

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS

Executive Committee Meeting

Monday, April 19, 2021

5:00 PM

Coles Road Firehouse
105 Coles Road
Cromwell, CT

Present: Commissioners Roger Rukowicz (Chairman), Allan Spotts and Robert McIntyre. Commissioner Mertie Terry was absent. Also attending were Executive Director Julius Neto, Accountant Michael Alibrio (called in), Dispatch Supervisor Justin Loneragan, Water Operations Manager Joseph Palmieri, Acting Fire Chief Jason Brade, and Commissioners Robert Donohue and Charles Epstein.

Per Executive Order No. 7B, Governor Lamont has ordered and directed that in-person open meeting requirements be suspended. Therefore, the Executive Committee Meeting will be held via conference call. Members of the public may send questions or comments to meetings@cromwellfd.com on any agenda item.

- I. Call to Order. The meeting was called to order at 5:01 PM, by Chairman Rukowicz.
- II. Approval of the Agenda. A motion was made by Commissioner Spotts, seconded by Commissioner McIntyre and unanimously approved to accept the Agenda as submitted with the addition under New Business, Item B. would read, "Communication Center/Fire Department" budget adding Fire Department budget to this item.
- III. Public Comment. There were no public comments to report.
- IV. New Business
 - A. Water Division Budget FY 2021/2022. Chairman Rukowicz asked the Executive Director for an explanation of the Water Division budget. The Executive Director opened up the discussion by giving highlights and lowlights.

The highlights are that there are some new items looking for approval. One is the **Water Division's** open position. The Water Division has had an open **Maintainer III** position for the last two or three years. Mr. Palmieri is looking to fill that position as a way to get back to being fully staffed and to start doing some projects that have been left on hold. This will also allow Mr. Palmieri to spend less time in the trenches and more time as a Manager to meet the needs of the Water Department over the last year and a half.

They are also trying to bring the salaries of the Water Department staff into more uniformity with other Water Departments in the State by comparing some of the Town (DPW) functions that are similar to the Water functions. There is some discrepancy on salary with the Cromwell Water Division salaries being at a lower level than other similar positions in other Town governments. This year the **Water Division** is proposing a **2% salary increase** to try to compete with other Water Departments even though it is a tough budget year.

Over the last 3 years, the District has had a deficit of expense vs. revenue. Mr. Alibrio noted that the plan is **to use some of the fund balance for this year and last year**. He did not know if the fund balance was actually used last year. He was going to research that further and get back to the Committee. The Audit Report would reflect how many times the Fund Balance was used to balance it. As presented, the **Water Department budget has an unfavorable variance of \$453,000**. Some of that is the Capital Request. There is **\$306,897 in Capital Requests**. The Executive Director and Mr. Palmieri were available to answer any questions or concerns.

Commissioner Spotts stated he was baffled by both of the budgets. To him most of the things that are on the \$306,897 Capital Requests could be bought. Other things he thinks can be put off for at least another year if not longer. He does not know how both budgets can be increased to total a 30% increase. That has never happened in this Town. He discussed his experience on the Board of Finance. In his experience, a budget increase of 6% is something concerning. On this **Fire District budget**, he saw a **28% increase on the Fire side and 4% on the Water side**. He does not see the justification. The Town is still in an economic turndown. Even though people are getting stimulus money from the Federal Government, there are external issues coming out of Hartford that are going to take money out of everyone's pockets.

In good conscience, Commissioner Spotts felt there needed to be cuts from somewhere. He wanted to know if there were items that were nice to have, but they could do without. Mr. Palmieri stated that the only thing they could possibly cut out would be the job site truck. That was for \$85,000. They originally had a request in for 2 trucks. One was the replacement of Truck 3. It is a 2006 and is rotting away badly. They did not put in for it last year because they did not want to go above and beyond even more from last year. The service job site truck is something they have been working on for a couple of years. It is something they really could use for emergency jobs or day-to-day jobs. That truck would have everything on hand that is needed at a job site. Mr. Palmieri thought that was the only thing that is expendable. Everything else is a necessity.

Commissioner Spotts asked for some more information about the **Engineering Study for \$60,000**. Mr. Palmieri explained that this has to do with the interconnections project. This is something that has to be completed before they can move forward with anything else. A presentation was given to the Water Operations Committee by Environmental Partners who is the company performing the study. The information was documented in meeting minutes. The study is mandated by the Department of Public Health in order to determine the condition of the water tank before any interconnections can be done. The study requires draining the water tank to inspect it. The Water Department would need to have water pumped from a different source. This will be a \$1 ½ million - \$2 million project. The District was in a great position for this project based on Cromwell's need, and the State and Water Division's focus on interconnecting systems because Cromwell is a single point of failure.

This money spent will be coming back to the Water Department at some point. The raw data from this report will give a full assessment of the project. It is similar to a grant where the funds are put up front, and they will be rolled into the grant or the loan. This preliminary work could take up to 2 years to complete. If it is decided not to fund this at this time, this will put the whole project off by another year. The concern is that if it is delayed, Cromwell may not remain on the State's radar for funding. Chuck Adelsburger from Environmental Partners believes the District should strike while the iron is hot. An unknown is there may be stimulus money coming from Washington. This is a known entity of dollars being available for this project. Upon approval of funding, the project could start as early as one year from today.

Commissioner Spotts asked about reimbursement by the State. Mr. Neto explained that potentially there could be reimbursement or the loan approved as soon as the whole project is scoped out. The State will not commit to the project until they see what the whole project will entail. The State can provide a grant or a low interest rate loan. The State and Federal Government are supporting this because of their priority of maintaining utilities and maintaining consistency and predictability of the utility. The reason the Water Department is doing this is to have connectivity to the north or south of Cromwell so there is a reliable backup source of water. It also gives them the opportunity to take the water tank offline.

Commissioner Spotts stated that the Committee needs to do something. Bonding some things would reduce operating expenses. **The bottom line cannot be a 30% increase.** If Commissioner Spotts was on the Town Council or the Board of Selectman and he voted for a 30% budget increase, he would not be re-elected. He felt that this situation was no different. He stated that the Board needs to be reasonable. If \$85,000 was removed which would have been in the Water Dept. budget for the on-site vehicle, that would reduce the Water Department budget to \$221,897.

Commissioner Spotts asked about the \$75,000 for meters. He wanted to know what that does for revenue. Mr. Palmieri reported that the Department of Public Health requires the Water Department to maintain a **Meter Upgrade Program**. They have to maintain that program because it is part of the Diversion Permit. There are a lot of meters out there that are older, and they are not reading accurately. They lose money on meters that are not reading accurately. Mr. Neto explained that up until 2 years ago the budget for meters was \$50,000. That was increased to **\$75,000**. The increase has allowed more progress in this program. Mr. Palmieri added that this money is not just for meter upgrades, but new meters. The Town is growing which is a reason why the Water Department has to keep up with the meter upgrade program.

Chairman Rukowicz explained the details of a **20% water rate increase**. For a consumer with a quarterly bill of \$50, the increase to that bill would be \$10 a quarter or a little over \$3 a month. There has not been a water rate increase since 2008. It is time, and it is needed. A water rate increase would give the District an additional \$368,000 a year to cover the proposed difference/variance. If this is not approved by the full Commission, the Committee will need to figure out where the funds will come from for any unfavorable variances. It is unheard of to **not have a water rate increase in 12 years**.

If there is a question as to **why this year for increases** one answer is that for the **last two years** the Executive Director was under a mandate or direction from the full Commission

to maintain "0" tax increases. That was not the mandate this year. The direction was to evaluate the need. He was asked to figure out what is needed so they can stabilize different parts of the District. The tough financial decisions on these issues had been deferred. Commissioner Spotts stated there has to be something. Everything can't become due all at once, and that is what is happening. There has to be cuts someplace. Bonding is part of it, but there still has to be cuts in the budget itself. He suggested maybe the Water Department's extra position.

Mr. Palmieri explained that the Maintainer III position has been in his budget for the last couple of years. If it is removed from his budget, that would remove the position. The reason they have not been able to fill that position is because the **wages for the Water Department personnel are not competitive**. An equipment operator and union member is making \$20 an hour more than the Cromwell Water Department. Union members that are equipment operators are making between \$40 and \$50 an hour. The District pays that same operator \$24 an hour. Mr. Palmieri does not want to see the position leave the budget. He has a limited amount of manpower, but more responsibilities every year. He is asking his crew to do more and more all the time.

Chairman Rukowicz discussed the interconnection project and the fact that Cromwell has no backup for water should something happen to their water supply. The choices to hook up are Middletown to the south and MDC to the north. Middletown would be the easiest, but if it is feasible and cost effective, Cromwell would like to connect from both ends. On the Middletown end, Cromwell could sell water all the way out to Durham.

The next item was payroll. It was showing an **8.6% increase in payroll**. It was thought that the increase is due to contractual obligations. But it was noted that there are **no CBA's in the Water Department**. The **total increase of payroll is 4.7%** which includes the COLA's. The other big figure is the salary for the **Maintainer III position**. That includes a salary and benefits. Benefits are usually half of what the salary amount is. Commissioner Rukowicz thought that the 4.7% was a reasonable increase for payroll.

Power and pumping was the next issue. There was an **8.6% increase** on that. This is the cost of providing electricity to the equipment. Those charges are subject to Eversource's rate increases. Mr. Alibrio has had discussions with Mr. Palmieri on this item.

Mr. Alibrio discussed the use of the **Fund Balance** in prior budget years. The current year, **the District is budgeted to use \$347,000**. At this moment it has not been used. They have been running on the quarterly billings and other Water Department business to stay in budget. For the last 3 years, the Fund balance has not been used by the Water Department. Mr. Alibrio thinks we should keep the use of the fund balance to a minimum but there may be a possibility to use the Fund balance next year.

The next item was Treatment as in **Water Treatment**. This has to do with the chemicals that are used in the drinking water to keep it safe from contamination.

The next item was **transmission and distribution**. There was a **5.4% increase**. Meters and hydrants are also included in this item. Mr. Palmieri explained that maintenance of the meters goes up every year. Parts of the system are getting old, and costs keep increasing to maintain it.

The next item was **operating expenses**. The increase was **11.8%**. They increased their dues and training by \$4,000 because the billing system is scheduled to be upgraded. That is going to require training.

The next section was **General Administration**. Medical insurance, life insurance, dental insurance, workers' comp., pension, professional fees. This amounts to a **12.6% increase**.

Debt service interest. Mr. Neto explained this as giving back the money we have borrowed with interest. In the next couple of years there will be a significant drop off in money that is due. It will dovetail nicely into capital expenses or capital projects. The funds paying off one debt can then be used to offset another. It was noted that if things are bonded, that will take away from operating expenses.

Mr. Alibrio added that it is a little harder to predict revenue for the Water Department because it is based on how hot or dry the weather is. Last year the fund balance was not needed because there was enough revenue collected at more than what they budgeted for, and Joe is very good at managing his budget and is conscientious about what he spends.

With the cuts that were made, Mr. Neto explained that **instead of a difference of \$453,295, the difference will be \$368,295**. That would be the number to vote on based on the discussions here unless additional cuts are made. That number represents a reduction of \$85,000.

Option 1 is \$370,000 worth of revenue by raising the water rates by 20%. Option 2 is to use money from the Water Enterprise fund balance. Do a smaller increase and get the rest from the fund balance. Right now to balance this budget, \$368,000 is needed. Option 3 is to go to the fund balance for the whole \$368,000. Commissioner Spotts would look at the fund balance. However, he is not in favor of any increase.

Commissioner McIntyre was interested in option 2 to take some out of savings and increase water rates slightly. The costs to run the Water Division are not going to go down. Something has to go up as revenue. Selling water will be advantageous to the Water Division revenue. We can't spend all of our savings waiting for that to happen. Mr. Alibrio noted that a 20% water rate increase would bring in approximately \$385,000 for a full year. A 20% increase for half the year would be approximately \$192,000. If the Water Department were to remove the truck from their budget and do a 20% rate increase for half the year, \$175,000 would be needed out of the Fund Balance. Chairman Rukowicz thought that a 20% increase is not a lot to ask, and it is very reasonable. He feels it has to be done.

The Committee was advised they could vote first on the variance in the budget of \$368,295 with the recent changes vs. \$453,000 from the first draft of the budget. They can then vote on options 1, 2, or 3 to offset the variance. The only big change that was made was removing the job site truck.

A motion was made by Commissioner Rukowicz, seconded by Commissioner McIntyre and approved 2 to 0 to approve the revised Water Division budget with the reduced variance being \$368,295, by removing the job site truck from the Capital requests. Commissioner Spotts voted nay.

The Committee discussed the options to obtain those funds to make up the difference. There was discussion about a 10% increase in water rates and using \$200,000 out of the fund balance.

A motion was made by Commissioner McIntyre, seconded by Commissioner Spotts and approved 2 to 0 to rectify the variance in the Water Budget by taking \$200,000 out of the Fund Balance and imposing a 10% rate increase to be implemented in 6 months. Commissioner Rukowicz voted nay.

- B. Communication Center Budget FY 2021/2022. The Executive Director discussed the Communication Center budget. There are some CBA contract requirements included. The new item was the full-time Dispatch Supervisor/Manager with benefits. Mr. Longergan discussed his **training budget**. Not much of the training budget was used last year because of COVID. Right after the pandemic hit last year, the Navigator conference was canceled. Prior to that they reduced some of that funding to send two Dispatchers to the Navigator conference. Justin had set aside a little more funding for this year's training budget to catch up from last year's lack of training. Because of the pandemic they have only been maintaining their minimum staffing requirements.

The next item is **uniforms**. Mr. Neto advised that according to the CBA, management must provide uniforms to all of the Dispatchers. There was no increase in this item for this year. The CBA is due to expire next year.

There was discussion about the **Dispatch Supervisor becoming full time**. Chairman Rukowicz explained the reasons for the change from part-time to full time status. Mr. Lonergan has done an outstanding job in his capacity as Dispatch Supervisor. The Communications Center is a completely different environment since Justin has been there. The other difference is the new radio system. There should be someone there full-time managing that equipment and the Communication Center. The Communication Center is also starting to work with the Town of Berlin to join Cromwell's Communication Center as a regional center. On a part-time schedule, Mr. Lonergan is limited in his ability to pursue the regional center concept further. He has been given additional responsibilities over the last two years, as well as being a part-time supervisor to 12 employees, 3 that are full time. He was very effectively involved in the switching of the pagers.

Commissioner Spotts asked about **operating expenses**. Mr. Lonergan explained that most of the operating expense is **yearly agreements**. Those are with Priority Dispatch, EMD and EFD; annual agreements to the CAD vendor which provides NIFR reporting and the CAD systems, ADL's or IPads. Everything they do for dispatching services is done through the CAD system. Last year they moved Communications Repair out of the Fire Department line item and put it into the Communication Center line item because the Dispatch Supervisor oversees the communication system. There was a \$10,000 jump in operating expenses because of that.

Commissioner Spotts asked if any of those expenses would come down with the new communication system. Mr. Lonergan stated that the communication system is totally separate. There are increased costs with the communication system which can be seen in the Signals & Alarms Account. That is the fiber line information and eventually a Service Agreement. It will be over \$100,000 for an annual Service Agreement with Motorola when the warrantee expires. Without a service agreement, they will not do

upgrades automatically. That means the District would have to pay for those services which would be quite costly compared to having them covered under a Service Agreement. If there is an Agreement, the vendor will come out right away for an emergency response. Otherwise the customer could be left waiting until the next day when the vendor has time to service without an Agreement.

Commissioner Rukowicz commented that Commissioner Spotts was correct when he said that they needed to look for cuts. In looking at Dispatch he sees a good chance that revenue could be increased if they get other Towns to participate in a regional communication center. This can be accomplished with a full time supervisor.

The Executive Director stated that based on the notes from last Friday, and what was approved so far, he took out the two items that were just discussed as part of possible bonding for next year. This would allow \$139,500 of capital requests. Mr. Alibrio noted that as of March 31, there is **\$27,000 available in the facilities maintenance program**. Mr. Neto added that there is no specific project associated with the \$27,000. If capital monies are not spent they would stay in that account for the following year or reallocated. **The Committee was in favor of taking \$20,000 to be reallocated.**

Commissioner Spotts asked if the web redesign could wait until next year. He would recommend **cutting the \$2,000 out of the Water Department and General Fund for a total of \$4,000. That was agreed by all the Committee members.**

A motion was made by Commissioner Spotts, seconded by Commissioner McIntyre and unanimously approved to remove \$2,000 from the Water Department budget and \$2,000 from the General Fund budget on the Capital side. Capital on the water side will go to \$219,897.

Commissioner Spotts suggested removing the seventh person for staffing from the budget because the District can't afford it. Commissioner Spotts also discussed West Street. He felt that there have been problems there since day 1. There has been money spent on the apron there, and he seemed to feel it might be time to close that station. With a Town of 15,000 people, he did not think Cromwell needed three fire stations. He felt that he could not support this budget which has a 28% increase. In comparison, he cannot argue for saving the taxpayers on a 2% increase for the Board of Ed. the then come to the Board of Commissioners' meeting and do nothing for a 28% increase. He said it was not possible. The Town will not support this because the Town's goal for the last 7 years is to stay budget neutral in terms of a mil rate increase. They have done that through some very hard decisions. There was a lot of discussion about the seventh person and its cost effectiveness. If the taxpayer wants great service, they will pay for it. If they want moderate service, they will pay less.

They discussed combining services and also the difference between the District's service needs and the Town's. The item they questioned was **turnout gear for \$25,000**. The Acting Chief stated that amount would buy 8 sets of turnout gear, and it will come out of the Trust Fund so that the gear will still be funded. **The Executive Director stated that the funds will come out of the Trust fund for the gear.**

Chasses replacement for the ambulance was for \$130,000. There was a lengthy discussion regarding ambulances in terms of life of vehicle and rechassis. Chairman Rukowicz suggested carrying this over until next year, or save \$70,000 on the apron. He

heard that a slightly used ambulance could be purchased from Hunter's for approximately \$200,000. We could take the rechassis money and the \$70,000 from the apron funds and purchase an ambulance from Hunter's. Acting Chief Brade explained the difference of what is needed on a Cromwell ambulance that is used as a vehicle that is outfitted half ambulance, half fire truck. There was a lengthy discussion regarding the history of the Fire/Ambulance apparatus. The preferred style of a vehicle for an ambulance is a box type rather than a van type because they are more versatile. There is also more space inside the box.

Mr. Lonergan had worked with Acting Chief Brade on radios. Justin had quotes for the APX 1000's. Commissioner Colligan had asked Justin to make sure the radios were intrinsically safe. They were not. In order to have intrinsically safe radios they needed to go up to the APX 4000 which would be a \$500 difference per radio. That would mean there is not enough money to get 10 radios. They can only order 5. The Executive Director asked why the Fire Police need intrinsic radios. Those radios are specifically designed to keep any kind of sparks or static electricity within the radio. If Fire Police are on the same scene as Firefighters, and if a cloud of propane shifts with the wind, the radio could possibly start an explosion if it is not intrinsically safe.

The Executive Director thought that more money was needed for radios if they were to all be intrinsically safe. There is only enough funding for 4 or 5 radios with the upgrade to APX 4000. Mr. Lonergan stated that when his department cut back to 70 radios from 120, he made a point that after the new radio system comes online, every budget cycle should be budgeted for additional radios for spares and ancillary personnel such as Fire Police. A recommendation is to have one spare radio for every 10 radios. This would help to stay compliant with NFPA. He plans to request 10 every year for the next couple of years.

Acting Chief Brade thought they could get away with 5 radios from the original 10 that were requested. It would be a \$10,000 savings to the budget. The expenditure would be \$15,000 instead of \$25,000. The two fire police officers would get a portable each. The other three would be left in a bank at whatever station where they would need to use a fire police vehicle.

The next item for discussion was the \$450,000 to be put aside for a new piece of apparatus. The other is \$35,000 for the Assistant Chief's vehicle. Chairman Rukowicz explained that this was discussed with three options to keep it in the budget.

He asked the Executive Director to review the three options that were discussed on Friday as well as bonding. On Friday there was discussion about reducing the operational budget. This can be done either through bonding or a loan. He suggested disregarding the \$450,000 and the \$35,000 for one year and come up with a new assessment done by the new Fire Chief and also the possibility of a new ambulance. He suggested a bond amount of \$1.2 million to be paid over a 10 year period. The down side is that these items will be put on hold for a year because there needs to be time to prepare for bonding. The equipment reserve fund balance would be \$93,500 vs. \$712,000. It would be the least negative impact on the budget.

No matter what is decided, the Chairman thought there would have to be some type of mil increase. The Acting Chief understood the budget and the deficit. He understood trying to find ways to decrease the deficit. He felt he would be negligent in his duties if

he did not speak about the Tack vehicle. In the condition that it was in, it was meant for a one year fix to get them through to the next budget. It has been several years already, and the Department has been spending thousands of dollars in repairs to try to keep it on the road. Most recently it was off line because the pump was clunking. It is back online but they could not find out why the pump was clunking. If the pump goes, the vehicle is done. Depending on what the repair is. That vehicle is not in great shape, yet the Department is relying on that vehicle as a front line apparatus. They made it into a rescue vehicle because it is the only one that they have. The Acting Chief wanted the Committee to know what they will be cutting out of the budget if they do so. This is one of those items that keeps getting kicked down the road.

Several options were discussed. One was to put it off and wait for the new Fire Chief to come in and re-assess the situation. Acting Chief Brade agreed that there is apparatus that is not needed. There are probably items that could be sold which would generate a little bit of revenue. It would increase the amount of PAC's that need to be purchased, and also the amount of tools, equipment, gas, etc. However, it was already established by former Chief Terenzio that this was a vehicle identified to be replaced. He does not think waiting for another Fire Chief to make the same decisions that have already been established is a valid reason to push it off. If it is decided that this replacement should be put off another year, he wanted everyone to know the condition of the vehicle that they are not replacing.

The red Assistant Chief vehicle, according to the mechanic has frame rot. He does not know if they can get another year out of it. The same is true of the Engine. There are already bits and pieces of the engine that are off line for use. They tried to make a rescue out of it, but it is an engine, not a rescue. If a vehicle needs to go off line, Chairman Rukowicz instructed the Chief to let the Board know and it will be taken off line ASAP. He didn't remember anyone bringing it to the Board's attention prior to this. They wanted to get it replaced last year, but felt the Fire Marshal's vehicle should be replaced first.

Mr. Lonergan explained that this is kind of the situation he finds himself in with the Communication Center. The ancillary stuff that he has been set up to take on, but kicking the can down the road much like the radio system or fire apparatus can only go on so long. It is never a good time to raise taxes or spend money, but much of Cromwell's technological infrastructure is past end of life and past recommended replacement cycles. They are getting knox boxes this year but that is 5 years past recommended replacement. Phone systems, alarm systems, camera systems, access control systems are all to the point if there is a critical failure, they all go down. There is no replacing them or sometimes no fixing them. In some cases they don't make parts for them anymore. We need to find a way to start replacing some of this stuff and not continue to kick it down the road. The Chairman also suggested selling trucks or apparatus that the Department does not need and use that money towards the new vehicles.

The Executive Director stated if we are to leave \$93,500 to Capital only and move to bond or borrow for the truck as well as the Ass't Chief's truck, that puts the overall expenses to the Fire Department at \$5,610,815. This number includes the 7th person. Commissioner Spotts stated that there still needs to be more cuts.

There was a lengthy discuss about the apparatus and how to finance new equipment and apparatus purchases. Mr. Alibrio explained some of the alternatives for capital

purchases. He was willing to run some numbers to make some general decisions regarding bonding. Commissioner McIntyre agreed with running some numbers to determine what they can do and what they can bundle. There is existing debt winding down. Maybe with some calculating we can get the things that are needed 6 mos. sooner.

Chairman Rukowicz would like to get things wrapped up. He suggested having a third meeting with Mr. Alibrio recalculating some numbers to reflect bonding. They need to discuss how much taxes should go up. They agreed that they would not be in favor of going up one mil, maybe a half or a quarter.

The Executive Director needed more specifics on what scenarios the Committee wants to look at to do some comparisons. He understood trying to deal with the immediate need of an apparatus at the lowest possible impact on this year's budget without moving it out a year or maybe a half year; or to borrow or bond halfway through the fiscal year. Mr. Alibrio suggested putting it back in the General Fund to help pay for the increase in debt service as well as covering operating expenses. He added that if that item is now going to be bonded, those funds could be used for something else. The Executive Director asked what the opinion of the group is for having either ¼ mil or a ½ mil tax increase.

The next meeting to make some final decisions has been scheduled for Wednesday, April 28, 2021, at 5:30 PM, at the Coles Road Firehouse.

- V. Public Comment. There were no comments to report.
- VI. Adjournment. There being no further business, a motion was made by Commissioner Spotts, seconded by Commissioner McIntyre and unanimously approved to adjourn the meeting at 8:13 PM.

Respectfully submitted,



Roger Rukowicz, Chairman

Nancy Deegan
Recording Secretary
6-22-21