

Town of Eliot - Board of Appeals Meeting

OCT 25 2016

Wendy Rawski
Town Clerk
September 15, 2016
September 15, 2016

Roll Call

Present: Chairman Bill Hamilton, Vice Chair Peter Billipp, Secretary Ellen Lemire, Associate member Charles Rankie, Associate Member John Marshall

Absent: Jeffrey Cutting, Member - excused absence

Call to Order

Chairman Hamilton stated it was 7:00PM and the first item of business was to do a roll call, and he asked each member to identify themselves.

Chairman Hamilton said that the meeting was being streamed and anyone may look at it on-line. He also asked that any electronic devices be silenced.

Chairman Hamilton said that item two on the agenda was a Public Hearing. He stated he would read a brief summary of the hearing as it was presented to the Board, and then would go through a summary of the procedure on the Public Hearing. He said they would then begin the Public Hearing.

Chairman Hamilton said that Donald MacNeil, Jane MacNeil, Michele Meyer, Jay Meyer, Connie Weeks, Rosanne Adams, and Robert Fisher, were requesting an administrative appeal of the Planning Board decision to approve a modification of an approved sub-division plan for property owned by William and Wendy Gilbert, located at 241 River Road, Map 19 Lot 88, located in the Suburban District and Limited Residential Resource Protection Zones.

Chairman Hamilton asked if the appellants were present at the meeting. He asked them to indicate. Donald MacNeil spoke and said he was present, but that he had withdrawn. Others nodded and said they were present (but did not state their names).

Chairman Hamilton answered Mr. MacNeil, yes, he understood, and said he would read that information.

Chairman Hamilton asked the members of the Board, if there was a conflict of interest in sitting on this case.

Mr. Rankie spoke and said he felt that Ms. Lemire had a conflict of interest because of her association with the Planning Board and sitting through their meetings. He said some of the minutes are actually written by Ms. Lemire. He quoted page 65 from their manual to support his position. (Maine Municipals Association Board of Appeals Manual). He read part of the paragraph titled, "Attending Planning Board Meetings," to support his position. It read, Whether a board of appeals hears an appeal "de novo" or in an "appellate capacity", it is probably not a

good practice for board members to attend planning board meetings on applications which are likely to be appealed to the board of appeals.” He said it goes on.

Chairman Hamilton asked Mr. Rankie to tell the Board where he was reading from.

Mr. Rankie said page 65 from their manual.

Chairman Hamilton asked, for the purposes of the recording secretary, if Mr. Rankie could describe the manual.

Mr. Rankie answered that it was the Maine Municipal Association Board of Appeals Manual and it is a requirement of each member to attend this training. He stated that it is the only formalized training for a Board of Appeals member. He said that for those that are not familiar with the Maine Municipal Association, it is an association that towns pay dues to for legal training etc. He then asked the Chairman if that was adequate.

Chairman Hamilton asked Mr. Rankie if he had any other comments.

Mr. Rankie said he had none.

Discussion

Chairman Hamilton said it has been indicated by one member of the Board that there may be an apparent conflict of interest.

Mr. Billipp asked, if through the Chair, they could ask Ms. Lemire what her feelings were.

Ms. Lemire said that she didn’t feel there was a conflict of interest at all. She said that the recording secretary, all that person does, is write out what everyone says at the meeting. She said that there are no personal opinions, there is no subjectiveness, it is all just written out. She said that as a board member, she can’t allow, any board member cannot allow, should not allow, personal feelings to be a part of the decision making process.

Chairman Hamilton said that he didn’t think Mr. Rankie was indicating personal feelings, but that Ms. Lemire had access to information that the rest of the Board did not have, possibly through the minutes of the Planning Board meeting, which they have not read.

Chairman Hamilton asked Mr. Rankie if that was correct.

Mr. Rankie said correct, and that maybe he didn’t read as far as he should have. He said it further states, “the board of appeals should be making its decisions based on evidence presented to it as part of its proceedings. By not attending the planning board’s meetings, the appeals board will minimize bias and due process problems with its own proceedings by ensuring that the only information which will affect its decision on the appeal is what is presented directly.”

Mr. Rankie stopped there, but the rest of the sentence reads, “to it and of which all participants

will be aware.”

Mr. Rankie said that they have talked about that on many occasions in the past, and that they can only make their decision based on what is before them.

Chairman Hamilton said that was correct.

Mr. Rankie stated he didn’t know if he should make a motion.

Chairman Hamilton said they should have more discussion as a Board.

Chairman Hamilton said, for clarification, that this was an appellate administrative review, not a de novo review. He said, in other words, they do not take new information from the time of the action of the Planning Board. He said they simply review the action and the decision of the Planning Board up until the time the decision was made, and then the appeal was subsequent to that. He said that any new information that has come up since then, they are not privy to, and it is not part of the Board’s decision process.

Chairman Hamilton said, the other way of reviewing something like this is called a de novo review, which really encompasses everything. He said the Board would do in-depth research on all the issues involved in this and make a decision. He stated that it is much like the Supreme Court or the Superior Court, or the State would do in many cases.

Chairman Hamilton said the Board does have the ability to do a de novo review in certain limited instances but this administrative appeal against the Planning Board is not one of them. He said the information they have been able to gather, which has been presented to them by the Planning Board and by the appellant, is the information that they have to use to make their administrative decision on this.

Chairman Hamilton asked Mr. Billipp if he had any comments about this allegation.

Mr. Billipp said the manual that has been cited says that it is probably not a good practice for Board members to attend Planning Board meetings. He said that he didn’t think it was a practice for Ms. Lemire, but as perhaps recording secretary. He noted that they don’t often have a case come before them that is an appeal of the planning board decision, it is not happening on a regular basis. Mr. Billipp said he would like to ask Ms. Lemire to make the decision and get input from the rest of the Board.

Chairman Hamilton asked Mr. Marshall.

Mr. Marshall said he did not have a problem.

Chairman Hamilton asked the Board if anyone had anything else.

Mr. Rankie said he would state that his largest issue was, that personally taking minutes as secretaries of various organizations, that you really need to look at all the information, and sift

through and decide what is pertinent and what is not pertinent. He said he believed that entails an in depth analysis of what is going on.

Ms. Lemire said as recording secretary, that is not what her job is.

Mr. Rankie said he felt that.

Chairman Hamilton asked Mr. Rankie that any administrative appeal that the Board has, that involves the Planning Board, that Ms. Lemire should not be part of?

Mr. Rankie said he did.

Mr. Billipp said that maybe they should err on the side of being extra cautious. They have a large audience and it seems to be an issue that people have turned out for and they would still have a quorum, correct?

Chairman Hamilton said they would. He stated that for an administrative appeal they need four people for a quorum. He said they need three votes in the positive to either deny or approve the administrative appeals. Chairman Hamilton said that still without Ms. Lemire as a voting member, they would still be able to run the meeting.

Mr. Billipp said he would be in favor of Ms. Lemire stepping down to clear the way and to not have any possible conflict.

Discussion Ended

Motion

Chairman Hamilton asked if there was a motion.

A Motion made by Mr. Billipp, seconded by Mr. Rankie for Ms. Lemire to step down.

Chairman Hamilton said motion made and seconded for Ms. Lemire to step down for the appearance of a conflict of interest.

Chairman Hamilton said any other discussion at this point.

Chairman Hamilton asked all of those in favor of the motion, please raise your hand.
Mr. Rankie, Chairman Hamilton, and Mr. Billipp voted in favor. Mr. Marshall was opposed.

Vote

Vote 3-1, Mr. Marshall was opposed to the Motion.

Motion carried (Ms. Lemire stepped down).

Chairman Hamilton stated that the voting members tonight would be Mr. Rankie, Mr. Marshall, Mr. Billipp and himself (Chairman Hamilton).

The Gilbert's attorney, Mr. (William) Dale, stood from the audience and said he was a lawyer from Portland and represents the Gilbert's in this matter. He said it occurred to him that he represented Mr. Hamilton personally about ten years ago when he and some of his neighbors were challenging something. Mr. Dale stated that he wanted to bring this to everyone's attention, and that he and Mr. Hamilton had not spoken in probably ten (10) years.

Chairman Hamilton said correct, but said he still gets Christmas cards from him (joking).

Mr. Dale, said "Oh do you?"

Mr. Marshall asked if that was a conflict of interest.

Mr. Dale said he wanted to disclose that so that everybody knew.

Chairman Hamilton thanked him for the disclosure.

Chairman Hamilton stated he would briefly go over how the hearing was going to operate and then it would begin. He said that first of all, he would state for the record, that this particular appeal came in, sort of a perfect storm of how appeals come into town. In other words, it came in on the 29th of August, that is when it was received. The Town Manager notified the Chairman on September 1st that there was going to be an appeal. Chairman Hamilton said that he needed to express this because it was a complicated case from what he understood of it, and his own feeling, and he wanted to bring this up with the Board.

Chairman Hamilton said that he was not sure the Board had really had enough time to look at this case.

Chairman Hamilton said he would run through what he was talking about.

Chairman Hamilton said that on Thursday, September 1st, he was notified by the Town Manager that there was going to be a Notice sent to the newspaper, and it had to be in in a correct time frame. He said he replied that same day. He believed that it was at 4:00PM that he got the email, and the Notice had to be in either that night or the next morning. He said he looked at the Notice of this appeal and it looked correct in terms of what the Code Enforcement Officer had indicated. He said that he called back and talked to the Code Enforcement Officer and said it looked okay to him as long as it was okay with the Town Manager.

Chairman Hamilton said Monday, September 5th was Labor Day. He said he was away on Thursday, Friday and did not get back in town until Tuesday. He said on Wednesday the 7th, the Notice was posted by the Town Clerk outside in the Town Offices. On Wednesday the 7th, Chairman Hamilton sent the Agenda to the Town Manager for approval, the same day the Notice was posted. On September 12th, he sent the Town Manager an email that the Board of Appeal members had not received a Notice that there was going to be a Public Hearing. He said that was

on Monday, September 12th.

Chairman Hamilton said on Monday, September 12th, he received a packet in his folder in the Town Offices. He said that is the first he had looked at this, just last Monday.

Chairman Hamilton said on the 12th of September, that Monday, he got an email from the Code Enforcement Officer saying that Mr. and Mrs. MacNeil had withdrawn their appeal, but still, there were five (5) others on the appeal request. He said he would read that letter in a minute.

Chairman Hamilton said on Tuesday, September 13th, he sent the Town Manager an email that the Board of Appeal members still had not been notified that there was going to be an appeal, by official notification. He said that they are usually notified by email; Mr. Marshall because he doesn't have email is notified by letter.

Chairman Hamilton said that on Tuesday, September 13th, the Town Manager sent him an email that he was still looking into it, and thought the staffers had taken care of it.

Chairman Hamilton said that on Wednesday, September 14th, he got an email from the Code Enforcement Officer notifying the Board members of the meeting, which was this last Wednesday.

Mr. Billipp added that that was yesterday.

Chairman Hamilton said, yesterday, correct.

Chairman Hamilton said that he also asked the Code Enforcement Officer to call the members just to make sure they were aware there was going to be a meeting and they would have a quorum, because they need at least four members for a quorum.

Chairman Hamilton said on Wednesday, he got an email from Ms. Albert saying that Mr. Cutting would not be in attendance as he would be in New York on business.

Chairman Hamilton said he wanted to relay the information to the audience, the Board got caught in a difficult situation, in the fact that the third Thursday is the 15th and the appeal came in that same week, earlier in the week, and they never really got a notification from the Town that there was going to be a hearing. He said he feels a little bit unprepared.

Chairman Hamilton said he had spent a lot of time looking at this case, that it is quite complicated and what he would like to do before he opened the Public Hearing, is just ask the Board members whether they feel that they have had enough time to look at this case or whether they should continue it. He said if they do continue it, that means that it would be continued to the next regular meeting, which would be October 20th, which would give the Board plenty of time to review this. He said they would not give another Notice in the paper, this would be the Notice tonight. They have a total of sixty (60) days to make a decision on this after the final decision. In other words, if they decided to continue this, they would do that as if the meeting was continued on the 20th of October, and he said that he believed he had that correct.

Ms. Ross said that if she may, she believed all of the Board members except for Mr. Marshall were involved on the emails that started on September 1st. She said the Board members were aware that there was a meeting to be held.

Chairman Hamilton said that was right, but they had no information as to what the meeting, the materials, they did not have any of the materials until at the earliest the 12th, which was just this last Monday.

Ms. Ross said that she believed the materials were in there prior to that. She said that Mr. Marshall knew because he had been in, she believed, to see the Planner on another matter.

Ms. Ross said the information was there and available, all abutters were notified as required by ordinance, Legal Notice was sent as required by ordinance. She said there is no official ordinance requirement for the notification of the Board members.

Chairman Hamilton said correct.

Ms. Ross said that she knew that the Board is normally notified officially earlier, but that it just happened to be that the person who does that was not in the office so they were doubling up on duties.

Chairman Hamilton said thank you to Ms. Ross.

Mr. Rankie said he honestly was looking for a great deal of guidance from the Chairman tonight on this case, and based on the Chairman not feeling quite as comfortable as he might like to be, that it could be something to consider.

Chairman Hamilton said he had a lot of questions that he would have liked to have had some other information, but be that as it may.

Chairman Hamilton asked if any other discussion.

Chairman Hamilton said he was just throwing it out for the Board to consider, if they felt comfortable enough to proceed tonight, or was a postponement or continuance something that they might want.

Mr. Billipp said he had had enough time.

Mr. Marshall said he was a little scratchy and asked if they would be discussing the standing before they get into that?

Chairman Hamilton said they could open the Public Hearing, discuss the standing, and go from there.

Mr. Marshall asked if they needed to have an open hearing to discuss the standing?

Chairman Hamilton said he believed they did since it applies directly to the application.

Chairman Hamilton said the standing and the timeliness, he believed, were two issues that they needed to address prior to actually conducting the Public Hearing.

Mr. Marshall asked if there was a problem with timeliness?

Chairman Hamilton said not as far as he knew.

Chairman Hamilton said that those were two of the requirements that the Board needs to satisfy in order to even hear the appeal.

Mr. Rankie asked the Chairman if he would recommend they continue to another time.

Chairman Hamilton answered, if it is consensus of the Board to continue, if people feel comfortable to proceed, then they should proceed. If the Board did not feel comfortable and thought they really need more information. For example, he said he just received the summary of the Planning Board's response.

Mr. Billipp added, and the letter from the attorney.

Mr. Rankie said he just got that too, and Chairman Hamilton confirmed he just got it tonight. Chairman Hamilton stated that there are two things that have been dropped on them tonight that he has not even had a chance to digest yet.

Mr. Rankie said he would be in favor of continuing.

Chairman Hamilton said he realized it is an inconvenience of the people in the audience but that he thought that it was important enough to make sure the Board understands what the issues were and that they feel comfortable in being able to proceed.

Mr. Billipp said he would go with the majority.

Mr. Marshall said he could go either way on it. He wished he had been notified a little sooner, he did not get a call until the day before yesterday and picked up his stuff yesterday, but he had not had a chance to look at it.

Chairman Hamilton said it is not a matter of, there is no blame, as he mentioned at the outset. This was a perfect storm. There was a vacation involved with one of the Town staffers that ordinarily would have facilitated the distribution of this information. There was Labor Day, there was the appeal date which was a very tight timeframe. He said he was not complaining, and was not making a criticism on the Town, he was just getting the reality out there that it is a difficult thing for the Board to absorb the information and make a proper decision as they usually have a lot more time with this.

Chairman Hamilton asked if any other discussion. He said that there has been no motion, it would be more of a consensus he believed, he was not exactly sure how it should go.

Mr. Rankie said he moved that they continue.

Someone from the audience said, we have questions back here please.

Chairman Hamilton said excuse me, but the Board is deliberating, there is no Public Hearing yet. He said there are no comments from the audience at this particular point, that they have not opened the Public Hearing. He said they are trying to determine whether they can indeed hold the Public Hearing.

Someone else from the audience said "And if you say no, we'd like to say something about holding the Public Hearing." She said, "Look at all these people here."

Chairman Hamilton said believe me, he totally understood, and asked, wouldn't you rather we have the information.

She answered no, she would rather they talk now, people say what they could say, and the Board could make their decision.

Chairman Hamilton said it is up to the Board and he had mentioned something about a continuance, it is not a motion as far as he knew.

Mr. Rankie made a Motion to continue.

Ms. Ross said we have to make sure we follow section 45-50F, the section on continuance.

Chairman Hamilton said yes, that is correct, and read the section. "At any hearing, a party may be represented by an agent or an attorney, the Board of Appeals shall not continue hearings to other times except for a good cause. Continuation of a hearing to a time and place certain announced at the meeting does not require re-notification of the abutters, agencies, and interested parties.

Chairman Hamilton said the key thing here is, for a good cause. He said he has expressed an interest in needing more information, whether that is a good cause, he felt that it was, whether the Board agrees, maybe that is what the Motion should be.

Chairman Hamilton said Mr. Rankie had made a Motion, and asked if there was a second.

Motion

Motion made by Mr. Rankie, and seconded by Mr. Billipp to continue.

Chairman Hamilton said they had not opened the Public Hearing yet.

The Gilbert's attorney, Mr. Dale, said he had a point of order. He said he understood their concerns about the merits of the sub-division approval by the Planning Board but there is the preliminary issue about whether the appellants have standing. His suggestion, and he stated that he represents the Gilbert's, was that the Board could hear the standing issue and if they decide the appellants don't, that means they don't need to come back. If the Board decides they do have it, then if they needed to continue for the three weeks, that strikes him as a fair compromise. He stated that he thought he represented most of the people here, who were Gilbert supporters, and that that was his suggestion.

Chairman Hamilton asked if the motion maker and the second of the motion case to consider what was just stated?

Mr. Rankie said that within the material they received tonight, was a letter from the Town's attorney outlining what he felt was standing to be considered, so it was also the information they just received tonight.

Someone from the audience said read it out loud, it is only one (1) page.

Mr. Rankie said it is not open to the Public Hearing yet.

Chairman Hamilton stated again they were not in a Public Hearing situation just yet. He said they were not trying to stop any public participation, that they were simply trying to make sure that they were prepared to make the decision that they are being asked to make. He asked if that was fair and said thank you.

Chairman Hamilton asked if they wanted to reconsider the Motion or stay with the Motion.

Vote

Vote 3-1, Mr. Marshall was opposed to the Motion.

Chairman Hamilton said those in favor of continuing until October 20th, raise your hand. Mr. Rankie, Mr. Billipp and Chairman Hamilton raised their hands.

There were some comments made from various people in the audience.

Chairman Hamilton said they were continuing the hearing until October 20, 2016, and in which case the Board can try and absorb some of the information that has been handed to them.

Mr. Dale said Mr. Chairman, if I may, two quick points of order. He said he would try not to beat a dead horse. He said that one was, as you could probably all appreciate, the young Gilbert's wanted to build a house and they are running out of building season. He said that raises for him the question, is it possible that the Board can reconvene shorter than a month from now, next Wednesday or next Thursday to accommodate the reality that they are trying to get a house built.

Chairman Hamilton said absolutely, they would have to check with the Town in terms of what is available for space to hold the meeting since there are number of other Boards also using the Town Office.

Mr. Ross said she could check right now to see what is available.

Mr. Dale said understood, but it would be in everybody's interest he thought, if they could do it a week from now, it would be great.

Mr. Dale said, and while he was at it, he would spend the Gilbert's money, it was good for them. If they need to find another venue, such as the elementary school, he gathered the Town sometimes has meetings there, they would pay if there was a fee involved, if it is \$100 to rent the room for the night, they would be pleased to do that so they can have the hearing next week.

Mr. Rankie said that he believed the Charter required video streaming.

Chairman Hamilton agreed.

Someone from the audience said, just to be clear, everybody here will not get a chance to say a word tonight.

Chairman Hamilton said, not tonight.

Someone else from the audience asked if they could ask a question.

Chairman Hamilton stated that they are waiting for the Code Enforcement Officer to check what the next available date might be to have this hearing.

Ms. Ross said Monday the 19th, Tuesday the 20th, or Wednesday the 21st, Monday the 26th, Tuesday the 27th, Wednesday the 28th, or Thursday the 29th.

Mr. Rankie said he had a conflict on the 19th.

Chairman Hamilton asked the 20th is what day of the week?

Ms. Ross answered Tuesday.

Ms. Ross then said Tuesday the 20th, there is a Planning Board meeting in here.

Chairman Hamilton asked if the 21st, Wednesday, was open.

Ms. Ross answered that it was open.

Chairman Hamilton asked if that was agreeable to everyone? He said they would reconvene the Public Hearing, they have not opened the Public Hearing he then stated. He stated they will initiate the Public Hearing on Wednesday, the 21st at the same time, 7:00PM here.

Mr. Dale said thank you, Mr. Chairman.

Ms. Ross asked that if there was anyone here this evening that would not be able to attend that night, they could submit in writing prior to the meeting what they wanted to be heard so the Board could review it.

Chairman Hamilton asked if everyone heard the Code Enforcement Officer? He asked that if you cannot make it on the 21st and would like to submit a written comment, to get that in within the next few days and address it to the Board of Appeals. He said they would read it at the meeting.

Chairman Hamilton said again he apologized, he felt they have been appointed to do this job in the best possible way and he felt they keep getting things all the time, up until the moment of this meeting, and he would rather do it this way. He knew it was inconvenient. He said it is inconvenient for all of us as well. He said he is doing it for the benefit of the Town. He said he hoped they believed that.

Chairman Hamilton stated that they are going to continue their meeting. He said they have a few small items to go over.

(Lots of chatter and talking in the audience as people got up and left, for a few minutes)

At this time, Ms. Lemire returned to the Board.

Approval of Minutes – July meeting

Chairman Hamilton said next item on the agenda is review of the minutes of the July 21st meeting and asked if everyone had it. He said that that was the Board of Appeals meeting of the minutes that they did not review last time because people did not really have a chance to look at them. He asked if everyone had a copy and said he would go over them.

Chairman Hamilton said should we postpone this again until our next meeting?

Motion

A motion was made by Mr. Marshall, seconded by Ms. Lemire, to accept the minutes of the July 21, 2016, as corrected. All were in favor.

Vote 5-0.

By-Laws Review

Chairman Hamilton said the next item was to review the by-laws that they were going through, Ms. Lemire made the corrections, and he asked if everyone had a copy.

Chairman Hamilton stated they went over it at the last meeting, and it needs to be approved and signed if it is in order.

Ms. Lemire said that she sent the Chairman a copy as well as Ms. Ross to verify that she had the right ones, that the statutes and ordinances needed to be updated on page 3. She said they are in red. She said she had to update so that they make sure they are basing the by-laws on current rules and laws.

Chairman Hamilton said can you do that.

Ms. Lemire said she had already done that and she can remove the edits and clean it up.

Chairman Hamilton said that is all he has, he believed. He asked if anyone had anything else?

Mr. Rankie said that he has 3 copies of the ordinances for boards and committees that he was supposed to bring. He said he has 3 copies here and that is all we need.

Ms. Lemire asked there are only 3 copies here?

Mr. Rankie said he had more copies if they needed them.

Chairman Hamilton asked if this was the most up to date.

Mr. Rankie said it is the last one that was approved.

Mr. Billipp asked for an extra copy for Mr. Cutting's packet.

Someone from the audience asked Mr. Chairman, if possible, if they could ask a quick procedural question with some information they have that they would like the Board to have.

Chairman Hamilton asked if was pertaining to the case.

The audience member said that it is with regards to their rational for standing, she said it is fairly lengthy.

Chairman Hamilton said that would be part of the hearing.

The audience member said she didn't know if it would add to their ability to review.

Chairman Hamilton said as the Code Enforcement Officer mentioned, if you would like to write that out and send it to the Board of Appeals, they can certainly read it at the meeting. He also said, or you can appear next Wednesday.

She answered that they would be there Wednesday.

Mr. Rankie asked if that is something they would still get.

Chairman Hamilton said if they could still send that to them officially so they can take a look at

it.

She answered that they had copies of them here now, as it was to be spoken to tonight.

Chairman Hamilton said, you have copies, you can give us those copies now.

Ms. Ross said that she didn't think if that was part of their spoken appeal that they should be handed out.

Chairman Hamilton said it was if they had mailed them to the Board, they had invited people to provide information, much as the Planning Board did. He said it would be as if it were mailed, he thought.

Ms. Ross said she didn't know.

Chairman Hamilton said it is information but nothing that they are going to deliberate on.

Mr. Marshall said should it be technically given to Ms. Pelletier and have her presently put it into our mailboxes and we can pick it up on the way out.

Chairman Hamilton asked the person in the audience if she understood that and she answered yes.

Adjournment

Chairman Hamilton asked if there was anything else.

There was nothing else.

Chairman Hamilton asked for a motion to continue to September 21st.

Mr. Rankie moved, second by Mr. Billipp. All were in favor.

Vote: 5-0

Meeting adjourned at 7:50PM, approximately.

Respectfully Submitted,
Stefanie Langlois
Recording Secretary

Approved By: S: /
William Hamilton, Chairman

Date Approved: October 20, 2016