

Finance Committee

Meeting minutes – March 4, 2010

Present: **Committee Members:** Chris DeSimone (Chair), Chris Johnson (Vice Chair), Michael Landino, Alan Leao Jr., Holly Seiferth, Melissa Tzanoudakis, George Zacharakis

Guests: Alan Davis (Chief of Police), David Scott (Police Lieutenant), Toby Tyler (Chief of Fire Department), Peter Shattuck (Deputy Chief of Fire Department, Highway Superintendent, Tree Warden), Jonathan Kinney (Deputy Chief of Fire Department), Susan Smith (Secretary of Fire Department), Joseph Hallisey (Board of Selectmen)

Also present: Thomas Wilson (Town Accountant)

Chris DeSimone called the meeting to order at 7:00 pm.

Business: Chris DeSimone started the meeting with discussing the Police department budget. Alan Davis spoke to the Finance Committee members about how he works with the budget – he pays attention to the most important number, the bottom line. Alan Davis noted in answer to Chris DeSimone question about Postage (100-21100-52342) that the department used to bring their mail to the town meter but since they had mail every day, they now buy their own stamps.

Chris DeSimone questioned why there was an increase in Wages, Hourly (100-21100-51113) if there was a freeze. Alan Davis answered it was due to a transfer for an educational incentive for an employee. This transfer also made up for the decrease in the Educational Incentive (100-21100-51141) line item.

Chris DeSimone questioned how the Uniform Allowance (100-21100-51192) was calculated. Alan Davis replied that it was based on the contract and it was strictly a math equation.

Chris DeSimone questioned if under the Services part of the budget, the Town Water (100-21100-52231) and Town Sewer (100-21100-52232) was a shared expense for 59 Main Street, to which Alan Davis replied no.

Chris DeSimone noted the R&M – Building & Grounds (100-21100-52241) YTD was \$494 out of a budget of \$5,672.00, and in 2009 \$4,821.00 was spent. Alan Davis replied these expenses were for repair and maintenance for the building and grounds. Chris DeSimone questioned if the police department was responsible for all of the repair and maintenance for the building and grounds, to which Alan Davis replied yes. Alan Davis mentioned again that he keeps an eye on the bottom line of the budget. In 2009 he needed to transfer \$20,000.00 into the Services part of the budget in order to cover all of the Services budget line items. Melissa Tzanoudakis questioned if there were any repairs known for 2011. Alan Davis replied none known at this time.

Chris DeSimone questioned what the R&M – Office Equipment (100-21100-52244) was for and if there were any known repairs for 2011. Alan Davis replied this budget line item was for the copy machine and fax machine and there were no known repairs at this time. Melissa Tzanoudakis questioned if these machines were owned or leased. Alan Davis answered that the copy machine was leased and had a maintenance agreement, and the fax machine was now owned starting this year. Melissa Tzanoudakis questioned the toner expense. Alan Davis answered that the police department purchased toner.

Chris DeSimone asked if the R&M – Communications Equipment (100-21100-52245) was for the radios in the vehicles. Alan Davis replied yes the radios in the vehicles and other portable radios. Chris DeSimone questioned what the R&M – Other Police Equipment (100-21100-52253) was for. Alan Davis answered that line item was for anything that does not fall into the above categories, such as recently tasers that were sent back for repair.

Chris DeSimone questioned what the R&M – Heating/Air Cond Equipment (100-21100-52261) expense is for. Alan Davis replied that the air conditioner is in very bad shape. It is the original system that was put in when the building was renovated back in the early 1980's.

George Zacharakis noted that R&M-Data Processing Equip (100-21100-52245) was overspent for 2010. Alan Davis pointed out that this is a maintenance agreement for a CAD system (record management system) they have. Chris Johnson wondered if their 2011 budget was under budget then. Alan Davis felt it was close enough. Melissa Tzanoudakis asked Alan Davis if there were any more expenses for 2010, to which he replied no.

Chris DeSimone asked if the police department did their own repairs on their vehicles in R&M – Vehicles 1-4 (100-21100-52265 through 52268). Alan Davis replied they did not. Michael Landino questioned if these vehicles were the cruisers. Alan Davis noted these vehicles were the line cars. Alan Davis pointed out that the police department was planning on putting two vehicles in a warrant article because they were down two, even though they really needed three.

Chris DeSimone questioned if the R&L – Office Equipment (100-21100-52280) was the photocopier. Alan Davis replied it was.

Chris DeSimone questioned what the Miscellaneous Other (100-21100-52299) was for. Alan Davis replied this was for repairing of the snow blower. Chris DeSimone asked who this was paid to, to which Alan Davis replied the custodian.

Chris DeSimone questioned what Printing (100-21100-52313) was for. Alan Davis answered this was for forms, inventory forms, house search forms; the service for the forms.

Chris DeSimone questioned what Prof & Tech – Misc Other (100-21100-52319) was for. Alan Davis noted this line item was for psychological testing, the certification process.

Chris DeSimone questioned what Testing (100-21100-52326) was for. Alan Davis noted this was for the assessments for hiring, the recruitment testing, and civil service testing.

Chris DeSimone asked what Telephone (100-21100-52341) was for. Alan Davis replied this line item was for two cell phone bills.

Chris DeSimone questioned what VACS Ticket Processing (100-21100-52385) was for. Alan Davis answered this line item was for the parking ticket service. This service followed up with the registry if someone violated the parking ticket.

Chris DeSimone noted that Natural Gas-Heating (100-21100-52215) and Electricity-Building (100-21100-52211) had high actual for 2009. Alan Davis noted that the electricity was high because the police department had a very large amount of electrical equipment in the building that was always running. In 2009 the gas heating bills were high.

Chris DeSimone questioned if Medical/Random Drug Testing (100-21100-52303) was for the officers, to which Alan Davis replied it was.

Chris DeSimone questioned what Advertising, Legal Notices (100-21100-52306) was for. Alan Davis replied this was for either auctions or hiring.

Chris DeSimone, in looking at the Supply line items, questioned the Gasoline (100-21100-54411) line item. Alan Davis noted that they were on a budget for gasoline.

Chris DeSimone questioned what Stationary (100-21100-54422) was for. Alan Davis replied this line item was for detailed billings.

Chris DeSimone questioned if Cleaning (100-21100-54451) was for the building. Alan Davis replied it was for the supplies for cleaning the building. Chris DeSimone questioned what the difference between Cleaning (100-21100-54451) and Other Custodial (100-21100-54459) was. Alan Davis noted that things like toilet paper and paper towels went into the

Other Custodial (100-21100-54459) line item. George Zacharakis questioned what went into the Sundries (100-21100-54425) line item. Alan Davis replied that miscellaneous miscellaneous went into the Sundries (100-21100-54425) line item.

Chris DeSimone noted that in the Parts & Accessories (100-21100-54485) line item, \$814 had been spent so far out of a budget of \$500. Alan Davis noted this was for parts for vehicles.

Chris DeSimone questioned what Training (100-21100-54515) was for. Alan Davis replied this was for supplies for training, such as taser supplies.

Chris DeSimone questioned what Photographic (100-21100-54584) was for. Alan Davis pointed out that they had two film cameras at the station, as well as a Polaroid that was needed for the sex offender registry. Film was needed for these cameras.

Chris DeSimone asked what the Uniforms (100-21100-54593) line item was for. Alan Davis replied that this was for his uniform; he did not get an allowance like the other officers. Chris DeSimone questioned what the Uniform Accessories (100-21100-54593) was for. Alan Davis noted this for all officers for things like holsters, soft body armor, and patches.

Chris DeSimone asked if Meetings (100-21100-57712) was for town meetings, to which Alan Davis replied they were. Chris DeSimone questioned what Dues (100-21100-57731) were for. Alan Davis noted they were for Law Enforcement Council. Chris DeSimone questioned what Tuition (100-21100-57715) was for. Alan Davis replied for various training and seminars. Chris DeSimone questioned what the Subscriptions (100-21100-57732) line item was for. Alan Davis noted it was for law books.

Chris DeSimone questioned what the ADDIT EQUIP-DEPARTMENTAL (100-21100-58852) line item was for. Alan Davis pointed out that this was for a plan to add tasers each year. The cost for each taser is \$1,000.00 so this is adding 5 tasers.

There was a brief discussion about if the Finance Committee decided to cut 1% or 2%, then Alan Davis requested they let him know and he would find the line items to take it out of. If the Finance Committee decided that 5% needed to be cut, then it would be a head count that would be affected.

Chris DeSimone moved the meeting to discuss the Fire department budget. Chris DeSimone questioned why there was no YTD for R&M-Vehicles (100-22100-52242), and if this was for the fire engines. Susan Smith answered that for the most part the town mechanic fixed the vehicles, if he could. Peter Shattuck added that if there was something that he could not handle, then they had to go outside of the town to get it fixed. That was what this line item was for – when they had to go outside of the town mechanic to fix the fire department vehicles.

Chris DeSimone questioned what the R&M-Office Equipment (100-22100-52244) line item was for. Susan Smith answered this was their photocopier.

Chris DeSimone questioned what the R&M-Firefighting Equipment (100-22100-52254) was for. Peter Shattuck answered this was for things like chainsaws. Toby Tyler added fire extinguishers.

Chris DeSimone questioned what the R&M-Cascade System (100-22100-52256) line item was for. Toby Tyler explained that this system is the system that filled their air bottles. It was due for testing at the end of April every year by a private company, and then depending on what they found as to what it needed. Melissa Tzanoudakis asked if they had a maintenance agreement with the private company, to which Toby Tyler replied they did.

Chris DeSimone questioned what R&L-Communications Equipment (100-22100-52273) was for. Toby Tyler replied this was for the flat fee for his cell phone. Susan Smith added that this was \$35/month. Chris DeSimone calculated that this totaled \$480/year.

Chris DeSimone questioned what the line item R&L–Minor Outside (100-22100-52276) was for. Toby Tyler answered this was for their post office box, adding that the rates for the post office boxes had gone up.

Chris DeSimone asked what Miscellaneous Other (100-22100-52299) was for. Toby Tyler noted this was for the excavator they had used on Nashua Road.

Chris DeSimone questioned what Prof & Tech – Misc Other (100-22100-52319) was for. Toby Tyler pointed out this was for pump testing, which needed to be done on all of the trucks. This usually occurred in the Fall, but due to a scheduling issue this year, it was not occurring until the Spring this year. Peter Shattuck added that if there were any issues that needed to be fixed, that came out of this line item also. In 2009 they had issues they had to fix which were a result of this testing.

Chris DeSimone questioned what Forms (100-22100-54423) was for. Toby Tyler replied this line item was for state forms and the printed envelopes.

Chris DeSimone questioned what Hardware (100-22100-54431) was for. Toby Tyler answered this was for hardware such as bolts for the trucks or at the station. Peter Shattuck added it was also for things like batteries for the meters.

Chris DeSimone questioned what the line item Parts & Accessories (100-22100-54485) were for. Toby Tyler noted it was for parts for the trucks. Peter Shattuck pointed out it was for parts like alternators.

Chris DeSimone questioned what Refreshments (100-22100-54491) was for. Toby Tyler answered this was for water and coffee at the fires for the firemen.

Chris DeSimone asked what Training (100-22100-54515) was for. Toby Tyler answered this was for training materials. Jonathan Kinney added that this was also for updated videos.

Chris DeSimone questioned what Recognition Awards (100-22100-54592) was for. Toby Tyler replied this was for the EMT and Firefighter of the Year awards.

Chris DeSimone questioned what the line item Uniform Accessories (100-22100-54593) was for. Toby Tyler noted this was for the badges. Susan Smith added that the badges are quite expensive.

Chris DeSimone pointed out that Miscellaneous Other (100-22100-54599) was over budget for 2010. Jonathan Kinney pointed out that this was for a black drape for a funeral, which was an unexpected expense.

Chris DeSimone questioned what Mileage (100-22100-57711) was for. Toby Tyler replied this was when someone used their own vehicle to pick up a truck.

Chris DeSimone questioned what the line item Meetings (100-22100-57712) was for. Toby Tyler answered this was for monthly chief meetings, which were usually in Milford NH. Chris DeSimone questioned what Dues (100-22100-57731) was for. Toby Tyler noted this was for several memberships, such as Southern New Hampshire Aide. Chris DeSimone questioned what Subscriptions (100-22100-57732) was for. Toby Tyler answered this was for the codebooks. Chris DeSimone questioned what Memberships (100-22100-57733) was for. Toby Tyler replied this was for the District 6 membership. Peter Shattuck added that this gave the town Hazmat capabilities and mutual aid.

Chris DeSimone questioned what the REPL EQUIP-DEPARTMENTAL (100-22100-58872) was for. Toby Tyler answered this was for fire hose, and that it was recurring.

Chris Johnson asked what transfers the fire department had at the end of the previous fiscal year. Toby Tyler answered that they did have some but he did not remember the amount. Peter Shattuck added that they cannot look into a crystal ball and determine what the town will need in a year. George Zacharakis questioned what level calls they had at this point compared to last year. Toby Tyler answered that they were above, but he did not have exact numbers. Chris DeSimone

added that the fire department has brought in increased revenue with the fire burning permits this year. Susan Smith agreed noting that the revenue increase was due to the fee increase from \$10 to \$15 this year.

Chris DeSimone moved the meeting to discuss the ambulance budget. Chris DeSimone questioned the Salaries, Appointed Positions (100-23100-51112). Toby Tyler noted this was for the captain and another position. Chris DeSimone questioned why the Wages, Hourly (100-23100-51113) increased from \$176,750 to \$189,195 in the 5% reduction budget. Toby Tyler explained that in the 5% reduction budget that since they eliminated the per diem hours they increased the wages salaries to fill in incase someone was out for some reason such as being sick or hurt.

Chris DeSimone questioned what the line items in R&M-Vehicle 1 (100-23100-52265) and R&M-Vehicle 2 (100-23100-52266) was for. Toby Tyler explained that Vehicle 1 needed a new set of tires and that Vehicle 2 was involved in a class action suit that the town would hopefully be getting some money back on some day.

Chris DeSimone questioned what R&M-Minor Outside (100-23100-52276) was for. Toby Tyler replied this was for the post office box. Chris DeSimone questioned what R&M-Minor Inside (100-23100-52277) was for. Toby Tyler answered this was for the Belmont Springs water cooler at Park Street.

Chris DeSimone questioned what the line item Advertising, Legal Notices (100-23100-52306) was for. Toby Tyler noted this was for bids and hiring.

Michael Landino questioned what Data Processing (100-23100-52308) was for. Toby Tyler replied this was their RAM software which processed their Ambulance records.

Chris DeSimone questioned what was included in the Training (100-23100-54515) line item. Toby Tyler explained this was for both outside speakers and outside classes. Jonathan Kinney added that this was an important line item. Alan Leao Jr. asked what their license renewal requirements were. Toby Tyler explained that the EMT recertification was every two years, and that they staggered the timing so that everyone did not need to get recertified at the same time.

Chris DeSimone questioned what the line item Stationary (100-23100-54422) was for. Toby Tyler noted this was the printing of the forms for billing. Chris DeSimone thought it was important for the Finance Committee to know what percentage of billing that was received as payment, since it was a very high percentage. Toby Tyler commented that they collected about 89% of their billings.

Chris DeSimone questioned the Hardware (100-23100-54431) line item. Toby Tyler replied this was hardware for the ambulances.

Chris DeSimone questioned what the line item Uniforms (100-23100-54591) was for. Toby Tyler explained that the uniforms were for the full-time employees. They had sweatshirts and t-shirts for the on-call employees to identify them as working for the town. Michael Landino asked how many employees they had. Toby Tyler answered that they had 2 ½ full-time employees and 28 on-call employees. Peter Shattuck noted that it was important to have them all identified as working for the town when they went on a call.

Chris DeSimone questioned what the line item Recognition Awards (100-23100-54592) was for. Toby Tyler noted this was EMT of the Year award.

Chris Johnson questioned why the decrease of \$900.00 in the line item Oxygen (100-23100-54502) was for. Toby Tyler explained that was determined after looking at the actual from 2008 and 2009.

Chris DeSimone questioned the Tuition (100-23100-57715). Toby Tyler replied this was to sponsor employees to upgrade, such as Deputy Jonathan Kinney. Chris DeSimone questioned what Dues (100-23100-57731) was for. Toby Tyler noted this was for the Central Mass membership. Chris DeSimone questioned Subscriptions (100-23100-57732). Toby Tyler explained this was different EMS magazines.

Melissa Tzanoudakis asked if there was no insurance for a person, how Med Flight worked. Toby Tyler answered that was not Pepperell's concern, that it was Med Flight's concern.

Chris DeSimone questioned why the Motor Oil & Grease (100-23100-54481), Tires and Tubes (100-23100-54482), and Batteries & Anti-Freeze (100-23100-54483) budgets are zero YTD for 2010. Peter Shattuck answered that he was going to start using these budgets very soon, and they go fast once he starts using them.

Chris DeSimone moved the meeting to discuss the Highways-Const & Maintenance department budget. Holly Seiferth questioned what the staffing vehicles were for in the Highways-Const & Maintenance department. Peter Shattuck explained that for large storms they had 2 vehicles from the water department and 1 from the sewer department, and for smaller storms they had 2 or 3. They also had some specialty vehicles like the dump truck.

Holly Seiferth asked if the Wages, Hourly (100-42200-51113) was for union employees. Peter Shattuck replied it was, noting that there was an additional \$10,000 to pay for purchase of services. Peter Shattuck also noted that for the Overtime (100-42200-51130) he keeps a book with daily and weekly scheduled and unscheduled overtime. Melissa Tzanoudakis asked what else was in the overtime. Peter Shattuck explained things like trees down, animals in the road, and deer in the road.

Holly Seiferth questioned why the Natural Gas-Heating (100-42200-52215) YTD was only about \$500 and the budget was \$1,778, and if the whole budget amount was going to be needed. Peter Shattuck replied that they would not need it because they had put in a new furnace which had reduced the heating costs. On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Highways-Const & Maintenance department Natural Gas-Heating (100-42200-52215) by \$778.00 to \$1,000.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 7(Aye)-0(No) and 0 abstained.

Holly Seiferth questioned what the R&M-Vehicles (100-42200-52242) line item was for. Peter Shattuck explained that they had a lot of big equipment and that if one needed repair then the repair bill was huge. For example, some of their equipment that needed repairing meant that John Deere or Caterpillar had to come out to the actual street that the equipment died on and repair it right on the street.

Holly Seiferth asked what the R&M-Building & Grounds (100-42200-52241) was for. Peter Shattuck noted it was just for normal maintenance for the building and grounds. Holly Seiferth questioned what the R&M-Communications Equipment (100-42200-52273) line item was for. Peter Shattuck answered this was for things like the antennae on the building and the radios in the trucks. Melissa Tzanoudakis asked if these repairs were just done as they came up, to which Peter Shattuck replied yes.

Holly Seiferth asked why the Vehicle Inspection (100-42200-52247) was over budget. Peter Shattuck explained that this used to be done every other year, but now had to be done every year. This included both emissions and safety inspections, and the trailers had to be done too.

Holly Seiferth questioned what the R&M-Data Processing Equipment (100-42200-52252) was for. Peter Shattuck noted this was for his computer, which he finally just got a new one.

Holly Seiferth asked what the R&L-Cons, Snow, Lawn Equipment (100-42200-52272) was for. Peter Shattuck explained this was for when they needed to rent equipment for construction jobs, such as when they need to work on ledge which costs about \$2,000/day to rent. George Zacharakis asked if they have any jobs planned. Peter Shattuck replied that they have some jobs planned and some jobs scaled back. You did not know what you might run into on a job until you got started on the job.

Holly Seiferth asked what the R&L-Minor Inside (100-42200-52277) was for. Peter Shattuck was not sure if it was pagers or cell phones.

Holly Seiferth asked what the R&L-Office Equipment (100-42200-52280) was for. Peter Shattuck noted this was for the copy machine.

Holly Seiferth questioned what the Stump Grinding Service (100-42200-52297) line item was for. Peter Shattuck explained this was the wood pile that was made into wood chips. At one point he was able to get it done for nothing because of the economy, but that was not possible anymore.

Holly Seiferth asked what the Medical/Random Drug Testing (100-42200-52303) was for. Peter Shattuck replied that this was a DOT requirement. They called and said to send X person over for testing and it would cost anywhere from \$150.00 to \$180.00.

Holly Seiferth asked what the Advertising, Legal Notices (100-42200-52306) was for. Peter Shattuck noted this was to advertise for the easements for intersections that he wanted to do, as well as for bids for asphalt, sand, and salt.

Holly Seiferth asked why the Prof & Tech – Misc Other (100-42200-52319) had a YTD of \$1,723.00 with a budget of \$4,500.00. Peter Shattuck thought it had something to do with a vehicle, but was not sure. Chris DeSimone asked if he could get back to the Finance Committee with the details for this line item.

Holly Seiferth asked what the Asphalt Recycling (100-42200-52334) was for. Peter Shattuck explained that this was for any cement or driveway materials that were pulled up, and then it is ground up and used to fill the sides of roads. This money is used to grind it up. The product is free so that the town does not have to go buy it. The cost to go buy the pile would cost about \$100,000.00.

Holly Seiferth questioned the Postage (100-42200-52342) was for. Peter Shattuck explained this was for their post office mailbox.

Holly Seiferth asked what the Animal & Pest Control (100-42200-52382) was for. Peter Shattuck replied this was for beaver control. He was able to hire a trapper when the need arose. If the pelts were actually worth something at the time, then he would not have to pay the trapper.

Holly Seiferth asked what the Other Building Repair & Maint (100-42200-54449) line item was for. Peter Shattuck was not sure what this line item was for; he would get back to the Finance Committee with information.

Holly Seiferth asked what the Other Custodial (100-42200-54459) was for. Peter Shattuck noted this was for bathroom supplies, and possibly more which he would need to get back to the Finance Committee on.

Holly Seiferth questioned the Motor Oil & Grease (100-42200-54481). Peter Shattuck noted that he was just about out of everything. One drum of oil costs almost \$600.00 and one drum of anti-freeze costs about \$650.00, and he does recycle. Holly Seiferth asked about Batteries and Anti-Freeze (100-42200-54483) was for. Peter Shattuck replied that it has been a good year so far for batteries. Now that he has said that... Holly Seiferth asked what the Tools for Repair (100-42200-54484) were for. Peter Shattuck explained that they were for things like air wrenches, chainsaws, and air chisels.

Holly Seiferth asked about the Salt (100-42200-54532) line item. Peter Shattuck explained that the price went down, but the multitude of little storms was killing the town, noting that one storm even lasted three days. Holly Seiferth asked how he bought the salt. Peter Shattuck replied that he put out bids. Holly Seiferth asked if it was through the Highway Consortium. Peter Shattuck replied that it was not, he had a good relationship with the surrounding towns.

Holly Seiferth questioned what the Welding (100-42200-54535) was for. Peter Shattuck answered that it was for torch tips. There was actually a bill that was coming through shortly. Peter Shattuck explained that eh rebuilds them a lot, but the company did not let that occur anymore for safety reasons.

Holly Seiferth asked about the Environmental Supplies (100-42200-54553) line item. Peter Shattuck noted this was for silk fences and hay bales for jobs to control run off into wetlands.

Holly Seiferth asked about the 2009 YTD in Miscellaneous Other (100-42200-54599) line item. Peter Shattuck was not sure and will have to get back to the Finance Committee with information.

Peter Shattuck noted that they currently had about \$24,000.00 in Overtime (100-42200-51130) left. They had about \$2,000 scheduled which left about \$22,000 left. If there were no more storms, it was very possible that they could move about \$20,000.00 back to free cash.

Chris DeSimone moved the meeting to discuss the Forest Warden department budget. Chris DeSimone asked about the hose request in the Forest Warden department budget. Peter Shattuck explained that they were putting together a forest fire truck that they would need some things for. Peter Shattuck noted that the forest fire hose does not last as long as regular fire hose because it is dragged through the woods. Chris DeSimone requested that they let the Finance Committee know the cost per foot. Michael Landino asked if the current hose was in an unusable state. Peter Shattuck replied that you do not want the hose to be in an unusable state. Chris Johnson asked what was left over from last year's budget. Peter Shattuck replied that it was zeroed out last year. Chris DeSimone asked what was the ideal amount. Peter Shattuck answered that it depended, a couple of thousand feet at a minimum. If he had 1500-2000 feet, then he would have something to work with each year.

Chris DeSimone asked who the Tree Experts were in the Tree Care & Planting department budget. Peter Shattuck replied that they were the guys with the trucks to cut down the trees.

Business: Chris DeSimone moved the meeting to discuss the next budgets for the next Tuesday meeting, reminding the Finance Committee that George Zacharakis was the primary in-depth person for the next department budgets. The next Tuesday meeting should be the last Tuesday night meeting.

Upcoming Meetings: Tuesday, March 9, 7:00pm
Thursday, March 11, 7:00pm
Thursday, March 18, 7:00pm
Thursday, March 25, 7:00pm

Adjournment: On a motion from Chris Johnson, seconded by George Zacharakis, the meeting was adjourned at 10:25 pm and it was approved by a vote 7(Aye)-0(No) and 0 abstained.

Respectfully submitted,
Lynne Henderson