

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
MEETING MINUTES

Wednesday, September 13, 2017

6:00 PM

Council Chambers

Members Present:

Janis O. Manwaring, Chair
Randy L. Filiault, Vice-Chair
Robert J. O'Connor
Stephen L. Hooper
Gary P. Lamoureux

Staff Present:

Medard Kopczynski, City Manager
Thomas Mullins, City Attorney
Kürt Blomquist, Public Works Director
Beth Fox, HR Director/Assistant City Manager
Rhett Lamb, Planning Director/Assistant City
Manager
Duncan Watson, Assistant Public Works
Director
Andy Bohannon, Parks, Recreation & Facilities
Director
Steve Russo, Police Chief
Allen Austin, Solid Waste Division
Kipper Brown, Solid Waste Division
Joe Martino, Solid Waste Division
Donny Tebaldi, Solid Waste Division
Chad Guyette, Fleet Services
Will Schoefmann, Mapping Technician

Members Not Present:

Chair Manwaring called the meeting to order at 6:00 PM, welcomed the public, and explained the rules of procedure.

1) Department Presentation – Solid Waste Division – The Evolving Ton

Chair Manwaring welcomed Allen Austin, Kipper Brown, Joe Martino, and Donny Tebaldi of the Solid Waste Division to present on the City of Keene Recycling and Transfer Station. The Assistant Public Works Director happily introduced the presenters, whom the public may rarely hear about. He said the presenters had put a lot of effort into this presentation for the Committee and public.

Mr. Martino began providing an overview of operations at the Recycling and Transfer Station. The first step of recycling is receiving the materials including: comingle (plastic, aluminum, and glass), mixed paper, books and magazines, and cardboard. Following public or commercial drop-off of materials, the next step is to process fibers. Mr. Martino explained this process for cardboard: it is pushed up into large piles, loaded onto a conveyor belt, and packaged into bales. Mr. Martino continued explaining comingle,

which unlike cardboard or paper, takes more effort to process; sorting the comingle demands 75% of a day's work. He showed photos of different areas of the Station, the process, and dock where trucks are loaded with recycled bales.

Mr. Austin spoke about loss of efficiency at the Station, where they receive 4,000lbs of trash per day, 20,000lbs per week, and 1,040,000lbs (520 tons) each year. The main problem is plastics that the Station cannot recycle, such as bulky plastics. A trash hopper must come to the Station four times per day to load approximately 1,000lbs of trash and take it away; it requires 7-25 minutes of employee time to empty these hoppers. Mr. Austin said if less waste were going into the recycling system, it could save that time for processing comingle.

Mr. Austin explained that another problem is obstructions in sorting; if something large, like a plastic lawn chair, gets into the system material does not flow properly, slowing the whole process. Often, unfortunately, these items are not visible to the operators before they enter the system.

The third problem at the Station that Mr. Austin explained was contamination. If, for example, propane tanks enter the recycling line they would get sorted with steel cans, causing a safety issue. This is usually caused by items that should not be in the recycling line: propane tanks, bottles/recyclables with food contaminants remaining, greasy pizza boxes, household trash etc. Mr. Austin clarified that the Keene Station can only recycle Number 1 & 2 plastics; there is no market for the higher numbers in this area. He said in the end they try to recycle as much as possible and limit waste, but there is only so much they can do.

Mr. Brown continued discussing contaminants. He showed a photo of the tipping floor, which holds 12 trailer loads (300 tons) of material, including household waste and dirty demolition waste. He explained the average trash bag weighs 17lbs and one trailer can hold 3,200 bags; he loads six trailers (175 tons) per day and 1,560 trailers (42,120 tons) per year. In addition to loading trailers, once or twice weekly he loads construction and demolition debris; those trailers average 20 tons of material. It is among these loads that he deals with contaminants such as: tires, refrigerators, stoves, and air conditioners, all of which are unacceptable at the landfill and have to be relocated to the proper locations in the facility.

Mr. Austin explained the three problems at the Station are largely due to lack of proper education; more creative ways are needed to educate the public because cleaner material coming into the Station allows staff to be more efficient and has a greater positive impact on the environment, which is a City goal.

Councilor Lamoureux asked if there is anywhere nearby that accepts plastics numbered higher than two. Mr. Tebaldi replied the Monadnock Food Co-Op accepts plastics three-seven. Councilor Lamoureux asked where pizza boxes should go. Mr. Tebaldi replied they should go in regular household trash if contaminated by grease; if part of the box is not contaminated by grease, it can be recycled.

Councilor O'Connor asked if it is too complicated to monitor each vehicle that drops off material. Mr. Tebaldi replied that he usually asks to see the load if he cannot see it inside the car; in some cases this requires calling management if it appears something is being hidden, which is a common occurrence.

Chair Manwaring asked if there is a list posted at drop off that shows customers the cost of items and where certain items are prohibited. Mr. Tebaldi replied he created a pamphlet with that information to give to residents and new visitors; additionally, in 2015 he created a calendar for residents that included the prices. This information is also available on the website.

The City Attorney asked why some commercial to-go cups can be recycled and some cannot. Mr. Tebaldi explained that in most cases it is because recyclable cups are more expensive. Additionally, paper cups meant to hold hot liquids cannot be recycled because they are contaminated.

Chair Manwaring recognized Daniel Prial, 67 Forest Avenue. Mr. Prial asked about the kind of education program the presenters think is needed; he asked because he has done outreach for other waste management organizations. Mr. Austin replied something more creative is needed, perhaps with use of the website or Public Works Facebook page. He also suggested informational videos. He said part of the problem is that other towns bring material to Keene and the word needs to get out to those communities.

Councilor Manwaring asked if they educate construction companies. Mr. Brown replied he is not sure how they could but he will consider reaching out to hauling contractors so they can pass the information on to their customers.

Councilor Lamoureux made the following motion, which was seconded by Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the acceptance of the presentation from the Solid Waste Division as informational.

2) **Petition – 50 Signatures – Extending Walk Signal of Traffic Lights** (Agenda Item 3)

Chair Manwaring welcomed Terri Croteau, 29 Pearl Street. Ms. Croteau explained she initiated this petition after a woman was hit by a car near the Hannah Grimes crosswalk on Roxbury Street; her arm was broken and Ms. Croteau is fighting for compensation for her injuries. She explained this petition is for extended walk lights at crosswalks, particularly at the lights on Winchester Street/Key Road and West Street/Island Street. She said sometimes the crosswalk buttons have to be pushed three times before a person can cross. Additionally, the time allotted for someone to cross the street is too short, especially for the elderly who cannot cross as quickly.

The Police Chief explained the City Clerk's office received a letter in August about this matter. The Traffic Light Technician contacted Ms. Croteau to explain this is how the system works; Ms. Croteau said she does not like how the system works. The Police Chief said that in the City, seven lights have crossing signals; they are designed to provide a walk signal for approximately five seconds, followed by an additional 16-35 seconds flashing red to finish crossing. They are intended to encourage people not to leave the sidewalk while the red hand is flashing, but to provide enough time to finish crossing for those who already have. The Traffic Light Technician checked the lights in question and both are working properly.

Councilor Filiault noted the question of having to push the button multiple times before they walk signal begins; he asked if they are made to come on immediately and if it goes through a light cycle before the walk signal begins. The Police Chief replied the loops in the road control the traffic lights, so there must be some kind of combination of that happening; an automatic walk signal after pushing the button cannot be expected. Ms. Croteau said she does not expect an automatic walk signal, but at West Street/Island Street it takes several times and there is still no walk signal; she said she walks a lot and it should not take that long. The Police Chief will look into it further to ensure they are functioning correctly; he can consider making them longer but does not know what that will do to traffic on West Street. He said all lights meet monthly traffic control device checks and operating guidelines but that does not mean it will fit every person in the town. Ms. Croteau said her biggest objection is there is not enough time for older residents to cross. The Police Chief will investigate further and try to report back at the next MSFI meeting.

The City Manager noted that because of discussion on traffic signals Downtown at the last City Council meeting, this issue will be on the upcoming agenda of the Ad Hoc Downtown Revitalization Committee as well. He said signalization is crucial Downtown and the City gets many complaints about it. Part of the complaints is not knowing how the system works, the fact that it is an old system, maintenance, etc. So, a discussion is needed. The Police Chief will check-in with that Committee as well.

Chair Manwaring recognized James Griffin, 195 Key Road. Mr. Griffin said he crosses at Winchester Street/Key Road daily and the light is very short as a quick walker. He also said on the Walmart side there are two buttons and it has never been clear which one works, if either. He added the elderly living nearby cannot cross at that intersection quickly enough. He said more police presence is needed at that intersection for people running red lights as well; Ms. Croteau agreed.

Councilor Filiault suggested a motion to investigate and handle this matter administratively, especially at the Winchester Street/Key Road intersection. Chair Manwaring asked the Police Chief to prepare a presentation on lights and crosswalks in the near future for public education purposes. The City Manager is in favor of administratively looking at these lights and the matter might come back to the MSFI Committee. He said scheduling this discussion before the next Downtown Revitalization

Committee meeting will take time and he does not know what the results will bring. He said it might be best to combine all of this information into a discussion on how signalization works.

Councilor Lamoureux noted that at City Council, both the Downtown Revitalization Committee and MSFI were referred to; he asked the City Attorney if this needs to remain open so the Downtown Committee can bring back their referral. The City Attorney replied it is up to the Committee to make that decision; the way the City committees have been structured usually means action is deferred until the Committee it has been referred to have an opportunity to review the matter and make a recommendation.

Councilor Filiault made the following motion, which was seconded by Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the acceptance of the petition for extending walk signal of traffic lights as informational and that any issues raised to be handled administratively.

3) Department Presentation – Fleet Division – Rolling, Rolling, Rolling (Agenda Item 2)

The Assistant Public Works Director introduced Chad Guyette, Mechanic II with the Fleet Service Division. He explained some things the public might not know about the Fleet Division: they manage over 200 vehicles and equipment, they are full service, and they not only work on vehicles but specialty equipment as well.

Mr. Guyette said the Fleet Division maintains an inventory of replacement parts to keep equipment downtime to a minimum. He displayed photos of Fleet operations which include bays where police cars and fire trucks are washed, bays for medium-duty trucks and cars, and a small parts room kept fully stocked so vehicles can be quickly repaired during emergencies. He provided examples of how Fleet uses machine shop equipment to create, fix, or replace equipment versus purchasing new equipment.

Mr. Guyette continued that when a problem arises, Fleet Services often fabricates a solution that cannot be bought, either because a part is not available, is not manufactured, or production has been discontinued; many things are built because they cannot be bought elsewhere or are very expensive. The things created by Fleet Services are often stronger and better than the more expensive alternatives. He provided photo examples of equipment improvements they have made. He noted all City vehicles are fixed and improved in-house. All fleet personnel are able to fabricate and are proficient with cutting torches and various types of welding equipment; everyone working there can do every job. He provided an example of in-house efforts to fix the snow pusher at the airport. He explained the personnel can make repairs and fix equipment in the field to avoid towing back to Fleet, when possible; this saves time and money. Any oil waste from field repairs is brought back to the Fleet building to dispose of properly. Personnel also work to document damage and schedule repairs for City vehicles involved in accidents. They also

mount and balance all City vehicle tires. The City also owns a wrecker, which is used to recover City vehicles when stuck and often to assist the Highway Department in pulling logs out of rivers. Fleet Services also maintains and manages fuel sold internally and externally, for example to local government agencies such as the school district and home health care; the City is licensed to run this. Additionally, Fleet Services handles repairs of all City equipment from large dump trucks, to vehicles, and lawnmowers; all with the help of a 10 ton crane allowing fast and safe truck repair.

Mr. Guyette continued that Fleet coordinates with the Purchasing Department to buy new and used equipment and dispose of retired equipment. A lot of money is saved buying used equipment when parts for old equipment cannot be found. Fleet tries to do this as often as possible to save money. Older police cars, for example, are reused when cops have to spend a long time at construction sites or just sitting with lights running, so that detailed cars can be maintained. Additionally, all electronic and mechanical issues in City equipment are fixed in-house, including fire trucks; he used photos to demonstrate the complexity of this work. Fleet Services records all vehicle information from manufacturers into the Computerized Fleet Analysis (CFA) program. This is also where work orders and parts numbers are stored so that, for example, if there were failure during an overnight snowstorm, they can find anything needed in the system.

Chair Manwaring asked what happens on the weekends. Mr. Guyette replied there is an on-call phone that circulates between the four mechanics. Someone is on call at all times. Also, if plowing is happening, there is always someone in the building because of breakdowns.

Chair Manwaring recognized James Griffin, 195 Key Road, who asked if there is a system in place to buy vehicles locally, when possible. Mr. Guyette replied there is a program set-up for purchasing vehicles at Fleet, but there is difficulty working with Keene dealerships to sell to Fleet. There is a state bid process and if a dealer cannot meet a certain price the City cannot purchase that vehicle and some of those prices are too low for dealerships in town.

Chair Manwaring asked how much money the City saves doing all of this work in-house. Mr. Guyette replied he does not know how much but it is a lot. All mechanics are smart and when working they strive to make sure they will save money or they do not start the process. The Public Works Director said it is really about cost avoidance and he will report back the savings at budget time.

Councilor O'Connor made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the acceptance of the Fleet Division presentation as informational.

4) Beaver Street Speed Complaint Follow-Up – Police Department

The Police Chief noted this was a follow-up to a complaint brought forward in August. He recalled there was a July communication about speeding on Beaver Street, the police department used radars and directed patrols to investigate, and the statistics showed no demonstrated ongoing problem on Beaver Street. Per request of the MSFI Committee, police monitoring continued and there has still not been a statistical increase in speed, vehicle stops, or accidents.

Councilor Hooper made the following motion, which was seconded by Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the acceptance of the follow-up on the Beaver Street speed complaint as informational.

5) Key Road Speed Bump Request – Police Department

The Police Chief recalled that on June 12, James Griffin sent a communication to the City asking for a speed bump on Key Road. The police department used radars (unlit) and direct patrols day and night from August 5-September 3 and found only one vehicle traveling over 30mph. Of the 36 directed patrols there since July 20 there were seven stops, two summonses, and five warnings. There was one other stop for impaired driving, not speeding. He said in the past it was known the area was used by a younger demographic but that activity has not been seen in a while. The department works to continue monitoring, and some sound may be carrying over from Route 12.

Mr. Griffin said since the last meeting, whatever the police department did has solved the problem. There has only been one incident of speeding since the last meeting. The activity seems to have moved to the bypass and the old truck inspection station. He said the situation has improved and the police have done a great job toward solving the problem.

Councilor O'Connor made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the acceptance of the follow-up on the Key Road speed bump request as informational.

6) Friends of Open Space – Creation of Pocket Park – City Property – 238 Church Street

Chair Manwaring welcomed Margaret Kasschau, 40 N. Lincoln Street. Last Spring, Ms. Kasschau discovered a vacant piece of land at 238 Church Street that is owned by the City. It was a FEMA project; therefore, there are rules and regulations state only open space and/or a building with no sides. She is on the Board of the Friends of Open Space,

where she suggested a pocket park at this site. She began working with the Director of Parks and Recreation who was enthusiastic about the project. An inexpensive and simple design was drafted including:

- (4) Four-foot long benches - \$2,000
- (9) Medium-height fruit bearing ornamental shrubs - \$450
- (2) Swamp white oak for wet soil - \$350
- (1) Crab apple tree - \$135
- (3) Tree watering bags - \$75 (for easier maintenance during the first year)
- *Total estimated cost - \$3,010*

The trees and shrubs will be planted across the back of the property away from the street, and 3-4 foot boulders (donated by Hillside Village) will line the front of the property to keep people from driving on the property and create a play area. The Friends plan to fundraise the total cost and both she and Eloise Clark have met with most neighbors, who are interested in the project. The Friends hope to receive approval from this Committee to move forward and begin fundraising. They believe it could be a model park in the City.

Councilor Hooper said he thinks it is a fantastic idea and credited Ms. Kasschau and Ms. Clark for trying to beautify Keene. He asked how the park will be maintained. Ms. Kasschau replied because it is City land, presumably Parks and Recreation will maintain it. The Friends plan to help get it started in the first year and hope the City will maintain mowing after that. The Director of Parks and Recreation agreed. He continued that he has worked with the Friends and other departments and the most important thing is visibility, especially knowing the proximity to and some issues at Carpenter Field. Moving forward, work will continue with the police to ensure safety and visibility; this includes no trees or shrubs at the front of the property for visibility and four foot benches to discourage sleeping. With that, a few key features were discussed: 1) keeping the price low because this is donated by a group of citizens, 2) keeping the park simple to reflect the area, and 3) maintenance. The main purpose of the park is to improve the neighborhood and promote wanted behavior.

Councilor O'Connor asked if there will be restricted hours. The Director of Parks and Recreation replied it will be closed from dusk until dawn with alcohol prohibited as at other City parks.

Councilor Filliault applauded the neighbors for investing their time in this City park and policing it. He is disappointed there cannot be shrubbery because of visibility and that things like bench length now have to be considered.

Councilor Lamoureux asked if the total budget includes installation or if the City will do that. The Director of Parks and Recreation replied that benches include installation; they will be made of recycled plastic like the ones at the Recreation Center and Robin Hood Park and have a 50 year warranty. The company that makes them installs for a minimum fee. He continued thanking a neighbor who has been mowing the land, despite it being owned by the City; the City now keeping up with that maintenance.

Chair Manwaring recognized Yvonne Demay, 269 Church Street, who said this is a fantastic idea. She asked how much of the overgrown vegetation will be removed along the perimeter of the property; she also suggested a fence by the dumpsters to separate it from the adjacent property. The Director of Parks and Recreation said the City will take care of the overgrown vegetation. Ms. Cashaw said fencing is expensive and she fears it becoming a dog park if it is totally fenced. Ms. Demay said she thinks a fence on that one side would be much better for aesthetics.

Chair Manwaring recognized Beth Zinn, 242 Church Street. She expressed concern about the benches but thinks the boulders are a great idea. She also likes that the trees will help soak up water that currently pools there. She likes the idea of a fence because the adjacent property uses it as their yard. She likes the idea of it being nicer than it currently is but has concern about the benches because they are taken in other parts of the City when people loiter on them; she does not want loitering in her back yard.

Chair Manwaring recognized Frank Richter, 22 Valley Street, who is in favor of the park. He thinks it would be a nice feature on Church Street as other parts of the street are being improved. He agrees with a fence on the apartment side because it will be better aesthetically. He has not yet seen cars, people, or trash there and he thinks the neighbors will volunteer to help monitor and maintain it.

Councilor Filiault made the following motion, which was seconded by Councilor O'Connor.

Councilor Lamoureux asked the price of fencing and if the Friends will be able to fundraise that extra amount. The Director of Parks and Recreation will work with a local fence installer, he has an idea that can be easily maintained, and he will bring it to City Council next week.

Ms. Kasschau asked the neighbors if boulders could be used instead of a fence; all agreed a fence is preferred.

Chair Manwaring recognized Daniel Prial, 67 Forest Avenue who asked the neighbors if they will not support the park without a fence; all agreed they would still support the park if there is no fence. Chair Manwaring recognized Shawn Zinn, 242 Church Street, who said there was a fence when the building was still there but it was demolished at the same time.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the approval of the pocket park concept as shown.

7) Request for Letter/Resolution – ATV Use on Rail Trails – Planning Department

Chair Manwaring welcomed Chuck Redfern, 9 Colby Street, and Will Schoefmann, City of Keene Mapping Technician. Mr. Schoefmann explained that he is the staff liaison for

the Bicycle/Pedestrian Path Advisory Committee (BPPAC) and there is also a staff liaison to the Conservation Commission in the Planning Department. Mr. Redfern attended meetings of both Committees in the last month to present his case; this request for a letter/resolution is a joint request from both Committees.

Mr. Redfern explained this began when the City of Claremont sent a letter to the Federal Delegation of Senators and Congresswomen to request allowance of ATV's on rail trails throughout the state of NH and the country; a few other towns added their support to this request. Mr. Redfern expressed his concern, as President of the NH Rail Trail Coalition.

As a response to the Claremont letter, Senator Shaheen reported the following amendment:

“Balanced Consideration of Use-Exemption Requests for Trails – As the FHWA considers requests for exceptions under 23 U.S.C.217(h), the Committee encourages the agency to give due consideration to the local economy and community input. In particular, the agency should weigh the role motorized vehicles play in the local economy and should seek feedback from trail users.”

Mr. Redfern continued that Keene does not have a neglected rail bed; this has been a multi-million dollar project over the last 20 years, of mostly federal money matched by City funds and private dollars. The only reason the whole system is not paved is because of consideration to taxpayers cost, and snowmobilers were not in favor. It seemed reasonable to save money and allow snowmobilers because they are allies and do not damage the trails. He said ATV's, however, are four-wheel drive vehicles that get larger and faster each year, some up to 90mph. He cited the following concerns with ATV's on the rail trails: public safety for those cycling or walking on the trails, erosion and trail deterioration, and the need to widen the gates. He explained he attended the annual National Convention of ATV Riders last month and found they eventually want to be able to use four-wheel drive jeeps on the trails, which would destroy the trails in less than two seasons. He said the state has spent millions on an ATV park in Berlin and there are already 1,000 miles of trails open to ATV's in NH, while there are only 500 miles of rail trail. He said he wants to protect Keene's trails in partnership with Pathways of Keene, BPPAC, and the NH Rail Trail Coalition. He said Keene should speak up as the City of Andover did to say we do not want this to happen in our community. Before the Committee was a recommended resolution endorsed by the NH Rail Trail Coalition and each interested City was asked to submit this resolution to the Congressional Federal Delegation.

(Chair Manwaring left the meeting briefly and Councilor Filiault acted as Chair)

Mr. Redfern added that ATV's have a strong lobby in the country and commonly ask for small changes over time to accommodate the increased speed. He requested for the resolution to be approved and Mr. Schoefmann will send a memo to City Council with recommendations from the Conservation Commission and BPPAC and background information.

Chair Filiault asked if this matter had been assigned an administrative number. Mr. Schoefmann replied no, it likely will after going to City Council.

(Chair Manwaring returned)

Chair Manwaring said she thought there were more than the seven miles of trails listed. Mr. Redfern replied it is only the rail trail; it does not include the Jonathan Daniels Trail, Appleway, etc.

Councilor Lamoureux asked if there is the expectation that ATV's can use bridges as well, like the new North Bridge. Mr. Redfern replied they cannot use the North Bridge because there is a city ordinance preventing motorized vehicles there. However, the South Bridge is a state facility, multi-use bridge, so if the federal government allows this language in the law and the NH Trails Bureau grants this, there is a possibility. He said the NH Trails Bureau is dependent on funding from snowmobiles and ATV's so they are sympathetic to the lobby.

Councilor O'Connor noted that he has seen many trails destroyed in Roxbury because of off-road vehicles and he does not want that to happen to the trails in Keene. He said a lot of money went into these trails for mixed use – walking, biking, horses, and snowmobiles – and thanked Mr. Redfern for his efforts.

Councilor Lamoureux asked who drafted this resolution. Mr. Redfern replied the NH Rail Trail Coalition, who wanted to keep it simple despite this being such a complex issue. Councilor Lamoureux asked for procedure to accept this resolution. The Assistant City Manager replied staff will work on the resolution and if approved by this Committee it may get a number assigned by the City Clerk/Attorney.

Councilor Filiault made the following motion, which was seconded by Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends a resolution on ATV use on the rail trails be introduced.

8) Relating to Yield Signs – Public Works Department – Ordinance O-2017-14

The Public Works Director reported that the MSFI Committee recommended a yield sign at Mountain View/Darling Roads, which required adding a regulatory sign to the code. He recommended the Committee recommend adoption of this Ordinance.

Councilor Filiault made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2017-14 Relating to Yield Signs.

9) Adjournment

Hearing no further business, Chair Manwaring adjourned the meeting at 7:45 PM.

Respectfully submitted by,
Katie Kibler, Minute Taker