and see what happens with the state. He told Superintendent Dr. Villar

he can then come back to them for action from the Board of Education to direct him as to whether to pay or to not pay. Superintendent Dr. Villar said that was correct.

Superintendent Dr. Villar said the Hartford area superintendents' meeting is on Thursday. The Co-Chairman of the Education Committee will be attending that so he will hear from him to see if there is a different perspective and they can go from there.

Mr. Wisnioski said the idea of magnet schools exists in many other municipalities in this state and he asked if this issue is common. Superintendent Dr. Villar said that this is unique because of Sheff v. O'Neill due to the fact that it was against Hartford public schools desegregation. The plaintiffs are monitoring the desegregation of Hartford. Magnet schools exist in New Haven but they are not being monitored like Hartford is. Mr. Wisnioski asked if the people behind the Sheff v. O'Neill case shouldn't want to continue with the process of students going back and forth. Superintendent Dr. Villar said there is a tremendous amount of pressure on the state to continue Project Choice, the magnet schools and Sheff v. O'Neill. Mr. Wisnioski asked if the burden is on the state with regards to providing the cost and the means, etc. and he questioned why the Commissioner of Education is saying for the districts to pay.

Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn the meeting at 8:15 p.m.

**FAVOR: ALL
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth

Accepted by: _____ Date: _____