

ACTION ITEMS AND MINUTES
PARKING and TRAFFIC SAFETY COMMITTEE MEETING

8:00 A.M. – March 3, 2016

City Hall – Eileen Dondero Foley Council Chambers

Action Items requiring an immediate ordinance during the next Council meeting: none
Temporary Action Items requiring an ordinance during the annual omnibus: none

ACTIONS:

- [1] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee Meeting held on February 4, 2016, with corrections.

- [2] Accepted and placed on file the Financial Report dated January 31, 2016.

- [3 (VI.A.)] **Action Item:** Peirce Island Wastewater Treatment Facility Expansion Construction Impacts – **VOTED** to recommend a joint meeting with City Council, Peirce Island Committee, Recreation Board, and the Mayor’s Blue Ribbon Committee on Prescott Park to discuss proposed impacts.

- [4 (VI.B.)] **Action Item:** Borthwick Forest Subdivision Roadway - **VOTED** to recommend an approval of the roadway to the Planning Board.

- [5 (VI.C.)] **Action Item:** Scooter and Moped Parking. Request from Marc Stettner - **VOTED** to refer to City staff for report back at a future meeting.

- [6 (VII.A.)] **Action Item:** Water Country Traffic Impacts - **VOTED** to recommend the City fund the remaining portion of the traffic study to analyze alternative exit routes for Water Country traffic.

- [7 (VII.B.)] **Action Item:** West Road and Campus Drive Intersection - **VOTED** to approve and accept staff recommendations to remove STOP signs on Campus Drive.

- [8 (VII.C.)] **Action Item:** Woodbury Avenue and Maplewood Avenue Intersection - **VOTED** to refer proposed plans to City’s consultant for review and consideration as part of the Maplewood Avenue corridor project.

I. CALL TO ORDER:

Chairman Lown called the meeting to order at 8:00 a.m.

II. ROLL CALL:

Members Present:

Councilor, Brad Lown
City Manager, John Bohenko
Public Works Director, Peter Rice
Deputy Fire Chief, James Heinz
Acting Deputy Police Chief, Frank Warchol
Member, Ted Gray
Member, Ron Cypher
Member, Harold Whitehouse
Alternate Member, Mary Lou McElwain

Staff Advisors Present:

Parking Manager, Joey Giordano
Parking and Transportation Engineer, Eric Eby
Transportation Planner, Juliet Walker

Absent:

Member, Shari Donnermeyer

III. ACCEPTANCE OF THE MINUTES:

Two corrections were requested to the February 4, 2016, meeting minutes. In the public comment section, Rick Becksted requested radar speed signs be installed on Islington Street, Aldrich Road, Woodbury Avenue, Maplewood Avenue, South Street and Dennett Street. In the information section, Mary Lou McElwain had requested the Committee review Mr. Becksted's idea for radar speeds signs at the locations mentioned above.

Ron Cypher motioned to accept February 4, 2016, meeting minutes with corrections.
Ted Gray seconded.

Motion passed 9-0.

IV. FINANCIAL REPORT:

Public Works Director Rice motioned to accept January 31, 2016, financial report.
Mary Lou McElwain seconded.

Motion passed 9-0.

V. PUBLIC COMMENT:

Cathy Baker, 127 Gates Street, had questions and expressed parking, traffic and safety concerns regarding the Peirce Island Wastewater Treatment Facility project. She asked the following questions:

- Why abutter's notices have not been sent.
- If parking would be removed along Mechanic Street and the entire construction route.
- If buildings, such as the pool house, would be removed.
- If sidewalks, corners, pieces of land and monuments were going to be removed along the construction route.
- Why the costs for repairing the streets and rebuilding the pool house and the bridge are part of the capital budget instead of the sewage treatment plant budget, where she believes they belong.
- She also questioned the costs associated with these changes and modifications.

Ms. Baker also asked about the hazardous waste issue (PCBs). She wanted to know the plan for removing the large volume of hazardous waste, and how it would be safely contained during transport through the City. She requested the Committee look into the issues and report the findings to the public.

Andrea Amico, 820 Banfield Road, stated she is representing the residents of Banfield Road, Ocean Road and Peverly Hill Road regarding excessive Water Country traffic. Over the past year, she and others have attended PTS meetings, made numerous calls, and submitted emails to staff about the excessive traffic impacts to their neighborhoods in the summer. She presented two issues:

- The Pilot Project Proposal for alternative traffic patterns to be trialed in the summer of 2016. She stated it would take the traffic exiting Water Country out of the busy neighborhoods and direct it back to Route 1 where it originated. The proposal and maps are in the PTS packet on pages 14 to 23.
- The residents asked the City to approve funding for the remaining half of the traffic study. Data collection is critical to forming long-term solutions for all stakeholders. They are requesting the traffic study because there are a large number of patrons leaving Water Country at one time, which is negatively affecting their neighborhoods.

Ms. Amico stated Water Country has agreed to pay for half of the cost associated with a traffic study to review traffic data and make long-term recommendations. She described the current traffic pattern and discussed additional traffic impacts from a possible new multi-family development on Constitution Avenue and the Rail Trail development on Banfield Road. She asked the Committee to suspend the rules to allow for public comment when addressing the action item (VII.A.).

Francesca Fernald, 1000 Maplewood Avenue, and business owner at 177 Mechanic Street, stated she is opposed to all aspects of the Peirce Island Wastewater Treatment Facility project. She asked about the cost of reconfiguring the intersections, and stated the citizens will end up paying for it. Ms. Fernald stated this is not a south end issue but a citywide issue. She expressed concern about getting deliveries and customers to her business during construction.

She asked the Committee to carefully consider barge deliveries of materials and workers to the island. She stated it can be done and provided specific examples.

Marie Kelleher, 297 Peverly Hill Road, requested the Committee consider the pilot project proposal presented by Andrea Amico. She requested a guarantee that the traffic would not end up on Peverly Hill Road, but be routed to Lafayette Road by signage or assistance from the police department. If the guarantee cannot be made, she would prefer to leave the situation as it currently is.

Paul Mannle, 1490 Islington Street, requested the Committee not recommend the Borthwick Forest Subdivision Roadway application to the Planning Board. He stated several reasons for his request, which were:

- He believes it violates the Master Plan, specifically Land Use 7.6, which charges the City to do a comprehensive study of the area between Borthwick and Islington. He said that this has not been done.
- He believes it violates Transportation 2.5, which charges the City to connect Route 33 to downtown via Borthwick, not Islington.

Mr. Mannle stated that at a recent TAC meeting, the project engineers stated that the connector road would remove traffic from Route 33 and Borthwick, and add it to upper Islington Street. He does not understand why traffic should be routed from a state highway to a residential street.

- It would make permanent cut throughs of Essex, Spinney and Aldrich.
- The developers are not stating what will be in the subdivision. He questioned how an approval could be made without knowing where it leads.

Mr. Mannle stated it would be a Pandora's Box. He stated the Conservation Commission voted no to recommending this application because of the unknown development. The road configuration is different now. City staff worked hard with the applicant to avoid the 100-foot wetland setback, thus avoiding another denial from the Commission.

- He believes there is no public benefit for the roadway. It only benefits the property owner. He does not think that an ambulance will slow down and take the cut throughs mentioned earlier. He provided specific routes he believes would be faster for emergency vehicles, which do not include this roadway.
- He believes the roadway will add unnecessary traffic through residential areas and greatly reduce the safety in those neighborhoods.

Marc Stettner, 91 Fairview Avenue, requested to address the moped enforcement guidelines. He stated he would be available to address any questions when the action item (VI.C.) is discussed. He presented a one-page document that outlined moped and scooter footprints to the Committee.

Walter Hamilton, 47 Mariette Drive, requested the Committee to direct City staff to contact Google and Apple. He wanted GPS directions corrected to direct traffic to Mirona Road and away from Peverly Hill Road.

Lee Roberts, 66 State Street, expressed concern about the Strawberry Banke properties on Court Street and how the construction traffic for the Peirce Island Wastewater Treatment Facility project would impact the properties. She stated that several key properties are known nationwide. She also stated she thinks the amount of time to address these issues is limited and more time should be given for discussion.

Rick Becksted, 1395 Islington Street, requested the Committee endorse the pilot project proposal presented by Andrea Amico. He stated that a traffic study has been done for the 94-unit development and could provide traffic information on Constitution Avenue. Mr. Becksted told the Committee about a customer on the lower end of Court Street and how regular traffic has impacted his property. He stated an experienced mason had repointed the brick and granite on the steps and in less than a year, it must be done again. He stated he would present photos at the City Council meeting on Monday, March 7th.

Mr. Becksted also addressed the Borthwick Forest Subdivision Roadway and stated that it is against the Master Plan. He read the following excerpts from the *Portsmouth Herald* - "On the topic of infrastructure, no abutter near or far should lose sight of the successful redevelopment of the Frank Jones Center property would all be, but certainly include the long sought connector road linking Route 1 to Borthwick Avenue onto Bartlett Street and lower Islington Street. Such a road would remove the tremendous amount of traffic from upper Islington Street. Something dreadfully needed, as that neighborhood was not built to have the traffic counts it sees today". He quoted additional articles.

Mr. Becksted stated that the applicant of the Borthwick Forest project said it was suggested that this cut through was going to be a direct route for them to partake in the downtown area. He stated that if Cate Street goes through, which he hopes that it does, it would do everything that the applicant of this project desires. Mr. Becksted stated Cate Street is a much better option. The Borthwick Forest proposed roadway is not needed and questioned what would be developed near it.

VI. NEW BUSINESS:

A. Peirce Island Wastewater Treatment Facility Expansion Construction Impacts – Terry Desmarais, City Engineer, introduced the presentation to the Committee. It is proposed to cost \$84 million and estimated to take four years to construct. Mr. Desmarais stated that a project of this magnitude would generate additional construction traffic, as it will be one of the largest construction projects in the City. He stated there has been a lot of work by staff and consultants to mitigate the impacts. There are a number of restrictions and requirements in the contract documents. He stated that early on in the planning and design, the concept of barging and using the waterways for transporting material was considered. However, at that time it was determined to be cost prohibitive with permitting challenges. It may come back up in discussion.

A contractor was hired to be on the design team to help generate construction traffic estimates and provide guidance on the progression of construction as to define some of the impacts. The project team presented the initial proposed traffic management plan.

Topics Discussed:

- Vehicle Description
- Construction Access Routes
- Estimated Frequency
- Downtown Locations
- Peirce Island Temporary Staging Areas
- Questions & Answers

Jon Pearson, AECOM Vice President of Water in the New England District, provided a list of anticipated construction vehicles with photographs. The two “design” vehicles discussed were the WB-50, 42.5 ft short cab trailer, and WB-67, 53 ft extended cab trailer (slide 5). The design vehicles were used as examples when looking at the traffic management route and how vehicles would get to and from the site. They were the basis for determining what modifications need to be made to the route to accommodate the traffic.

The construction access routes map was presented (slide 6). The contract documents require the contractor use the mandatory traffic routes for equipment, materials and labor force. The map showed a mandatory incoming traffic route, mandatory outgoing traffic route and an oversize vehicle exit route for vehicles over the WB-50 designation.

Mr. Pearson stated the type, size and frequency of vehicles going to the site will be dictated by the contractor’s approach and sequencing of the work. The contractor will be chosen from the public bidding process. The contractor hired during the design phase provided an estimate of construction traffic volumes and frequencies (slide 7).

Eric Eby addressed the traffic counts at Court Street and Marcy Street. The counts were taken in the summer of 2015 during the peak traffic season (slide 8). He stated based on the analysis, the traffic delay due to construction traffic would be no more than 40 seconds, at most, when the vehicles are stopped. Most of the delays would be due to pedestrians crossing the street at Court and Marcy. The data showed that Marcy Street currently carried 4,000 vehicles per day.

Mr. Pearson discussed key downtown locations of concern. They are marked in yellow on slide 9. The intersection of Middle Street and State Street was an additional key location and discussed on slide 10. Slide 10 depicted the WB-67 turning from Middle Street onto State Street. It would ride slightly up on the island curb and comes close to other curb. The proposal would be to add bollards to protect the traffic signal controller. The WB-50 would be the same (slide 11).

Slide 12 depicted the WB-67 incoming route traveling on State Street and turning right onto Marcy Street. In order to make the turn, it encroaches on parking spaces on State Street and Marcy Street. An alternate exit route is required because the oversized vehicle cannot make the left turn from Marcy onto Court. However, the WB-50 can travel the incoming and outgoing route as noted on slide 13 with the assistance of a construction flagger. The proposed accommodations for the larger vehicles are noted on slide 14. Some of the accommodations are: no parking in marked spaces on State Street and Marcy Street from 12 AM to 8 AM and oversized vehicles would only be allowed to travel the route during the time designated.

Slide 15 depicted the area in front of the Players' Ring on Marcy Street. Mr. Pearson stated in order for two WB-50 vehicles to traverse the street at the same time, they would occupy the full width of the roadway. For pedestrian safety, a brick sidewalk and signage would be constructed around the building to detour pedestrian traffic.

Slide 16 depicted the WB-67 incoming route traveling on Marcy Street and turning left onto Mechanic Street. The intersection would need to be temporarily modified to accommodate the truck traffic. Slide 17 depicted the WB-50 incoming with an infringement on the outgoing traffic lane on Marcy Street. Slide 18 illustrated the WB-50 outgoing route and its impact on the intersection. Some modifications at the intersection of Marcy and Mechanic would be to temporarily realign curb, road, and sidewalk and prohibit parking on Mechanic Street to allow use of the full width of roadway (slide 19).

Slide 20 and 21 depicted the outgoing WB-67 route accessing the parking lot at Strawberry Banke and exiting onto Hancock Street. The hours would be limited from midnight to 10 AM with advance notice. One parking space would be affected on Hancock. The concept has been discussed with Strawberry Banke and they have been amenable. Mr. Pearson stated discussions would continue as the process continues.

The outgoing WB-67 route continues (slides 22 & 23) showing a right turn from Hancock onto Pleasant. Signage would need to be relocated behind the sidewalk to provide the needed space. As the WB-67 turns left from Pleasant to Court, the already proposed All-Way STOP Sign would allow the vehicle full use of the intersection (slides 24 & 25).

Mr. Pearson stated slide 26 illustrated the worst-case scenario, which would allow only one oversized vehicle on the bridge at a time with the aid of two flaggers (one on each side of the bridge). The parking spaces immediately adjacent to Peirce Island Road would be eliminated during the duration of construction for safety, and would be used as contractor parking only. Mr. Pearson stated the east end of the island would be closed to public access during the duration of construction. Slide 27 depicted the temporary staging areas on Peirce Island.

Terry Desmarais clarified that substantial completion would be 47 months following the beginning of the project. He stated the construction traffic would significantly diminish after the substantial completion period. He stated the routes have been presented previously to City Council. The road changes would be temporary and brought back to original condition once construction is completed.

Public Works Director Rice clarified that the Committee is to address the traffic related impacts associated with the project. Several comments made during the public comment section dealt with matters outside the traffic impact scope and could be answered by reviewing the Frequently Asked Questions Section in the *Portsmouth Herald*. He stated that staff would be presenting on Monday, March 7th, before the City Council vote on financing.

Ted Gray motioned to recommend a joint meeting with City Council, Peirce Island Committee and Recreation Board to discuss proposed impacts. Harold Whitehouse seconded.

Harold Whitehouse requested the Mayor's Blue Ribbon Committee on Prescott Park be included in the discussion.

The motion was modified to include the Mayor's Blue Ribbon Committee on Prescott Park.

Vote 8-0, to recommend a joint meeting with City Council, Peirce Island Committee, Recreation Board, and the Mayor's Blue Ribbon Committee on Prescott Park to discuss proposed impacts. City Manager Bohenko was not present for vote.

B. Borthwick Forest Subdivision Roadway – Attorney Sharon Somers with Donahue, Tucker & Ciandella, presented on behalf of Borthwick Forest, Jackson Gray, and HDA. She stated that the Technical Advisory Committee recommended the traffic implications be discussed with the PTS Committee. She stated that a traffic study and peer review, as requested by City staff, have been completed. She stated that issues raised from the peer review have been resolved. Sharon Somers introduced Jason Plourde from Tighe & Bond.

Mr. Plourde stated the proposal for construction of a subdivision roadway does not include a land development. The applicant proposed a connection for traffic volumes that would travel between Islington Street and Borthwick Avenue. The connection street would be located approximately where the existing WBBX Drive is currently, as shown on the Subdivision Road Study Area (slide 2). He stated traffic counts have been conducted at numerous intersections as noted on slide 2 in yellow. Based on numerous discussions, they were able to determine where traffic volumes would be redistributed. He clarified that this proposal is not adding traffic volumes, but evaluating the redistribution of existing traffic.

Slides 3 and 4 indicated the redistribution of traffic along the travel routes with the subdivision road. The red arrows indicated reduced movements and the yellow indicated increased movements.

Slide 5 detailed the roadway configuration. Mr. Plourde noted two main benefits to the configuration: it avoided wetland areas and the winding design would slow down vehicles.

Mr. Plourde stated some of the project benefits included: less travel distance, reduced travel time, reduced vehicle emissions, and fewer cars at some critical locations. He stated City staff and a peer review consultant reviewed the traffic study. He stated they prepared a supplemental evaluation to answer questions about the impact of more cars on the Spinney, Essex, and Aldrich neighborhoods. Mr. Plourde stated that all the intersections were going to have an improved level of service or similar level of service.

In the packet, slides 6 to 12 displayed renderings of the subdivision roadway. A bridge would be constructed to go over the railroad tracks. A shared-use path is provided on one side of the roadway.

Mary Lou McElwain asked if a subdivision was planned. Mr. Plourde stated the application and plans are only for the roadway. He stated because questions were posed about potential

development, his firm looked at the traffic impacts of potential development based on the current zoning of the area. Mr. Plourde described a few theoretical scenarios regarding land development, but Chairman Lown reminded the Committee that the subdivision roadway is only being reviewed today.

Ted Gray asked if the wetland issues were approved. Attorney Sharon Somers stated that based on the current design of the roadway, wetland relief and/or wetland buffers are not required.

Harold Whitehouse asked if written easements from the railroad were acquired and Attorney Sharon Somers confirmed.

Mary Lou McElwain asked for clarification on the Committee's motion concerning this action item. Chairman Lown stated this action item should be reviewed strictly from a parking, traffic and safety viewpoint. He stated future developments, easements, and wetlands are not within the purview of this Committee.

Mary Lou McElwain asked why the bike path was only located on one side of the roadway. Mr. Plourde stated the shared-use path is wide enough to provide movement in both directions. Juliet Walker, Transportation Planner, confirmed.

City Manager motioned to recommend approval of roadway to the Planning Department. Public Works Director Rice seconded. Juliet Walker, Transportation Planner, clarified that the motion should be directed to the Planning Board. City Manager modified the motion to recommend the approval of the roadway to the Planning Board. Public Works Director Rice seconded.

Harold Whitehouse supported the speaker who gave five reasons not to support the application. He specifically opposed the motion because the Conservation Committee did not approve the original application.

On a roll call 5-4 motion passed to recommend an approval of the roadway to the Planning Board. Chairman Lown, City Manager Bohenko, Public Workers Director Rice, Ron Cypher and Acting Deputy Police Chief Warchol voted in favor. Ted Gray, Harold Whitehouse, Deputy Fire Chief James Heinz and Mary Lou McElwain voted opposed.

C. Scooter and Moped Parking. Request from Marc Stettner to revise rules regarding enforcement – Chairman Lown acknowledged the materials provided by Mr. Stettner. City Manager Bohenko motioned to refer action item to City staff and report back at a future meeting. Ron Cypher seconded. **Vote 9-0, to refer to City staff for report back at a future meeting.**

VII. OLD BUSINESS:

A. Water Country Traffic Impacts – City Manager Bohenko motioned to recommend the City fund the remaining portion of the traffic study to analyze alternative exit routes. Harold Whitehouse seconded.

City Manager Bohenko confirmed there is money (\$10,000) in this year's budget to partnership with Water Country. Eric Eby confirmed that the findings would be presented to NHDOT as they must approve all traffic changes on Route 1.

Mary Lou McElwain commended the work of the residents and requested their recommendations be respectfully considered.

Staff will be contacting Water Country to inform them of the partnership. The City will get written confirmation from Water Country and a firm will be procured through the City's bidding process.

Vote 9-0, to recommend the City fund the remaining portion of the traffic study to analyze alternative exit routes for Water Country traffic.

B. West Road and Campus Drive Intersection – City Manager Bohenko motioned to approve and accept staff recommendations to remove STOP signs on Campus Drive. Public Works Director Rice seconded. **Vote 9-0, to approve and accept staff recommendations to remove STOP signs on Campus Drive.**

C. Woodbury Avenue and Maplewood Avenue Intersection – City Manager Bohenko motioned to refer proposed plans to City's consultant for review and consideration as part of the Maplewood Avenue corridor project. Public Works Director Rice seconded. **Vote 9-0, to refer proposed plans to City's consultant for review and consideration as part of the Maplewood Avenue corridor project**

VIII. PUBLIC COMMENT:

Paul Mannle, 1490 Islington Street, expressed concern about time limits given to citizens to speak to action items. He believes the meetings need to be redesigned and public comments should be allowed directly after an applicant's presentation. Mr. Mannle expressed disappointment because the PowerPoint presentation for the Borthwick Forest Roadway project was not in the PTS packet. He does not believe abutter's notices were sent. He expressed concern with traffic on the residential neighborhoods streets because of the project. He suggested the PTS Committee change name to Parking Committee.

Nancy Tomb, 138 Gate Street, expressed concern with the construction of Peirce Island WWTF expansion project and the truck traffic and routes. She stated concern about the vibrations, pollution and gridlock caused by construction truck traffic. Ms. Tomb supports exploring the option of using barges and waterways even though the cost may be higher.

Paige Trace, 27 Hancock Street, listed thirteen properties on the National Register of Historic Places. She expressed concern regarding the foundations of the historic properties and the impacts from vibrations resulting from the Peirce Island construction traffic. Ms. Trace requested the infrastructure on Hancock Street be reviewed. She addressed the police

department regarding the late night pedestrian foot traffic on Washington Street at Hancock Street and for pedestrian safety when nighttime construction traffic starts. She asked the Committee to consider the traffic impacts on businesses and citizens.

Esther Kennedy, 41 Pickering Avenue, requested presentations be available in advance. She stated the FAQ section did not indicate that trucks would be traveling from 12 AM to 10 AM or 12 AM to 8 AM. She requested the information be listed in the FAQ section of the City's website. She stated there are discrepancies regarding the amount of time of construction. She believes the construction phase is 6 years based on the City's information regarding the 2022 replacement of the Peirce Island bridge and pump stations. She encouraged the Committee to look at the City's data. Also, she stated NHDOT gave a letter allowing a road to be created for the Pease Wastewater Treatment Facility option.

Andrea Amico, 820 Banfield Road, thanked the Committee for funding half the cost of the traffic study. She requested staff obtain Water Country's written commitment for their portion of the traffic study cost. She would like to see meaningful changes this summer. The traffic study is needed in order for NHDOT to approve any proposals.

Rick Becksted, 1395 Islington Street, expressed disappointment regarding the Borthwick Forest Subdivision Roadway project and the motions made by City Manager Bohenko and Public Works Director Rice to approve the action item. He stated that he believes the project goes against the Master Plan.

Judy Nerbonne, 189 Gates Street, expressed concern regarding the night traffic proposed for the Peirce Island expansion project. She stated all night traffic is very disruptive. She asked the Committee how it's protecting the safety of citizens, businesses and visitors concerning the traffic routes discussed earlier. Ms. Nerbonne requested a complete cost comparison of barge delivery and construction traffic plan. She requested more information.

City Manager Bohenko stated the City would be working on an add alternate to the bid for barge access. It will allow the City Council to make a decision on the actual cost of utilizing barge access.

Public Works Director Rice clarified that the construction traffic has been part of the design project from the beginning. A traffic engineer reviewed the traffic volumes and T.Y. LIN International completed an independent peer review of the traffic analysis. The level of service would not be impacted by this project. The oversized trucks would be the only nighttime traffic and it would be periodic.

IX. INFORMATIONAL:

A. Parking shuttle operations and recommendations for 2016 – Juliet Walker, Transportation Planner, presented on the parking shuttle operations and recommendations. For the 2016 season, staff recommended negotiating a contract with COAST to operate weekend service (Friday to Sunday) from the first weekend in July to Labor Day. Staff also

recommended providing additional shuttle service for special events throughout the year. Staff will be surveying the business community to identify needs and exploring ideas for the 2017 season.

Harold Whitehouse provided suggestions regarding optional fare contributions and staffing volunteers to distribute City event literature at the shuttle parking lot.

Mary Lou McElwain voiced support for the shuttle service and suggested downtown businesses promote the service on their websites.

X. ADJOURNMENT – At 9:51 a.m., voted to adjourn.

Respectfully submitted by:

Amy Chastain
Secretary of the Committee