

SEWER COMMISSION MEETING MINUTES MARCH 1, 2011 MEETING

A meeting of the Board of Sewer Commissioners was held on Tuesday, March 1, 2011, in Conference Room A of the Parsons Complex, 70 West River Street. Chairman Carroll called the meeting to order at 7:30 p.m.

COMMISSION MEMBERS PRESENT: Chairman Robert J. Carroll, Vice-Chairman Donald Anderson, Commissioner Lou D'Amato, Commissioner Lee Cooke, and Commissioner Christopher Saley

OTHERS PRESENT: Consultants Raymond Macaluso, of Westcott and Mapes, Inc.; Ken Bradstreet of AECOM, James Cooper, Superintendent of Wastewater

EXCUSED: None

Chairman Carroll opened the meeting and asked if anyone would like to address the Commission under Citizen's Comments and reminded everyone that they are limited to.

CITIZEN'S COMMENTS:

Deacon Joseph Jeffery spoke on behalf of his parents who own 17 Grove Street – Mr. Jeffery resides at 50 Richard Street in West Haven, CT. Mr. Jeffery stated that a letter written by his parents, Patricia and John Jeffery, to the Commission regarding the Grove Street Pump Station Project that he read at the meeting held on February 3, 2011 was not in the minutes in its entirety. He wanted the minutes to show that they received a letter that said the Grove Street pump station project was cancelled "as of today, January 7, 2011, this project (the Grove Street Pump Station Project) is cancelled". He also wanted the minutes to show that he stated that "Grove Street is not that solution." Mr. Jeffery then read a petition that was signed by 6 residents of the Grove Street area which reads as follows: "To the Sewer Commission and Elected Representatives of Milford: We, the undersigned, being Milford residents, taxpayers, and/or homeowners of the Grove Street and Rosemary Court neighborhood, respectfully petition the Sewer Commission and request that the Commission do the following:

1. Continue to recognize a reasonable need for sewers in our neighborhood.
2. Reconsider their sole focus on the location of a potential pump station at the end of Grove Street. If a vote to table or retract the plan while other options are being considered is necessary to do so, we support this.
3. Fully consider and explore any other feasible options. Our wish is to know more about potential plans that ensure equitable impact among the property owners of the neighborhood.
4. Fully explore the "No pump station" alternative that we understand includes ejector pumps for ten of the twenty five properties to be served by the project. As a neighborhood, we would like more complete details and answers on all aspects of

this option, including costs to homeowners, of "Option Number 5" from the Oct. 7, 2010 minutes.

5. Note the extra cost and noise of snow removal.
6. Note that some households are in need of and support timely action on sewer construction and would be in support of a solution that avoids ongoing legal delays."

Mr. Joseph Codespoti Sr. of Codespoti and Associates located at 504 Boston Post Road Orange, CT. was before the Commission to discuss 255 – 257 Naugatuck Avenue. He stated that most people ask for more intensity and he is asking for less. Mr. Codespoti showed the Commissioners his plans and a photograph of the blighted building on the site. He stated that the parcel is around 8,000 S.F. They applied to the Planning and Zoning board with plans for 4 single family houses but the P&Z Board didn't like the parking so they are coming back with 3 single family houses; instead of 6,000 SF it will be 5,000 SF and 3 families instead of 4 families. Mr. Codespoti wanted to request that the Commission allow Mr. Codespoti's client to build 3 single family houses in a CDD-2 zone. The Commission had previously approved his client to construct 2 duplexes on the site with 2 bedrooms in each unit for a total of 4 units on the property. He is requesting that the Commission allow this single family subdivision because they will be small houses. He stated that he is not asking the City to change their policy but to treat single family houses the same as you treat attached units in this district. He said he is not asking for more allotment he is only requesting the allowed 551 gallons per day if you treat the single family houses the same as attached units. He said he is asking the board in this CDD-2 district to treat the single family houses as the attached. He went on to state that no precedent has been set because no one has asked the Sewer Commission for single family houses in this district before. He stated he believes that they can successfully make this an attractive place. He stated again that they are not asking for more they are asking for less and that the city treat single family houses the same as attached in this CDD-2 district. He believes that this project will have a positive effect with economic growth with less sewer allotment.

Being no further Citizen's comments Chairman Carroll moved on to the next item on the agenda.

PETITIONS ACCORDING TO DATE AND TIME THEY WERE SUBMITTED

None

NON CONFORMING APPLICATIONS (PETITIONS)

None

TABLED APPLICATIONS

None

WESTCOTT AND MAPES, INC.

Indian River Interceptor Replacement

Mr. Macaluso reported once his office receives approval from DEP, the project would be advertised for construction.

East Broadway Interceptor Replacement

Mr. Macaluso reported that Coastline Construction Corp. has installed approximately 350 linear feet of sanitary sewer and is presently working toward the intersection of East Broadway and Cooper Street. To date, approximately 13 percent of the interceptor sewer has been replaced, with 128 of 270 days used.

Westcott and Mapes, Inc. presented the request by Coastline Construction Corp. for the following change orders:

CHANGE ORDER NO. 1 for \$31,265.62 for compensation for additional 1,456 LF of 21 inch PVC pipe for gravity sanitary sewer. This is required to correct misinterpretation of quantity of pipe materials supplied by the City that was stored at the DPW yard. Some pipe was used for the Mayflower Place project.

Chairman Carroll asked for a motion to approve Change Order No. 1 in the amount of \$31,265.62 for quantity of city supplied pipe.

Commissioner D'Amato made a motion to approve change order no. 1. Vice-Chairman Anderson seconded the motion. The motion passed unanimously.

Mr. Macaluso presented Change Order No. 2 in the amount of \$37,992.95 for compensation for additional work to remove a defective 21 inch sewer, tee, and chimney to allow for correction of defective work performed by previous contractor. Mr. Macaluso stated that he is preparing to send these costs to the City Attorney to get compensated from the previous contractor who installed the defective work.

Commissioner D'Amato made a motion to approve Change Order No. 2. Commissioner Cooke seconded the motion. The motion passed unanimously.

Mr. Macaluso also reported Coastline Construction Corp.'s Pay Application No. 2 in the amount of \$136,856.30 has been reviewed and certified and respectfully requested approval and processing by the Commission.

West Avenue Parallel Force Main

Mr. Macaluso reported that C.J. Fucci Construction, Inc. has installed approximately 3,500 linear feet of force main and is presently working on West Avenue between the John F. Kennedy School and the Grinnell Street intersection. To date, approximately 72 percent of the total force main has been installed, with 170 of 273 days used.

Mr. Macaluso reported that an additional easement has been acquired from ADP, Inc. for realignment of the new force main and that work within the easement is presently underway.

Additionally, Mr. Macaluso reported that an invoice from GO Environmental has been received in the amount of \$5,315.00 for trench groundwater sampling and analysis, DEP review, and a report of findings. He stated that Westcott and Mapes, Inc. has reviewed the invoice and respectfully requested approval and processing by the Commission.

Mr. Macaluso reported C.J. Fucci Construction Inc.'s Pay Application No. 6 in the amount of \$262,506.30 has been reviewed and certified and respectfully requested approval and processing by the Commission.

Buckingham Avenue Force Main

Mr. Macaluso reported that Complete Construction Co. has completed the installation of 20" and 24" ductile iron force main in Shadyside Lane and Buckingham Avenue with 329 of 450 days used. Work will resume in April with the final paving and completion of outstanding punch list items.

Mr. Macaluso reported Complete Construction Co.'s Pay Application No. 11 in the amount of \$189,233.50 has been reviewed and certified and respectfully requested approval and processing by the Commission.

Rogers Avenue Pump Station

Mr. Macaluso reported no change from the last report.

Grove Street Pump Station

Mr. Macaluso reported no change from the last report.

Infill Project No. 1

Mr. Macaluso reported at the regular meeting of the Board of Aldermen held on February 7, 2011 an Ordinance appropriating \$4,625,000 for the design, engineering and construction of approximately 5,000 linear feet of 8" and 12" gravity sanitary sewer on Kerry Court, Jennifer Lane, Riveredge, Roller Terrace, White Oak Terrace, a portion of Dunbar Road from Merwin Avenue to New Haven Avenue and a portion of New Haven Avenue from Dunbar Road to Brewster Road. Mr. Macaluso distributed the ordinance and map of the streets to install the proposed sanitary sewer for discussion. Mr. Macaluso respectfully requested the Commission's approval and authorization to begin the project design in accordance with the Board of Aldermen's approval. Commissioner D'Amato asked about the White Oaks Terrace sewer design to which Mr. Macaluso responded that it should be ready to go out to bid in 6 months and be constructed in approximately one year.

Chairman Carroll asked for a motion to approve Mr. Macaluso's request for authorization to begin the project design.

Vice Chairman Anderson made a motion to grant Mr. Macaluso authorization to begin the project design for Infill Project No.1 in accordance with the Board of Aldermen's approval. Commissioner D'Amato seconded the motion. After much discussion the motion passed unanimously.

Mr. Cooper stated that Complete Construction informed him that they have extra pipe sections and couplings left over from the Buckingham Avenue project that they are willing to sell. Mr. Cooper explained that when force mains break they are often scrambling around for parts and he would like to purchase some of these pipes and fittings to have on hand in the event that another force main breaks. Mr. Macaluso asked him who would haul it to his yard to which Mr. Cooper said he would keep it on site at the Gulf Pond Pump Station. Mr. Macaluso told Mr. Cooper that Complete Construction would have to give them a breakdown of the prices for the pipe sections and couplings and submit them to the Sewer Commission to review prior to the City purchasing them.

Chairman Carroll asked for a motion to reorder the Agenda to hear the Consulting Engineer's Report next.

Commissioner Cooke made a motion to reorder the Agenda to hear the Consulting Engineer's Report next. Commissioner Saley seconded the motion. The motion passed unanimously.

Consulting Engineer's Report

Mr. Macaluso reported he and Ms. Laura Miller of the Health Department drafted a joint letter from Dr. McBride and Bob Carroll informing all Class III and IV Food Service Establishments that they must comply with the CT DEP General Permit by July 1, 2011. The letter explains all establishments must install at a minimum a 1,000 gallon exterior grease interceptor and follow state and local mandated reporting and record keeping requirements. Mr. Macaluso distributed the letter and attachments to the Commission for discussion.

Mr. Macaluso also reported he and Ms. Miller met on Friday, February 25th with the Planning and Zoning staff and Land Use Director to discuss Class III and IV Food Service Establishments applications and to forward on to the Health Department to review and make sure they conform to the CT DEP Permit. Commissioner Saley had questions regarding restaurants that do not generate a lot of grease and could they have their grease traps cleaned out only once a year instead of quarterly as his is usually pretty empty when it is cleaned out once a year. Restaurants with a lot of fry-o-lators would require more cleanings per year than someone who doesn't fry a lot. Mr. Macaluso responded that the cleaning log that they are required to keep will show how often a restaurant will require cleaning out their grease trap and the Health Dept will give the Sewer Commission copies of the logs and all the information too. Mr. Cooper explained to Commissioner Saley the State's intention of

using the grease from the grease traps as fuel. He also explained to Commissioner Saley how the company should properly clean out the grease trap and remove the sedimentation at the bottom too. He went on to state that a lot of restaurants put grease traps in and don't maintain them. Chairman Carroll stated that the restaurants that comply with the regulations and follow the rules shouldn't be penalized or be saddled with more expenses than necessary because other restaurants don't follow the rules. Mr. Macaluso respectfully requested permission for Chairman Carroll to sign the joint letter with the Health Department regarding grease traps.

Commissioner D'Amato made a motion to allow the Chairman to sign the letter to all food establishments that are rated Class III or Class IV regarding the requirement to install exterior grease traps by July 1, 2011. The motion was seconded by Vice-Chairman Anderson. The motion carried unanimously.

Mr. Macaluso informed the Commission that he is in contact with the City Attorney's office for non-compliance restaurants who are not complying with the new FOG regulations and how the city will address this issue with fines. There was much discussion regarding non-compliant restaurants.

Mr. Macaluso requested the Commission to consider a decision to allow or not allow certain contractors to pre-qualify to bid on future sanitary sewer projects. In the Request for Qualifications it states, "Responses must be in Triplicate, i.e., one original and two copies" and "All submissions must be in accordance with the materials supplied herein". A few Contractors did not comply and a request from the Commission was requested.

Chairman Carroll asked for a motion to allow certain contractors to bid on future sanitary sewer projects who are qualified but did not fill out the required forms properly. The pre-qualification is good for one year. These contractors meet all of our requirements but did not complete the forms properly.

Chairman Carroll asked for a motion. Commissioner Saley made a motion. Commissioner Cooke seconded the motion. Chairman Carroll asked if the motion was to approve and to allow the contractors who meet our requirements but did not complete the forms properly be allowed to bid on future sanitary sewer projects. Commissioner Cooke said yes, I make that motion. Vice Chairman Anderson seconded the motion. The motion passed unanimously.

AECOM TECHNICAL SERVICES, INC.

Mr. Ken Bradstreet, Project Manager of AECOM presented the following report:

A. Housatonic & Beaver Brook Wastewater Treatment Plants

- Remaining issues include:
 - Trojan UV – programming issue; Trojan needs to address.

- Hauser (Grit hoist at Beaver Brook) – failure to complete Change Order work
- Spencer Aeration Control –UPS at Beaver Brook was replaced, some programming problems were resolved at the Housatonic plant
- EII (SCADA) – Tom Therien resolved all major issues. There are a couple of minor issues yet to be addressed.
- Mechanical screen system at Housatonic failed on February 3, 2011. Screen works but grinder and screenings washer/compactor do not. Still under warranty.

B. West Avenue and Gulf Pond Pump Station

1. 12 prequalification submittals for Contractors who attended the Pre-bid meeting were reviewed. Of these, the following 6 firms were notified on February 7, 2011 that they were not pre-qualified to bid on the project:

- S. Carpenter Construction Co.
- Computaro & Son Excavating
- Delray Contracting, Inc.
- C.J. Fucci, Inc.
- Laydon Industries LLC
- Merritt Contractors, Inc.

None of the above firms listed experience with large pump stations and/or projects of comparable size. In addition, some of the firms did not have sufficient bonding capacity and some failed to fill out the forms provided or failed to fill them out correctly. A follow-up letter was sent to Carpenter Construction and telephone conversations were held with Carpenter and Delray Construction explaining why they were not pre-qualified.

2. Bids were received from 5 of the 6 pre-qualified contractors on February 10, 2011. Associated Construction did not bid. Bids received are listed below:

• C.H. Nickerson & Co., Inc.	\$5,093,272.00
• Carlin Contracting Co., Inc.	\$5,837,430.00
• Banton Construction Company	\$5,994,000.00
• Kovacs Construction Corporation	\$6,126,500.00
• O&G Industries, Inc.	\$6,255,000.00

AECOM has worked with Nickerson on several large wastewater projects including treatment plants in Branford, Simsbury and Wallingford. Their work is outstanding and they always complete projects on-time.

We recommend that the Board award this project to C.H. Nickerson & Co., Inc. A Notice to Award is to be signed by the Chairman, which will then be sent to Nickerson. They will then obtain the bonds and sign the Agreement. The contract package will then be put together for approval by the Sewer Commission Chairman, the City Attorney, the

Purchasing Agent and the Finance Director. Commissioner D'Amato questioned the difference in price between the low bidder and the other bids received. Mr. Bradstreet said that he spoke with C.H. Nickerson and they are confident and happy with their prices.

Chairman Carroll asked for a motion to award the West Ave/Gulf Pond Pump Station bid to the low bidder, C.H. Nickerson in the amount of \$5,093,272.00.

Vice Chairman Anderson made a motion to award the West Ave/gulf Pond pump Station bid to C.H. Nickerson in the amount of \$5,093,272.00. Commissioner D'Amato seconded the motion. The motion passed unanimously.

C. East Broadway Pump Station Relocation

1. The seventh requisition for Computaro & Son Excavating Inc. in the amount of \$150,343.20 is presented to the Board for approval. This requisition includes work through February 20, 2011.
2. Installation of 21" pipe to date is complete to approximate station 5+12.
3. A second crew that had been started at MH #6 is getting ready to set Manhole # 7 at approximate station 18+81.

D. Welchs Point and Rock Street Pump Stations

1. AECOM is continuing to work on this project.

USER FEE REVISIONS

None

COMMITTEE REPORTS

None

WASTEWATER REPORT

Mr. James Cooper, Superintendent of Wastewater presented the following report to the Commission:

Plants:

Both Wastewater Plants performed well in the month of January, producing a good effluent.

At the Housatonic Plant normal monthly maintenance was performed. We had a second recycle pump have a problem that was swapped out and sent for repair, the impeller had worn a hole in the power cable causing a short; the cable was replaced. The stepper screen is having a problem that is causing all three motors to trip out (screen, grinder, and compactor) we are checking this problem out.

At the Beaverbrook Plant normal monthly maintenance was performed. The aeration control system UPS has been replaced and is working satisfactorily.

Collection System Pump Stations

Scheduled maintenance was performed at the following Pump Stations: Matthews Street and Boston Post Road Pump Stations.

Other Duties performed by Pump Station Crews:

1. The generator block heater was replaced at Viscount Drive Pump Station.
2. At Gulf Pond a drive shaft flange and u-joint were replaced and the contactor on the #4 pump was also replaced.
3. The pump alternating switch was replaced at the Ford Street Pump Station.
4. There were several clogged pumps at Welchs Point Pump Station and the Ford Street Pump Station.

Snow removal took up much work time and took personnel away from maintenance tasks.

There were two (2) alarms at pump stations in January: 1 for power outages, and 1 for low air.

Sewer Maintenance

Sewer Maintenance answered six (6) complaints

Sewer Maintenance crews performed scheduled maintenance at five (5) trouble sites citywide: #6, #36, #37, #41 and #47.

Scheduled Maintenance was performed on the following equipment: All pumps and hoses suction and discharge, and the soil pipe cutter.

There were no sewer excavations in January.

Other duties performed by Sewer Maintenance crews:

- Fabricated signage to mark manholes in various easements
- Assisted the Fire Department with a sewer backup at Station 7
- Located manholes in easements around town
- Scanned and imported sewer repair drawings into the city computer system

A total of 11,425 ft. were jet flushed, 1,190 feet were TV'ed with our standard TV equipment, and 815 feet were TV'ed with the spy eye camera. We also hand rodded 355 ft, used the hydraulic jet root cutter to relieve 480 ft, root treated 495 ft., smoke tested 930 ft. and dye tested 550 feet, to check for sewer connection.

Mr. Cooper also stated that with the recent heavy rains that the West Ave Pump Station was struggling and the East Broadway Pump Station had dirt and sand in it and the pump was backed up and air-bound. He wasn't sure where the dirt and sand came from. They have had problems with the Frac tank at the job site and there was a sewer main repair where the road caved in 4' a few months ago. They got it to work again but will be glad when the project is finished and this pump station is out of service.

VOTING

A. PETITIONS

None

B. MEETING MINUTES FROM THE FEBRUARY 3, 2011 MEETING WITH AMENDMENT

Chairman Carroll asked for a motion to approve the minutes from the February 3, 2011 meeting with the amendment of the Jeffery's letter under Citizen's Comments that was presented by Deacon Joe Jeffery. Vice-Chairman Anderson made a motion to approve the minutes of the February 3, 2011 meeting with the amendment of the Jeffery's letter. Commissioner D'Amato seconded the motion. The motion passed unanimously.

C. PAYMENTS

Chairman Carroll asked for a motion to approve the following payment list for this month in the amount of \$863,550.09 as follows. Commissioner Cooke made a motion to approve this month's payment list. Commissioner Saley seconded the motion. The motion passed unanimously.

To Westcott and Mapes, Rogers Avenue Pump Station & High Street, P.O. 10-0054821-001, Account No. 0026-4154-0046-4993-0000 in the amount of \$3,120.00;

To Westcott and Mapes, Buckingham Avenue Force Main, P.O. 11-0055839-001, 11-0057051-00, Account No. 0026-4154-0045-4993-0000 in the amount of \$10,470.00;

To Westcott and Mapes, East Broadway Interceptor Replacement, P.O. 11-0056033-001, Account No. 0026-4154-0036-4993-0037 in the amount of \$20,320.00;

To Westcott and Mapes, West Avenue Parallel Force Main, P.O. 11-0056034-001, Account No. 0026-4154-0036-4993-0031 in the amount of \$18,070.00;

To Westcott and Mapes, Indian River Interceptor, P.O. 08-0050659-001, Account No. 0026-4154-0036-4993-0033 in the amount of \$12,517.50;

To Westcott and Mapes, Grove ST/New Haven Ave Infills, P.O. 11-0056650-001, Account No. 0026-4154-0038-4993-0000 in the amount of \$1,605.00;

To AECOM Technical Services, Rock Street and Welchs Point Pump Stations, P.O. 08-0050651-001, Account No. 0026-4154-0036-4993-0028 in the amount of \$7,341.24;

To AECOM Technical Services, West Ave and Gulf Pond Pump Stations, P.O. 08-0050650-001, Account No. 0026-4154-0036-4993-0039 in the amount of \$20,932.83;

To AECOM Technical Services, Mayflower Pump Station, P.O. 08-0050649-001, Account No. 0026-4154-0036-4993-0032 in the amount of \$30,234.22;

To Complete Construction Co., Buckingham Avenue Force Main Project, P.O. 10-0054812-001, Account No. 0026-4154-0045-4994-0000 in the amount of \$189,233.50;

To Coastline Construction Corp, East Broadway Interceptor Replacement, P.O. 11-0056384-001, Account No. 0026-4154-0036-4994-0027 in the amount of \$136,856.30;

To R. Camputaro & Son Excavating Inc., East Broadway Pump Station Replacement Project, P.O. 11-0055752-001, Account No. 0026-4154-0036-4994-0022 in the amount of \$150,343.20;

To C. J. Fucci Construction, West Avenue Parallel Force Main Project, P.O. 11-0056192-001, Account No. 0026-4154-0036-4994-0021 in the amount of \$262,506.30;

The total of the approved Payment List for the March meeting is:
\$863,550.09.

CHAIRMAN'S REPORT

There were five administrative approvals this month:

1. 941 & 949 Bridgeport Avenue – Bridges.... A Community Support System is putting an addition on #941 and a bridge to connect that building to #949 which is combining the two properties. The new addition is 1,684 SF *.03 gallons per day = 50.52 (51.) new gallons per day plus the prior water usage of 1,160 gpd = 1,211 gallons per day. This combined property is allowed 1,770 gallons per day.
2. 89 Pond Point Avenue – 3 Lot Re-subdivision – This parcel is in an R-12.5 zone and is 2.03 acres. One house exists and they are constructing 2 new houses. Each houses is allowed 300 gallons per day = 900 gallons per day which is below their allowed gallonage (2.03 * 1,500 gpd = 3,045 gpd.).
3. 980 New Haven Avenue – East Side Fire Station – This parcel is in the R-18 zone and is 1.70 acres in size. They are allowed 2,550 gallons per day. They are proposing to construct a new fire station. The proposed gallonage for this project is 1,200 gallons per day. They are installing an oil/water separator on their floor drains. Their proposed water usage meets the criteria to be administratively approved.
4. 1 New Haven Avenue – Mixed Use Residential and Office - This parcel is in the MCDD Zone and is .60 acres. They are allowed 7,500 gallons per day per acre which amounts to 4,500 gpd. The proposed gallonage for this renovation is 1,794 gallons per day which is below the allowed 4,500 gpd. Their proposed water usage meets the criteria to be administratively approved.
5. 1638 aka 1650 Boston Post Road – Plan B Burger Bar – This Restaurant is proposed to go into the space (A-1) in Milford Marketplace where the Brazilian Steak House was supposed to go. This space already has a 1,500 gallon exterior grease trap installed. They are allowed 22,515 gallons per day for the entire parcel. This restaurant has 170 seats in the dining room and 18 bar seats which amounts to 3,840 gpd combined with the prior water usage of 2,428 gallons per day and the reserved gallonage for whole Foods and other spaces not included in the 2009 RWA report would equal 15,705 gallons per day which is below the allowed 22,515 gpd. This proposed restaurant meets the criteria to be administratively approved.

Chairman Carroll asked for a motion to go into Executive Session to discuss Mark IV's claim against the City for the East Broadway Interceptor Replacement Project.

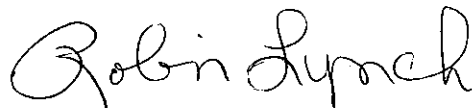
Commissioner Cooke made a motion to go into Executive Session to discuss Mark IV's claim against the City at 8:20 p.m. with Vice-Chairman Anderson seconding the motion. The motion passed unanimously.

The Commissioners came out of Executive Session at 8:35 p.m. Chairman Carroll asked for a motion to come out of Executive Session. Commissioner Cooke made a motion to come out of Executive Session at 8:35 p.m. Commissioner Saley seconded the motion. The Motion passed unanimously.

Vice-Chairman Anderson made a motion to uphold the decision made in Executive Session and to refer to the City Attorney's Office. Commissioner Cooke seconded the motion. The motion passed unanimously.

Chairman Carroll asked for a motion to adjourn the meeting. Commissioner D'Amato made a motion to adjourn the meeting at 8:43 p.m. Commissioner Cooke seconded the motion. The meeting adjourned at 8:43 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Robin Lynch". The signature is written in a cursive, flowing style with a large initial "R".

Robin Lynch
Recording Secretary