

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**Open Meeting Minutes**  
**MONDAY, SEPTEMBER 11, 2023 – 6:00 P.M.**  
**SELECT BOARD MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*The Select Board may discuss and vote appropriate action on any item listed on this Agenda unless a different disposition is noted. At the discretion of the Chair, agenda items may be taken out of order.*

Select Board:

Present: Nancy Robbins Taylor, Chair; Edwin (Scott) Zylinski II, Vice-Chair; Douglas C. Brown; Robert P. Mascali

Absent: Onjalé Scott Price

Others present: Mike Renshaw, Town Manager; Peter Johnson-Staub, Assistant Town Manager; Maura O’Keefe, Town Counsel

**OPEN SESSION**

Call to Order: By Chair Nancy Taylor at 6:00 p.m.

**EXECUTIVE SESSION**

Chair Taylor called for a **motion to go into Executive Session to conduct contract negotiations with non-union personnel (Town Manager) - M.G.L. c. 30A s. 21(a)(2).**

**Motion by Mr. Zylinski: So moved      Second: Mr. Mascali      Vote: Yes – 4    No - 0**

Chair Taylor said the Board would return to Public Session.

**OPEN SESSION**

Before the Call to Order, Town Manager Mike Renshaw announced that an overflow area had been set up for meeting attendees who were unable to be seated. He said if those present were there to comment on the Emerald property, that the item was for a staff report, that no formal action was planned for this item, and no public comment would be taken at this meeting. Assistant Town Manager Peter Johnson-Staub said attendees in the overflow area would be able to view the meeting but not participate, which complies with the Open Meeting law. He accompanied those attendees to the overflow area.

Call to Order: Chair Taylor called to order the Open Session of the meeting at 6:32.

Pledge of Allegiance: Led by Select Board

Proclamations: None

Recognitions:

Chair Taylor asked for a moment of silence to recognize September 11 and the incidence of terrorism 22 years ago, remembering all victims and first responders who perished in this awful attack.

Mr. Brown recognized the Fire and Rescue Department for the well-done service earlier today.

Announcements:

Chair Taylor announced 2 changes to the agenda: 1) Business item #12 – Tabled: 2) Business item #14 – Rescheduled

Mr. Zylinski announced that FCTV would be moving its government channel to Channel 9 beginning on 9/21.

Public Comment

Richard Dube, Blacksmith Shop Rd. – said he met with Mr. Renshaw and complimented him – said he had emailed the finance committee questioning the approved \$86,000 in 2021 for rifle replacement when the actual cost was \$48,000 but has received no answer about the process regarding capital expenditures – questioned the \$118,000

projected cost to replace pistols – questioned how the previous police chief could have allowed the police headquarters to crumble and decay into a health hazard, contrasting this situation with all the funding for pickleball – said he sees these examples as weaknesses and defects in town governance.

Dr. Augustin Moreira-Saporiti – said he is here to speak in support of affordable housing and to make it more accessible for year-round residents – said he is from Spain and a researcher at MBL – said many international scientists come to the Cape to work, but the current housing conditions make it an extremely unwelcoming environment for him and others like him to come to this town – said it places him at risk to be homeless – said the focus on seasonal rather than year-round housing drives away scientists – urged the Board to consider the housing crisis one of its top priorities.

## **PUBLIC HEARINGS**

### Shade Tree Hearing – on application of Alex Zelfond for the removal of one (1) Sugar Maple tree at 259 Old Main Road, North Falmouth

Mr. Renshaw orally reviewed the item for the Board, referring to the document entitled *Agenda Item Summary Sheet*, Item number and title: *Hearings 1 - Shade Tree Hearing – on application of Alex Zelfond for the removal of one (1) Sugar Maple tree at 259 Old Main Road, North Falmouth* in the Select Board packet. Mr. Renshaw said it was the DPW/Parks and Forestry Division's and his recommendation to remove the tree with the condition that the cost of removal be borne by the owner, and that a suitable replacement tree be planted under the direction of the tree warden.

Mr. Zylinski read out the hearing notice.

Tree Warden Jeremiah Pearson explained the need for the removal of the tree at 259 Old Main Rd. Mr. Brown ascertained the size of the replacement tree.

Public comment: None

**Motion by Mr. Zylinski: To close the hearing      Second: Mr. Mascali      Vote: Yes – 4      No – 0**

The Board noted that there was no correspondence in opposition to the application.

**Motion by Mr. Brown: To approve the removal of the shade tree at 259 Old Main Rd., North Falmouth  
Second: Mr. Zylinski      Vote: Yes – 4      No - 0**

### Shade Tree Hearing – on application of Sandra Rothchild for the removal of one (1) Eastern Red Cedar tree at 196 Elm Road, Falmouth

Mr. Zylinski read out the hearing notice.

Mr. Renshaw orally reviewed the item for the Board, referring to the document entitled *Agenda Item Summary Sheet*, Item number and title: *Hearings 2 - Shade Tree Hearing – on application of Sandra Rothchild for the removal of one (1) Eastern Red Cedar tree at 196 Elm Road, Falmouth* in the Select Board packet. DPW/Parks and Forestry Division recommends removal of the tree due to safety concerns. Mr. Renshaw recommends removal at Town expense.

The tree warden explained the need for removal.

Public comment:

Fritz Bosch – said he lives in the area – said it's not a sugar maple or oak, rather, it's a unique species – said he's been part of the scientific community for 50 years – said the tree can be trimmed – said it's very old and unique to the Cape Cod area – said there is a small grove in Marshfield – said Elm Rd. is blessed to have it – said it is an Eastern Red Cedar and looks like a redwood – said he would not make an issue of it if it were a sugar maple.

Sandy Rothchild, 196 Elm Road – has lived at this address for 25-30 years - said now it's a dangerous situation to come out of the driveway to turn left – said there have been a couple of near misses – said she appreciates what the previous speaker said – said she has grandchildren who drive who tell her how dangerous her driveway is.

Mr. Pearson said the tree is native to Cape Cod and not a rare species. Mr. Zylinski asked if the tree creates a safety hazard regarding sight lines. Mr. Pearson said yes. Mr. Zylinski also asked about transplanting, which Mr. Pearson said was not possible. Mr. Mascali asked about trimming. Mr. Pearson said they've done what they could for the past 5-6 years and have avoided removal up to this point.

**Motion by Mr. Zylinski: To close the hearing      Second: Mr. Mascali      Vote: Yes – 4      No – 0**

Mr. Brown said that as much as he is reluctant to remove a tree, safety concerns make it necessary. Mr. Zylinski noted that this has been a recurring yearly issue and he is unwilling to wait for a fatality or injury when a safety issue has been identified.

**Motion by Mr. Zylinski: To remove the tree at 196 Elm Rd. for safety concerns as described by the tree warden      Second: Mr. Brown      Vote: Yes – 4      No - 0**

## **BUSINESS**

Vote to accept an easement granted to the Conservation Commission for wetland restoration of the Upper Coonamessett bogs.

Mr. Renshaw orally reviewed the item for the Board, referring to the document intitled *Agenda Item Summary Sheet*, Item number and title: *Business 1 – Vote to accept an easement granted to the Conservation Commission for wetland restoration of the Upper Coonamessett bogs* in the Select Board packet. Mr. Renshaw recommended approval.

Mr. Mascali asked why the easement lasts only 10 years. Mark Kasperczyk, Falmouth Conservation Land Manager, said the owner of the property requested 10 years. He also said he didn't think it would be an issue once the wetland restoration was complete.

**Motion by Mr. Zylinski: To accept an easement granted to the Conservation Commission for wetlands restoration of the Upper Coonamessett bogs as described by the Town Manager in his presentation**  
**Second: Mr. Mascali      Vote: Yes – 4      No – 0**

## Emerald Properties Update

Chair Taylor said there would be no public comment on this item because the presentation was primarily around the comments received by Ms. Fish and Mr. Cornock.

Mr. Renshaw orally introduced the item for the Board, referring to the document entitled *Agenda Item Summary Sheet*, Item number and title: *Business 2 – Emerald Properties Project-Summary of Civic Engagement Program* in the Select Board packet. He said the summary encompassed over 2 months of comment and data collection.

Housing Coordinator Kim Fish introduced the presentation entitled *Emerald Properties Project-Affordable Housing, Accessible Recreation, Historic Preservation*, by narrating approximately 7 screens summarizing the collected data, which included a review of the history of the project, an overview of the civic engagement program, a summary of input provided at meetings, a categorizing of comments, and input at the 8/9/23 public meeting. Town Planner Jed Cornock then summarized and explained the input gathered from the project website and emails, referring to graphs and charts presented on approximately 12 screens. The final portion of the presentation focused on remaining questions, options for action, and next steps. The recommendation from the Planning Department is for more time for staff to work on a compromise development scheme that takes into account the collected data.

Chair Taylor said she very much liked the questions in the survey and said that no matter what, the issue will go back to Town Meeting for a vote.

Mr. Brown asked what the closing date was for the input. Mr. Cornock said they closed the survey and emails on August 18. Chair Taylor said the Board has received many emails since that time.

Mr. Zylinski commented that he felt it was prudent at this time to pull the project and redevelop it. He said there are too many things that need to be addressed making it too soon to come up with options. He said the numbers of interested people who provided input show that we're going in the wrong direction, and that it's not the right project for this location. He commended the work done by staff on this project and the gathering of information.

Mr. Mascali asked how the survey was developed (a combination of consultants and in-house staff) and what a smaller-scaled project would look like. Ms. Fish said it would be fewer than 44 bedrooms. She said it would be a significant scale-down, taking into account ownership vs. rental and feasibility for a developer. She said they would have to go back to the drawing board, understanding that the project, in the end, might not work.

Mr. Brown said that scaling down the playground would risk ruining it. He said that he would not want to revisit that and thought it best to waste no more time and effort on this project at this location. Mr. Zylinski commended all survey respondents and emailers, saying that their comments showed they were willing and committed. He asked for their continued interest and input to help with ideas for good projects to meet the goals of the housing plan.

Chair Taylor reiterated that the purpose of the presentation was to seek guidance for how to proceed. She said, based upon Board comment, that it was time to table this idea for this particular place and this property. Mr. Mascali said he didn't necessarily agree. He noted the time and effort put into the project already and said he would like to see if the questions regarding the identified issues such as wastewater, safety, density, and traffic could be answered in agreement with the comments received. He said he would like to pursue a smaller scale and look at addressing those problems and didn't think the Board should pass on this property. Mr. Zylinski said staff is limited and that other projects fit into the housing plan better, projects that will re-vitalize the area, and that it would be better to push those projects. He said the Emerald property project is too far off and that there are better opportunities elsewhere in Town, such as the Kimco project.

Chair Taylor spoke to the idea of putting Town energy behind the Kimco project to revitalize that area of Town. She said she heard Mr. Mascali's concerns about needing workforce housing and not stopping the Emerald project. She also said she would like to see the Town's energy in other directions.

Mr. Brown said he would like to search for other town-owned parcels to see what areas might be more practical for development. Supporting that idea, Chair Taylor referred to an email that provided a link showing all addresses of town-owned properties. She acknowledged the time and energy that staff had invested in this concept, saying she wouldn't be against a smaller project, but at the same time, saying she would like to see the Town's energy and capacity pushed toward a project like Kimco, right in the center of Town, in a place that needs revitalization.

Mr. Brown said that the play space project was short-circuited due to the housing proposal on the property. He said that the Town should find a spot right away for that project or look into continuing with the play space only on Parcel 81. Ms. Fish said that that idea was included in Option #1, with the playground on either #81 or #67, keeping in mind the preference to locate it close to the road. She thanked the public for all the interest and comments provided.

Chair Taylor said the Board needed to be clear on its guidance for staff going forward. There was further brief input from members on what that guidance would entail. Mr. Mascali said he would vote against a motion that didn't include exploring other ways of building housing on the Emerald property, taking into account identified concerns.

Motion by Mr. Zylinski: To direct staff to explore Option #1 with no affordable housing, to build the accessible play space on Parcel #81, and to continue to look for alternatives for the play space on Town-owned property, if a more effective space is available  
Second: Mr. Brown

At this point, the Board continued to attempt to clarify exactly what the guidance for forward action of this project would be. There was divergent opinion on whether or not to stop exploring a form of housing on Parcel #81. Comment from this portion of the discussion appears below:

- A possible partnership with the Falmouth Housing Trust, the Falmouth Housing Authority, or the Falmouth Housing Corp. (Procurement law would require going out to bid.)
- Concern that staff would have too many directions to fulfill.
- Possibility of hiring additional staff to help with housing issues.
- Possibility of tabling the housing portion of the Emerald project for now, and whether or not to impose a time frame on the tabled issue.
- The need to answer the questions posed in the presentation regarding the housing portion of the project before stopping it.
- Tabling the housing portion means that staff would still have to explore a possible scaled-back project and seek answers to the identified questions.
- The need to get the play space portion of the project on track.

- The difficulty of finding a large enough area for the accessible play space.

At this point, Mr. Zylinski asked if Mr. Brown was withdrawing his second on the motion that was made. Mr. Brown said yes. He said that if the Board is going to table the two parcels, he still wants to get moving on the play space. Chair Taylor then asked Mr. Brown if he wanted to make that into guidance for the Town Planner and Housing Coordinator.

Mr. Brown said Option 1 with a parallel path of examining a more viable place, a more expedited location for the 3-acre play space. Chair Taylor clarified that it would be tabling affordable housing on the Emerald property at this time and moving forward with the play space.

Mr. Renshaw then suggested the Board direct the Town Manager's office to create a working group to look at the Town-owned parcel inventory, bring a recommendation over the next 4-5 months for the play space, and put a hold on, or table, affordable housing on Parcels 81 and 67. He said this would create the capacity to examine issues identified with the two parcels. Chair Taylor asked if that was agreeable to the Board. She thanked Ms. Fish and Mr. Cornock for their hard work.

#### Discuss the Investigatory Powers of the Select Board

Chair Taylor said that she asked Town Counsel Maura O'Keefe to define Section C3-5 of the Town Charter and to describe the process for C3-5.

Town Counsel O'Keefe said it is common to find this provision regarding investigative powers in town charters, but stressed that it is rarely used, and that Select Boards must exercise great caution in using it and only in extreme situations. She said there are other tools Boards can use to get information they need and must be careful not to infringe upon the substantive rights of others if using it. She summarized ways Boards can acquire information from other Town entities or employees. She reiterated that investigatory powers are to be used only as a last resort.

Mr. Zylinski asked Attorney O'Keefe more specifically how the process for using investigatory powers would be initiated rather than why. What is the set of rules we would use in an extreme case? Atty. O'Keefe said that the charter says nothing about the mechanics of the process, but that the rules of civil procedure and case law would be used as guidance.

#### Vote to approve the use of AFCEE Nutrient Management Grant Funds for the Outfall Project

Mr. Renshaw orally reviewed the item for the Board, referring to the document intitled *Agenda Item Summary Sheet*, Item number and title: *Business 4 – Approval of use of AFCEE Nutrient Management Grant Funds for the Outfall Project* in the Select Board packet. He recommended approval in the amount of \$550,000 to offset the costs associated with the outfall project.

Mr. Brown said the AFCEE funds were originally intended to mitigate East Falmouth remediation issues, so he advised making sure that the funds are appropriately used. Amy Lowell, Wastewater Superintendent, said that originally, the funds were for mitigation for the Ashumet Valley plume from the wastewater treatment plant there, benefitting Great, Green, and Bourne Ponds. She said over time, the funds have been interpreted to be used for nutrient mitigation purposes, predominantly in the East Falmouth watershed, but not entirely. She said this project benefits the entire town, but the next several phases of projects are for the south coast watersheds that are directly involved with the original AFCEE mitigation service area.

**Motion by Mr. Brown: To approve the use of AFCEE Nutrient Management Grant funds for the Outfall Project in the amount of \$550,000      Second: Mr. Zylinski      Vote: Yes – 4    No - 0**

#### Council on Aging

Mr. Renshaw orally reviewed the item for the Board, referring to the document intitled *Agenda Item Summary Sheet*, Item number and title: *Business 5 – Report-Council on Aging* in the Select Board packet.

Brenda Swain, Chair, began by introducing the Council on Aging members. She and Jill Bishop, Director of the Senior Center, presented information contained on approximately 9 screens, including the following topics:

members, volunteers, service statistics, service and program updates, outreach updates, comparing of data with other towns, comparing of old vs. new senior center data, and upcoming events.

Mr. Mascali commented that, according to the information provided in the report, the Senior Center has 50% of the senior population in Town signed up as members.

#### Report – State of the Steamship Authority – Peter Jeffrey, Falmouth Member, Board of Governors

Mr. Jeffrey explained information contained on approximately 22 screens related to activity of the Steamship Authority as it pertains to Falmouth. The information appeared in lists, graphs, and charts, covering topics such as positive impacts, employees and wages by town, embarkation fees, traffic, numbers of vehicles including freight trucks, weekday vs. weekend vehicles per trip, projects and initiatives (such as the Woods Hole terminal), contract awards, and vessel conversion costs. The report concluded with Priorities: improved communication, looking at alternative freight ports, urging the Authority to reconvene the task force, and focusing on financial stewardship and management accountability.

Board discussion included the following comments / topics:

- Disappointment and concern that the long-range strategic planning meetings with the Authority stopped a couple years ago
- Lack of confidence in the management of the Authority, exemplified by estimates to fix ships being off by 45% and building bids coming in far too high
- The increase of freight traffic in general, shown by the number of 52 trucks on Woods Hole Rd. before 7:00 a.m. on weekdays, either boarding or arriving
- The increased width of the vehicle bays on the ships and what that will mean for future freight as development of the area continues
- Lack of coordination or outreach with the New Bedford Port Authority over possible freight service there
- Explore alternatives to RFPs to interest 3<sup>rd</sup> party carriers to find out what would make routes work, or pilot a lease program to operate surplus vessel(s)
- The capacity of freight trucks and if they are underused

#### Discussion and vote regarding the exercise of Right of First Refusal on 31.7-acre property on Route 151 and extension of deadline for owner to complete the sale

Chair Taylor ascertained that all Board members had received a copy of Mr. Galasso's letter, which was received earlier in the day.

Mr. Renshaw indicated that Mr. Johnson-Staub would be reviewing the item for the Board. Mr. Johnson-Staub's review included the history of the property (4 parcels) and the Board's previous actions related to it, as well as concerns related to the property identified by staff, which are listed in the document entitled *Agenda Item Summary Sheet*, Item number and title: *Business 7 - Right of First Refusal on 31.7-acre property on Route 151* in the Select Board packet. He said Attorney Laura Moynihan was present to speak to the request.

Chair Taylor asked if the Board had any questions regarding the decision to exercise or not exercise the right of first refusal.

At this point, Mr. Zylinski said he wanted to make the Board aware of his having entered into a verbal agreement with Atty. Moynihan on a private matter regarding his personal property.

Mr. Brown asked if the developer would be willing to offer what the intent is for the property. Atty. Moynihan said she could provide information about the developer's plans depending upon how much time the Board allowed. She also asked for a copy of Mr. Galasso's letter. Atty. Moynihan, using a slide presentation, showed the location of the property on Rt. 151, the zoning (a combination of Senior Care Retirement District and Agricultural AA), information on right of first refusal, details about the development entity and proposal (including about 70-75 affordable one-bedroom units), photos of developments by Northbridge Companies, and ROFR timelines. Atty. Moynihan said that if the closing does not occur, the ROFR remains in effect until Jan. 14, 2033.

Mr. Mascali asked for more detail on the affordable units. Ray Metrano from Wayside said the 70 units would be a stand-alone apartment building for seniors. There is also a stand-alone independent senior housing facility with cottages (market rate with some affordability). He said the two facilities are independent with different sponsors.



Referring to the document entitled *November 2023 Annual Town Meeting Index* in the Select Board packet listing the 21 articles, Mr. Johnson-Staub reviewed them numerically, providing additional explanatory information where necessary, pausing to ask the Board if there were any questions. He noted articles that would have future presentations. The review concluded with Article 21 regarding the Nobska Light ownership.

**Motion by Mr. Brown: To remove Article 21      Second: Mr. Zylinski.**  
**Vote: Yes – 3    No – 0    Abstain – 1 (Mr. Mascali)**

**Motion by Mr. Zylinski: To vote the articles and execute the warrant with the provision of deleting Article 21**  
**Second: Mr. Mascali    Vote: Yes – 4    No - 0**

Petition Article Presentations for November 2023 Annual Town Meeting

Article #12 – Petition: Funding for Trotting Park Pickleball Courts and Amenities - Tom Zine was present along with Todd Bidwell to present the article. They focused on 1) why the funding (\$2.6 million) is needed and 2) the benefits to the town.

Article #13 -Petition: Harborside Realty Trust 241 Scranton Avenue Sidewalk/Curb Cuts – Lawrence O’Brien, representing Harborside Realty Trust, handed out materials to the Board. He gave a history of the situation involving sidewalk removal, requested curb cuts, and ADA compliance. Bill Dynan, a veteran, spoke about the need for the Town to correct a mistake made years ago and give Mr. O’Brien, also a veteran, access to his house.

Article #14 – Petition: Select Board to Authorize Urine Diversion Pilot – Kim Comart presented information regarding the superiority of urine diversion over modern septic systems and sewerage, including cost effectiveness. He pointed out the degraded condition of various ponds around Falmouth to underscore the urgent need for this pilot program.

Article #15 = Petition: Use Embarkation Fee for Speed Signs – Phil Logan presented information regarding the request for funding to purchase and install LED speed signs. He said a meeting with Town officials today was very productive regarding how to move forward with the location of the signs.

Article #16– Amend Section 240-7.7B(6) by adding subsection a. – Atty. Kevin Klouer, for Michael Duffany, presented information regarding how the proposed amendment would grant the permitting authority, the ZBA, with flexibility through a special permit regarding the amount of nitrogen loading from an advanced treatment system vs. a standard Title V wastewater system.

Request for variance to sign code §184-18, §184-25 and §184-31 – 137 Teaticket Highway - TABLED

Committee appointments

Cape Cod Joint Transportation Committee – Jim McLoughlin (3-year term)

Certified Weighers-Cape Cod Aggregates – Jennifer Quinn, Ted Bousfield, Brian Studley (1-year terms)

Mr. Zylinski said he would abstain from voting on the Cape Cod Aggregates appointees due to both his brothers’ working there.

**Motion by Mr. Mascali: To approve the appointments as submitted      Second: Mr. Brown**  
**Vote: Yes – 3    No – 0    Abstain – 1 (Mr. Zylinski)**

Board of Library Trustees - **RESCHEDULED**

**CONSENT AGENDA**

1. Licenses

- a. Vote to approve an application for two One-Day Sunday Entertainment Licenses – Highfield Hall & Gardens, 56 Highfield Drive, Falmouth – Sunday, 9/17/23 and Sunday, 10/15/23



- b. Vote to approve the administrative Change of Address of an All Alcoholic Beverages Common Victualler License – ICA Pizza, LLC d/b/a Simply Divine Pizza Co., located at 261 Main Street, Unit A, Falmouth
2. Administrative Orders
  - a. Vote to accept donation from New England Endurance Events in the amount of \$1,900 to the Beach Department donation account

**Motion by Mr. Brown: To approve the items on the Consent Agenda                      Second: Mr. Mascali**

**Vote: Yes – 4    No – 0**

**MINUTES**

1. Review and vote to approve minutes of meetings
  - a. Public Session – August 21, 2023
  - b. Executive Session – July 10, 2023, sessions 1 and 2

Chair Taylor asked that the minutes be held over until the next meeting and the Board agreed.

**TOWN MANAGER’S SUPPLEMENTAL REPORT**

Mr. Renshaw orally presented his report, referring to the memo entitled *Supplemental Report* and dated September 11, 2023, in the Select Board packet. The report included Comcast channel line-up changes, the hiring of Stephanie Madsen as the Sustainability Coordinator, and recent meetings attended. Upcoming Board meetings were also included.

**SELECT BOARD REPORTS**

**Mr. Brown reported on the following:**

- An update at the Cape and Islands Municipal Leaders Assoc. meeting on the progress of the placement of the Bourne and Sagamore bridges
- Attended the Municipal Light Plant Board meeting – asked for future discussion on how to interact better with that board

**Mr. Zylinski reported on the following:**

- Plan to spend tomorrow’s day shift and part of the evening shift with the Police Dept. patrol
- Plan to be out of the country from Wednesday to the following Saturday

**Chair Taylor** reported that she has a letter from Senator Moran supporting the Buzzards Bay Coalition position and their language.

**DISCUSSION OF FUTURE AGENDA ITEMS**

- Discussion of Steamship Authority impacts on Falmouth

**ADJOURN**

**Motion by Mr. Zylinski: To adjourn**

**Second: Mr. Brown**

**Vote: Yes – 4    No - 0**

Respectfully submitted,  
Carole Sutherland, Recording Secretary