

Approved Minutes
MAIDSTONE SPECIAL SELECTBOARD MEETING
Monday, January 23, 2023, 7.00 pm

Hybrid Meeting, held both in person at Town Hall and by Zoom Video Conference

Selectboard Members Present in Town Hall (in-person): Scott Lovell, Bruno McKenzie, Brad McVetty

Town Officials Present in Town Hall (in-person): Town Treasurer, Delinquent Tax Collector, Planning Commission and Zoning Board member Bob Champagne-Willis

Also Present in Town Hall: Andy Champagne-Willis, Kathy Lovell

Town Officials and Staff Present (via Zoom): Town Clerk and Lister Amy Pear; Assistant Town Clerk Suzy Irwin; Zoning Board and Planning Commission member Bruce Barker; Emergency Management Coordinator and Fire Warden Bill Sanborn; Health Officer and Lister Sandy Gray; Administrative Assistant Mary von Alt

Also present via Zoom: Burt and Carol Kline; Laurie and Bob Snowman; Mike Brisbin; Paul Kamins; Dave Kamins; Bonnie Lovell; Jim and Sherry Bennett; June Lockert; Audrey and Greg Poer; Russell Dickson; Jo Giampolo; Jan Barker; Lisa and Paul Plourde; Marianne and Allen Bouthillier; Doug Lord; Mike and Gayle Otis; Linda Sanborn; Sue and Dave Hebert; Lin Mixer; Debra Lownds; Deb Russell

Chairman Scott Lovell called the meeting to order at 7.03 pm.

APPROVE MINUTES:

Brad made a motion to accept the January 9th, 2023 Selectboard meeting minutes; Bruno seconded the motion. The motion carried.

Doug Lord asked to speak before the approval of the January 16th meeting minutes was considered. He said that having read the minutes for the January 16th meeting, he felt that the comments made and reported in the minutes could be interpreted to say that Doug had tried to deceive and misinform his fellow Selectboard members and the public. He said that he did not try to deceive anyone; if he had made a mistake, he apologized. He did not believe that the document to which Brad referred was the final document; he recollected that the final document was different, but he could not prove that because when he resigned from the Selectboard, he deleted all related files and emails on his computer. He asked that the people here believe him when he says that he did not try to deceive anyone. Scott thanked Doug for his comments, and the meeting proceeded.

Brad then made a motion to accept the January 16th, 2023 minutes; Bruno seconded the motion. The motion carried.

DISCUSS AND SET THE BUDGET FOR 2023:

Before beginning to discuss and set the Budget for 2023, Scott asked if everyone present had a chance to read the minutes from the January 16th meeting. He said that a lot of emails were going around this week about the salaries of the Town Treasurer and the Town Clerk that concern him. He heard nothing at the meeting about cutting salaries, nor did he see anything in the minutes reporting any statements about cutting salaries. He asked if anyone could quote anything from the minutes that could lead him to believe that was said. Amy replied that her understanding was that "two comments were made - the first was that we need to look at the Town Clerk's salary, and the second was that Guildhall makes ten thousand dollars; that was the end of the conversation." She said she thinks it is fair to surmise that those two statements, independent of any other conversation, would lead one to believe that there was a comparison being made. Scott said that he never made that connection himself. According to the minutes and to what he himself heard when the Selectboard was talking, Brad said he wanted to skip the discussion of the salaries, and that is what the Selectboard decided, to table that discussion. He did not hear anything about anybody cutting anybody's salaries or about not giving a cost of living raise. Scott

then asked if anyone had any facts to back up the 30 plus emails he received about that being said. He said he did remember Brad mentioning that he compared the Clerk's and Treasurer's salaries to Guildhall's \$10,000. Amy said she phoned Scott and spoke to Brad as well because she was extremely concerned about that comparison and felt that it was unfair to make those two statements and then table the matter. Scott again said that he did not make that connection to cutting salaries.

Brad said, "The comment was made because of the paperwork that was sent to us with all the towns of Vermont, small towns, with the thing that we needed to compare Maidstone salary with all the towns in the State. Well, I looked at that and 90% of those towns I don't even know where they are or what they do. So, my comment was that I went to Guildhall's budget meeting. They budgeted \$10,000 for each, the Clerk and the Treasurer. That was all that was said. I was comparing Guildhall to Maidstone, with nothing else said. There was nothing said about anything about cutting anybody's pay whatsoever. The way I looked at it, Maidstone is better off than Guildhall. We're paying more than what Guildhall is getting. So I don't know why you would flip everything around and say that I was cutting anybody's salary." Mary then explained that she was responsible for the paperwork to which Brad referred, that she saw the 2022 VLCT Compensation Study when she was at Town Hall copying papers for the Selectboard to have available at the meeting that night. She thought it might be helpful for them to have the pages that listed Maidstone's salary information for the Town Clerk and Treasurer and the pages that listed the overall average pay for those positions in Vermont. No one asked for that information; she copied it of her own volition in an effort to be helpful and left it in the paperwork for each Selectboard member to have at the meeting - they did not see it ahead of time. She said she was sorry that it did not fulfill what she had intended, but the copies were made with good intentions. She added that she thought what happened in listening to the meeting and reading the minutes was that people inferred; they took what appeared to many people to be a logical step in interpreting what was said, that was evidently not meant to be that way. Laurie said that from what her ears were hearing, it came across totally as if the intention was there to possibly think about reducing salaries, especially when what Guildhall was doing came out. She referenced the small increase since four years ago. That is why she felt the need to send a letter. Bob Snowman commented that he did bring up a cost of living increase and thought someone had said that such an increase should not be considered given the increase in the budget this year. Scott did not recall hearing that and did not see it in the minutes. Laurie suggested listening again to the recording.

Scott spoke about the rumors that seemed to develop and expressed the wish that more people had phoned him to ask him directly what was going on, as Amy had. Laurie pointed out that Bob had phoned Scott; there was some disagreement about what exactly had been said in that phone call. Bruno told Laurie that she had already had her chance to talk once. Scott suggested that we move on and get to something productive. Bob Champagne-Willis pointed out, and Brad agreed, that it has been the Treasurer's pay and how it is derived that has been a big part of the conversation in 2021 and 2022.

Scott then moved the meeting on to setting the budget and asked where people wanted to start. Bob started the discussion by asking Bill Sanborn if there was any information about the Groveton Fire Department contract, to which Brad responded that the Selectboard had received an email saying that Groveton Fire Department wanted \$3,000. In response to Bruno's question about the area covered by Groveton as stated in the contract, in particular, who covered the Lake, Bill Sanborn explained that the Groveton contract is an old contract that doesn't go by the way that the 911 reporting system goes. North Stratford covers everything from Norman Young's house north, including Hall Road and the Lake; Groveton covers everything from Norman Young's house south on 102, and they cover the North Road and all the roads off the North Road. That is all taken care of by 911.

The next blank on the budget, said Bob, was anything to do with the landfill and waste. Landfill transport, waste pickup, and recycling all need to be filled in. Dottie's contract is up on June 21st. She came in with estimated numbers that are not definitive, as the contracts must be put out to bid; we do know where Dottie's numbers are going, which is what we can use for the budget. On Landfill Transport, the number is going to be \$14,245; it could be a little more or a little less, but that reflects half a year on the old contract and half a year at the new price. That is the number to be considered for setting the budget; bids may come in lower. Waste pickup is going to come in at \$20,800, and recycling will come in at \$14,080. Bob thinks we will be alright on the tipping fees remaining at \$8,000.

In response to Bruno's question, Bob said the Unemployment Taxes and Employment Taxes would be calculated once the compensation was set.

Jim Bennett then asked at approximately what time today did the Background Documents go on the Internet. Mary responded that they went on all day long; she received emails all day long and updated the Background Documents as she received them. She started at 8.00 or 8.30 this morning, and put one up just before the meeting as she had received another email; she posts them as soon as she can. Jim asked if you/we feel that's ample time to bring these to a meeting. Mary said she can't change the time she receives emails; her choice is either to not put them up at all or to put them up when she receives them on the day of. It is done as a courtesy to try to be helpful, but she cannot predict what is going to come in and put things up before she receives them. Scott said these are generally people's input; the Agenda does not change.

The discussion moved on to the Town Clerk's and Town Treasurer's wages.

Contrary to the concern expressed by some that the Selectboard was considering cutting salaries or was opposed to considering a cost of living increase, Brad had spent the weekend preparing a document entitled "Clerk and Treasurer 2023 Pay Proposal" that raises the salaries, applies a cost of living increase for each position, and calculates a 2022 underpayment that should be paid. Brad also suggested a one time increase to bring the Treasurer's compensation to the same amount as the Town Clerk's. Brad pointed out that the formula for calculating the Clerk's and Treasurer's compensation that Doug presented to and was adopted by the Selectboard in 2021 was not used to come up with the compensations listed in the 2022 Budget approved by the voters in March 2022. Brad calculated what the 2022 compensation for the Town Clerk and Treasurer should have been in 2022 if the formula had been used and the 2.7% cost of living adjustment (COLA) suggested in Chris von Alt's compensation study had been applied to that level of compensation. Brad then calculated the difference between the compensation listed in the 2022 Budget and the compensation he calculated should have been paid in 2022. He proposed that the amount of the underpayments be paid to the Clerk and Treasurer as a one-time payment included in the line items for the Clerk's and Treasurer's pay in the 2023 Budget. Brad calculated his proposed "Comp for 2023" for each position by adding authorized fee percentages to the base salaries, and then he applied the same 2.7% COLA used in 2022 to each compensation amount. Brad stressed that he had no idea what percentage to use for COLA this year and was using the 2.7% simply to represent a percentage that was "totally negotiable". To calculate the amount that he proposed should be the line item in the 2023 Budget for Town Clerk Wages, he added the 2022 Underpayment (\$405) to the Comp 2023 (\$16,604), resulting in the number \$17,009. To calculate the amount that he proposed should be the line item in the 2023 Budget for Town Treasurer Wages, he added the 2022 Underpayment (\$332) to the Comp 2023 (\$12,867), plus a one-time adjustment (\$3,810) to raise the compensation of the Treasurer to equal that of the Clerk, resulting in the number \$17,009.

Brad went through his "Clerk and Treasurer 2023 Pay Proposal", explaining each step. The first page, "What should have been payed in 2022" was displayed on the screen. Brad explained that "it was based on the formula that Doug presented to and was adopted by the Selectboard in 2021. Having been adopted, it needs to be used every year. Last year, the formula was not used. Apparently the only thing that the Town Clerk and Treasurer received last year was a 2.7% increase." Brad got the numbers from Bob and inserted the fee numbers at the top left, then worked out the 5 year average, which was \$4,568. "Then if you go further down for the 2022 Comp, the Town Clerk gets a salary of \$11,600 with a fee average of \$4,568. The total that should have been paid that year was \$16,168 with the 2.7% increase of \$436.54, with a total comp of the year of \$16,605. Now, if you go back to the center of the page, under 2022 Comp, the Town Clerk was paid \$16,200, so there is a \$405 difference that she should have been paid. That was just due because the fee average was not figured in. All she got was the 2.7%. Now if we go over to the Treasurer's wages, basically the same thing. The column clear to the right, 0.5%, and you'll notice that it is figured on Total Taxes Billed. That goes down through. The five year average figures out to \$5,596.05. If you go further down, to figure his total salary, the 2022 Comp was set at \$6500; the 0.5% was \$5596, for a total of \$12,096. That figure should have had the 2.7% figured into it, which was \$327, so the Treasurer should have been paid \$12,423. You go back up to the center of the page under the 2022 Comp, that budgeted figure was \$12,100, a difference of \$332 that the Town should have paid out. That should explain some of the numbers on the budget for this year."

The second page of the document, "Pay for 2023 Budget", was displayed, and Brad continued his explanation. "Using the same formula, putting in under the Town Clerk, adding the 2022 fees, the five year average, you go down halfway, is \$4,567. Then you go down to the Comp salary, which was set at \$11,600, the fee average of \$4,567, added together is \$16,167. This number (2.7%) was used from last year; I had no idea what to use for a number, so I just put it in there for a figure. It is totally negotiable. That figure comes out to \$436.51. So with all those added up, \$16,604 is what the Town Clerk should be paid this year. And then, at the very bottom you will notice that I put Underpayment for 2022 of \$405. I figured since they were shorted, they should have that added in. That brings her total for this budget to \$17,009. That's what I am proposing, with any changes to the cost of living, that will change that bottom number." After a brief discussion of the email Mary had sent just before the meeting that referenced the percentage applied in 2023 Social Security increases as well as information from the State Treasurer about the COLA percentage being used for State employee salaries this year, it was decided to come back to the topic of cost of living increases and continue with discussion of Brad's analysis and proposal.

Brad asked if there were any questions about the Town Clerk's salary. Amy said that as the Town Clerk she would ask that the Selectboard move totally away from equations and give both positions a simple salary, based on something fair and reasonable for the Town as well as the Clerk and Treasurer. The Town moved away from Clerk fees in 2013, she said.

Greg Poer asked if the underpayments would be made in a lump sum or would be averaged over the year. Brad said he had put it in as a lump sum.

Brad said, "This formula was not used at all last year. If this had been used, then everything would have figured out to what the Town Clerk and Treasurer should have been paid.. They were shorted because the formula was not used. The Selectboard did not use it for whatever reason." He continued on to explain the analysis of the Town Treasurer's salary on the page, "Pay for 2023 Budget". "The 0.5% is of total taxes billed. The five year average is \$6,028.93. Then you go down to the Comp for \$12,867. Well, no, I should start in the middle to come up with that number. The Comp salary is \$6,500. Add in the 1/2% of the taxes billed is \$6,029, comes to \$12,592, with a 2.7% increase, \$338. Add that all together, \$12,867 is what should have been paid. Then you go down through what I have put together: the \$12,867 for the Comp; the 2022 Underpayment of \$332; then, since there is such a huge difference between the Town Clerk's pay and the Treasurer's pay, I feel that they both have equal responsibilities in this Town with the jobs that they do. I thought that they should be brought even or whatever - I put it as even, \$17,009. The \$3,810 is what was added in to bring both payments equal."

Amy had a formula question. She said, "Last year the Selectboard put salaries forward without the equation. They were voted on by the people. Does the Selectboard have the ability to override that when the townspeople voted to pay us what was presented to them? ... Just from a plain old procedural question, can the Selectboard override what the voters approve?"

Bob replied that we are not going back. Mary responded, "What I understood from the email conversation with the VLCT lawyer, which I forwarded to you (the Selectboard), is that regardless of how the Selectboard chooses to come up with a number - they can decide for any reason whatsoever to come with a number - once that number is put on the budget for the year, whatever it is, the Townspeople vote on that number when they approve the budget. Personally, I think this shows a lot of work by Brad, a lot of careful thought that he has gone through, and this is, I think, very helpful for people to understand, particularly when so many people were concerned about compensation for the Treasurer and the Town Clerk. This is terrific. Whatever number you decide on this year, you know you have this as a history as to why, so that next year you take this into consideration and present a different number. The Town is not voting on your method, and it's not undoing what was done last year. The Town will be given a number in the budget, and they approve that number, however you got it. Thanks."

Scott went over the numbers again and asked if this was close to adopting a set salary as Amy had suggested. Brad explained that since this method was voted on and adopted by the Selectboard in 2021, it stays active until the Selectboard decides to do something different, makes another motion to do away with this and come up with some other procedure, or the Town at Town Meeting sets a salary. He used

this formula to come up with the numbers in his proposal. Next year, the Selectboard can revisit this and come up with a motion of a different way to do it. He said, "This is what I have put together and proposed with this formula that we adopted in 2021."

Scott asked, "Does that make sense to you, Bob?" Bob responded that parity has always been his issue; he is appreciative that it is recognized here. The two jobs have different skill sets, but require the same effort, work, and everything that goes into making it work.

Scott asked if he were correct in believing that if we wanted to go to a salary, that would have to go to Town meeting to be voted on. Brad said, "No. We would have to make a motion to do away with this formula. Then we make a motion of how we want to do it - go with a salary and a yearly adjustment as needed. We would have to come up with the wording." Bob added that whatever the Selectboard decides on goes into the Budget. As long as the voters approve that Budget, they approve every line item that is in the budget, including salaries.

Scott asked Brad what he proposed. Brad said he proposed the numbers in his document: \$17,009 for the Town Clerk and \$17,009 for the Town Treasurer. The only other thing, he said, that the Selectboard should discuss is the 2.7% COLA, and he asked Mary to repeat the information included in the email she sent to the Selectboard just before the meeting. Mary replied that her email referred to the 5% COLA the State Treasurer said the State of Vermont was implementing for State employees, and the 8.7% COLA increase in Social Security payments by the Federal government, effective January 1, 2023. Brad then asked what the 13.16% was that Chris had used in his 2022 Compensation Study, which part of the Town employees received. Mary explained that the 13.16% was a compounded COLA for some of the people who had not received an increase in a number of years; Chris compounded the COLA for those years. Because their pay had been adjusted in 2021, Chris applied the 2.7% COLA for one year to the compensation for the Town Clerk and Treasurer. The Compensation Study done in January 2022 by Chris von Alt is posted in the Background Documents for tonight's meeting on the Town website. Brad asked if the Selectboard wanted to leave the COLA at 2.7% or use the 5% COLA that the State is using for its employees. Brad said he had no problem with using the 5%; Scott said he thought Maidstone should use the 5%. Bob then calculated the compensation level if the 5% COLA were applied to the 2022 Comp instead of the 2.7% that had been used in 2022. For the Town Clerk, that would be 5% of \$16,167; that number added to the \$16,167 equals \$16,975; if the underpayment for 2022 (\$405) is added to the \$16,975, the result is a total compensation of \$17,380 for 2023. For the Treasurer, Bruno had already calculated, and Bob concurred, that 5% of \$12,529 added to the \$12,529 equaled \$13,155. Bob then added the underpayment for 2022 (\$332) to the \$13,155, which equaled \$13,487. The "One time pay to equal Town Clerk Comp" would be \$3,893, bringing the total compensation for the Treasurer to \$17,380 for 2023.

Using the \$17,380 as the compensation for both the Town Clerk and the Treasurer, Bob calculated that the Unemployment Taxes would be \$455 and the Employment Taxes would be \$4,320. Bob said the total for the Budget was now \$316,745.50. Bob then went over the numbers the Selectboard had decided on for each line item in the Budget Worksheet. He reminded the Selectboard that the Town was not putting any money in the Reserve Fund, but had decided to put money in the Direct Fire Support Fund; therefore, the names of the Appropriations at the end of the Budget Worksheet should now read Highway Rebuild, Maidstone Lake Association, Grand List Fund, Direct Fire Support Fund, and Cemetery Fund.

Bob then compared the municipal tax rate that would be required to raise this proposed total Budget amount to the municipal tax rate that was used to raise last year's total Budget amount, keeping all other numbers the same as last year, i.e., the Grand List, the State payments, Current Use, etc. Last year's municipal tax rate was 0.3238; this year's tax rate for this proposed Budget amount would be 0.3801. That is a 17.4% increase over last year's tax rate; on every \$100,000 of appraised property value, that 17.4% increase would cost an additional \$56.32. This will change when all of the other numbers for 2023 are included in the 2023 Budget. Again, this is just to give people an idea of the impact of the Budget increase, made using last year's numbers for everything other than what is listed in the proposed 2023 Budget.

To achieve their goal of lowering the Budget as much as they can, the Selectboard then discussed the few places that the Budget could be trimmed and what items in the Budget could be paid for with the American Rescue Plan Act (ARPA) funds received by the Town, including what it is wise to use ARPA funds for. The discussion included:

- Reducing the Cemetery Fund and only doing part of the work. The Cemetery Fund currently has a balance of \$3,164. ARPA funds can be used for cemetery work. Last year, the Town spent \$1400 on cleaning and repairing stones. Amy said she will check to confirm, but thinks all of the stones were repaired last year that could be repaired. The decision was made to reduce the appropriation from \$3000 to \$1000;
- Amy said perhaps the Selectboard would be interested in taking a little off the amount allocated for Town Hall Repair and Maintenance; she said a grant is supposed to be coming out for up to \$500,000 for Towns that qualify, money that can be used for improvements to the Town building. That is a possibility as is using the ARPA funds. The consensus was to reduce the Repair and Maintenance line item from \$6,000 to \$2,000 for general building maintenance;
- Bob said the Town has just under \$57,000 in ARPA funds;
- Bob Snowman suggested that the Selectboard not spend time nickel-and-diming and cutting back on things that needed to be done, but just take \$10,000 from the Reserve Fund instead; Scott agreed that he didn't want to nickel-and-dime too much, but if the Town has money in ARPA funds that have to be used, he wanted to consider that;
- The Selectboard members commented that they did not see a lot of places that reductions could be made; Bob Champagne-Willis agreed that much of the increased Budget was due to cost increases for services such as emergency services and waste pickup.

The final number after the \$6,000 combined reductions is \$310,745.50. Bob said the Reserve Fund has a balance of \$56,000; the only thing that really comes out of that is the Essex County Sheriff's Fees. Brad asked what was in the General Fund, wondering if that has been built up enough so that we have excess in there. In the past, he said, when we get more than what we need in the General Fund, we have applied it to the Budget. Bob said he did not have that number at this time.

Scott asked if there were any comments or discussion about the Budget before the Selectboard voted on it. Because it seemed to be such an issue this week, Scott asked Amy and Bob if they were happy with the 5% raise. Amy said that it was more than she had expected and that she appreciated the work that everybody had put into this. She asked that once the Budget is set, the Selectboard move forward with a motion to get away from that equation or methodology and just work off straight salaries in the future; it would be much less work for the Selectboard. Bob said he was pleased with the compensation proposed for the Treasurer. Bruno made a motion to accept the 2023 Town Budget for \$310,745.50; Brad seconded the motion. All voted in favor.

DISCUSS AND APPROVE PURCHASE OF NEW COMPUTER FOR THE TOWN TREASURER:

The Town Treasurer's computer is no longer working well, cannot be upgraded, and needs to be replaced. Bob said the money for this purchase would come out of the Equipment Fund, which has a balance of \$33,505. Greg Poer said that there are a lot of computers with Windows 10 as an operating system available on the cheap, but Windows 10 support ends on 10/14/2025. He recommends that whatever Bob buys has Windows 11. Because Windows 11 requires more memory to run, he recommends that the computer Bob purchases has at least 16GB of memory or when running reports, the computer will be extremely slow. Mary reiterated what Greg said, based on her experience buying computers for a school district - as time goes by, computers and programs never require less power, memory, storage capacity, etc. She said the best thing to do now is to buy the best computer you can; if not, you will have to replace the computer in a much shorter time. Bob said he could work with \$1500 in response to Brad's question. Brad made a motion to spend up to \$1500 for a new Treasurer's computer; Bruno seconded the motion. All voted in favor.

Bruno asked if the Treasurer's old computer could be available for use by the Selectboard in the public space at Town Hall, to which Bob responded that it could, for as long as it works. Another older computer is already available there for use by the Zoning Administrator.

DISCUSS AND APPROVE THE 2023 TOWN MEETING WARNING:

Bob explained that the date of October 16, 2023 is used in the Warning as the due date for the October installment of property taxes, because the usual date, October 15, falls on a Sunday in 2023, and a due date on a Sunday cannot be enforced. Bob went over the numbers in the Draft Town Meeting Warning, pointing out that the number in Article 5 for the Cemetery Fund needed to be changed to \$1,000. The number in Article 7 for the amount the Town shall vote to raise is \$282,745.50. That number added to the numbers stipulated in Articles 2, 3, 4, 5, and 6 equals the total Budget of \$310,745.50 proposed by the Selectboard. The 2023 Budget that will appear in the Annual Report will have a bottom line of \$282,745.50 that does not include the amounts in the Articles that will be on the ballot. If the Articles are passed, those numbers will be added in. Any of the Articles can be voted down, even though that does not typically happen. Each Article will be a motion made at the Town Meeting and can be amended from the floor; the amendment must be seconded and voted on.

Mary asked if the Selectboard wanted to include the phrase, "To transact any other non-binding business deemed necessary and proper when met." It was agreed that should be added as Article 8, with the Town Meeting Article being the last Article on the Warning.

Brad made a motion to accept the Town Meeting Warning with the changes suggested; Bruno seconded the motion. All voted in favor.

Amy referred to the Town Clerk Compensation document she gave to the Selectboard, which reports the work done by the Town Clerk during the calendar year, saying that report will come from the Town Clerk each year. She thinks it is important that everybody knows what is being done in the Town Clerk's office; it gives people the opportunity to express any input, plus gives the Selectboard a good idea of what is happening in the Clerk's office annually. Amy will include it in the Annual Report this year.

Before any move to adjourn, Scott thanked everyone for attending tonight. He said he is appreciative of everybody that took the time to come. He also thanked Brad for doing serious work punching numbers on his personal time.

Brad made a motion to adjourn; Bruno seconded the motion. The motion carried. The meeting was adjourned at 8.24pm.

Respectfully submitted,
Mary von Alt