



**FINANCE COMMITTEE**

**Meeting Minutes  
September 4, 2012  
Room 210, Billerica Town Hall**

Meeting was called to order by Mary McBride, Chairman, at 7:00pm:

Members	Present	Absent	Excused	Arr. Time	Dep. Time
Mary K. McBride, Chairman	X				
Thomas Aquavella, Vice Chairman			X		
John Piscatelli, Secretary	X				
Mark Efstratiou	X				
Ed Giroux	X				
Patrick Logue, Jr	X				
Rino Moriconi			X		
Scott Morris	X				
Philip J. Newfell	X				
Kathleen Paulsen			X		
Anthony Ventresca	X				
John Griffin, 1st Associate	X				
David Howe. 2 <sup>nd</sup> Associate	X				

Mary thanked everyone for coming and said that the town manager was going to present the proposed Town Center Improvements and drawings were on the board to show the current and proposed center. She reminded the members that their responsibility was regarding the financial impact on the town not other issues.

Scott asked about action items and how we would resolve them. Mary said she spoke to Shirley Schult about the questions regarding appointments to various committees how these will be handled is still in review.

A motion made to accept the minutes of the meeting of July 10, 2012 was as follows:

Motioned by:	Tony Ventresca
Seconded by:	Scott Morris
In Favor:	9
Opposed:	0
Abstained:	1

Printed copies of the preliminary warrants were available for anyone who wanted copies.

Mary then introduced John Curran, Town Manager, to explain the Town Center Improvements. A handout on the Town of Billerica Total Debt Service was distributed.

**ARTICLE 13 - TO FUND TOWN CENTER RECONSTRUCTION AND TRAFFIC IMPROVEMENTS** To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds the sum of \$9,800,000 for the Town Center Reconstruction and Traffic Improvements Project; or act in relation thereto.

**ARTICLE 14 - TO FUND TOWN CENTER RECONSTRUCTION AND TRAFFIC IMPROVEMENTS** To see if the Town will vote to reauthorize the previously unexpended balances of the previously approved Town Meeting Articles:

2000 Annual Fall Town Meeting, Article 12	\$ 136,730
2001 Annual Fall Town Meeting, Article 6	\$1,000,000

to fund the Town Center Reconstruction and Traffic Improvements Project; or act in relation thereto.

John said that there were three (3) articles on the warrant regarding the Town Center. Mary said that tonight we would discuss Articles 13 & 14 however not Article 15 because free cash figure is not available yet so we cannot discuss this. Mary asked when the committee would have a free cash figure and Paul Watson, Town Accountant, said the DOR will be in on Monday so we should have a figure then.

John wanted to present a few different parts of this warrant. He stated that the three (3) articles were: \$9.8M for bond authorization; 2<sup>nd</sup> is a reauthorization of \$1.1M and the 3<sup>rd</sup> piece is free cash for \$1.2M. There are two other potential funding programs: NMCOG and TIP.

The biggest piece is a \$9.8M bond and if we are successful with our funding sources it will go down. He said he would discuss the project itself first and then the process that has been involved and the schedule and the financing of the project. Project intended to improve safety in the town center and the other piece is economic development. This project is intended to improve and spur investment in town. Billerica has a very good asset in the Town Center now and it is used quite frequently in the summer for band concerts; the only issue is you would not go out there if there were not 26 details also there, one of the drawbacks we are trying to eliminate with this new concept, town concept and village center. A major retail complex with the Billerica Mall and O'Connor shopping center which is very unique to have this in your town center. The issue for us is we are not using it to its potential. The best way to illustrate this is to talk about uses. The Dollar Store, Big Lots, Burlington Coat Factory are at the lower end of the scale and our ceiling is very low as to what we can attract into the Town center. Along Boston Rd some of the uses are probably not the best use for the town center. Nail salon, pizza parlor, Chinese food; it is that kind of use that is coming and we are trying to bump it up. One aspect of what this would accomplish. The other aspect is traffic. Scope is from Charnstaff Street to River Street and that encompasses the whole scope of the project. One plan shows which State roads are and which Town roads are. The plan calls for sinking all utilities and that is being done because we are investing so much money to show the appeal of the town common it defeats the purpose not to sink the utilities. That is one piece of the project another goal is pedestrian traffic. The drawings show where the sidewalk would be that we do not have now. All artist renditions with the rendition laid over what we presently have; streetscape which is much nicer looking than presently. We hope the appeal will help to initiate investment into the town center. Sidewalks through the Town center; the sidewalks now are smaller and we are looking for larger sidewalks; hope to have room for people and café seating outside the shops. In fact the Liberty Bell has opened up a yogurt store next to it and he would benefit by this as well. Enhanced sidewalks are more appealing and provide visual improvements. There is adequate access with the new design. We are also enhancing the crosswalks in the town center. This plan eliminates 2 signals in the Town center. Today we have 5 signals and we are eliminating 2 of them. They will be sequenced for safety reasons. We want to keep people from crossing in the middle of the town common. We would have them crossing in the signalized areas. Brick pavers in the crosswalk will define the crosswalks and provide greater appeal and a safety factor that will be brought to pedestrian traffic in the Town center. This also helps our emergency vehicles. Fire dept in the middle of the night they might go against the traffic to save some time. During the day they go around and that adds about 30 second to the call and if you are having a cardiac event 30 seconds is a long time. The radius on all corners is being adjusted. In the center we are eliminating the rotary configuration. All of the turns are dedicated right hand turns. No traffic competing against itself. Today's configuration causes a safety issue because of competing traffic. A lot of this design is meant to eliminate safety concerns. River St. is a big change; the island is being moved to the side and increases the green street. The Common is getting bigger. This will enable you to take a left at River St and takes the traffic out of the center. The same thing with Andover Road, you will now be able to make a left turn. A lot of inherent issues with the current design are being resolved with this redesign. Two way traffic and the Town Common will have greater pedestrian access. People will be able to go there on a daily basis without fear for their safety

Next piece is the schedule itself. Two phase project. 1<sup>st</sup> phase is to put all utilities underground and the design would be complete in Spring/Summer next year and we would go out to bid and expect a shovel in the ground at the very end of the next fiscal year but more likely FY 2014. 2014 start of the project. One year for utilities. 2<sup>nd</sup> phase would be the roadway itself and it is about a 2-1/2 year project finishing up in 2016/2107. The State TIP program fits with them. FY2015 TIP

program. John then explained the graph of our debt schedule that he had distributed and said it has been seen before but he wants the members to know that this fits in to the town plan. This tells you a couple of things. What our projected debt is for the next 20 years. Left bar, everything authorized is on the schedule with the expectation of this project which has not been authorized. The other bar is the projected debt schedule if this passes. It tells you what the town can handle. We want to maintain a debt service of 10% or less in our budget because that is what the ratings want you to do. \$12.9M is 10% of our budget. We are about 7% right now. \$8.7M and that is what we have funded over the past few years. We do not want to go lower than that. The debt service rating doesn't really want you to go lower because they want to make sure you are maintaining your Capital assets. Two very crucial things: it doesn't impact our operating budget not the tax rate in a negative way. We do not want to break the back of the taxpayer by changing the cost of living in the town to the average taxpayer. This does not impact the tax rate. When it goes down you could give the money back but the issue with that is that the cost of waiting on these capital infrastructures far exceeds what you might get back on a tax break. The cost of waiting is enormous. It is important to let people know that it would not cause the tax rate to go up. You think about it like a home equity loan. You use it for roof and windows one time and then when your child is about to go to college then you use it for that. We are retiring old debt and adding new debt. All that being said you see that 4 years we spike over the \$8.7M and it is caused by the \$33M which is the sewer investment to date and what we would do to offset that is use the debt stabilization appropriation money so that it would not impact tax rate and level of service. The sewer investment is another article in the warrant. 2013 is the year we are below the \$8.7M because the rates were lower and we want to maintain that \$8.7M, we do not want to be under it. Between that balance and that warrant article there is enough money to keep the tax rate at what it is.

Sewer program financial priorities to the town: why not do sewer rather than this? Whether we did the town center or not, it does not impact the way we do the sewer program. We have funded everything we can to date. We are currently under a DEP consent order until we finish these projects. It does not impact how we finance the sewer project in town. In the next 2 or 3 years DEP will lift the moratorium and then we will design and construct sewer contracts. From this schedule you can see where this drops off and we can then fit those in and stay at the \$8.7M.

Other issue: study with the school system facility study program on the whole system this will serve as our capital plan for the school program. Maybe if we don't do this or some other project we can fund the school project. He knows that the High School will become the first order of business in the results of this study. How would this be funded? We cannot fund this under general fund under Prop 2-12 that we have because it is too significant. It would be handled like the Parker school whether this is funded or not. Capital plan for the town is meant to try to capture across the broad structure in the hopper and if you look at this it is very imposing but we are talking about them over 20 years and as long as we have a plan in place and follow the plan we can take bites off as we go forward.

Process itself: started in March 2011 with a visioning session that was publicly advertised and well attended. It required input from people in the room and what came out of that room was: What can we do to improve the Town Center and what is important to the Town Center. Mixed use overlay and this has nothing to do with it. Mixed use had a lot of controversy. John thinks it adds a lot of validity to the issue. Public was not telling us to move that way. There was universal agreement on improving the Town Center. That was the impetus that precipitated this whole process, feedback from the general public. In the year 200 this was also discussed. We decided to move forward for this reason.

There have been Concerns brought forward by some business owners. They are focused on the construction itself and whether or not they can survive the process. Clearly you have to do things. There will be a committee of merchants and himself that would go over all of the concerns to show them the schedule and get their feedback and meet on a regular basis to get their feedback as the project goes on to alleviate issues. Has met with various groups to discuss all of the different funding sources that we would look at; there have been 3 public hearings that were well attended. Many meetings have been held and changes have been made as a result of it. Close to 25% design and we need to make sure that the project will be funded. He has met with the utilities and historic district commission.

Mary said the more she hears the more complex it is. If you have non financial questions, she would be happy to have you ask some of those questions. John Griffin: with the utilities going underground is the town paying for that up front? John C we would pay for underground utilities but they would pay for the rest of the work. By the time this starts funding would be in place. Charnstaff and Mall interchange would be better but not change the conceptual design. John G would the parking lot behind the library get far more use would there be improvements back there? John C said that we are adding 24 spaces out front which will alleviate the use of the library lot. John G do we lose parking on the opposite side of the street? 5 spaces out front we lose as it would be parallel parking. There would other spaces so that there is a net

gain of spaces which would be doubled. Buildings from the Library still have their own parking? Yes they do. Ed: Overall I like the project. For those who want a walking center this does it. On financial article 14 he thought it expired if the authorization was not used after 3 years? Paul Watson said that it is a sunset position within the Charter we have not spent out of them for a long time but in a sense this was Free Cash so the 3 years doesn't apply. Paul does not close articles if there is work going on and there has been some working going on in the Town Center for a long time so he has never closed these items. When he first came here he was told that after 3 years they have to be reauthorized or closed but there are State and Federal laws that prevent him from closing and he has followed the laws. These articles have no spending for a long time but had not closed them out because it has never been abandoned. Also goes back to previous Town Counsel as to what he should do about closing articles.

David: electrical portion how much of the overall cost to bury the wires. John C \$4.5M to bury wires. David: No ability for surcharge on local peoples' bill? John Curran said years ago whether to assess on the utility bills or part of the bond. John if you assess it onto utility bills you are giving up control of the project per Paul Cohen from Chelmsford. We are proposing that the town controls all the purse strings but we put the boxes in the ground and we control the money so those things will not slow the schedule down but this will go a long way to help us control this project. The town is capable of managing projects of this size and we get things done on time and on budget. He is confident that the town can manage the project and we are taking the right steps. Cost will be in the budget per David? John C said yes that is a set cost.

Phil: he likes this plan a start of our path to the future. What is the alternative if this is turned down? John C the alternative we go back to the drawing board and try to come back with something else which would change the whole scope of the project. It would no longer an economic development program. We would have to look at it just from a safety issue. Big piece is economic development piece. John said he doesn't want to lead people down the path that there will be no traffic in the center of town. It is good to have traffic in the center because that means people are using it. They do not use it when it is a blighted area. Down the path of vacancy and blight and we want to stay away from it. But we are also maintaining revenue source for the town. Boston Road is a commercial revenue source and the Middlesex turnpike is commercial revenue as well. Two lynchpins and they play off each other. It all feeds off each other. Phil: sewer is going to be taken care of. If we wait 10 years will it cost more or less. John it will cost more in 10 years. It was \$5M per Abdul in 2003 and today it is 14M.

Mark: assume we do this 5 years after the project what do you see as businesses? John says he is not a seer but from personal experience they will come. He thinks there is interest in the area in a changed environment. You would see more interest in the mall and it might circumvent some of the issues we have at town meeting. More detailed proposals if people want to move there. Spur that kind of interest. Potential grant from state is \$1.5M from MassWorks. It does not affect sewerage. Nothing we can do now on sewer. It will not delay anyone from getting sewerage. Usable town common is a great thing.

Tony: mentioned BOS and Traffic Committee votes do you know what they are. Both were unanimous according to David Gagliardi who was in the audience. Any mitigation with loss of business – John said abatement process that they could apply for if they were to lose business during construction. Tony another alternative you are looking at ---- just to bury utilities' if we don't bury utilities would you still want to do this. John C not a good economic development with new lighting fixtures with poles still there so it would then be a traffic project. Tony bring in better businesses, do you have a study that has been done that would show this would happen. John people coming in have told him and NMCOG people have given him data and he will try to get it for us. Tony if we do this project we should see better business go in there he would like to see what the data is that shows this will happen. He wants you to have something behind you. John C we do have data and he said just look at the communities around you. Reading Town Center they did a lot of upgrades and there have been several new business and restaurants and Woburn has had the same things happen. Maynard and new business came in. Phil said he works in Maynard and knows that it has made a great difference. He is not sure that they buried the cables it is now has the beginning of a soul downtown. Nice place to visit. Tony just wants to make sure that we can back up what we say. Mary asked John C to email that info to her and she would distribute it to the committee.

Tony: Sidewalk graded with pavers. John Curran said the only place that was raised is in front of the Library. Crosswalks would be pavers not regular bricks. Tony noticed that they are falling apart in Boston. The ones we chose we would be able to replace them easier. Abdul explained how they would be laid which would eliminate heaving. Tony more money would be needed in the budget for maintaining this. John C maintenance of crosswalks would be what it is now. Not a budget buster. Tony sometimes they fall into disrepair and do not get maintained this just happened so he is

concerned. Boston did rip them out. John C said we received \$1.2M in Chapter 90 money for roadway work each year. We are increasing our commitment to roadway work. Tony is concerned that we are spending more money and if we just put pavement it would be less maintenance.

Scott: how much have we invested so far? John C said he will get Scot that number. Did NMCOG help us pay? John No a lot of it came from capital. Abdul early 2000 2 appropriations in different years 2002 and 2003 this was funded but it was a different configuration. Mary said it was 2000 and 2001. Originally \$136K was appropriated. The second one was never touched per Paul.

Is there some way to measure return on investment? John Curran will send it to Mary. Any new businesses that have already committed? John C said project is not approved so no one will come in until it is. But there is an interest. What is the impact if this does not pass at town meeting? John C we will have to go back to the drawing board. Further blight and further lack of investment from the private side in the Town center would be the impact. What is the maximum bottom line: The 3 lines items is the bottom line. Is the appropriation all new money being requested? Bond authorization is new money \$9.8, the other 2: one an old article funded from free cash both of them. Are there other projects that we have to choose from regarding priorities. John C most things are already being considered. This is what my office and BOS has presented as Capital priorities. We have a plan for sewer, schools, road work, and another item for additional road work. Only other issue would be the DPW building which an audit is being done on now. It is a project that would be considered down the road. Those are all the things I can think of offhand. What projects would you rather see rather than this one? Will this plan include any zoning changes? John C. No

Patrick: basically we have talked about it already. Parker school is not in debt service for the Town. John C said in the spring we are going out so it will hit in FY2014. Patrick: What is our expected coupon rate for the bond? We usually use 4.5 and per Paul it is coming in much lower. Last one at 2.2; what is coming in is low 3's and in short term next to nothing. Paul said he assumes if Article 13 is not approved Article 14 would be withdrawn. John C keeping in mind the policy of his office is trying to keep an \$8.7M dollar number in debt service. Whether this project is done or not those things are outside of what we have in our debt service. Patrick: Taxpayer is still on the hook to pay the Parker school and then they would have to pay for this. John C: Debt exclusion adds to the taxpayer and that is a decision TM has to make. But under regular debt funding he wants to maintain the \$8.7M whether or not we do the center. Unless the TM votes everything down then that money will go back but that is not a wise course. For the taxpayer you are just moving money from one pocket to the other. Patrick: What is the utilization of the office space in Billerica? Office space is not being utilized to change the town center to just change it doesn't make a lot of sense. John C Federal Street just picked up a new client and the Turnpike the same thing. We are aware of all of those issues and we are trying to apply that same to the town center. All the more important to find a reason to do something.

John P: you used the term dedicated right hand turn. When you come off of Rte 3 onto Concord Road and you want to take a right, today there is a dedicated right hand turn and he thinks that traffic will back up as a result. Operational area he does not like. John C today you come down here and you have to cut across here to take a right hand turn. Control will be different as most people will be using Charnstaff Street instead. Operationally John said he likes the plan. 1<sup>st</sup> question: three reasons for this: safety, traffic and economic development. The \$12M max how would you assign it economic development versus safety. John C cannot do that on the top of his head. Things: utility has an economic development. If you took all of the other aesthetic aspects: street lamps, ornamental, you should be back to the economic development figure. This portion is \$1.9M, the sidewalk alone and street lamps; a good portion of the project We could talk to the engineers to try to break out some of the pieces but a significant part is economic development. If we assume that it is half \$6M when we use the term economic development we then think we will generate incremental revenue but we will pay ourselves back. John said it is hard to predict what the return on investment will be but if something happens the Mall is significant and if that turns around that return on that investment would be significant. The other thing to keep in mind is the loss of revenue associated with not doing anything. John P it would be really nice to have that range of without making the investment the downside of what we could lose and if we make the investment this is what we think we could generate. Investment grade percentage assigned to it. Do we get a percentage back to appropriate that much money? You basically articulated that by spending money on this project that it would encourage incremental business to invest in that portion of the town when I think about that statement and I compare it with the statements that the assessor made a while ago it is different. We had a discussion with Rich about what was preventing the town of Billerica from attracting higher end retail. His explanation was the difficulty was based on the demographic of Billerica, he mentioned Bertucci's had said back to us that "our" demographic profile doesn't fit Billerica. Help me connect those two statements. John C different but each thing contributes. The fact that we are located near Burlington they get a

lot of interest from developers that prevents them from coming up the road. Stephanie Cronin has updated that and has put together a new bio for the town. That was based on 2000 data. Income level much higher than it was in 2000. People in the industry are looking at old demographics. He is right that those are contributing factors but so is geographic location and infrastructure. We are attacking those issues by aggressively marketing the town. If we have an investment in the Town Center and we continue to market it and we get one person on the hook and get a good anchor in the mall it will affect other business. They all contribute and we are trying to attack it on all fronts. John P \$12.1M is the max; would \$8.7M be the min? The \$1.9 and \$1.5 from MassWorks would I take those two to help and set the min. John C: The \$1.9 is on top of \$14M is the project figure now. \$1.9 will bring it down but we don't know what we will get from the state. We won't be left in a hole if certain things don't come into place. We are getting final cost estimates now to have for Town Meeting. Conceptual design is what cost is based on and when we get better numbers it could be less. He doesn't want to commit to a low number now so he commits to the high one. You think you will have the more updated numbers by town meeting. What happens if town meeting rejects it? There may be a feeling by the Finance Committee and TM and they might view it differently at \$12M versus \$9M great to make the decision with the final number. That might change people's opinion. John C: None of those numbers will be available prior to town meeting, TIP money is FY 2016 and NMCOG will be after as well. Might have a better cost estimate by then but we could go out to bid and it could come it \$1M lower than we think right now. I do not want to come back. Don't want to raise expectations and I don't want to commit to that right now. You can't get, even when you build a school, Parker came in several million dollars under budget. We have to use estimates. Mark said that the Parker was going to be \$39M on warrant was \$35M and it is going to come in at \$32M. If we found it would be lower we would change it on Town Meeting floor. If TM decided not to support it you could bring it back at the lower number. Competing funds: one is when I look at the capital budget the way it is laid out today the year that we have times placed in the capital budget is not the year we need it but the year we can afford it? Trucks within the DPW budgets if we had the money today we would stand at the floor and say we have the assets to make me feel comfortable I would like to understand the balance of the capital budget? How much over the first 3 years that are things we need today versus what we will need in 3 years. He would not like to approve \$12M worth of warrant articles and all of these things should have been replaced a year ago and they are out 3 years. How much is the year we need versus the year we can afford it. John C: a couple of tiers to that question. Our capital plan has different sections: long term and 5 years. The first 3 years of the 5 year plan sometimes those things move up sometimes they get delayed. So we pick things off as we can and there are some things that we would like to do today. Which trucks do you need now and what can you do later. The plan has logic to it, there are things that we don't need to do this year and it doesn't rise to the level of 9M. Debt exclusion that would come when we talk about a new high school I think the question might really be. Use the Tewksbury HS as an example rather than a debt exclusion for the whole thing why not take this \$14M for that and limit the debt exclusion. John C the idea is that if we started doing that to chip away at the general fund issue for debt service on that school it is going to be as much as 80% of what we are carrying right now in the general fund. If you say let's only carry \$4M in the debt exclusion and \$3M in the general fund that is \$3M in budget cuts that you have to make. The only option is to cut the budget. We have done a lot to save money in the past few years but to make that kind of a cut is not the philosophy of the manager or the BOS. If we partially try to fund debt exclusion then we will have an issue with the operating budget. \$5M is being used to fund water and sewer projects and it cuts into what you can do with that money. It would put further strain on what we could do in the town. You will be borrowing \$4-5M a year because you are not investing in your maintenance.

Mary: what is your take Mr. Curran and anyone else's that the Ditson School funding has caused us to be less than scrupulous is maintaining the school It did put strain on the town debt in operating budget and it cuts into doing other things. It would be like the same amount of income and you want to do some addition to your house you don't stop buying groceries. You have to maintain your level of service in the town you have to find a way to invest in your infrastructure and keep your operating on track.

Tony: Charnstaff Lane any movement to turn back to a two way street. John C: DOT said basically they just did it and they are not going to change it. You would then be expanding the scope of this project.

Mary: is Allen Road on the TIP? Abdul said it is on the TIP. Mary: Are we going to have problems with rights of way? No easements associated except for the utility box which is by O'Connor hardware. No property easements, no rights of way, etc/

David: follow up on wires down the road. if there is a problem with the wires will the electric company repair it or do we. John C: Electric company will then own it. No cost to us. Economic development advantages – for 2 years we are going to take a real loss and we have to look at that. John C there is some truth to that but we are going to work with the

merchants to minimize that. There will be impacts but the roadway will be open throughout the project and the work in the town center will be done at night. During the day you can get there but a few people might not go there. The cost of doing nothing is a loss. David we could do other things.

Ed: Transportation Bond bill money? The proposal never made it into the final bill. Even if there were it was just an authorization for the governor to spend money and you have to have a lot of influence up there.

Patrick: Wasn't there an eminent domain issue that cropped up. There were 2 issues but John C instructed the engineers to redo it so that these issues were eliminated.

Scott: Project map where the retail areas are in that plan so we can see where new growth would appear. Which areas are open to growth? John will delineate that in the presentation to TM.

John P. one of the benefits is pedestrian safety the connection to mixed use zoning more pedestrian friendly; is this a precursor to coming up with a mixed use zoning plan that would support this project. John: would expect that if you did this project people would look differently at the whole idea of uses in the Town center because what would follow would be different demands. But it could be more akin to specific proposals rather than a mixed use overlay. I think you would see different proposals that might be predicated in the future. Some of those proposals could expand the retail outside of what is there now. We have worked with NMCOG and looked at the whole Boston Road corridor to define it but if success with this then we would start looking at the whole corridor through zoning as well as sidewalk work that is going on down at the Billerica Burlington line. These are projects that the State does at the end of the year when they have some money left over. He has met with DOT about the infrastructure and they are planning for the future. We don't own Boston Road but we would like to have more say about what they do with it. It is hard for us to impact those issues. He sees this as the start of it all. Tremendous amount of potential in the Town of Billerica especially in the center and this is a good way to start.

Mary suggested that we adjourn rather than discussing the other two issues on the agenda.

After much discussion a motion to recommend Article 13 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Mark Efstratiou
In Favor:	6
Opposed:	4
Abstained:	0

After much discussion a motion to recommend Article 14 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Phil Newfell
In Favor:	6
Opposed:	4
Abstained:	0

A motion to adjourn the meeting was as follows:

Motioned by:	Ed Giroux
Seconded by:	Patrick Logue
In Favor:	10
Opposed:	0
Abstained:	0

Meeting adjourned at 8:59pm.

Submitted by:

Barbara A. Doherty,  
Recording Secretary