

**TOWN OF RUTLAND**  
**DRAFT**  
**SELECT BOARD**

MINUTES: April 21, 2015

Board members present: Mary Ashcroft, Joe Diction, Paul Clifford, Don Chioffi and John Paul Fagnant

The meeting opened at 6:30 P.M. with the Pledge of Allegiance.

The Board reviewed the 4-7-15 minutes. Ms. Ashcroft moved to approve the 4-7-15 minutes. Mr. Fagnant made a second to the motion. Mr. Chioffi cited corrections to the minutes on pages 4, 9, 11 and 12. The motion passed unanimously with corrections.

Mr. Fred Nicholson reported that the tree cutting project on Town land in West Rutland is strictly a maintenance operation. He said there would be no new clearing.

Town resident Mr. Chuck Corey told Board members that he would like compensation from the Town for a damaged fence caused by winter snowplowing. Board members discussed the matter with Mr. Corey.

Mr. Diction said the Town does not compensate an individual for damage within the Town road right-of-way (R-O-W). Mr. Corey said the incident was on his property. He said he understands it is probably within the Town R-O-W. He said the fence was damaged when the snow plow driver drove into his driveway to clear snow.

Mr. Clifford made a motion to send the matter to the Highway Committee. Mr. Fagnant made a second to the motion. Mr. Chioffi said according to Mr. Hathaway if it's in the highway r-o-w then it is not the Towns responsibility. He said it is not Town policy to plow or clear driveways.

Mr. Chioffi said the contractor that did the damage assumed the liability because it is outside of Town policy to plow or clean driveways. Mr. Chioffi recommended that the Town fix the fence and not worry about it.

Ms. Ashcroft said it should go to the Highway Committee so the policy can be discussed and see if it needs to be tweaked. Mr. Diction said Mr. Corey will be informed of decisions made at the committee meeting. The motion passed unanimously.

Mr. Martin Wasserman, Town Emergency Management Director and Transportation Council representative reported:

1. Mr. Wasserman passed out National Incident Management System (NIMS) correspondence. Mr. Wasserman said he wanted to make sure that the previously approved NIMS document is in fact approved. He said the NIMS Plans is part of the Town's Local Emergency Operations Plan (LEOP).

Mr. Chioffi made a motion to authorize the Chairman to sign the document. Ms. Ashcroft made a second to the motion. The motion passed unanimously.

2. He informed the Board that the next Regional Transportation Council meeting will be on 4-23-15. He said there would be a presentation regarding the Pittsford – Brandon US Route 7 highway work. He said there would also be a discussion regarding complete streets. Ms. Ashcroft cited the Town’s Complete Streets Committee and said the presentation would tie in nicely with what the Town’s Committee is doing.

Mr. Diction told Mr. Wasserman that the Board did not address his position during the budgeting process. He cited the fact that Mr. Wasserman is accumulating hours. Mr. Diction said the Board has to establish a temporary hourly rate and that the Finance Committee would follow up with a recommendation for permanent pay rate.

Mr. Diction asked Mr. Wasserman how many hours he expects to work, citing the fact the Board does not have a budget. Mr. Wasserman said he has not charged the Town for work done on the Plan, which he has done from his home.

Mr. Faignant asked why Mr. Wasserman had filled out time sheets. Mr. Wasserman said he did so because he attended meetings. Mr. Faignant asked Mr. Wasserman if he expected to get paid, citing the fact the position has been voluntary.

Mr. Wasserman said he was told to fill out a time sheet. Mr. Diction said Mr. Denardo may have been paid for the Emergency Manager’s job through the Fire Budget. Mr. Chioffi told fellow Board members that anything involving money is being sent to the Finance Committee. He said all five Board members should be involved in such decisions. He said sending it to the Finance Committee is not appropriate.

Mr. Faignant said Mr. Chioffi is free to attend the Finance Committee. Mr. Chioffi said it would be a Board meeting if three people were present. Mr. Faignant said the meeting should be warned and then held.

Mr. Chioffi said the Committee meeting would be a duplication of effort since all five Board members have equal authority in deciding such matters. Mr. Diction said it may take several meeting to reach an answer.

Mr. Chioffi said following Mr. Wasserman’s last meeting with the Board Mr. Chioffi said he had a conversation with the Town Police Chief regarding whether or not the Chief felt he had the funds available to do a split between the two departments. Mr. Chioffi said the Emergency Manager should be paid for taking on the job.

He said it was not designed as a voluntary position. Mr. Chioffi said he is prepared to look at everyone’s rate of pay in town and come up with something we feel is fair.

Ms. Ashcroft said the Finance Committee would come back to the full Board with a recommendation. He said it is a change he is not comfortable with. Mr. Chioffi said he did not know what the intent of the Finance was and that he had previously suggested the Board do a revamp of all Town pay rates.

He said he has been taken out of the discussion when it was he who suggested addressing pay rates. He said now, Ms. Ashcroft and Mr. Dicton are addressing pay rates. He said he does not appreciate being taken out of the picture.

Ms. Ashcroft said Mr. Chioffi is not out of the picture citing the fact that committee work has to be approved by the full Board. Mr. Chioffi told Ms. Ashcroft not to twist words around. Ms. Ashcroft said it is Mr. Chioffi who is twisting words.

Mr. Chioffi said it is not appropriate for Ms. Ashcroft and Mr. Dicton to deal with financial issues before it comes to the full Board. Mr. Faignant cited the fact that Mr. Chioffi is on the Police & Fire Committees and that the committee deals with matters and then bring it to the Board. Mr. Chioffi said the Finance Committee can deal with every single thing in Town.

Mr. Chioffi said the whole Board should look at Finance and not just the Finance Committee.

Mr. Dicton cited the fact the Mr. Chioffi left him (Mr. Dicton) out of his conversation with the Town Police Chief. Mr. Dicton questioned how Mr. Chioffi talking to the Police Chief is a Committee Meeting. Mr. Dicton said Mr. Chioffi can't be throwing stones.

Mr. Wasserman suggested the Board discuss his salary at a future meeting. Ms. Ashcroft made a motion to send the Emergency Manager issue of pay to the Finance Committee. Mr. Faignant made a second to the motion. The motion passed by a vote of 4 to 1. Mr. Chioffi voted in the negative.

Town SWAC Representative Mr. William Matteson reported:

1. No meeting, no report for the Town Planning Commission.
2. Mr. Matteson said the recent Household Hazardous Waste Collect was a success. He said due to confusion the Town School was prevented from disposing old light bulbs. Mr. Matteson said when he learned of the rejection he explained that the Town School is allowed to bring materials to the collection.

He also cited an example where the attendants incorrectly accepted used light bulbs from a Town resident, who runs a commercial business. Mr. Matteson told the Board that a lot less paint was brought to the collection as a result of public education.

3. Mr. Matteson cited prescription drug collections done by the Sheriff's office. He said he would try to have a collect at the fall Household Hazardous Waste collection.

Town Clerk & Treasurer Ms. Donna Zeller reported:

1. Ms. Zeller thanked Board members for the new sign in front of the Town Office. Ms. Zeller thanked Mr. Chioffi for putting up the new sign.
2. She told the Board that Town Scholarship applications are due on Friday April 24<sup>th</sup>.
3. Ms. Zeller told Board members that her office will be closed on 4-29-15 because she and Ms. Susan McGee would be attending the annual VLCT Town Officers Conference in Killington, VT.
4. Informed the Board that May 2, 2015 is Green Up day. She said green bags are available at her office and the Transfer Station.
5. She announced that May 10, 2015 is the last day to pay taxes. She said after the due date the delinquent tax collector will get an 8% penalty, which he could use to go on vacation or buy a new boat.
6. Ms. Zeller informed the Board that she changed all of the Town phone bills to electronic delivery, which will save the Town **\$42.00** a month. Ms. Zeller also told the Board that the Town is paying **\$40.00** a month for a phone at the Cheney Hill Community Center and that the phone has not been used for a year.

Ms. Zeller said most people using the building have cell phones. Ms. Ashcroft moved to cease phone service at the Cheney Hill Community Center. Mr. Clifford made a second to the motion. The motion passed unanimously.

Mr. Zeller told the Board that the Town is also paying **\$70.00** a month for the cleaning of the Cheney Hill Community Center. Mr. Chioffi moved to discontinue the Janitor Works service and to contract as needed with the Town Hall maintenance person, when needed. Ms. Ashcroft made a second to the motion. The motion passed unanimously.

7. Ms. Zeller informed the Board that she spoke with the House Committee on Forest and Agriculture regarding draft H35, the Clean Water Bill, and that she told the Committee she is not in favor of adding a **\$25.00** per parcel fee to the Town's property tax bills.

Ms. Zeller said the fee would be an accounting nightmare for her office. Ms. Zeller said she would have to collect the fee for 3,000 parcels of land in the Town. Ms. Zeller told the Board that she told the Committee it would be better for the State to administer the fee. Ms. Zeller said the Town would not be reimbursed

for collecting the fee for the State. She said all fee would have to be paid to the State by December 1<sup>st</sup>, regardless of whether the Town had collected all of the fees.

Mr. Chioffi said the Federal and State Governments are placing mandates on the Town, which will increase Ms. Zeller's weekly work load. Mr. Zingale cited the fact the Town had to create a storm water department overnight as a result of a State mandate. He said both he and Mr. Hathaway are spending hours doing storm water related work. Ms. Zeller also informed the Board of other comments she made to the Committee.

8. Ms. Zeller said the Board needs to ratify their votes approving; the Holiday Inn Liquor License and their outside consumption permit, and a Liquor License for the Ponderosa Restaurant. Ms. Ashcroft moved to retroactively approve the two Holiday Inn Liquor Licenses and the Ponderosa License. Mr. Faignant made a second to the motion. The motion passed unanimously.

Town Road Commissioner Mr. Byron Hathaway reported:

Not present.

Mr. Zingale presented the Casella contract for the replacement of the Prospect Hill Road culvert. Mr. Zingale said Mr. Hathaway would like the Board to sign the contract, which had been previously approved.

Town Planning Commission Chairman Andrew McKane reported:

Not Present.

Town Fire Chief Mr. Frank Cioffi reported:

1. Chief Cioffi told the Board that according to the Town Attorney the boiler problem at the Denardo Station should be fixed shortly.
2. Mr. Cioffi told the Board he would be sending the Town Attorney copy of State codes regarding the station construction.
3. Chief Cioffi informed the Board that he plans to travel to Maine to look at a used ladder truck. He said he will report to the Board when he returns. Mr. Cioffi said he will not be at the next meeting.

Mr. Chioffi asked Chief Cioffi if the problem at the furniture store has been resolved. Chief Cioffi said it has not been resolved. Mr. Cioffi said the State has mandated that changes be made to the building. Chief said the matter is a safety concern for his men.

Chief Cioffi said the building is like a maze and very difficult to find your way. He cited a fire in a furniture store in the State of Carolina in which eight firefighters died. He said the owner of the store is well aware of the problem. Mr. Chioffi said the proposed fix will be a lot less expensive than originally thought.

Mr. Zingale informed the Board that he has set up a meeting with Theresa Gilman, who is with VTrans, for Mr. Hathaway to discuss what she will allow in conjunction with the correction of the so-called Johnson's culvert.

Mr. Zingale said he would be meeting with Ms. Gilman regarding what she will allow for planting at the wet well located at the Post Road / US Route 7 intersection.

Town representative to the Rutland Regional Planning Commission Mr. Sherman Hunter reported:

Not present.

Mr. Fred Nicholson, alternate to the Regional Planning Commission reported:

1. He told the Board that the RRPC considered the Town's Highway Garage Act 250 application. He said the RRPC had no opposition and the application passed.
2. He said the RRPC also reviewed the 18 changes proposed in the readoption of the regional Plan. Mr. Nicholson said there will be a public hearing on the third Tuesday of May. He said the final vote would be in June.

Town Police Chief Mr. Ed Dumas Reported:

(Insert report here)

Mr. Dumas told the Board that both officers Sly and Washburn would like to take a Town police cruiser to the Loyalty Day Parade. The Board had no problem with the request.

Mr. Dicton and Mr. Chioffi agreed that the **\$13,000.00**, which was mistakenly left in the Police budget, will stay in the Police budget.

Town Recreation Director Mr. Mike Rowe reported:

1. T-Ball will begin on May 6, 2015 behind the school from 5:00 P.M. to 6:00 P.M.
2. Mighty Mites will begin on May 4, 2015. He said they would play games on Mondays and Wednesdays from 5:00 P.M. to 6:00 P.M. at Northwood Park.

3. He thanked Mr. Hathaway and his crew for doing wood chipping at Northwood Park.
4. Mr. Rowe told the Board that the new mower was delivered the previous week. He said the old mower was taken away. He said the new mower should last 20 years.
5. Mr. Rowe informed the Board that Northwood Park is seeing increased dog use. He said many individuals are not picking up after their dogs. Mr. Rowe cited the fact that the Town has several disposal sites within the Park where individuals can get rid of dog waste.

Mr. Rowe said it is hard to tell someone they are in violation of the Town's dog ordinance, when the ordinances said a dog can be off a leash as long as it is under the verbal control of the owner. Board members and Mr. Rowe discussed the ordinance. Mr. Rowe will put up signs stating all dogs in the park must be on a leash.

6. Mr. Rowe said Northwood Park is switching to the dusk to dawn closed hours. He said the Highway crew will open the gate in the mornings and that the Town Police would close the gate in the evenings with the exception of Sunday. He said a local resident will close the gate on Sundays. He said the Transfer Station crew would open the gate on Saturday.
7. Mr. Rowe encouraged park users to write down the license plate of any vehicle they feel is involved in suspicious activity and then call the police. Mr. Faignant said it would also be important to get a description of the person driving the vehicle.
8. Mr. Rowe informed the Board that he hired a new maintenance person because the current employee decided to quit the job. Mr. Rowe said he hired the new person after speaking with Mr. Diction and Mr. Faignant.
9. Ms. Ashcroft questioned Mr. Rowe regarding budgeted funds for Town Seniors. Mr. Rowe said he can continue to use the fees raised from social dues in his budget to support the seniors.

Mr. Chioffi read from the Town's Dog ordinance. Mr. Faignant and Mr. Clifford will review the matter and report back to the Board.

Town Administrator Mr. Joseph Zingale Jr. reported:

1. He informed the Board that Sto Energy Corp. has submitted an Act 250 permit amendment to add a 60' X 100' structure to their parking lot. Mr. Zingale said materials will be stored in the structure. Mr. Zingale said he would give the application to the Planning Commission for their consideration.

2. Mr. Zingale told the Board that he has received a request from an individual who would like a copy of the appraisal which the Town had done for a parcel of land the Board received in lieu of payment of taxes. Mr. Zingale said the Town attorney said the appraisal is a public document and available to the public.
3. He informed the Board that the LED Street light swap-out would begin in a couple of weeks. Mr. Zingale said for every light removed a new light will be installed.
4. Cited the computer server specifications and price estimate he included in the Board's packets.
5. He cited the submission of the Town's annual storm water report to the State of Vermont. Mr. Zingale said he was unable to locate a newspaper article, which addressed the Town's storm water compliance. Mr. Zingale said a permit condition required the Town to get at least two storm water related articles in the local newspaper during the year.
6. He cited correspondence from the State 911 Board seeking Mr. Zingale's assistance in getting the City of Rutland to renumber a City structure located off Gleason Road.
7. Mr. Zingale informed the Board that the Town's Solid Waste and Recycling contract expired in 2013.
8. Mr. Zingale cited the fact that the State of Vermont will required the Town of Rutland and the Cunninghams to get a State Subdivision permit in order to swap two .20 + or – acres of land. Mr. Zingale suggested the Board hire Mr. Mark Courcelle, who has done the survey work for the lot in question, to do the work required to get the State permit. Mr. Zingale is to move forward with the work.
9. Mr. Zingale told the Board that according to Mr. Hathaway's research it would cost approximately **\$5,000.00** to get the operational storm water permit the State says the Town must receive. Mr. Faignant made a motion to hire Stantec to get the storm water operational permit and not to exceed **\$5,000.00**. Ms. Ashcroft made a second to the motion.  
  
Mr. Dicton questioned where the Board would get the **\$5,000.00** since the budget for the Highway Garage is not available until July. Ms. Ashcroft said the Highway committee will discuss the matter at an upcoming meeting. Mr. Clifford moved to table Mr. Faignant's motion. Ms. Ashcroft made a second to the motion. The motion passed unanimously.
10. Mr. Zingale and the Board discussed what Mr. Zingale will do in the future after receiving an urgent request form VLCT seeking email support for a particular piece of legislation before the Vermont Legislature. Mr. Chioffi made a motion

that Mr. Zingale is to check with the Board Chairman for permission and concurrence prior to responding to any VLCT email requests. Mr. Faignant made a second to the motion. The motion passed unanimously.

Town Lister Mr. Howard Burgess met with the Board regarding the Stipulation of Settlement with the Vermont Tax department regarding the Town's CLA level. Mr. Burgess said the Stated revised the Town CLA from 97.71% to 100.31%.

Mr. Burgess credited Mr. Tom Vickery for doing an excellent job representing the Town before the State Tax Department. Mr. Burgess said the Town will save \$237,000.00 in State education taxes.

Mr. Burgess informed the Board as to the negotiations between the Town and the State Tax Department. Mr. Burgess said the low sale price of the Red Roof Inn was key to the Town persuading the State officials the sale value should be higher.

Mr. Burgess requested that the Board sign the stipulation with the State Tax Department. Mr. Faignant made a motion for the Chairman to sign the agreement on behalf of the Board. Mr. Clifford made a second to the motion.

Mr. Burgess urged the Board to pay Mr. Vickery for his work since Mr. Vickery had offered to do the work at no charge to the Town. Mr. Burgess suggested the Board pay Mr. Vickery \$500.00. Mr. Burgess acknowledged that the Town Attorney Mr. Ren Barlow was also present at the hearing representing the Town. Mr. Faignant said Mr. Vickery should submit his time for the Finance Committee to consider.

The motion passed by a vote of 4 to 0 Mr. Chioffi abstained from the vote.

Town Transfer Station Operator Mr. Dick Lloyd met with the Board and discussed needed repairs or replacement of the solid waste compactor. Mr. Lloyd said based on a past inspection by Casella, the compactor motor should be replaced for a cost of \$1,500.00.

Mr. Lloyd informed the Board that hazardous material like oil has accumulated under the compactor and needs to be cleaned up. Mr. Lloyd said the cleanup would likely take place after July 1, 2015. He said he hopes the compactor last until July 1<sup>st</sup>.

Mr. Lloyd told the Board he would like to peruse switching to zero sort. He told the Board that he would meet with a representative from Casella and the Hubbards and then report back to the Board.

He said by switching to zero sort it will free up space in the Transfer Station, which could be used to store Town equipment. He said zero sort would only involve bringing in a new compactor.

Mr. Chioffi said the Transfer Station Committee would review the information once Mr. Lloyd has it available. Mr. Lloyd recommended that Mr. Bill Bauer be made the Assistant Transfer Station Operator.

Mr. Lloyd said Mr. Bauer has been filling in at the Transfer Station over the past year. Mr. Lloyd said Mr. Bauer does a good job working at the Transfer Station. Mr. Chioffi moved to approve Mr. Lloyd's personnel recommendations. Mr. Faignant made a second to the motion. The motion passed unanimously.

Mr. Dicton reminded Board members that all committee meetings need to be warned through Mr. Zingale 48 hours in advance. He said a follow up report on the committee activity needs to be submitted into the minutes.

Mr. Chioffi made a motion to dedicate the Transfer Station & Recycling Center to Mr. Anthony J. (Tony) Flory and placing his name on the building. Mr. Faignant made a second to the motion. The motion passed unanimously.

Mr. Chioffi thanked Board members for allowing him to submit an article remembering the life of Mr. Flory.

Board members and Town Cemetery Commissioner Mr. Byron Hathaway discussed the proposed Town land sale to Mr. Greg Nutting. Mr. Dicton said the Board had requested changes to the language in the proposed deed to Mr. Nutting.

Mr. Dicton said the requested changes had to do with the language providing the cemetery Commission access to a 50 foot right of way (r-o-w). Ms. Ashcroft said previously the Board wanted to see the access language in the Purchase & Sale Agreement. She said she had discussed the matter with Town counsel.

Ms. Ashcroft said Mr. Brown has skipped over the Purchase & Sale agreement and gone right to the language the Board will use in the Warranty deed. Ms. Ashcroft said if the Board decides it wants to do a Purchase & Sale agreement then the Purchase & Sale Agreement could refer to the attached warranty deed.

Ms. Ashcroft read the proposed deed language regarding what the Board will be reserving for the Town of Rutland and the Cheney Hill Cemetery Commissioners. The language was prepared by the Town attorney.

Mr. Hathaway asked if the proposed deed would allow for Cemetery signage and landscaping. Ms. Ashcroft said not necessarily. She said it does not look like the deed would a sign stating "Cheney Hill Cemetery". Both Mr. Dicton and Ms. Ashcroft said the matter has not been discussed.

Mr. Nutting told the Board that he has read the warranty deed and that he is comfortable with moving forward. He said the deed is what was discussed in the past. Messrs.

Clifford and Chioffi and Ms. Ashcroft said they are good with the proposed deed. Mr. Faignant said the deed should be signed by the Board Chairman.

Ms. Ashcroft asked Mr. Hathaway the type of sign the Cemetery Commissioners might want to install. Mr. Hathaway said at some point in time they may need to be ingress and egress signage at US Route 7. Mr. Dicton said the matter had not been previously discussed. Mr. Zingale cited the fact that the State of Vermont would issue any signage permission with in the State road r-o-w.

Mr. Hathaway said that Ms. Ashcroft stated at the last meeting that a r-o-w is comparable to ownership and that it would be an iron clad r-o-w. Ms. Ashcroft said the Town attorney could add language regarding allowing Cemetery signage. Mr. Dicton said he does not agree with adding the language.

Mr. Hathaway asked the Board if the deed language will allow the Town to pave or widen the road at some point in the future for possible public access. Mr. Chioffi said he was not aware any easement language was to secure public access. He cited the fact that there is an existing entrance on Pinnacle Ridge Road.

Mr. Chioffi said he can't conceive why an individual would want his driveway to be the main entrance to a cemetery. Mr. Hathaway said the items he has cited were discussed at the last meeting. Several Board members disagreed with Mr. Hathaway's recollection.

Mr. Chioffi said; signage, paving or general access was previously discussed. Mr. Faignant said the Board discussed the Town and the Cemetery Commission having full and complete right to use the r-o-w anyway they see fit. He said that is what he wanted the r-o-w described by meets and bounds.

Mr. Chioffi made a motion to accept the deed as it is and to be signed by the Chairman. Mr. Clifford made a second to the motion. Mr. Faignant moved to table the motion until Mr. Byron Hathaway is present at the next meeting so the Board can discuss the land sale with Mr. Hathaway.

Mr. Faignant said if his motion receives a second then procedurally his motion must be voted on first. He said if he does not receive a second then Mr. Chioffi's motion would be voted. Mr. Faignant said it is not fair to Mr. Hathaway to rush ahead when Mr. Hathaway had a concern that they did not want any restrictions on the 50 foot r-o-w.

He said they (Cemetery Commission) wants to be able to use it in any way and do what every they want to do with it. He said he does not think the warranty deed does what the Board told Mr. Hathaway and the Cemetery Commission what they were going to do.

Mr. Faignant said he wants to wait two weeks to hear from Mr. Hathaway and get it right because we only get one chance to do it. Ms. Ashcroft made a second to the motion.

Mr. Chioffi said he agrees with Mr. Faignant regarding the signage but that he does not agree with regarding access. Mr. Chioffi said the decision whether the driveway will be pave should be Mr. Nutting's decision since he will own the driveway.

Mr. Faignant said the Cemetery Commission initially wanted to maintain ownership of the 50 foot r-o-w. He said that discussion progressed into; we can give you the same protection by keeping a reserved r-o-w as if we kept ownership. He said this does not do what we told Mr. Hathaway we were going to do. Mr. Faignant said he thinks the cemetery Commission is getting short changed in the deal. Ms. Ashcroft said the words "over. Under and upon" should be added to the deed.

Board members and Mr. Hathaway discussed the proposed deed further. The motion to table passed unanimously.

Ms. Ashcroft moved at 9:45 P.M. to go into executive session to consider various Board appointments and to discuss the water line break. Mr. Faignant made a second to the motion. The motion passed unanimously.

Mr. Diction declared the executive closed at 9:10 P.M. Ms. Ashcroft moved to appoint Mr. Richard Lloyd as the Town's representative to SWAC, to appoint Mr. Jim Hall as the alternate to the Rutland Regional Transportation Council. Mr. Faignant made a second to the motion. The motion passed unanimously.

Mr. Faignant moved to set interviews for Planning Commission regular and alternate members for Thursday April 30, 2015 at 5:00 P.M. Ms. Ashcroft made a second to the motion. The motion passed unanimously.

Mr. Clifford moved to close the meeting. Mr. Chioffi made a second to the motion. The motion passed unanimously.