

Town of Damariscotta, Maine
Board of Selectmen's Meeting
AGENDA
Wednesday, March 18, 2009, 6:00 p.m.

Present: Present: Selectmen: Dick McLean, Josh Pinkham, Vicki Pinkham, Edwin Stelzer, Dave Wilbur; Steve Drake, Neil Genthner, Terry Sutherburg, Greg Zinser, Jurate Barnes, residents of Hutchings Trailer Park, contractors bidding Branch Rd.,

- I. Pledge Of Allegiance
- II. Public Hearings
- III. Call to Order—Chairman McLean called the meeting to order at 6:01pm
- IV. Communications
- V. Town Manager Discussion—Heater Road
 - Zinser: discuss repairs to Heater Rd., impassable on Sunday, an issue of public safety, discussed with Terry Sutherburg, a large amount of calls on Sunday and Monday. Terry discussed with Hagar Enterprises a 90% solution versus a 70% solution. Freezing not done yet, opted for 70% solution which would give us time for a long range solution.
 - J.Pinkham: no Board discussion—yes, we should do what we need, not overkill, public safety, emergency vehicle access. There is precedent for the board to hold emergency meeting. We are five different people, four different calls, not included in the process. Work is slow now, contractors are also taxpayers, should be given the opportunity to work. There are five contractors within a two mile radius. Greg did what he had to do, responsibility of the Board to make it fair. Need to set up protocols in matters of public safety.
 - Wilbur: as Board, set guidelines for future emergency situations.
 - J.Pinkham: yes, current guidelines permit expenditure up to 5K, we can bring it down to 3K. How do we pay for this?
 - Wilbur: don't want to micromanage, make limit lower, list contractors, emergency numbers.
 - Stelzer: disagree with Josh 100%. Basic issues: public safety, individuals living on the road can't get in or out; no fire or police or ambulance. Emergency could have happened on Sunday. Do not have the luxury of waiting until Monday afternoon. Greg has the authority to spend up to \$5k, no need not micromanage; he followed procedures, called all five members of the Board, good communication, Terry proceeded to do the responsible thing. This is not about competitive bidding. The best qualified is not necessarily the low cost.
 - Milton Tibbetts: could have started the job on Sunday, have stockpiled gravel, rather than wait until Monday, if local contractors called could deal with emergency faster.
 - Mike Stailings: want to thank the selectmen and Greg and Terry for their professionalism. Understand the pros/cons as a taxpayer, but don't micromanage. What was done by Monday and finished Tuesday was one heck of an improvement. The short term fix was right.
 - Leanna Bachelder: I concur, out on Saturday impossible with a 4WD , Sunday even worse, thanked Greg personally, had to be done
 - Tibbetts: why doesn't the Town take over the .2 mile of the road
 - Zinser: looking at long-term approach
 - Tibbetts: have over 24k in the road already

McLean: discussing this already, exploring three or four options
 J.Pinkham: I brought this up in fairness to the other contractors
 Laura Benner: person with a disable child was stuck in the mud; I helped an arthritic elderly woman walk all the way to her house, tow truck had to haul out her car; school bus couldn't go up. Had to be done, not personal to anyone who wasn't called.
 J.Pinkham: didn't think we needed a bid, contractors could have been on site, work held up maybe 45 minutes. Each year we can put out to bid emergency services on projects less than 5k, on call 24 hours, hourly rate, time and labor/material/fuel fluctuates; fair and open to every contractor
 Stelzer: have sufficient procurement protocol in place right now; town has given work to other contractors without a competitive bid; no one should leave thinking we have not.
 Jody Sprague: my phone never rang
 Bachelder: maybe have a rotating contractors list
 Wilbur: appreciate Ed Stelzer's position, support Greg, looking at ways to make things better. Helps to have a discussion, Board needs to discuss at some other point.
 McLean: build this into an agenda regarding protocol
 Sam Tibbetts: have the people petitioned the town to take over
 McLean: nothing formal
 S. Tibbetts: with petition, does the town have responsibility to take over
 McLean: first step is a formal petition. To Zinser: how close are we to options/numbers regarding taking over the road
 V.Pinkham: have to bring road up to standards if we use other options
 Zinser: can talk about this in June, we have three different options, are getting the numbers together, fairly straightforward, need to look at assessing records. Road to standard will need to use civil engineer, complicated, not a road, just a series of easements, deeds/legal issue.
 McLean: the second meeting in June, June 17 put this on the agenda, Greg to have enough information to sort out the options.
 Jim Campbell: Greg done the right thing, some contractors were quite snarly, got in touch with Josh
 Leanna Bachelder: agree Josh is just doing his job, the meeting in December referred to that section and taking it over by eminent domain, cost the tax payers a lot less than building the road, benefits the entire town.
 M. Tibbetts: rumor is other proposals involve road going in by eye doctors
 Zinser: we have several options
 M.Tibbetts: five acres and ROW
 Zinser: yes, with Hagar ROW, other option is back behind firehouse

Short break at 6:40pm; meeting resumed at 6:50pm

VI. Official Action

1. Bid opening—RFP 2009-02—Branch Rd. Bids opened in the following order:

Sprague	\$ 6,256
Hanley	\$ 7,600
O.W. Holmes	\$ 8,290

Chester Rice	\$ 8,675
Hagar	\$ 9,548
Lane	\$14,720

Zinser: recommend table for two weeks in order to review the bids, award at next Board meeting

J.Pinkham: are all the representatives here?

Zinser: yes, they are all here

J.Pinkham: question for the contractors—all the specs okay, anything we need to improve on in the specs

D. Hunt: have the bid opening at 6pm

V.Pinkham: what good is it with all sitting here, but no review of the bids

Zinser: the old way was to open the bids at 1:00pm, review the bids, ready for the Board meeting at night

McLean: prefer public opening earlier in the day

Stelzer: advantage for the contractors

McLean: regardless of who is in the room, suggest the bid opening happen at 6pm, give priority

2. Bid opening—RFP 2009-05—Audit; bid opened in the following order: William H. Brewer & Co.: 2009/\$7,000, 2010/\$7,700; 2011/\$7,900; services beyond audit: \$35/hr for paraprofessional/ \$75/hr for accountant

Ron Beaulieu & Co.: fixed: 2009/\$4000; 2010/\$4,200/ 2011/\$4,410; single audit 2009/\$2,000; 2010/\$2,100; 2011/\$2,205. Zinser: need to look into what actual numbers are

RHR Smith & Co.: maximum, not to exceed 2009/\$6,450—includes single audit.

Zinser: the specs indicated that a three-year bid would be entertained, but not required; review all bids for compliance with specs, up for next meeting April 1

3. Review and approve RFP 2009-03—Back Meadow Paving;

Zinser: same basic specs, the only change is the shim coat, break out the dollars by tonnage, will give more flex to the price, maybe save some money, some areas of the road need four, five, six inches of shim to passable levels. The issue is to look at the total amount, hope that the bids come in at overlay, then we know what can be left over for shim.

Wilbur: who determines where to shim

Zinser: Terry and I

Sutherburg: RFP works for me

On motion McLean/Wilbur to advertise RFP 2009-03 as presented, bids due at 1:00 pm April 14, award at 6:00pm April 15 Board meeting.

Stelzer: suggest a pre-bid meeting

Zinser: pre-bid meeting Friday, April 3, 8am

McLean: amend motion to include above discussion/Wilbur second as amended Motion approved 5-0

4. Act on Municipal Quit Claim Deeds—Zinser: deed is ready to transfer back to Abbott; Pike asked for payoff amount for Friday.

On motion McLean/V.Pinkham to sign municipal quit claim deed to Nicole Abbott, lot....map.... Motion approved 4-0 (Stelzer absent)

5. General Assistance Appendix B amendment—Zinser: due to the stimulus bill, the food maximum has been increased, Board need to accept. On motion J.Pinkham/McLean, motion passed 4-0 (Stelzer absent)

6. Act on Assessor's Agent Resignation—Zinser: Gary handed me his letter of resignation yesterday. As you know from our previous meetings about my plans for reallocating the office personnel. I wanted to discuss these plans with Gary before the budget was made public. In the end it was fine with Gary, who had other opportunities present themselves. Gary had long indicated that he was looking for something closer to home. The Board has in front of them the budget reflecting the reorganized office staffing. Board needs to act on Gary's request to be released from his contract and appoint a new assessor's agent in his place. Jurate Barnes is ready to step in; she is a CMA, has worked closely with Gary for over two years and would be comfortable as the assessor's agent.

McLean: is the office staff ready for the change.

Stelzer: the contract is up on June 30, if released from the contract how much money will the Town save.

Zinser: I have not calculated exactly, but on the order of \$10,000 -\$15,000.

McLean: move to accept with regret and thanks the resignation of Gary Robbins. V. Pinkham second.

J.Pinkham: are we all set

Zinser: two years ago, I introduced this plan,

Stelzer: Gary did a good job, should get a nice letter from the Board

Zinser: Gary is not in from this point forward, we agreed upon a clean separation, he can move on to his next commitment

J.Pinkham: any clean up

Zinser: good to go, T's crossed, I's dotted. We know what we are doing.

J. Pinkham: any abatements

McLean: may I draft the letter and sign from us.

Vote: 5-0 approve release from contract

7. Begin Review of Municipal Budget—McLean: suggest we move this to the end of the meeting and take care of the other agenda items.

VII. Selectmen's Discussion Items—

1. LD 463—Nonresident voting—McLean: concept is damaging to the welfare of the town: the non-resident taxpayer would have the right to vote just like everyone else on the budget items; difficult to separate budget from action items; wrought with complications. The Board of Selectmen should send messages to Trahan and McKane

Zinser: the chair to draft a letter?

J.Pinkham: would rather to it personally

McLean: please consider doing it

Wilbur: send us an e-mail with contact phone numbers or e-mail with a draft note, then do it on our own.

Stelzer: agree with Dave, send to Greg who can forward to the Board

Zinser: need to lobby on behalf of the town

Stelzer: would be surprised if the measure gets anywhere regarding state statute.

2. LD 349—Arbitration of property value disputes—McLean: as it stands now, if someone appeals an assessment and it goes through all the way to Superior Court, the only cost is the assessing agent. This bill could force the appeal into arbitration; not spelled out who the arbitrator would be. No longer manifestly wrong as the consideration. Town pays 50% of cost of fees of arbitrator. McKane has a bill currently on the floor to reverse the ruling that no out of state issuer can provide health insurance.

Zinser: need to appoint Jurate Barnes as Assessors' Agent. On motion McLean/V.Pinkham to appoint Jurate Barnes as Assessors' Agent effective immediately. Motion passed 5-0.

VIII. Old Business

1. Pine View intersection—final plan: Zinser: not signing anything, given the final plan; will ask them to come back, a lot of changes made from the public comment
McLean: a lot of citizens provided very productive comments
V.Pinkham: they said they would come back
Stelzer: word letter strongly
2. Town Report—dedication and cover—Zinser: two people for dedication recommended by Natalie House of the Historical Society.
McLean: add Wallace Riley to the list
Zinser: deadline for the printer is May 8th; any ideas for a cover
McLean: not yet prepared to show, but I have one: Heart and Soul project has created interesting graphics
Zinser: will put this on next agenda: some suggestions for changes in the town report
J.Pinkham and Stelzer: more explanations of the financials.

IX. Consent Calendar

Regular Meeting minutes of March 4, 2009: on motion J.Pinkham/V.Pinkham, approved 5-0

Financial reports:

1. General Fund Warrant #49: J. Pinkham: where did the funds for the Heater Rd. repair come from
Zinser: from paving reserve
On motion J. Pinkham/V. Pinkham, approved 5-0
2. Payroll warrant #47, 48, on motion McLean/V.Pinkham, approved 5-0

X. Other Business

Stelzer: a few points I would like to mention: 1.) Newcastle has been receiving publicity about how they conduct themselves in sending e-mails; if we have anything to send, send it to the Town Manager, who will then transmit to each of us. 2.) Regarding the joint Harbor Ordinance committee: a good ordinance for Newcastle, maybe some minor changes in the Damariscotta version. 3.) Regarding the town roads and snow removal, I have received no complaints, a lot of positive comments from the businesses, residents, non-residents regarding a terrific job in a difficult winter.

Wilbur: yes, people have been very positive this year

V.Pinkham: question on Branch Rd. RFP: is there a difference between a proposal and a bid, can we change numbers.

Zinser: no issue with the wording, defer to Ed (Stelzer) on bidding.

Stelzer: only distinction is that when specs are put out and only a proposal is submitted, this is step one out of multiple steps, looking for a number, then a bid

V.Pinkham: do we need DEP for Branch Rd

Zinser: all permits in place, all set. IF&W NERPA, Sec 305, permit by rule for an overflow pipe, not in direct channel, permits good for couple of years.

V.Pinkham: should we use a DEP certified contractor

Sutherburg: majority of contractors are

J.Pinkham: not in the specs

Zinser: need to keep in mind for future projects, not as necessary for this just overflow erosion control.

J.Pinkham: how do you like the light now?

Zinser: I called AD Electric, faxed them, I can try to call others

J.Pinkham: spring painting, are we in charge of painting arrows, etc.

Zinser: still working with DOT, but are technically responsible

J.Pinkham: looking forward, need to have it done before people arrive

Zinser: 90% certain that DOT won't do it before Memorial Day, need to prioritize

Zinser: municipal/state agreement has contracts signed before before completion, about four years ago;

Drake: agree, citizen volunteers helped; difficult intersection to begin with, even harder without markings.

Zinser: we have equipment, but not necessary supplies

McLean: Memorial Day is early this year

J.Pinkham: have to do it before mid June

Zinser: I have next week off, just to remind you, family is coming

V.Pinkham: just wanted to add, on Monday, through town, north bound bus pulled out and was working beautifully

McLean: regards letter to the editor

Drake: officer was taking prisoner to Two Bridges

Sutherburg: comment on bus stop: where does the money come from when bus tears the sidewalk

V.Pinkham/McLean: sidewalk on Water St. all broken up

J.Pinkham: when did the town do it

V.Pinkham: on budget, let's do Administration later

J. Pinkham: before we start, I want to make a motion to freeze budget based on 2009 budget items

V.Pinkham: freeze total budget numbers, then manipulate
J.Pinkham: cap at last years numbers; in survival mode
V. Pinkham: all towns cutting, we are adding.
Stelzer: don't jump to end conclusions, go through the prices, that's what makes the budget, some go up some go down
V.Pinkham second the motion,
Stelzer: zero-based budget, tedious, allows department heads to present the information, then look at what goes up or down
McLean: motion precludes opportunity for input or evaluation
V.Pinkham: still have to go through the process, have the money available, then manipulate it. It is hard for the self-employed, things are tight; it is hard on people
J. Pinkham: not a negative tone, we are in survival mode, need to keep it low, people are hurting we need to do our part.
Wilbur: agree, need to make it as tight as possible
V.Pinkham: are you prepared to cut
Wilbur: we have to be
On motion, 2 in favor/3 opposed

Neil Genthner on Fire Department budget: training payroll is actual number of hours times hourly rate; under budget last year. Need \$1,200 for administrative assistant to help with paperwork; two new members need certification; FICA increase driven by payroll

Wilbur: training increase all mandatory training?

Genthner: not all, but most

McLean: is administrative assistant number theoretical

Genthner: fee schedule

McLean: \$400 for clerk is that separate?

Genthner: monthly minutes for department, treasurer has been there for years; there is fuel line increase; ground ladder test actual number, mandatory; overall increase by \$5,433.

Wilbur: what about vehicle maintenance

Genthner: will be close, no grant from the Federal government this year for the tanker

McLean: any thoughts on the fuel prices

Zinser: seem to be low, won't go down but will see rebound in economy, possible to go back up. Never an issue with the Fire Dept since the fill-up is so random, no need for rate increase allowance.

McLean: if you were held to \$67,780

Genthner: tried to do with a bare increase; don't know where to cut to get it, if forced would try

McLean: so much is public safety and safety of the firefighters

Genthner: Dept of Labor mandates so much, can't not do it, fines outweigh the increase; everything is going up

Mike Stailing: I agree with Vicki Pinkham, if Fire Dept. save one house, one life, well worth the \$73,000, encourage support, what Neil is asking, is cheap salary for the caliber of work; give Neil a pay raise, worth every penny spent.

Stelzer: high quality job, good budget, little cuts are not warranted, trust your budget, good job

Genthner: thank you, the guys are proud of the department, one of the best in Lincoln county; the guys did an awesome stop on the old Lincoln County News fire on Church St.

Stelzer: really appreciate work on the latest ice storm, checking in on people and all

Wilbur: have you kept track of your hours

Genthner: wouldn't do it if I did

McLean: would be thrilled to pay Neil more, not the year to address it; take Mike's comments to heart.

McLean: move to recommend \$73,153; Stelzer second

On motion 4-0 approve; 1 abstain

On the Fire Department capital reserve account: Zinser: more money for building expense, seeing savings with fuel catalyst.

J.Pinkham: on oil—are we locked in

Zinser: like to continue budgeting for \$4.00/gal; all indications are that we are saving, need a year of data before we cut

Genthner: any thoughts on getting in bulk with Newcastle/Bristol/Nobleboro.

Zinser: compounding the problem is the fiscal year budgeting versus calendar year; pros and cons of local supplier of propane for fire station, may save 10-15 cents per gallon, more benefits to the town to keep the supplier local.

Stelzer: the response time is better

Genthner: so volatile, gasoline is calculated differently than propane with the uncertainty in the economy, it is a gamble

J.Pinkham: if the opportunity arises that we can lock in at \$2.50

Zinser: come town meeting, will have a better idea if we can reduce

J. Pinkham: work toward it

Zinser: agree with Josh, wail till town meeting, have better numbers

V.Pinkham: what about alarm monitoring

Genthner: security for the fire station, intrusion, low temperature

McLean: move to recommend \$18,511 with the understanding of another look at the heating increase by town meeting

Stelzer second. Motion passed 5-0

McLean: no review numbers on capital reserve \$15K to \$25K

V.Pinkham: can we bring it down to \$15K

Genthner: yes, if you can work capital reserve program properly, we have aging vehicles

McLean: suggest backing down to \$15k

Wilbur: between regular budget and fire building, a \$6K increase, hold to zero budget, drop the increase

Zinser: about capital reserve—normal place to look to sock away dollars for the future; keep this in mind if a repair is needed.

Wilbur: do we have a replacement schedule for the fire trucks

Zinser: no, asked for assistance in updating the capital plan, have the data available, when time permits, plan does not exist, replacement schedule in draft form only

Genthner: have gone beyond the 20year replacement; one truck is a 1972 and still going

Zinser: two ways to create plan either per year or funding depreciation.

McLean move to recommend; V. Pinkham second. Motion passed 4-0; 1 abstain

Highway capital reserve, Sutherburg: need trailer to pick up culverts, etc.

J. Pinkham: motion to take amount from \$4,300 to \$2,300

McLean: second

Wilbur: is there anyway to transfer money from equipment

Zinser: can vote at town meeting.

Motion approved 5-0

Paving reserve \$85,000

J.Pinkham: if we knock it down to \$75,000 is it liveable.

Sutherburg: have to live with it. Cold patch at Marriners is up to \$92/ton; don't know if asphalt will come down; maybe a shortage due to stimulus.

Zinser: \$85/ton for hot mix, cold patch is low grade; still scaling back three years to pave Back Meadow Rd

McLean: this is necessary work, not able to do it to the extent necessary, can't borrow for this

J.Pinkham: motion \$4k sidewalk paving reserve, pavement \$80K parking lot \$4k thus saving \$7k

V.Pinkham: paving/maintenance reserve for municipal parking lot?

Sutherburg: would enough for part, not for the whole lot

Zinser: look at the intent for which reserve created: specific, distinct projects

Wilbur: whatever you cut or save in taxes will cost in repairs of vehicles.

Sutherburg: the longer you wait, the worse it gets.

Zinser: have to do something about Back Meadow

V.Pinkham: second the motion

McLean: can support reducing each by \$1k

Zinser: take a motion on each separately

Wilbur: \$85K plus \$115k equals \$200k; do we expend the entire amount

Zinser: have to look at it; lucky to get half the road done, will need skim coat

Stelzer: not in favor of cutting the \$85k, in favor of cutting \$1k from the other two

Wilbur: can we revisit this after the bids are back

Motion for \$85k to \$80k, \$5k to \$4k and \$5k to \$4k: 2 for; 3 opposed

J.Pinkham: move to cut 85K to 82,500, \$5k to \$4k and \$5k to \$4k every little bit helps.

V. Pinkham second

Motion passed 4-1

Zinser: technical assistance with engineering needed at certain levels of specs

McLean: what is leased equipment

Sutherburg: asphalt cutters, etc

J.Pinkham: what about crosswalks downtown

Sutherburg: Main St. crosswalks at \$2,500 in year 2000, no changes since

Zinser: we have a good paint gun, start painting arrows, stencils on the road

J. Pinkham: why can't we buy stencils from equipment reserve

Zinser: paint costs \$75/gallon

Sutheburg: paint needs to be 6 mils thick, size of the sign according to DOT specs

Zinser: get stencils

J.Pinkham: take \$2,500 for stencils, \$1,000 for back parking lot, no money to sweep, take some money from capital reserve for equipment

Zinser: let's table this, we don't know cost of the stencils. The "KEEP CLEAR" stencil cost about \$1,000

Sutherburg: if you cut, it can't get done, tell me what you want

Zinser: utilize capital reserve for operating expenses

V.Pinkham: why can't we get people from the jail to help

Sutherburg: inmates show up about 10am, go back at 2pm. For example, to paint the floats, no one was sent over because of flight risks.

Stelzer: motion to leave \$2,500, get the number for stencils, pay out of reserve account, McLean second

J.Pinkham: \$1,900 can we take it out of equipment for one year.

Zinser: be aware can come back next year with an increase

Motion passed 5-0

V.Pinkham: what is tree work

Sutherburg: tree removal, roadside trimming

J.Pinkham: if we do take over Heater Rd., is there money

Stelzer: a small amount of money if we need it

Zinser: with respect to Heater Rd, may have to increase legal costs line item, may find it is not on the warrant due to many legal issues, a lot of survey work, estimate about 5-6k legal/survey costs

Sutherburg: regarding Heater Rd., need to go by state standards before we take the road over.

Zinser: roads not defined, a series of easements created the road, no association, no one to fix the road. Looking at 50-60k overall for the job for .2 mile of road

J.Pinkham: regarding downtown snow removal, awesome job, can we look at it again.

Stelzer: not a good idea, important to taxpayers, important to businesses, safety issue

McLean: increase in electricity in salt/sand shed

Sutherburg: rate increase and LED spotlight for loading

McLean: do we need a 12% pad

Zinser: always put in for rate increases

McLean: move to take \$90 out; V. Pinkham second

Motion pass 4-1

V.Pinkham: a 4.5% increase in wages?

Zinser: 3.5% built in for COLA, below 5.58% CPI, 1% merit, overall salary not keeping pace with CPI

V.Pinkham: lots of towns have frozen salaries

J.Pinkham: freeze all pay this year at last year's levels

Zinser: if freeze, then freeze at fiscal 2009 level.

J.Pinkham: move to freeze salaries at 2009 level. V.Pinkham second

Stelzer: disagree, not good practice in any business, especially when people do good jobs, and get a pay decrease.

V.Pinkham: I worked for a municipality in the 80's, got no raise one year, made up for it the next year.

Sutherburg: personally, I can give up my pay raise

Stelzer: this is also a morale issue

Wilbur: how many people does this affect

Zinser: ten people, three are contract.

Jim Campbell: Josh is in the right direction, save me some money, every department should take some cuts, no problem with the Fire Department, everything else freeze or cut.

Stelzer: to be fair and equitable, cut Fire Dept. salary and pay; what is the process by which we pick and choose, the weighing factors.

Motion is to freeze everyone. Motion not approved 2-3

Sutherburg: don't mind being cut, ask to be fair, if you cut highway 10%, cut everyone, including provider agencies 105

V.Pinkham: that's why we proposed freezing pay

J.Pinkham: what other suggestions, what can we live with for COLA and merit increases, not a slap in the face.

Wilbur: to take none, that's tough, need to find something in between

J.Pinkham: 1.5% COLA, 1% merit

Stelzer: disagree, propose 3.5% total: 2.5% COLA, 1% merit

J.Pinkham: move 2.5% total; V.Pinkham second

Motion not approved 2-3

Wilbur: move 2% COLA, 1% merit, J.Pinkham second. Motion pass 4-1

V.Pinkham: is the merit increase on last year's wage or on new wage

Zinser: COLA increase on last year's salary; merit increase is on new salary

Zinser: request next Board meeting start at 5pm, two departments, and all providers.

J.Pinkham move to start next Board meeting April 1, at 5 pm, with Steve Drake's budget first item; McLean second. Motion passed 5-0

Stelzer move to adjourn/V.Pinkham second. Motion passed 5-0; meeting adjourned at 9:45 pm

Respectfully submitted,

Jurate J. Barnes, Deputy Clerk