

**MINUTES OF THE CHESHIRE TOWN COUNCIL SPECIAL MEETING AND BUDGET COMMITTEE MEETING HELD ON MONDAY, APRIL 13, 2020 AT 6:30 P.M. VIA VIDEO TELECONFERENCE (PER EXECUTIVE ORDER OF THE GOVERNOR OF CONNECTICUT)**

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Video will be available on Channel 14 and on demand at [www.cheshirect.org](http://www.cheshirect.org) as soon as possible.

**Present**

Robert J. Oris, Jr. Chairman; David Borowy, James Jinks, Sylvia Nichols, Timothy Slocum, Peter Talbot, David Veleber, Donald Walsh.  
Staff: Sean M. Kimball, Town Manager; Arnett Talbot, Asst. Town Manager; James Jaskot, Finance Director; Vincent Masciana, COO, Dept. of Education

Chairman Oris called the meeting to order at 6:30 p.m.

**1. ROLL CALL**

The clerk called the roll and a quorum was determined to be present.

**2. PLEDGE OF ALLEGIANCE**

The Group Pledged Allegiance to the Flag.  
Chairman Oris opened the meeting at 6:30 p.m.

Budget Committee Chairman Borowy welcomed everyone to the budget meeting. He commented on the importance of the work on the operating budget and the Council doing its best to keep the public involved.

**3. Proposed FY 2020-2021 Operating Budget, Annual Capital Budget, and Five-Year Capital Expenditure Budget.**

**General Overview:**

**Summary of Expenditures, Revenue projections, Mill Rate Review, Debt Service, CNR, CEP, Employee Benefits, General Services, Administration & Finance.**

Town Manager Kimball gave his presentation on the FY 2020-2021 Operating Budget. Highlights of the presentation include the following:

**FY 2021 total Operating Budget - \$117,614,532; +\$3,389,206; +2.97%**

General Government -	\$33,978,497	+\$1,259,019	+3.85%
Education -	\$75,545,054	+\$2,188,543	+2.98%
Debt -	\$ 6,965,981	+\$ 325,795	+4.91%
Capital Non-Recurring	\$ 1,000,000	-\$ 100,000	-9.09%
Contingency	\$ 125,000	-0-	0.00%

Teacher Pension System - There is no funding for this expenditure (\$284,061).

COVID -19 – Mr. Kimball noted that the pandemic (since first week of March) could impact the budget, but it is an unknown impact at this time.

State Budget – The Town of Cheshire will have a reduction of \$13,494 in State funding from the biennial budget (2<sup>nd</sup> year).

Union Contracts – The contracts are expiring; they are now in negotiations.

School Modernization Plan – The SMC plan will have major initiatives and impact for the capital budget.

Bartlem Park/Chapman Property Master Plan – The plans for this project will have a major impact and initiatives for the capital budget.

Proposed Revenues FY 2021 (page 103) – The property taxes are the major source of revenue, 83%, \$97,042,290; there are a variety of other revenue sources/grants; total revenue - \$117,610,091.

**Major Budget Drivers/\$ Increase and % Increase**

Board of Education Budget -	\$2,188,543	1.92%
Net Debt Service Increases -	\$ 325,795	0.29%
General Government Budget Drivers:		
Town Retirement/OPEB Expenses	\$ 329,713	0.31%
Medical Insurance	\$ 176,912	0.15%
Solid Waste/Recycling/Tip Fee	\$ 121,187	0.11%
Liability & Workers Comp. Ins./Soc. Security	\$ 101,971	0.09%
All Other Changes	\$ 115,175	0.10%
<b>TOTAL</b>	<b>\$3,389,296</b>	<b>2.97%</b>

Debt Service – Mr. Kimball commented on the efforts to reduce debt service as a percentage of the budget; the Town is borrowing less; and is using reserve funds. There is a commitment to reducing the net debt number. Long term debt serve projection as percentage of expenditures is 6.2%.

Debt Service Analysis (Page 129) – The revised net debt is \$6,965,981; this is an increase of \$325,795.

Mill Rate of 34.15 Mills - Average Residential Taxpayer – With a 70% assessed value for one residential property and two vehicles - \$231,104; proposed taxes - \$7,892; this is an increase of \$215 from FY19-20.

Ten Year History-Annual Tax Increase (house and 2 cars) – FY 2011-2021. Average assessment is \$236,375; mill rate increases have averaged 2.00% over ten years, and \$138 tax increase on average residential taxpayer.

### **Five Year Capital budget Plan**

Town Manager Kimball explained that the large capital projects go to referendum in November; the five-year plan is for major capital expenditures; the appropriation for the first year of the CEP is authorized by the Town Council.

Total CEP Requests (non-education) totaled \$42,835,214; 7.44% increase over prior year adopted budget; Town Manager reductions of \$1,531,660; this is a 3.67% reduction; there will be offsetting grants (\$7.7M); the net capital budget is reduced to \$60,131,000.

The proposed five (5) year CEP totals \$67,859,000, an increase of \$9,218,000 over last year's budget (Town and Board of Education); Town Manager reduced the original requests of \$74,639,000 by \$6,780,000. Annual recommended CEP FY 21 projects totaling \$12,110,000, an increase of \$598,000 over FY 20 CEP.

Mr. Kimball reviewed and cited the capital budget requests and recommendations for Town departments and BOE (pages 10-13). BOE - 26 projects total \$25,578,000, which is 37.7% of the recommended capital budget.

In the past five (5) years the capital budget averaged \$53.6M gross, and net of \$44.39M. Mr. Kimball stated that the capital projects are prioritized.

### **Pensions**

Mr. Jaskot presented highlights on the pension plan(s) and interest rate assumptions. Pension Plans – Town, Cheshire Police Department and Cheshire Firefighters. Cheshire Police Department - \$1.884M; Cheshire Firefighters - \$259,000; Town of Cheshire - \$1.8M.

Interest Rate Assumption – 7.5% This rate was 8.5% and has decreased over the years. Cheshire has the highest rate compared to other similar towns. Accountants and Actuaries have recommended ratcheting the rate to 7% assumption. Mr. Jaskot cited Fairfield CT at 6.89% rate, and there will be pressure to reduce Cheshire's rate.

Chairman Oris stated the interest rate assumption has been talked about and worked on to lower the assumption, and has been identified as an important issue. Rating agencies know Cheshire is looking to lower the assumption, and he noted this is not the only information agencies look at when rating a town AAA.

Budget Committee Chairman Borowy stated the rate must come down, and it must be on the balance sheet if the rate is not 7%. He said a too high rate will have a negative

effect, so the rate must come down. The auditors are finding average municipal budgets at 7% or lower, or there will be a GAP requirement to put it in as a liability if the minimum is not 7%.

The Council was told by Mr. Jaskot that the Town rate is high. We will be bidding out for auditor services this year, and the assumption rate will be a big issue going forward. He cited the fact that the market had a good year in 2019, but there was a dip in June of last year, which affected investment income.

Mr. Slocum pointed out the real impact to achieve this goal is putting more funding into the pension fund calculations, and this is becoming a budget driver.

The Town was on a steady plan, and Mr. Kimball said with changes to the pension plan, interest rate assumption or other factors, the dollars became significant.

According to Mr. Jaskot, last year was the first year the Town contributed actuarially recommended contributions.

Actuaries have recommendations. This year the Town is paying \$3.9M. Based on the last valuation (7/1/18) the projection for 2021 is \$4.174M, and this would be budgeted if nothing changes. The actuaries did bump up the \$4.174M based on asset experience for the period July 1, 2018 to June 30, 2019, and the new calculation is \$4.22M.

Mortality Tables – Mr. Jaskot explained that these tables must be used going forward, and with reduced rate of return assumption to 7%, the payment would be \$4.8M. The mortality tables, alone, based on current assumptions, the 2021 contributions would go up to \$4.8M.

Scenarios were reviewed by Mr. Jaskot with the Council - 7.25% rate and 7%.

Amortization period – is another assumption which actuaries and the Town can consider. The amortization period can be increased, phasing in the mortality table for the lowering of the discount rate over a period of years.

Cheshire is now at a 16 year amortization period; this can be increased to 20 or 25 years; this would have a huge impact on the increase and expense recognized each year going forward.

7.25% - 16 year amortization period - \$5.121M; 20 year period - \$4.6M.

7% - 16 year amortization period - \$5.4M; 25 year (maximum) period - \$4.4M. This would be an increase of \$495,000 over what was contributed in FY 2020. It would bring the Town to where it hopes to get to at some point. The \$495,000 increase would be partly absorbed by the BOE...it is the Town, BOE, Pool, WPCD and Cafeteria Plan.

Mr. Slocum asked Mr. Kimball if this is his recommendation, and about any problems with a 25-year amortization.

Mr. Kimball informed the Council that this is built into the budget calculation. He advised the BOE budget used the prior year number. The information is confusing, and he said the options will be shown to get the cost over two years to be at 7%.

Regarding the 25 year amortization, Mr. Jaskot said this is a common way to go to mitigate the mortality table and increase the rate of return assumption. If there is ever bad experience, significantly negative, we would not be able to use the increase in the amortization period as we would be maxed out. The proposed 25 year exposure is limited.

The Council was informed by Mr. Kimball that every town is working on this issue, and the 2010 mortality tables are being forced upon the towns. Cheshire has more flexibility than other towns that already took advantage in the past.

Mr. Jaskot stated the actuaries recommend increasing the amortization period to mitigate the increases, and phasing in the greater rate assumption decrease over a two year period. It would cost a little more over two years using the phased in approach, but it has the potential of easing the FY 2021 budget.

Chart, Line 24 – 2021 scenario with two year phase in option - \$345,562 increase in contribution over FY 2020. FY 2022 contribution would be \$4.448M.

Mr. Jaskot reviewed the allocation schedule between the Town and BOE. In the Town Manager's budget he assumed using the new mortality table and ratcheting down to 7% rate of return assumption, using a 25 year amortization period. The BOE did not have all the information for their budget presentation, and used the same amount as last year. There is two year smoothing. The least costly option for FY 2021 is over a two year period down to 7% rate of return assumption. Changes based on the submitted budget over the two year period total \$85,000. Mr. Jaskot does not have a summary for FY 2022; he knows there is a cost to it which may not be significant; and he will get this information for the Town Council.

The Town awaits the updated valuation as of June 30, 2019, and Mr. Jaskot said many things affect these numbers...for better or worse.

Mr. Borowy pointed out there is a big unknown with all that is going on, and changes from last year and recent months. He thinks there will be a significant change when the new valuation does come in.

A question was asked by Mr. Oris about the 7.25% rate to a 25 year amortization period, and staying at 7.25% for a few years. He asked how rating agencies would look at the town under this scenario.

This has been discussed and Mr. Kimball said agencies are not comfortable with it.

Mr. Oris said this is a two year phase-in, not staying at 7.5% for a long term, just longer than the two years phase-in.

Mr. Jaskot will get numbers under the scenarios for total contributions.

Assets – Mr. Jaskot stated the uncertainty of COVID-19 impact on the investments. He explained that when actuaries do their valuations they smooth the asset value increases and decreases over a five-year period so there is lower effect on any given year.

Mr. Walsh asked about the 25 year amortization period and its impact on the Towns rating.

In reply, Mr. Jaskot said he is unaware of this effect, and believes agencies would be encouraged by the town's commitment to lowering the return rate. 25 years is allowed to be done.

The overall general budget increase is \$1.25M and Mr. Kimball said pension and retirement is \$359,000 of this amount. This is why there are so many iterations and options cited.

The Council was reminded by Mr. Jaskot that the plans being discussed are Defined Benefit Pension Plans, and the Town also has the Employee Contribution Plans. Over the last decade all the defined benefit plans were closed to new hires. The people in the defined contribution plan is growing, and new hires enter these plans. There are other pension increases which compound what is being experienced with the defined benefit plans.

Chairman Oris talked about being in unprecedented times with the COVID-19 issue, taxpayers being hit hard, and Council needs to keep any increase minimal, if any at all. He is hopeful this year could be an anomaly when it comes to auditors and others looking at the financial picture of the Town. Cheshire has a great track record doing things prudently, and this year there are concerns about impact on taxpayers, and not placing more burdens on them. Mr. Oris noted there must be collaboration with the BOE, looking at savings on both sides, and passing them along to the taxpayers.

Stating his agreement, Mr. Borowy has expressed this sentiment to the Town Manager. A tax increase may be needed to maintain services, with minimal impact on the

taxpayers...some projects may have to be pushed off for a while. The tax increase should be minimal or no increase at all.

It was pointed out by Mr. Jaskot that the overall increase in deferred contributions was about \$40,000...and this calculates to the increase in payroll.

### **Health Insurance**

Mr. Jaskot informed the Council that the Town has not had a good year of claims experience, and the variance from expected claims is \$437,000.

Mr. Kimball explained the Town has a self-funded program; pays its own claims; they are administered by Cigna; a medical trust fund is maintained with a balance; every year the appropriate amount of contribution (employer and employee) offsets the projected/expected claims. There is a stop/loss on large bad experiences. In the past, some of the fund balance was used to mitigate large claims.

Medical Trust Fund – Mr. Jaskot said the fund balance was relied on for the FY 19-20; \$437,000 variance, coupled with use of some of the fund balance, will be used to come up with contributions to the fund this year; the decrease in the benefit reserve fund is \$672,000 due to high claims. On the plus side there are stop/loss receivables to be paid, bringing the number back up to about \$570,000. The BOE is having a similar experience with \$754,000 of unfavorable variance from projections, and a large portion of the trust fund balance was used. The BOE decrease is now \$1.5M. The stop/loss claims are expected to be \$1.4M on the BOE side. The Town and BOE are not in a good situation as far as the health of its reserve funds.

In looking at the chart Mr. Jaskot pointed out the Town trust fund balance at the start of the year - \$2.32M; this was before projected claims; and there are scenarios for determining how things will be at the end of the year.

Mr. Kimball advised there should be six (6) months of claims in the trust fund, and Cheshire has 5.5 to 6 months of funds, and will have three months unless things turn around.

For the FY 20-21 budget, Mr. Oris noted that \$250,000 of the medical trust fund balance is proposed to be used along with \$60,000 from VEBA. He asked if the Town Manager was comfortable in doing this.

Mr. Kimball said that the February and March 2020 claims are not looking good, and he is less comfortable using the full amount.

The Council was informed about the Wellness Program for the Town and BOE, and Mr. Kimball said there is optimism this program will turn some of the claims around. Utilization must be under control; more information is coming; Cigna has better rebate

numbers, i.e. \$150,000 in drug rebates. This money could offset the \$250,000 contribution to the FY 2021 budget.

BOE Medical Trust Fund – Mr. Masciana stated the BOE is similar to the Town side; BOE had a few large claims this year; monthly claims projection was \$750,000 per month; this year claims are running \$869,000 per month; the trust fund balance went from \$3.7M at the start to \$2.5M as of February 29<sup>th</sup>. BOE has three (3) months of claims in reserve. The concern is larger claims continuing through rest of the year; the trust fund balance may decrease further; and there is uncertainty about the impact of the COVID-19 situation. In FY 2020-2021, the BOE approved an increase of \$350,000 to the Medical Benefits line. This will give \$730,130 towards claims. If claims subside, and there is no dramatic impact from COVID, BOE may be okay next year. BOE only has claims through February 2020, and March claims should already be received.

Mr. Oris has heard about medical concierge services. They are being set up with hiring a consultant (concierge services) helping employees going through medical scenarios...where to find the most cost effective services without affecting quality of medical care. He has heard positive results from these services that are saving private companies enormous amounts of money. They educate and walk the path with the employee through the medical scenario and getting services needed. Mr. Oris asked if anyone is aware of these concierge services, and if they should be looked into by the Town and BOE due to the huge medical claims.

The Council was told by Mr. Kimball that conversations have taken place, but there is no information coming forward.

Regarding COVID claims and expenses, Mr. Talbot asked about knowing of related expenses being reimbursable.

Mr. Masciana knows about the federal subsidy, but nothing specific about reimbursable expenses. Employers must cover COVID testing and expenses, but he is not sure about FEMA coverage. He said there is not much detail available, but as information comes through there can be further discussion.

In looking at the Town's monthly claims, Mr. Talbot noticed this fiscal year had two (2) of the highest months in four (4) years...October \$473,000 and February \$503,000. He asked if there is anything specific to these numbers.

Mr. Jaskot said one or both pertain to the stop/loss claims due to several large medical expenses.

Heart & Hypertension – Mr. Jaskot advised that these claims are based on hypertension issues experienced by eligible police officers. It is a statutory compensation plan. The

current payout is \$450,000 a year under this plan; it is projected at \$474,000 for FY 2020-2021.

Detail Book, page 48 – Mr. Kimball explained this line item is specific to eligible police officers making claims for Heart & Hypertension. Cheshire has a situation of \$400,000 payout due to one (1) claim.

The history of the cash balance in this fund was reviewed by Mr. Jaskot who pointed out the expense has been under-budgeted each year for 6+years. In 2021 the reserves will continue to decrease; all is okay for FY 2021; and the Town wants to keep some money in reserve for new cases and settlement potential.

In two years out, Mr. Oris noted this account will be eroded, and there could be another spike in the budget. \$390,000 is appropriated for FY 202-2021 budget. The cash balance will be at \$146,000 for 2021, and we have to be careful with this fund.

Regarding this expenditure, Mr. Jinks asked if there is a stop/loss insurance on this type of fund.

There is no stop/loss, and Mr. Kimball said these claims are excluded. CIRMA manages the claims; the Town must pay the claims; CIRMA can negotiate with the claimants on a settlement. The law has the Town responsible for the entire expenses related to the claims.

Workers Compensation - \$414,706; 0% increase this year.

Social Security – this expenditure is based on payroll.

Unemployment Compensation – the Town pays these claims directly; projections are based on history; with COVID it is uncertain how this will change.

There is a retirement incentive for some of the unions.

Revenues (page 111) – Investment Income budgeted at \$900,000 this year; there have been changes in the past month; 2.45% rate of return; now projected rate of return is 1.4% going forward. This year, investment revenue was budgeted at \$540,000; the Town has some investment in long term Certificates of Deposit (CD's) with STIF (State Treasury Investment Fund), with return rate of .89%; and this is a significant decrease. The \$10M fund balance is invested and pushed out to long term CD's.

Refinancing – Mr. Oris asked about refinancing to lower interest rates, and if there is any place for refinancing to save money now.

At this time, the Town does not have any obligations coming close to a call date, and Mr. Jaskot said we cannot take advantage of any advanced refunding anymore. There

can be refunding as we get closer to the call dates, and he and staff are keeping an eye on this with the financial advisors.

Mr. Veleber asked about the potential on the call dates...if they are months or years.

With regard to the call dates, Mr. Jaskot said he will follow up, reach out to the financial advisor, and inform the Council on refinancing issues.

Mr. Borowy commented on the number being very big and important, and the need for an update from Mr. Kimball and Mr. Jaskot as the Council goes into deliberations. The loss of revenue this year will have implications for next fiscal year.

Grand List Growth – With the budget increase supported by the mill rate, Mr. Oris asked about grand list growth and other revenue sources. He asked if it includes the potential for economic incentives being provided to property owners.

Mr. Oris talked about the loss of \$539,000, and if the majority of this loss is in investment income just referenced. Last year there was revenue increase of \$710,000.

Mr. Jaskot said Mr. Oris is correct.

Revenue and Tax Collection – Over the last five (5) years the tax collection rate has been 99.7% or better. The rate is budgeted at 99.2%; this has fortified the surplus each year; but this year there is caution. With COVID situation this year, collections are showing up slower than in the past. The 99.7% could decrease to 99.5% or 99.6%. Mr. Jaskot will have updated information in a few weeks. The impact of COVID next year is anyone's guess for the long term. There will be another look at revenues before budget deliberations are over.

Mr. Jaskot reported that State grants are par with last year; there is no increase; there is a small decrease in grants.

Departmental revenues are flat year over year. If Councilors have specific questions on specific revenue items, Mr. Jaskot requested they contact him and he will provide details.

Mr. Slocum asked about staff making projections on the current reduction in revenue, i.e. the pool and three (3) months of Library...and this is just gone. Council needs to see these numbers and compare them to last year.

Stating this is a good point, Mr. Jaskot said there will be an effect on this year's surplus, and potentially the surplus can be used in this budget. He will get projection updates.

**Detail Book**

Finance Department, Pages 21 and 22 - Accounting/Treasury; decrease of 0.2%; no large changes; salary line item is flat; there has been turnover with part-time staff.

Tax Collector, Pages 23 and 24 – 7.25% increase; the underlying reason is prior year appropriation for the current year made an assumption of a new hire in the Tax office at union step #1. Another Town union employee (at step #4) from the Town Clerk's office transferred to the Tax office for the position, and this mitigated any savings in salary. The budget shows an overall 8.26% increase in personnel services.

Town Clerk – This budget shows a 5% decrease in personnel services. This results from the step #4 employee moving to the Tax office, and Town Clerk's office hiring an employee (union step #1) at a lower salary.

There is a trade-off between the Tax and Town Clerk offices.

With a transition like this from Town Clerk to Tax office, Mr. Veleber asked about the step #1 position in the Tax office being filled by the step #4 person at a higher level of pay. He asked about control over who takes the step #1 job...i.e. step #4 person takes the job but is paid at the job level of step #1.

It was clarified by Mr. Kimball that both positions are represented by the same bargaining unit. Step #1 is entry level, but the position was filled by a step #4 person. The Town Clerk's position was filled by a step #1 person.

Tax Assessor Pages 25 and 26 – This budget has a 5.2% increase. Last year there was an appropriation considered for the vacancy for the Tax Assessor for part of the year. The percentage increase is skewed without a full year of projected salary in FY 2020. The office is running several months with an acting Assessor. A decision will have to be made to fill the Tax Assessor position.

Audit page 27 – The Town is in the fifth year of a five-year contract. An RFP is being drafted to be sent out this year for an auditing firm. Budget is \$32,000.

Insurance page 28 – 12.24% increase, +\$500,000. The consultant will be bidding out much of the insurance this year. There has been a large increase in general liability insurance.

Mr. Oris commented on the 25% increase, +\$100,000, in the last two years, and asked if we have the right broker.

Mr. Jaskot has concerns about the insurance increases for next year. He is gathering details and will share information with the Council.

Information Technology pages 29 to 32 – Apex Technology \$105,127; overall budget increase of 6.37%. There is one item draining the increase – the initiative to move Munis Account System to the Cloud, at cost of \$33,000. There should be a reduction in utilities/equipment which will not have to be replaced going forward. Apex has looked at this for several years, and we are now at the point where there is a break even considering cost savings with utilities and equipment, and security for the information in the system. There will be savings in the capital budget and public property utilities. There will be a cost to the BOE, but Mr. Jaskot is not sure it was built into their budget.

A question was asked by Mr. Slocum about moving into the Cloud, an annual fee, and other costs. He asked about the \$92,543 fee, and hosting fee next year.

The Council was told by Mr. Jaskot there is a recurring maintenance cost for the Cloud service, and the current Munis system has maintenance costs, and is not hosted.

Mr. Kimball will provide information to the Council. He noted there is a slight adjustment in flow lines with move to the Cloud, less risk to damage of information stored at Town Hall.

This is becoming a large line item for the Town and BOE and Mr. Oris questioned checking the cost effectiveness as best as possible. Every line item must be looked at on a consistent basis, and he said we must make sure about marketing this service. During negotiations with Apex he said there was no talk about going to the Cloud. The expense will be about \$70,000 each for Town and BOE.

Mr. Jaskot is comfortable with the move to the Cloud. He explained the Town and BOE are at the point where much equipment needs to be replaced without this move. The Technology Committee has discussed this initiative, and we want to make sure everyone is on the same page.

Regarding Apex Technology, Mr. Slocum said we have a contract with them, and asked about the contract term, and looking into it again.

Mr. Kimball advised Apex is the IT Contractor under a contract costing the Town \$105,000. They are the consultants who help procure this service and advise on projects.

The Council was informed by Ms. Talbot that Apex is a contacted service, and has maintained their contract cost at the same rate for five (5) years. 2015-2016 the contract cost was \$105,975; 2020-2021 the contract cost is \$105,127.

All the IT services have been reviewed by Mr. Kimball to make sure they are critical and essential. He cited the new KnowBe4 Learning program at a cost of \$4,284, which is a learning, training and testing program for staff, with active training reports.

With regard to this testing, Mr. Veleber said employees are tested on internet security, and failing a test is a risk to the Town. He asked if testing is successful, and if employees are getting better or failing.

Mr. Kimball explained with this platform there is monitoring data on the position of employees; people are more aware after training than before training; and if there are issues there can be e-mail to staff right away.

Public Comments – No comments were submitted.

Information from staff will be forwarded to the Councilors prior to the meetings.

#### **4. ADJOURNMENT**

MOTION by Mr. Slocum; seconded by Mr. Jinks.

MOVED to adjourn the special meeting at 8:55 p.m.

VOTE           The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk