

PRESENT: Selectmen Roland P. Nutter, Lisa Ferolito and Bill Greathead; Town Counsel, Ned Richardson, Mark Andrews, Town Administrator; Tracie Looney, Administrative Assistant  
The meeting was called to order at 6:00 PM. Pledge of Allegiance was said. Mr. Nutter announced that the meeting is being broadcast live and recorded for rebroadcast.  
Mr. Nutter introduced Mr. Greathead as the newest Board Member since the Town Election.

#### 4/30/2018 - Minutes

**1. Acceptance Of Minutes**

There are no minutes for the Board to approve.

**2. Approve Warrant And Sign Purchase Orders**

The Board members signed the warrant.

**3. Public Communications**

No Public Communications

**4. Town Administrator's Report**

Pepperell Secures Grant for New Pavement Management System

On April 13, 2018 the Town of Pepperell received confirmation that we were successful in securing a new "Pavement Management System" for the Town. The new Pavement Management system is a condition index designed to better track road repairs and roadway infrastructure. The project is funded by NMCOC for 116 hours of staff time. Mr. Andrews wanted to thank Ken Kalinowski, the Town Director of Public Works and Town Engineer and Steve Parker, the Town Planner for their assistance.

Pepperell Master Plan Visioning Session Held on April 19th, 2018

On the April 19th, 2018 the master planning process kicked off a visioning session at the Lawrence Library. The next meeting is set for 6:30 PM on May 10th, 2018 at the Senior Center.

Mark Andrews Memorandum reporting to the Board that he has processed his retirement with the Middlesex County Retirement System. Mr. Andrews thanked the Community for the opportunity to serve the residents of the Town of Pepperell. His projected last day would be around the first or second week of July at the end of the fiscal year. Mr. Andrews mentioned this was a personal decision he made with his family. He is happy to work with the Board to move the process along to find a new Town Administrator. Mr. Nutter mentioned a Town Administrator search committee should be put under action items on the next agenda. Mr. Nutter thanked Mr. Andrews for all he has done for the Town. Mr. Andrews also made note that the Moody's Investor Service with a double A3 rating for the town has a strong economy and tax base for a town this size. Strong indication that the town is in strong financial health. The Board thanked Mr. Andrews.

**5. Appointments / Resignations**

**6. Action Items**

**6.1. Reorganization Of Board Of Selectmen**

There was discussion among the Board as the roles and responsibilities of the Board. Mr. Nutter explained the communication allowed and not allowed by the Open Meeting Laws. There was follow up discussion about Executive Session information and votes that can be made public. Mr. Richardson described issues that would come up in Executive Session that would become public immediately or not immediately due to the content.

On a motion made by Mr. Greathead and seconded by Ms. Ferolito it was unanimously voted to appoint Mr. Nutter as Chair of the Board.

**6.2. Review Annual Town Meeting Warrant**

**ARTICLE 1 - FY2018 AND FY2019 FUNDING FOR POLICE COLLECTIVE BARGAINING**

To see if the Town will vote to raise and appropriate or transfer from available funds for the Patrol Officers MCOP Local 288 and the Police Superior Officers MCOP Local 288A contracts that have been

duly ratified under the existing contracts and under Massachusetts General Laws and approved by the Board of Selectmen in the sum of money, or take any other action relative thereto.

Explanation: This article vote is required according to MA General Law Chapter 150E, Section 7(b) concerning collective bargaining agreements, which states that the Town shall submit to the appropriate legislative body a request for an appropriation necessary to fund the cost items. Approval of Article 1 will fund the cost items in FY18 and FY19 according to the agreement.

Recommended by Finance Committee 4-0-0

General Fund Free Cash balance is \$1,808,434 less \$108,586 above = \$1,699,848

On a motion made by Ms. Ferolito and seconded by Mr. Nutter out of necessity, it was voted to support and insert Article 1 on the warrant. Bill Greathead had to abstain.

#### ARTICLE 2 - FY2018 FREE CASH APPROPRIATIONS

To see if the Town will vote to appropriate sums of money from Free Cash certified as of 7/1/17, or take any other action relative thereto.

Explanation: The following appropriations from free cash are needed to cover unforeseen costs associated with Snow and Ice Costs, Legal Costs, and Police Overtime Wages.

Recommended by Finance Committee 4-0-0

Amount	To Reason
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\$169,022	FY18 Public Works Highway - Snow & Ice Deficit
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\$ 27,000	FY18 Gen Gov't Legal Costs
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\$ 60,000	FY18 Public Safety Police - Overtime Wages
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\$256,022	TOTAL FREE CASH APPROPRIATIONS
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General Fund Free Cash balance after Article 1 is \$1,699,848 less \$256,022 above = \$1,443,826

On a motion made by Mr. Greathead and seconded by Mr. Nutter out of necessity, it was voted to support and insert Article 2 on the warrant. Ms. Ferolito voted opposed as she does not support the \$27,000 in Legal bills and does not feel the town should have to pay that.

#### ARTICLE 3 - FY2018 SEWER ENTERPRISE FUND RETAINED EARNINGS APPROPRIATIONS

To see if the Town will vote to appropriate sums of money from Sewer Enterprise Fund Retained Earnings certified as of 7/1/17, or take any other action relative thereto.

Explanation: This article was put on the draft warrant as a place holder.

Recommended by Finance Committee 4-0-0

#### ARTICLE 4 - FY2018 WATER ENTERPRISE FUND RETAINED EARNINGS APPROPRIATIONS

To see if the Town will vote to appropriate sums of money from Water Enterprise Fund Retained Earnings certified as of 7/1/17, or take any other action relative thereto.

Explanation: This article was put on the draft warrant as a place holder.

Recommended by Finance Committee 4-0-0

#### ARTICLE 5 - FY2018 TRANSFER STATION ENTERPRISE FUND RETAINED EARNINGS APPROPRIATIONS

To see if the Town will vote to appropriate sums of money from Transfer Station Enterprise Fund Retained Earnings certified as of 7/1/17, or take any other action relative thereto.

Explanation: This is a precautionary move to ensure a positive year-end budget balance, as FY18 expenses and revenues are tracking extremely close with only 2 months remaining in the Fiscal Year. If revenues continue to track in excess of expenses, this additional appropriation will not need to be used, and any unused monies from this appropriation will revert back to the Retained Earnings fund at the close of FY18.

Recommended by Finance Committee 4-0-0

Transfer Station Enterprise Fund Retained Earnings balance is \$90,862 less \$10,000 above = \$80,862  
On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to support and insert Article 3-5 on the warrant.

#### ARTICLE 6 - RESCIND AUTHORIZED BORROWING – SEWER ENTERPRISE FUND

To see if the Town will vote to rescind the \$800,000 borrowing approved for the Sewer Upgrade Design Plan under Article 8 of the 10/24/16 Special Town Meeting, or take any other action relative thereto.

Explanation: Based on the original construction estimate of \$8M for the necessary wastewater treatment plant upgrades required by the new EPA / NPDES discharge permit, the design of the upgrades was estimated to account for 10% or \$800k. After competitively procuring the design services for ~ \$337k, it was determined that the Sewer Enterprise Fund had sufficient retained earnings to pay for the design without the need to borrow, therefore the approved borrowing authorization is not needed and may be rescinded.

Recommended by Finance Committee 4-0-0

On a motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously voted to support and insert Article 6 on the warrant.

#### ARTICLE 7 - FISCAL YEAR 2019 TOWN GENERAL FUND BUDGET

To see if the Town will vote to raise and appropriate or transfer from available funds, to defray the regular expenses of the Town for the Fiscal Year July 1, 2018 through June 30, 2019 for General Government, Public Safety, Nashoba Valley Technical High School, North Middlesex Regional School District, Public Works, Human Services, Culture & Recreation, Debt Service, Employee Benefits & Insurance, and Capital Outlay, or take any other action relative thereto.

Explanation: The Town Administrator shall submit to the Board of Selectmen and Finance Committee a comprehensive budget for all town functions for the ensuing fiscal year and an accompanying budget message. The budget shall provide a complete financial plan for all town funds and activities in such a format as the Finance Committee may suggest.

Finance Committee voted to approve Part I-III, V-X

#### Finance Committee Vote

Part I General Government \$ 1,186,776 4-0-0  
Part II Public Safety \$ 3,063,249 4-0-0  
Part III Nashoba Valley Technical High School \$ 1,610,908 4-0-0  
Part IV North Middlesex Regional School District \$ 15,997,678 2-2-0  
Part V Public Works \$ 1,254,743 4-0-0  
Part VI Human Services \$ 435,151 4-0-0  
Part VII Culture & Recreation \$ 537,317 4-0-0  
Part VIII Debt Service \$ 154,477 4-0-0  
Part IX Employee Benefits & Insurance \$ 2,232,630 4-0-0  
Part X Capital Outlay \$ 488,812 4-0-0

TOTAL FY2019 TOWN GENERAL FUND BUDGET \$ 26,961,741

General Fund Free Cash balance after Articles 1 & 2 is \$1,443,826 less \$620,378 above = \$823,448  
On a motion made by Mr. Greathead and seconded by Mr. Nutter out of necessity, it was voted to support and insert Article 7 on the warrant. Ms. Ferolito opposed.

#### ARTICLE 8 - FISCAL YEAR 2019 SEWER ENTERPRISE FUND

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to defray the regular expenses of the Sewer Enterprise Fund, in accordance, with the provisions of MA General Law Chapter 44, Section 53F1/2 for the Fiscal Year July 1, 2018 through June 30, 2019, or take any other action relative thereto.

Explanation: This article is to comply with MA General Law Chapter 44 Section 53F1/2 Enterprise Funds which requires submission of an estimated income and expenditure budget to town meeting, to be voted on in the same manner as all other budgets, prior to the beginning of each fiscal year.

Recommended by Finance Committee 4-0-0

REVENUES

User Charges \$ 1,988,776  
Connection Fees \$ 100,000  
Other Departmental Revenue \$ 10,000  
Retained Earnings \$ 128,920  
Betterments \$ 284,057  
Investment Income \$ 15,000  
TOTAL REVENUE \$ 2,526,753

EXPENSES

Direct

Salary & Wages \$ 663,842  
Expenses \$ 462,500  
Capital Outlay \$ 100,000  
Debt Service \$ 819,223  
Employee Benefits & Insurance \$ 279,830  
General Liability Insurance \$ 37,500  
Reserve Fund \$ 50,000  
SUBTOTAL \$ 2,412,895

Indirect

Shared Employees – Town Engineer \$ 48,788  
Shared Employees – Town Administrator \$ 11,625  
Shared Employees – Town Accountant \$ 15,666  
Shared Employees – Assessors \$ 11,305  
Shared Employees – Treasurer/Collector \$ 16,257  
Shared Employees – Info System Tech \$ 8,243  
Other - Annual Audit of Town Books \$ 1,974  
SUBTOTAL \$ 113,858

TOTAL EXPENSES \$ 2,526,753

Sewer Enterprise Retained Earnings balance after Article 3 is \$1,137,052 less \$128,920 above = \$1,008,132

ARTICLE 9 - FISCAL YEAR 2019 WATER ENTERPRISE FUND

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to defray the regular expenses of the Water Enterprise Fund, in accordance, with the provisions of MA General Law Chapter 44, Section 53F1/2 for the Fiscal Year July 1, 2018 through June 30, 2019, or take any other action relative thereto.

Explanation: This article is to comply with MA General Law Chapter 44 Section 53F1/2 Enterprise Funds which requires submission of an estimated income and expenditure budget to town meeting, to be voted on in the same manner as all other budgets, prior to the beginning of each fiscal year.

Recommended by Finance Committee 4-0-0

REVENUES

User Charges \$ 1,426,230  
Connection Fees \$ 30,000  
Other Departmental Revenue \$ 16,500  
Retained Earnings \$ 270,000  
Investment Income \$ 5,000

TOTAL REVENUE \$ 1,747,730

EXPENSES

Direct

Salary & Wages \$ 483,944  
Expenses \$ 470,000  
Capital Outlay \$ 110,000  
Debt Service \$ 262,489  
Employee Benefits & Insurance \$ 236,919  
General Liability Insurance \$ 38,000  
Reserve Fund \$ 50,000

SUBTOTAL \$ 1,651,352

Indirect

Shared Employees – Town Engineer \$ 48,788  
Shared Employees – Town Administrator \$ 11,626  
Shared Employees – Town Accountant \$ 10,542  
Shared Employees – Assessors \$ 7,607  
Shared Employees – Treasurer/Collector \$ 10,940  
Shared Employees – Info System Tech \$ 5,547  
Other - Annual Audit of Town Books \$ 1,328

SUBTOTAL \$ 96,378

TOTAL EXPENSES \$ 1,747,730

Water Enterprise Fund Retained Earnings balance is \$642,251 less \$270,000 above = \$372,251

#### ARTICLE 10 - FISCAL YEAR 2019 TRANSFER STATION ENTERPRISE FUND

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to defray the regular expenses of the Transfer Station Enterprise Fund, in accordance, with the provisions of MA General Law Chapter 44, Section 53F1/2 for the Fiscal Year July 1, 2018 through June 30, 2019, or take any other action relative thereto.

Explanation: This article is to comply with MA General Law Chapter 44 Section 53F1/2 Enterprise Funds which requires submission of an estimated income and expenditure budget to town meeting, to be voted on in the same manner as all other budgets, prior to the beginning of each fiscal year.

Recommended by Finance Committee 4-0-0

#### REVENUES

User Charges \$ 310,000  
Other Departmental Revenue \$ 9,792  
Retained Earnings \$ 44,000  
Investment Income \$ 250  
TOTAL REVENUE \$ 364,042

#### EXPENSES

Direct

Salary & Wages \$ 113,980  
Expenses \$ 137,700  
Capital Outlay \$ -0-  
Debt Service \$ -0-  
Employee Benefits & Insurance \$ 53,900  
General Liability Insurance \$ 10,350  
Reserve Fund \$ 10,000

SUBTOTAL \$ 325,930

Indirect

Shared Employees – Town Engineer \$ 14,521  
Shared Employees – Highway Dept \$ 15,085  
Shared Employees – Town Administrator \$ 2,473  
Shared Employees – Town Accountant \$ 2,243  
Shared Employees – Assessors \$ -0-  
Shared Employees – Treasurer/Collector \$ 2,327  
Shared Employees – Info System Tech \$ 1,180  
Other - Annual Audit of Town Books \$ 283

SUBTOTAL \$ 38,112

TOTAL EXPENSES \$ 364,042

Transfer Station Enterprise Fund Retained Earnings balance after Article 5 is \$80,862 less \$44,000 above = \$36,862

On a motion made by Ms. Ferolito and seconded by Mr. Greathead it was unanimously voted to insert Article 8-10 on the warrant.

#### ARTICLE 11 - REVOLVING FUNDS – MGL CHAPTER 44, SECTION 53E1/2

To see if the Town will vote according to MA General Law Chapter 44, Section 53E1/2 to set expenditure limits for the Fiscal Year July 1, 2018 through June 30, 2019 for the Town's revolving funds

established by by-law vote under Article 12 of the May 1, 2017 Town Meeting, or take any other action relative thereto.

Explanation: This article vote is required according to MA General Law Chapter 44, Section 53E1/2 which states that the town shall, on or before July 1 of each year, vote on the limit on the total amount that may be expended from each revolving fund.

Recommended by Finance Committee 4-0-0

Revolving Fund Authorized To Spend

Revenue Source

Use of Fund FY2019

Spending

Limit

L.R.T.A. Van

Transportation Council on Aging

Director L.R.T.A. Van

Transportation

Revenue Part-time wages

& Operational

Expenses \$ 35,000

Senior Center

Meals Council on Aging

Director Donations for

Meals Part-time wages

& Operational

Expenses \$ 25,000

Recreation Recreation Director Revenue from Recreation Dept. Activities Part-time wages & Operational

Expenses \$ 80,000

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to support and insert Article 11 on the warrant.

#### ARTICLE 12 - RECEIPTS RESERVED FOR APPROPRIATION – CEMETERY SALE OF LOTS

To see if the Town will vote to appropriate from the Cemetery Sale of Lots account, a sum of money for the purchase of a trailer, or take any other action relative thereto.

Explanation: The current trailer is over 20 years old, is no longer serviceable and needs to be replaced.  
Recommended by Finance Committee 4-0-0

Cemetery Sale of Lots balance is \$47,133 less \$2,500 above = \$44,633

On a motion made by Ms. Ferolito and seconded by Mr. Greathead it was unanimously voted to support and include Article 12 on the warrant.

#### ARTICLE 13 - RECEIPTS RESERVED FOR APPROPRIATION – CEMETERY SALE OF LOTS

To see if the Town will vote to appropriate from the Cemetery Sale of Lots account, a sum of money for the purchase of a mower, or take any other action relative thereto.

Explanation: This is another regularly scheduled fleet replacement for a primary piece of maintenance equipment. The old unit will be traded in, and this value is accounted for in the purchase price as listed.  
Recommended by Finance Committee 4-0-0

Cemetery Sale of Lots balance after Article 12 is \$44,633 less \$7,500 above = \$37,133

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to support and insert Article 13 on the warrant.

#### ARTICLE 14 - SEWER ENTERPRISE FUND – AUTHORIZATION TO BORROW FOR TREATMENT PLANT UPGRADES

To see if the Town will vote to appropriate Five Million Dollars (\$5,000,000) for the Construction of

Waste Water Treatment Facility Upgrade as required to comply with the recently issued USEPA / NPDES Discharge Permit, and any other costs incidental or related thereto, and further, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum under and pursuant to Chapter 44 of the MA General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore, and that the Board of Public Works, with the approval of the Board of Selectmen, may apply for, accept, and expend any federal, state or other grants or gifts from any sources that may be available for the project, or take any other action relative thereto.

Explanation: In order for the Wastewater Treatment Facility (WWTF) to comply with the most recent EPA / NPDES Discharge Permit, the WWTF will require significant upgrades. A study was performed to identify the necessary upgrades including treatment processes, structural repairs to the buildings, enhanced process controls (SCADA). Articles 7 and 8 of the 2016 Fall STM repurposed prior Wastewater Treatment Plant borrowings for the upgrades and authorized funding for the design of these upgrades respectively, and final plans, specifications and bid documents are being prepared for bidding the project this spring. The project qualifies for a low interest loan under the State Revolving Fund (SRF) financing and has been included on the 2018 Intended Use Plan (IUP).

Recommended by Finance Committee 4-0-0

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to support and insert Article 14 on the warrant.

#### ARTICLE 15 - DISPOSAL OF TOWN OWNED SURPLUS LAND

To see if the Town will vote to authorize the Town Administrator to sell surplus property shown on Pepperell Assessors maps parcels 23-147, 23-148, 23-149, 23-150, & 20-48 also known as the Peter Fitzpatrick School, owned by the Town, including: 1) hiring land surveyor to conduct surveys that are necessary for the sale of the property, 2) selling the properties at a public auction pursuant to the Town Agreement with an auctioneer approved by the Town Administrator or by way of Request for Proposals from the Town Administrator, 3) paying from the Town budget for the costs of the engineering surveys and any potential required attorney fees, an amount not to exceed \$10,000.00 prior to the auction sale or Request for Proposals, and 4) reserving the right for the Town at its discretion to reject any purchase proposals, or take any other action relative thereto.

Explanation: The town has been informed that the North Middlesex Regional School District will be vacating this parcel in the fall of 2018.

No Recommendation, Finance Committee voted 2-2-0

Ms. Ferolito does not support this article. She believes the Town Administrator should not have the right to sell the property, should have a feasibility study or leave up to citizens to decide. Follow up discussion by Board and citizens about the property and starting a feasibility study or working with NEMCOG on Master Planning Committee. On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to take no action on Article 15 on the warrant. Mr. Nutter said that on a future agenda it will be put on how to create Peter Fitzpatrick Feasibility Committee.

#### ARTICLE 16 - RECREATIONAL MARIJUANA

To see if the Town shall adopt the following By-laws

Amend the Zoning By-law:

Insert in Section 10000, Definitions, in the appropriate alphabetic order, the following new definition:

#### MARIJUANA ESTABLISHMENTS

All types of non-medical "marijuana establishments" as defined in G.L. c. 94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed, marijuana-related businesses, operation of which establishments shall not be commenced prior to December 31, 2018 and, thereafter, shall be governed by any vote of the Town made pursuant to G.L. c. 94G, § 3(a)(2).

Insert in Appendix A, Table of Principal Uses, at the end of Section D, Commercial Uses, a new line reading as follows:

RR TR RCR SR UR C I

Marijuana Establishments N N N N N BOS N

And, further, to direct the Selectmen to place a question on the next available ballot for a general or special election to read as follows:

Shall the Town of Pepperell prohibit Marijuana Establishments from operating in the Town of Pepperell

Yes \_\_\_\_\_

No \_\_\_\_\_

Explanation: The intent is to have a placeholder for review by the voters for an upcoming ballot election.  
Finance Committee Voted to Take No Action

Mr. Richardson explained to the Board where the town is regarding this article with the state and a ballot initiative.

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to support and insert the amended version of Article 16 to the warrant.

#### Article 17 - NASHUA RIVER WILD AND SCENIC DESIGNATION

To see if the Town of Pepperell will accept the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan developed by the Nashua River Wild and Scenic River Study Committee, together with its recommendation to seek Wild and Scenic River designation.

Explanation: The Wild and Scenic Rivers program is dedicated to protecting nationally significant rivers and their unique biological, recreational, scenic, historical and/or cultural resources. This present effort has been joined by 11 towns ( 9 in MA, 2 in NH) that have frontage on the Nashua, Squannacook, or Nissitissit Rivers. A locally-drafted, voluntary Stewardship Plan has been developed which will help assure the protection of our unique river resources for generations to come. There is no cost to the town. For more information and to read the Stewardship Plan, visit:

[www.WildandScenicNashuaRivers.org](http://www.WildandScenicNashuaRivers.org).

No Action by Finance Committee

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to support and insert Article 17 on the warrant.

#### ARTICLE 18 - CITIZENS' PETITION - PROPOSED AMENDMENT TO THE TOWN OF PEPPERELL ZONING MAP AS IT RELATES TO THE LAND WITH THE FOLLOWING TOWN OF PEPPERELL PARCEL ID NUMBERS: PARCEL ID 24-61-0 (MAP24, PARCEL 61) (15 CANAL STREET)

To see if the Town will vote to change the Zoning District of parcel 24-61-0 from Town Residence to Commercial, and to further amend the Official Zoning Map and its written addendum to reflect this change.

No Action by Finance Committee

#### ARTICLE 19 - CITIZENS' PETITION

To see if the Town will appropriate the sum of money not to exceed \$400,000 using a Debt Exclusion to be expended by the Fire Chief for the purchase of a replacement ladder truck, including related incidental costs, or take any other action relative thereto.

Recommended by Finance Committee 3-1-0

#### ARTICLE 20 - CITIZENS' PETITION

To see if the Town will vote to raise and appropriate, transfer or borrow a sufficient sum of money to fund the hiring of two full-time police officers or act on anything relative thereto.

No Recommendation, Finance Committee voted 2-2-0

Ms. Jefferies will be amending this motion on the floor at Town Meeting.

#### OLD BUSINESS:

Mr. Beattie asked the Board to change the makeup of the Master Plan Committee to better represent the meeting and also create subcommittees. Mr. Nutter suggests that the Master Plan Committee should decide if they want any more members. There was follow up discussion about how many members should be on the Committee.

The Board decided to put this on the next BOS agenda on May 21, 2018 to discuss.

The Board will also discuss at the next Board meeting how the Town Administrator search committee will proceed.

Mr. Pillsbury asked the Board if any action on the email he sent to the Board regarding an action against the Code of Conduct. Mr. Nutter said unless a member of the Board has taken up any action, nothing has been done about it.

### 7. Old Business

### 8. New Business

9. **Executive Session**

ADJOURNMENT:

On a motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously voted to adjourn the meeting at 7:55 PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

APPROVED:

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Roland P. Nutter, Chairman

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Lisa Ferolito, Clerk

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Bill Greathead