

**Charter Review Committee agenda
Tuesday, Sept. 17, 2019, 6:30 p.m.
City Hall Hearing Room 18
210 Main St., Northampton, MA 01060**

Meeting Minutes

Present: Stan Moulton (ward 1), Dylan Gaffney (ward 3), Sam Hopper (ward 4), Bob Boulrice (ward 5), Patty Healey (ward 6), Mollie Fox (ward 7) (left at 8:31 p.m.), Lyn Simmons, Chief of Staff (Executive Branch), City Councilor Bill Dwight (Legislative Branch) (arrived at 6:39 p.m.)

Absent: Robbie Sullivan (ward 2), Attorney Alan Seewald, City Solicitor (non-voting member)

The meeting opened at 6:35 p.m.

1. Approval of minutes for Sept. 3, 2019, meeting

Sam Hopper moved approval of the September 3, 2019, minutes. Lyn Simmons seconded.

Patty Healey moved to include the five emails/letters that Chair Moulton reported on that were sent by individuals prior to the September 3 meeting, to the record. Sam Hopper seconded. The motion to include the amendment passed unanimously 7-0.

Patty Healey moved to include the following language to the minutes, "Schools and families are represented by more than one school committee representative, sometimes up to two or three representatives." Mollie Fox seconded. The motion passed unanimously 7-0.

Councilor Dwight arrived at 6:39 p.m.

Sam Hopper moved to amend the third sentence in the second paragraph under item #4 to read, "Lonnie Kaufman gave an overview of his Aug. 29 memo to the Charter Review Committee summarizing his portrayal of the major school committee functions..." Dylan Gaffney seconded. The motion passed unanimously 6-0-2 with Mollie Fox and Patty Healey abstaining.

Sam Hopper moved to include the following sentence to the end of the seventh paragraph on page 3 of the minutes, "Susan Voss suggested a way to solve the issue could be for the School Committee to ask the union not to bargain together." Bob Boulrice seconded. The motion passed unanimously 6-0-2 with Mollie Fox and Patty Healey abstaining.

Sam Hopper moved to revise the first sentence of the last paragraph on page four to read, "Sam Hopper disagrees with the idea presented by School Committee members that the budget isn't a bigger deal." Councilor Dwight seconded. The motion passed unanimously 8-0.

The motion to approve the September 3, 2019, minutes with the five amendment passed unanimously 8-0.

2. Public comment

Fred Zimnoch, Ward 3 resident, was present to discuss annual reports. Mr. Zimnoch believes that the budget document and the reports from department heads are very loose on information and there is little information about the city itself i.e., communicable diseases, fires, criminal reports, etc. He said the early reports offer a wide and deep view of the workings of the city and in a \$110 million organization, it is important to publish a hard copy of this report to be made available in the libraries and accessible to the public so that historical information is readily accessible. Mr. Zimnoch verified with a Forbes Library archivist and a reference librarian that there are no annual reports from 1989 through 1999 and he believes they should be a requirements written into the charter. The reports should contain financial information along with annual reports by department heads addressed to the mayor, the public and the taxpayers.

Chair Moulton stated that the clerk brought two annual reports, 1925 and 1979, for the committee to look at.

Maria Tymoczko was present to back up Fred's argument. During her eight years on the city council, Ms. Tymoczko said if she had had the information that is available in the annual reports, she would have been a much better city councilor because of the in-depth information it offered. She believes that city councilors get caught up in politics and proposals without having a real basis of information. She furthered that most city councilors work for a living and are always having to re-learn information and if the information offered in annual reports isn't available for ordinary citizens then the city councilors won't have the information available either. Ms. Tymoczko stated it wouldn't cost a lot and would be very helpful.

Mike Kirby was present and concurred with the previous two speakers. He stated that city councilors sometimes get caught up and don't get the whole picture so the annual reports are a good idea.

Patty Healey asked for clarification on what information isn't available or can't be found.

Fred Zimnoch stated that financial information indicating what has been spent and what will be spent isn't available and the second half of the annual report have reports from departments i.e., police reported on crimes and detailed how many rapes, murders, robberies, domestic violence cases took place and those were listed by sex and age.

Patty Healey asked for clarification, as a researcher, where one would find that information.

Fred Zimnoch assumes that police have to send that information to the state but it isn't readily available because there are no requirements so it should go into the ordinances.

Chair Moulton asked Mr. Zimnoch for clarification on whether he thinks the requirement should be in an ordinance or be put into the charter.

Fred Zimnoch stated he will leave it up to the committee because they are the “experts”.

Maria Tymoczko stated that it should go in the charter so the mayor can't say no in the event there is no money in the budget. She believes that if the information on how the city is operating is available, the city could have a more involved populace and more informed elected officials.

Councilor Dwight asked what information Mr. Zimnoch was looking for that he couldn't find because the police department website lists police statistics including a daily list of every transaction.

Fred Zimnoch stated that is raw data and all it shows is the police are working. He would like to see finished, processed, polished data. At the end of the year, he would like someone to be able to look at what happened, process the data and provide a summary.

Lyn Simmons asked for clarification on whether Mr. Zimnoch is requesting that hard copies be made available at the libraries or that extra copies be printed and mailed to people.

Fred Zimnoch believes the library would be sufficient.

Maria Tymoczko believes they should be available somewhere but she doesn't care where. It could be online as long as it is easily accessible to where people can print it and city councilors can find it.

Councilor Dwight believes he has access to all the information mentioned tonight and that it's not all that challenging to find. He pointed out that open checkbook is available with graphical distribution but also provides raw data as well. His understanding from what he has heard is that the narratives aren't detailed enough.

Fred Zimnoch concurred and said reports from department heads are very thin.

Councilor Dwight stated that the city council holds budget hearings and choose the major departments to hear from and request their presence to expand on information in the budget. Chief Sienkiewicz used to provide a detailed analysis of crimes and crime trends and Chief Kasper does the same thing, DPW does the same thing, etc., and the city council can always request a written report. Councilor Dwight mentioned these not as an alternative, but to describe what is available.

Fred Zimnoch stated that annual reports provide meaning because they are compared to other years and oral reports are only a snapshot of the current year.

Maria Tymoczko believes it is nice that the city council has access to that information but she isn't hearing a mechanism to distribute that information to citizens.

Councilor Dwight asked for a clear understanding on what should be in the report. He asked if the petitioners are looking for the department heads or some other agency to go back and make historical trends.

Fred Zimnoch is only looking for one year at a time.

Chair Moulton moved to item #6 on the agenda to accommodate those from the audience that were present for this discussion.

6. Discussion of whether content/format of department heads' annual reports is a charter issue

Councilor Dwight does not have an objection to the request because it qualifies for placement in the charter and the more information available to the public the better, but the concern is that there is no clear description of what the reports should look like unless they mimic the previous reports.

Sam Hopper stated she has been able to find a lot of the information mentioned tonight by either asking or searching for it but she agrees that it would be handy to have all the information in one place. She furthered that she thinks it's appropriate to put in the charter but would like to know a clear proposal of what that would look like without being overly prescriptive and cost prohibitive to the city.

Patty Healey stated she sees history in the annual reports which can be helpful when recreating a new way of thinking of the city and/or provide a history of why things have happened in the city. Some of the information is subjective and that information she is less inclined to have included in the report, but the information is fascinating for historians. She furthered that it would take a lot of time to put all this information together.

Dylan Gaffney, an employee of Forbes Library, uses the annual reports a lot for dating buildings, for student research, for interested citizens, etc. The reports provide a rich historical resource for historians, who focus more on older data, and don't necessarily access much data online. From a historical perspective, the city does a great job of archiving documents but there is a wealth of information that needs to be captured and the availability of the data online could be made easier to locate.

Mollie Fox sees this as an issue of access and transparency. The hard copy format seems to work for people while the online format doesn't. Mollie would be curious to see a side by side comparison to see how information is different in each format.

Bob Boulrice reiterated what he had previously stated about annual reports which is that he truly believes the information that has been mentioned is available, it's just a matter of how to access it. Bob believes that if a councilor feels he/she is required to make a decision without adequate information that is one problem; if a councilor is hearing from constituents that information they need is not available, that's another problem; and if researchers can't find access to historical information, that is the third problem. Bob believes annual reporting is better addressed as an ordinance or in the administrative code because it is an administrative issue. Bob agrees that the information presented in the budget is very thin in regards to performance and should be presented better. However, he is aware that when department heads are required to testify, they go deep on what the trends are, their performance and a projection for the coming year.

Councilor Dwight pointed out that if the information that is available now was to be published into annual reports, they would be very thick because of all the information that is available that wasn't four, and even eight years ago. He furthered that the principal access point for data is through the internet but he is sympathetic to the concern that access is difficult and one access point for municipal data and data analysis would be helpful. Councilor Dwight stated that there are audit reports online, police data and analysis reports available, school information available, etc., and, to Patty's point, annual reports are subjective with opinions and cultural attitudes. He reiterated that the information exists but is worthless if it's not accessible.

Chair Moulton asked Dylan Gaffney, as a researcher, if there is a loss to him professionally in not having printed annual reports post 1989.

Dylan Gaffney stated that there doesn't have to be a loss but the library has very talented reference staff who have a lot of trouble finding city information on the city website. If researchers are having trouble, then the public is too. He doesn't think the reports have to be printed, but it has to be structured and readily available.

Mollie Fox hears this discussion as a question of "how" something can be done to be included in the charter.

Councilor Dwight stated that accessing information might be more appropriate as a structural change with the website company and how to access information shouldn't go in the charter. Generic language could possibly be included stating that public data should be made available and made accessible to the public.

Bob Boulrice mentioned that one of the first speakers at the beginning of the committee's meetings was Councilor Klein who expressed, in so many ways, that people aren't getting the information they need. He furthered that given that so many people felt frustrated in not getting the information they think they need, the city needs to be more attentive to some kind of information dissemination process – whether it's a staff person to the mayor or an information officer specific to directing people on where to find information. He believes this is an executive responsibility and a legislative branch requirement based on constituent requests that information is needed.

Councilor Dwight gestured to Lyn Simmons and stated that her job is much like what Bob described, and to some extent Annie Lesko's (Charter Review Committee clerk) position, because they receive phone calls from the public and have quick access or know where to find the information quickly. The city clerk's office is also an information processing and/or referral agency because it's one of the first offices people see when they walk into City Hall. He pointed out that an employee position should not be embedded in the charter because mayoral assistants depend on the mayor in office.

Lyn Simmons stated she is taking in the information and is grappling with how to take the information in annual reports and information in people's phones and computers and pull it into one format that works for everyone. She pointed out that the hard-copy book is nice for some people but in reality most people can't get to the library or they want the information when they want it at 2 a.m. or when they are dropping their kids off at school. She stated she is also struggling with the cost associated and how

the data and information from each department would be pulled together into one system or place. She believes the information in the reports is fascinating but questioned the return on the amount of staff time and money that will be spent to pull it together. There is software that exists but it is very costly and so far she hasn't heard a consensus on what is wanted for information so an online tool where individuals can pick what information they are looking for or want information on might be good. She furthered that the mayor's office loves getting feedback on the website and she wants to know what researchers aren't finding so the website can fill any holes. She concluded by saying, for comparison sake, that the mayor's office prints 20 copies of the city budget and it cost \$1,200.00.

Maria Tymoczko believes information should be easily accessible to the public and in one place so that it provides a historical record. She also believes that the mayor should not have the ability to cancel the annual reports at any time. In response to Councilor Dwight's view on the annual reports being subjective, Ms. Tymoczko believes that is why managers are hired, to provide supervisory intelligence on what is important in that given year.

Fred Zimnoch pointed out that he has used the city's website search engine and it hasn't worked for him and the website changes every two or three years so he has to relearn how to navigate it. He mentioned that the website is difficult to use and he couldn't find school data from 10 years ago.

Bob Boulrice wished to comment on Councilor Dwight's view of the chief of staff position. Bob believes the chief of staff is the most important position in the city and what he has heard is not a chief of staff responsibility but an ombudsperson. He believes the remedy is in the administrative code and would like City Solicitor Seewald to weigh in on the issue. He concluded by reiterating that he doesn't believe the reports should be in the charter.

Councilor Dwight pointed out that annual reports are required by state law, which is essentially the budget, and it is at the discretion of each community to determine how detailed the report is so embedding it into the charter would be redundant. He agrees that annual reporting should be an administrative order but also recognized that it doesn't address the concern that the mayor could cut it at any time. He believes the best approach is to continue to lobby for this topic because there are people that are willing to try to create a better process that works.

Mollie Fox asked if there is any way the charter can address the request for transparency.

Councilor Dwight stated that an ordinance could be created by the city council.

Patty Healey stated she is leaning towards the argument for annual reporting because historical information may be lost. She recognizes that it may not be of interest to the charter review committee but the concern with a strong mayor - weak city council, is that the mayor could get rid of an ordinance and the city council wouldn't be able to bring it back. She believes that the charter should specify a way of cataloguing information that is accessible.

Chair Moulton stated that if the majority agree with Patty, they would have to decide on something very specific to put in the charter that addresses the fact that there will be ever-more data and ever-changing technology.

Patty Healey disagrees and believes it is better to be vague and the city has the responsibility to provide data that is accessible to its citizens.

Councilor Dwight pointed out that the charter doesn't have aspirational statements and the vagueness is aspirational and doesn't answer or address the problem. It would be better done by an order because the 'weak' city council has the authority to make laws. He concluded by saying the committee now understands the problem and hopefully there will be some process that is more solid and allows for information to be better accumulated, archived and accessible. The information is not hiding, it's just a matter of how to find it.

Chair Moulton pointed out that there are clearly varying opinions and the committee should let the information settle and discuss it at the next meeting to decide whether it is an issue for the charter or the administrative code. He also offered that the committee could possibly indicate in its final report that this topic was something the committee discussed at length and is something that the city council should take up.

3. Updates from committee members

Chair Moulton asked the under-represented communities subcommittee if there is a next step plan for outreach.

Patty Healey stated that at this time the subcommittee doesn't have a report but believes they learned a lot and learned a lot from the Re-Energizing Democracy report.

Chair Moulton asked the subcommittee if they have done anything about holding meetings elsewhere.

Patty Healey stated they hadn't.

Sam Hopper thought, after the subcommittee last reported that it was tasked with organizing a meeting in a different community and conducting outreach.

Mollie Fox didn't remember the conversation that way and stated the subcommittee discussed recommendations but doesn't recall who was going to do what. Mollie recalled speaking with Chair Moulton early on in the process about gauging the interest and commitment from the committee to see if anyone has time to take on sharing information and implementing recommendations. Just because she put the information out there and was nominated to be chair of the subcommittee, she doesn't feel like it should fall to one person.

Chair Moulton recalled there being interest in tabling at a Grow Food Northampton event and contacting Mary Cowhey to organize a meeting at Jackson Street School.

Mollie Fox stated she recalls that but thought they were only recommendations.

Sam Hopper asked to review the minutes from the meeting where this was discussed because her

understanding was that the subcommittee was going to do the outreach.

Patty Healey stated that they didn't do any follow up but had talked about the Spanish newspaper.

Mollie Fox thought it would be productive to review the recommendations in the Re-Energizing Democracy report and see what band-width people had to follow up on any recommendations. She stated the previous suggestions were good but she wasn't able to do the outreach because she is limited on what she can do.

Lyn Simmons reminded the committee that it is the second meeting in September and she is concerned that if outreach starts now and people decide they want to be involved and come to a meeting, the committee will have to tell them it is wrapping up its work. She suggested adding something to the report that indicates the committee struggled with this topic, feels it is important and thinks that the city council should study the topic. She pointed out that no one on the committee knows how to address the issue and she'd hate to see new people come in and then be told they were too late.

Sam Hopper stated she is disappointed because the action item of holding a meeting elsewhere wasn't acted on and now time has been wasted. She thought it was agreed that the subcommittee would reach out to Mary Cowhey to discuss holding a meeting at Jackson Street School.

Patty Healey understood it as a soft proposal and recognizes that the subcommittee tried to do something but it didn't end up working out.

Mollie Fox stated that there is an unhelpful shaming and judging element to Sam's language of "disappointment" and "time wasted". Mollie states that the purpose of this subcommittee was to consider how we can be more inclusive in our engagement and that the communication from a member of this committee since conversations around this topic began in June have felt more targeted and negative than helpful and collaborative, both in private to Mollie as well as in public meetings. Mollie states that she did not sign up to be bullied on this committee.

Lyn Simmons proposed an idea of holding a meeting elsewhere and being up front with those who come to the meeting and explain that the committee will dissolve in December but it is gauging the interest of whether people would be interested in being included in a recommendation to explore the issue further. She's hopeful that with the presidential primary happening soon there will be a lot of interest.

Councilor Dwight pointed out that any charter issue that comes up between now and the next charter review can be petitioned to the legislature at any time. He furthered that he likes Lyn's proposal of holding a meeting elsewhere to include those from Meadowbrook, Hampshire Heights and Florence Heights. Sending information to Mary Cowhey for dissemination would be helpful.

Mollie Fox expressed that she was not comfortable being involved in the conversation going forward and wants to be taken out of the equation.

Lyn Simmons will check the availability of Jackson Street School for the October 15 meeting which will

give the group an opportunity to discuss a mechanism for inviting candidates who are on the ballot and to do some outreach and distribute the summary of recommendations in multiple languages.

After speaking with several city council candidates, Bob Boulrice would like to know how candidates feel about the committee's recommendations. Bob feels that the October 15 meeting will be an opportunity to present the recommendations to the candidates and give them an opportunity to respond if they wish.

Councilor Dwight thought sending a press release to Manuel Frau Ramos at the Spanish newspaper would be helpful.

Mollie Fox left at 8:31 p.m.

Lyn Simmons will look into translating the Google Doc into another language. She stated that once the meeting been set either herself or Annie can create a flyer for distribution.

Chair Moulton reported to the committee an email sent to Robbie Sullivan from Dr. Cheevers. It read, "Thank you for your inquiry. We are in the beginning stages of moving over to the new standards K-5--and a little further than that 6-8. We have written a civics course for our 8th grade and are fully implementing these standards this year. The curricula is not in final form--but we are well beyond first drafting. I would suggest you contact Tracy Dawson-Greene--the department chair at JFK if you have specific questions or would like to offer some support. We are working with two consultants--and have done significant professional development over the summer and will continue to hone our units throughout the year. The civic engagement projects will be developed by departments over the next year--and likely into the summer months of 2020."

Chair Moulton reported that he asked Lyn Simmons to get some feedback from Finance Director Susan Wright on the time frame of the independent audit and whether the date should be moved from September 15 and whether a three-year contract, instead of one-year contract, is worthwhile. Lyn Simmons reported an email that Susan sent which read, "The dates seem to work, but really since it is City Council's hire, they should be the ones to say whether it works for them. Under the current Charter, they need to hire the independent auditor by September 15 for the fiscal year we are in. So, that means by September 15, 2019 they needed to hire the Independent Auditor to do the Fiscal Year 2020 audit which is about one year in advance. That is good because it gives the Independent Auditor time to schedule since every community wants their audit done in September/October/November following the close of the fiscal year on June 30. I know Council is less active over the summer months so I believe they have found it challenging to do the leg work required over the summer. If they don't want to be interviewing potential auditors in July/August for a September 15th hire date they should consider pushing the hire date to November 1st. This shouldn't make it any harder to schedule an independent auditor and may provide City Council with more time to conduct interviews in September/October when and vote by November 1st. This way they could avoid having to do the task over the summer months. However, they should not go later than November 1st to hire the auditor for the current fiscal year. Any later and that might jeopardize getting the audit done in the months following the end of the fiscal year and this would be problematic for many things - setting the tax rate, getting free cash certified, bonding, etc."

Councilor Dwight stated that the council has never discussed a date change but to do it in a more timely fashion makes sense. He doesn't believe the city council was aware of all the pressures associated with the audit. However, it makes him squeamish to speak for the whole city council. He furthered that a three-year contract has been discussed and makes sense to facilitate the process.

Bob Boulrice argued for a three-year term since the beginning because of the convenience to departments and the finance staff so that they don't have to reorient themselves with a new auditor every year.

Chair Moulton suggests changing the audit date to June 30. The language would read, "The award of a three-year contract to audit shall be made by the city council on or before June 30 of the current fiscal year for the following year."

Lyn Simmons sees a potential issue with money not being budgeted yet for that contract.

Bob Boulrice stated that by June 30 there will already be an approved budget for the next year which will include an audit line item.

Lyn Simmons will clarify this information with Susan Wright and the committee will take a final vote in October.

Chair Moulton asked Sam Hopper, when reviewing the Google Doc, to look for any gender-bias language. Sam Hopper found one instance in section 10-7 (a) which reads, "Special meetings of any multiple-member body shall be held on the call of the chairman or by a majority of the members of the body."

Sam Hopper moved to amend the language to read "chair" instead of "chairman". Councilor Dwight seconded. The motion passed 7-0 by a roll call vote.

4. **Discussion and vote on clarification to filling of vacancies in Section 5-3 (Elector Under the Oliver Smith Will) by removing the phrase *Vacancy shall be filled in a like manner as a city clerk vacancy* and replacing with *Whenever a vacancy occurs in the office of Elector under the Oliver Smith Will, the city council shall, within 30 days following the date of that vacancy, act to fill the vacancy. A person elected to fill a vacancy by the city council shall serve only until the next regular city election, when the office shall be filled by the voters. The person elected at such regular city election shall take office immediately. No vacancy shall be filled under this section if a regular city election is to be held within 120 days following the date of the vacancy. A person serving as Elector under the Oliver Smith Will under this section shall not be entitled to have the words "candidate for re-election" printed next to that person's name on the election ballot; and 5-5 (Community Preservation Committee) by removing the phrase *Vacancy shall be filled in a like manner as a city clerk vacancy* and replacing with *Whenever a vacancy occurs on the Community Preservation Committee, the city council shall, within 30 days following the date of that vacancy, act to fill the vacancy. A person elected to fill a vacancy by the city council shall serve only until the****

next regular city election, when the office shall be filled by the voters. The person elected at such regular city election shall take office immediately. No vacancy shall be filled under this section if a regular city election is to be held within 120 days following the date of the vacancy. A person serving as a member of the Community Preservation Committee under this section shall not be entitled to have the words “candidate for re-election” printed next to that person's name on the election ballot.

Chair Moulton stated that it makes sense to specify how vacancies of Community Preservation Committee and an Elector under the Oliver Smith Will will be filled. Currently there is a reference to fill a vacancy in a like manner as a city clerk vacancy and with the city clerk position being recommended to change to an appointed position, the city clerk vacancy will no longer apply. Chair Moulton noted that there is no change in the proposal but the new language will simply spell out relevant language to make it a cleaner section.

Patty Healey moved to approve the suggested language. Councilor Dwight seconded. The motion passed unanimously 7-0 by roll call vote.

5. Further discussion of impact of recommended lower municipal voting age on eligibility of 16- and 17-year-olds to run for municipal office

Chair Moulton reported that by recommending a lower municipal voting age there is a need from the committee to address eligibility for running for office. He recalled the concern of a 16 or 17-year-old running mayor was their ability to sign contracts and asked if there was a similar concern with running for city council.

Councilor Dwight stated that city councilors sign land takings, zoning laws, etc. He furthered that state law doesn't allow someone to assume office until they are 18.

Bob Boulrice stated that state law says in order to be elected you have to be a voter but it is not mutually exclusive so that you can be electable if you are able to vote.

Councilor Dwight believes that the electability age should stay at 18 since that is the legal age.

Chair Moulton suggested including this as a recommendation when addressing the voting age in the report.

Councilor Dwight pointed out that section 8-1 of the charter becomes moot if ranked-choice voting is adopted.

Chair Moulton stated the report can make note that if ranked-choice voting is adopted then section 8-1 and 8-2 would be deleted. He mentioned that there are other references to preliminary elections as well. However, City Solicitor Seewald doesn't want the committee to rewrite the entire charter on the assumption that everything will be adopted.

7. Discussion of whether printing election ballots in multiple languages is a charter issue

Chair Moulton suggested this issue can be addressed in the report as something that needs to be considered further.

8. Further discussion of timing and process for writing the committee's report, including draft summary of recommendations (see Attachment1)

Sam Hopper explained the attachments she sent to the committee. She stated that the attachment with the copy of the charter has orange and green highlights. Orange indicates items that are housekeeping that either further clarifies scenarios or reflects what is already happening and the green indicates the substantive changes. She furthered that the green changes she pulled into a separate document and put into categories. She clarified that her documents don't necessarily line up with the summary of recommendations provided by Bob.

Chair Moulton suggested that going forward it will be best to think of a format and a way to effectively present the recommendations. The committee will discuss this further at the October 1 meeting.

Bob Boulrice pointed out that he included dates of when recommendations were discussed and voted on so the reader can refer to the minutes to get more background information.

9. Schedule of fall meetings: Oct. 1, Oct. 15, Nov. 5 (Election Day), Nov. 19, Dec. 3, Dec. 17

The next meeting will be held on October 1 in the hearing room.

10. Adjourn

Councilor Dwight moved to adjourn the meeting at 9:04 p.m. Sam Hopper seconded. The motion to adjourn passed unanimously 7-0.