MINUTES OF THE CHESHIRE TOWN COUNCIL SCHOOL MODERNIZATION COMMITTEE (SMC) MEETING HELD ON MONDAY, DECEMBER 16, 2019 at 7:00 P.M. IN COUNCIL CHAMBERS, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present
Committee Members: Jen Bates, Matt Bowman, Paul A. Bowman (Council), Rich Gusenburg, Anne Harrigan (BOE), Ann Marie Kemp, Andrew Martelli (BOE), Rene Martinez, Charles Neth, Sylvia Nichols (Council), Anthony Perugini (BOE), Peter Talbot (Council). Ex Officio Member – Robert J. Oris, Jr. Town Council Chairman.
Staff: Town Manager Sean Kimball; Asst. Town Manager Arnett Talbot; Supt. of Schools Jeff Solan; COO (Dept. of Education) Vincent Masciana; Finance Director James Jaskot; PW Director George Noewatne.

Council Chairman Oris called the meeting to order at 7:00 p.m.

Mr. Oris welcomed BOE member Andrew Martelli to the SMC.

1. ROLLCALL
The Clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE
The group Pledged Allegiance to the Flag.

3. PUBLIC COMMENT – moved to end of the agenda

4. DISCUSSION AND POSSIBLE ACTION RE: ELECTION OF CHAIR AND VICE-CHAIR
Mr. Bowman stated his preference to defer the election to the next meeting.

Committee members Ms. Bates, Ms. Kemp, Mr. Gusenburg expressed interest in the position of SMC Chairperson, and Matt Bowman expressed interest in the position of Vice-Chairperson. They each highlighted their experience and knowledge for the Chair and Vice-Chair positions.

Mr. Perugini stated the SMC needs a good chairperson, someone who can keep the meetings organized and moving forward, and experience with school construction is not a requirement.

Mr. Oris prefers that a member of the community, not a Councilor or BOE member, be elected Chair of the SMC.

5. PRESENTATION – Mr. Masciana and Supt. Solan
A copy of the presentation is attached to these minutes.
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- School Building Ages and Uses
- Student Enrollment-History and Projections
- Elementary Classroom Inventory
- Facility Assessment Summary from 2017 Study
- Capital Budget Overview
- Master Plan Recommendations from 2017 Study
- School Construction Grant Overview
- Q&A and discuss next steps

Mr. Masciana stated the purpose of the presentation is to give the SMC a view of the items cited above. He presented the following information.

School Building Ages and Uses – the average building age is 68.25 years, and buildings serve as both schools and community facilities.

2018-2019
Humiston School (age 107) – Alternative high school and BOE Central Office; student enrollment – 30; after school events – 54.

Darcey School (age 72) – Kindergarten, Pre-School, and Birth to 3 Program; student enrollment – 185; after school events – 247.

Chapman Elementary (age 69) – Grades K-6; student enrollment – 315; after school events - 458.

Cheshire High School (age 68) – Grades 9-12; student enrollment – 1.405; after school events – 2,532.

Dodd Middle School (age 61) – Grades 7-8; student enrollment – 651; after school events – 346.

Doolittle School (age 57) - Grades 1-6; student enrollment – 438; after school events – 673.

Highland School (age 48) – Grades K-6; student enrollment – 737; after school Events – 917.

The school buildings are maintained; they are safe and functional; there have been no renovations done to the buildings.

CHS addition was done in 2000, with “Commons” area, more classroom capacity (upstairs), Guidance Suite/Main Office; Dodd Middle School addition was done in 1995; Norton and Doolittle Schools had additions in the 1990’s.
Trailer Classrooms – at Norton School - they are used for arts, music, special education programs; Highland School trailer classrooms are used as technology labs and for the academically gifted program.

Mr. Masciana pointed out that the schools are not “just schools”, as they are community facilities with programs after school and on weekends. These are all indoor events and include BOE meetings, YMCA care program, sports programs, etc. The after school usage of the schools is important when discussing replacement of a building, and they all relate to building security and safety.

Summer School – these programs are confined to Highland School (totally air-conditioned building); Darcey School is used for some special needs programs. Supt. Solan pointed out that the summer usage also depends on work being done in a building during the summer months.

1981 – 4,325 students; 2018-19 – 4,204 students (as of 10/1/19).
2003-2005 – Cheshire enrollment was 5,165 students.

NESDEC - Enrollment Projections were updated in 2019. In 2016 the projected enrollment was 4,123 students; in 2019 it was 4,204 students; future projection 2025-2026 is 3,600 students. NESDEC is now using real enrollment numbers as well as the birth rate. Current numbers are trending and NESDEC numbers are good.

2016 – The first Facility Master Plan used the Urbanomics enrollment projections. The projection was up to 4,500 students. This number was attributed to State numbers for jobs in the bio-tech industry, increased housing and school demands in Cheshire. With better projections, the better decisions that can be made. Urbanomics study included data on house by house analysis, determination of age of occupants, houses sold to families with school age children, new home construction which affects enrollment.

Opening of Highland School in 1971 – two schools were closed – Darcey and Humiston. The BOE offices moved into Humiston School; when full-day Kindergarten was implemented there was double the number of classrooms needed at Darcey to house the program.

Mr. Masciana said the SMC should consider an updated enrollment study.

Elementary Classroom Inventory – total number of classrooms in the school district is 152; there is “0” empty or readily available classroom space; the chart on page 3 shows the inventory and dedicated classroom use; full-day Kindergarten plus classrooms dedicated for special education have reduced available inventory. Doolittle School has two classrooms for the “Bridges” program. Supt. Solan stated that the vast majority of
classrooms are used 85% to 100% of each day, and special education is a full day program, with dedicated classrooms.

**Portable Classrooms** – The district has six (6) of these classrooms; two (2) at Highland School and four (4) at Norton School; some rooms are being used for reading and math intervention and LST (Literacy) programs. These classrooms are re-routed and maintained, but Mr. Masciana said they are past their useful life, but necessary.

For the portable classrooms, Mr. M. Bowman recommended elimination of these trailers, especially with regard to safety concerns.

**Average Classroom Capacity** – The capacity is affected by the number of students per classroom; the average is 18 students per classroom/teacher; lower grades (K/1-2) have 15-16 students; 5th and 6th grade classrooms have 22 to 23 students, but not more than 24 students per classroom.

On the middle school level, there have been teachers working on carts, and Supt. Solan said this number has decreased from prior years.

Regarding teachers with carts, Mr. Oris asked about designing a new school, and how this would play into the design.

Supt. Solan said there is consideration on having enough classrooms to cover grades, and with a decrease in students, fewer teachers would be working on carts.

Mr. Gusenburg stated that teachers prefer having a classroom and an office in which to work.

**Capital Budget Overview** – There are two funding sources for the BOE…the operating budget and capital budget. The capital budget funds building improvements, construction, equipment purchases, land acquisition, etc. having a cost of $110,000 or more, an expected life of five (5) years or more, and having a non-recurring nature. The Town Council approves an annual Five-Year Capital Expenditure Plan (CEP) and funding for the Annual Capital Budget in August. In 2020, the CEP will be approved in April. Expenditures over $500,000 are subject to voter referendum; cumulative expenditures (i.e. window project over two years) at $250,000 each year must have voter referendum approval. Funding for school repairs and improvements, less than $110,000, are funded from the operating budget.

**FY 2019-2020 Approved CEP $3,729,639** – This is funding for maintenance and operations; $1.4M is funding utilities/water/sewer/heating; $1.31M is from the operating budget for maintenance and repairs of buildings for contracts, snow plowing, plumbing, electric and other repairs.
FY19-20 to 23-24 Capital Requests - $28,622,500 – Mr. Masciana highlighted the five year CEP requests to include $6.3M for cafeteria improvements; $5.7M for window replacements; $5.25M for district paving projects; $4.2M for HVAC improvements; $2.4M for code compliance projects; $1.25M for district lavatories; $1.25M for flooring, millwork, etc.; $1.12M for interior building improvements; $435,000 for lighting and electrical improvements; CHS Athletic Complex $300,000; Bus Depot Improvements $125,000.

FY 19-20 Funding Request - $3,545,000 – The Town Council approved the request for building maintenance and improvements to include $250,000 District paving; $150,000 District lavatories; $125,000 Bus Depot Improvements; $250,000 Window Replacements; $260,000 Lighting & Electrical Improvements.

With wholesale modernization improvements to one of the school buildings, Mr. Masciana pointed out that some of these projects could be delayed.

Perkins-Eastman Study/Report – Mr. Masciana explained that a portion of the report was built into the capital plan, and some of the capital expenditures have been carried for several years. One recommendation was ADA and Code Compliance, but $2.4M does not consider ADA compliance in all the schools…it is just for Humiston and CHS. He advised there is a meeting with the State next week on the high school ADA compliance.

State Reimbursement – The committee discussed the reimbursement rates for many of the projects. Mr. Masciana and Supt. Solan reviewed some of the details of reimbursement and percentage rates.

Window Replacement would be eligible for State reimbursement, but does not cover labor…just glass…and would be about 20% of the project cost.

Code Compliance would be eligible at the full 46% reimbursement rate.

Mr. Masciana recommended the SMC consider hiring an expert on school construction reimbursement as things move forward.

Projects Underway/or in Planning stage – CHS ADA improvements; school security improvements; Highland government freezer replacement; Oil UST replacements at Darcey and Doolittle; CHS Science Lab Upgrades.

Regarding the $3.545M approved by the Council for the BOE annual capital projects, Mr. Oris commented on prior discussions about being judicious in using this funding, not spending taxpayer dollars on buildings which may not be on-line in the future.
Mr. Perugini, BOE Chairman, said the BOE Planning Committee will be looking at the school projects and using the funds wisely.

**Page 8 - New Capital Projects approved in August 2019** – The listing of projects was reviewed by Mr. Masciana. They include CHS window replacement, floor tile replacement, repaving, stadium lighting upgrade to LED, HVAC replacement. Replacement of Highland and Doolittle school boilers; lavatory improvements for Doolittle; HVAC replacements at Dodd, CHS, and Chapman; cafeteria renovations at Norton; Districtwide acoustical tile replacements and millwork replacement; improve land for Bus Depot expansion.

When a school comes off-line, Ms. Bates asked who decides what happens to that school, and could SMC recommend the school become a recreation center.

Mr. Perugini stated that when the BOE decides to stop using a building when it no longer serves an educational purpose, and cannot find another use for the building, it is turned over to the Town. The SMC should be looking at all possibilities for a building use, and more input could be a benefit and a gap left unfilled the last time.

On that subject matter, Mr. Oris said the Council’s intent is not for the SMC to find other capital projects outside of its charge. There can be a conversation about closing a school building. SMC must determine the ongoing cost of that building, i.e. zero, if it has some value, it can be sold off…but SMC cannot create another large capital project for the Town.

Stating his agreement, Mr. P. Bowman said the SMC should focus on the school modernization plan.

If a school is “mothballed” Mr. Perugini talked about there being a need for enough information about the cost to carry this school until it is truly “mothballed”…along with other factors for the Council to make a decision.

Mr. Oris cited Humiston School building as a very costly building that should be taken off the rolls in order to advance school modernization. This building should not be turned into another huge capital budget funded by taxpayers, in addition to the school modernization plan.

Ms. Kemp talked about there being a different space in another town building for the 25 BOE administrative staff offices other than Humiston School.

Mr. M. Bowman stated that if this space was private there is space in town. If there was an analysis on the cost to operate Humiston School vs. private leasing that much space for BOE central offices, the cost to operate the school would be much higher.
It was stated by Mr. Martinez that Cheshire is not the first community to solve the issues being discussed about age of buildings etc. SMC should look at the available analysis, see the trends and conclusions arrived at in other towns, and not spin our wheels trying to figure out what others have already done.

Page 6 – Recent Capital Projects (2019 back to 2010) – Mr. Masciana reported that some of the projects went to referendum for voter approval; all were approved. The listed projects include CHS window replacement, Doolittle and Highland School boiler replacements; Norton, Dodd and Doolittle cafeteria improvements; district rolling generator connections; Norton lavatory upgrades; refurbishment of Dodd athletic field; CHS emergency generator for emergency town shelter site; roof repairs, sidewalk, masonry, chimney replacements; new CHS concession/bathroom building; Dodd lot paving; CHS sports locker room/ADA improvements; $10.2M energy performance contract (w/Ameresco); CHS west gym floor and roof replacement; district-wide carpet replacements; CHS turf field and track replacement; CHS utility tunnel improvements; CHS roof replacement.

Mr. Martinez sees the majority of the projects being the physical plant, utility improvements, field equipment, and does not see any renovation projects from an educational standpoint. He asked if these types of projects are included in the list.

It was explained by Mr. Masciana that capital projects relate to maintenance of the buildings, improvements to cafeterias and common places. There is no school modernization improvement plan in the CEP.

BOE Chair Perugini stated there are no major educational programs in the CEP, and the projects cannot be funded without expense to the taxpayers. The BOE looks at things which must be done, including safety and security. The expansion of science labs has been of importance to the BOE, but this program cannot be expanded to the elementary schools due to lack of space.

Mr. P. Bowman stated that BOE programs, throughout the district, drive everything. There must be a look at how children will be educated in the future with the changes coming into the education system which impacts the school buildings. The BOE must instruct the committee on future programs for the schools, and give a stamp of approval that they are on target. Mr. Bowman talked about BOE looking at bringing back different types of trade education, STEM/Art/Music…and the committee needing to hear from the BOE on education programs.

In the Cheshire school district, Mr. Masciana pointed out the technology upgrades for students…the Chrome Book program for grades 5-12, WI-FI upgrades, etc. and with building upgrades we must insure all educational components.
According to Mr. M. Bowman there is a trend going back towards the trades rather than just college prep courses.

Supt. Solan agreed it is more than just college prep, and said there is a trend to educate students about trade options at Wilcox H.S. and other technical education opportunities in the schools.

**Page 9 - Facility Assessment Summary from 2017 Study** – Supt. Solan briefly reviewed the Perkins Eastman Findings Summary, noting that many of the items are ADA and code compliance and safety/security improvements.

**Perkins Eastman Summary** – There were four (4) scenarios cited. It was quite comprehensive over a period of 20 years. The BOE selected one (1) scenario to move forward – build a new middle school, grades 6-8, on a TBD site; repurpose Dodd for swing space and Town use; shift Darcey & Chapman students to Doolittle, Norton and Highland Schools; close and repurpose the Darcey building; renovate/improve Doolittle, Norton & Highland for grades K-5; build a new Cheshire High School on the existing site; demolish the old high school building; repurpose Chapman for alternative high school, BOE and Pre-K; close Humiston School and repurpose for other Town uses; address other buildings in the district.

Supt. Solan explained that “swing space” is a term used to find space to move students during a project.

**Page 10 – New Grade 6-8 Middle School** – Supt. Solan referred to the educational benefits cited in the summary – enhanced STEM learning access, science labs, maker space/spaces, Unified Arts, more broad and frequent World Language instruction. Three (3) years at middle school allows for enhanced understanding of and teaching to individual learning needs, extended extracurricular access to theater, clubs, arts, music and athletics, extended opportunities for Unified Arts experiences in career and technical education.

**Advantages – 2017 Recommended Master Plan** – Supt. Solan highlighted the advantages which include meeting long term educational goals for Cheshire students, kindergarten students attending neighborhood elementary school, Dodd providing swing space for next plan phases and/or provide Town with needed community space/fields, new high school replaces older existing facility, creates new learning and teaching environment and full code compliance, easier maintenance of school facilities, more energy efficiency, meeting State standards for safety, security and code requirements. The plan is grounded using student enrollment projections. The plan achieves parity, enabling Cheshire schools to compete effectively in the future with neighboring school communities; ensures property values remain high. There was also discussion in the plan about building a magnet school…everything was on the table.
According to Supt. Solan the plan addressed all the district needs, but the biggest piece and undoing was the 20 year cost of the plan. It was not practical from a financial perspective. The BOE settled on one plan for submission to the Council and the community.

Without major updates to the other schools, Mr. M. Bowman said in 20 years the Town would have to look at replacing the other schools. His hope is to find the ability to make all the schools modern.

Mr. Perugini believes the committee should look into other options, and why the 6-8 middle school was chosen over the 7-8 middle school. He believes the 6-8 program prepares the students for high school; it eliminates 6th grade in the elementary schools; and it also closes Darcey and consolidation of older buildings.

A comprehensive study was done at the time, and Supt. Solan said the more kids under one roof the greater efficiency is created with staffing and closing of buildings.

**Purchasing of commercial property** – Supt. Solan, Mr. Masciana and Mr. Perugini informed the SMC about the prior commercial property. The Alexion facility checked all the boxes, including parking space and field spaces, internal needs, adequate cafeteria, STEM space, and a gym could be built onto the facility. The greatest benefit was it being cost effective; the building was as modern as it gets; and the owner invested millions of dollars to get the facility to where it was.

It was noted by Mr. Oris that Perkins Eastman looked at the Alexion building and passed on it. The purchase price was important; there was reusability of the improvements; 99% of the suggestions could be used in this building. The Town missed out on this opportunity. He said there must be discussion about understanding, educationally, what the school system needs and it must be based on fiscal reality. There cannot be design of a $450M plan without understanding if the Town can afford it. There must also be consideration of keeping the Town’s AAA credit rating, which directly applies to our bonding capacity and interest rates. Mr. Oris stated that without marrying these together the project will not pass. We must be open minded to renovating existing structures, and everything is on the table. At this time, Mr. Oris is unaware of any other commercial building out there for a possible school site.

Regarding the immediate task for a “consultant”, Mr. Martinez said the committee must consider what type of consultant to select for the modernization plan. He said there could be enough information in the Perkins Eastman report for a look to come up with a prudent plan. The consultant could be a project manager, construction manager, or architect. The committee might have to focus its efforts for a group to guide it through the financial road map to get where it needs to go.
In the prior RFP, Mr. Perugini said there was a study of the buildings with information coming back to the BOE. There must be a decision on what the dollar figure will be, what is good for the Town, i.e. $400M project, and looking at what the AAA rating entails.

Ms. Nichols commented on three factors for consideration. 1) the physical plants and quality and safety; 2) educational component to meet program needs; 3) and it all depends on the money which can be spent. SMC must look at the budget, have reality on the impact to the taxpayers, how much can the Town afford, how to bond the project, and the effect on expenditures over the next 10-20+ years. We can have a plan, a project with many components, and what is missing is the financial impact of the dollar number, and effect on the bonding capability and the taxpayers. Ms. Nichols said the SMC needs to come back with a financial plan on a viable option for the Town.

Part of the equation/analysis is the efficiencies and savings incurred throughout the modernization plan, and Mr. Oris cited a “number” from the Council, i.e. $100M to the community. We know the cost of $100M of debt service without other factors involved…but there will be other factors involved. Input is needed from the BOE about gaining efficiencies when the consolidation is done, financial impact information from Finance Director Jaskot, BOE and staff on the impact to the Town’s financial worth. Any savings could, hopefully, be applied to offsetting debt service, reducing impact on the taxpayers.

In 2017 there was a follow-up detailed plan with efficiencies and savings, and Mr. Perugini said the SMC could come up with a cost for a new middle school…$110M…and look at the other schools and capital budgets. This is a conversation that would help.

The committee was told by Mr. Oris that Town and BOE staff will provide support as it learns what the Town can build. He noted the Town is still dealing with the treatment plan upgrade project cost, and has the Chapman Property renovation project to be advanced to the community.

Mr. Martinez said the committee needs some known boundaries within which it can work.

The committee can look at a $233M renovation plan of the schools, and Mr. Perugini said there can be a look at the other options in the 2017 plan and other scenarios.

Supt. Solan said the BOE can provide information and various scenarios and what they mean, and the committee can do a walk-through of the existing school facilities.

Mr. Bowman commented on Cheshire not having enough land for the future, and the need for the committee to look at the visuals of the existing schools.
Supt. Solan will provide this information to the committee.

**School Construction Grant Overview** - Reimbursement Rates for New construction – 36.43%; Renovation – 46.43%.

- **Process Overview** – June 30th application to the DAS Office of School Construction Grants and Review with documentation of approved funding, required resolutions (Town Council); submission of Form SCG 053-Site Analysis for School Building Projects with cost estimates; Education specifications with written BOE approval; enrollment projections.
- **December 15th** – DAS submits priority list to Governor & Education CMTE.
- **February 1st** – CMTE submits priority list to the General Assembly
- Following Spring/Summer – General Assembly authorizes Commissioner of DAS to enter into grant commitments with approved applicants.

Supt. Solan noted there are new regulations related to school construction, i.e. there may not be reimbursement cost for a middle school auditorium, so this is out of the calculation; and reimbursement rate changes for a magnet school. He informed the committee there are many variables in construction of a proposed project to the State, and all projects are deeply scrutinized.

The committee briefly discussed having its product ready for 6/30/20, and it was concluded that the product would not be developed to bring to the Town Council and BOE by that date. It was agreed that the SMC would not want to rush a major plan and 6/30/20 is an unrealistic time frame. There must be time for public input, education of the community on the proposed school project plan/cost/impact, etc. before the project goes to referendum.

**Time Frame** – The SMC discussed having the project/product ready for the November 2020 election, and submission to the State DAS for 6/30/21.

**Q&A and discuss next steps** – The committee reviewed the next steps.
- Issue RFP for professional assistance; neighboring district school tours; Cheshire school tours; Documents-School Modernization Shared Folder.

Mr. Martelli commented on this being a tight time frame, and informed the committee that the City of Waterbury took its “show on the road” and the work and effort came to fruition.

**Sub-Committees of the SMC** – The committee talked about sub-committees for each school with an in-depth study, and reporting back to the full SMC in a timely manner.

Supt. Solan pointed out there is a relativity factor with some members seeing only one school rather than multiple schools in Cheshire and other towns. He noted the 2017
information can be reviewed with the committee developing a plan that makes sense for the Town.

During the CEP process, Mr. Bowman informed the committee that the Council visited some of the schools...was taken back...and eyes were opened on the projects that need to be done in the schools. Money needs to be spent on the school. There should be committee meetings held at the schools, walk through of the schools, look at the core facilities, and take field trips to neighboring town schools.

Ms. Kemp suggested tours of the Cheshire schools and the renovated schools in surrounding towns. On an out-of-town school tour, Mr. Gusenburg said the committee should look at the cafeteria, library, and other core facilities, which would be part of a renovation project.

RFP Deadline – Mr. Martinez said there would be one (1) month to write the RFP; one (1) month for bidders to respond; two (2) months for them to do their work; and the total time process could be five (5) months. He recommended a deadline for getting an RFP out on the street. The RFP should be an agenda item for the next SMC meeting.

School Life Expectancy – Mr. Masciana explained that new construction has 50 year life expectancy, and renovation has 20 year life expectancy.

3. Public Comments – moved to current status on the agenda.
Jamie Ferguson, Copper Beach Drive, addressed the focus of the committee just being on the middle school, vital options, and how to revitalize the middle school option. She asked about curriculum options K-8, and this being discussed before moving to an RFP.

Mr. Oris said the first go around was a 6-8 middle school, which may still be on the table for the BOE, but the committee will look at all the options. The option may not be a new building or renovation for grades 6-8. Everything is on the table. The committee must determine the most cost effective way to get what is needed for the school system, and a consultant is needed to help walk the path with the SMC.

BOE member Ms. Harrigan stated that BOE members are not coming to the table with pre-conceived ideas on a school modernization project.

6. DISCUSSION REGARDING COMMITTEE PUBLICITY
Publicity – The committee held a brief discussion on maximizing information to the public and being as transparent as possible. The meeting agenda and minutes will be on the Town and BOE website.

Ms. Kemp recommended a Facebook page for the SMC, the use of existing Town and BOE social properties to provide updates from the committee. The SMC must build the story and repository on the websites. The Cheshire Herald will post newspaper
articles. There must be contact with the PTO groups, community organizations, and making information digestible for the public. Meeting dates, agendas, minutes can be posted on the town forum, with an SMC link to the Town site.

Ms. Bates suggested assignment of tasks to committee members with a more formal process.

The SMC members were informed by Mr. Oris that the Town and BOE members and staff are committed to work with the committee. SMC information (meeting dates, agendas, minutes etc.) must be posted on the Town website.

In that regard, Mr. Talbot said he is unsure Town staff should be posting on the community forum and other sites. He believes committee members should be responsible for posting on the social media sites.

Ms. Bates and Ms. Kemp will handle the social media posting for the SMC.

The RFP information from 2017 will be submitted to SMC members for review and update for a new RFP.

7. SET NEXT MEETING(S)

Meeting Dates – The committee members decided on meetings being held on the first and third Monday of each month, effective January 6, 2020.

The next SMC meeting is scheduled for Monday, December 30, 2019, 7:00 p.m. in Town Hall, Council Chambers.

8. ADJOURNMENT

MOTION by Mr. P. Bowman; seconded by Mr. Perugini.

MOVED to adjourn the meeting at 10:00 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk