

**TOWN OF BEDFORD, NEW HAMPSHIRE
WATER AND SEWER ADVISORY COMMITTEE MEETING
THURSDAY, MARCH 15, 2018**

MINUTES

Committee members present: Paul Arnold (Chairman), Richard Moore (Resident), Mike Sills (Resident), Catherine Rombeau (Town Council), Rebecca Hebert (Planning Director) and Jerome Spooner (Environmental Coordinator). Matt Mannino (Finance Dept.), Jeff Foote (Director of Public Works), and Bill Jean (Resident) were also in the audience.

Roll Call

Each committee member introduced themselves.

Paul Arnold, Chairman, mentioned that Bruce Thomas, (Resident), longstanding and founding member of the Water and Sewer Advisory Committee has resigned his position, effective February 2018. Paul would like to thank Bruce for all his hard work and efforts to the committee throughout the years. Chairman Arnold also mentioned Councilor Catherine Rombeau will be assigned to another committee. Thanking her for her participation in the past year. The vacant position will be filled once confirmed by the Town Council at Monday evening's meeting.

Approval of Minutes

A motion was made by Mike Sills, second by Rebecca Hebert to approve the minutes of the April 13, 2017 meeting. Minutes approved.

Discuss Sewer District Extension (Old Bedford Road)

Background: a developer is proposing to convert three (3) single family lots, parcels as follows: Map 10-50-3, 10-50-5, 10-50-6, to combine into a single lot for the purpose of constructing a 105 unit Assisted Living Facility. The developer is seeking a sewer connection to a property currently not located in the Town's existing Sewer District.

Presentation made by Chris Rice, TF Moran, Inc., and Ari Pollack of Gallagher, Callahan & Gartrell. Both represent Old Bedford Road Realty who are the owners of the properties located at 18, 20 and 24 Old Bedford Road. Chris Rice had a sewer district map which he pointed to the lots highlighted in red belong to the client, which are proposed to tie into the sewer district. Currently the sewer district ends here (pointed to the area of the Bedford Grande Hotel). He also showed the committee an overall plan for a better understanding of the proposal.

Currently the three (3) properties are located in the RA (residential agricultural) with a total acreage is 17.5 acres, with three (3) residential homes. Located in a transitional area as

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surrounded by commercial to the south and the east, Bedford Grande Hotel and Bedford Hills. Residential homes to the west and north of the property. Proposing to consolidate and resub divide to leave approximately 1.5 acres for one remaining house lot, leaving approximately 16 acres for the proposed Assisted Living Facility. This facility is a permitted use, will consist of 105 units with 150 beds, with associated access, parking and site improvements. A design review application was submitted to the Planning Board and the design was closed at the November 6, 2017 Public Hearing. Moving into the final design and looking for direction as to whether the site should be designed on municipal sewer or a septic system. The design review application submitted to the Town was based on a septic system. Following the meeting, they decided to try to connect to municipal sewer due to the current location of sewer. Chris pointed to the map – municipal sewer line stops at the property line of the Bedford Grande Hotel.

Lot loading calculations (part of the packet that was sent to the committee prior to the meeting), performed by a licensed septic system designer and shows the lot can support a total of approximately 22,000 gallons per day (gpd). The remaining house lot would take 600 gpd which leaves approximately 21,300 gallons for the Assisted Living Facility. Based on 150 beds, 35 employees that works out to about 19,000 gpd. With this, looking to expand the Sewer District to these properties with a total flow of 21, 946 gpd, which is the same amount of flow the lots can support with a septic system. The outcome of their request does not change the proposed density of the project and they will move forward with 150 beds on municipal sewer or on septic system. The public benefits on expanding the municipal sewer district would allow for the removal of the Bedford Village Inn pump station. (Chris pointed to the location on the map), currently takes flow from the Bedford Grande Hotel and the Bedford Village Inn and pumps to a manhole (pointed to area on the map) and is gravity flow to the Town's pump station which is located on Constitution Drive. Generally it is agreed it is better to connect to municipal sewer and rely on gravity flow as opposed to a septic system. Gravity sewer avoids mechanical maintenance and any risk of potential contamination should there be a mechanical failure and gravity sewer goes to a treatment facility, whereas septic system is treated in the ground. Chris mentioned the prior Director of Public Works agreed it was in the Town's best interest to eliminate the Bedford Village Inn pump station and would be a public benefit to the Town. To remove the pump station, approximately 860 linear feet of gravity sewer will be installed along Route 101 (pointed to location on map) and part of a cost sharing agreement between the client and owner of Bedford Village Inn. No public funds for the sewer extension. Allowing the expansion of the sewer district allows the Town to collect fees for future sewer connection, with an estimate of \$122,000.00, depending on final flow calculations, based on the final number of employees. This would help utilize some of the sewer capacity the Town

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has purchased from the City of Manchester Treatment Facility. Town has purchased 1.5 million gpd and currently uses approximately .5 million gpd.

Chairman Paul Arnold mentioned to the committee members that information was supplied in the packet prior to the meeting date. He had not seen the lot loading calcs prior to the meeting.

Jerome did look at the calcs. He mentioned the Constitution Drive pump station running at approximately 25%. Looked at other operations in the sewer district area, with an 11% increase and took into account another 11% increase with this proposal, therefore the total flow with the expansion in the existing sewer district, the pump station would be operating between 40 to 42%. There is ample potential for future development on Constitution.

Richard Moore asked the 19,975 gpd is arrived at. Information is on the narrative that was in the packet dated December 20, 2017. Chris Rice – flow is based on the 150 beds @ 125 gpd is state requirement and 35 gpd per employee. The lots can support 21,946 gpd. Mr. Moore asked about water supply. Connecting to municipal water. Water main has already been expanded. He also asked about having a septic system at the location. It has been designed for septic if need be. Have gone through the design review process with the Planning Board, therefore, the use is vested. The Zoning petition to take Assisted Living Facility out of the residential / agricultural zone. Since their design and review process was prior, they are grandfathered for this year. Rebecca Hebert mentioned they a year from the date of the end of the design review period to submit the site plan application for final approval, until November 2018. Ari Pollack mentioned the design review process in front of the Planning Board, the question of whether septic or sewer was left unanswered as they needed to go before the Water and Sewer Advisory Committee. Once this is resolved, they will be going back to the Planning Board with the final application.

Richard Moore has a concern if the sewer district expansion is granted and the project falls through, we then have water and sewer and it is a residential area, it would put undue pressure to go to commercial. Chris Rice indicated it would not be able to go commercial without rezoning the property. Therefore, he would be restricted to only permitted uses in the residential/agricultural zone. Mr. Moore indicated or ruling by the Zoning Board. If sewer is advanced, is there a way to limit it to this project? Rebecca Hebert said a condition could be attached to the recommendation that it cannot go for a higher density.

Jerome mentioned if one looks at the comments from Jeff Foote (Memo dated March 2, 2018 to the Bedford Town Council) his recommendation was to not exceed the flow of 20,000 gallons per day at this site (limit the amount of flow for the 3 properties). Jerome asked if that is what he is referring to? Rebecca stated tying for this specific user. At this point, Rebecca informed

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The committee's role is Advisory, making a recommendation to the Town Council and the Town Council will hold a Public Hearing on the Sewer District Expansion. Paul Arnold agreed and he reiterated the committee's role.

Councilor Rombeau concern if the expansion is granted, can there be additional work added down the road that could change it. Does it open the door for higher intensity use? Mr. Pollack indicated any proposed use for these properties would need to be consistent with the zoning ordinance to receive relief. At the moment, the options would be this project, which is vested by the filing date for design review or the remainder of the residential uses allowed in the district. Likelihood of a zoning change to allow commercial at this point in time is unlikely. Also, for variances, it would be unlikely given the concerns of the neighborhood that commercial use would be allowed by variance. If anything, it would be more than likely to stay residential and this would be the only proposed non-residential use. Councilor asked if beds would be added or storage? Rebecca Hebert believes they can recommend that conditions be attached to this potential sewer connection. They would not be able to increase the flows or beds. Ari Pollock indicated if in 5 years from now the owner would want to increase the beds, that would be an expansion of a non-conforming use. Zoning has changed to prohibit this type of usage in the district. The 150 beds are grandfathered but any additional beds would not be due to the zoning changes.

Paul Arnold indicated the DRAFT recommendation in the packets, as he read the proposed sewer ordinance amendment, "the sewer district map provided under Section 212-14 of the Town of Bedford Sewer Ordinance shall be amended to include within the sewer district, Map 10-50-3, 10-50-5 and 10-50-6 for the limited purpose of permitting of 105 unit (150 bed) Assisted Living Facility to be located thereon, subject to the conditions that the waste water from the assisted living facility on the combined lots shall not exceed the 20,000 gallons per day and the owner shall be subject to all sewer charges and fees provided for in the Town of Bedford Sewer Ordinance and any or all apportioned capital costs necessary to operate and maintain the Town's municipal sewer system." Mr. Pollock mentioned the conditions are consistent with their application and they would accept them. Paul Arnold asked Councilor Rombeau asked if this addressed her concerns. She feels once there is capacity it opens the door.

Richard Moore mentioned since he has been on board, the committee's outlook has been of not granting extensions of sewer into residential areas without a very good reason. For example, we needed to bring it to the high school, and we felt there was a need and sewer was brought up County Road. He indicated that the Town Manager at that time bringing sewer into a residential area puts undue pressure to go to some higher use and we have avoided it. He is asking do we follow that long standing condition to a lot that has the capability of handling the

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sewer through a septic system where there is no danger of impacting a well in the area. Rebecca Hebert asked if the recommendation is made to extend the sewer district and the project was to change to single family homes or another use, would they need to come back to this committee for re-approval because the project shifted from what is proposed today to some other use? Jerome does not believe so as long as we make the recommendations in the proposal that was read by Mr. Arnold for those three (3) lots, 20,000 gpd.

Mike Sills asked if the residential homes would be required to tie in to the municipal sewer or be charged? Chris Rice is not aware of anything like that. Jerome answered, no. Jerome informed the committee that the Town Council reserves the authority to do what they feel is right. We are only a recommendation committee. Parts of the sewer code 212-3 where it states " 1. The Town Council reserves the authority to review all requests and to accept or deny any applications for sewer connections outside of the established sewer district." Criteria for review for such requests shall include but not necessarily be limited to the following. 2. The applicant must prove acute septic system failure. Only way to extend a sewer district in a non-sewer district would be due to a septic failure. 3. The applicant has no alternative, including acquiring rights in additional land." The applicant shall agree to bear the cost of sewer extension, although Town Council reserves the right to share or advance funds to cover all or a portion of cost, with reimbursement through user-charge assessments. 4. The best interests of the Town is served. This has been mentioned by Chris Rice in his presentation that connecting to municipal sewer is in the best interest of the Town. 5. Existing capacity of the sewer system, existing commitments for sewer connection, and estimated future demand. We prove that we have capacity at the pump station with the future existing demand.

Paul Arnold feels our job is to recommend or verify that this could be done and not whether it should be done. That part is up to the Town Council. The recommendation is our charge and our mission and we have always operated in that manner. Richard Moore thinks we should give our recommendation to whether it should be done. They are looking for a recommendation from the committee. Councilor Rombeau asked there is no dispute this could be done, right? Chairman Arnold he doesn't think so, by what is being presented today and what is in our packets, he doesn't see any concerns that it could be done.

Rebecca Hebert asked how would the site plan change if the on-site septic systems were no longer needed. Chris Rice responded the building is situated based on the required setbacks from the septic system. It does give them some flexibility to rotate the building, maybe do a little less grading. Some of the abutters concerns during the redesign reprocess had to do with the clearing of trees along the rear property line. Some of that could be reduced if we did not have to construct some of the septic systems. Would not have to go as far back into the hillside so it would reduce the earth work, therefore, addressing some of their concerns. Following up on another comment from the abutters is the significant grade change to the property, about

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80 to 90 feet from the front to the back and then from the back of our property to the residences on Arrowhead Drive, there is another 80 to 90 feet where they sit above us. It gives them a little flexibility on building placement, but does not believe it would change the overall scope of the project.

Mike Sills asked about a zoning status – does it need to go to zoning board of adjustment. Mr. Pollack mentioned when they applied for design review, assisted living was a permitted use in this district. Filing of that design review application and the conducting by the Planning Board of that design review hearing and process, they are vested for one year from the completion of design review. This application can move forward as a zoning compliant application. The application is vested. Also asked about the buffer for Arrowhead Drive. Significantly thicker with the existing condition and we would not have to cut as much to put the leach fields in if we tied in to the municipal sewer. Received a lot of comments at the Planning Board in the design review hearing about abutters concerned they would have unobstructed views of the facility from above. The ability to leave some of the existing forest would be helpful.

Rebecca Hebert asked if the surrounding properties are connected to municipal water or on site wells, properties to the north. Chris did not know about the residents. Bedford Grande Hotel is connected to water.

Mike Sills did mention we would be able to eliminate a pump station that is currently maintained by the Town and an opportunity to get from mechanical to gravity. This is generally recognized as a benefit if it is able to be done. This would be a by-product of this project with a different route and bypassing the pump and not worry about mechanical failure. Jerome informed everyone that BVI owns the pump and not the Town. Chris also mentioned it would also eliminate a pump station on the proposed project if they are able to connect municipal sewer.

Mike Sills stated the sewer district pays for itself. No outside tax dollars involved. Economic impact is on the sewer district users themselves and not the Town. Over \$120,000.00 has been calculated they would pay the Town if connected to municipal sewer.

At this point, Chairman Arnold asked if anyone in the audience would like to speak on this item.

Jeff Foote, Director of Public Works, believes it is important to reread Chairman Arnold's Draft motion to extend the district. The staff supports it, but is contingent on some of the uses mentioned. It also states "limited purpose". Our support for this extension is for this specific site plan and no other use.

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Jeff feels his staff report to the Town Manager was distributed to everyone. Catherine Rombeau believes they do and asked if it was dated March 2, 2018, which is correct. Councilor Rombeau understands the proposed Draft Memo is limited and she is concerned about unintended or unanticipated consequences. She now understands zoning permission would be required to change anything due to the amended zoning uses. She feels it would make it easier or more attractive. She realizes there are a lot of benefits to be on municipal sewer. Mike Sills asked if this was Jeff Foote's proposal to the Town Council. Jeff responded, it is simply the DRAFT and was sent to the Town Manager for consideration.

Chris Rice believes their request is to have the flows match from sewer to septic and the recommendation is about 2,000 gpd less. Paul Arnold agreed. He mentioned the Draft indicates 20,000 gpd and Chris Rice would like it to match the request of the narrative which is what the lot can support via septic, which is 21,946 gpd. Chris reiterated their request of 21,946 gpd with one remaining residential lot of using 600 gpd, thus remaining 21,346 gpd for the Assisted Living Facility. This is based on 35 employees and 150 proposed beds. Jerome mentioned sewer flow would be 19,975 gpd based on assumed employees, the lot for the Assisted Living Facility could support 161 beds, however, 150 beds are proposed. (taken from Chris Rice's memo dated December 20, 2017 – last paragraph on page 1). Jerome asked if the house is included. The house needs to be included. Jerome mentioned there is 1,000 gpd difference at the moment. Jerome mentioned again this is only a DRAFT, however Chris wanted to point it out to everyone. Mike Sills asked how they intend to measure the flow. Percent of water or actual flow? Chris indicated the flows are based on ? Mike asked during its life – cannot exceed 20,000 gpd. Mr. Pollock stated it is based on the design from the state regulation. Mike Sills feels it has to be a physical measurement limiting it to 20,000 gpd. Jerome mentioned he goes by the design chart and sewer use ordinance at 1008-1 and gives a list of different properties, what it recommends on the gallons per flow per day for each design. Mike Sills how do you measure it 5 years from now when someone believes there are 2 people per bed. Someone responded water meter readings. Jerome stated you could put a flow meter on the affluent. Mr. Pollock mentioned it is generally based on the design, not to actual. Chairman Arnold said it is based on the maximum of 150 beds, based max flow, max employees. Rebecca Hebert stated it would be a licensed facility, based on the number of beds. Chairman Arnold mentioned the committee's job is to vet the operation parameters and whether it puts undo pressure, there are checks and balances in place and the Town Council is the right entity to evaluate it.

Councilor Rombeau asked if our role is to recommend or not. It meets all the standards. She mentioned the Town Council is looking for some sort of a recommendation.

Bill Jean, resident, long time member of the Water and Sewer Advisory Committee for many years, and former Town Councilor. Mr. Jean wanted to point out to everyone when he was a Town Councilor, they negotiated with the City of Manchester for additional capacity. The

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capacity exists and there was a lot of discussion at the time about Donald Street area, north as inclusion, and have looked at a number of places to expand the sewer district. Mr. Jean feels it is appropriate given the circumstances, limitations of what has been talked about, putting forth a recommended approval for the Town Council, I would suggest it is appropriate for the location.

No further comments from the audience.

Richard Moore does not see a real need to extend the sewer district. No compelling reason.

Councilor Rombeau shares the sentiment, somewhat reluctantly, as she reads the sewer ordinance, we can, but not that we should. Not as compelled for this project, but a needed change.

Rebecca Hebert, Planning Director, mentioned as a Planner, feels it is smart to use existing infrastructure when available. Where there is capacity, it is a public benefit. Connecting a project this size, connecting to the existing sewer system as opposed to having the possibility of failure of on-site septic, which could have a negative public health impact. Switching the Bedford Village Inn to a gravity system, believes is a benefit to the Town as well.

Jerome indicated there is enough capacity per Manchester and pump station??? By eliminating the Bedford Village Inn pump station is a good thing. If the project would go septic for the three lots, they would have to install a pump station and a leach bed. Why take out one pump station and install another! We purchased the capacity from Manchester, we know there is capacity for expansion at Constitution and sees no reason why we shouldn't expanded. We did the sewer expansion for the high school. There is a 6 inch force main that runs from the high school to McKelvie School, then a 3 inch low pressure line that was installed onto County Road for residents to tie into should their septic system fail.

Councilor Rombeau asked both Jerome and Rebecca as to how they feel about the limitations proposed in the draft amendment are adequate. Jerome feels they are adequate. Rebecca mentioned it is important to tie any recommendation to the specific project and the density of the project is proposing. Sees benefits for using the existing infrastructure. Chairman Arnold agrees and understands it is not an easy decision.

At this point, Chairman Arnold asked for a motion to move this recommendation forward with the one change on capacity. Currently the recommendation is 20,000 gpd. Richard Moore indicated the 20,000 gpd is based on usage and 21,000 gpd is based on soil capacity. Chris Rice stated it is almost 22,000 gpd based on soil capacity with 600 gpd reserved for the residential home. Chris is not trying to get extra capacity for the amount of beds. Should a user come

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forward and have 40 employees, then he would not be able to handle the 5 employees because his capacity has been limited to the lower value of what the lot can support on septic. Not proposing any more than 150 beds. The number of employees will fluctuate depending on the user. May be lower and using less capacity, but would like to maintain to use what they could use for septic. The number he is looking for is 21,946 gpd, which is the grand total for the entire property, covering the assisted living facility and the single family residential home.

Jerome indicated the extra 2,000 gpd is not going to make much of a difference. The capacity of the pump station currently at 25%, with the extra stub, already existing or planned in the sewer district, with the extra 1,000 gpd will not make much of a % difference. Jeff Foote, Director of Public Works agrees. Jeff mentioned that drafted as a draft, based on the information he had. Not sure where the extra 1,000 gpd came from, but it certainly will not negatively influence the pump station. As he mentioned, anytime we can get rid of a pump station, whether public or private, and turn into a gravity application, we are all happy. There is some relief as it is something we do not have to worry about. Jeff indicated the alternative that is presented, as far as staff for maintenance, we support it. He realizes there is some reservation about moving this forward. Discussion about the Planning Board application. Jeff was one of the people on the Planning Board that voted against the project because he did not have enough information. As the information was presented, it became more palatable for him. He understands the reservations, this half is to allow us to either move forward on the municipal side of the sewer or allow them to move forward, if approved by the Planning Board, with septic. Public Works would rather see it on municipal sewer.

Chairman Arnold stated with the change it would be 21,946 gpd. Agreed. At this point, the chairman asked for a motion on this item so we can move forward.

A motion was made by Rebecca Hebert to move that the Water and Sewer Advisory Committee recommend to the Town Council that the Sewer District Map be amended to include Tax Maps 10-50-3, 10-50-5 and 10-50-6 for the sole purpose of permitting a 105 unit (150 bed) assisted living facility, and amend the motion, not to exceed, so the density can be reduced, should it be reduced by the Planning Board during their final site plan review process. Subject to the conditions that the waste water from the Assisted Living Facility on the combined lots and the proposed single family residential lot, not exceed 22,000 gpd, and the owner shall be charged all sewer fees provided for in the Town of Bedford Sewer Ordinance and any or all apportioned capital costs necessary to operate and maintain the Town's municipal sewer system. Motion seconded by Mike Sills. Motion was 3 yes and 2 no. Mike Sills asked if he could make a motion that the voting was not unanimous as there were some members of the committee who were concerned about the residential impact. Second by Rebecca Hebert. Councilor Rombeau was unsure if this part could be done. Motion passed.

A 5 minute break was taken by the committee at this point.

Discuss results of CCTV (close circuit television program)

Jerome informed the committee the last run of 6,113.5 feet, about 95% of the Town's municipal sewer within the last seven (7) years has been camera, inspected and cleaned. As we are performing the cleaning and inspection, we are getting into accordance in GIS and updating the maps at the same time. Attempting three (3) things at once, thus explaining why it is taking a longer period of time to complete the task. Jerome provided the committee with the maps – 4 pages. Work performed in 2017 includes a section of Route 101 near Corporate Drive, west on Route 101 under Old Bedford Road, heading south and south east onto Constitution Drive. All was cleaned and inspected.

Next map, correction on map ????, Route 3 by Yannis Pizza. A section went under Route 3 with ductile ????? which was jetted and cleaned. Cleaned and inspected Eastpoint Drive (across the street from Coastal Lumber) inspected and cleaned. Also by Route 3 Plaza, Metea Lane, Hawthorne Drive near Sunset Lane area and performed an inspection as well. All of the work performed totaled up to 6,113.5 feet.

Fats, Oils and Grease (FOG Program) Restaurants

The FOG Program – Fats, Oils and Grease – happens in your food services establishments. The City of Manchester recommended that we develop a written program where we hold the food establishments/restaurants responsible for cleaning of their own interceptors and grease traps.

Jerome created an application on Town letterhead and sent to all establishments on February 14, 2018 explaining the program and the application. Jerome is working with Gary Pariseau, Health Dept., and Wayne Richardson, Building Dept., who also performs inspections for internal grease traps. Jerome performs inspections for the external grease traps or interceptors. We are having the restaurants responsible for the cleaning of their grease traps, which they should already be doing. This is attached to their Food Service License and when submitting their license renewal, they will need to submit a log sheet showing it was inspected and cleaned. If this is not done perform, Gary will not issue their license.

This is a new program that has just been established by Jerome. A Health Training Program was held and all seemed on board with the program.

Mike Trainque, Hoyle, Tanner & Associates was present to speak on the Siphon Station as he is currently working on obtaining quotes and estimates for the lining of the channel.

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Mike Trainque mentioned the design life of a sanitary sewer's gravity is 50 years. In Bedford, most of the system is PVC and relatively new, therefore, there is a lot of life expectancy left in the system. In the closed circuit television inspection, Jerome mentioned about 95% of the system has been inspected. The intent is for the inspection program to continue. By going back to systems that were performed 5 to 10 years ago and restart the process all over. In doing so, you can see trending, such as deterioration in pipes, you could compare from inspection to inspection. Mike Trainque indicated most of the sewer system was done in the 1980's.

Mike mentioned relative to the influent chamber in the siphon, there is visible corrosion of the concrete walls. You can see exposed aggregate due to hydrogen sulfide corrosion. A proposal has been received from Ted Berry Co., which Mike needs to review. This would be to clean and line.

Mike applauded Jerome for putting the FOG Program together.

Paul Arnold mentioned the PDF of the Sewer Ordinance that was submitted as part of the packet, on page 5 – this was discussed at the April 13, 2017 meeting, draft of the unbilled sewer service policy that had been mentioned. The draft has been inserted into the Ordinance, however, this has not been officially approved by the Town Council. Chairman Arnold has asked the committee to look it over and if they have any comments or concerns, to bring it up at the next meeting. The issue did get resolved. The date listed in brackets under the header states Added 10-26-2016, however, Chairman Arnold feels this is incorrect as well.

Jerome indicated the problem occurred in 2016.

Councilor Rombeau asked if the committee has to approve that particular draft at the next meeting, then recommend to the Town Council. Chairman Arnold said we would make a recommendation. Review the minutes of April 13, 2017 meeting prior to attending the next meeting. Chairman Arnold would like to meet fairly soon and we will have a new member on the committee.

A motion was made to adjourn the meeting made by Mike Sills, second by Jerome Spooner.

Meeting adjourned at 9:15 a.m.

Minutes submitted by: Joanne E. Fraser, Executive Assistant – Public Works Dept.