

WALLINGFORD INLAND WETLANDS & WATERCOURSES COMMISSION

WEDNESDAY, JULY 1, 2015

ROBERT EARLY AUDITORIUM, TOWN HALL

45 SOUTH MAIN STREET, WALLINGFORD, CT

MINUTES

The Regular Meeting of the Wallingford Inland Wetlands & Watercourses Commission was held on Wednesday, June 3, 2015, in Council Chambers, Town Hall, 45 South Main Street, Wallingford, CT.

Seated Commissioners were: Chairman Jim Vitali, Nick Kern, Secretary; Dennis Murphy; David Parent; Deborah Phillips; Erin O'Hare, Environmental and Natural Resources Planner.

Absent: Commissioners Jim Heilman and Mike Caruso, Alternate.

Chairman Vitali called the Meeting to order at 7:01 p.m.

CONSIDERATION OF MINUTES

1. Regular Meeting, June 3, 2015

MR. PARENT: MOTION TO APPROVE THE JUNE 3, 2015 MEETING MINUTES

MINUTES AS PRESENTED

MR. MURPHY: SECOND

**VOTE: KERN-YES; PHILLIPS-YES; MURPHY-YES; PARENT –ABSTAIN VITALI-
YES**

OLD BUSINESS

Chairman Vitali took the agenda in the following order:

2. **#A15 -6.3/South Elm Street** – Pat Wall Memorial Field – Town of Wallingford – (parking improvements)

Appearing in front of the Commission was Rob Baltramaitis, Assistant Town Engineer. Mr. Baltramaitis said the Town recognized there was parking deficiencies at Pat Wall Field. He pointed out there is an oddly shaped paved area in the north end behind the backstop and a

long strip of pavement along S. Elm Street. He said cars tend to park haphazardly. He said a study done in the existing pavement area determined that 30 zoning compliant parking spaces could be constructed. Mr. Baltramaitis said at one time the Town had pursued purchasing property at the north side. He said there will now be two separate parking fields, with the paved area at the north parking field extended to allow 40 compliant spaces. He said on the south side, where fill is currently placed, there can be room for 43 parking spaces along with an internal loop system for a total of 83 on-site parking spaces in addition to street parking.

Mr. Baltramaitis said a detailed topographic survey was done in the area to determine how much fill would be needed. He said there will also be a small retaining wall in the north parking field and another 5 ft. retaining wall in the southern portion. He said when the topographic survey was done, Tom Pietras, soil scientist, was brought on-site to determine if there were any wetlands and none was found. He said Mr. Pietras made note of an existing intermittent man made watercourse along the south side of the site. He said there is 3,800 sq. ft. of upland activity which includes the placement of fill, and bituminous asphalt, and the slight reconstruction of the bituminous walkway which goes to Lyman Hall High School and some small draining which will be taken from the half acre parking lot to drain into the man-made ditch going into Wharton Brook, approximately 200 ft. east of the parcel.

Mr. Baltramaitis said he believed a detention basin was not appropriate in this area and at the outfall, a stilling basin is being proposed which will also act as a level spreader. He noted there will be no direct wetland or watercourse alterations.

Chairman Vitali asked if the snow was plowed there in the winter.

Mr. Baltramaitis said he wasn't sure but said he believed there wasn't a need to plow. He said he has seen portions of the parking lot plowed and didn't think any of the snow ended up in the drainage swale but noted the plowing could be restricted to the north end if needed.

Mr. Parent said the north end is plowed and then all the way down to the east side of N. Elm Street and stops at the end of the paved surface.

Mr. Kern asked about mud getting down to Wharton Brook.

Mr. Baltramaitis said the activity is a distance away from the Wharton Brook. He said there will be a row of silt fence with hay bale backing installed but didn't anticipate a problem. He said the slopes which are 2:1 and 3:1 will be vegetated and the rest of the park will fall under the Town's lawn maintenance program.

Mr. Murphy asked about the road drainage and whether it goes down Pond Hill Road.

Mr. Baltramaitis explained that on the south side there is a catch basin which feeds the intermittent watercourse. He said drainage comes back from the north side and then to the south side with a break in the road. He said nothing will be done to alter the drainage patterns.

Mr. Kern asked about the south side parking area and asked what would prevent the Town highway trucks from pushing snow down.

Mr. Baltramaitis said to control traffic and to ensure traffic doesn't park on the lawn area for spectating, the Town will install guardrail which can be extended so snow cannot be pushed down.

Ms. O'Hare noted her June 25, 2015 Environmental Planner's Report and the recommended conditions of approval which state the placement of a wetland placard by the basin and also the intermittent watercourse. She said as this goes back into the woods, the watercourse loses its way. She asked if the Engineering Dept. could take another look at this watercourse and possibly add stone because the flow is being increased.

Chair Vitali said this application of stone will be under consideration if needed.

Mr. Baltramaitis said from an increase runoff standpoint, there is an additional 9,000 sq. ft. of pavement, and given the size of the watershed, this is insignificant. He said he wanted the Commission to appreciate that because this is a 200 acre watershed which extends to a heavily populated area, the water will get out much faster before the peak rate of runoff is reached. He said the area Ms. O'Hare is speaking about where the brook runs out, when it does flow, it tends to go over the walking path. He suggested a berm be constructed to keep the water contained from the walking path to the high school. Mr. Baltramaitis said the idea for the installation of the berm will be evaluated and if needed, a permit will be obtained if needed or done under maintenance.

Mr. Kern asked if the pathway was plowed in the winter and where the snow would be put.

Mr. Baltramaitis said the guardrail will still be installed so plowed material won't be pushed into the ditch, but will be left open for the Board of Education to perform maintenance on the walkway.

Mr. Kern said he was concerned that too much water would enter the walkway causing it to flood but noted the Town seems to have this under control.

Chairman Vitali entertained a motion for the significance of this activity.

**MR. PARENT: MOTION THAT APPLICATION #A15-6.3/SOUTH ELM ST. PAT WALL
MEMORIAL FIELD (PARKING IMPROVEMENTS) BE DEEMED NOT A
SIGNIFICANT ACTIVITY**

MR. MURPHY: SECOND

VOTE: KERN-YES; PARENT-YES; PHILLIPS-YES; MURPHY-YES; VITALI-YES

Chairman Vitali entertained a motion to approve or deny the application

MR. PARENT: MOTION THAT APPLICATION #A15-6.3/SOUTH ELM ST. PAT WALL

FIELD BE APPROVED WITH THE FOLLOWING CONDITIONS:

- 1. AN IWWC PLACARD BE INSTALLED NEAR THE "STILLING BASIN"**
- 2. EROSION CONTROL MEASURES TO BE INSTALLED IN PLACE AND MEET THE APPROVAL OF THE ENVIRONMENTAL PLANNER PRIOR TO ANY FURTHER WORK BEING CONDUCTED ONSITE**
- 3. THE GUARDRAIL BE EXTENDED AN ADDITIONAL 50 FT.**

MR. MURPHY: SECOND

VOTE: KERN – YES; PARENT-YES; MURPHY-YES; PHILLIPS-YES; VITALI-YES

1. #A15-6.1/69 Cheshire Road – Luigi DelBuono – (single family residential development & remediation of unpermitted clearing and deposition)

Appearing in front of the Commission was Mr. DelBuono, property owner and Norm Bolduc, LRC Group representing Mr. DelBuono. Mr. Bolduc said on the west side of Cheshire Road, the property is a 1.2 - acre lot in an RU-40 zone. He said on the westerly edge of the property, there is a 10,140 sq. ft. pond which is fed from a wet area on the east side of Cheshire Road from Ashlar Village. He said the pond has a vertical standpipe which overflows underneath a Town utility easement and outlets to an existing brook. He said Mr. DelBuono had a home on the property which burned down in late 2014. He said the property owner wishes to construct a new home near the location of the old home. He said the house will be pushed back further from Cheshire Road to meet the current zoning regulations. Mr. Bolduc said the property owner would also like to knock down an existing wood frame garage at the rear of the house to remove it from the regulated wetlands area.

Mr. Bolduc said the majority of the work being performed in the regulated wetlands area consists of some tree removal, the installation of a silt fence, the demolition of the garage and clean-up. Mr. Bolduc said the property owner was cited for a violation regarding the removal of trees and bushes when the home was demolished and it was requested that erosion control measures be installed. Mr. Bolduc said the property owner did install the erosion control measures but at the time of the installation, the ground was frozen the installation was not towed into the ground. Mr. Bolduc said Ms. O'Hare requested this be done.

Mr. Bolduc said the new home will be constructed at the high point of the lot which pitches west and east. He said there will be no grading and some impervious area will be removed and a paved driveway installed but noted there is an existing large paved area and a gravel driveway which will be removed as part of construction of the new home.

Mr. Bolduc said Mr. DelBuono is in agreement with Ms. O'Hare's conditions of approval regarding plantings. He noted on the outlet to the pond there is a vertical pipe which goes underground and there is some concern of its safety. He said the property owner is proposing

to install a rebar structure over this pipe as a protector so if any children playing near the pond they don't fall into it once the house is sold. He said in doing the demolition of the old house and the construction of the new house, approximately 2,730 sq. ft. of regulated area will be disturbed. He noted some of this area has already been disturbed as part of the demolition of the original house. He said some plantings will be installed adjacent to the pond and just upstream of the existing brook outlet. Mr. Bolduc noted the existing house is serviced by water and sewer so there are no well or septic issues.

Chairman Vitali asked about the existing building which will remain.

Mr. Bolduc explained there are two buildings, the one in the back will be demolished and the existing wood frame garage will be kept and used as a shed or a utility building.

Mr. Kern asked about the next lot to the south which Mr. DelBuono owns and whether this was a building lot.

Mr. Bolduc said this is a separate lot and not part of the application.

Ms. O'Hare referenced her June 25, 2015 Environmental Planner's Report which goes over the standpipe. She recommended the Project Engineer come up with a design and noted a grate system was discussed above.

She said attached to her report was a planting plan to remediate the disturbed area, the violation letter, photos of the violation from last fall and recent photos of weeds that are now growing in the area. Ms. O'Hare said she happened to drive by the area last fall and discovered the clear cutting up to the pond.

Chairman Vitali asked if there would be additional clear cutting around the pond.

Mr. Bolduc explained there will be no additional clear cutting, but demolish the garage in the back. He said a silt fence was installed 10 ft. from the back of the garage and noted the only remediation around the pond is what is being requested by Ms. O'Hare. He said Mr. DelBuono agreed to the planting plan.

Chairman Vitali asked about the cost of the plantings.

Ms. O'Hare said there are 23 shrubs, half wetland and half upland shrubs and one tree.

Mr. Kern suggested a \$5,000 planting remediation bond be issued. He asked Mr. Bolduc about the Town easement to the north and wondered if this could be developed in the future.

Mr. Bolduc said Ms. O'Hare did research and said the subdivision behind has a cul-de-sac and said sewers were to be put in, but this wasn't done in that area so there are no utilities in the easement. He said the Town doesn't own this property, but has easement rights.

Ms. O'Hare then suggested the bushes be planted in the fall before the C.O. is done and the debris be removed from the pond edge, erosion controls be established and placards installed

every 50 ft. and be installed before issuance of the C.O. and a protective element for the standpipe be installed prior to the C.O. She said cooperation is crucial to get things done in a certain sequence.

Chairman Vitali wondered about the 50 ft. placement of the placards noting this was a single-family house.

Ms. O'Hare suggested two placards, one for the pond and one for the stream, be installed.

Chairman Vitali entertained a motion as to the significance of this activity.

MR. PARENT: **MOTION THAT APPLICATION #A15-6.1/69 CHESHIRE ROAD
LUIGI DELBUONO – (SINGLE FAMILY RESIDENTIAL DEVELOP
MENT & REMEDIATION) BE DEEMED NOT A SIGNIFICANT
ACTIVITY**

MR. MURPHY: **SECOND**

VOTE: **KERN-YES; MURPHY-YES; PARENT-YES; PHILLIPS-YES; VITALI-YES**

Chairman Vitali entertained a motion to approve or deny the application.

MR. PARENT: **MOTION THAT APPLICATION #A15-6.1/69 CHESHIRE ROAD
LUIGI DELBUONO – (SINGLE FAMILY RESIDENTIAL
DEVELOPMENT & REMEDIATION) BE APPROVED WITH THE
FOLLOWING CONDITIONS:**

1. **WITHIN ONE MONTH OF APPROVAL, TREE AND BRUSH DEBRIS AND
LARGE STUMP DEPOSITED ON SOUTHERN EDGE OF POND BE VERY
CAREFULLY REMOVED FROM POND EDGE AND VEGETATIVE
MATERIAL TO BE THEN TAKEN OFF SITE, STRAW MULCH TO BE
INSTALLED IMMEDIATELY, IN TO ANY DISTURBED AREA CREATED
IN THE REMOVAL PROCESS**
2. **NATIVE PLANTINGS AS DEPICTED ON THE PLANTING PLAN
SUGGESTED BY THE ENVIRONMENTAL PLANNER TO BE INSTALLED
IN THE FALL 2015 TO THE SATISFACTION OF THE ENVIRONMENTAL
PLANNER AND THAT INSTALLATION BE PRIOR TO THE C.O.
ISSUANCE FOR THE HOUSE**
3. **ONCE THE DEBRIS REMOVAL FROM THE POND EDGE HAS BEEN
COMPLETED, EROSION CONTROL MEASURES RELATIVE TO
RESIDENTIAL HOME SITE CONSTRUCTION BE INSTALLED IN PLACE**

TO BE INSPECTED AND TO MEET APPROVAL OF THE ENVIRONMENTAL PLANNER PRIOR TO ANY FURTHER WORK BEING DONE CONDUCTED ON SITE

- 4. THERE WILL BE ONE IWWC PLACARD FOR THE POND AND ONE FOR THE STREAM TO BE INSTALLED**
- 5. AS A SAFETY PRECAUTION, A PROTECTIVE ELEMENT – DESIGN AS PER PROJECT ENGINEER’S RECOMMENDATION – TO BE INSTALLED AT EXISTING STANDPIPE AT POND OUTLET PRIOR TO C.O. ISSUANCE**
- 6. A REQUIREMENT OF A \$5,000 REMEDIATION PLANTING BOND**

MR. MURPHY: SECOND

VOTE: MURPHY – YES; PHILLIPS –YES; PARENT-YES; KERN-YES; VITALI-YES

2.#A15-6.2/115 John Street – Wallingford Energy II, LLC – (electric generating facility expansion)

Appearing in front of the Commission was Casey Carroll, Associate Project Manager, LS Power; David Wilson, P.E., Senior Environmental Engineer, LS Power, and James Rotondo, P.E. Godfrey-Hoffman Associates, LLC.

Mr. Carroll said Wallingford Energy is proposing to expand the existing Wallingford Energy Center at 115 John Street to add two additional electrical generating units to the existing five units owned by Wallingford Energy. He said Wallingford Energy purchased this project in 2011 and was originally constructed in 2001, at the site of a former electrical generating facility. Mr. Carroll said Wallingford Energy II currently leases an 8.5 acre site from the Town and went before the Town Council earlier in the year to expand their lease covering this project and the tax agreement.

Mr. Wilson spoke about the jurisdictional area on-site and presented a brief overview of the improvements on-site. He said currently the facility includes a total of five generating units and are looking to add two additional units. He said the upland review areas in proximity to the site include an upland review area surrounding the rip-rap outlet of the stormwater detention basin. He said with the new units being added in this location, the vast majority of the work on-site will occur which is not proximate to the URA. He said with the addition of approximately 14,600 ft. of surface area associated with the improvements on-site, results in a slight increase in stormwater flow to the stormwater basin and to accommodate this increase, a minor modification to the existing concrete outlet control structure will be made and is the only modification within the URA.

Chairman Vitali asked about the increase to the impervious surface.

Mr. Wilson said the impervious surface will be increased where the two new generators will be located and noted no encroachment to the wetlands will take place. He said a retention pond is installed and a modification to the existing outlet structure will be performed to accommodate the additional flow.

Ms. O'Hare pointed out the proposed regulated activities involves the creating of 14,600 sq. ft. of surface area and noted the figure doesn't appear in her June 25, 2015 Environmental Planner's Report. She also spoke about another regulated activity, which involves being within 50 ft. of a wetland or watercourse. She said this is located around the building, driveway and entranceway. She said regrading is also taking place on the west side of the property.

Mr. Rotondo said the wetlands and associated watercourse are west of the lease line. He said in addition to the two additional generators and buildings, one other proposed item is the extension of the existing driveway to an access road which runs along the northerly property line. He said this is for emergency access only and is outside the 50 ft. regulated area. He said one item looked at with Ms. O'Hare was the area to the north where the two new generators will be located. Mr. Rotondo said this area is a fairly flat lawn area which drains in a westerly direction towards the wetlands and the driveway. He said rip-rap was placed to avoid erosion but a question arose regarding whether this should be deemed a regulated area. He said based on the site walk, this was determined it was not a regulated area.

Ms. O'Hare said at the site visit, she saw that the swale was not an intermittent watercourse, but a stone swale which directs overland flow for a short distance. She said this shouldn't be considered within the UPA because it isn't a watercourse and should be corrected in her EPR. She said the Applicant is here for a surface area provision and to modify their outlet control structure on the storm water basin.

Mr. Rotondo said this is basically all handwork and the existing outlet structure is similar to a double-type catch basin. He said it is being proposed to block one of the two notches in the double-type catch basin by cementing in and making the other notch a weir. He said an erosion and sedimentation control plan was also created. Mr. Rotondo said subsequent to the site walk, this plan was modified to ensure adequate coverage to protect the downstream wetlands from any activities.

Ms. O'Hare said the Commission received the revised plan tonight which shows the extra erosion control she requested around the short rip-rap swale which has been provided. She said there are no new suggested conditions of approval.

Chairman Vitali entertained a motion to consider the significance of this activity.

MR. PARENT: MOTION THAT APPLICATION #A15-6.2/115 JOHNS STREET –
WALLINGFORD ENERGY II, LLC – (ELECTRIC GENERATING
FACILITY EXPANSION) BE DEEMED NOT A SIGNIFICANT

ACTIVITY

MR. MURPHY: SECOND

VOTE: KERN-YES; MURPHY-YES; PHILLIPS-YES; PARENT-YES; VITALI-YES

Chairman Vitali entertained a motion to approve or deny this application

MR. PARENT: MOTION THAT APPLICATION #A15-6.2/115 JOHNS STREET –

WALLINGFORD ENERGY II, LLC – (ELECTRIC GENERATING

FACILITY EXPANSION BE APPROVED WITH A SINGLE CONDITION

OF APPROVAL:

- 1. EROSION CONTROL MEASURES ARE IN PLACE AND MEET THE APPROVAL OF THE ENVIRONMENTAL PLANNER PRIOR TO ANY FURTHER WORK BEING CONDUCTED ON-SITE**

MR. MURPHY: SECOND

VOTE: KERN-YES; MURPHY-YES; PHILLIPS-YES; PARENT-YES; VITALI-YES

NEW BUSINESS

- 1. IWWC #A03-11.2/950 North Main Street Extension – Maplewood Construction – (Request for bond release)**

Ms. O'Hare said this was a \$10,000 bond posted in 2003 for a series of storage units most of which were constructed before 2009 and when the economy collapsed, the project was not finished. Ms. O'Hare said the Applicant wanted to construct the last three units but his permit expired. She said this issue was brought before the IWWC a year and half ago, but Ms. O'Hare noted the Applicant didn't need a second wetlands permit. She said the work was finished and the Applicant then requested a bond release. Ms. O'Hare said she performed a site check and discovered areas which needed sprucing up which the Applicant did. She said one of the original conditions of approval involved the granting of an easement to the IWWC. She said the original plan approved in 2003 shows the drainage easement from the Applicants property to the property to the south which is owned by the Mezzei family. She said the easement document was never filed.

Ms. O'Hare said the Applicant has prepared a draft easement document and is requesting the IWWC consider releasing the bond with the stipulation this easement document be filed with the Land Records. She said once it is filed, the bond monies can be returned.

Chairman Vitali said the issue is that there is no IWWC meeting in August and if we waited until September to review this bond, it could be September or October before the money is returned. He said the easement is on the maps, but there is no language which states what the easement is for. He suggested the easement language had to be approved by Ms. O'Hare and the Law Dept. He said the easement is designed to be able to service the brook if the landowner doesn't service it. He said the water coming from Barnes Park North is extensive and floods at the far corner and Rt. 5. He said the IWWC wanted to ensure this brook could be maintained and had the ability to be maintained. Chairman Vitali said he didn't see any objection if everyone agrees to what the language of the bond says. He said it will be sometime in August before the Applicant gets the bond money returned.

Chairman Vitali entertained a motion to approve or deny with the conditions to release the bond as described by Ms. O'Hare.

**MR. PARENT: MOTION THAT APPLICATION#A03-11.2/950 NORTH MAIN STREET
EXTENSION – MAPLEWOOD CONSTRUCTION – (REQUEST FOR BOND
RELEASE) BE APPROVED WITH PAYMENT TO BE MADE ONCE THE
EASEMENT, WHICH IS THE SUBJECT OF THIS CONDITION,
IS RECORDED**

MR. MURPHY: SECOND

VOTE: KERN-YES; PHILLIPS-YES; MURPHY-YES; PARENT-YES; VITALI-YES

RECEIPT OF NEW APPLICATIONS

1. **#A15-6.4/893 (formerly 891) North Colony Road** – Acquisitions Holdings, LLC – (commercial development) –Received by Chairman Vitali

ELECTION OF OFFICERS

Chairman Vitali entertained a motion to nominate a Chairman of the IWWC.

**MR. PARENT: MOTION TO NOMINATE JIM VITALI AS CHAIRMAN OF
THE IWWC FOR ONE YEAR**

MR. MURPHY: SECOND

VOTE: UNANIMOUS

Chairman Vitali entertained nominations for Vice-Chair of the IWWC.

**MR. KERN: MOTION THAT DAVID PARENT BE NOMINATED AS VICE-CHAIR
OF THE IWWC FOR ONE YEAR**

MR. MURPHY: SECOND

VOTE: UNANIMOUS

Chair Vitali entertained a nomination for Secretary of the IWWC for one year.

**MR. PARENT: MOTION THAT NICK KERN BE NOMINATED AS SECRETARY
OF THE IWWC FOR ONE YEAR**

MR. MURPHY: SECOND

VOTE: UNANIMOUS

REPORTS & COMMUNICATIONS

1. Regulation revisions –status – Nothing to report

Mr. Kern asked about the Quinnipiac River Linear Trail. Ms. O'Hare said work has begun at Fireworks Island and on Warehouse Point Rd. She said the Town has contracted someone under Milone & MacBroom as the contract overseer. She said the contract overseer is on the job every day and noted there are no erosion controls until the trees are down and will be done in tandem.

Mr. Kern asked if the entire Fireworks Island is being cleared because he didn't believe this was the plan.

Ms. O'Hare said she will look into this.

2. DEEP - Municipal Inland Wetlands Agency Continuing Education Workshop, "*Legal and Administrative Updates*", June 19, 2015

Ms. Phillips said she attended this workshop and found it beneficial.

3. Notification of Pesticide Application re: 181 Maltby Lane, The Pond and Lake Connection – received by IWWC

Chairman Vitali noted that Ms. O'Hare sent out information to the IWWC regarding a wetland training program. He asked the Commissioners to read the various court cases and noted Commissioners have some liabilities.

VIOLATIONS

1. **3 Powers Road** – Notice of Violation - Dave Woronick, Greene D.H. Woronick- unpermitted unauthorized clearing in upland review area.

Ms. O'Hare said she received an anonymous complaint and went to the site and discovered many trees had been cut against the pond on a slope in a field.

Chairman Vitali said the property owner does not want to appear before the IWWC claiming he did not cut the trees.

Ms. O'Hare said another reason is that the property owner doesn't believe this is a big deal. Ms. O'Hare said the closest tree to the wetlands was eight feet away and the trees which were cut down were small; around four inches in diameter and the property owner said he doesn't consider this a violation. She said the Notice of Violation was sent in May but noted the property owner wants the IWWC to perform a site visit.

Ms. O'Hare said she is going to the site to meet with the property owner's attorney next Wednesday.

Mr. Kern said Ms. O'Hare should notify the Building Dept. stating there is no building activity until this is resolved.

Ms. O'Hare said Chairman Vitali asked her to notify the Building Dept. and she complied. She noted she would like to see the plants installed in the fall and said the property owner met with her in the field in May and agreed to do this and then decided not to do the plantings.

Mr. Kern said he would like to see a site plan to see what will happen. He said there is remediation for damage done, but if future development is planned, a site plan is needed to see what will be done with the property in the future.

Ms. O'Hare said she handed out streamflow regulations from the DEEP to the IWWC and noted any comments are due by August 12, 2015. She said a public hearing took place last month.

ADJOURNMENT

Mr. Parent made a motion to adjourn the Meeting at 8:14 p.m. Ms. Phillips seconded the motion which passed unanimously.

Respectfully submitted,

Cynthia A. Kleist

Recording Secretary