IN BOARD OF SELECTMEN MONDAY, FEBRUARY 22, 1988

Present: Chairman Anne W. Donald, David A. Wallace, John C. Drobinski.

The statutory requirements as to notice having been fulfilled, the meeting was called to order at 7:30 p.m. by Chairman Donald.

Sudbury Employees Group Insurance Advisory Committee

The Sudbury Employees Group Insurance Advisory Committee having been reactivated by the Selectmen by unanimous vote on November 17, 1986, it was on motion of Selectman Wallace unanimously

VOTED: To appoint the following individuals to the Sudbury Employees Group Insurance Advisory Committee:

Name
David Flaherty
Wayne M. Shurling
Michael Callahan
Charles B. Melanson
Cynthia Gerry
Anne Stein
Rosalind T. Hill

Representative Capacity
Engineering
Police
Fire
Highway
Town Non-Union
School Non-Union
Teachers

Bike Trail Committee

Present: Nancy Clinton, David Roddy, Bike Trail Abutters Committee.

In accordance with the Board's vote of January 11, 1988, establishing the Bike Trail Committee, it was on motion of Selectman Wallace unanimously

VOTED: To appoint the following individuals to the Bike Trail Committee:

Name

Representative Capacity

John C. Drobinski 222 Boston Post Road Board of Selectmen

Gerald B. Berenson 12 Austin Drive Park and Recreation Commission

William B. Carroll

Police Department

David J. Roddy 22 Gerry Drive Bike Trail Abutters Committee

F. Daniel Buttner 54 Old Garrison Road Bike Trail proponent

Deborah Montemerlo

Ex-officio

Board of Registrars - Appointment of Carmine L. Gentile
On motion of Selectman Wallace, it was unanimously

VOTED: To amend the Board's vote of January 25, 1988, concerning the appointment of Carmine L. Gentile to the Board of registrars, by setting the expiration date at April 30, 1991, instead of April 30, 1988.

Sudbury Housing Partnership Committee - Appointments

Executive Secretary Thompson informed the Board that Jo-Ann Howe, Executive Director of the Sudbury Housing Authority, confirmed that the State has no objection to a non-resident serving on the Sudbury Housing Partnership Committee. It was on motion of Chairman Donald unanimously

VOTED: To establish a Sudbury Housing Partnership Committee and to appoint the following individuals to same, for a term to expire April 30, 1989:

Carol E. Smith, 32 Intervale Road, Sudbury
Arthur W. Hall, 94 Pokonoket Avenue, Sudbury
John R. Van Siclen, St. Elizabeth's Church, P. O. Box 152, Sudbury
Karen B. Rubin, 11 Jepson Court, West Newton, Massachusetts 02165
Thomas P. Sokol, 142 St. Botolph Street, Boston, Massachusetts 02115
Jeffrey H. Jacobson, 36 Maple Avenue, Sudbury
Susan Berry, Four Dawson Drive, Sudbury
Stephen P. Garabedian, 66 Robbins Road, Sudbury.

Sudbury Housing Authority - Application to EOCD re: Ch. 705 Funding

The Board reviewed application to the Executive Office of Communities and Development prepared by the Sudbury Housing Authority for funding of a housing development proposal, and letter dated February 16, 1988, from Jo-Ann Howe of the Sudbury Housing Authority requesting the Board submit a letter of endorsement for the proposal and waiver of fees and charges. Chairman Donald stated that the fact that the Sanitary Code is not under the Selectmen's jurisdiction should be pointed out to the EOCD.

After review, it was on motion of Selectman Wallace unanimously

VOTED: To authorize Chairman Anne W. Donald to sign an application to the Executive Office of Communities and Development (EOCD) prepared by the Sudbury Housing Authority for funding of a housing development proposal under Chapter 705 of the Acts of 1966, as amended, for a total of twelve units on Fairbank Road, Horse Pond Road, and Pine Street; to waive Town fees and charges related to said development; and to send to the EOCD a letter of endorsement for this proposal, indicating local planned contributions to the project and certifying that Town departments under the jurisdiction of the Selectmen will not require construction standards greater than the State Building Code (pointing out that the Selectmen do not have jurisdiction over the Sanitary Code).

The Board next reviewed letter dated February 22, 1988, from Jo-Ann Howe, Executive Director of the Sudbury Housing Authority, requesting that the Selectmen submit a letter agreeing to accept on behalf of the Town a payment in lieu of taxes for properties to be developed under the state-funded Chapter 705 family housing program. Executive Secretary Thompson reminded the Board that this matter was discussed on April 2, 1986, with regard to an application

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submitted to EOCD last year, and he recommended that the Board take the same action as it did then.

It was on motion of Selectman Wallace unanimously

VOTED: To authorize the Chairman to sign a letter of intent, and any documents relative thereto, to accept a payment in lieu of taxes under the formula established by the Executive Office of Communities and Development for payment in lieu of taxes (PILOT), and enter into a Cooperation Agreement for such payment if the Sudbury Housing Authority is awarded a grant under the Chapter 705 family housing program.

Acceptance of Bid to Print the 1988 Annual/Special Town Meeting Warrant

Three bids were received and opened on February 19, 1988 for printing the Town Meeting Warrant as follows: Carlsberg Printers, Inc., \$70.80/page; Athol Press, Inc., \$36.15/page; Saltus Press, \$25.641/page.

Upon review and recommendation by Executive Secretary Thompson, it was on motion of Selectman Wallace unanimously

VOTED: To accept the bid submitted by Saltus Press, 24 Jolma Road, Worcester, Massachusetts 01604, of \$25.641 per page for a total of 5,300 copies, pursuant to the specifications set forth by the Town in its invitation to bid for printing the 1988 Annual/Special Town Meeting Warrant.

FY1987 Audit Reports from Arthur Young & Company

Present: Town Accountant James Vanar.

The Board reviewed Fiscal Year 1987 audit reports prepared by Arthur Young & Company, together with accompanying letter dated February 2, 1988, from Arthur Young & Company, highlighting its study and evaluation. Town Accountant James Vanar stated that many of the recommendations contained in the reports have already been implemented.

After discussion, it was on motion of Selectman Wallace unanimously

VOTED: To accept Fiscal Year 1987 audit reports submitted February 2, 1988, from Arthur Young, entitled, "Town of Sudbury, Massachusetts, General Purpose Financial Statements With Combining Fund Statements and Schedules, Year Ended June 30, 1987, with Report of Certified Public Accountants Arthur Young", dated October 9, 1987; and "Town of Sudbury, Massachusetts, Federal Financial Assistance and Internal Accounting Control and Compliance, Year Ended June 30, 1987, with Reports of Certified Public Accountants Arthur Young", dated October 9, 1987.

Edwin Barrett Hosmer Memorial Fund - Purchase of Cup Plates

On motion of Chairman Donald it was unanimously

VOTED: To authorize the expenditure of \$1,569.03 from the Edwin Barrett Hosmer Memorial Fund for purchase of cup plates, as set forth in Invoice

No. 141242 from Holly City Bottle, 1407 Hance Bridge Road - P. O. Box 344, Millville, New Jersey 08332.

Reserve Fund Transfer Request No. 15 - Town Counsel

The Board reviewed Reserve Fund Transfer Request No. 15 from the Office of Town Counsel requesting \$750 for the purchase of law books and materials. Executive Secretary Thompson advised that this amount had been budgeted for next year in the Law Account. It is his understanding that if this amount is approved now, next year's Law budget may be reduced accordingly.

On motion of Selectman Wallace, it was unanimously

VOTED: To approve Transfer Request No. 15 from the Office of Town Counsel for a transfer of \$750.00 from Account 503-210, Law General Expense, for the purchase of the Code of Massachusetts Regulations and a one-year subscription to the bi-weekly Massachusetts Register.

Town Forum

At 8:00 p.m., Chairman Donald convened the 177th Session of the Town Forum, a copy of the minutes of which are attached hereto and made a part hereof.

Joint Meeting with Finance Committee and Board of Assessors

Present: Linda Z. Buxbaum, Patrick J. Delaney, III, Thomas H. Hillery, Board of Assessors; Assistant Assessor Daniel A. Loughlin; David P. Wilson, John B. Hepting, Finance Committee; James Vanar, Town Accountant.

Chairman Donald convened a joint meeting with the Finance Committee and Board of Assessors. Executive Secretary Richard E. Thompson stated that the meeting was suggested by the Chairman of the Finance Committee to discuss (1) the overlay surplus by the Board of Assessors and (2) the possible tax exemption questions for the Ballot.

Overlay

Mr. Thompson reported that since his discussion with Chairman Wilson of the Finance Committee, he has received additional information from the Board of Assessors on the FY89 overlay surplus matter and has met with Assistant Assessor Daniel Loughlin, who further detailed the overlay figures. Mr. Thompson expressed the hope that after a detailed review of this matter all would agree the \$500,000 figure is needed.

All present acknowledged with thanks the packet of materials prepared by Assessor Patrick Delaney. Finance Committee Chairman Wilson asked if there is any way to add to the revenue side of the Re-cap Sheet, since the Town is having a year when it will be needing more in the Abatement Account. He stated that a concern of the Finance Committee is that the Town will be losing a quarter of a million dollars of "taxability" this year. Assessor Linda Buxbaum stated that the additional \$250,000 will indeed be needed in the FY89 overlay account, and the Board of Assessors has estimated the rate of growth in the Town's tax base. She explained that increasing property values is not the same

as new construction; and the Assessors have taken all it can into account. The Finance Committee expressed its satisfaction that the Assessors have made a thorough analysis of the situation.

At the request of Executive Secretary Thompson, Assistant Assessor Loughlin explained the anticipated shift in the property taxes. Mr. Loughlin explained that the Town is required by the State Department of Revenue to reassess property values every three years. The results of this most recent survey has revealed a dramatic shift in the tax burden, with the large landowners receiving the larger tax increases. For this reason, the assessors are concerned that there be a sufficient overlay amount on reserve to take care of disproportionate assessments to these large landowners or tax relief they may be entitled to because of programs landowners may be allowed to participate in. Coincidentally, this three-year reassessment period coincides with the ten-year cycle of reinspection. It is expected that this will be completed in late 1988.

Assessor Buxbaum added that in 1981, the Town had an overlay of approximately \$400,000. This was at a time when the Town had an assessed valuation about twenty-five percent of what it is today.

In response to inquiry as to the effect of the granting of an abatement of taxes on a piece of property, Mrs. Buxbaum explained that the tax rate will stay the same and the assessment will stay the same. The overlay fund will serve as the "shock absorber" for that abatement. In other words, the abatement is offset by making up that amount out of the overlay account. Mrs. Buxbaum further pointed out that this account is only used within that one year. Any monies remaining would be placed in the Overlay Surplus Account and go back to the Town for whatever purposes the townspeople may vote at Town Meeting.

Executive Secretary Thompson next brought up the issue regarding Free Cash and referred to the memorandum dated February 22, 1988, from Town Accountant James Vanar. Mr. Thompson explained that with regard to Available Funds (which includes Free Cash, Stabilization Funds and Overlay Surplus), the Finance Committee is projecting use of the \$800,000+ of Free Cash, which will use up the Free Cash that was certified last July 1. That raises the question of whether the Town should re-certify. Mr. Thompson does not believe this has been requested to date, and does not believe there is any intent to. He expressed his hope that there would be no request for re-certification and opined that it may prove productive to sit down at some point and attempt to formulate some type of informal policy on a percentage of available funds to keep in reserve at all times. The Finance Committee stated that, although it has no formal position at this time, it is their feeling that to set aside an amount of Free Cash would be unproductive. Mr. Thompson referred to paragraph 3 of Mr. Vanar's memorandum, wherein he pointed out that, as a result of the creation of the Stabilization Fund and the wise investment of it by Town Treasurer Chester Hamilton, the Town was able to purchase a fire truck out of the \$100,000+ yield therefrom.

Ballot Questions - Debt Exemption

At this time, the discussion was joined by Donald R. Oasis of the Council On Aging; Stephen L. Bober and Susan Abrams of the Sudbury School Committee;

Sudbury Schools Superintendent David E. Jackson; Town Treasurer Chester Hamilton.

The Board considered the question of voting to place three questions on the March 28, 1988 Town Election ballot to determine if the Town will approve the exemption from the Proposition 2½ Levy Limit of the principal and interest for (1) construction of a new senior citizen center (ATM Article 24 - \$1,000,000); (2) Sudbury Schools engineering and architectural services (STM Article 4 - \$750,000); and (3) Lincoln-Sudbury Regional School District Committee previously authorized debt service for \$750,000 of renovations.

Finance Committee Chairman Wilson stated that it was quite apparent that the monies for these three items would not be available from the budget and reported as follows. The Committee had preliminary discussions with LSRSDC, the School Committee, and Don Oasis of the Council On Aging concerning override. The Finance Committee is convinced that these three matters should be placed on the ballot prior to Town Meeting so the Town will be going into Town Meeting knowing where the budget stands with regard to these large items. Of major concern to the Finance Committee is the fact that the Lincoln-Sudbury Regional High School monies have already been voted at the 1987 Town Meeting. If not on the ballot prior to 1988 Town Meeting, then approximately \$40,000 would have to be cut from the budget to be presented this year in order to comply with the 1987 Town Meeting vote.

Susan Abrams of the Sudbury School Committee stated it is her belief that an important distinction must be made between the LSRHS situation and the other two items. She pointed out that the LSRHS issue has already been voted at Town Meeting and it may therefore make sense to place that issue on a ballot prior to this year's Town Meeting; however, the requests of the Sudbury School Committee and Council On Aging have not yet been heard or voted by the Town. It is her opinion that to place these items on a ballot prior to Town Meeting would be asking the townspeople how they are going to pay for something they have not yet discussed and decided they will in fact want to buy. Mrs. Abrams stated that time constraints will not allow the School Committee to make an adequate presentation to the townspeople.

Schools Superintendent David Jackson stated that it is completely the intention of the School Committee that the plans for engineering and architectural services to the schools are contingent upon an exemption from Proposition 2½; he conceded that the size of the project would not permit it to be absorbed into the annual operating budget. He further explained that the School Committee is seeking reimbursement from the state for 64% of the project. There are more than sixty different school districts competing for these monies and the only way to get on the waiting list for reimbursement is after an affirmative Town Meeting vote approving the project. For this reason, Mr. Jackson opined, it is extremely important that the townspeople be well informed and educated as to the Town Meeting article and fully understand the process. Since this is a process that involves several steps, it would be difficult for the townspeople to make an educated decision on a pre-Town Meeting ballot.

School Committeeman Stephen Bober expressed his opinion that there is a tremendous lack of understanding regarding overrides and exemptions of Proposition $2\frac{1}{2}$. Mr. Bober worries that the townspeople voting on a ballot at the elections will not properly understand that they are not being made to make

a decision to support or not support the School Committee's request. He stated that it was the concern of the School Committee that it would have really only one "shot" at convincing the Town of the schools' needs; if not thoroughly informed, the School Committee fears it will not obtain the support of the townspeople.

Chairman Donald stated that she and Mrs. Abrams have observed that the people who vote on the Ballot are not necessarily the same people who vote at Town Meeting. Town Treasurer Chester Hamilton concurred with this observation and added that it should be kept in mind that this issue will ultimately be decided only at Town Meeting, by a 2/3 vote. Dr. Donald Oasis of the Council On Aging also agreed that there are different constituencies, and he expressed his concern that "contests" will develop among various groups which could result in a negative decision for everyone.

Selectman Wallace stated that this is a hard issue to determine because there are many valid points raised for and against placing these questions on a ballot prior to Town Meeting. Mr. Wallace does not want to put the Town in the position of having to say "no" to one project in order to get another. He also understands that the Finance Committee is in a bind. Mr. Wallace expressed his personal support for all items, and commended the School Committee for conducting such informative and open meetings concerning the Space Study reports. He further commended the news media for their coverage of the issues and expressed his hope that they will continue to do so. Selectman Wallace stated that he believes it would be best to have the Town made aware beforehand of what will be needed to implement the articles, and allow the townspeople to "open the door" so the plans may be implemented. Mr. Wallace further stated that it is his understanding that even if placing the questions on the ballot results in a "no" vote, there is nothing to preclude a vigorous, thorough presentation of the issues at Town Meeting which could result in a 2/3 vote in support of the articles. If the articles are supported, the questions of exemption may be placed on a ballot once again at a future date.

Mr. Bober expressed his disagreement with Mr. Wallace's recommendation to place the questions on a ballot. He contends that, although placing the questions on the ballot at election should tell how the Town would want to finance the projects if approved, it would in fact permit the statement to be made at Town Meeting that the Town has already spoken. Mr. Wilson of the Finance Committee stated that if the questions on the ballot pass, the Finance Committee would support the articles at Town Meeting.

Robert K. Coe of the Finance Committee stated that it is his opinion that the political realities of the situation are such that if a person were against the three exemptions and that person thought he had the votes to defeat it, that person would want the questions placed on the ballot before Town Meeting. If not, then it would be better to have the Town Meeting vote first. It is Mr. Coe's hope that a chaotic situation could be avoided. Mr. Coe suggested that the questions be placed on the ballot and worded in such a way to indicate that even if an individual believes he would be against supporting these articles at Town Meeting, that individual should vote "yes" on the ballot if that individual does not wish the monies to be included in the annual budget (in the event that despite his/her personal vote, the articles are approved at Town Meeting).

Town Treasurer Hamilton opined that the School Committee's judgment should be given great weight. Town Accountant Vanar stated that as a point of information, if the articles were first voted at Town Meeting, and a subsequent vote for exemption were turned down, that Town Meeting vote would have to be rescinded, or at least it may be necessary to rescind the debt service appropriation.

Selectman John Drobinski indicated his understanding of the concerns of those not wishing to have these questions placed on the ballot prior to Town Meeting. Mr. Drobinski further stated that on balance he believes the better action is to so place these questions on the ballot; however, he assured the committees that the Board of Selectmen will maximize its efforts to get the information out to the public as fully and expeditiously as possible. Executive Secretary Thompson expressed his opinion that it was a good idea for all concerned to get as much information out to the public as possible, but cautioned that any Town-paid advertisements and information must not appear to solicit a position.

After further discussion it was on motion of Selectman Wallace unanimously

VOTED: To place the following three questions, as drafted by the Office of Town Counsel, on the March 28, 1988 Town Election ballot to determine if the Town will approve exemptions from the Proposition 2½ Levy Limit:

QUESTION NO. 1

Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to construct a senior citizens center, as proposed under Article 24 of the Warrant for the 1988 Annual Town Meeting?

QUESTION NO. 2

Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to obtain engineering and architectural services for remodeling, reconstructing, or making extraordinary repairs to existing school buildings and/or the construction of new school buildings, as proposed under Article 4 of the Warrant for the April 4, 1988 Special Town Meeting?

QUESTION NO. 3

Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to remodel, repair, and purchase equipment for the Lincoln-Sudbury Regional School District building, and to reconstruct and make improvements to outdoor recreational and athletic facilities, and roadways and parking lots at the Lincoln-Sudbury Regional High School, which indebtedness was approved under Articles 4 and 6 of the April 6, 1987 Special Town Meeting?

Selectmen's Meetings During Period of 1988 Annual/Special Town Meetings

It was on motion of Chairman Donald unanimously

VOTED: To schedule meetings of the Selectmen at 7:00 p.m. in the Library of the Lincoln-Sudbury Regional High School prior to each night of town meeting commencing April 4, 1988; and to cancel regular Monday 7:30 p.m. meetings at Town Hall during said period.

Minutes

It was on motion of Selectman Wallace unanimously

VOTED: To approve minutes of the regular and executive sessions of February 8, 1988, as presented.

Snow and Ice Removal - Emergency Deficit Expenditures

The Board reviewed letter dated February 16, 1988, from Highway Surveyor Robert A. Noyes, reporting that to date the Town has expended \$46,353 of the \$60,000 voted in January 1988 by the Board of Selectmen and the Finance Committee; and requesting an additional \$25,000 for snow and ice removal.

It was on motion of Chairman Donald unanimously

VOTED: To approve emergency deficit expenditures, as allowed by G. L. c. 44, § 31D, for snow and ice removal, pursuant to the request of Highway Surveyor Robert A. Noyes, dated February 16, 1988, in the total amount of \$25,000, to be divided between Account No. 410-121, Snow & Ice Overtime, and Account 410-301, Snow & Ice Materials; said authorization being in addition to \$60,000 approved January 25, 1988.

Town Meeting Matters

Upon review, on motion of Chairman Donald it was unanimously

VOTED: To acknowledge withdrawal of Article 59 (Signs and Advertising Devices Special Permits) and Article 63 (Land Bank) from the Warrant for Town Meeting.

The Board considered and/or reviewed positions on certain articles on the Warrant for the Annual and Special Town Meetings, and on motion of Selectman Wallace it was unanimously

VOTED: To hold review of positions on Article 13 (Nixon School Roof) and Article 14 (School Equipment and Facilities) to another date and to change position in the Warrant to read that the Board will report at Town Meeting; to report at Town Meeting on the following articles: 16 (Design Funds - Sherman Bridge); 18 (Carding Mill Pond Land Acquisition); 19 (Peirce Land Acquisition); 20 (Hop Brook Bridge Construction); and 21 (Growth Management Project); and to support Annual Town Meeting Articles 6 (Unpaid Bills) and 70 (Amend L-S Regional Agreement - Apportionment; Excess and Deficiency Fund); and to support Special Town Meeting Articles 1 (Unpaid Bills); 2 (FY88 Police Paid Detail Account); 3 (FY88 Salaries); and 4 (School Engineering and Architectural Services).

Supervisory Association Salaries

The Board acknowledged receipt of letters dated February 8, 1988, from the Finance Committee to the Board and to Town Counsel relative to payment of certain Supervisory Association salaries for FY88, and tabled discussion of this matter until Town Counsel is available.

Request to Massachusetts Bay Transportation Authority

Executive Secretary Thompson reminded the Board that as a result of its vote on December 14, 1987, he sent a letter to the Massachusetts Bay Transportation Authority (MBTA) to encourage them to move the proposed schedule ahead to bring its RIDE program into Sudbury, which will assist the many handicapped and disabled persons in Sudbury who are seeking means of transportation. Mr. Thompson was pleased to report that he received a telephone call from Senator A. Paul Cellucci's office stating that the MBTA has agreed to move up its implementation date to Fall of 1988.

Residential Waste Water Treatment Facilities Advisory Committee

The Board reviewed draft letter prepared by William W. Cooper, Chairman, Residential Waste Water Treatment Facilities Advisory Committee, to Harlan M. Doliner, Esquire of the law firm of McGregor, Shea & Doliner.

It was on motion of Selectman Wallace unanimously

VOTED: To authorize the Chairman to co-sign letter dated February 19, 1988, from William W. Cooper, Chairman, Residential Waste Water Treatment Facilities Advisory Committee, to Harlan M. Doliner, Esquire, McGregor, Shea & Doliner; with the proviso that there be direct communication between Town Counsel and Attorney Doliner, and that Town Counsel be kept up to date by the Advisory Committee on a continuing basis.

Atkinson Pool - Letter from Office of the Inspector General

The Board acknowledged receipt of copy of letter dated February 19, 1988, from Executive Secretary Thompson to Staff Counsel of the Office of the Inspector General, concerning Atkinson Pool Foundation, Inc.

Complaint by Paul McNally of Possible Bylaw Violations

The Board acknowledged receipt of copies of communications between Town Counsel and the owners of the property which was the subject of a complaint by Paul McNally of Evergreen Road. It was noted that Town Counsel Paul Kenny would attempt to schedule a meeting with the parties involved in an effort to reach an amicable solution to this ongoing problem.

Proposed Meeting With School Committee

Executive Secretary Thompson advised the Board that he spoke with Schools Superintendent David Jackson and a meeting date of March 2, 1988, 8:00 p.m., at the Nixon School, was proposed to discuss the direction the Selectmen may take with regard to the space proposals. Mr. Thompson stated he suggested to Dr. Jackson that the Selectmen might take no position at that meeting, but that

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another meeting would be scheduled for March 7, 1988, 8:30 p.m. with the Long Range Planning Committee to make a final decision.

Executive Session

At 10:45 p.m., it was on motion by roll call unanimously

VOTED: To go into Executive Session to discuss a matter involving the Discretionary Fund.

(Chairman Donald, aye; Selectman Wallace, aye; Selectman Drobinski, aye.)

The Chairman announced that public session would not reconvene following Executive Session.

There being no further business to come before the Board, the meeting was adjourned at $11:00\ p.m.$

Attest:

Richard E. Thompson Executive Secretary-Clerk