



November 10, 2016  
CITY OF SARATOGA SPRINGS  
City Charter Review Commission  
City Hall Music Hall  
7:00 PM

- 7:00 PM PUBLIC COMMENT**
- 7:15 PM: CALL TO ORDER  
INTRODUCTORY REMARKS BY BOB TURNER  
APPROVAL OF MINUTES (OCTOBER 11, OCTOBER 25)**
- 7:20 PM DRAFTING COMMITTEE REPORT**
- 7:50 PM ALTERNATIVE FORMS OF LOCAL GOVERNMENT**
- 8:10 PM DISCUSSION OF INFORMATION NEEDS: WHAT ELSE DO WE NEED TO KNOW?**
- 8:30 PM DISCUSSION OF CANDIDATE AND PUBLIC SURVEY**
- 9:00 PM ADJOURN**

November 10, 2016



**CITY OF SARATOGA SPRINGS**  
**City Charter Review Commission**  
**City Hall Music Hall**  
**7:00 PM**

**PRESENT:** Jeff Altamari  
Ann Casey Bullock, Secretary  
Laura Chodos  
Devin Dal Pos  
Elio DelSette  
Matt Jones  
Pat Kane, Vice Chairman  
BK Keramati  
Robert Kuczynski  
Minita Sanghvi  
Barbara Thomas  
Robert Turner, Chairman  
Beth Wurtmann

**ABSENT:** Gordon Boyd  
Mike Los, Excused

**STAFF:** Tony Izzo

**RECORDING OF PROCEEDING**

The proceedings of this meeting were recorded for the benefit of the public and the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

**PUBLIC COMMENT**

Robert Turner opened the public comment period at 7:00 PM. In that no one wished to speak, he closed the public comment at 7:01 PM.

**CALL TO ORDER**

Chairman Robert Turner called the meeting to order at 7:01 pm

**INTRODUCTORY REMARKS; APPROVAL OF MINUTES**

Robert Turner welcomed everyone.

He asked for motions to approve the minutes of the October 11, 2016 and October 25, 2016 Charter Commission meetings.

**Motion to approve the minutes of October 11, 2016 made by Barbara Thomas, seconded by BK Keramati; unanimously approved.**

**Motion to approve the minutes of October 25, 2016 made by A. Bullock, seconded by P. Kane; unanimously approved.**

Elio DelSette asked if a decision had been rendered in regards to appointing a treasure of the Charter Commission. He said it is up to the chair to appoint one. It is important to know how much money is available to the Commission and to track expenses.

Bob Turner replied that there was \$28,000 total allotted to the Commission through to the end of the year.

Elio DelSette said that to his understanding, the Mayor is not required to appoint a Treasurer, the Chairman can appoint one.

Ann Bullock said it is in the By Laws.

Bob Turner said he would think about appointing one.

Barbara Thomas asked if Tony Izzo could weigh in on the discussion.

Tony Izzo said the law is silent on this which means that if the Chairman sees fit, he can appoint a member of the Commission to serve as Treasurer.

Pat Kane said that next Monday, November 14, the Alternate forms Committee will meet for the first time. He has been actively trying to get someone to speak at that meeting and also have one person call in. He said that the Mayor of Canandaigua, Mary Ellen Polimeni is in town for NYCOM and has agreed to come to the committee meeting. He said that technically it is a committee meeting but he wants as many members there as possible because he has a speaker scheduled. He is also hoping to have the City Manager of Geneva, Matt Horn, on the speaker phone.

Elio DelSette asked about having someone come in from Oneonta. Pat Kane reported that the Mayor of Oneonta is deceased and Oneonta is in a state of dysfunction; it is a difficult situation.

Pat Kane said he has tried to get information to cite a municipality that is comparable to the City of Saratoga Springs; a city that is a summer place, a college town, a town full of arts and some industry. Canandaigua and Geneva have smaller populations, and are each smaller in area but they have other similarities; both are college and tourist communities. There are similar places in Vermont, but New York State law is vastly different from that of the laws of Vermont. He noted that the committee will see and hear from Mayors, City Managers, and Council members. He said that Matt Jones has done well connecting the Commission to people that work or have worked in City Hall and now is the time to talk to elected people from a variety of municipalities.

Elio DelSette commented that Pat Kane is detailing what we should be looking at; the closer we come to vetting our Charter the better it will be. He said if it is a factor in order to determine which form of government would be better, it will be hard to beat what we are and why we are successful. We want to make a healthy comparison to other governments. If we pick a City, we should look at those with similarities in population and tourism.

Jeff Altamari said it is heartening that we have approached this subject. He wants to be clear on what the Commission's budget can be used for; maybe we could use some of the funds to put potential speakers up in order to get them here. We have to do a lot of research.

BK Keramati asked if there is a legal issue regarding whether the Commission has to confine itself to inviting only representatives from municipalities in New York State.

Pat Kane responded that is a question on whether you want to go outside the bounds of New York State cities and towns.

Jeff Altamari said there must be many studies on a national level on these issues; perhaps current studies. It is valuable to speak with representatives.

Bob Turner said he could create an exhaustive list of academic research and articles; the more useful material is advocacy stuff. Not a lot of people write about the Commission form of government.

Pat Kane said we have to focus on communities with similar characteristics, not necessarily population but other characteristics such as similar venues for comparison.

Elio DelSette asked if we would come up with criteria that represents an ideal community; one with our form of government, one with our venues. He said that we may conclude this is a great community because of its form of government.

Barb Thomas said that the Commission needs to examine how each type of government works and what is successful with them. The pros and cons of each should be compared and criteria should be devised that includes what we think will work best in this community, and the preferences of the community.

Pat Kane said there is still a lot of listening to do internally and we have to listen to those from other governments as well. We then have to examine all the information and decide whether to enhance this model or choose another model.

Jeff Altamari noted that the demographics of this City are different from when he first came here in the 1970's and compared to when he left in 1995 and even more so now in 2016. He said that Wilton has grown by 38% in the last ten years and Saratoga Springs has only grown by 2% in the same time frame.

Pat Kane advised the Commission that those are important statistics.

Devin Dal Pos said that as far as similar communities, Canandaigua is very close since they have casino gambling, a horse track, a college, summer swell because of the lake, and they are adjacent to an interstate. He noted that the preamble of the 2001 (current) charter matches what the current commission would probably write at this time. He suggested that the Commission should be looking at what they have done and what they recommended going forward and the things that were not accomplished.

Beth Wurtmann said she is glad that was mentioned. She wants to read the preamble and statement of purpose more closely. She believes that the Commission should steer carefully because of the limited time; she questions why we are repeating an examination of the types of governments we have already examined such as the City Manager.

Pat Kane said that Mayor Polimeni will be speaking at the November 14 Alternative forms Committee meeting and she is elected and is currently going through a Charter Review with an appointed Commission so he thought it would be particularly interesting to gain her perspective.

Beth Wurtmann asked if there is going to be a strong Mayor night or a drafting night. She wants to hear a perspective on how important it is to hear from particular people.

Bob Turner suggested having this discussion under the agenda item of what we need to know. He asked for a report from the Drafting Committee to determine with whom they have met and what they have learned.

## **DRAFTING COMMITTEE REPORT**

Matt Jones said that the interviews have been a team effort.

Ann Bullock reported that the committee interviewed the HR Director, the Executive Secretary of Civil Service and the Administrative Director of Recreation and they were each very candid. There was a general consensus between Civil Service and HR that it would be more efficient to have a Personnel

Director rather than an HR Director and an Executive Secretary to Civil Service to allow for one-stop shopping. She stated that there was a comment made that evening that morale is bad in City Hall and that the system is broken due to an inherent power struggle throughout the building; most employees interviewed feel that politics makes it hard to do their jobs.

Ann Bullock explained that the Recreation Director said that his budget is \$2m but out of that, DPW essentially owns \$1.4m of that to maintain fields and facilities, but they do so at their convenience and at their schedule. The Recreation Director has no control over when the work is completed, when the floors are being refinished, for example. In her opinion, this is not the most efficient arrangement.

On October 18, the committee met with Tina Carton and Marilyn Rivers. Tina Carton holds the "POSH" position set up by the City Charter, essentially titled the Director of Parks, Open Space and Historic Preservation (POSH). Marilyn Rivers is the Director of Risk and Safety which is not listed in the City Charter. That position was established in 2003 when the City was in danger of losing its liability insurance because there was no Safety Officer.

Ann Bullock clarified that Tina Carton's position is fairly new and is currently funded by a grant from New York State Energy Research and Development (NYSERDA), so she is required to do particular things regarding energy studies, saving energy. She also has to do activities required by the POSH position.

Beth Wurtmann commented that the job is a great asset but her current job description does not reflect what she is doing.

Bob Turner stated that the current Commissioner of Public Works, Skip Scirocco, believes that the Recreation Department should fall under the Department of Public Works. Pat Kane added that department alignment causes a lot of friction.

Devin Dal Pos asked how the form of government would effect that change. Pat Kane responded that if there is a strong Mayor or a City Manager, they set the priorities.

Ann Bullock said that the Director of Risk and Safety position is not established within the City Charter. She does whatever needs to be done, for example if no one is tasked with cleaning a bathroom in Public Safety, she does it and she changes light bulbs. Insurance is under both the Finance and the Accounts departments, and she is responsible for all city insurances except for health insurance. Marilyn Rivers pointed out a lack of administrative staff assigned to the City Attorney, the Information Technology and the Risk and Safety Offices. Ann Bullock reported that there were several examples given during the interview that basically demonstrated that the Director of Risk and Safety is not given the authority to do her job. She meets resistance from various department heads at various times when she is trying to implement a safety procedure or tool such as panic buttons.

Ann Bullock reported that the committee also interviewed the Director of Finance, Christine Gilmet Brown who explained that politics obstructs the ability for her to do her job about 50% of the time. She has worked for the City for 20 years in the capacity of a Deputy Commissioner of Finance and then as the Director of Finance and in that time she has never worked for a Commissioner that had any experience in municipal Finance. The fact that the Director of Finance has to spend 50% of her time working around the politics of City Hall is a daunting realization.

Beth Wurtmann said that the Director of Finance noted that the term of two years for the Commissioner of Finance is too short; it takes one year to get them up to speed and then they spend the second year focusing on the campaign to be re-elected.

Ann Bullock said that the City Attorney and the Assistant City Attorney work for all of the Commissioners. She stated that she has no idea how they do their jobs. She works in private practice and she is continually trying to determine whether there is a conflict of interest with clients. She said there must be a time when the City Attorney advises Commissioner A to do something that effects Commissioners B and C. She

stated that it seems that the City's attorneys work around within the building with almost an ethical ambiguity and she is not sure how they do it without being in violation of their charge as attorneys.

Jeff Altamari said they are providing a service and professional legal advice to the City.

Ann Bullock said the conflict is less significant if the City is sued and the attorneys represent the City.

Tony Izzo said that as long as there has been a City Charter, it has specified that the City Attorney is appointed by the Mayor and serves all City departments. The responsibility placed by the Charter is to represent all City Departments.

Ann Bullock asked if that puts them in a position of giving competing advice; they could be giving opposing advice to two separate departments.

Tony Izzo stated that they give advice to many departments; but they represent City government as the client. He frequently will issue a memorandum that states the law and suggests actions that may be taken within the parameters of that law to solve the problem. This is a government and all activities and actions must stay within the strictures of municipal law.

BK Keramati said it seems that the City Attorney needs to give advice to ensure that the direction and options of the Commissioners are within municipal law. It is up to the Commissioners and not the City Attorney to decide what specifically to do; the City Attorney's job is to define the parameters of the law.

Ann Bullock said that the position of City Attorney is appointed by the Mayor; if the Mayor tells you not to provide both options and if you do, you could lose your job. Tony Izzo responded that he has always let them know up front that he speaks to the law, not at their whim.

Pat Kane reminded the Commission that this was discussed when the Mayor mentioned that the Commissioner of Finance should not be able to manipulate the capital budget.

Ann Bullock noted that both City Attorneys are part time.

Tony Izzo clarified that the City attorneys let people decide what action to take based upon options, not legalities.

Elio DelSette asked if it would help to remedy it through Charter language.

Tony Izzo said that in 1915 the first city charter was passed by New York State Legislature and stated that the City Attorney is appointed by the Mayor with the advice and consent of the City Council. That language was changed in 1916 to simply "appointed by the Mayor". The advice and consent of the City Council is no longer required. He said that he has worked under 8 city attorneys and it does not affect him because the charter's language dictates what he does. He said there have been a few City attorneys that will not do something without direction from the Mayor.

Elio DelSette said that the Commission should change that portion of the Charter and take it from the jurisdiction of the Mayor.

Jeff Altamari said that in addition to legal, there are other jobs including Information Technology and Human Resources that should not be under the jurisdiction of one particular Department. Tony Izzo suggested adding Risk and Safety to that list. These are primary issues; these positions should be separate from a particular jurisdiction.

Pat Kane said that the Commission must look at organization and where cross functionality has to work.

Jeff Altamari said this would raise the level of responsibility of City Council.

Laura Chodos suggested having Mark Lawton speak to the Commission. She has read the first summary report of the 2001 Charter and suggests that the rest of the Commission read it. His wisdom would be beneficial to the Commission.

Pat Kane said when we look at the principles within the Charter; we need to keep the things that are working such as most of the functions of the Department of Finance which were advocated by Mark Lawton.

Elio DelSette added that similar concepts could be applied to Risk and Safety and other departments. He believes it is regrettable that the city employees are not represented on the commission; their perspective would be valuable.

Beth Wurtmann said that the most recent interview was with Bradley Birge, the Administrative Director of the Office of Planning and Economic Development. He also has a Senior Planner and a Principle Planner in that office. His position was created in the last charter [2001].

Elio DelSette said those positions were added into the charter and there are a wide variety of job specifications, duties and position descriptions on those positions.

Beth Wurtmann said that her sense is that the OPED office sees a lot of action because they facilitate development; there is a lot of positive energy in that department. She noted that Brad Birge suggested moving the POSH position to head up parks and recreation.

Matt Jones explained that currently, the POSH position reports to Brad Birge. Beth Wurtmann stated that Brad Birge suggested having a position of Director of Planning added to the office. He also felt that two year terms were good because the turnover can be beneficial. In this interview it was also noted that centralized authorities are more productive. There is currently a lot of grid lock; for example to install and implement a sidewalk café, a business has to go through four departments and the process takes seven steps. If a department stalls the procedure, it is a challenge operationally.

Bob Turner said that something that should not take long ends up taking an exorbitant amount of time because that sidewalk café might not be a priority for each of the involved departments. He said another example was when the Embassy Suites Hotel project was moving through the land use board approval process, the Planning Board wanted the hotel to put another egress on the other side of the hotel and the Department of Public Works over rode the suggestion and permitted them to proceed without the egress.

Matt Jones said that is an example of the dichotomy between the departments such as DPW and the Planning Board during the site plan approval process.

Bob Turner said it was mentioned often that when the Commissioner of Public Works and the Mayor are feuding, it prevents projects from happening and this happens often.

Matt Jones said they are pursuing another avenue to possibly minimize this occurrence. Pat Kane is working with Tony Izzo on determining what can be taken out of the City Charter and placed within the City Code. It is easier to change things that are in the City Code. The decision is between what functions the Commission wants elected officials to perform and what is constitutional. The City Code is easier to manage; the Charter could be made more simplistic and streamlined.

Beth Wurtmann asked where they are in the process of listing what can be removed from the Charter and placed in the City code or as a local law and Tony Izzo said he is working on it.

Matt Jones said the next interviews the drafting committee will conduct are going to be with Mike Veitch, the Director of Public Works, Kathy Moran because she has longevity within City Hall and she is the CSEA City Hall Union President and with Kevin Kling, the Director of the Office of Information Technology. The committee also wants to interview the Police Chief, the Fire Chief, the Land Use Board chairs and the

Presidents of the other unions. Ann Bullock said that employees that come to talk are aware that it is a public meeting and they understand the concept.

Beth Wurtmann said there seems to be a long list of interviews; she asked whether there are some people on the list that the full Commission might want to interview.

BK Keramati said there is a drafting committee for that. He has recently been appointed to chair the current charter review committee and he has met with Matt Jones, Ann Bullock, Devin Dal Pos, Rob Kuczynski and Robert Turner and his goal is to read and understand the current Charter and know how it really works, if it really works. We need to talk to the people that are affected by it, especially the City employees and the Drafting Committee is getting a lot of information from them. He prefers to leave that responsibility with Matt's group. If necessary, his committee can help with interviews. He asked how it is decided who to interview and whose jobs are truly affected by the form of government. He suggested finding out how the big organizations, non-profits, and companies that work with the City feel about its functionality. What do they think about working with this government, what do they think of the Charter. He is working on getting a message to them that the Charter Commission deems them to be important and wants to know what they think. He is in the process of developing questions and getting ready to interview. He said that Rob Kuczynski and Devin Dal Pos are reaching out to Todd Shimkus of the Chamber of Commerce and Tanya Pellegrini Lawrence of the Downtown Business Association (DBA). Ann Bullock will talk to Mayor Yepsen. Pat Kane suggested reaching out to the School Board, the NYRA, AYCO, and developers such as Bonacio, Roohan and the LA Group.

Barbara Thomas reminded the Commission that the City Manager of Corning stressed the importance of relationships with local businesses and agencies.

Bob Turner said that the primary question to them is how they react when they determine they have to deal with the City.

Barbara Thomas said that she has heard from employees in City Hall that if their Commissioner is not getting along with another Commissioner and the employee has to work with that other department there will most likely be a delay in getting things accomplished.

Matt Jones said it might be one of those things we can stipulate to; it is a fact of life and it is what happens. They do not always get along; there is often political discord. Elio DeSette added that in any form of government there is a natural fear among some of the employees that they could lose their job.

#### **ALTERNATIVE FORMS**

Bob Turner said the big question is the benefits of a centralized versus decentralized form. It almost becomes the question of what is comparable. How are issues formed and subsequently resolved? The Commission's questions will become more incisive as we progress because we are learning. The Alternative Forms committee is meeting on Monday November 14 in the city council room. The Mayor of Canandaigua will be there to speak with the committee and the City Manager of Geneva will be called. Although it is a committee meeting, it is recommended that Commission members come to the meeting to hear the speakers.

#### **DISCUSSION OF INFORMATION NEEDS: WHAT ELSE DO WE NEED TO KNOW?**

Laura Chodos reiterated that the Commission should talk with Mark Lawton.

BK Keramati suggested that the Commission could publicize in some way to encourage all City employees to write to the Commission. We would have to let them know it might become a matter of public record; but it is a way to approach all City employees. If the responses were anonymous, it might be more representative. A simple survey could be created and using a tool such as Survey Monkey could keep it anonymous. A link could be established from the Charter Commission's web site. Bob Turner asked BK Keramati to draft up a survey; he thinks it is a good way to reach out to employees.

Laura Chodos proposed giving out awards to employees with good suggestions.

Bob Turner recommended making comparisons; looking at the relationship between economic success and the form of government.

Beth Wurtmann said that the full Commission should interview representatives from a strong Mayor form of government to compare it the Commission form. She also wants to determine what else we need to do as a full Commission.

Pat Kane said that the full Commission needs to continue to meet and have the committees bring each of us up to speed at meetings like this. He said that one of the goals for the Alternative forms Committee is to keep everyone informed as to what is going on and the progress made. It is incumbent on each one of us to ask questions and reach out. He said there are not many commission forms of government. The City of Saratoga Springs is the second largest Commission form of government in the nation. Portland Oregon is number one in the nation and they are not really similar to us.

Elio DelSette said that a single testimony does not make a generalization.

Pat Kane reminded the Commission that on Monday, November 14 the alternative forms Committee will meet and there will be a live interview with the Mayor of Canandaigua and a phone interview with the City Manager of Geneva. The committee would like to reach out to other elected officials in other forms of government.

Barbara Thomas said that the committee should speak with someone on the pros and cons of a strong Mayor form of government, perhaps someone that has studied a lot of those things.

Bob Turner said he spoke with the head of the Charter Commission of Poughkeepsie recently and there is a report at SUNY New Paltz that we could acquire written by Gerald Benjamin.

Matt Jones said that there are three things to determine:

We need to define the extent to which we remove things out of the Charter and move them to the City Code. We need to determine what is required to be in the City Charter; and we must set up a government within a government by taking key positions from the jurisdiction of a particular department and have them report directly to the City Council.

He requested that someone delve into the over-arching needs of the organization and management of people. Jeff Altamari offered to have a discussion with Matt Jones on that topic.

## **DISCUSSION OF CANDIDATE AND PUBLIC SURVEY**

Bob Turner said that one thing the Commission has heard a lot about is that people are discouraged from running for office because of this form of government. There has been a whole body of research within political science on the reasons that people do or do not run for political office. He asked his students design a survey and identify a pool of potential candidates such as Leadership Saratoga and people that have served on city land use boards and he wanted them to identify 20 people that have served the City in various capacities. The students prepared a written description of the Charter and they included a description of each position available. The students devised three general questions for each position.

He distributed a copy of the "Survey of Saratoga Springs Civic Leaders" to the members of the Commission.

The Commission reviewed and discussed each question. Bob Turner noted that the survey includes a section on whether the individual would run for a seat on a city council (in other than a Commission form of government). The survey explained that under other forms of government, city council members do not have any administrative or executive responsibilities and serve only as part time legislators, proposing and enacting legislation, establishing policy adopting a comprehensive city budget and a Comprehensive Plan and land use legislation and assessing tax and utility rates, and providing for the public health and safety of the City. Bob Turner said there was a question as to whether to ask if the person would prefer to run as a representative of a ward or at large.

Barbara Thomas suggested phrasing it as a specific section of the city such as a ward.

Devin Dal Pos said it could state "a specific geographic area"

Elio DelSette recommended the inclusion of salary options in the survey.

Bob Turner said the survey could include a question on how much a city council member should be paid.

Devin Dal Pos said that there could be wage ranges.

Elio DelSette said that money would definitely be a factor. It might attract more professionalism.

Devin Dal Pos said that a higher salary would narrow the gap; we are currently stealing time from these people at \$14,500. The Commission form of government should no longer be a cheap system. It should be on par with other forms of government. The salaries should be changed. He suggested the possibility of strengthening this form of government with additions and deletions; changing the Charter in a manner that would make it much easier to change the form of government the next time a Commission is formed to review the Charter.

Barbara Thomas asked about how the survey is being distributed. Bob Turner replied that it will be sent out electronically.

Delvin Dal Pos stated that the survey explains the form of government simplistically. He asked if the survey could be available for anyone who wants to download it and mail it back.

Barbara Thomas said it could be placed on the Commission's website.

Bob Turner said he would like a person who designs surveys to weigh in. Denise Polit knows someone who can do this. He said that in 2001 mail made sense but it does not make sense anymore. He said it is a challenge to reach out to the rest of the City. It is a challenge to get people here that would not come to a town hall meeting. He said a survey could be sent to City Hall employees and other organizations.

Jeff Altamari said that if we do this we have to set aside a lot of time and be willing to listen.

Laura Chodos suggested putting a message out there that some members of the commission are upset at the unhappiness of employees and to hear that people going through land use boards and through other government processes are not happy with the procedures. She suggested devising a question or statement in the survey that a Charter should be more than about government; it is important to care about the satisfaction of employees and those who do business with our government.

Bob Turner said this is a survey about participating in government but he is not going to reach out directly to someone. Hopefully he will hear from enough people to get a general idea of who would be interested in running and for how much.

Elio DelSette said that the lack of interest in joining organizations has been discussed as a nationwide problem.

Barbara Thomas said It was brought up at the town meeting by Jane Weihe.

Minita Sanghvi asked if something could be added about diversity and inclusion and how minority populations are feeling and how to include them in our City and in what we are doing. She said that a lot of our growth is coming from other ethnic areas. There is no LGBT community representative. We need to create an inclusive environment.

Devin Dal Pos said that is a good point. It should have been included in the Comprehensive Plan.

Tony Izzo noted that there is a Pride flag hanging in the council room.

Elio DelSette asked about the U.S. Census. He knows that the most recent census indicated that the number of blacks have shrunk in community.

Minita Sanghvi said that Wikipedia states there are 27,000 people in Saratoga Springs, 92% are white, 1.7% are black, 2% are Asian and 4% are Hispanic or Latino and .3% other. She said the median household salary is \$92k.

Bob Turner is concerned that much of that data is unreliable.

Elio DelSette said that many people are here because they love the town.

Barbara Thomas reported that there was a comment in the Saratogian's "Sound Off" that the video of the October 18 Town Hall meeting has not been posted.

Bob Turner said that Skidmore's IT department just gave it to him last Monday. He has to get it to the City's IT Department for posting.

## **ADJOURNMENT**

**There being no further business, Chairman R. Turner asked for a motion to adjourn the meeting. M. Jones moved and D. Dal Pos seconded to adjourn the meeting 8:57 p.m.**

Ayes all

Respectfully submitted,

Nancy Wagner  
Clerk

Approved: 11/22/2016