

**Brandon Select Board Budget Workshop  
(Joint Meeting with Budget Committee)  
December 18, 2023**

**NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent board meeting.**

**Board Members in Attendance:** Tracy Wyman, Brian Coolidge, Heather Nelson, Tim Guiles

**Board Member via Zoom:** Cecil Reniche-Smith

**Budget Committee Members:** Doug Bailey, Janet Coolidge, Neil Silins, Barry Varian, Patricia Welch, Peter Werner

**Others In Attendance:** Seth Hopkins, Bill Moore, Ralph Ethier, Steven Jupiter, Sandy Mayo, Brent Buehler, Jackie Savela

### **1. Call to Order**

The meeting was called to order at 6:02PM by Tracy Wyman – Board Chair.

#### ***a. Agenda Adoption***

**Motion** by Brian Coolidge/Tim Guiles to approve the agenda as posted. **The motion passed unanimously.**

**Motion** by Brian Coolidge/Tim Guiles to find that premature general public knowledge would place the Town of Brandon at a substantial disadvantage by revealing its negotiating strategy.

**Motion** by Brian Coolidge/Tim Guiles to enter into executive session at 6:03PM to discuss the Town’s pending labor relation agreement with the American Federation of State, County, and Municipal employees Local 1201 Council 93, per 1 VSA (313)(a)(1) for labor relations agreements with employees, to include the Town Manager. **The motion passed unanimously.**

### **2. Executive Session**

The Board came out of executive session at 6:07PM.

**Motion** by Tim Guiles/Heather Nelson to ratify the AFSCME contract as presented by the Town Manager. **The motion passed unanimously.**

### **3. Public Comment**

There was no discussion held.

### **4. Fiscal**

#### ***a) Warrant – December 18, 2023 - \$25,706.11***

**Motion** by Heather Nelson/Tim Guiles to approve the warrant of December 18, 2023, in the amount of \$25,706.11. **The motion passed unanimously.**

### **5. Discuss FY25 Budget**

Seth Hopkins thanked Jackie Savela for providing an updated budget and Mr. Hopkins reviewed a handout that was provided to the Board and Budget Committee members that included recommendations for fostering a successful budget process. He encouraged the Budget Committee and Select Board to make a true and earnest effort toward consensus

through compromise. He noted there is a comfort level in how much of an increase the community will support which is one component but there is also the other side of how tightly to keep the budget to prevent an unintentional deficit. Mr. Hopkins provided some inflation statistics that include the Consumer Price Index and Social Security. He noted the Town staff has not received a greater than 3% increase in many years and for the last three years it has not kept up with inflation. Inflation is eroding the earnings of the Town staff and in recent years the Select Board had publicly indicated it was the policy of the Town to retain staff. Lastly, in looking at the big picture, Sue Gage has indicated her calculation is that the average residential assessment is \$186,000 and the present year's town tax rate is 0.7864 per \$100 for just the operating budget and excludes appropriations, exempt properties, and the fire district. The average assessment will provide a contribution of \$1,463 towards the operation budget. Each point of the operating budget is \$33,462 and each point of the operating budget yields \$15 tax on a house. The recommended budget is 6% on the average house and would be \$90/year or \$7.50 per month. The wish list would result in \$322/year or \$27/month on a house. The town management has suggested 6%.

Tracy Wyman requested input from the Budget Committee and the Select Board on the proposed budget.

Doug Bailey, on behalf of the Budget Committee advised there was a brief meeting prior to this meeting and discussed how the Town used the reserve and a discussion of the highway funds. The Committee did not want to provide percentage numbers and felt that was a decision of the Select Board. There was discussion about the Police Department and paving that are felt to be the two items that will have the most effect on the budget and the consensus of the Committee is to back the full police department and either include paving as an appropriation or include in the budget. It is understood if the paving is in the budget, the budget would be significantly higher. Mr. Bailey personally thought the paving figure has been given as a wish list and questions if all three roads can be paved, or possibly do one or two. His suggestion is to possibly use the 1% local tax fund. Jan Coolidge did not think paving should be in appropriations, as it is part of the work of the Town. The Select Board should be upfront with the voters as some people do not understand that appropriations are an increase in the tax rate. Patricia Welch agreed that not all paving should be done this year. Mr. Bailey also suggested the repair of the heat pump in the town office should not be included in the capital expense as this is equipment of the town and similar to other equipment the Town has, if it is not working, it should just be repaired.

Seth Hopkins provided additional elements that should be considered relating to the police dog program.

Tim Guiles has been reviewing the cost of the police dog in relation to the size of the community as different community sizes have different services. Brandon is in between the large and small communities and proposed eliminating the police dog. Mr. Guiles also noted with the addition of two electric vehicles the fuel that is currently \$25,000 could be reduced to \$12,500 and recommended all vehicles remain at the station and not be taken home. In reducing the fleet and adding electric vehicles, it was suggested to reduce maintenance by \$5,000. Mr. Guiles researched the VLCT payroll comparison analysis book in reviewing comparable sized towns with regard to policing. There are five towns similar to Brandon in size and some have no police departments. Of the towns that have police, five officers are the upper limit for the other towns. Mr. Guiles suggested reducing the department to five officers and the police chief and level funding for the police department to \$864,915. Mr. Guiles noted the energy committee is a line item that is very small and suggested committees are an ongoing aspect the Town needs and deserves a minimum budget. The committee does good work in town and suggested an increase in the energy committee line item to \$3,000. Neil Silins stated similarly to the comparison between police departments, he would like to see a comparison between other communities energy committees. Patricia Welch asked if Mr. Guiles researched the crime rate in the other towns and Mr. Guiles stated he had not. Seth Hopkins noted none of the other town committees have a line item in the budget. Mr. Silins asked if the energy committee is worthy of having a line item and Mr. Guiles stated clearly they are since there is a line item in the budget.

Cecil Reniche-Smith questioned the return on investment for the police dog program. She also asked if the two electric police vehicles are replacements for cruisers at end of life or are being purchased to be environmentally friendly as it is a lot of money. Ms. Reniche-Smith also noted with the energy committee, it is good to support them with grants, but questioned providing funding. She suggested the creation of a position in the town office that incorporates the zoning administration and assessor department as there needs to be a zoning person in the office four days per week to enforce the ordinances.

Heather Nelson noted concern with the energy committee funding due to the feedback received from the mailings they did and suggested there should be guidance for the committee. She was also concerned with the cost of the canine unit, the age of

the police cruisers and with retaining good officers due to the number of on-call hours for the police department. Ms. Nelson stated with elimination of the canine unit the Town may lose an officer. Ms. Nelson echoed Mr. Hopkins' concern and there are items that get old and need to be replaced and there may need to be some catch up with some of the equipment.

Brian Coolidge agreed with Mr. Guiles regarding elimination of the canine unit but is not in favor of EVs. Mr. Coolidge also proposed taking \$6,000 from the Town Clerk's budget for mailing ballots as there are four ways to vote: going to the polls, requesting an absentee ballot, having a ballot delivered by a Justice of the Peace or going to the town office. There would still be some funds remaining for mailing ballots that are requested. Mr. Coolidge suggested removing \$9,000 from the Highway budget for guardrails and \$5,000 for tree removal and plantings. He would like to streamline the Recreation Department by cutting the Assistant Rec Director position, eliminating the Adult programs and cutting the dance lesson funding by \$2,000. Bill Moore stated for clarification, for any programs there is a revenue line that corresponds and with dance lessons there is a \$6,000 expense but an \$8,000 revenue. If expenses are cut, then revenues would also be reduced and Mr. Moore did not recommend eliminating the Assistant Director's position.

Tracy Wyman recommended some significant cuts in the amount of \$149,411. He could agree to level funding for the Police Department. For the Recreation Department, he suggested the elimination of the Assistant Recreation Director position. Mr. Wyman wanted to discuss the raises with Mr. Hopkins. Mr. Hopkins advised this past year the Select Board brought the Police Department minimum salary up to what it should be, and also did the same for the Highway Department in bringing the minimum up to \$25/hour. Mr. Wyman stated everyone has been brought up somewhat current and sees 3% across the board as a good increase. Mr. Hopkins stated this excluded the other employees and is not 100% of the staff. Mr. Wyman agreed with Mr. Coolidge regarding the elimination of mailing ballots. Mr. Wyman's largest proposed change is in paving, noting the Town has never funded enough for paving. Mr. Wyman recommended including either \$300,000 or \$350,000 in the budget for paving annually, noting if police can't get to the residents, they also cannot be effective. Mr. Wyman advised unless there is a sufficient amount of funding for paving, he would vote no on a budget. Barry Varian asked if \$300,000 would be a catchup number or ongoing amount. Mr. Wyman stated it would be an ongoing amount and during the next budget season the Town would have an opportunity for another Class 2 Paving grant. One of the next roads to be done would be McConnell Road and could likely need a \$300,000 match. Tim Guiles stated there is a suggestion that the Town is behind on paving, but our roads seem to be in good shape and what the Town has been doing seems to be working with a \$100,000 appropriation. Mr. Wyman stated when putting in funding for paving, it can also be sidewalks. Mr. Hopkins noted the Highway foreman recommends the budget for paving could be \$400,000 to keep the roads in good order. Continuing to topcoat roads that are in good shape is a good use of money but roads getting out of shape is what causes scenarios like the Arnold District in having to rebuild the roadbed. Mr. Wyman stated Town Farm Road's condition is due to neglect and he would like to have a fixed amount of money and agreed \$400,000 would be good, but \$300,000 is a good start. Heather Nelson agreed with Mr. Wyman and Mr. Coolidge and thought there needs to be a consistent plan for voters to understand and noted there is no reason to not be proactive in taking care of the roads. Jan Coolidge would like during budget discussions to see a list of end-of-life equipment and when roads have been paved and what is needed to be paved to have a full picture. She stated it is important to plan and know what needs to be done as budgets need to look out farther than a year. Mr. Hopkins stated he is committed to bringing forth a capital plan and has engaged someone to assist with technology to do this. The operating budget is developed in a workshop series and should have input for ongoing expenses but it is not a five- or ten-year planning workshop. He wants to provide the information but it is not something the Town has adequately tracked and there is not a baseline currently.

Seth Hopkins stated with regard to the energy committee he included \$1,500 based on the items they proposed for a bike repair station and workshops. They had requested \$250 for the Town parade and \$2,500 for education mailings that he does not recommend. With regard to the questions about police cars, the electric cars would be replacing the 2013 Charger and 2014 Taurus that have a lot of maintenance and are beyond reparability. It was noted the EVs would possibly cost less than two internal combustion cars as far as the sticker price. There is a \$2,500 grant per car that is a discretionary grant from the State. There is also an IRS credit of \$7,500 that will be available to municipalities and will require some paperwork. There would be a total of \$10,000 per cruiser. Cecil Reniche-Smith asked if there is a need to purchase two vehicles. Mr. Hopkins stated the police chief has indicated one vehicle is not repairable. There are currently six police vehicles and these would be the oldest two vehicles. Heather Nelson stated in an effort for balance as EVs are new and some people feel they are risky suggested beginning with a couple of cars to determine if the next cars to be purchased should be EV. With the grants available it would be good to move forward with the EVs. Mr. Hopkins advised the grants are available for leased vehicles as

well as purchased vehicles and the Town will own the cars at the end of the lease that will provide some sort of trade in value. The fuel line reduction might be bold because there would be a cost for the electric power for the EVs. The maintenance is getting higher on the older cars and the “do nothing” approach will be very costly soon. Mr. Hopkins provided the Board details about the canine unit and the electric car credit. Jackie Savela stated there are occasional donations for the canine unit. Patrica Welch asked if the police officer will also go away if the canine unit is cut. Mr. Hopkins stated there is a custom that the trainer and the dog stay together. Heather Nelson stated her understanding is that in the past the trainer left with the police dog and her concern is how the police force feels about reducing the canine unit. Brian Coolidge suggested keeping the zoning but was not in favor of creating a rental code person. He also thought the police cars should remain at the police station noting the annual cost for the police chief taking a car home is \$9,750.

Tracy Wyman asked if there are any current grants that will require a match. Mr. Hopkins stated there is the Union Street project match for \$350,000. Mr. Hopkins advised there are two highway grants, one for paving that is limited to \$200,000 and a structures grant that is an 80/20 match. Mr. Hopkins advised all of the grants the Board approved matches for have come from ARPA funds and the 1% fund. The Wheeler Road grant will require some match money and when the study is received the Select Board will determine if the construction will be funded. Anything that is in scoping will have a construction piece after and the Select Board will determine whether to do the projects. Some projects have gone to the voters, some are long-lived assets that would require a bond and some are multiple years but are not known until the scoping studies are done. Currently there is \$190,000 in the 1% local options fund. Mr. Wyman does not want to spend this fund on the Union Street project. Mr. Hopkins advised the Union Street project will likely have a timing of 2025.

Mr. Wyman requested a discussion of the budget by department.

#### **Administration:**

Heather Nelson questioned if this budget area has sufficient cost of living increases. Seth Hopkins noted the Police Union is in the negotiation phase and advised there was an adjustment made in the last couple of years to establish a minimum for the Highway Department that brought the starting wage to \$25/hour. Ms. Nelson asked if the same adjustment needs to be made for the office staff. Mr. Guiles stated there is a cost-of-living increase and suggested either a 3% or 4% increase. The Town is changing insurance in going to better insurance for the staff and is a way to show appreciation in valuing our employees. The high inflationary period is likely to get under control and 3% will be a reasonable increase. Jackie Savela noted the Highway Department increase was done last fall. Mr. Hopkins advised the difference of 1% on the payroll is \$13,700. Tracy Wyman questioned if legal services could be maintained at \$10,000. Mr. Hopkins noted he had increased the line to \$15,000 as the Town does not have a staff attorney and sometimes there is the need to go to outside counsel.

**Motion** by Tim Guiles/Brian Coolidge to approve the Town Administration budget removing \$5000 in legal services with the line item back to \$10,000. **The motion passed unanimously.**

#### **Assessors:**

**Motion** by Tim Guiles/Brian Coolidge to keep the Assessors budget as presented. **The motion passed unanimously.**

#### **Code Enforcement:**

**Motion** by Tim Guiles/Heather Nelson to approve \$4,500 to combine the zoning administrator, rental health officer and assessor assistant positions to the Code Enforcement budget. **The motion passed with one no vote – Brian Coolidge.**

Seth Hopkins stated there is potential to combine the assessor assistant position and the zoning administrator position and if there is someone who has the skills to be the rental health officer, it would be possible to combine with the zoning administrator and assessor assistant positions. This would be an additional \$4,500 to combine all three for a 3-day per week position. The Town benefits would be a 32 hour or 4-day per week position. Mr. Hopkins advised additional items that could be added to save on personnel hours includes a \$2,000 subscription to the new Brandon Land Use application system and the other is \$2,000 for a rental health inspection module that would send out a bill to landlords once per year to pay their fee. Heather Nelson agreed that this would be a time-saver and would bring the processes into the 21<sup>st</sup> century.

**Town Clerk:**

**Motion** by Brian Coolidge/Tracy Wyman to cut \$6,000 from the election and eliminate mailing of ballots. **The motion failed.**

**Motion** by Tim Guiles/Cecil Reniche-Smith to accept the Town Clerk's budget as presented. **The motion passed with 2 no votes – Tracy Wyman and Brian Coolidge.**

Jan Coolidge stated there is a \$1,000 fee for the tabulator. Cecil Reniche-Smith was against cutting funds for mailing ballots as mailing ballots increases participation. Tim Guiles stated this has proven to increase voter participation.

**Police Department:**

**Motion** by Tim Guiles/Tracy Wyman to level fund the Police Department at \$864,915. **The motion failed.**

Heather Nelson requested a review of the proposed changes. Tim Guiles stated the broad strokes of the changes are to eliminate the police dog (\$26,000), reduce the fleet cost (\$20,000) partially by shifting to electric vehicles and reducing the size of the fleet to 4, with 2 EVs and 2 gas powered. Mr. Guiles thinks going to a department with a police chief and 5 officers is a good size. Seth Hopkins stated one element incurred for sending the canine officer and dog for training is the officer's hourly wage and the Town will continue to pay him to do his work in Brandon and the savings will relate to the per diem for the care of the dog and travel, but not savings related to wages for the officer. Doug Bailey asked for clarification of the \$48,600 under capital improvements. Mr. Hopkins advised that is year one of a three-year lease for two EV cruisers. To level fund would be a cut of \$60,000. Barry Varian asked if the chief would determine how the funds would be sourced as the expectation should be that coverage should remain the same with whatever officers are needed to do this coverage. Neil Silins stated so much of the salary side is contractual and he was not sure how effective it is when so many things are fixed. Jan Coolidge did not think it would be fair to the police force to level fund to last year. Mr. Bailey stated it would be impossible to have full-time coverage with level funding. Mr. Guiles stated there are certain times of the day that are on-call hours. Patricia Welch stated there is not a fair comparison to other towns when not knowing the crime rates for all of the towns. Tracy Wyman suggested an amendment to the motion to do away with the capital improvements and the canine units. Tim Guiles noted once a budget amount is determined it is up to the police chief and town manager to produce service. To level fund in a different way is an amount for the police chief to work with. Mr. Wyman stated if he were to cut the budget, he would eliminate the new cars and the canine unit. Ms. Nelson did not agree with taking out the capital improvements for the same reason to add annual funding for paving. The Board is including funding for a normal expected expense in the budget for the safety of the officers and operation of the police department. Cecil Reniche-Smith stated the dog was an initiative of the police chief with a Go-fund-Me and a donation from the Masonic Lodge. The officer that is the dog handler is one who had a specific goal of being a canine unit. Mr. Wyman clarified he was not proposing to eliminate the officer, only the canine program, and if the officer leaves, the position will be replaced. Mr. Wyman did not think the department needed to purchase two cruisers this year. Mr. Silins asked if the one police motorcycle would take the place of one cruiser and it was noted that it would not. Mr. Hopkins advised the police motorcycle is more similar to an electric bicycle.

**Motion** by Brian Coolidge/Tracy Wyman to amend the original motion to eliminate the canine program and leave \$15,000 in the capital fund. **The motion failed.**

Seth Hopkins advised \$15,000 used to be the cost of ½ a cruiser but has increased over the years. Mr. Hopkins suggested the way going forward to keep the fleet operational and keep expenses stable would be to lease cruisers rather than purchase them outright. There are supply chain issues and a mechanic shortage and there are municipal leases available for these types of vehicles.

**Motion** by Tracy Wyman/Brian Coolidge to leave \$24,300 in for capital improvement and eliminate the canine program in the Police budget.

**Motion** by Heather Nelson/Tim Guiles to divide the question above. **The motion passed.**

Tracy Wyman stated he was suggesting the removal of \$26,000. Mr. Hopkins stated the officer will still be paid for a shift and the car will be used. Jackie Savela advised the amount for the overtime and daily care is \$5,485. Mr. Hopkins noted what would be reduced is \$3,000 and \$5,485. The officer would have a 10-hour shift instead of driving out for a class that the police chief is currently covering when the officer is at training. Barry Varian stated the Advisory Committee felt strongly they would like to see 24-hour coverage with the police department expanded. The police department is a service being provided and level funding is good, but it has to be done while securing at least the current coverage. There was discussion with the community and people are concerned with the police officers being on-call and would prefer 24-hour coverage.

**Motion** by Tracy Wyman/Brian Coolidge to leave \$24,300 in the capital improvement budget. **The motion failed.**

**Motion** by Tracy Wyman/Brian Coolidge to eliminate the canine program in the amount of \$3,000 from the budget and \$5,485 for the handler care line. **The motion passed with one abstention – Heather Nelson.**

**Motion** by Heather Nelson/Cecil Reniche-Smith to add an officer to eliminate daily on-call coverage. **The motion failed.**

Heather Nelson suggested hiring either a lieutenant at \$78,165 or a sergeant at \$67,515. It was noted a lieutenant is not eligible for overtime and a sergeant would be part of the union. The Budget Committee thought the Town would benefit from 24-hour coverage and Patrica Welch talked with community members who preferred 24-hour coverage in the Town. The cost did not appear to be a deterrent and it was an overwhelming response that people would prefer the addition of an officer. Mr. Hopkins stated the tax impact would be \$30 for an average house assessment per year for a sergeant or \$45 per household for a lieutenant. Mr. Hopkins stated Brandon is considered to have 24-hour police protection because there are officers on-call every day. This is something the Town has advertised and people who call the police expect a response in a short amount of time. It is thought to be 24-hour on duty coverage but is actually on-call as well. Jan Coolidge said she would be in favor of adding an extra officer but noted concern with adding another 2% and suggested adding a question on the ballot whether the community would want to add an extra officer to get true 24/7 coverage. It would then be known whether to add an additional officer or not. The concept would be for the Select Board to take a town-wide poll on the issue and then take into consideration when crafting the next budget.

**Motion** by Heather Nelson to add an appropriation for an 8<sup>th</sup> police officer beginning July 2024. **The motion failed for lack of a second.**

**Motion** by Heather Nelson to include an advisory question on the ballot in order to change the police department from 24-hour coverage to 24-hour on-duty coverage. **The motion failed for lack of a second.**

**Motion** by Cecil Reniche-Smith/Tim Guiles to fund the Police Department at \$900,000 and allow the Police Chief to determine the budgeted items. **The motion passed unanimously.**

Cecil Reniche-Smith stated she is looking at the budget request of \$935,000 and in providing a flat \$900,000 it would take into consideration some concerns with capital funds and the dog program. Jackie Savela stated it would be removing \$26,550. Jan Coolidge asked if the canine unit would remain if the police chief determined to keep it. Tracy Wyman stated there was a motion to remove the canine unit. Ms. Reniche-Smith stated it is helpful to have a budget figure, but line items are subject to change and the amount she is suggesting is taking into account the concerns with the police spending and the police chief deciding how the budget works for the department, without micro-managing.

### **Highway Department:**

**Motion** by Tim Guiles/Heather Nelson to fund the Highway Department at \$867,220.

Tracy Wyman questioned where the asphalt funding will be included. Tim Guiles stated there was discussion of voting the Highway Department that would include the buildings and grounds as its own budget, with the remainder of the budget voted as a separate question. Mr. Wyman's concern was that it would be confusing. Seth Hopkins advised that Sue Gage indicated a number of towns do vote these items separately and other town clerks have indicated there has not been an experience

where one department's budget fails. Jan Coolidge noted concern with voting the items separately and Patricia Welch questioned if the public would be educated on this subject prior to voting. Mr. Wyman stated the Highway budget would be \$1.2 million with the paving included. Doug Bailey stated the paving could be placed as an appropriation with the amount noted, however, Mr. Hopkins advised it would not be possible to include the amount but could include the verbiage: with an amount to be raised by taxes. Mr. Wyman stated if the tax rate goes up 6% and the paving appropriation is not included in the figure, there is a smoke and mirror tactic. There has not been enough money in the budget for asphalt for years. Jackie Savela stated when the number fluctuates, it makes it difficult for clarity for the community.

**Motion** by Tracy Wyman/Brian Coolidge to add \$300,000 to the highway budget for paving. **The motion passed with one abstention – Brian Coolidge.**

A vote was held on amended motion at \$1,167,220 for the Highway Department. **The motion passed with one no vote – Brian Coolidge.**

It was noted there was an updated adjustment by previous management regarding wages that have to be accounted for and some is represented in the amount that was done after July 1<sup>st</sup>. Tim Guiles noted there needs to be competitive wages as there are demands to compete for workers.

#### **Intergovernmental:**

**Motion** by Heather Nelson/Brian Coolidge to approve the Intergovernmental budget in the amount of \$255,235 budget.

Patricia Welch asked about the reapportionment for the mosquito control district. Seth Hopkins advised the Town has two representatives on the mosquito control board and that board determines each town's portion of the costs. The cost is based on acreage, the amount of swamp acres and the milage of the town. It was noted Brandon has a lot of acres to cover.

**The motion passed with one no vote – Tim Guiles.**

#### **Recreation Department:**

**Motion** by Tim Guiles/Heather Nelson to approve the Recreation budget in the amount of \$182,380. **The motion passed with 2 no votes – Tracy Wyman and Brian Coolidge.**

#### **Debt Service:**

**Motion** by Tim Guiles/Brian Coolidge to approve the Debt Service budget in the amount of \$231,350. **The motion passed unanimously.**

#### **Economic Development:**

**Motion** Tim Guiles/Heather Nelson to approve the Economic Development budget in the amount of \$49,350. **The motion passed unanimously.**

#### **Building and Grounds:**

**Motion** Tim Guiles/Heather Nelson to approve the Buildings and Grounds budget in the amount of \$259,430. **The motion passed with one no vote – Brian Coolidge.**

The total amount of the adjusted budget is \$3,794,220.

### **10. Adjournment**

**Motion** by Heather Nelson/Brian Coolidge to adjourn the Select Board meeting at 9:18PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary