

RTM Ed & Rec Committee Meeting
Board of Education Building, Kings Highway, Fairfield and via WebEx
February 21, 2023
Minutes

1. Call to Order

Meeting Called to Order at 10:05 pm.

2. Roll Call

Members	Present/Absent
Mark A. McDermott, District 7	Present
Marcy Spolyar, District 4	Present
Margaret Horton, District 9	Present
Steve M. Berez, District 6	Present
Lisa Havey, District 6	Present
Kelly Scinto, District 9	Absent
Cameron Choniski, District 8	Present
Brooke Sparacino, District 10	Present

3. To consider and act upon the minutes of the Education and Recreation Committee Meeting held on January 17, 2023.

A motion to approve the minutes was made by Representative Choniski, seconded by Representative Havey. The motion carried unanimously.

4. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that that the Town of Fairfield, by its First Selectwoman, Brenda L. Kupchick, be, and hereby is, authorized to enter into a ground lease for 75 years with Habitat for Humanity to build four units of affordable home ownership housing at 244 Greenfield Street with no cost to the Town and; FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick is authorized to execute all documents in connection thereto.”

A motion to approve was made by Representative Horton, seconded by Representative McDermott. The motion carried unanimously, 7-0-0.

Discussion: None

5. To consider and act upon the following resolution recommended by the First Selectwoman:

“RESOLVED, that a certain contract negotiated by and between the Town of Fairfield and the United Public Service Employees Union (UPSEU) Unit #222 (Town Hall Employees Association) concerning conditions of employment for the period ending June 30, 2021 be, and hereby is, amended, in the manner described in the attached Memorandum of Agreement so as to make the contract effective through June 30, 2025 and to incorporate certain other changes regarding wages, hours and other matters.”

A motion to approve was made by Representative Berez, seconded by Representative Havey. The motion carried unanimously, 7-0-0.

Discussion: None

6. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that, in accordance with a request from the Town Attorney, certain amendments be, and hereby are, made to the following cell tower leases: New Cingular Wireless PCS, LLC 100 - Reef Road; Dish Wireless, LLC - 3965 Congress Street.”

A motion to approve was made by Representative Choniski, seconded by Representative Berez. The motion carried unanimously, 7-0-0.

Discussion: None

7. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that the Bond Resolution entitled, ‘A Resolution Appropriating \$7,255,022 For The Costs Of Certain Non-Recurring Capital Projects And Authorizing The Issuance Of Bonds To Finance Such Appropriation,’ be, and hereby is, approved.”

A motion to approve was made by Representative McDermott, seconded by Representative Havey. The motion carried 4-0-3.

Discussion: Representatives Spolyar, Berez and Choniski expressed that they would be abstaining pending further thought on the resolution.

8. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that a resolution appropriating \$760,000 for the costs related to uses of the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund be, and hereby is, approved.”

A motion to approve was made by Representative Horton, seconded by Representative Spolyar. The motion carried unanimously, 7-0-0.

Discussion: Representative Havey asked for clarification on the funding for this resolution, which is reassignment from unspent ARPA funds.

No other matters were presented.

9. Adjournment

A motion to adjourn was made by Representative Havey, and seconded by Representative McDermott. Motion passed unanimously.

The meeting was adjourned at 10:21 pm.

Respectfully submitted by:

Margaret Horton
Secretary, Ed & Rec Committee
February 22, 2023

Public Works and Planning Committee
Meeting Minutes - DRAFT
February 21, 2023

I. Call to order

The regular meeting of the Public Works and Planning Committee was called to order by Chairman Wolk at 10:06 pm on Tuesday, February 21, 2023 at the Board of Education building, 501 Kings Highway East.

II. Roll call

Representative Brown conducted the roll call. The following persons were present:

Jay Wolk - Chair	Alex Durrell
Christine Brown	Andrew Graceffa
Ken Astarita	Michelle McCabe - online
Peter Britton	

Rep. McCormack was absent.

III. Approval of minutes from last meeting

Rep. Brown circulated the minutes from the January 17, 2023 meeting which were approved as drafted.

IV. Items on the Call

1. To hear a report from the Affordable Housing Committee. There was no discussion on this item.
2. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that that the Town of Fairfield, by its First Selectwoman, Brenda L. Kupchick, be, and hereby is, authorized to enter into a ground lease for 75 years with Habitat for Humanity to build four units of affordable home ownership housing at 244 Greenfield Street with no cost to the Town and;

FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick is authorized to execute all documents in connection thereto.”

Rep. Durrell moved to approve this resolution, duly seconded.

VOTE: The motion carried unanimously.

3. To consider and act upon the following resolution recommended by the First Selectwoman:

“RESOLVED, that a certain contract negotiated by and between the Town of Fairfield and the United Public Service Employees Union (UPSEU) Unit #222 (Town Hall Employees Association) concerning conditions of employment for the period ending June 30, 2021 be, and hereby is, amended, in the manner described in the attached Memorandum of Agreement so as to make the contract effective through June 30, 2025 and to incorporate certain other changes regarding wages, hours and other matters.”

Rep. Graceffa moved to approve this resolution, duly seconded.

VOTE: The motion carried unanimously.

4. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that, in accordance with a request from the Town Attorney, certain amendments be, and hereby are, made to the following cell tower leases:
New Cingular Wireless PCS, LLC 100 - Reef Road;
Dish Wireless, LLC - 3965 Congress Street.”

Rep. Graceffa moved to approve this resolution, duly seconded.

VOTE: The motion to approve the resolution carried unanimously.

5. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that the Bond Resolution entitled, ‘A Resolution Appropriating \$7,255,022 For The Costs Of Certain Non-Recurring Capital Projects And Authorizing The Issuance Of Bonds To Finance Such Appropriation,’ be, and hereby is, approved.”

Rep. Britton moved to approve this resolution, duly seconded.

VOTE: The motion to approve the resolution carried unanimously.

6. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that a resolution appropriating \$760,000 for the costs related to uses of the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund be, and hereby is, approved.”

Rep. Astarita moved to approve this resolution, duly seconded.

VOTE: The motion to approve the resolution carried unanimously.

New Business

There was no new business.

VI. Adjournment

A motion to adjourn the meeting was made by Rep. Britton, duly seconded and unanimously approved. The meeting was adjourned at 10:19 pm.

Respectfully submitted,

Christine Brown, Secretary

Finance committee called to order at 10:06pm, Vice Chair Joe Siebert presiding

Joe Siebert, Bil Gerberl, John Kuhn , Liz Zezima, Jim Meyers, and Melissa Longo in attendance
Ed Bateson at L&A
Sharon Pistilli and Amy Ruggiero on phone

No previous meeting minutes to approve.

1 heard housi

4. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that that the Town of Fairfield, by its First Selectwoman, Brenda L. Kupchick, be, and hereby is, authorized to enter into a ground lease for 75 years with Habitat for Humanity to build four units of affordable home ownership housing at 244 Greenfield Street with no cost to the Town and;

FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick is authorized to execute all documents in connection thereto.”

Motion: Bill

Second: Melissa

No discussion

Unanimous approval

5. To consider and act upon the following resolution recommended by the First Selectwoman:

“RESOLVED, that a certain contract negotiated by and between the Town of Fairfield and the United Public Service Employees Union (UPSEU) Unit #222 (Town Hall Employees Association) concerning conditions of employment for the period ending June 30, 2021 be, and hereby is, amended, in the manner described in the attached Memorandum of Agreement so as to make the contract effective through June 30, 2025 and to incorporate certain other changes regarding wages, hours and other matters.”

Motion: Jim

Second: Bill

No discussion

Unanimous approval

6. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that, in accordance with a request from the Town Attorney, certain amendments be, and hereby are, made to the following cell tower leases:

New Cingular Wireless PCS, LLC 100 - Reef Road; Dish Wireless, LLC - 3965 Congress Street.”

6 res BoS cell tower leases amendments

Motion: Bill

Second: Jim

No discussion

Unanimous approval

7. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that the Bond Resolution entitled, ‘A Resolution Appropriating \$7,255,022 For The Costs Of Certain Non-Recurring Capital Projects And Authorizing The Issuance Of Bonds To Finance Such Appropriation,’ be, and hereby is, approved.”

Motion: Jim

Second: Bill

Melissa wanted to hear more about Angelo’s bid v ask amount; looking for more info concerning Warde courts funding now 30 v 418 for full amount. Not clear what was being asked of RTM to approval. Others agreed with this perspective.

Also wanted to know more about Tunxis Hill pickle ball courts. Why add 2 more when 2 others can be rehabbed into playing condition? Why not 2 more in another location?

All abstained

8. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that a resolution appropriating \$760,000 for the costs related to uses of the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund be, and hereby is, approved.”

Motion: Sharon

Second: Melissa

Discussion about below ground construction in flood plain for some of police building renovations; was it included in \$760K approval or not. Just lobby configuration this year.

Wondering about water issues in the past. Has it been a problem in the past? Not to build underground

All in favor

Motion to adjourn: Joe

Second: Melissa

Meeting adjourned at 10:32pm.

COMMITTEE MEETING LEGISLATION AND ADMINISTRATION
MEETING MINUTES

February 21, 2023 @ 10:03 PM

Members: P. Iacono, J. Steele, E. Bateson, J. Garskof, K. Wackerman, J. Vergara, D. Georgiadis, T. Lambert

I. Call to order

J. Garskof called to order the regular meeting of the Legislative and Administration at 10:00 PM on January 17, 2023.

II. Roll call

T. Lambert conducted a roll call. E. Bateson, J. Steele, J. Garskof, K. Wackerman, J. Vergara, D. Georgiadis, T. Lambert present, P. Iacono was absent.

III. Items on the Call

a) T. Lambert moved to approve the minutes from the previous meeting, seconded by K. Wackerman. All members voted to abstain as they had not been shared with the committee.

b) Item #4 on the Call, To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that that the Town of Fairfield, by its First Selectwoman, Brenda L. Kupchick, be, and hereby is, authorized to enter into a ground lease for 75 years with Habitat for Humanity to build four units of affordable home ownership housing at 244 Greenfield Street with no cost to the Town and;

FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick is authorized to execute all documents in connection thereto.”

Motion to consider the resolution, moved by K. Wackerman seconded by E. Bateson.

J. Garskof says he has changed his position on this based on alleviating concerns about flooding.

A vote was called to consider the motion. All members voted in favor. The motion passed unanimously.

c) Item #5 on the Call, To consider and act upon the following resolution recommended by the First Selectwoman:

“RESOLVED, that a certain contract negotiated by and between the Town of Fairfield and the United Public Service Employees Union (UPSEU) Unit #222

(Town Hall Employees Association) concerning conditions of employment for the period ending June 30, 2021 be, and hereby is, amended, in the manner described in the attached Memorandum of Agreement so as to make the contract effective through June 30, 2025 and to incorporate certain other changes regarding wages, hours and other matters.”

Motion to consider the resolution, moved by T. Lambert seconded by K. Wackerman.

J. Steele asked a clarification question about insurance payment increased costs to town. J. Garskof pointed out high deductible nature of the plan. He thinks there is a cost, but not a large cost. D. Georgiadis pointed out that cost of adding individual members likely not to be high. Discussion then ensued about details about insurance program.

A vote was called to consider the motion. All members voted in favor. The motion passed unanimously.

- d) Item #6 on the Call, To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that, in accordance with a request from the Town Attorney, certain amendments be, and hereby are, made to the following cell tower leases:

New Cingular Wireless PCS, LLC 100 - Reef Road;

Dish Wireless, LLC - 3965 Congress Street.”

Motion to consider the resolution, moved by K. Wackerman seconded by E. Bateson.

J. Vergara noted that she has questions that she plans to send to J. Schmitt and town counsel J. Baldwin, including questions about availability of 5G coverage and proper spacing for them.

D. Georgiadis raised issue of not much information being provided other than just hiring a consultant.

A vote was called to consider the motion. All members voted in favor with the exception of J. Vergara, who abstained.

- e) Item #7 on the Call, To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that the Bond Resolution entitled, ‘A Resolution Appropriating \$7,255,022 For The Costs Of Certain Non-Recurring Capital Projects And Authorizing The Issuance Of Bonds To Finance Such Appropriation,’ be, and hereby is, approved.”

Motion to consider the resolution, moved by J. Steele, seconded by T. Lambert.

J. Steele asked question about what are we going to do next for H. Smith Richardson’s ten year plan. He expressed concern that the golf course must be maintained. Mentioned he will follow-up with A. Calabrese with additional questions.

E. Bateson raised concerns about where we are going with appropriations that are not even accurately budgeted yet, and items should be budgeted first then funding voted on them. Specifically he raised concerns with appropriations for the Knapps Highway tennis and basketball courts in the Board of Education capital projects. J. Garskof mentioned RTM’s ability to reduce the total bonding to remove certain items.

J. Steele made a motion to approve an amendment for the full amount of funding with the exception that the committee approve design costs only for the tennis and basketball courts and ask the Board of Education to request the funds to execute the project after it gets a sense of the expected cost.

A vote was called to consider the amendment. All members voted in favor. The amendment passed unanimously.

J. Vergara raised concerns with adding more impermeable coverage to Tunxis Hill Park with additional pickleball costs.

J. Vergara made a motion to approve an amendment to further reduce this item to account for only replacing existing pickleball courts, not adding additional two courts.

A vote was called to consider the amendment. J. Vergara, K. Wackerman, and T. Lambert voted to approve, E. Bateson and J. Steele voted against, and J. Garskof and D. Georgiadis abstained.

A vote was called to consider the motion. All members voted in favor. The motion passed unanimously.

- f) Item #8 on the Call, To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that a resolution appropriating \$760,000 for the costs related to uses of the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund be, and hereby is, approved.”

Motion to consider the resolution, moved by K. Wackerman, seconded by T. Lambert.

A vote was called to consider the motion. All members voted in favor. The motion passed unanimously.

- g) Item #9 on the Call, the Moderator has referred amendments to the Noise Ordinance, Chapter 78 of the Code of the Town of Fairfield, sponsored by Jeff Galdenzi, District 3; Jay Wolk, District 5; Andrew Graceffa, District 6; Jill Vergara, District 7; and Dru Georgiadis District 9, to the Legislation and Administration Committee under Rule 32 of the RTM Rules to Regulate.

J. Vergara mentioned work that went into this ordinance, which was culmination of years long effort, including engagement of a noise consultant. Version before us includes changes incorporated by town counsel J. Baldwin.

Main impetus was to create new standard to assist police with enforcement, including giving police more discretion. Currently, when there are infractions, police use the state statute, not town ordinance, so money from fines would go to state. One goal of the revised ordinance would be to allow town to keep fine money.

J. Steele asked for background about complaints, which J. Vergara provided. J. Vergara also mentioned how Fairfield is the only town without a daytime noise ordinance.

D. Georgiadis is a sponsor but mentioned that it's not perfect and she still worries about enforcement, especially with no fine for the first offense. However, the existing ordinance is outdated and this is the step in the right direction.

J. Vergara agreed this is a “baby step.” She is open to tweaks down the line.

J. Garskof asked whether this is not as strict a measurement for police to use as the existing measurement, which J. Vergara confirmed. J. Vergara also mentioned the break-out for different zones.

E. Bateson compliments that this is the best piece of legislation written in the last ten years, though says that officers basically do this now. Agrees though

that the old ordinance is outdated and this tightens up the standard. He will raise further concerns on body of RTM for items he finds objectionable.

J. Vergara also mentioned removal of intent from standard. E Bateson asks whether anything compels officer action and J. Vergara confirms officers still maintain discretion.

Discussion then ensued about whether this committee was to review an ordinance just as to form or substance.

J. Steele mentioned concerns with rationale for ordinance, what is targeted and what areas are intended to be most affected. J. Vergara mentioned there are no specific targets, but that there are gaps she was trying to fill. She did mention that 30% of complaints are coming out of beach area, though more densely populated areas will be most affected.

J. Vergara mentioned that there is a conflict between language suggested by police and town counsel.

Public comment from Alyssa Israel. She mentioned 24 hour language being rare. Most language for this ordinance was modeled on Rocky Hill and Bloomfield. She stated 24 hour language not very useful.

E. Bateson mentioned there will be a lot of pushback on several items in ordinance.

A vote was called to consider the motion. All members voted in favor. The motion passed unanimously.

IV. New business

None

V. Adjournment

K. Wackerman moved to adjourn. J. Garskof seconded. J. Garskof adjourned the meeting at 10:58 PM.

Minutes submitted by: Tom Lambert

Fairfield RTM Public Health & Safety Committee

Meeting Minutes

February 21, 2023

I. Call to order

Meeting called to order the regular meeting of the Public Health & Safety Committee at 10:08 on February 21, 2023 with only 4 members in person.

II. Roll call

Hank Ference conducted a roll call. The following persons were present: , Hank Ference (Vice Chair), Jeff Galdenzi (Secretary), Jennifer Barahona and Cindy Perham,. The following persons were absent: Laura Karson (Chair), Hannah Gale, Marty Furey, Stori Tallman

III. Approval of minutes from last meeting

No Vote as no quorum.

IV. Items on the Call

4. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that that the Town of Fairfield, by its First Selectwoman, Brenda L. Kupchick, be, and hereby is, authorized to enter into a ground lease for 75 years with Habitat for Humanity to build four units of affordable home ownership housing at 244 Greenfield Street with no cost to the Town and;

FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick is authorized to execute all documents in connection thereto.”

No Vote/No Quorum but all four present supported the resolution. (4-0-0)

5. To consider and act upon the following resolution recommended by the First Selectwoman:

“RESOLVED, that a certain contract negotiated by and between the Town of Fairfield and the United Public Service Employees Union (UPSEU) Unit #222 (Town Hall Employees Association) concerning conditions of employment for the period ending June 30, 2021 be, and hereby is, amended, in the manner described in the attached Memorandum of Agreement so as to make the contract effective through June 30, 2025 and to incorporate certain other changes regarding wages, hours and other matters.”

No Vote/No Quorum but all four present supported the resolution. (4-0-0)

6. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that, in accordance with a request from the Town Attorney, certain amendments be, and hereby are, made to the following cell tower leases:
New Cingular Wireless PCS, LLC 100 - Reef Road;
Dish Wireless, LLC - 3965 Congress Street.”

No Vote/No Quorum but all four present supported the resolution. (4-0-0)

7. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that the Bond Resolution entitled, ‘A Resolution Appropriating \$7,255,022 For The Costs Of Certain Non-Recurring Capital Projects And Authorizing The Issuance Of Bonds To Finance Such Appropriation,’ be, and hereby is, approved.”

No Vote/No Quorum, but there was NOT consensus on the topic. Additional 2 (5&6) pickleball courts were not in full agreement.

8. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that a resolution appropriating \$760,000 for the costs related to uses of the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund be, and hereby is, approved.”

No Vote/No Quorum but all four present supported the resolution. (4-0-0)

V. New/Old business

a) None

VI. Adjournment

Meeting adjourned at 10:24pm.

Minutes submitted by: Jeff Galdenzi

Public Works and Planning Committee
Meeting Minutes - DRAFT
February 21, 2023

I. Call to order

The regular meeting of the Public Works and Planning Committee was called to order by Chairman Wolk at 10:06 pm on Tuesday, February 21, 2023 at the Board of Education building, 501 Kings Highway East.

II. Roll call

Representative Brown conducted the roll call. The following persons were present:

Jay Wolk - Chair	Alex Durrell
Christine Brown	Andrew Graceffa
Ken Astarita	Michelle McCabe - online
Peter Britton	

Rep. McCormack was absent.

III. Approval of minutes from last meeting

Rep. Brown circulated the minutes from the January 17, 2023 meeting which were approved as drafted.

IV. Items on the Call

1. To hear a report from the Affordable Housing Committee. There was no discussion on this item.
2. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that that the Town of Fairfield, by its First Selectwoman, Brenda L. Kupchick, be, and hereby is, authorized to enter into a ground lease for 75 years with Habitat for Humanity to build four units of affordable home ownership housing at 244 Greenfield Street with no cost to the Town and;

FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick is authorized to execute all documents in connection thereto.”

Rep. Durrell moved to approve this resolution, duly seconded.

VOTE: The motion carried unanimously.

3. To consider and act upon the following resolution recommended by the First Selectwoman:

“RESOLVED, that a certain contract negotiated by and between the Town of Fairfield and the United Public Service Employees Union (UPSEU) Unit #222 (Town Hall Employees Association) concerning conditions of employment for the period ending June 30, 2021 be, and hereby is, amended, in the manner described in the attached Memorandum of Agreement so as to make the contract effective through June 30, 2025 and to incorporate certain other changes regarding wages, hours and other matters.”

Rep. Graceffa moved to approve this resolution, duly seconded.

VOTE: The motion carried unanimously.

4. To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that, in accordance with a request from the Town Attorney, certain amendments be, and hereby are, made to the following cell tower leases:
New Cingular Wireless PCS, LLC 100 - Reef Road;
Dish Wireless, LLC - 3965 Congress Street.”

Rep. Graceffa moved to approve this resolution, duly seconded.

VOTE: The motion to approve the resolution carried unanimously.

5. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that the Bond Resolution entitled, ‘A Resolution Appropriating \$7,255,022 For The Costs Of Certain Non-Recurring Capital Projects And Authorizing The Issuance Of Bonds To Finance Such Appropriation,’ be, and hereby is, approved.”

Rep. Britton moved to approve this resolution, duly seconded.

VOTE: The motion to approve the resolution carried unanimously.

6. To hear, consider and act upon the following resolution as recommended by the Board of Finance:

“RESOLVED, that a resolution appropriating \$760,000 for the costs related to uses of the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund be, and hereby is, approved.”

Rep. Astarita moved to approve this resolution, duly seconded.

VOTE: The motion to approve the resolution carried unanimously.

New Business

There was no new business.

VI. Adjournment

A motion to adjourn the meeting was made by Rep. Britton, duly seconded and unanimously approved. The meeting was adjourned at 10:19 pm.

Respectfully submitted,

Christine Brown, Secretary