

TOWN OF RYE
BOARD OF SELECTMEN
Monday, December 16, 2019
7:15 p.m. – Rye Town Hall

Selectmen Present: Chair Phil Winslow, Vice Chair Keriann Roman, Selectman Bill Epperson

Others Present: Town Administrator Becky Bergeron

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Winslow called the meeting to order and led the pledge of allegiance at 7:15

II. DISCUSSION OF THE EXCHANGE/SWAP AGREEMENT OF THE PARSONAGE BUILDING AND TD BANK BUILDING – Note: “Response” below was given by Chair Winslow, unless otherwise noted.

Chair Winslow open the discussion by giving a background of the Parsonage Building.

- The Parsonage was purchased by the Town in 1995 for the purpose of Library expansion.
 - The Library expansion did not require the removal of the Parsonage.
- The Town voted to lease the Parsonage to The Housing Partnership in 1995, for twenty years, to provide affordable housing in Rye.
- In 2016, as the lease was coming to an end, a committee was formed by the Town to determine the fate of the Parsonage.
 - Finds:
 - The Town does not want to manage the tenants and building repairs directly, as they are not good stewards of buildings, nor do they have the expertise.
 - The Parsonage is in need of serious updating and repair, with major safety issues.
 - The 2015 LaCelle Report confirmed that \$500,000 was needed for repairs to update the facility as it stood.
 - Plan New Hampshire should evaluate the Parsonage as part of the design concept for the entire town.
- 2019 – A one-year lease extension, was signed between the Town and The Housing Partnership.
 - There are only three units still occupied.
 - The Housing Partnership has offered to pay the moving costs, security deposits and one month’s rent for the remaining tenants and is working with them to find suitable alternate housing.
 - Plan New Hampshire developed a comprehensive charrette. The determination was that the Parsonage would best be used as part of the Library expansion.
 - The Library trustees have indicated that they do not want to use the Parsonage as part of the expansion.

- Mr. Dan Philbrick owner of the TD Bank Building, approached the Town and presented a proposal to exchange the former TD Bank Building, along with its 3.71 acres of land abutting Parsons Field, for the Parsonage and its carriage house on an equal trade.
 - This offer is only good if it is presented to the voters of Rye at the March 2020 election with the Selectmen's support and a signed contract.
- Considerations:
 - This would help solve the need for additional Town Hall office space at minimal cost to the Rye tax payers.
 - Using the former TD Bank building for office space for the Town Clerk, Tax Collector and the Assessing Office would provide a convenient drive up service window for residents to pay taxes, register cars, pick up beach permits, etc.
 - This would be particularly convenient for residents with disabilities and residents with small children.
- Discussion Points:
 - Why does this make sense?
 - The Parsonage is in serious disrepair.
 - To retain the Parsonage, the Town will be in charge of a deteriorating liability in the center of the Historic District.
 - It will cost the tax payers over \$500,000 to repair.
 - An appraisal has been done on the two buildings.
 - The Parsonage appraised at \$390,000.
 - The former TD Bank property appraised at \$605,000.
 - The Parsonage is assessed at \$1,076,400.
 - Because of the condition of the building the only value in the property is the land.
 - Mr. Philbrick has communicated that he will be remodeling the Parsonage to its previous historic condition, as it is in the Rye Historic District. He has proven to do excellent work on his buildings. He is proposing to remodel the building into four apartments that will be handled on a lease basis. He has committed to expend \$850,000 on this endeavor. Upon completion of the remodel, any balance of the \$850,000 that was not used on the project, will be turned over to the Library.
 - The former TD Bank building only needs minor repairs that will allow some of the municipal offices to be moved. Solving the space needs issues of Town Hall.
 - The Trolley Barn could be sold to fund the renovations.
 - This would have to be approved by the electors.

Board of Selectmen's Statement:

We believe that these proposals offer the most cost-effective solution to our Town Hall needs. We delayed presenting this proposal until we received the appraisal report that came in, which came in last Friday.

No action on this proposal will take place, unless the electors vote positively in the March election. The decision on this property is entirely in the hands of the electors.

The Selectmen are presenting this, as what we think is the most cost-effective solution to our Town Hall office space needs and to acquire three additional acres of land directly across from the Rye Junior High and contiguous to Parsons Field.

Chair Winslow opened the discussion to the public.

Karen Stewart, 546 Washington Road: What is the intention with the additional land?

Response:

The decision has not been made at this time. However, once it is decided how much land is needed for the Town Hall use, the remaining land would possibly be deeded over to Conservation. That is a decision the Selectmen still has to vote on. It would be important to have this discussion prior to the election with that information in the warrant article.

Victor Azzi, 1100 Old Ocean Blvd: What is the Board of Selectmen looking for as a result of this meeting tonight? Will the Board be making a decision to proceed? Is this to proceed with an option to do the exchange or swap?

Response:

The Board of Selectmen have prepared copies of the appraisal of both properties and copies of the proposed contract for anyone to take to review. The intention is that given the appraisals, the Board would sign the contract, in order to allow it to be placed on the warrant. The Purchase and Sales Agreement would become valid only upon the approval of the electors.

Mr. Azzi:

Does this presume a master plan for the Rye Town Center that the Rye Town Center Committee is still considering?

Response:

This is an opportunity that has been presented to the Town based on it going to the warrant this year. That fast tracks this decision that unfortunately cannot be included in the process that will most likely take another six to eight months.

Mr. Azzi:

What will be the role or purpose of the Rye Town Center Committee?

Response:

This is the Board of Selectmen's belief that this is in the best interest of the Town. This opportunity is outside of the time frame that the RTCC had to work with, so this will not go to the RTCC. This will not change the use of the Parsonage. It will continue to be residential housing, which will validate for the RTCC what that building will be used for moving forward.

Susan Ross, 333 West Road: If there can be a contingency of the elector's decision, why can't there be a contingency regarding the findings of the RTCC?

Response:

Mr. Philbrick will not agree to other contingences.

Selectman Epperson stated the Board of Selectmen have significant concerns about the condition of the building and the amount of funds it will take to restore it. It will take about \$600,000 to achieve that. Then it would be sitting there as an empty monument to the Town's fiduciary failure. The Parsonage is not going anywhere. If this proposal goes through, Mr. Philbrick has offered \$850,000 to restore it to its colonial structure, which gives the Town an opportunity to move staff and solve the space issues. This is by far the most economical solution to do for the Town in this particular situation. This is not an emotional decision. It is strictly financial. The Town currently has a building that is falling down that can be restored to its former glory, an opportunity to gain a property that would satisfy the space needs, plus Conservation land abutting land that the Town already owns.

Karen Stewart, 546 Washington Road: If the RTCC's preview has now been narrowed by this plan, is it possible to revisit the charge to the RTCC so that they can still work on behalf of the Town?

Response:

The charge to the RTCC has not changed. The only change is that this building would be out of play. The charge to the RTCC included a warrant article for this coming election and they are working hard to deliver it. They have engaged CMA Engineering to help them present to the Town a plan to take advantage of a Transportation Alternative Program (TAP) Grant, which will pay 80% of the project for the town center.

Nina Parrott, 31 Birchwood Drive: Once the small issues are managed, will the RTCC continue to have the opportunity, or a new charge, to look at the broader issues for the Town?

Response:

The proposal from the RTCC is just the first step. They are proposing sidewalks and bike lanes from Rye Junior High to the Town Hall, which allows for safe transportation. CMA Engineering was recently out on Washington Road on a rainy afternoon as school got out. There were about twenty students, with umbrellas and raincoats, who were observed walking south on Washington Road side stepping vehicles passing them by. The vehicles were within eight to ten inches. The priority here is safety.

Selectman Epperson stated that one of the other issues at play is providing affordable workforce housing in town. There is no condominium ordinance in the Town of Rye. The only condominium that can be done is if it is an existing property or a tourist accommodation. In the last couple of years, it has been mandated that any multiple family housing being built, be at least 20% workforce housing. The first was White Birch with 23 units. The Planning Board just approved one at the end of Washington Road with 40 units. The Housing Partnership has been approved for another 8 units. The former Hector's site is proposed for 6 to 8 units and the Ciborowski property will be another 8 units. The Board is doing what they can to create an atmosphere that will allow other people to be able to move into

town. The current ordinance has always been at 20% but the Planning Board is creating a warrant to increase it to 30%.

Steven Borne, 431 Wallis Road: Is not in support of this proposal as written. The biggest reason is that the Town has to decide what they want Rye to be. Is it going to be a retirement community or a balanced community? Once that decision is made, then it will be possible to move forward making wise plans on how to do it.

- What is needed for Recreation?
 - Will it be children's recreation or senior recreation?
- What kind of services are going to be delivered in the Town?

Mr. Borne's recommendation is to move ahead with a straight purchase of the TD Bank building, placing the Parsonage building on hold until all questions are answered. Give Mr. Philbrick the right of first refusal; if and when the Town does decide to sell the Parsonage.

Karen Oliver, 1159 Washington Road: As this goes to warrant, it needs to have a public face with marketing and additional meetings, similar to the Plan New Hampshire effort. Have a big community discussion about it. Will whatever is presented to the community include plans for the Town Hall? What will be at the Town Hall as opposed to TD Bank?

Response:

The Board of Selectmen hired Nancy Barba of Barba & Wheelock to do an analysis of the Town Hall and come back with recommendations to make the building ADA compliant and also to make sufficient office space for as many of the offices as possible. Additionally, Ms. Barba was asked if the Town was to use the upstairs of the Town Hall as a meeting space, and just use the downstairs for office space, how many of the offices would need to be exported outside of this building? If the upstairs was used as office space would there be enough space for all the offices? The end result was that the space needs are about 2,700 additional square feet in order to provide housing for the offices that are needed. The TD Bank has approximately that amount of square footage so it would be a good fit.

Victor Azzi, 1100 Old Ocean Blvd: Is the decision that will be made, or has been made, that the Rye Town offices will be a combination of the TD Bank building and the current Town Hall and that the Rye Town Center Committee no longer has the charge to look at all Rye properties in the Rye Town Center presently owned or available, which include the Trolley Barn and the Parsonage?

Response:

This would be the solution to this portion of the issue, but not the biggest part of the charge to the Town Center Committee. There are still issues that need to be addressed. The configuration of the center of town is critical, such as the location and use of the museum and the future of the Trolley Barn.

Mr. Azzi:

How much land would be transferred with the Parsonage?

Response:

Approximately .403 acres. The entire property which includes the library is 1.9 acres.

Mr. Azzi:

Did the Selectmen address the issue with the wastewater from the Parsonage being disposed through a system that is located on the land of the Rye Public Library?

Response:

Yes; as part of the process, there will have to be DES approval and a survey done.

Vice Chair Roman explained that as the governing body of the Town, the Board was forced into this issue originally because the lease on the Parsonage was expiring. They couldn't continue the lease with The Housing Partnership because they required a 99-year lease. This pushed the Town into now having a vacate building that needs a lot of work. Also, as the citizens are reluctant to spend money and this opportunity was presented from Mr. Philbrick, as the governing body, it is not right for the Selectmen to say "no". This is an opportunity to make use of office space that is needed. The Board feels that the voters should have the opportunity to decide if this is what they want. It is also an opportunity to save money. The Selectmen would not be doing their job if they did not present this to the voters for their say. It has always been assumed that the Town Hall would be the Town Hall. They are paying an architect to redesign the Town Hall. However, if there is a need for additional square footage for office space, where would that be?

Jeff Ross, 333 West Road: Timing seems to be a real influence on this issue. There is an offer from Mr. Philbrick and there is a lease that is expiring. The Rye Town Center Committee has not had the opportunity to decide if the current Town Hall needs to be the Town Hall. There are a number of other uses for this building. Something could be done to preserve the history of the building and serve a better and bigger use to the Town, other than a town hall. The current Town Hall building could be used as the museum for the Historical Society and a Rye Discovery Center with some meeting space available for various boards and commissions. Maybe build town hall space someplace else, like the TD Bank property that could be more cost effective than the current building. It is unfortunate that the Town has run up against the constraints of time.

Response:

The Board is looking at this on the basis of three things; the economic and tax impact, the functionality of the plan and the historic impact. The voters have told the Board many times over the last five years that they are not going to pay for the Town Hall to be used as a gathering place. The Board is now trying to bring forth a warrant article that is felt to be the most cost effective and with the most function with the least amount of impact on the Historic District.

Burt Dibble, 106 Harbor Road: Agreed with Mr. Azzi and Mr. Ross. However, the Town owes its employees a good place to work. This is a monumental opportunity for that with very little cost to the Town. This does not change the rest of the equation. There are still opportunities to develop. There could be a new building at the TD Bank property. There could still be redevelopment at the current Town Hall building. These development opportunities really expand the charge of the Rye Town Center Committee. It doesn't restrict them. This opens up a whole board of opportunities for the committee to give consideration to.

Tom King, 535 Wallis Road: In light of the statement regarding the septic system being on a different property, there are probably going to be some other issues. Is the Board planning to do the A-Q questioner prior to the transaction?

Response:

The intention is to hire an engineer and a surveyor to address any issues, but the whole A-Q will not be done.

Karen Stewart, 546 Washington Road: There has been talk about this being a cost savings and benefit to the Town to get more office space. But in the opening statement, wasn't there talk about an addition on the building?

Response:

No, the intention would not be a 4,000 square foot addition. But there may be a need for a slight modification to the building. A wall may need to be moved out by 10 to 15 feet to accommodate the offices needed.

Mrs. Stewart:

In terms of contingencies, as the new owner of the Parsonage, will Mr. Philbrick be held to the Historic District compliance? If the Parsonage is not salvageable will there be talk regarding demolition?

Response:

The contingencies are;

- Mr. Philbrick will take control of the building.
- It will be used as residential apartment space to be leased.
- He will be able to enclose the stairwells and install an elevator and fix the chimney.
- He has committed \$850,000.
- He has to abide by the building, zoning and historic regulations.

Mae Bradshaw, 106 Harbor Road, pointed out that the contract includes that the detached carriage house may be used for an office, coffee shop or bakery.

Selectman Epperson stated that there will be a separate article placed on the warrant that states if the exchange of properties warrant article does not pass, the Parsonage will be placed on the market for sale.

Susan Ross, 333 West Road: Is happy to see that the town is working on a plan. The concern is that the plan or intent to plan, has continually been undercut by the assumption that the tax payers don't want to spend money. That is an erroneous assumption. The tax payers do want to invest in their town. They invested in their homes and they want to invest in their community. However, they want a plan and a sense that this is going to serve everyone as a community. The only way to make that judgement is to have a broad view of the overall plan, rather than being given multiple options and asked which one

to pick. What needs to be presented is a plan that everyone has agreed to do in 2020 and this is the next step.

Selectman Epperson pointed out that this is really what is trying to be done. Everything that is trying to be done is in accordance with the 1998 Master Plan. It speaks of a vibrant town center, meeting places, town-wide cellular services and pocket parks where people could gather in the spring.

Vice Chair Roman stated that when meeting with the Library Trustees, the Library expansion was discussed and how that could play into what is being done with Town Hall. It was asked what was expected of the Town Hall Center Committee? The answer was that they would develop a plan, something like the CIP. Then it needs to be determined how that would play into Town Hall because the Selectmen was running with a 2019 warrant article that charged them with creating a plan for the Town Hall. As a result of that warrant article, the Selectmen spent money to hire an architect to look at the interior design of the building. The Town Center Committee was going to come up with their plan for the town center, but the Town Hall was something that the Selectmen were already working on.

Mae Bradshaw stated that as a member of the Town Hall Center Committee, they were told that they were not to concern themselves at all with the interior of any of the town owned buildings. The Town Center Committee's plan would have nothing to do with the usage of any of the buildings.

Jaci Grote, 124 Washington Road: When Plan New Hampshire came to Rye, it led to a lot of excitement from the people of the Town, as evident by the participation. It was the people's input and vision of what they want to see that went into the plan. The Rye Town Center was to be the nucleus of the plan. So, when working on the Town Hall, the Parsonage and the Library, the town's residents should see a vision of what that is going to look like. It is important to put that vision into some sort of artistic form so that when the people are voting for sidewalks or pocket parks, they actually see how it's going to become part of the whole vision.

Chair Winslow agreed and informed Ms. Grote that the Town Center Committee is currently working with CMA Engineering. CMA is working on a plan for the town center with costs of the plan and a conceptual presentation for the voters.

Karen Oliver, 1159 Washington Road: The process that is engaged is really important. There is a process where planning is done and where things get done. It is done slowly, one step at a time. However, the Town has been offered a good deal. So, the question is how can we salvage the process? The Parsonage is not a great option and the bank space is very appealing. How can this be processed through the public lens in a way that takes into account the bigger plan? Process moves slowly and this needs to move quickly but still have the process. We still need to have the outreach.

Response:

There is an analysis being done on the Town Hall building. The Selectmen are hoping to have that completed before the election so it can be communicated to the electors. It is the electors' decision. The Selectmen just want to look at the best interests of the community and give them a proposal.

Vice Chair Roman stated if this opportunity was presented to the Selectmen, to save several hundred thousand dollars, and the Board who has control over that process, said “no it is not going to be sent to the voters” that would not be proper. The Selectmen are advancing this to the voters to decide. She noted that she did not think it was appropriate, as a voting Selectmen member, to not advance it to the Town for the residents to decide. In order for this to be done, the Selectmen had to sign a P&S contingent upon the vote. The Selectmen are not telling the voters what to do. The Selectmen’s recommendation will be on the article from a financial fiscal view. This is the only way to get it to the warrant for the Town to vote on. The Selectmen are just presenting what they thought is the best solution; however, it is not the Board’s decision ultimately.

Jeff Ross, 333 West Road: The voters have often said with other proposals that they don’t agree with it, don’t like it, it’s too much money and they don’t understand it. That is the broken process. At some point as elected representatives, the Board should not only come up with a plan and propose it to the voters, but should also take a leadership role, advancing what they believe is the best course of action for the Town. Something in the way of sales and marketing has to be done. Someone has to be delegated with the task of a “Get out to Vote” exercise. The citizens need to be informed about what is at stake and why. To that end, some in town may have assumed the vehicle for doing that was supposed to be the Town Center Committee. They were supposed to be engaged in a planning process with the Board of Selectmen, in-sink at voting time, as what should happen in the best interest of the Town. Right now, what seems to appear is a difference in having responsibility for something and being in charge. The Rye Town Center Committee will be seen as the ones responsible for this, then what is proposed will be seen as the Board of Selectmen are really in charge of the process. Whatever can be done to avoid that appearance would help at the ballot box. People have to see that not only is the Rye Town Center Committee responsible, but that they’re in charge. That they helped make this decision. It seems that a lot of what is being decided is being decided by the Board of Selectmen without the Town Center Committee having any participation in the process.

Victor Azzi, 1100 Ocean Blvd: There are a number of different elements involved here. Maybe the Town should own the TD Bank property, maybe Mr. Philbrick should own the Parsonage, and maybe there are several solutions as to what the Town Center should be. But to dictate that the final solution is going to be that the town offices are going to be in this building and the TD bank building, it may not be the best or optimum solution, but maybe the ownership is. Then maybe a renewed charge to the Town Center Committee should be; with all these buildings what is the best solution; based on costs, utility, efficiency, aesthetics.

Chair Winslow stated that he likes Mr. Azzi’s comments. He stated if the Town goes through with this acquisition, then has the Town Hall building and the bank building with the Parsonage being taken out of the sequence, the Town Center Committee is still be responsible to come in with recommendations on the big picture. It is the Selectmen’s opinion that the bank building is a solution with the right square footage and the drive-through window; however, there may be better ideas. The Board is looking for the best idea. The Town Center Committee may come up with something better.

Kaitlyn Coffey, 2 Lang Road: As a member of the Rye Town Center Committee, she felt that they have more of a purpose. During the course of the meeting this evening, the sands have shifted dramatically from the Committee's original charge. The Committee members have been marching faithfully on the charge to deliver a warrant article, so they have been focused on that with the understanding that they would be doing more planning, with evaluation and recommendations of the buildings as a next step. This seemed wise given there was this potential of this exchange to occur. However, during this meeting, there has been talk about what the purpose of the Town Hall is, what the purpose of the TD Bank would be and what will happen with the Trolley Barn. All which were not the decisions or recommendations of the Town Center Committee. It is important to give the voters more information and more of a scope by spelling this out in some way in the warrant article.

Vice Chair Roman stated that they need to continue to talk about how to work with the Committee in presenting this. Her concern is that if they propose this exchange, why would the citizens vote for it if they don't know what the bank building is going to be used for? She pointed out that the Board is being told to give the plan, back it, give it their all and present it. But on the other side, they are being told to back off a little bit on the plan. She stressed that the Board is trying really hard to do things a little differently but sometimes it is not as open, due to the constraints that they have. If the Board could get the Town Center Committee in support of whatever overall plan that they have and how they want to present it, she would be in total favor of working with it.

The Board of Selectman cannot by law, promote or campaign for an outcome of any issue on the warrant. They can give information, in the way of facts, in order to educate the citizens on the issue involved. There will have to be another mechanism to get the word out.

Dan Philbrick: There is an opportunity here to have a change in town within the next weeks or months. He is looking forward to speaking to people one-on-one to let them know his track record, as far as historic preservation. He has restored some beautiful properties and is looking forward to sharing this with the citizens of town. His thought is to hold a few open houses at the TD building, where he could put out photos of previous projects that he has done. It is very important the community is comfortable with what happens with the Parsonage. The Town needs to have someone take the Parsonage and be very concerned about it historically. It sits in front of the library and beside the museum. It's a significant piece. Selling it to the highest bidder doesn't do anything for the Town. As a private resident and not a government person, he looks at the planning and the money already spent over the years on studies and nothing has been done. He can picture the TD building as a charming town clerk's office. There should be real consideration about giving that land up to Conservation. He is not anti-conservation. However, look at the Safety Building. What would it look like if the town had 3 acres? The building would have probably sat out back in the field and not right up in the center of town. To find acreage, the Town should think long and hard before it designates it to something that can never be used. That is an important part of this plan.

He continued that he wants to stress his feeling on the importance of the Parsonage. The Town does not need it to become "Trolley Barn 2". There is an opportunity here to make a real significant difference. He commented that he has committed to spend a lot of money on it. His vision is crystal clear. His vision is for it to be used in a similar manner, just brought up to a standard as worthy of sitting

next to the Library in the Town's Historic District. Twenty-four months from now, the community may look back at this meeting and say that was the part that was the kick off. Maybe that was the "win" the Town needed. He has a great concern of what happens in the community, not with just the TD building and the Parsonage, but with Rye overall. Twenty-four months from now, the residents may look back and say that was the beginning of the change in the center of Rye. He is certainly looking forward to taking the Parsonage and doing it in a manner where anyone here today will look at it then and say "Yup, that was a good idea."

Mr. Philbrick stated he agrees with Mr. Borne. In a perfect world, the Town should own both the Parsonage and the TD building, but that is not going to happen. The people are not going to vote for it. They're going to look at it and see just another empty building. It will not end up being a win for anyone. This idea shifts some of the planning. It doesn't diminish any of the planning. If anything, it opens up more opportunities of planning. There is certainly a lot more options that could be done with the 3.71 additional acres.

Chair Winslow closed the public comment of this session. Chair Winslow stated that the Board needs to make a decision on whether to sign the contract with Mr. Philbrick for the exchange of the Parsonage for the TD Bank building. His recommendation is to sign the contract for the best interest of the Town. He recommended that the Town Center Committee charge needs to be reviewed, as it is critical moving forward. Working formally with the Town Center Committee is critical.

Selectman Epperson recommended holding another public meeting in the process.

Motion by Keriann Roman to sign the Purchase and Sales Agreement with Dan Philbrick, which is contingent upon town ratification or approval. Seconded by Bill Epperson. All in favor.

III. ABATEMENT APPROVAL – 0 WILLIAMS STREET

Town Administrator Bergeron explained the Conservation Commission is purchasing the parcel at 0 Williams Street. It was the Board's decision to abate the back taxes in the amount of \$1,753. The assessed value of the land is \$30,000 and the purchase price for the Town is \$10,000.

Motion by Keriann Roman to abate the tax on 0 Williams Street in the amount of \$1,753 for good cause. Seconded by Bill Epperson. All in favor.

IV. OTHER BUSINESS

Steve Borne stated that he is having a Presidential Primary Night at the Atlantic Grill January 26th from 4:00 to 6:00 pm. He formally invited the Selectmen and will be inviting the School Board. He noted there was nothing in the last Selectmen's newsletter regarding the Civic League's 10th year anniversary. The Town Moderator does not allow the Civic League to have a table at the Town Elections, even though they are a 503C. They are a non-partisan group and would like to request a table at the exit.

Mr. Borne asked about the status of the website. He also recommended that the Town hire a fulltime planner.

ADJOURNMENT

Motion by Bill Epperson to adjourn the meeting at 9:17 p.m. Seconded by Keriann Roman. All in favor.

Respectfully Submitted,
Dyana F Ledger