Town of
Northumberland
Office of Selectmen
19 Main St
Groveton NH 03582
Phone (603) 636-1450
Fax (603) 636-6098
www.northumberlandnh.gov

Town of Northumberland
Board of Selectmen
Meeting Minutes - Draft
Date: Monday, Aug. 4, 2025
Place: Town Meeting Room – 10 Station Square
Time: 6:00 P.M.

Board Members present: Jim Weagle, Al Rossetto
Others present: Deb Miles, C. R. Wheeler, George Kenison, ???, Robin Irving, Jodi Paradis, Judy Fox, Kathy Frechette, April Page, Marcia Bagley, Denise Meskink, Debbie Montgomery, Wayne Montgomery, Glenn Cassady, ???, Kim Bronson, Sheila Smith, Ryan Shannon, Starlyn Dupont, Anna Belanger, Pete Marshall, Norm Cotter, Patrick Platt, Reggie & Terri Charron, Dwight Berube, Debbie Gaudette, Lyndall Demers, Mike LaBounty, Kathy Wiles, Rebecca St. Cyr – Minute Taker

1. **Vice Chairman Opens the Meeting:** J. Weagle opened the meeting at 6:00 pm.

2. **Pledge of Allegiance: All**

Al Rossetto - STATUS REPORT TOWN OF NORTHUMBERLAND AS OF AUGUST 2025

THE TOWN CLERK, DEPUTY TOWN CLERK, AND MICHELLE RANDALL, WHO IS PART TIME, ARE THE ONLY EMPLOYEES IN THE OFFICE AT THIS TIME.

THE ONLY REASON WE WERE ABLE TO COMPLETE OUR PAYROLL AND ACCOUNTS PAYABLE FUNCTIONS WAS BECAUSE NIKI MERRIAM GAVE UP HER OWN PERSONAL TIME ON SUNDAYS TO TEACH MICHELLE RANDALL AND ROMY MCMANN HOW TO COMPLETE THESE FUNCTIONS. WE OWE A DEBT OF GRATITUDE TO THESE THREE PEOPLE.

ALL THE OTHER FUNCTIONS OF THE TOWN ADMINISTRATION HAVE NO ONE AT THIS TIME TO PERFORM THEM.

JIM WEAGLE AND I MET LAST WEEK TO DISCUSS THE APPLICATIONS THE TOWN HAS RECEIVED FOR THE TOWN ADMINISTRATOR POSITION. THERE ARE THREE APPLICANTS. ONE HAS AN EXTENSIVE RESUME BUT DOES NOT HAVE THE SKILL SET NEEDED FOR THE POSITION. ONE HAS EXTENSIVE MUNICIPAL EXPERIENCE, BUT THE PAY PACKAGE REQUESTED IS ALMOST DOUBLE WHAT THE PRIOR ADMINISTRATOR WAS PAID. THE THIRD APPLICANT HAS EXTENSIVE EXPERIENCE IN A LARGE CORPORATE SETTING IN MANAGEMENT, HUMAN RESOURCES, AND FINANCE. THIS PERSON'S PAY PACKAGE IS IN LINE WITH THE PREVIOUS ADMINISTRATOR'S.
I ASKED JIM TO ALLOW ME TO CONTACT THE THIRD APPLICANT TO SEE IF THEY WERE STILL INTERESTED IN THE POSITION. HIS RESPONSE WAS ABSOLUTELY NO.

POLICE
WE HAVE TWO APPLICANTS FOR THE POLICE CHIEF. ONE IS A POLICE OFFICER AND THE OTHER IS A RETIRED CHIEF OF POLICE WHO IS WILLING TO TAKE ON A FULL TIME POSITION. THE SELECT BOARD HAS A NON PUBLIC MEETING SCHEDULED ON THURSDAY TO INTERVIEW THE RETIRED POLICE CHIEF.

WATER AND SEWER

This Institution Is An Equal Opportunity Provider And Employer

REGGIE AND THE CREW ARE TASKED WITH KEEPING THE WATER AND SEWER SYSTEM FUNCTIONAL. THE HILL PROJECT WILL NOT REQUIRE THE WORK TO BE DONE BY REGGIE BUT IT DOES REQUIRE HIM TO BE AWARE OF ALL ASPECTS SO THAT THE CREW CAN CONTINUE TO KEEP THE SYSTEMS FUNCTIONAL. REGGIE ALSO HAS TO PREPARE THE PAPERWORK THAT IS MANDATED BY THE STATE AND FEDERAL GOVERNMENT. THE MAILING ABOUT LEAD PIPES THAT WAS SENT OUT WITH THE WATER BILLS IS AN EXAMPLE OF THIS. WITHOUT THE HELP OF AN ADMINISTRATOR, THIS INCREASED WORKLOAD FALLS ON THE DEPARTMENT HEAD.

HIGHWAY
GLENN AND HIS CREW KEEP THE ROADS PASSABLE, THE GRASS MOWED, LINES PAINTED, AND KEEP THE TOWN LOOKING GOOD. THEY ARE WORKING WITH THE CONTRACTOR TO ERECT THE NEW STORAGE SHED. THE ROAD AGENT'S JOB IS ALSO TO KEEP UP WITH THE PAPERWORK FOR THE DEPARTMENT. WITHOUT ADMINISTRATIVE HELP, MORE OF HIS TIME WILL BE SPENT MOVING PAPERS INSTEAD OF WHAT HE REALLY SHOULD BE DOING.

AMBULANCE
THE AMBULANCE SERVICE, LIKE MOST IN THE AREA, IS HAVING A DIFFICULT TIME GETTING ENOUGH STAFF. BECAUSE OF THIS, JIM GIBSON HAS BEEN ON CALL 24/7 FOR MANY MONTHS. THE DEPARTMENT DOES NOT HAVE THE FACILITIES NECESSARY TO ATTRACT EMT'S WITH THE REQUIRED CERTIFICATION TO JOIN THE DEPARTMENT.

ALSO, WITHOUT A TOWN ADMINISTRATOR OR AN EXECUTIVE ASSISTANT, JIM CANNOT TRACK ANY AUTOMATIC PAYMENTS MADE BY PATIENTS DIRECTLY INTO TOWN BANK ACCOUNTS. WHEN PATIENTS OR HIS BILLING AGENCY CALL TO CONFIRM PAYMENTS, HE IS AT A LOSS TO REPLY. HE HAS NOT GOTTEN HIS USUAL UPDATES ON HIS BUDGETS SO HE HAS NO IDEA WHAT MONEY IS AVAILABLE. HE NEEDS TO MAKE PURCHASES BUT HAS NO IDEA IF THE FUNDS ARE AVAILABLE OR ADEQUATE. DAY TO DAY OPERATIONS FOR DEPARTMENT HEADS ARE GETTING HARDER AND HARDER.

FIRE DEPARTMENT
WE HAVE A VOLUNTEER FIRE DEPARTMENT. THE CHIEF KEEPS THE DEPARTMENT STAFFED AND THE EQUIPMENT IN GOOD ORDER. HE IS ALSO THE EXPERT ON FIRE/LIFE SAFETY CODES.

TRANSFER STATION
PAUL PERRAS RUNS A CLEAN AND NEAT TRANSFER STATION. HE HAS THE CERTIFICATION FROM THE STATE THAT IS REQUIRED TO MANAGE THE FACILITY. MOST TOWNS HAVE A LARGE CREW TO HELP RUN THE TRANSFER STATION. WE HAVE ONLY ONE PERSON.

SELECT BOARD
WHEN THERE ARE ONLY TWO SELECTMEN AND THEY CAN'T AGREE, IT MAKES PROGRESS VERY DIFFICULT.

3. **Acceptance of Minutes – 07/21/2025**

   Motion to approve the 07/21/2025 minutes by: A. Rossetto,
   2nd by: J. Weagle, All in Favor 2-0

4. **Department Head Business: Highway and Water/Sewer**

Highway – Glenn Cassady, Road Agent

- Working with a contractor to erect the new shed. We did the foundation work the first week of the month.
- The crew is down one person due to an injury, he might be out a few more weeks.
- Randy, Glenn, and the W/S Dept are working together. They were willing to step in and help us with our mowing and trimming and whatever we need to do. That's the way we've always been. Both the departments will work together to get things done.
- The pool had an issue with a main pump due to the connection. Ron Caron came in to repair it.

- The wood has been delivered, will be getting cut and split.
- Recently, we had a couple of trees that fell on the lines.
- Glenn received quotes to spray foam the new building (from the same company). 1) – 3" of foam on the walls and ceiling - $10,246. They recommended 4" on the ceiling and 3" walls which is $11,676. Al commented the building is unheated, if we put a flash coat of an inch on the inside, we would get an R of approx. 7. These levels are almost heated buildings/residential. Al asked about the doors, Glenn and Reggie commented they believe the doors were included in the total cost, but not with the same company. Al asked Glenn to check on getting a quote for a flash coat, Al further discussed.

Water/Sewer – Reggie Charron, Superintendent

- We had a sanitary survey, an inspection on the system in Lost Nation. They didn't find anything, they said we are doing great and are happy to see the progress that we've made.
- Hill Project is going well, moving some big boulders. The W/S mains from the old garage to the end of Cumberland are done and up Maple St. to the intersection of Fiske and High. That section will be closed tomorrow to tie everything in. Reggie further discussed the plan, paving will be a base coat. They have done it in stages. They will work on the grade of the road also. By the end of next week, the W/S main there should be done and from there they will come back and tie everyone in. Then we will pressurize, do the testing, etc. The next stage, depending on the weather, we will go to Fiske & Crow Hill.
- Another project starts tomorrow, Aug 5. Elevated Excavation was awarded the contract for W/S at Brookview Coop. That was done through the Town, the only thing we are doing is to help get the CDBG funds and Reggie has to be there to check on it and do the administrative work.
- We still have a hydrant to replace, however we need everyone on board to help with it due to the location. If anything happens there are other hydrants in the area.
- Reggie went through all the requirements for the $60,000 grant. DES called to advise they are pushing it through.
- We had a couple laterals that developed leaks to get fixed. With pool as it's been, we are approx. 70,000 gallons less/day than last year. When you tighten up the system you find the other problems. We are down to around 190,000 gallons/day last year we were up to approx. 270,000 gallons.

- Sewer Dept – we got the aerators back last week the cost was approx. $4,800 compared to $8,000 for 2 new ones. We received the new muffin monster that was approved through the RF account. Niki will be in touch to get the bill paid.
- Scheduled sewer cleaning – w/o Sept 15th – 18th, it will take 40 hours that week. He talked to the Fire Chief, we will have the water truck out to help. It saves us time.
- Keith and Bart have been amazing with the mowing. They are doing all of it, it takes up to 20 – 30 hours per week. It grows like crazy!!
- Keith did all the water readings, the bills will go out next week.

Al noted that all the Town employees work together and step up to help where it's needed. They are doing their jobs because they are about this Town and they deserve everyone's respect.

K. Frechette asked if the Hill Project will continue up Maple St. Reggie said yes, it's will go to the top.

3. Requested Agenda Matters:

4. Town Office Matters:

a. Town Clerk/Tax Collector Software quote – K. Wiles – BMSI contacted her, the services for software expires at the end of the year. Municipal Resources - $3,900 – support; $5,000 for program – Total - $8,900. Avatar - $17,470, she didn't do the zoom meeting with them. She and Romy did have a zoom meeting with Municipal Resources it's pretty standard to what we have now. It will work as a whole instead of using 2 different programs.

She had budgeted $10,000 for laptops; the Secretary of State told us we needed one for voting purposes for the handicap. They extended their pilot program and she doesn't need to use that money this year. She would like to use it for the software and will put it back in the budget for next year incase the pilot program ends. She needs the Board to approve with a motion so she can move forward.

Al asked if it will talk with payroll and AP, Kathy said yes. C. Wheeler – if he understands correctly there are 2 different systems some towns have the State system. Kathy said this isn't DMV side, she has Click Works for DMV and BMSI for tax and utility.

Motion to approve Municipal Resources Inc by: A. Rossetto
2nd by: J. Weagle, All in Favor 2-0

b. Northumberland Transfer Station Flyer – J. Weagle said this is a grant that Paul Perras got, it a flyer that will be mailed to all residents. A noted as of July 1 - lithium batteries are illegal to put into the garbage. They can overheat and catch on fire. They can be given to Paul and he will dispose of them.

Motion to approve the mailing to all residents by: A. Rossetto
2nd by: J. Weagle, All in Favor 2-0

7. Applications/Permits and Warrants:

a. Zoning Permits (4)

1. Map/Lot - 219-004-00-00 Rotobec USA Inc. – adding a spill containment system – J. Weagle reviewed the specs.

Motion to approve the permit by: A. Rossetto, 2nd by: J. Weagle, All in Favor 2-0

2. Map/Lot - 101-006-00 Donald Hutchinson Trust, replacing wooden stairs at porch entry in front of house, new front door, install metal roof on enclosed porch, renovate kitchen and bathroom.

Motion to approve the permit by: A. Rossetto, 2nd by: J. Weagle, All in Favor 2-0

3. Lot 31 - Brookview CO-OP – slab floor for new mobile home on Lot 31.

Motion to approve pending payment by: A. Rossetto, 2nd by: J. Weagle, All in Favor 2-0

4. Map/Lot - 102-009-00-00 – Andy Champagne – adding siding to mud room and garage. Has paid the fee.

Motion to approve by: A. Rossetto, 2nd by: J. Weagle, All in Favor 2-0

b. Non-Resident Transfer Station Permits (2)

1. Red Dam Conservatory LLC, Pure Energies, multiple properties - Tom Wemyss

Motion to approve by: A. Rossetto, 2nd by: J. Weagle, All in Favor 2-0

2. Map/Lot 223-013-01-00 – John McMahon, he paid for 2 permits

Motion to approve 2 by: A. Rossetto, 2nd by: J. Weagle, All in Favor 2-0

8. **Public Comment:

- P. Marshall asked where do we stand with the third member on the Select Board? J. Weagle said it's the Same, no change. Pete said Al was talking to Min and he was going to appoint Ryan and was going to call him and tell him. Al said no, he's been in contact with each of the candidates, he feels it's job to represent all the people in town. He would like to see young people up here. We need to have an election for the open seat. He doesn't feel appointing someone isn't a democratic process. Right now, he and Jim can't agree. J. Weagle said it' s always been the Selectmen that appoint. Usually, it's the person who came in second. K. Wiles said it was never adopted.

  C. Wheeler understands it needs to go to court, has the Board contacted the court? A. Rossetto said there has been movement in the court, he understands there has been paperwork filed

- Marcia Bagley, Granite State Ind Living – GSIL is looking for a space for their program. We run a program for high school students who are identified as having a disability. Denise Mesurik and April Kay are the instructors. We have a class of about 16 students. We work with local agencies and employers and have been in the area for approx. 2 years. They would like to rent the Town Meeting room. J. Weagle said they will need to fill out a Meeting Room application, the rent is by donation. The dates are - Sept 2nd or 8th – Jan 23rd. 2026, from 9:30 – 12:30. Some walk down from the high school and we have others that come in from another high school. A. Rossetto said they would need to get their own wi-fi. J. Weagle said that Verizon may have a hot spot.

  Motion to approve the use of the meeting room for GSIL for the agreed upon dates and times pending the application being submitted by: A. Rossetto

This Institution Is An Equal Opportunity Provider And Employer

2nd by: J. Weagle, All in Favor 2-0

- Wayne Montgomery, he lives in Groveton. He said there has been a petition to the Superior Court for a special election and the court should be in contact with the Town soon. There is an RSA that deals with how you handle a situation when the Selectmen can't come to an agreement on appointing a selectman in the event of an absence or death, etc. That's what we are following.

- S. Dupont apologized to the public in regards to the Glow Party. It was approved by the Town but unfortunately the Granite Guild decided to cancel it without consulting us. We are no longer doing any business with the Granite Guild. We don't appreciate any business that slanders small businesses on social media. And we don't appreciate businesses that do shady work. She has found a sponsor for insurance and would like to get approval for Sept 5th. J. Weagle said the sponsor has to put in the application for approval. R. Shannon asked if it has to be non-profit or just liability. He has the whole insurance and will be sponsoring it. The Town has to be shown as co-insured.

- Deb Miles noted that she has a screenshot of the email between Granite Guild and S. Dupont; J. Weagle said she can't bring that into this meeting. The Board further discussed the reasoning.

- M. Labounty brought up an serious issue in Town. You have street races in town, their modified exhaust is illegal on their cars, trucks, and motorcycles. We almost had a collision by Mountain Village. They are doing 50 – 60 mph. There were 3 near the market that he followed doing 60 mph. They know there's no PD. They start on Friday and go thru Sunday. Sometimes there are 5 of them. We had a confrontation with one of them last week. They said we don't have a PD and they can't do anything to them. Something needs to be done or you are going to have a casualty. He has attorneys involved, he's talked to the State Police but they are stretched thin. Sometimes we have called and it's been 2 hours before they can get here. The attorneys are telling him that since there isn't police coverage (this has been going on for 1 ½ years), if someone gets hurt the Town can be sued big time. When Chief Pelletier was here, 5 of us met with him and nothing was done. He discussed an incident when the police was watching. They came racing down off the hill and they did nothing. He has a lot of video on this.

  If one of his family members get hurt, there is going to be battle. He confronted two of the bikers the other night, one of them said no one can touch him. If the police can't handle them and the citizens are in danger, the citizens can take over. There are 14 involved, you can hear them from here to Ocean State. He spoke about fines that other states impose, the first time is $300.00, second time $600.00 and the third time the vehicle is impounded. You need to stop these people on the hill, or we are going to do it for you. J. Weagle said we are not deputized, but are trying to rebuild. We can't control what people are doing on the street.

  Ryan Perkins asked if we can request dedicated coverage through the State Police. He also asked if Lancaster or another Town could be hired to help. J. Weagle will look into it.

  D. Gaudette said there is a special process if you hire another town. She lives on the corner of Rich St., the police tried to get them to slow down. They put something on a pole, it could tell them what car it was but the type. It helped, but when it was taken down it started back up. The violence in Town is increasing very quickly.

  G. Kenison – Page Hill Rd is seeing a lot of trucks racing up and down all hours of the day and night. They are putting ruts in the road that are 4-5" deep. Gaudette suggested getting a hold of Chris Ladd at Troop F.

- J. Fox said the Granite Guild cancelled the Farmers Market last week, there was a lady sitting in the edge of the parking lot, basically on the white line. She was selling eggs. A State Police cruiser came up thru and she was close to being hit. J. Weagle knows who it is and will speak with her.

- J. Fox said the crossing guard at the High School is having a time with traffic slowing down, he would like to have a sign like at the pool. He will put in his truck and put it up and take it down, the cost is $83.00.

  Motion to approve the purchase of 2 double sided signs by: A. Rossette

2nd by: J. Weagle, All in Favor 2-0

- K. Bronson said there are ATV's running on Lost Nation Rd. she almost hit one coming out of her driveway.

- Terri Charron – Supervisors of the Checklist, we were supposed to be getting 2 new laptops this year, they haven't seen or heard anything about them. Terri further discussed, she hasn't been able to get an answer from the new IT people. J. Weagle said there has been a little change over, it's been straightened out. K. Wiles noted the laptops were left open and they have been updated.

- Cemetery Trustee's – Terri said we were supposed to be getting a laptop, so the gentleman we hired to do the cemetery mapping could do that starting this fall along with the programming. Those were two things that Tammy was supposed to help us with getting, with her not here we don't have it. When he's ready to start we have no equipment. It was for a new laptop specifically for the cemetery and the programing. She believes $5,000 was put in the budget. J. Weagle suggested meeting with him to go over and he will get it taken care of.

- J. Tierney – back to the complaint from Kim Bronson, he's pretty sure if you call the Sheriffs Dept, they have stepped up to patrol different parts of the trails at the County's expense. D. Gaudette didn't think the Sheriff would cover Lost Nation Road. They will cover the trails and that's where they will enforce. C. Wheeler suggested contacting F&G in regard to the ATV's.

- D. Gaudette asked about the Police Chief, there are 2 applicants, and you are only interviewing 1? Al said we do the interviews individually, one is scheduled for Aug 7 is for the retired Chief. We will be contacting the other applicant. Debbie asked about the Town Administrator – you wanted to offer and was told no. Al said no, he wanted to contact a viable candidate to see if they were still interested. We are trying to find best candidate to fill the position. J. Weagle said she wasn't qualified.

- K. Bronson asked about the Town Administrator position; why are we being so slow with this? She understands the interview process, but they will need to be trained regardless. J. Weagle said one that priced himself out by a lot. And financial for a Town isn't something you train, they have to know what that is when they come in. We contacted some local accounting firms and they can't cover us. J. Weagle further discussed.

  K. Wiles commented that when the individual left, he had a figure the Board gave him. He said no and was asked if he would reconsider, he was asked to throw out an offer, which was unreasonable. Did you get back to him with a counteroffer? Al – the way he made the offer, this is what I need to accept. J. Weagle – he wanted only 40 hrs./week and wanted to be compensated more. Kathy - We had a very good candidate for Niki's position, and she did the same thing. So, at what point do we find the money to pay these people. She, Romy, and Michelle are not going to be able to do all they are doing for a long period of time. Al – it can't happen, we are asking too much of you, short term we appreciate it. We need to move forward.

  K. Wiles asked if we can have J. Tierney look over the budget to see where we can move stuff around. J. Tierney said you don't need to move it around. The money is in the budget from now to December 31st. After that you start building for the next year and will have to explain to the citizens at Town Meeting the reasons why it is up, Jim further discussed. The money is in the budget, you're not paying Tammy her full amount and the PD. Kathy said to keep in mind that Chief Pelletier was part-time; the candidate you have for more money will be full-time and is willing to come out of retirement.

  K. Frechette noted that Whitefield just hired a new Town Administrator. He was the CEO at Weeks, she is guessing he doesn't have a lot of municipality experience. Please don't let that be the only reason why you don't hire someone.

  D. Gaudette – there are other towns in the area that are going to help, it happens all the time. When you go to a job you don't know how to do it. Other towns will help, if they have the basic knowledge they will pick up on the rest. Why are we still paying Tammy a salary if she is no longer here. J. Weagle said she is still doing the financials. Al – she's answering a tremendous amount of questions, without her input we would be lost. Al - We are paying her on an hourly basis as a consultant.

R. Perkins – in the past when you hire somebody and they ask for a certain dollar amount if the Board doesn't think that person is qualified, or still has training is there a way to offer them less until training is complete. Then offer them more because that could finish out the remainder of this year without going too much overboard. J. Weagle said this candidate would be taking a cut in pay as it is. There other 2 are not viable, the skill set didn't fit this application. Kathy, Romy, and Michelle are coming in on Sundays to get the work done. Al further discussed. We can't ask them to give up their lives because we can't get it together. Ryan said there was a candidate that Al wanted to contact, are they still a possible candidate? Al didn't contact them, Weagle said no and it needs to be a consensus of the Board. Al further discussed. J. Weagle said he didn't agree with hiring the person. In Lancaster they have a Town Manager and a Financial person. Kathy commented that when Tammy left she recommended putting her job to 2 people. Al said when we fill the PD and Town Admin positions it's going to more expensive. We've got to fix the problem.

S. Smith asked where are we advertising for these positions. J. Weagle said all over, Al said right now we are currently advertising on the Town web-site. J. Weagle we have it on a municipality web-site that Town uses also. Every time we put it in the paper it cost's money. Sheila understands that we are members of the Chamber of Commerce, are we posting in their newsletters? J. Weagle said he hasn't posted it yet, but will get it out there. Sheila doesn't feel we are being aggressive enough with advertising.

- D. Gaudette asked about the Covered Bridge; did we apply for a grant? Yes, we didn't get the grant. She asked if we have reapplied? J. Weagle said no, we don't know what grant was applied for. Stark is different, they have an operating bridge. Debbie asked if they have tried getting a historical grant? Reggie commented yes, the trail would have to come off it, we took the w/s line off the bridge but it came down to the ATV's and snowmobiles. Debbie asked if someone were to put on fundraisers for the bridge would the Board support it? Discussion ensued re: fundraising. It would have to start at Town Meeting with a warrant article to start a CRF for the Covered Bridge.

  Harriet Sanborn commented that if we close the Covered Bridge to ATV and snowmobile traffic; the speed limit thru town qualifies to let them run across the main bridge. J. Weagle said there is a lot to it, we looked into it – the State didn't approve the snowmachines. J. Tierney said the State wouldn't give us approval to go from the railroad tracks (near the trestle) to Route 110, it's too dangerous.

9. **Announcements:**

   Wed., Aug 6, 2025 – Magician Show at Carter Hall, 3:00 pm – 4:00 pm. All the public is welcome to come. It's part of the summer reading program.

10. **Next Board Meeting Date**: Monday, Aug. 18 at 6:00 p.m.

11. **Non-Public Session: (Pursuant to RSA 91-A:3, II (a):**

    None

12. **Adjournment:**

    Motion to adjourn by: A. Rossetto
    2nd by: J. Weagle, All in Favor 2-0

Meeting adjourned at 7:25 pm

Respectfully submitted,

This Institution Is An Equal Opportunity Provider And Employer