

WEYMOUTH PLANNING BOARD
WHIPPLE CENTER CONFERENCE ROOM
October 7, 2003 Meeting

PRESENT:

Paul Dillon/Chairman, Paul Hurley, William Flynn, Mary Akoury and Rod Fuqua/Principal Planner

ALSO PRESENT:

Jim Wilson/CFO, Jim Keefe/Procurement Officer., David Carthorne/Schools, Jim Limbey/IT, Robert Leary, Fire Chief, Caroline LaCroix/Director of Administrative and Community Services, Joanne Lamothe/Library Director

Chairman Dillon called the October 7, 2003 meeting of the Planning Board to order at 7:04 PM.

The first item on the agenda was a presentation by Jim Wilson/the Town's Chief Financial Officer who would give an overview of the Town's finances.

OVERVIEW BY JIM WILSON

Mr. Wilson came before the Board and addressed the status of the Town's financial picture. He began by stating he had good news re. the Municipal Relief Aid Package. He said that the Town's bond rating had dropped when the form of government went from a town to a city. They are now back to the bonding capacity/rating they had as a town. In reference to the new high school project, he said that the main issue would be the Town's ability to pay. In September of 2004 the new high school will be complete and ready for occupancy. At that point, the bond issue will be due along with principal and interest that comes to \$3.1 million - an increase of \$2.6 million over the current appropriation. He went on to inform members that the state reimbursement for this project will be an issue, but it is expected the monies should be coming in from the state simultaneously when the bond payment is due. Re. future (next 12 months), bonding will be a premium re. appropriation but not with regard to Water & Sewer.

Mr. Wilson said he would look next at the budget appropriation re. Capital items. Re. the General Fund - there are no capital items. The Water Enterprise Fund is \$500,000 for capital improvements. The Treatment Plant is scheduled to receive this money for the purpose of maintenance and upgrading the plant at Great Pond, adding that this expense is in the budget. He told members that this line item should continue over the next several years. Two years out \$900,000. He noted that this is similar to the Sewer Department budget; last year \$1.8 million was built-in for capital projects. He informed the Board that many of these projects are done without going to bond. In FY04 they reduced the amount of the capital monies for the Sewer Enterprise. First was \$150,000 as two adjustments being made with the sewer rate, which was reduced and usage reduced (billing less). In the next month they will be certifying the following:

Free Cash \$2.7 million

Water \$1.1 available

Sewer Enterprise Fund - reduced \$700,000.

Mr. Wilson told members that it was the Mayor's intention to use the Retained Earnings for Capital Projects; i.e., Water & Sewer. He said it was his understanding that the Sewer projects are under construction and some are in the process of being completed, letting the Board know that they will see a dramatic change in the number re. Water Treatment Plant, adding that they will need to make an allowance for the new Plant. He advised members that the \$1.7 million was cut to \$700,000; so, he commented, it's a good time to consider new projects.

In updating the members, he said they are presently looking at the:

- 1) Water Treatment Plant
- 2) Water Main Improvements (and asked the members to please give their attention to them).

Re. Finances - Presently the Town is:

- 1) Expending \$1.1 million re. Stabilization Fund
- 2) Using the Reserve Fund for Snow Removal

Capital Projects

Mayor thinks money should be expended for:

- DPW/Building & Grounds, Maintenance
- School & Transportation should be addressed; i. e., equipment
- School Department needs handicapped vehicles
- Buildings need repair - the list is being compiled
- Vehicles for the Police Dept. are being considered
- Community/Administrative Services - possible vehicles?
- Equipment for the Fire Dept.

Mr. Wilson noted that these all have been identified in last year's plan.

Status of funding for the High School

Ms. Akoury had question regarding the High School.

Mr. Wilson told Ms. Akoury that the Town needs \$3.2 million for the high school; adding that 2/3 will be reimbursed with the Town's payment. He explained to the Board that this FY SBA met their obligation, if during '05 the state meets their obligations, we'll be included - if not, there is a 60/40 chance. The state possibly may omit one year and maybe they can borrow by SBA loan. Third scenario - not being reimbursed doesn't seem likely now, the state has stabilized. He said that he has recommended to Mayor Madden they should budget as if the money were available. They will begin the budget process next month.

The meeting with Mr. Wilson concluded.

Review of IT Dept./School IT Capital Requests

Mr. Limbey/IT Director addressed the Board and referred to the IT Capital Budget list. He said that the IT list shows their attempts to stabilize the IT Department: Item 33/Hardware Replacement Cycle \$45,000 for FY03. He told members that the software has become outmoded and they have been forced to update. He went on to say they have \$50,000 to replace the primary server re. Centrix for the Town (which is 5 years old). They are taking the present machine and making it the 'backup' server. The other principal expense involves upgrades for the school/town and in order to do so they need a fiber and copper connection lines.

Mr. Limbey told the members that at the present time they rent them from Verizon. He commented that it makes sense to do it all at once. (i.e. 525), adding that the local company would do it for one-half of what the average price is. Mr. Limbey went on to say there is \$140,000 now available toward the cost of \$525,000.

Mr. Flynn asked if \$200,000 had been expended and Mr. Limbey said it was all basically the same money with \$60,000 going toward hardware replacement.

Mr. Carthorne referred to the School side - he said they had 1,300 pieces and no money for replacements. Re. items purchased with the bond article, they are going into their 5th year. He told members they need something to get started - \$100,000 for 100 pieces, adding they would like to create a cycle so they don't do it all at once. He felt complete replacements were very important; at this point many replacements are needed. Re. Schools - he was looking at teachers' workstations in Grades 5-8. He referred to the electronic grade book, noting that presently there are over 100 users. The present system now works in "real time". He said when they reorganize the high school, they will be reorganizing the existing intermediate school too and he felt this was the best time to do this, \$125,000 is all he needs. He told members they would need a computer for each intermediate teacher's desk. He noted that this was one of his main priorities because the window of opportunity is coming up. Re. time element - next September the school is open and he emphasized that the best time for change is when change is taking place.

The last item re. Schools, he informed members, is the Johnson School classroom/network wiring. This is the only school left that needs this wiring. This cost is \$40,000.

Re. fiber installation - Mr. Carthorne said they have four to connect:

- Academy Ave.
- Abigail Adams
- The High School
- School Administration

At this point the information system is centralized and the Special Ed System is centralized. He emphasized that this hookup is very important for the new high school.

Mr. Dillon said he understood the need - he asked Mr. Carthorne if he thought this grade package was the best and most current and Mr. Carthorne said he felt he had the best system of them all, pointing out that it is grade quick and geared to interface with their system, adding it would be very expensive to change. In conclusion, he felt it best fit the School's needs.

Mr. Dillon said he had a great system too, but technical support was difficult and, he pointed out, very important.

Ms. Akoury asked for clarification re. fiber needs and was told that Grades 9-12 are being handled via the high school program's fiber link to Town Hall. Grades 5-8 - the fiber is there. \$125,000 for computers already connected.

Mr. Limbey said their request involves two projects: (1) computers and (2) fiber.

Mr. Flynn stated that the Town has 270 machines and the Schools have 1,300 machines. The high school comes on line with 300-400 computers, adding that 525 is the Town's network.

It was noted that the Town offices have 207.

Mr. Flynn told Mr. Limbey that last year he was speaking about 'real time' hardware - and asked him how the pilot worked.

Mr. Limbey said it was working right now and doing very well. They had about 15-20 comparison (re. 2 systems) and it looked good.

Mr. Dillon asked Ms. Akoury if she would like a meeting scheduled so they could see how it worked.

Mr. Carthorne spoke about the time they are saving with the new system. They spoke about familiarizing the teachers with the computers, software, benefits and strategy. He said they were in the infancy stages of grade book.

Mr. Flynn and Mr. Carthorne spoke about the project cost which was \$200 per machine - and equated to between \$175,000-\$200,000. Mr. Carthorne felt it important to point out that they also need to get them setup too, in addition to registering the regular workload - which takes time and money. He went on to say the average life cycle is 5 years. He continued to explain the use of computers and pointing out that the labs are used all day long, so they need the most reliable computers.

Mr. Dillon wanted to set up a time to view the pilot project.

Mr. Carthorne told them they could have the demonstration at Town Hall or at the Schools, suggesting they do it at the High School/Pleasant Street. (Mr. Fuqua will set it up)

The meeting concluded.

Review of Administration Capital Requests

Ms. Caroline LaCroix, Director of Administrative and Community Services and Joanne Lamothe/Library Director came before the Board.

Ms. LaCroix told members that last year Mr. Fuqua presented her capital budget requests to the Board for her, but tonight she would be reviewing it with the members.

Ms. LaCroix pointed out that her first item re. a Wheelchair Transport Van has been deleted.

Next, the exterior buildings/renovations to Town Hall - this project is ongoing with some components to be done separately. Presently the RFP has been awarded and the Building and Facilities Committee is monitoring the work. This work is scheduled to be completed in 2003.

Re. the balance and interior work scheduled to be done by FY04. She said she met with Mayor Madden and the Building Inspector and they have put in \$60,000 for this work. At this point they have the Assessor's office vacant for scheduled renovations. They will be bringing in the IT Department and they need to add an air conditioning system and make changes to the 3rd floor re. Planning Dept. area, as well as, add shelving to the Human Resources Dept. She felt they could accomplish the proposed plan with the existing staff and possibly using the Town's maintenance staff. At this point she felt \$60,000 was a pretty accurate figure.

Mr. Dillon asked why they needed an a/c and Ms. LaCroix said it was because the IT Dept. needed an additional cooling system. She said they just paid \$6500 for a new unit and they will need to buy another, possibly two. She continued to inform the members that they have a town meeting article to fund this and it should be sufficient.

Next item was renovations to the McCulloch School, which included remodeling for office space. She said some of the renovations were complete. The work included: the front/Elderly Services wing; i.e., electrical, updating the kitchen, painting/improving lighting and making improvements to the stage, etc. The cost was \$125,000 and scheduled for FY04.

Mr. Dillon asked what work has been done to date and Ms. LaCroix told him that the first office at Country Academy now is the Veteran's Office. They installed a computer, added access and telephone jacks and made cosmetic improvements. She told members that the office next to the Veterans now houses Outreach workers and it has been given a face-lift. The balance of the wing includes air conditioning units. They also have a new telephone system. The School Dept. improvements call for an HVAC in the gym and plumbing work (Project 4)

Re. Projects 4, 5 & 6: Ms. LaCroix said they would like to complete the a/c work at \$125,000 for the McCulloch School - possibly include a roof top system. Project #5 consists of priority work re. air conditioning. Project #4 a/c work is complete, although the work was not done building-wide due to time constraints and moving the town departments in there.

Project #6: Boiler replacement at McCulloch - (scheduled for FY03 - \$125,000)
Replacement of the McCulloch School boiler, this work is critical - and needs to be done before the new heating season begins. This project is underway and the boiler should be up and running this month.

Ms. LaCroix said there are many other priorities for FY05 including restoration of the Fogg Library. They have requested funding for an RFP for architects re. work needed.

At this point Ms. Lamothe/Library Director spoke. She said that water damage there has taken place over many years and affected the interior wall. She would like to see the exterior of the building completed in order to get the building water-tight - seeking grant money for the interior work. It was noted that this building is listed in the Historical Register.

Mr. Dillon suggested they seek CDBG/Community Development Block Grant money for some of the work.

Mr. Fuqua wanted the members/Ms. Lamothe to know that the CDBG funds focus on handicapped access.

Ms. LaCroix told members that funding has already been obtained for the study.

Project #8: Tufts Library, carpet and shelf replacement.

Ms. Lamothe told members that the main library presently needs carpeting as the present carpeting is 30 years old and there are rips/tears presenting a safety hazard. They have tiles, which are expensive to maintain. They have a 1965 circular desk, which has deteriorated. They are receiving funding from the Capital Article of 1999 - and are presently working on the desk and carpet.

Project #9: Ms. Lamothe said this project was for central a/c re. the North Branch library.

Projects #10 through #14 are for the Tufts Main Library and include the following work:

#10 - replacement roof, present roof is 20 years old - at a cost of \$325,000

Mr. Dillon stated that the present roof should not require any replacement as yet, as it was just redone around 1986-89. Ms. LaCroix will investigate this further.

Project #11 - windows/door \$226,000

Chairman Dillon again pointed out that similar work had been done with windows not very long ago - Ms. LaCroix will investigate the library windows further. Ms. Lamothe thought they were 14 years old.

Project #12 - Boiler replacement \$60,000

Project #13 - Improvements to elevator - Ms. LaCroix will look into grant money for this expenditure.

Project #14 - Tufts air conditioner

Chairman Dillon stated that according to his recollection, the present air conditioning at Tufts should only be 5 years old.

Ms. Lamothe said that they replaced two compressors last July and went 3 weeks without an a/c.

Mr. Dillon asked this item to be checked further.

Ms. LaCroix told members that they still haven't costed this item out yet.

Mr. Keefe told Mr. Dillon that one of the compressors was under warranty and the company was attempting to charge the Town for the work when it should have been under warranty. One of her staff followed up on it and they weren't charged for the work.

Project #15 - Emergency Management/Civil Defense Dept.
This work is scheduled for FY06.

Mr. Flynn asked that they only concentrate on FY 03/04/05 tonight and asked which item was the priority.

The response was renovations/water damage to Fogg Library - but it was noted that there was no money attached to this work, as the money was for a study. The Board was told that it was the Mayor's intention to borrow this money from existing improvements - re. the cupola.

It was also noted that the funding re. the interior improvements to Town Hall could come from the cupola/Town Hall funds.

Mr. Dillon asked where the money was re. Verizon and Mr. Keefe said that that money was completely separate and they would be getting generators from Verizon.

Mr. Dillon then asked about the money for the windows and Mr. Fuqua said the project was under negotiation along with the emergency generator.

Re. Priority 4 - carpeting for Tufts.

Ms. LaCroix told members that they have existing funds to pay for this, adding they were just trying to deal with what they had - not looking at anything new in the future.

Additionally, the CFO referred to vehicles for Administrative and Community Services - Ms. LaCroix said that this would be funded out of Administrative Services. It included a 15-passenger van to be shared by Library/Civil Defense/Youth & Family Services/Recreation Departments.

Mr. Fuqua told members that the ultimate goal is to have the entire fleet under the Capital Budget Plan.

Mr. Flynn commented, that tonight's presentation was much better than those of the past.

Ms. LaCroix explained that the DPW is now responsible for maintaining the parks, although her office will be responsible for the utilities.

In closing Ms. LaCroix told members she would send Mr. Fuqua a memo on her investigative findings (re. comments made by the Chairman), which he could share with the Chairman.

Ms. LaCroix's presentation concluded.

Review of Fire Department Capital Requests

Fire Chief Robert Leary came before the Board and told members this year's request were similar to last years and then reviewed the following projects on his list:

Project #12) The first to be addressed were the emergency repairs to Tower #1 - the truck now is unusable - it was built in 1977 and is 26 years old. It has been taken out of service.

Mr. Dillon asked about its trade-in value and Chief Leary estimated it to be about \$5,000-\$10,000.

Project #13) Chief Leary said that they received new hoses from Sithe re. the 'gift account'. The donation paid for two different sized hoses, but they are still in need of a third size.

Presently they are seeking grant money for 'jaws' equipment, via a matching grant available re. First Responder Institute/Tums. They are seeking \$5,000 to purchase two pieces of one set of jaws to rehab their unit, but he quickly added other equipment still needs to be replaced.

Project #14) He next noted that the apparatus is basic, but they need money to outfit it. Additionally Personal Protective Equipment bunker gear (protective clothing) is needed. They have applied for a 70% grant (\$135,000) for the replacement costs.

Chief Leary went on to inform the members that they have a firefighter on staff that knows how to check out exercise equipment - and they need \$1200/set. The present equipment they're testing the vapor barrier and it's failing - it's 7 years old. Storage and exposure to diesel smoke degrades it. He told members they would like to replace it all. He said that Mayor Madden had suggested they replace $\frac{1}{2}$ this year. They are seeking a FEMA grant to replace it all.

Project #15) This request is for Fire Alarm & Communications - similar to what they have listed in previous years. He would like to fully refurbish the Communications Center and replace the wired fire alarm system. They have about 60 units in Town. He informed members that some wiring was done in the 1920's especially on Green Street. He would like to reduce the number of street boxes and put more in the target areas. He plans on identifying the key locations for this, placing the units in more visible locations.

Next he told members that the old fire alarm desk also needs to be replaced. With regard to radios - new technology has become available re. Police/DPW/Schools and they are looking into a town-wide system.

Mr. Dillon asked if the system he had in mind was similar to the system in the City of Cambridge and the Chief responded 'yes'. (Police 470's and Fire 480's)

The Fire Chief is also looking at a microwave to eliminate/limit repeaters. The police have (5) of them and he would like them all to be on the same system.

Mr. Dillon stated that he was in support of this request.

Chief Leary commented that it allows for better communication re. emergencies, adding the new system will allow them all to speak to each other via one channel.

Re. IT - Chief Leary would like to expand the fiber optics to include Station 5/Park Avenue - and possibly North Street/Station 1 with the cooperation of the Police, they are looking at replacing the dispatching software. He said although they would be sharing information they would also keep confidential what needs to be kept confidential.

Mr. Dillon asked the Chief how combining one system for the Town would work and he told him that he didn't think things would change as each department has its own needs.

Mr. Flynn said he was concerned with what would happen if there were a major power blowout at the Police Station. He said they would need a backup; a commonality so all can speak to each other. The Chief said the server wouldn't have to be at either the Police or Fire Stations - in light of terrorism, it could be anywhere (even Town Hall).

Mr. Flynn asked about the time frame and Chief Leary said he didn't have one at this time.

Mr. Flynn felt it needed to be done right away and he may write the Mayor about it.

Mr. Fuqua told members that he brought their concerns up last year.

Chief Leary said he plans on making a presentation to the Mayor as soon as he has his facts together.

Ms. Akoury asked for a time line and Chief Leary told her, possibly in three months, adding it must be a cooperative effort.

Project #16) Fire Apparatus Replacement - 1986 Mack/FMC Engine Co.1
Scheduled for FY04 \$148,000 and \$68,000 coming from the following four years.

Chief Leary told members that he made a presentation on this item to Jane Hackett re. Apparatus Manufacturer (located in Attleboro). He said that his mechanic accompanied him and saw the demo engine they want to sell. He told members that he looked at them, found pricing to be good and he also asked about leasing it and looked into the 'demo' as well (Braintree presently has it). At this point he is putting together a package. He said they need to consider emissions standards (+ \$40,000). A new engine is \$400,000 with an 8-month delivery.

Mr. Dillon asked about the cost of the (same) truck to the Town of Hingham and the Chief said he didn't know, but told members the 'demo' was built in 2002 at a price of \$260,000 plus equipment, which is \$300,000 extra - this purchase would prove to be a significant savings.

Chief Leary informed members that Jim Wilson informed him that 'leasing' goes against procurement laws.

Mr. Dillon explained that the Town couldn't commit to a lease arrangement because a lease requires you to commit to a certain number of years - which the Town cannot do.

Chief Leary told members that the cost for FY04 is \$400,000.00 - with an 8-month delivery date, but he felt time was of the essence because the present apparatus/spares are worrisome and not trustworthy. He told members that this was his priority. Engine 1 was obtained in 1986 and is presently rusting away. He said he would like to keep it as a spare but would need \$80,000 to refurbish it.

Ms. Akoury asked if the engine could be targeted immediately for cost saving measures and Chief Leary told her that Jim Wilson said it was being considered.

Mr. Flynn said if the money becomes available he would like to see the Town purchase two engines.

Ms. Akoury asked the Chief if it was his #1 priority - and if it was she would like to see the Capital Budget Committee push for it now to save the Town money.

Chief Leary said they offered them a great deal if they bought the two engines and ladder truck (\$725,000 new/one year). He said they could sell the present ladder truck and buy the others for \$800,000 as opposed to \$500,000 - \$1.5 million.

Mr. Dillon asked Mr. Limbey if they could get Mr. Wilson and the Mayor to address this right away and Mr. Limbey told him that he would speak to Mr. Wilson about it, but reaffirmed, as a capital project they can't use the Capital Fund for Leasing.

Mr. Flynn interjected that the purchase would have to be done through the operating budget. He said that Mr. Wilson realizes it's a priority, but so is Station 1 and Station 3 - as their roofs are in bad condition.

Chief Leary said if they wait they will probably lose out on the deal, but if they take one of the two deals, the offer as it stands could be destroyed.

Mr. Limbey asked about Ms. Hackett's response and Chief Leary said that she didn't feel leasing was a possibility.

Ms. Akoury said the subject needs to be discussed again.

Chief Leary told members, if they went out to bid, they wouldn't be able to get them in a month.

Mr. Dillon asked about a Warranty and Chief Leary told him there was one. He said that the Mayor might go for #2 but had a problem with #1 - it could go on hold for a year.

Mr. Flynn asked about engines 5 and 2 and Chief Leary told him that engines 3 & 2 would become spares.

Project 17) Replacement of 1997 Ford Expedition/C-2 - \$40,000.

Chief Leary said that the Ford has 100,000 miles on it and carries 500 lbs. of equipment - with the electrical system overloaded. There is also a door problem. He would like to replace it with a new SUV with the Police package (a Tahoe comes with the Police Package).

Project 18) Compressor for SCBA - \$50,000.

The present one is too small. He told members they were recommending a \$600,000 compressor. He went on to say they were applying for a FEMA grant for this and FEMA has \$500,000 left (their grant is \$320,000).

Project 19) Replacement of Fire Apparatus Replacement (1984 Boston ladder truck).

Chief Leary said they bought it five years ago for the front line and they need to rebuild the diesel at a cost of \$25,000. It also has front-end, electrical and hydraulic problems.

Project 20) They are requesting to upgrade two sedans to SUV's.

This would be done via the Police package.

Project 21) Replacement of Engine 3 at a cost of \$400,000.

This engine was a former Navy Air Base piece of equipment and not designed for front line city service.

Chief Leary said it would be better utilized as a spare if refurbished at a cost of between \$80,000-\$100,000.

Project 22) Repair/Replacement Station 1/North Weymouth - Built in 1936.

It is not high enough to accommodate the modern apparatus as building is 10'4" and new apparatus requires 11'. One side of the building was built in 1936 and the other in 1974 and they don't work well with each other. The poles have been closed off; there is inadequate egress and safety issues as well as other building issues including heating problems.

Project 23) Fire apparatus replacement - Engine 5 -

This is a FY06 item.

Project 24) Forest Trucks - FY05 -

The present model years range from 1982 - 1986. They are showing signs of wear, and the additional weight they have to carry is too much for this model, adds to the stress.

Mr. Flynn suggested the Chief speak with the "T" officials regarding the bridge they are replacing, to check the dimensions re. accommodating their equipment/vehicles. He told him that presently Mass. Electric vehicles couldn't fit through.

Mr. Fuqua will discuss this further with Mr. Clarke.

Project 25) Replacement of old Navy van -

This vehicle has provided extended life for the bucket truck, but requires frequent repair.

Project 26) Repairs to Station 2 proposed to FY06.

They are doing a complete study re. handicapped access.

Project 27) Fire Apparatus - Engine#2 -

Proposed for FY08 - the cost is about \$500,000

Project 28) Self-contained Breathing Apparatus -

Proposed for FY06 - In 1995 it was purchased, it should last another couple of years.

Project 29) Fire Apparatus Replacement/Squad 1

The Chief said he would like to sell it: 1966 generator with one working light. They use it for the July 4th fireworks.

New Requests (Chief Leary passed out an addendum re. new requests)

- Furniture Replacement - the cost is estimated at \$18,000 and it is for Fire Dept. furniture that is in disrepair.

He said that recently they received a donation from Electro Switch and Fischer Pierce - they gave his department modular office furniture, although it is 10 years old, he said it was in good condition.

- Replacement of Utility Truck (received used from the Navy Base). It is unreliable (brakes) and they have a cost of \$40,000 noted for FY05.

Lastly, Chief Leary said he would be proposing to the Mayor the idea of starting up ambulance service for the Town within the Fire Department. It could be proposed for FY05, but more likely FY06. He said they would recoup the cost in 18 months. They would need to be certified re. BLS - and $\frac{1}{2}$ the staff meets these criteria, adding that most of the ambulance service staff are paramedics. He said if they provide BLS, the Town would receive all the revenue. He went on to explain all the advantages of the Town taking over the ambulance service for Weymouth. He plans to make a presentation to the Mayor within the next month, adding that when the Mayor was the Fire Chief he was in favor of doing this. In closing he told the Board it would be self-sustaining.

The meeting concluded with Chief Leary.

APPROVAL OF MINUTES

Mr. Flynn moved to approve the minutes of the 11/20/01 meeting, the 10/29/02 meeting, the 5/20/03 meeting and the 7/7/03 meeting.

UNANIMOUSLY VOTED

ADJOURNMENT

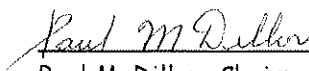
Mr. Hurley moved to adjourn at 9:35 PM.

UNANIMOUSLY VOTED

Respectfully submitted,

Susan DeChristoforo
Recording Secretary

Approved:


Paul M. Dillon, Chairman

2/10/04
Date