

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

Lisa Perreault
Business Manager

Jacquelyn Ramsay-Tolman M.Ed., CAGS
Director of Curriculum, Instruction, and
Assessment

Carol Marold
Human Resource Coordinator

Emmanuel Ajanma
Director of Technology

Benjamin Merrill
Communication Specialist

John Pandolfo
Superintendent of Schools

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***Doing whatever it takes to ensure
success for every child.***

Donald E. McMahon, M.Ed.
Stacy Anderson, M.Ed.
Co-Directors of Special Services

Sandra Cameron, M.Ed., MOT
Director of Early Education/Act 166
Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

TO: Barre Unified Union School District Finance Committee
Sonya Spaulding
Victoria Pompei
Chris Riddell
Gina Akley

DATE: May 2, 2019

RE: Barre Unified Union School District Finance Committee Meeting
May 7, 2019 @ 5:30 p.m.
Spaulding High School Library

AGENDA

1. Call to order
2. Organization
3. Additions or deletions to the agenda
4. Approval of individual committee minutes
 - 4.1. Barre City Finance Committee Minutes: March 26, 2019
 - 4.2. Spaulding High School Finance Committee Minutes: November 28, 2019
 - 4.3. Barre Supervisory Union Finance Committee Minutes: February 21, 2019
 - 4.4. Barre Town Finance/Fac./Transp. Committee Minutes: September 19, 2019
5. New Business
 - 5.1. Business Office reorganization
 - 5.2. Audit Schedule
 - 5.3. Procedures - 2-3 per meeting
 - 5.4. Calendar - Agenda topics annually
 - 5.5. FY2020 Budget Review & Discussion
6. Old Business
 - 6.1. Merger Update
7. Other Business

8. Items to be placed on future agenda
9. Next Meeting Date: Tuesday, June 4, 2019
10. Adjournment

Cc: John Pandolfo, Hayden Coon, Stacy Anderson, Pierre Laflamme, Lisa Perreault, James Carrien, Chris Hennessey, Sarah Pregent, Michael Deering, Alice Farrell, David Lacroix, Jay Paterson, Paul Malone, Brenda Waterhouse, Penny Chamberlin, Tim Boltin, Donald McMahon, Jamie Evans, Chris Hull, Scott Griggs, Jen Nye, Erica Pearson, Donna Kelty

BOARD/COMMITTEE MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

BCEMS School Board**Finance Committee**

Meeting Minutes

March 26, 2018

Committee Members Present: Sarah Pregent (Chair), Chris Riddell

Committee Members Absent: Michael Deering

Administrators and Staff Present: Hayden Coon, Chris Hennessey, Lisa Perreault

Visitors and Guests Present: None

The meeting was called to order by Mrs. Pregent at 5:31 pm.

No additions or deletions were made to the agenda

Upon motion (Riddell) duly adopted, the committee voted unanimously to approve the minutes from the December 4, 2018 meeting.

Mrs. Perreault presented information detailing FY19 expenses and revenues. At the current time, a surplus of \$66,595 is expected. Mrs. Perreault noted that it there was not much difference from the last set of financials given, however with conservative estimates of encumbrances, we are expecting about a \$30,000 less surplus. It was noted that the administration is doing very well in managing substitute teacher costs compared to prior periods, where there typically showed a larger variance by this time of the year.

No other business.

The next Finance Committee Meeting is tentatively set for May 28, 2019 at 5:30pm.

Upon motion duly adopted, the committee voted unanimously to adjourn at 5:51 pm.

Respectfully submitted,
Sarah Pregent, Finance Committee Chair

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SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING
 Spaulding High School Library
 November 28, 2018 - 4:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone - Chair
 Penny Chamberlin, Director Central Vermont Career Center
 Lisa Perrault, Business Manager
 Brenda Waterhouse, Principal

COMMITTEE MEMBERS ABSENT:

Tim Boltin
 David LaCroix

ADMINISTRATORS PRESENT:

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Malone, called the Wednesday, November 28, 2018, Finance Committee meeting to order at 4:00 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – September 26, 2018 Finance Committee Meeting

On a motion by Ms. Chamberlin, seconded by Mrs. Waterhouse, the Committee unanimously voted to approve the Minutes of the September 26, 2018 Finance Committee meeting.

4. FY19 Budget Update

Six reports were distributed; the SHS and CVCC FY Expenditures/Year-end Projection Reports, the SHS and CVCC Expenditure Summary Reports, and the SHS and CVCC Revenue Summary Reports.

SHS has a projected unaudited surplus of \$8,755. Mrs. Perreault advised that it is early in the year and the figures are very conservative at this time. Mrs. Waterhouse advised that there are a number of 'wild cards' outstanding, including positions that have not been filled yet (a clerical position and a math interventionist), and unanticipated SPED expenses for State placed students (totaling approximately \$900,000).

CVCC has a projected unaudited surplus of \$29,786. Three additional reports were distributed; CVCC Announced Tuition Rates, FY19 CVCC Projected Tuition, and CVCC FTE Count (with headcount) FINAL (State of Vermont FTE 10/15/15 – 03/15/18).

5. FY20 Budget Development

Four documents were distributed; 'FY20 Barre Unified Union School District Budget Considerations (11/28/18)', the SHS FY20 Budget Draft 2 (11/28/18), the BSU FY20 Budget Draft 2 (11/27/18), and a printed copy of the Power Point presentation 'FY20 BUDGETS-DRAFT 1 (11/27/18)'.

Mrs. Perreault provided an overview of the Budget Considerations document advising that the total fund balance difference between BCEMS and BTMES is approximately \$67,000 (as of 06/30/18). Ms. Chamberlin advised of her belief that the CVCC Fund Balance does not roll into the BSU overall Fund Balance. Mr. Malone requested information on the appraised values of the properties (BCEMS and BTMES). Mrs. Perreault will provide this information to Mr. Malone. Mrs. Perreault provided an overview of the proposed reductions/increases to the SHS and CVCC budgets; SHS – a reduction in contracted services and savings relating to the relocation of the Phoenix Program. Increases include the addition of 1 FTE Science teacher, 1 FTE teacher (not specified), the addition of 1 FTE Clerical Support Para-educator, an increase for transportation (Work-Based Learning and other transportation), and unknown increases for salaries and a possible increase in tuition to CVCC. Draft 1 of the SHS budget reflects an increase of 5.45%.

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Considerations for CVCC include an increase to the Substitute line, the addition of a Digital Media II Program, increased funding for the Medical Professionals Program, and increasing the Co-op position from .20 FTE to 1 FTE. Draft 1 of the CVCC budget reflects an increase of 6.86%.

Discussion was held regarding increases to the SPED budget, including phased-in changes to the reimbursement formula. SPED is currently budgeted at the SU level. Mr. Malone is concerned over ongoing deficits in SPED. Mr. Malone would like the Committee to look into budgeting SPED differently, so that budgets more accurately reflect anticipated expenses.

Brief discussion was held regarding the Barre Unified Union School District Budget Draft 1. Mrs. Perreault advised that she will be presenting the BUUSD Budget Draft 1 to each of the Boards at their December meetings. It was noted that under the consolidated budget, some line items will be identified based on location (BCEMS, BTMES, SHS, and BSU).

6. Other Business

None.

7. Items to be Placed on Future Agendas

FY19 Budget Update

FY20 Budget Development

8. Next Meeting Date

The next meeting is Wednesday, January 2, 2019 at 4:00 p.m. in the SHS Library.

9. Adjournment

On a motion by Ms. Chamberlin, seconded by Mrs. Waterhouse, the Committee unanimously voted to adjourn at 5:12 p.m.

Respectfully submitted,

Andrea Poulin

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BARRE SUPERVISORY UNION FINANCE COMMITTEE MEETING

Spaulding High School Library
February 21, 2019 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone (SHS) – Chair
Sonya Spaulding (BCEMS) – Vice Chair
Tim Boltin (SHS)
Alice Farrell – (BTMES)
Jay Paterson (BTMES) – arrived at 4:46 p.m.

COMMITTEE MEMBERS ABSENT:

David LaCroix (SHS)
Sarah Pregent (BCEMS)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Stacy Anderson, Co-Director of Special Services
Donald McMahon, Director of Special Services
Lisa Perreault, Business Manager

GUESTS PRESENT:

Dave Delcore – Times Argus

1. Call to Order

The Chair, Mr. Malone, called the Thursday, February 21, 2019, BSU Finance Committee meeting to order at 4:41 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – September 20, 2018 Finance Committee Meeting

On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Committee unanimously voted to approve the Minutes of the September 20, 2018 BSU Finance Committee meeting.

4. Food Service RFP

Two documents were distributed; ‘Food Service Management Company RFP/IFB and Contract Document Checklist’ (from the AOE), and a document titled ‘BUUSD Food Service Management Company RFP/Contract Award Timeline – Draft 2/20/19’. The more extensive process is lengthy and includes time for advertising, site visits, and a question and answer period. Additional time will be necessary if a new vendor is selected and needs time to hire employees. Mrs. Perreault provided a brief overview the timeline provided in the packet. The BUUSD Board will be responsible for selecting the food service vendor. Mr. Pandolfo hopes to hold the initial meeting of the initial BUUSD Board on 04/11/19. Mr. Pandolfo anticipates that the agenda will include Board Organization, Budget Approval, RFP for the Food Service Contract, and New Hires. It is hoped that the local Boards and Transitional Board will provide guidance on the budget. Because the BUUSD will oversee and manage the food service contract, the BUUSD is required to have a Food Service Coordinator to oversee the program. Currently, under the BSU, Mrs. Perreault and Ms. Dunlea are performing the Food Service Coordinator responsibilities. It may be necessary to hire an individual for the Food Service Coordinator position.

5. UCOA/SSDDMS Update

Two documents were distributed; ‘Tyler Investment Summary’ and a letter from VASBO to the House and Senate Education Committees (dated 02/11/19). It was noted that the AOE does not have the capacity to pilot the new system. Though the AOE supports a 1 year delay in implementation of the UCOA/SSDDMS systems, VASBO recommends a 2 year delay. It is recommended that there be 5 to 8 pilot sites working well for one year prior to implementing the system state-wide. The current sites that have been piloting the system have not been using all of the components (only the bare minimum), and there are many issues with the limited components that are being used. The BSU/BUUSD will not be a pilot site. Tyler Technologies has been helping the BSU to build a single database that is in compliance with the UCOA. In response to a query from Mr. Boltin, Mrs. Perreault advised that the system being designed with Tyler Technologies is designed to let the BSU/BUUSD build a single budget and will be as close to the new UCOA as possible.

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6. FY20 Budget

Six documents were distributed; 'FY20 Barre Unified Union School District Budget Highlights – February 21, 2019', BUUSD FY20 Proposed Budget – Expense Summary, BUUSD FY20 Proposed Budget – Revenue Summary, the BUUSD Projected Comparative Tax Rate Calculations for Barre City and Barre Town (with the budget as drafted, and with the budget amended to use \$500,000 from the Tax Stabilization Fund), and the 'Barre Supervisory Union FY20 BUUSE Budget Draft 2 12/2/18'. It was noted that the Expense Summary includes \$3,400,000 in Federal and State grants, and that CVCC has been excluded from the audited fund balances. Mr. Paterson voiced concern over the number of added positions, noting that the budget was built not knowing if merger incentives would be had. Mr. Paterson feels the 7 cent increase is high, and would like to see some year-end projections. Mr. Pandolfo advised that the Transitional Board agrees that the draft needs to be reviewed. The Transitional Board Meeting scheduled for 03/14/19 is mainly for budget discussion. Mrs. Spaulding agrees that the budget draft needs more attention and that year-end projections are necessary. Mrs. Spaulding suggested that administrators begin the process of identifying and prioritizing possible reductions. Mr. Pandolfo advised that brief discussions have been held regarding using some of the fund balances to offset the tax increase. If \$500,000 from the tax stabilization fund is utilized, the tax increases go from 6 cents (BC) and 5 cents (BT), to 4 cents (BC) and 5 cents (BT). Mr. Malone advised that teacher/para-educator negotiations are still in process and that SPED numbers may also increase. Mr. Malone believes that those discussing the budget need to obtain as much information as possible. Mr. Pandolfo provided a brief overview of changes in SPED (from outsourced services to services provided in-house). Savings are not known at this time. Mrs. Anderson advised that the schools are trying to build in-house capacity to avoid contracting out or outsourcing whenever possible. While reviewing the Highlights document, it was noted that a decision needs to be made regarding when to post the two positions under bullet #2 of 'Improving and expending services to students in special education'. Mr. Pandolfo would like to post positions as soon as possible. Regarding bullet #3, it is unknown at this time, if the goal can be accomplished by shifting staff. Regarding bullet #4, (addition of an assistant SPED co-director and expansion of internal programs) it was noted that the co-directors currently spend much time being involved with outside placements. A discussion workshop on Act 173 should be valuable. Mrs. Anderson suggested that more coordination between 'like programs' (SPED and regular education) at the different schools may be beneficial.

7. FY19 Projections

Mrs. Perreault provided an overview of some of the 'narrative' for the report, including line #6 (\$50,000 annual license for Profound and additional consulting fees), and advised that general education para-educators were moved to the BSU budget (the BSU is reimbursed by the individual districts). Reviews thus far show that budgets are trending well. By the end of March, Mrs. Perreault will have a much better sense overall. It was noted that the state average cost per pupil is \$15,520.59. Barre City's cost per pupil is \$12,590.89. Spaulding's cost per pupil is \$13,490.81 and appears to be the lowest in the state. Mr. Boltin noted the inequality/inequity that schools invest differing amounts on students. Mrs. Spaulding recognizes that we aren't spending an overly large amount compared to others and believes this information (that our costs are much lower) should be considered when having budget discussions.

8. Other Business

Mrs. Perreault is looking into insurance renewal.

9. Items to be Placed on Future Agenda

The Committee may wish to work in conjunction with the Transitional Board on review of the draft budget. It would be beneficial to have Mr. Paterson's input during budget discussions. The Transitional Board will hold budget discussion at their 03/14/19 meeting.

10. Next Meeting Date

If another meeting of the BSU Finance Committee is deemed necessary, the meeting date/time/place will be announced.

11. Adjournment

On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Committee unanimously voted to adjourn at 5:58 p.m.

Respectfully submitted,
Andrea Poulin

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**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE/FACILITIES/TRANSPORTATION COMMITTEE MEETING**
Barre Town Middle and Elementary School Library
September 19, 2018 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Jay Paterson – Chair

ADMINISTRATORS PRESENT:

Scott Griggs, Principal

Jaime Evans, Facilities Director

Terrie Murray, Transportation Coordinator – departed at 6:22 p.m.

Jennifer W. Nye, Principal

COMMITTEE MEMBERS ABSENT:

Chris Hull

EX-OFFICIO MEMBERS ABSENT:

Donna Kelty

GUESTS PRESENT:

Pat MacAskill

1. Call to Order

The Chair, Mr. Paterson, called the Wednesday, September 19, 2018, Finance/Facilities/Transportation Committee meeting to order at 6:04 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda

Add: 8. Other Business

9. Next Meeting Date / Future Agenda Items

10. Adjournment

3. Visitors and Communications

None.

4. Administration

4.1 Review May 16, 2018 Committee Meeting Minutes.

The Committee agreed by consensus to approve, as amended, the Minutes of the May 16, 2018 Finance / Facilities / Transportation Committee meeting.

5. Finance

5.1 Review Year End and Any Changes

Four reports were distributed; BTMES FY18 Expenditures/Year-end Projection Report, the BTMES General Fund Expenditures and Revenue Fund Reports, and the BSU Expenditures FY18 Report (all dated 09/19/18). There is currently an unaudited projected surplus of \$83,890. The change from a projected deficit to a projected surplus is mainly the result of SPED revenue. Brief discussion was held regarding the deficit in Transportation which may be due in part to unbudgeted adult riders, field trips and pre-school runs. If adult riders are not budgeted for FY19, there may be another deficit. FY20 budget discussion should include the expenses associated with adult riders, adding an A run bus and adding preschool runs.

6. Transportation Update

Mrs. Murray provided a transportation update which included; the hiring of 3 new drivers, the addition of pre-school students on every bus (last year pre-school students rode on only 3 of the buses), shortened route times (routes are now 20 to 40 minutes), and the presence of adult riders on all buses. Some bus seats will need to be replaced (current seats are in their 6th year of use). The cost for seats is \$175 each. It is not known if BTMES or STA is responsible for the cost of seat replacement. The new school year has resulted in a great number of new stops and changes to stops but all seems to be working well. It is believed that there was difficulty accessing student data (in Infinite Campus) and that the analysis of middle school bus routes (utilizing VersaTrans software) was not done. Mrs. Nye advised that the new buses have pull down seats with built in 5 point harnesses. The possibility of keeping a spare bus on school premises is still being researched, but there are possible complications related to parking and plugging the bus in during winter.

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The Committee was asked to consider adding transportation for summer school to the FY20 budget. It was noted that the addition of one bus to the A run (now using 7 buses) has resolved the issue of needing to dismiss middle school students a bit early each day. Early dismissal (approximately 5 minutes) of middle school students may be necessary when road conditions are bad. Pre-school buses also increased by one.

7. Facilities

7.1 Summer Review

A document titled BTMES 2018 Summer Projects was distributed. This report was previously distributed at the last Board Meeting. In response to a query from Mr. Paterson, Mr. Evans advised that roof seam work was planned for the summer of 2018, was completed, and has a 3 year warranty. There are 2 roof sections left to be done (mainly seam work). In response to a query from Mr. Paterson, Mr. Evans advised that the A wing air conditioner was replaced last year (2017), the two other large units seem to be in good shape. Some of the smaller units may need replacement sooner than the large rooftop units.

7.2 Engineering Report on Entry

Three documents were distributed; a letter from DeWolfe Engineering Associates (dated 08/10/18) – Pier Review and Repair Recommendations, a drawing depicting a section of a canopy concrete column, and a Budget Proposal from an unnamed vendor (dated 09/13/18) to be used for budgeting purposes. This proposal will be utilized to assist with determining the cost associated with reconstruction of the walkway and aprons for the bus loading area. Mr. Evans provided an overview of the documents, advising that a technician tested each of the canopy columns and that the pictures of the columns were reviewed with an engineer. It was reported that the columns that look the worst are actually structurally sound, though it is recommended that some cosmetic work be performed. A more permanent fix will involve removing all loose concrete, stabilizing the columns with rebar and pins and building concrete sleeves around the repairs (bases of columns). The expense associated with the permanent fix is approximately \$100,000. Mr. Evans proceeded to provide an overview of the ‘canopy section’ document, and reported that he was advised that the insulating sleeves may not have been installed properly. This assessment may be due to changes in code/standards/practices since the sleeves were installed. Mr. Evans advised that the fixes to the insulating sleeves do not need to be performed immediately or next summer. At some point in the future (5 years or so), the Committee/Board may wish to reconsider the design of the front area of the school. Mr. Evans recommends performing the column permanent fix next summer, while putting on hold, a possible redesign of the front area.

Mr. Evans provided an overview of the Budget Proposal, advising that the contractor is intentionally not being identified in an effort to preserve his/her right to bid on the job should the Board decided to move forward with sidewalk work. The issues with the walkway are believed to be caused by contamination (by clay) of the subbase. This contamination probably occurred because no roadway fabric was installed. The proposal includes 8 items, at least one of which Mr. Evans feels could be omitted from the project to help reduce expenses. In response to a query, it was noted that alternatives to concrete, come with their own set of issues including heaving, which presents a tripping hazards. Mr. Evans recommends that exterior column and sidewalk repairs be completed next summer (2019). It was noted that the canopy rooftop is structurally sound.

7.3 Water Retention Pond

A document titled ‘Preliminary Design - Proposed Stormwater Improvements - Barre Town Elementary School’ from Watershed Consulting Associates, L.L.C. was distributed. Mr. Evans advised that Friends of the Winooski did a study (at no cost to BTMES) regarding proposed watershed improvements. Mr. Evans and Mr. Pandolfo met with Michele Braun to discuss the proposed project. and were advised that some grant funding may be available for the design phase, but Friends of the Winooski would want a commitment that the project will be followed through with. The cost of the proposed project is approximately \$115,000. It is unknown if other grant funds will be available for the construction phase of the project. Though the project is not mandated at this time, there is proposed legislation (Act 64) that could have a future impact relating to surface water retention. Mr. Paterson queried regarding whether or not the Town of Barre would be willing to assist with the costs associated with the project. Mr. Evans advised that if any type of standing water retention area is constructed, student safety must be the first priority. Standing water may also create an insect problem. Mr. Paterson asked if Ms. Braun had any other recommendations for smaller types of projects/improvements that could be performed to mitigate the problem (slow the flow of water). Mr. Evans advised that Ms. Braun is willing to attend a Board Meeting. Mr. Evans will contact Ms. Braun regarding attendance at an upcoming Board Meeting.

7.4 Begin Long-Term Plan Process/Expectations

Mr. Evans reiterated his request that the Committee/Board budget \$158,000 annually for the Capital Improvement Fund. This amount, which Mr. Evans believes is reasonable and fair, is in line with the \$1 per square foot industry standard. There is currently no shortage of projects to be completed, and Mr. Evans believes it is responsible to budget the proper amount each year to help avoid large deferred maintenance costs in the future. Twelve years ago, SHS began budgeting using the industry standard and the building has seen many much needed improvements over the years. This budgeting technique has been very beneficial to SHS.

Mr. Paterson suggested that the Committee/Board considering hiring a consultant to perform an analysis/study of each building. The analysis should include identification of immediate needs, identification of long-term needs, prioritization of work to be performed, and future planning. The analysis should include plumbing, heating, fire protection systems, electrical systems, and mechanical

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systems. The cost for this type of analysis is unknown. Mr. Evans agrees that it would be wise to have this analysis completed, but cautioned that funding for projects will need to be supported. Mr. Paterson feels that a comprehensive plan such as the one proposed helps solidify and justify requests for funding. Boards will need to be prepared to support recommendations and be willing to budget for projects. Mrs. Nye queried regarding grant funding that might be available to assist with such a project. Grant funding is not known at this time. Mr. Evans advised that VSBIT performs safety checks of playgrounds and a limited amount of other areas on campus. It is not known if the AOE has a check list of items required by schools. Mr. Paterson will present the idea of 'Building Analysis' at the BSU Facilities Committee Meeting.

8. Other Business

A document titled 'RFP Results for BSU Snow Plowing Bids – FY18 & 19-REVISED 9/13/17' was distributed. Mr. Evans asked that Committee Members review the document which contains the bids for the current (and past year's) snow plowing. Mr. Evans believes that more money should be budgeted for future years to assure better quality of service and to address safety issues. Additionally, Mr. Evans advised that the Committee/Board may wish to consider leasing a truck with a plow to handle smaller jobs (squalls, mid-day issues) etc. A leased truck/plow would not be performing the regular plowing. A leased truck would also be beneficial for other errands/small jobs that need to be performed. Currently employees use their personal vehicles when running school errands and picking up school supplies. This practice may pose a liability issue.

9. Next Meeting Date and Agenda Items

The next meeting is scheduled for Wednesday, October 17, 2018. It is anticipated that this meeting will be changed to a Regular Board Meeting so that the Board can work on Budget Development.

Future Agenda Item:
Budget Development

10. Adjournment

The Committee adjourned at 7:33 p.m.

Respectfully submitted,
Andrea Poulin