

CIP MEETING OF

9.23.14

FINAL MINUTES

APPROVED MEETING OF 9.30.14

Present: W. Contardo, Chair; A. Doyle; R. Hamel; M. Foote; B. Kneuer; G. Denio; H. McLean; P. Lambert

Absent: D. Lasell; S. Saunders, **Planning Director**

Staff: K. Snow, **Zoning Technician**

W. Contardo called the September 23, 2014 meeting of the CIP Committee to order at 6:30 pm.

W. Contardo let the members know that tonight the presentation portion of the meetings begin. We have two presentations this evening, Laconia Police Department, and Parks and Rec with the Police presenting first.

LACONIA POLICE DEPARTMENT: William Clary appeared. He said that last year they had 3 items on the list and the committee ranked them high. However, the City got the items through other sources so CIP only funded the cruisers. This year they are asking for 2 cars and one van. They have kept their request pretty steady the last 8 years or so.

Surplus cars change every year so they did not indicate which ones would be scrapped. 2 of their front lines cars were refurbished into detective cars, and the 2 detective cars went elsewhere in the city. Costs are pretty much the same, as they have absorbed the increase in the car set up. The design was changed but the light bars fit, so that saved about \$4k. They did replace the circuit boards and lenses. Cages, console, and seats been replaced. Striping and transfer of equipment is also included in the set-up of the vehicles.

R. Hamel asked about the van, vehicle # 9. He was told they took it out of front line service 3 years ago to give it more life. They are now getting almost 10 years out of the van. A. Doyle asked about mileage on vehicle # 12, and said that was projected mileage, not what it is now. The 200 vehicle # remains the same as that is city issues, so the costs can be tracked even if the vehicle goes to another department.

The system has been working out well, but some changes could occur.

W. Contardo asked if the van was projected last year, and was told yes, as well as vehicle replacement. Right now it is being used for call outs, arrested/combative, long prisoner transports, Bike Week, calls to other towns, multiple arrests, juvenile parties, etc. This helps keep the mileage down.

R. Hamel asked how many vehicles are out on a shift and W. Clary gave that information. There are 3 shifts and there is some minor overlap. R. Hamel said there are 19 vehicles and they are using about 5 a

day. He wondered if some of them remain stationary and was told yes. W. Clary said they have 7 front line cars, and this keeps them in use longer. Detective cars have no computer, and no light bars.

They bought one Escape, 4 years ago, which goes to crime scenes, and is also used in surveillance. Vehicles also have administrative duties. He uses a 2004 vehicle and the other Captain uses a 2010. The SUV was purchased with grant money. It couldn't leave the county before per the grant, but the grant is now done so they can use it in any manner.

Vehicle # 15 is the canine vehicle and that was a front line vehicle 2 years ago. Once a vehicle is turned into the canine vehicle it cannot be used for anything after that. They can't get rid of the smell.

He said they did not show the Hummer, the box truck, and the current ACL van.

R. Hamel asked if the motorcycle was traded every year and was told no. W. Clary said they used to lease this but don't anymore. The current motorcycle was bought with grant money, and they now own it.

H. McLean asked if vehicles are taken home and was told only the Chief and W. Clary are permitted but seldom do. The Operations Captain does.

W. Contardo asked about surplus vehicles and W. Clary said they deal with DPW a lot for repairs. They use the input of the mechanic, Danny, a lot. W. Clary said maintenance records are kept electronically. He said that some vehicles have 120K miles on them. R. Hamel asked if any of these are good for other departments. Kevin Dunleavy said he got one in the spring. W. Clary said they did surplus that one early so they could have it, but it was pretty beat up. They did both detective cars this year.

W. Clary said they received the new cars 4 weeks ago and only one is on the road now. They have to swap equipment in 3 vehicles to get it on the road. They work with Ossipee Mountain for items like this.

W. Contardo asked about the average anticipated mileage of 25-30K per vehicle, and W. Clary said they try to keep it to this amount. W. Contardo asked if, down the road, do they see them only getting one car in a year and W. Clary said no, there is always a car that is at least 3 years old on the front line, with high mileage. In the past they have agreed to only get one vehicle in a year but they ended up in the hole.

He said that we do extremely good with what we have. Belmont has 8 front line brand new cars. Laconia has 7, and Belmont has about one third of the patrolmen we have. If the fleet size were increased they could probably go a year without one or with only one. The canine vehicle only has one operator, and they put on about 10K miles a year, which doubles the life of the vehicle.

The vehicles are all wheel drives. SUV costs more and they need 2 cages so there are more costs in that. It also takes additional light bars. They did this to save money. Boston is using all SUV's. Ford guarantees the body style for 10 years so they re-use the equipment.

W. Clary said this comes out of the Internal Service Fund (ISF) to keep costs down.

W. Contardo asked if there were any other questions from committee members and thanked W. Clary for his presentation.

He said that next on the agenda is Parks and Rec.

PARKS & REC:

K. Dunleavy appeared for Parks and Rec. He said he will review the first year items, but the information is there for additional years so the committee can ask questions that they may have on further years.

He said they also added in the costs of the City Hall windows, as that is part of the facilities portion of their department.

He said that the list is produced by the Park Commission and himself. The Park Commission is involved in the process. The requests are in order of priority as the Park Commission sees it.

1 is Leavitt Park Tennis Courts, for 78K. The courts are in poor condition and are now been closed, going on two years. The gates are chained. The courts have significant cracking, and there are no nets up. There is no way they can be opened for use at this point.

There are 2 courts, the chain link fence has rust and has been patched. The net posts are rusted and bent, and are well beyond any ability to repair or refurbish. The fencing needs to come down, they need to reclaim the surface and reapply new asphalt and court surface. New posts and new nets need to be installed.

This is one of 2 tennis facilities in the City. Memorial Park is the other one, and is being refurbished now. It has 5 courts. Memorial is where the interscholastic teams have their events. When those events take place, the general public has nowhere to play. If they have meets the courts are not open to the public. W. Contardo asked about the courts being lit and was told neither are.

K. Dunleavy said they actually had a program on tennis this summer. It was held a few nights a week and they had 48 kids. There is a renewed interest in tennis and they are planning this again next year. Received interest from the community for the courts to be put back into the rotation. The Leavitt Park Association expressed interest in having these re-constructed.

H. McLean verified that this is their #1 priority and was told yes. W. Contardo asked if they got quotes and K. Dunleavy said yes, 72,300K by GMI Asphalt. He said he added a little more because of unknowns. This was a quote, not a bid, and is now over a year old, so they could be seeing higher prices so they always add a bit more. W. Contardo said about 10% and was told yes.

Item # 2 is the Commercial Wide Cut Area Mower, \$75K. They currently have a 14 year old large area mower, a Jacobsen, which has significant hours on it and is ending its usable life. It doesn't fit the needs of the department anymore. They find they are maintaining more athletic fields (10) than in the past. They have 28 acres to mow. The current mower cannot cut low level grass (field hockey, soccer). It is

difficult to adjust the heights, and they have to take it back to the shop and lower the decks. There is still some value in this as trade in but not if they wait a few more years. When mowing with a new one it would cut down on time and they could use one, not two, saving on man power as well.

H. McLean asked if they do the school fields and was told yes, most of them. K. Dunleavy said they work with the schools in mowing the smaller field at the High School. He was asked if the schools contribute to any of the costs, and was told yes, about 5K for field maintenance. They keep them mowed and lined and ready to go.

W. Contardo asked if youth football uses this and if they contribute to lining and was told that they provide lining. They shift fields from year to year now. They could not coordinate with them to mow and line so they put all under one realm. Once a field is laid out it doesn't take a lot of time to repaint so this is the easier way to make this work.

W. Contardo asked if they off-set the costs and was told they pay for paint. The school district has contributed in past. Youth leagues pay a user fee for non-residents so that helps.

W. Contardo asked if groups outside of city pay and K. Dunleavy said that the Park Commission has set it up so any local leagues that bring in non-residents to play have to pay a fee for the season. If there are 2 out of town teams they both pay. If one, no.

B. Kneuer said they are now using 48" mowers and asked if they would be replacing and was told no, this would be in addition to those. The others can be used for other things in the parks. H. McLean said costs are higher with purchasing mowers so wouldn't artificial turf, which would cost more initially, save money in the long run.

K. Dunleavy said that less use of the fields would create better conditions on the fields. He said there is probably a high enough demand, with the new field and Bobotas being re-done, but costs would still be high.

He said that youth soccer uses 3 fields on an almost nightly basis. H. McLean asked if they have explored the use of turf as opposed to adding new equipment and paying employees and K. Dunleavy said it has been mentioned, but would initially be almost a million to do. K. Dunleavy said the only benefit for turf would be getting teams out earlier in the season.

W. Contardo asked if the fields are rotated and K. Dunleavy said they haven't closed any, and there are a lot of projects being done. They are now at a full level of field use. W. Contardo asked if they would be able to let one field set idle to regenerate, and K. Dunleavy said not right now.

W. Contardo asked where is the demand coming from and was told from youth sports, interscholastic sports, and also some adult sports per K. Dunleavy. He said it would be difficult to close a field for a season.

K. Dunleavy said fields are getting less intensity of use and that helps with the conditions of the fields. He said they have seen a turnaround in the conditions of the fields. He said they could close one if they absolutely had to. There are less games at Robbie Mills now.

R. Hamel asked how is Bobotas Field holding up, as they got on it fairly early, and K. Dunleavy said they are watching it closely, and it is holding up pretty good. He said they are a bit disappointed with the compaction under the sod, and have been communicating with the coach, who is using it for some football activity. He is doing pre-game light drills. R. Hamel asked if this is the younger kids and was told some. K. Dunleavy said it is in better shape as they got it into the fertilizer program.

Item # 3 is the Memorial Park Softball Field Bleachers for 15K. He said they asked for money last year for baseball field bleachers, and got funding through the CIP. Those bleachers were beyond repair and these are of the same vintage, but are wood plank steel frame construction, which doesn't meet current code requirements. They require a lot of maintenance every year. The ones currently in place are a maintenance and safety issue. H. McLean asked if these would be aluminum and was told yes, and they will have walkways to access them and chain link fencing in the back.

W. Contardo asked if they did move some bleachers a few years ago and K. Dunleavy said they moved a small portion a few years ago.

B. Kneuer asked for clarifications on the code requirements and K. Dunleavy said there are issues, like no chain link fence in back – just board, so someone could fall. He said there are accessibility concerns and B. Kneuer asked if this puts us into a legal predicament and K. Dunleavy said no but it does need to be focused on.

W. Contardo asked if the 15K is a hard number and K. Dunleavy said they got a quote for 22K for two sets in 2011, so they determined one portion is about 11K and they also need a concrete pad.

R. Hamel asked how big these are and was told it will accommodate 90 people. It is 5 rows, 39 ft wide.

Item # 4 is the Endicott Rock Park Beach Reconstruction for \$300K. K. Dunleavy said this is an on-going process for re-establishing Weirs Beach. They had 2 phases of a sand migration study done, and it is in draft form now. They have to determine what is happening with the sand so they know how to alleviate the issue.

He said there will always be erosion there. This is for the engineering and construction phase. They looked at the data to go in the right direction and made recommendations. There are several elements to this. NH DES is a critical partner in this process. They are very sensitive to this as this is a large public beach. DES understands the economic impact of this beach, and knows the city needs this for economics. They agree this is important not only to Laconia but to the state economics. This is for the physical part of the beach.

They are looking at a possible extension of jetty, and manual back passing (moving sand from the jetty to the area by the boardwalk). Wind is a big component so we are looking at an appropriate type of barrier to stop sand from migrating into the channel and maybe adjustable groins (small jettys so catch

the sand as it migrates down). They are in discussion for these. The 300K estimate was provided by the consultant.

Ava Doyle why this wasn't ranked as the top priority and K. Dunleavy that would vary depending on who you ask the question of but he thinks the money was an issue. The Park Commission determined this.

B. Kneuer asked how much of the beach has eroded and how much space will be gained and K. Dunleavy said he doesn't have the study with him, but he let the CIP know how many cubic yards are being lost each year. There are no records on how much was replenished in the past, and we cannot do that anymore. You can now do minor replenishments. The State said not to look at the replenishments but at why the sand is being lost, and then will work with them. B. Kneuer asked how much we could replace and K. Dunleavy said you have to obtain a permit and they only allow a small amount every few years to be replaced, which is about 500 SF and 4 inches of sand.

W. Contardo asked about a stepped beach and D. Dunleavy said that the DES said a stepped beach would not work for the public beach.

W. Contardo asked if DES is a partner on this the project and K. Dunleavy said we were initially nervous to go and broach the idea of reconstructing the beach and making it bigger like it used to be. He said that when they did go the DES recognized the value of the beach. He said that admitted they will have some negative feed-back but have been good to deal with. K. Dunleavy said they did not want to waste any money on engineering so been talking to the DES every step of the way on this.

K. Dunleavy said the DES told them to hire a consultant, and gave them several recommendations. The State said they are not specialists on sand migration and erosion but will work with the City on the process, and they will let us know if we are not doing what they want.

W. Contardo asked what happens when they say they agree and K. Dunleavy said that the DES has made indications on several elements, like the jetty, and feels that the City is moving in a good way. K. Dunleavy said he has a high level of confidence with them. W. Contardo said it is hard for him to throw himself behind this because of the DES. K. Dunleavy said he has a high level of confidence in them, as this is a unique situation, but that he does feel DES will suggest some changes. He said he thinks they will be proponents of the project as they recognize the economic value to the City and State.

B. Kneuer asked if there are legal ramifications in the other direction. The state's concern is the water so is there an issue if they don't want Laconia's sand in their lake? He asked if the State could be upset because of the sand in the lake and K. Dunleavy said we face no penalties from them if nothing is done.

H. McLean asked how much has been spent so far and was told about 60K but that they haven't used it all. H. McLean said that with this proposal we are looking at about 150K and was told yes. The total estimate is about 250K. H. McLean said that the engineering is more than half and was told yes, the studies were a precursor to construction.

A. Doyle said there is a fund set up. When parking revenues in the parking lot reaches 25K the rest goes into the fund. It was ear marked for this. K. Dunleavy said that some was used for the sand migration study. A. Doyle said this is not just the City putting out money.

M. Foote asked if all of the Endicott Rock P is owned by the City of Laconia and was told no. The rock itself, which is on a parcel about 50 x 50, was retained by the State. The rest was sold to the City but we maintain the entire area. M. Foote asked if they would do any funding for this.

K. Dunleavy said he thinks that what will happen if we don't do anything is that the waterline will encroach into the bathhouse area. They have studied aerial photos taken in the 60's and he thinks that could take place in a handful of years.

A. Doyle asked M. Foote his opinion, since he grew up here, and M. Foote said there is a definite change; it has been interesting to see.

K. Dunleavy said that there was initially no beach at all. The first portion was installed closer to where the train station is now, with the second section beyond that. The last section is what is there today, and the rest have disappeared. This is the final part of the beach that remains.

W. Contardo said there are lots of wash outs, and K. Dunleavy said erosion and drainage are an issue. W. Contardo asked if we got assistance for the beach area after the large wash out a few years ago and K. Dunleavy said no, that was all for the boardwalk.

B. Kneuer asked if this isn't done, and erosion continues, would this be lost, and the beach closed, and would there be an impact on tourism. K. Dunleavy said yes. He is not an engineer but been watching this for 5 years, and it is inevitable that it will be gone. The actual jetty doesn't function, as there is sand built up to the end, and any sand that migrates now goes down the channel.

M. Foote asked how many people were there on 4th of July and K. Dunleavy said there is a 2200 limit. They usually count, and this year it was probably in the 1500 range, which is not as much as used to be. It rained this year.

Item # 5 is the Beach Facilities and Drainage Improvements Design, \$80K: Bartlett, Bond, Opechee Point and Opechee Cove are the City beaches and there is erosion at all of them. We have been looking at how we can replenish them. The DES said drainage issues need to be resolved before they will let us replenish.

At Bond Beach they are seeing bedrock exposed. There is not enough to contain the surface erosion. K. Dunleavy said they are trying to be proactive instead of reactive and we need to get some engineering done before this becomes more serious.

W. Contardo asked if the State says we are not doing the proper thing on drainage and if so, what is the State saying for the solution. K. Dunleavy said he hasn't had conversations on the smaller beaches yet but these are more upland solutions, and are not the same oversight as Weirs Beach. These will be upland improvements on park land - off of the beach surface but on park land.

A. Doyle said that at the City Council meeting last night Paul Moynihan mentioned drainage problems throughout the City and asked if this ties in. K. Dunleavy said possibly DPW could fix after we determine what the actual issues are. There is lots of sheet flow from the wooded area, and some off of the parking lot.

K. Dunleavy said that drainage on park land comes under his jurisdiction and our first step is to hire engineers to tell us how to fix the issues.

W. Contardo asked if we do all or focus on one and K. Dunleavy said that economy is an issue. It may be less expensive to have all of the engineering done at once and then maybe do one beach a year. Or it might be more feasible to have engineering done on one a year and fix that one. W. Contardo asked if we could coordinate with DPW and K. Dunleavy said that can be done. K. Dunleavy said we could look at the worst beach, which is Bond Beach. They are determining it would be 20K per beach.

G. Denio asked him to rate the beaches, from worst to best and he said Bond, Bartlett, Opechee Point, and Opechee Cove.

B. Kneuer said it is within budget and DES rules, is there some ability to put some sand down – do they intend to do the band aid? K. Dunleavy said they could do that but are finding that it is such a small amount of sand it isn't worth doing. It is 500SF, 4 inches of sand, and we can lose in one or two storms.

W. Contardo asked if the DES will let us do that, and K. Dunleavy said you have to apply and can only do it every few years. K. Dunleavy said he thinks this rule was made for smaller beaches or private ones.

Item # 6 is Memorial Park Irrigation System, 28K: K. Dunleavy said this is the last of the fields that has not seen significant improvement. We have been fortunate to do some funding. This field sees significant use and currently has a manual irrigation system which requires someone to go and put in a sprinkler, in 5-6 locations. It has been there since the 70's early 80's. There is one automated line located near the foul lines. They are unsure of how or why that was installed. They are looking at a fully automated system at the baseball field.

In the Spring this is used for Middle School baseball, both practices and games. It is also used by Babe Ruth, and American Legion baseball. From August on, it is used by youth football. They use the lights.

This is not in complete disrepair but it does need a lot of work. It is difficult to get the field back into condition after football and no irrigation system. With the system they can make positive steps in making this similar to other fields.

W. Contardo asked if this would be fully automated and was told yes. This will save on man power as currently someone has to go out, set a sprinkler, go back in ½ an hour, remove it, and move it to the next spot. It is very inefficient.

Item # 7 is Bond Beach Sewage Disposal System, \$20K: This is a smaller beach, and is designated as resident only beach. It is the only one in the City. The bathhouse is older, and the disposal is a holding tank and some kind of leach field, but they have no real details on those. They have had to pump the

tank in the past. We need to be proactive as if the system fails here there will be a real problem for the City. There are too many unknowns with the current system.

H. McLean asked if this is used a lot and was told yes. He asked if a lift system would make sense and was told that Opechee Shores, off of Bell Street, has a private system, so they would need to install the line and lift it up into a private line, so easements would be required to use their portion of the system.

K. Dunleavy said he thinks they would have serious concerns and it would be an awkward arrangement for them. He has not approached them on this. W. Contardo said could be a good fix. During Mallard Cove construction there were some reciprocal things put into place. He said the state funded this.

K. Dunleavy said that pump systems need a lot of maintenance. This is very busy and open from June to Labor Day, and they can extend that on either end. With maintenance and its other costs, he said he doesn't think this would be cost effective.

M. Foote asked how far this is to the water and was told about 150 ft. K. Dunleavy was asked if the State will allow this so close to the water and K. Dunleavy said yes, he thinks so, as it would be better than what was there now.

R. Hamel asked about sewer on Bell and K. Dunleavy said he thinks spur that goes to Franklin Street where it meets Bell. If tying into the municipal system, the best option would be Opechee Shores.

A pump system is expensive, and has high maintenance. K. Dunleavy said he thinks the leach field is better here, and that a moderate sized system would be effective. He said he anticipates difficulty into tying into the private system. R. Hamel said last time he was there the bath house was deplorable. K. Dunleavy said they keep it clean but it does have a concrete floor, and chicken wire for window screens.

W. Contardo asked why they are not including the bath house in this and K. Dunleavy said that they had a full design in the past and it was on CIP for years. He said that the Parks Commission felt it was overkill, and that they want the new system, which they feel is more important than the new bathhouse.

B. Kneuer asked if the 3K for engineering could also take a look at the cost of running this to the municipal line and K. Dunleavy said yes. He said they have not asked the question of Opechee Shores. W. Contardo said that maybe they would understand that it is for the betterment of the community. A. Doyle said she would say no if it were her; there are too many problems that could arise and the residents there would end up having to pay.

B. Kneuer said the number is for the construction of a leach field system, and he doesn't feel 17K is enough to cover the cost of a pump system. H. McLean said the leach field will fail at some point in the future and B. Kneuer said we are sitting on a time bomb now.

W. Contardo asked if this number could be reduced to about 1500.00 and have them perform a survey. They can work with the neighbors and then get a comprehensive breakdown on what can/should be done.

H. McLean said shouldn't the sewer department do that and K. Dunleavy said this is located on park land. He said he used to work at DPW so he is familiar with the problems and can include Paul Moynihan in talks. They can check the language in the Opechee Shores agreement. We can at least ask the question. There is a lot of maintenance with a pump system, so the up-front costs would be more.

W. Contardo asked if he will explore this with DPW and K. Dunleavy said yes. W. Contardo said to carry the 1500.00 figure forward.

H. McLean said in another location located right on the water, they had to use chemical toilets. They are rented as they are only used 4 months of the year and removed at the end of the season. W. Contardo said he has a web site for K. Dunleavy to look at.

W. Contardo said we can change this amount to 1500.00 for now.

B. Kneuer clarified that Bond Beach has a holding tank that is periodically pumped. K. Dunleavy said yes, that is located behind the bathhouse and they think there is a leach field. Typically there is a tank, solids and liquids separate, and the liquids go into the leach field. H. McLean asked if Bond Beach is on Opechee and was told yes.

Item # 8 is a Non departmental request for Windows in city Hall, \$60K: H. McLean asked if this is for all of the windows in City Hall and K. Dunleavy said no, just the smaller ones. The building is a 1972 construction and the smaller windows have broken springs, the mechanisms are broken, seals are in bad shape and fog up. They are hard to open and close and are not energy efficient. There are drafts and some plastic is put up to cover some of them.

H. McLean asked if Parks maintains this building and K. Dunleavy said the department has oversight over this and several other municipal buildings. The windows are at a point where they need to be replaced. There will be energy savings when this is done. The Safety Board sees this as an issue. People are using sticks to prop windows open. They had a contractor look at them and to replace the mechanisms is issue, as the windows are old and they don't make the springs any more. This was for all of the windows but this could be broken up over 2 years and they could do one floor at a time, if needed.

K. Dunleavy said used some of the Fire Departments windows for a shed they are building. A. Doyle asked if they would be changing the size of the windows as she doesn't think these are sized for legal egress and K. Dunleavy said would not change the size. The replacements would be louvered.

H. McLean said PSNH will let them do this and build it into their billing process. K. Dunleavy said he will look into the programs. He said they are looking at PSNH for lighting upgrades right now and the cost savings from the upgrades are rolled into the utility bills. He was not aware you could do this for windows as well.

PUBLIC: Armand Bolduc said he is there for both Leavitt Park and Lakeport Association. They would like to see the tennis courts done. With the new program in place, they will be used.

Robert Fortier said he grew up using Leavitt as a kid. He is still on the board of directors here. The courts were initially paid for by the Association and a trust fund. That paid for an addition and a basement. They got a new field and the building, and put in 2 baths downstairs. There are now 5 bathrooms.

Bond Beach used to be Leavitt Beach and they added about 100' ft to the beach. The Lakeport Association members have painted the building, got new metal tables, and there has never been any state money used.

This is one of 2 Associations left in the City of Laconia. Only Leavitt and the Weirs are left. R. Fortier and A. Bolduc said they do all of the holiday decorations in the Lakeport area. They said there are no young members left and they are unsure of what will happen when they are gone.

A. Bolduc said these courts would be the final thing needed to finish here at Leavitt. He said the outdoor lights don't work. R. Fortier said the outdoor lights got hooked into their building and they ended up paying for them, which they couldn't afford to do, so they threw a switch inside the building. The field lights do work and are on a separate meter.

A. Bolduc said the lights should actually be removed, as there are leaking batteries in the building. He said they don't want night use of the courts here.

W. Contardo suggested that look into new lighting as they have LED lights, which are very bright and powerful as well as being energy efficient. That would keep the costs way down.

R. Fortier said the first city director billed them for everything that was done at Leavitt as they had a trust fund. That finally stopped.

Minutes: A. Doyle moved to approve the minutes from the meeting of September 16, as written. M. Foote seconded and all voted in favor, 8-0.

Adjournment: R. Hamel moved to adjourn with the second by M. Foote. All voted in favor, 8-0, and the meeting adjourned at 8:30 pm.

Submitted by:

Kristine Y. Snow

Zoning Technician