

TOWN OF IPSWICH  
Select Board Meeting as Electric Light Commissioners  
Monday, September 5, 2023 at 6:00 PM  
Meeting Room A – Town Gall, 25 Green Street

Pursuant to Open Meeting Law M.G.L. Chapter 30A, §§ 18-25, a written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Select Board was held on Monday, September 5, 2023 at Town Hall, 25 Green Street

Select Board members present: Sarah Player (Chair), Linda Alexson (Vice Chair), Michael Dougherty, Charles Surpitski, Carl Nysten (phone)

Also Present: Stephen Crane (Town Manager), Mary Gallivan (Assistant Town Manager), Sarah Johnson (Finance Director), Brandan Conboy (Planning Director)

### 1. Executive Session

*VOTE: Charlie Surpitski moved to convene in executive session, Linda Alexson seconded. The motion passed unanimously by roll call vote. The Board entered into executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes:*

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel related to interim electric light manager.

- a. Approval of Executive Session minutes: July 17, 2023, August 21, 2023, August 28, 2023.

### 2. Pledge of Allegiance

### 3. Welcome/ Announcements – S. Player

- The Love Your Neighbor 5K will take place on October 1 at 11:00 AM. This is a town partnership with the Ipswich Human Rights Commission to support diversity, equity, and inclusion.
- MEPA recommended extending the comment period to October 10 for the dam removal project. There will be a virtual question and answer session held on Wednesday, September 13 from 5:30-7:00 PM. There will also be an in-person session on Thursday, September 14 at 12:00 PM, which will begin at the Town Hall and then travel to the dam for an on-site presentation. There will also be a Select Board meeting the third week of September in which the dam removal will be the only item on the agenda. There is a hard copy of the MEPA filing at the library reference desk additional to the online copy. There is also a video on the Town's website demonstrating how to submit a question online or in writing. MEPA is mandated to give answers to all questions.
- Tomorrow at 7:00 PM the Shellfish Subcommittee will hold a special meeting regarding shellfish and the dam project. This meeting is not part of the MEPA process and does not take the place of the MEPA meetings or questions to MEPA. The purpose of this meeting is to listen. The Shellfish Committee is an advisory board to the Select Board. The goal is to send the Select Board a memorandum of what they heard from the meeting.
- Michael said there is a Water/Wastewater Subcommittee meeting tomorrow night at the Utilities Department at 7:00 PM.
- There is an Audit Committee meeting on Wednesday, September 27, at 7:00 PM in Meeting Room A.
- The Waste Reduction Advisory Committee will meet will meet on September 13 at 6:30 PM.
- The Affordable Housing Trust/ Ipswich Housing Partnership will meet on September 14 at 7:30 AM at Town

Hall.

#### 4. Citizen Queries – S. Player

- Wendy Copithorne, 41 Linebrook Rd. said she is there to present additional petitions for the Build It Right group. The last time the group presented they had 700 petitions, they are adding to that an additional 300. This is after the new design.
- Caitlin Trindade, 11 Pineswamp Rd, said members of the Select Board commented that some of the information that was sent out to the public from the Build it Right Group was misinformation. The information sent out was taken from Select Board meeting minutes. Caitlin asked the Select Board to let her know which information is incorrect and asked the Select Board to update the public on the correct information.
- Christopher Cerino, Broadway Ave, asked if they can ask questions at the live meeting on Thursday. Sarah said the state doesn't bring a minute taker, so if anyone wants to submit a formal question to be included in the minutes, it needs to be on the zoom call on Wednesday. Christopher asked the Select Board if they read the commentary he sent and asked if they had any questions or comments. Sarah said they have received it and will respond to the email if they have questions. Christopher also showed the Ipswich Mills Dam Project FAQ's taken from the town's website and asked, if the dam is removed, how much would the water level drop upstream from the dam? The answer is a little unclear in the FAQ sheet. Chris also said he had stated a concern that the questions sent to MEPA were not available for everyone to see, Sarah said they are working on making it so they can be seen to the public.

#### 5. PUBLIC HEARING: Amendment Shellfish Rules and Regulations– S. Player

Sarah read the legal notice.

*VOTE: Motion to open the Public Hearing made by Linda, seconded by Michael. The motion passed unanimously by roll call vote, 5-0*

Officer Mathew Bodwell spoke about the amendment since Chief Nikas was unable to attend the meeting. At the August 8, 2023 meeting, the Shellfish Advisory Board voted to request the Select Board vote to extend the current daily catch limits to 300 lbs. for softshell clams until October 1, 2024. The request for another year of 300 lb. daily limit comes after the 2022 and 2023 catch data was reviewed. The Shellfish Advisory Board determined the clam biomass can withstand the pressure of harvesting 300 lbs. per day and they will continue to look at the data to determine if any changes in the daily catch limit need to be made. Sarah asked if the Department of Marine Fisheries gives a recommendation, they do not but they review the data together. Charlie asked how many days they were able to clam this summer, Matt said the month of July they were open maybe 14 days because there has been so much rain. Michael asked if the request is to keep it at 300, Matt said they are digging 300 lbs. now and we are just asking to keep it the same but extend it a year. Linda said the regulation for Ipswich is 300 lbs. but each town is able to set their own limits. Carl asked who is involved in this beyond the Shellfish Advisory Board and asked if anyone from the state is involved. Linda said she doesn't believe anyone from the state is involved other than the Division of Marine Fisheries reviewing the shellfish data with them. Sarah asked if there were any comments from the public, there were not.

*VOTE: Motion to close the public hearing made by Charlie, seconded by Linda. The motion passed unanimously by roll call vote, 5-0.*

*VOTE: Charlie motion to keep the harvest limit of 300 lbs. of shellfish, excluding oysters and sea clams, per licensee per day until October 1, 2024. The harvest limit shall be 180 lbs. of shellfish excluding oysters and sea clams beginning October 2, 2024. Seconded by Michael. The motion passed unanimously by roll call vote, 5-0.*

#### 6. Select Board Vote Recommendations for STM Warrant, Sign Warrant – S. Player

##### Article 1: FY24 Municipal Budget (State Aid)

*VOTE: Motion to support Article 1 made by Michael, seconded by Charlie. The motion passed unanimously by roll call vote, 5-0.*

Linda asked Stephen to remind the Board why the Management Transfer Fund is so much higher this year and asked what that will be used for. Stephen said the Management Transfer Fund has typically been used for wage adjustments or unforeseen expenses. In this case we have talked a lot about the municipal marketplace and retention of staff. We would like to use the money to develop a classification and compensation study which may result in wage adjustments. These funds would be used to fund the study as well as to make any wage adjustments.

Linda also about the Conservation Commission Fund and asked if it is appropriated for the Wetlands Fund, is it intended that the General Fund will be reimbursed as fees come in? Stephen said the intention is to let it rebuild over time and then assess if the fees are sufficient for the level of service we need to provide. We think it should be covered by the General Fund for now, but if the wetland fees are sufficient to reimburse the General Fund they will. It really is an employee expense that is offset by Wetland Fees. We need to have another conversation about this moving forward. Linda asked if we should increase the fees so this doesn't happen again, Stephen said they will talk about that going forward.

Michael said the move regarding the Management Transfer Fund is contradictory from what we did last year, but it's different this year because we know who the Town Manager is now and there is a need for market adjustments for municipal salaries. Michael said he thinks there are other ways to retain employees and we should continue to have these conversations moving forward as the market continues to adapt. If we want to define in the future what the Management Transfer fund can be used for, we can do that going forward.

Sarah said she likes the idea of using technology to benchmark who we are competing with for talent.

## **Article 2: FY24 School Budget (State Aid)**

*VOTE: Motion to support Article 2 made by Michael, seconded by Linda. The motion passed unanimously by roll call vote, 5-0.*

Carl had asked last time if we knew what the School Department had planned for the additional state aid, Sarah said she asked Kate Elliot, School Board Chair, and she was going to get back to them.

## **Article 3: FY24 Municipal Budget**

*VOTE: Motion to support Article 3 made by Linda, seconded by Michael. The motion passed unanimously by roll call vote, 5-0.*

Stephen said this is not an increase in levy, it is an increase in the appropriation to spend the money that is offset with the assessments we are getting from the other towns. When we established the Regional Animal Control, it was happening concurrently with the budget and we didn't include this in it.

Jamie Fay, Chair of the Finance Committee, said we have a 2024 Town Meeting approved budget requesting an increase. It looks like the salary of the Animal Control Officer is being increased by \$25k. Stephen said this is a bigger responsibility including barn inspections and overseeing many other employees. This person will also be responsible for 4 other towns and will have more staff under their responsibility.

## **Article 4: Appropriation to Essex Tech**

*VOTE: Motion to support Article 4 made by Michael, seconded by Charlie. The motion passed unanimously by roll call vote, 5-0.*

## **Article 5: Transfer Funds for Opioid Remediation Purposes**

*VOTE: Motion to support article 5 made by Linda, seconded by Michael. The motion passed unanimously by roll call vote, 5-0.*

Stephen said this money was given to the town for opioid remediation services. It's not enough money to hire a full-time staff person, so the town has decided to coordinate with other towns to hire a regional staff person with the purpose of opioid remediation.

### **Article 6: Water Department Infrastructure Improvements (Dow Dam)**

*VOTE: Motion to support Article 6 made by Michael, seconded by Charlie. The motion passed unanimously by roll call vote, 5-0.*

Linda said this has been reduced by \$1M from the original ask. Linda asked if the costs will be increased since we waited on this, Michael said the original intent was to do this during October so it is still the same timeline. Stephen said Vicki has been in talks with the original bidder about holding the price.

### **Article 7: Public Safety Facility Bid Contingency Funds**

*VOTE: Motion to support Article 7 made by Linda, seconded by Michael.*

Stephen recommended to include an article on behalf of the Public Safety Building Committee so that in case there is a small increase in the cost of the project we will be able to insure we can maintain the design in the project we have. These funds are not being presented in order to fill a gap.

Jamie Fay, member of the Public Safety Building Committee, said he appreciates the support the Select Board has shown them as they try to move forward. Jamie suggested a wording change so that the money is not restricted in what it can be used for.

Michael asked if \$500k was a random number, he asked if we think we will get to a point in October where that number is more fine-tuned? Or does it make the most sense to keep it in there. Jamie said the idea of having it in the warrant is just to give the voters an idea of what they're talking about. It can be modified.

Linda asked what the current balance is in Free Cash. Sarah Johnson, Finance Director, said it has not been certified yet. The Department of Revenue compares it to the audit, but the audit has not been submitted yet. We had \$600k left over from last year that we didn't use. We have a little over \$2M in extra revenue, and over \$800k that we turned back in the general budget. We're looking at over \$3.5M and the schools turned back some money too, that Sarah does not have details on that now.

Jim Engel, 362 Linebrook Rd. said as the Moderator he would rule against any number above \$500k if there was an amendment at Town Meeting unless the original article contains the wording "more or less". Jim also said if they want to restrict what the funds will be used for, that should be in the motion and not in the summary.

*VOTE: Charlie moved to support Article 7 with the verbiage to see if the town will transfer from available funds the amount of \$500k more or less for the purpose of creating a contingency fund for the Public Safety Building Facility, or take any action relevant thereto. Seconded by Michael.*

Carl asked, is the amount requested enough? The committee has consistently said it won't return to Town Meeting for additional funds, and circumstances have caused this need. But we don't want to have to do this again. Sarah suggested the following amendment:

*VOTE: To see if the town will transfer from available funds the amount of \$500k, more or less, for the purpose of creating a contingency fund for the Public Safety Facility bidding process, or take any action relative thereto. Seconded by Michael. The motion passed unanimously by roll call vote, 5-0.*

## **Article 8: Amend Town Government Study Committee Bylaw**

Gary Champion, 3 Palamino Way, Chair of the Government Study Committee, explained the amendment to the wording of the bylaw. Emilie Smith, 5 Birch Lane, member of GSC also joined. Gary said the third paragraph of section 35-2 included language about the GSC holding hearings at Select Board meeting to propose legislation. The GSC voted unanimously to add the language that the Select Board suggested and the GSC asks the Select Board to support the article as amended. Charlie asked Gary if they changed the GSC's ability to be able to investigate a particular part of the charter without any charge from the Select Board. Gary said the GSC's position was and remains that the GSC is established by Town Meeting to advise, and that would include the GSC selecting topics they feel appropriate to research and make recommendations on. Town Meeting can present topics to the GSC provided the topic has been in a warrant article. Emilie said she thinks Charlie brings up a good point that isn't drafted in the bylaw. Sarah asked about the verbiage "The Select Board may refer topics" vs. saying "The Select Board shall refer topics". Sarah said perhaps we should make it "shall" so that the Select Board is expected to give topics to the GSC.

Linda asked about the first paragraph in 35-3 and the word "public" and asked if that implies that the public can contact the GSC outside of Town Meeting. Emilie said yes, in the fact that they can attend a meeting. Linda said she also would have liked the second sentence to say something about discussing the previous work from the year before as well as recommendations going forward. Emilie said if they go before them only once per year, that would be important. She would hope they are coming before them twice per year so they can be kept up to speed. Gary said they will make sure they do that during the report. Michael said he thinks the verbiage about making annual reports does cover that. He suggested a change to the verbiage and made a motion to support this with the change to the verbiage.

*VOTE: Motion to support article 8 made by Michael, seconded by Carl.*

Charlie said he commends the work the GSC does, but he thinks without a collaboration between the boards and an agreement about what will be studied, we are in danger of 4 or 5 people taking the government in a place we shouldn't go. The Select Board is elected by a lot more people that have faith in them. He would support this if we had verbiage that states that issues that are chosen by the GSC may be recommended to the Select Board and can be moved forward with a collaborative effort. Sarah said it is concerning that the GSC would be able to study any topic they want. Emilie asked if we have phrasing that says something to the effect of "with the approval of the Select Board" or "under the supervision of the Select Board". Linda suggested "on behalf of". Sarah said the biggest change from last year is clarification of the Town Meeting process. Michael said the reason he supported it with the language adjustment is because there are two ways articles can be on the warrant, through the Select Board and through a Citizens Petition. If it's not a Citizens Petition, it's up to the Select Board if it goes on the warrant. He asked, what additional language would be needed in here to address the autonomy issue? Sarah said the concern is that the group could be researching topics that didn't come from the Select Board or from Town Meeting. So that is not representative of the public, it's just a few individuals deciding.

*VOTE: Motion to support Article 8 with the language added "after conducting a public hearing thereon during a Select Board meeting", made by Michael, seconded by Carl. Motion failed by roll call vote, 2-3. Linda, Charlie, and Sarah did not support.*

## **Article 9: Adoption of Specialized Stretch Energy Code**

*VOTE: Motion to support Article 9 made by Carl, seconded by Sarah.*

Michael said he wonders if this is going above and our jurisdiction in regards to this. We don't want to get into a position where we are doing too much and we are not able to have new development in town.

Linda said she wanted to know how feasibility is determined when the code mentions "solar panels must be installed if feasible". Linda also said she heard one of the citizens' points at the warrant hearing that you can prewire a home but if technology changes this is pointless.

Carl said we should remember this follows a natural evolution of building codes. Building codes and construction standards always evolve over time. Several of the plans we have voted on in town support this initiative, and we have an

opportunity to get ahead of the curve. Linda asked how you can prewire a home if you don't know what you're going to put in 15 years down the road.

Charlie asked how many other communities have adopted this. Carolyn Britt, 1 Shagbark Woods, member of the Climate Resiliency Committee, said this has been adopted by 18 other communities including Boston. Carolyn said it's pretty straightforward and it's much easier to install in a new home vs. an old home or after the fact. Charlie asked if the legislature and the DOER opposed this, why didn't they make it mandatory vs. putting it on the towns to decide. Carolyn said she isn't sure. Charlie said he would like to RATM this.

Michael said he worries about these requirements in regards to affordability. Sarah said most new construction tax credits are given based on sustainability so this would not have a negative effect on development. Carolyn said she will provide more information on this.

*The motion failed by roll call vote, 2-3. Charlie, Linda, and Michael did not support.*

*VOTE: Motion to put Article 9 on a future agenda made by Charlie, seconded by Linda. The motion passed by roll call vote, 5-0.*

#### **Article 10: Drive-through Facilities**

*VOTE: Motion to recommend Article 10 made by Charlie, seconded by Michael. The motion passed by roll call vote, 5-0.*

#### **Article 11: Miscellaneous change to Nonconforming Height Restrictions**

*VOTE: Motion to recommend Article 11 made by Charlie, seconded by Linda. The motion passed by roll call vote, 5-0.*

#### **Article 12: Miscellaneous Change to Fence Height Regulations**

*VOTE: Motion to recommend Article 12 made by Charlie, seconded by Linda. The motion passed by roll call vote, 5-0.*

Michael asked if this is the one where he raised the concern about possibly splitting this up into two Planning Board articles. Sarah said no.

#### **Article 13: Authorize Conservation Commission to Enter into Lease of Farm Fields at 275**

*VOTE: Motion to recommend Article 13 made by Linda, seconded by Michael. The motion passed by roll call vote, 5-0.*

Linda said the Conservation Commission voted 5-1 and she was curious what the opposition was about. Brandan Conboy, Planning Director, said the concern was about the use of pesticides in the report and they wanted more clarification.

#### **Article 14: Amending Town Charter to Give Select Board Exclusive Authority to Appoint Members of Planning Board**

*VOTE: Motion to recommend Article 14 made by Michael, seconded by Linda. The motion passed by roll call vote, 4-1. Carl did not support.*

Sarah said this will be on the warrant no matter what they vote since this is a Citizens Petition. Linda said she supports this because the Select Board holds public interviews. The Planning Board is a very important board and she believes the public should see the interview process. Charlie said he supports it as well. Carl said he would prefer to see this further studied by the Government Study Committee.

*VOTE: Motion to vote to sign the warrant, made by Charlie, seconded Linda. The motion passed by roll call vote, 5-0.*

## **7. End of Year Budget Update – Sarah Johnson**

Sarah Johnson, said she included in the packet the end of year report. It summarized the revenues and expenditures that we closed out for the year. We did very well this year, Sarah went over the information in the report. We have \$2.3M in leftover revenue and \$850k in expenses. That's \$3.1M, with \$600k left over from last year, so we end with roughly \$3.7M. Linda asked about the chart that showed the expended amounts. The original budget for government was higher than budgeted for, so do we use the savings for that? Sarah said they used Management Transfer for higher expenses.

## **8. Reserve Fund Update**

There were a lot of FinCom Reserve Fund transfers this year because there were a lot of unexpected expenses including 4 new copiers, a new boat motor, police overtime, and legal expenses. Michel asked what will happen with the money that was allocated for the boat motor since we already purchased it. Sarah said it will remain in the harbormaster budget.

## **9. Discuss/Vote Select Board Norms**

Sarah suggested they delay this conversation until next meeting.

## **10. Vote Select Board Goals**

*VOTE: Motion to adopt the 2023/2024 Select Board Goals made by Charlie seconded by Linda. The motion passed by roll call vote, 5-0.*

Linda asked, under Boards and Committees, we had talked about bringing in committees to meet with us. Is that part of the norms or the goals? Sarah said that is part of the goals. The norms are more about coming to meetings and being prepared. Linda said that's not on here, if we want it to be in the goals section. Sarah said we could include this under the phrase "clarify roles and responsibilities". Stephen said not having that action step on here does not mean the board cannot have meetings with committees. Linda said she just doesn't want us to lose that goal.

Carl said he found some grammatical changes that he can send to Sarah. They don't affect the substance of the goals, it's just about language.

## **11. Tri-Board Agenda Planning Discussion**

Sarah said she had a few calls with the other chairs and they created a draft agenda. The Whittier Superintendent is going to come give a presentation on the capital project. She would like questions submitted to her ahead of time if possible. Jamie is also going to speak to her to see if she has any information that she can provide to us ahead of time to guide questions. There will be a discussion about restarting the Strategic Working Group, a discussion on budget guidelines/ process, and a Public Safety Building update. There will be a school building update, an update of the ESCO project, and a discussion on shared goals or goal alignment of the tri-board.

Michael said we always meet with our state legislators during Bean Counting, but asked if it makes sense to have an end of year conversation regarding the finalized state budget. Or to have a high view presentation from the Town and School Finance Directors. That way we can have a discussion after everything has been concluded. Sarah P. asked if Sarah J. plans to make an end of year presentation to the FinCom as well, because she just made one to the Select Board so it may be repetitive if she does it at the tri-board meeting. Carl said he thinks it makes sense to do a more formalized process after the goals have been set to meet with the delegation and let them know what we might be looking to them for help with. Sarah said they can move the proposed second tri-board to earlier and change the timeline. Michael said shortly after Special Town Meeting, perhaps early November. No items will be added to the Tuesday, September 26 tri-board agenda.

## **12. Discuss, Plan Town Manager Evaluation Process**

Sarah suggested they delay this conversation until next meeting.

### **13. Consent Agenda**

- a. One Day Wine and Malt Application(s) –
  - i. Tim Griggs of True North Ale for Appleton Farm Days and Oktoberfest at 219 County Road on September 16, 17 and October 14 and 15, 2023 and for Marini Farm Booze and Corn Maze at 259 Linebrook Road on September 23 and 30, 2023.
  - ii. Jessica Porter of Appleton Farms, 219 County Road for Wood-Fired Pizza Picnics at the Farm on September 10, 17 and 24, 2023.
  - iii. Michele McGrath of Ipswich Cultural Council for Ipswich Cultural Council 37<sup>th</sup> Annual Art Show and Sale at Town Hall, 25 Green Street on October 6, 2023.
- b. One Day All Alcohol Application(s) –
  - i. Andrew Skillman of Ipswich Masonic Temple, 70 Topsfield Road for a Party on September 30, 2023.

*VOTE: Motion to approve the consent agenda as listed in the packet, moved by Michael, seconded by Linda. The motion passed by roll call vote, 5-0.*

### **14. Approval of Minutes**

- a. August 7, 2023

Sarah suggested an edit to the word “settling” which should have been “goal setting”.

- b. August 14, 2023

Sarah suggested an edit to the name “Mel Fleckner” which should be “Mel Kleckner”.

- c. August 21, 2023

*VOTE: Motion to approve the above minutes with edits made by Linda, seconded by Michael. The motion passed by roll call vote, 5-0.*

### **15. Town Manager Report**

Stephen asked Mary to discuss the compensation study. The Town Manager is supposed to regularly look at compensation. Mary looked at all positions and reviewed contracted positions, positions where people have asked for increases, and positions that may be redundant. Mary reached sent those to GOV HR and they came back with an estimate of \$18k to do the classification and compensation for those positions, which is about \$400 per position. They will look into other communities and similar positions to compare pay. GOV HR also suggested doing classifications with all positions under the Equal Pay Act. This is something that we have in our rules and regulations and we haven’t done this in a long time.

Michael asked if this study dives into comparing the duties and responsibilities of each position vs. just comparing the titles. Stephen said they do to a point.

### **16. Select Board Subcommittee Updates**



The Shellfish Advisory Board will meet tomorrow night to discuss shellfish concerns about the dam removal process. The shellfish board is an advisory board to the Select Board. The plan is to hear concerns, have a discussion, and then summarize those concerns in a memo to the Select Board.

On August 23 Linda attended her first Waste Reduction Advisory meeting. The major focus is sustainability and they sponsor great programs for the town to educate the public and promote waste reduction and recycling. The next meeting is September 13. The September 23 electronics and Styrofoam collection event has been moved to Saturday, October 21.

The Veteran's Board has approved the VSO posting and job description and a screening subcommittee is going to meet on September 12 to initially review resumes for the VSO position. In the meantime, Linda is working with Jim Graffum to set up a meeting with some of the local veterans leaders to discuss their experience over the years with the prior VSO, and to see what they are hoping to see moving forward. Linda thanked Stephen and Mary for their help with this process.

### **17. New/ Future Business**

Michael said they received a few emails regarding development of 5 and 11 Washington Street. There seems to be a drop off in activity. Michael asked who follows up with developers on projects, and what responsibilities does the developer have to mitigate health and safety risks this could pose. Sarah suggested adding an agenda item about this. Michael said he thinks that's a good idea because it's not the only project in town like this. Stephen said that may not be the responsibility of the Select Board. The Select Board can certainly hear a report on this, but should then ensure that the proper department is taking care of this matter.

Charlie asked about the letter from the Veterans groups about an upcoming celebration and he asked if the board will send a representative. Charlie said he would be happy to go.

Michael left the meeting at 10:30PM.

### **18. Miscellaneous and Correspondence**

- a. Approved Banners
- b. Employee Changes

### **19. Adjourn – S. Player**

*VOTE: Motion to adjourn made by Charlie, seconded by Linda. The motion passed unanimously by roll call vote, 4-0.*

Respectfully Submitted By  
Alyson von der Esch  
September 13, 2023