

**RECORD OF EMERGENCY MEETING
ELLSWORTH CITY COUNCIL**

DATE: MARCH 15, 2020

TIME: 2:00 PM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

**CITY COUNCIL PRESENT: BLANCHETTE, GRINDLE, HAMILTON,
KAPLAN, MILLER, MOORE, AND PHILLIPS.**

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, TAMMY MOTE,
JENN MERCHANT, GLENN MOSHIER, RICHARD TUPPER, GARY
SAUNDERS, AND HEIDI GRINDLE.**

Call to Order.

Chair Hamilton called the emergency meeting of the Ellsworth City Council to order at 2:00 PM. He stated the reason why the City Council was present on a Sunday is to address the impact that COVID-19 is having within Ellsworth. Hamilton noted communication and information from the people making the decisions is extremely important. He noted the City does not need to panic but they do need to plan. There is and will continue to be a lot of emotion around this pandemic. As City leaders, they will need to be a conduit to ensure the delivery of factually based information. The Federal and State government continues to introduce new directives and recommendations which are changing daily. The public needs to be aware of those. The job of the local officials is to implement strategies that support these directives, provide opportunities to reduce exposure, and support all citizens. City government plays an important role in situations like these. The first responders such as police and fire face greater challenges but remain an essential resource. City Manager, David Cole will present some changes to operations that will limit exposure in an attempt to reduce the spread of the virus this afternoon. There will be challenges within the community as more resources close as a means to slow the spread of the virus. Hamilton noted one of the best parts of living in this community is the willingness of neighbors to help neighbors. He urged the entire community to be aware of the people in the Community who are more vulnerable and may need support. The City can serve as a starting point when a need is identified, the City will be more successful moving beyond this challenge if efforts are put forth working together. The City Council will continue to support the City staff to do what is within their control to overcome this challenge.

Discussion on the COVID-19 (Coronavirus) situation and necessary measures and actions to be taken to protect the public safety, health and welfare.

David Cole, City Manager noted plans started as recently as last Friday to discuss travel restrictions and other measures. Previously to that, procedures and protocols had been implemented regarding hygiene, handwashing, social distancing, as well as other CDC recommendations. During the last 72 hours there have been many developments and other communities have responded. At this time additional

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precautions are being taken for the protection of the employees and the public they serve as well as to help flatten the curve of the pandemic. This morning the management team conducted a call-in meeting. Over the weekend, Chair Hamilton, Deputy City Manager (Tammy Mote), and City Manager (David Cole) were in constant contact and as a result called this emergency meeting. During the call-in meeting the department heads went department by department explaining how they will take responsible actions to minimize contact and yet serve the public. At this time, there will be restricted access to City Hall and members of the public are asked to whenever possible conduct their City business online, over the phone, email, or by mail. A station will be setup near the Church Street entrance for monitoring the situation involving members of the public that cannot complete their tasks through the phone, email, or mail and then the associated staff member will be brought out to assist the resident, following all recommended precautions. As of Friday, out of State travel restrictions had been implemented and other protocols put in place for minimizing the need for meetings by using online meeting tools such as zoom teleconferencing. Cole stated the City is focused on getting out the best information possible to the public, individuals, businesses, and organizations. The City website will be updated constantly and is linked to the Maine CDC. Cole will be meeting with Ellsworth Area Chamber of Commerce Director Gretchen Wilson, and the City Development Services Director Janna Richards to discuss how everyone can work together to help the business community.

Tammy Mote, Deputy City Manager explained the staff is hopeful the residents and community will use the online services. The doors will be locked in all locations within City Hall including the Fire Department. If the public must come into City Hall, we are asking that you use the Church Street entrance. The entrance at the top of the stairs on the City Hall parking lot side of the building will be closed off. There is a phone located in the lobby to allow residents to call the appropriate department. Outside agencies will be notified that all meetings will need to be cancelled or relocated as the meeting rooms within City Hall will be closed to the public. A lockbox will be placed in the entry way for the collection of water, sewer, or tax payments if residents wish to drop those off. Since last week was tax week the majority of tax payments have been received; however, the City will be waiving interest on unpaid taxes until March 31. The City would like to waive the processing fee associated with using a credit card to make payments to the City. The IT team will be working with the departments to ensure they can successfully work from home. They will also be issuing access cards to employees who do not

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already have keys to access the locked building. The General Assistance Director will not be seeing clients on site. This will all be handled by email or by phone. The Code Enforcement Officer will evaluate each outside inspection to determine if the need is there to actually visit the site. Some other inspection options are email, transmitting photos, or if needed in-person inspections. The Assessing Department can accomplish all tasks through email or on the phone. Economic Development and Planning will be accomplishing all their responsibilities on the phone or through email. The Union River Center for Innovation will be closed to the public. The Public Works Department will be continuing as normal. The garage will be closed for public access. The Transfer Station and the Recycling Center will continue to be open. They will be using precautions there especially social distancing and they will not be able to help the customers with getting the trash or the recyclables out of their vehicles. The Water Department will be limiting the trips by their staff to City Hall, the staff will remain at the shop location on Shore Road or at the Water Treatment Plant. Service orders will be kept to emergencies only. The Wastewater Department will ensure all site visits by vendors will be suspended, the only process they have that require customers to come to that location is the septage disposal. This process can completely be handled by the septage haulers and does not require assistance by the Wastewater Department staff. The Library Trustee Board will be holding an emergency meeting to determine steps in case they need to close, as other libraries are closing around the State already. The Fire Department has burning permits online, a sign will be posted stating there is no public access to the building and they will be keeping the doors shut in this location as well. There will be a meeting with Northern Light Transport tomorrow morning to discuss concerns with them. The Police Department will handle as many calls as possible over the phone to minimize exposure. They will be issuing summons when practicable rather than arresting to minimize exposure risks. They will be promoting proper handwashing and use of hand sanitizing just as all employees will be doing. The officers have been advised to minimize unnecessary public contact. The main phone line to City Hall was provided to the viewing public. Important information will be posted on the city's website page and Facebook page. Cole added the City has made plans to have access to their money, so that the bills can be paid and payroll continues to be satisfied. Councilor Kaplan inquired if the EMS and Fire Department had enough personal protective equipment (PPE) for calls. Richard Tupper, Fire Chief explained some of the items are very limited right now. Both the Fire Department and Northern Light Medical Transport have a small supply here at the Station.

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Tupper could not comment on available supplies at Northern Light Medical Center. Kaplan wondered if when a call comes in to the Dispatch center are there currently any screening questions being asked. Tupper explained according to his knowledge depending on what information the dispatcher is given it will trigger an additional set of questions. Additional questions have been included in this process to account for the virus and the potential need for PPE. Kaplan inquired if there has been any discussion with Maine Coast Memorial in regards to their ultimate plan, whether they are changing their procedures, and implementing drive-by testing. Cole was not aware of the answer to that question; however, did recommend inquiring if a representative might be available to speak at the Council meeting tomorrow night to provide this information or at least an update. This has not been arranged yet. Hamilton noted if individuals will be using the phone in the lobby it would be a good idea to have disinfectant wipes beside it. Councilor Blanchette inquired if the Council had heard from the schools yet. Cole noted he has been in communication with Superintendent Higgins over the weekend. Higgins was on a conference call yesterday with other superintendents around the State which also included the Department of Education. Cole noted there are a number of schools and school districts that are closing. He is waiting on guidance from the Superintendent as to the future plans, they are currently evaluating the situation, and Cole expects to hear something from Higgins by the end of the day. Hamilton noted we are likely to see more closures in regards to schools, daycares, businesses, and events as a way to stop the spread of the virus. These are the types of closures that start to put a strain on the communities and why it is critically important for lines of communication to be open. The most important aspect is to base decisions on facts and the most important thing the Council can do is be a conduit of factual information and to direct citizens to look at information that is fact based. Hamilton discussed resources that are currently passing through the Senate and House. Cole advised they would be extending unemployment insurance as presented in a press release by the Governor. The resources that will be available through the United States Small Business Administration as part of the President's emergency declaration were explained. Kaplan gave some advice on how not to spread the virus and the key was that most people will be fine. She advised the public if they need to be seen at the hospital or at a doctor's office to call ahead; there are preparations that need to be made in advance of arriving. Blanchette read a question into the record from the viewing public: Will the City suspend fees for using the online payment system? Mote explained the City is currently working with Maine.gov who offers that system to see if the fee can be suspended if not the City is considering reimbursing

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the citizen once they submit their receipt showing the 2.5% fee. As more information presents itself on that topic it will be discussed by the Council and the goal is to be able to waive those fees. This is not a City revenue source and the program charges that fee directly to the citizen. Cole recognized that City staff has stepped up over the past few weeks and this crisis has brought the best out of everyone.

Gary Fortier, Ellsworth resident asked if anything is happening on a County level through Hancock County Emergency Management. This is an excellent place to purchase PPE in bulk. This could lead to quicker federal reimbursement. Cole noted Andrew Sankey's Deputy attended the City's staff team meeting on this topic a few weeks ago. They are functioning under Maine Emergency Management Association (MEMA) to coordinate on a county level. The City is working with them and particularly if there is disaster relief the City would want to coordinate on this as there will be State and County thresholds that need to be met first. There was a lengthy discussion on the type of N95 masks that are needed and the shortage that is currently being experienced in that area. Richard Tupper, Fire Chief noted they are working closely with the EMA on the Hancock County level. The process for seeking reimbursement on expenses the City may incur throughout this process was discussed. Tupper discussed a few of the obstacles he is currently working on regarding the types of masks available mixed with the requirements to wear them in compliance with the Bureau of Labor's standards. Kaplan inquired if the Fire Department also has the hoods for the test equipment. Tupper stated yes they do have one that was borrowed from the Airport. The Department currently uses a much more sophisticated machine for the SCBAs which his not equipped to test the smaller surgical masks. The Department now has the equipment to test, they are conducting the fit testing in-house, and the medical clearance is conducted by the doctors. In response to a question asked by a member of the audience, Tupper clarified he was not indicating they are not prepared. The supply and demand for these specific pieces of equipment makes it difficult to get them right now. The Fire Department is working diligently to find the equipment wherever it is available and they do have a small supply on hand as well as Northern Light Transport has a small inventory. He was not able to confirm what was available in Northern Light's storage facilities. Hamilton reiterated he will try to schedule a representative from Northern Light Medical to be present at the Council meeting tomorrow evening. He was sure they had very rigorous plans in place as every hospital does. Tupper explained they have expanded their protocol to respond to different types of

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incidents and if there is any indication of the coronavirus present they are limiting exposure by not sending the entire crew in at once. The EMS units will be ahead of the Fire Department and they will analyze the scene and the patient. At that point they can decide if they need additional staff to help, additional equipment, or should the Fire Department stay back. If they need additional resources it will be provided appropriately. Glenn Moshier, Police Chief explained when they are called upon it is an emergency situation where they have very limited ability to reduce human contact. Last week, he sent a directive to the Officers advising them to take every precaution available to them and limit the access to the community by reducing the unnecessary contact. A majority of the complaints can be handled by telephone. However, when the Officers must respond to an emergency they will be doing whatever they need to in an effort to protect themselves. At this time the Police Department does not have the N95 masks available, once they are available the Police Department will secure some for the Officers. In the meantime they will be practicing social distancing, handwashing, and other CDC recommendations.

Mark Kaplan, resident of Ellsworth inquired about testing and whether Ellsworth currently has a drive-by testing site available. Councilor Kaplan explained the protocol of calling ahead as a means for the medical team to prepare for the patient. She further described the process being used once the patient calls ahead and arrives at the medical facility. Hamilton explained if he is not successful in having a representative from Northern Light available at the Council meeting tomorrow night he will get the answer from them and post it on the website as a resource. This is the type of question that can only be answered factually by the hospital representatives. M. Kaplan also wondered if the retail stores should be told that sanitation items such as Purell, baby wipes, and other similar items should be limited per customer to allow for the better of the entire society not just the individual. Those items are in high demand right now and short supply as many people are buying all that is available and not leaving any for others. Cole stated he believes the stores are starting to notice this pattern and have started to take actions to limit how many items a person can purchase regarding this type of product. Hamilton noted, the Council cannot direct businesses on their individual practices. He felt the businesses were attentive to the current situation and having the voice of the community stating the types of suggestions voiced by M. Kaplan are very effective in the business world. At the end of the day, Councilor's do not have the authority to mandate business practices; only the State and Federal governments can mandate how businesses operate if it comes to that point within the Country.

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Councilor Blanchette noted both Shaw's and Hannaford have scrolls on their websites stating they are currently limiting certain items on a per customer basis. There was a lengthy discussion about the most vulnerable members of the community and the need for everyone to be aware of their needs and assist where possible.

Robert Walsh, inquired in light of the requirement/recommendation to practice social distancing why are the children still going to school. He noted that New Hampshire had already made the decision to send the students home from school and use the following week to prepare the teachers for remote learning. The students would start learning remotely no later than March 23. Walsh inquired why Ellsworth was taking the risk of one student getting sick prior to making the decision to close the schools. Hamilton noted the Council was not in the position to answer on behalf of the School Board or Superintendent. He provided the reality around the decision making process as it relates to the CDC guidelines. The Department of Education has presented information as well as worked with schools to discuss what they are recommending. School systems across the State have been taking part in these conversations. Hamilton pointed the viewing public to Dora Mills post online from today concerning school closures. The School Board will be issuing a decision on this question later today. Walsh inquired why the Superintendent was not present at the meeting today. Hamilton explained the School Board is separate from the Superintendent. As it has been stated today that it is the Superintendent's responsibility to let the public know what is happening with the schools and their potential closing. Cole stated the School has their own process, although it is actually the Superintendent's decision; Cole felt the Superintendent was likely consulting the School Board along the way. Cole is expecting to receive guidance from the Superintendent later today. The City is prepared for any outcome.

Fawn Harmon echoed what had already been said in regards to the responsibility to keep people safe. She was a little concerned the Superintendent was not present at this meeting today. Harmon wondered what information other Superintendents and School Boards were receiving that made them decide to close their schools before the Ellsworth Schools were closed. She felt in the event the Ellsworth Schools do have to close it will cause incredible hardships for families to educate their children at home while figuring out how to work and find daycare. She felt it was irresponsible not to give parents in the community a heads up about what the plans

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are. She found it hard to believe there is no idea at this point what the next 6-8 weeks will look like and that any information at this point should not be kept private. Councilor Kaplan agreed once the decision is made to close the schools, parents need time to make arrangements for the children. Cole reiterated he expects to hear from the Superintendent later today and he knows they are currently working on evaluating the situation and conducting their planning.

Councilor Miller inquired if Superintendent Higgins was planning on attending the Council meeting tomorrow evening (March 16, 2020) to be available for questioning. Cole felt he would attend; although, he has not discussed that possibility with him yet. They were focused on solving one topic at a time throughout the weekend. Cole will invite him to attend the Council meeting. Blanchette stated he fully expected Superintendent Higgins to be present today and was disappointed he was not. He agreed at this late hour he felt the Superintendent would know by now if the intent was to close the schools. Blanchette agreed the parents need to know the plan so that they can make arrangements.

Peter Farragher, Director of the YMCA was present at the meeting today, as well as already submitted a letter stating if the schools close down then the daycare would also close.

David Nicholas, Ellsworth resident emailed a question to Cole during the meeting asking about trash collection. Trash pickup at this moment will not be impacted since the City contracts with Pine Tree (Casella Waste). Mote stated she would contact them on Monday to confirm there will not be any changes at this time. Kaplan wondered if the garbage collection staff had PPE to protect themselves, given the amount of time the virus can live on surfaces. Although, this topic is the responsibility of the contractor, Mote will inquire on Monday.

Another question was emailed in, "was Superintendent Higgins invited to this meeting?" Cole stated yes he was invited. Higgins indicated he would be in meetings all day, he is conducting planning meetings today, and a statement will be issued later this afternoon.

Miller indicated there was a School Board member in attendance at this meeting. Blanchette inquired if the entire School Board was included in this decision. Abigail Miller, School Board member indicated the entire School Board was not

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part of the pending decision to close the schools. A. Miller spoke on her role as a School Board member in regards to this topic. She inquired previously, if closing the schools was something that required a policy change and therefore would require a vote, she was told no. The questions she raised in a different forum about school closings she did receive answers to; however, everything that has been transmitted to her has been stipulated as confidential. Therefore, she feels like she is not allowed to share it. A. Miller recognized this is a lot for families to digest and therefore have many questions and concerns. It is her understanding that Higgins has the authority to make these decisions. She has some questions concerning the very fine lines which she has brought up to the rest of the Board members. She told the School Board members she would be at this Emergency meeting today because she felt this would cause a calendar change and involves policy so this decision would require a vote. She was hopeful that the rest of the Board would join her at this meeting; however, was told by most of them that Higgin's is doing a great job. A. Miller recognized that Higgin's has been working extremely hard, been in touch with all the right people, listened to scientific fact; however, the School Board is made up of 5 members and are not designed to be governed by one. She asked many other Boards, they have all met to discuss this topic, and they have all had questions. The Ellsworth School Board met a little less than a week ago on Monday night, which would have been a great opportunity to talk about these concerns and get answers to the questions before the School Board members start fielding inquiries from the public. That was not the topic of the meeting. Hamilton noted people will have a different perspective on this topic. The one expert Hamilton spoke to this morning had a different opinion than the CDC. This is a difficult issue and it does have both sides debating it currently. Mark Kaplan spoke on the symptoms associated with the virus based on his research and the statistics being reported from cases in China.

Matthew Coffin stated he has been reading about the Coronavirus online and he made two points. One, anti-bacterial products do not kill viruses. Two, there is good information at the National Laboratories, such as the Oakridge National Laboratory, the Lawrence Livermore National Laboratory, and the Lawrence Berkeley National Laboratory. They are keeping their information updated and current.

Clyde Cushing, resident of Ellsworth stated an email was just received about 30 seconds ago. The schools will be closed at the end of the day on Monday. Parents

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received that information moments ago. Councilor Kaplan inquired from Cushing how long the schools will be closed according to the email. Cushing stated April 3, 2020.

Harmon inquired if there was any coordination currently taking place with the food banks. There are many people reaching out wanting to help those being impacted by losing their jobs during this crisis. She wondered if there was any activity yet in organizing places to drop off food for Loaves and Fishes or to distribute out to the community. Mote explained the City will be working with the General Assistance Director tomorrow to brainstorm this concept.

Blanchette reiterated to the public how important this topic is to the City Councilors as a Board. He recognized this process is new to them as much as it is to the public and likely they will stumble along the way. The Council is trying their hardest, paying attention to the information they are receiving from the CDC, the hospitals, professionals, and the news headlines. Blanchette encouraged the public to reach out to any of the Councilors if they had questions. He recognized the Chair did not call this meeting today lightly. Blanchette stated this is the first time since May 8, 1933 the day Ellsworth burned that an Emergency meeting of the Ellsworth City Council was called on a Sunday. That speaks to the degree of seriousness the Council is taking on this issue.

Cole recognized that Representative Nicole Grohoski, was present at the meeting today. Senator Luchini has also reached out to Cole several times. Luchini is currently in Augusta. This crisis will require everyone working together as well as with Augusta and ultimately the Federal Government. Cole thanked Grohoski for attending the meeting today.

Hamilton noted the Council is scheduled to hold their regular Council meeting tomorrow evening. His assumption is the Council will continue to hold that meeting with the understanding there is some important business to be conducted. This will be a public meeting so it is open to the public and people can attend. It is recommended not to have people gathering in one place; this is not meant to discourage attendance. Hamilton would like the public to be mindful of this recommendation particularly if you are considered to be a member of the vulnerable group within the community. The meeting can also be viewed on Facebook and the comments and questions will be monitored with the intention of fielding some of

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them during the meeting. This will allow everyone to participate in the discussions. Hamilton encouraged the public to submit their questions to either the City staff or any member of the Council between now and tomorrow's meeting and those can be addressed at the meeting. Hamilton will work to line up the resources (Andrew Sankey, Northern Light Medical, and Dan Higgins) mentioned earlier in the meeting. It was noted from a viewer that the Ellsworth Hospital now has a tent set up in the parking lot. A citizen inquired how the City would hold a meeting in light of the building being on lock down. The front and back doors will be unlocked prior to the meeting so that the public may attend the meeting. It was noted the City Council was not practicing social distancing during this meeting. Blanchette noted it was his choice to sit in his Council chair, he easily could have sat or stood in a different location within the room and still participated in the meeting. Hamilton noted the Council is trying to maintain a balance in terms of offering an open process with the Community involvement and access to these meetings mixed with the recommendations of limiting crowd size. This meeting is well under what the State has set as a recommendation and the Council will continue to follow that. It will be very important if the public chooses to attend the meeting tomorrow evening for them to know their individual situation and use good judgement not to attend if they are running a fever or not feeling well. They can still participate online and send any questions in that evening or prior to the meeting. There may be changes as things move forward; there have already been questions regarding if it is possible to hold meetings remotely. This topic will be explored but not in time for the meeting tomorrow evening.

Kaplan inquired if the YMCA is now closed given the email announcing the schools have closed. Peter Farragher, Director of the YMCA stated they have already developed an emergency response team which is made up of directors, board members, superintendents, and Senator Luchini. They have carefully thought out this process and have made decisions to close the facilities based on recommendations by the National Y. The YMCA will be open on Monday and then close at 9 PM, the normal time for the Wiggins Center. They considered keeping the YMCA Wiggins Center open and ultimately decided to close it in an effort to be consistent. The fear was, that is where the kids would go if it remained open. In the afternoons there are often around 100 kids at the YMCA Wiggins Center. This was a difficult decision as there are 148 staff members and they are concerned for them; this decision has been supported by many of the parents to this point.

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**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, TAMMY MOTE,
JENN MERCHANT, GLENN MOSHIER, RICHARD TUPPER, GARY
SAUNDERS, AND HEIDI GRINDLE.**

Hamilton commented very generally concerning the current practices being implemented at residential programs whether they are nursing facilities or group care programs. Visitors are not being allowed during this period of time; they are using alternative means for visitation to take place.

Kaplan inquired if there are any rainy day funds or special rules within General Assistance to help residents pay their rent. If parents are forced to stay home with their children while the schools and daycares are closed they will not be able to pay their rent or electric bill. Mote stated this is the reason the Fund Balance policy is in place. This ensures there are adequate funds to continue operations for a few months and contribute some additional funds to programs such the General Assistance Program to help residents in times like these. Cole was not sure if on a State level there would be any additional sources of revenue to help.

Nicole Grohoski, State Representative stated the State Legislature is planning to fast track emergency legislation to respond to COVID-19 and will be meeting on Tuesday to conduct this type of business. Part of this will be adjustments to appropriations especially the supplemental budget. Some of the areas they have looked at relate to Health and Human Services, Labor, Education, and a few others. The goal is to look at what needs to happen right now to have the State be in a good situation moving forward. They will be acting on this Legislation before they adjourn on Tuesday. There are a lot of quickly moving pieces at the State level. Kaplan inquired about Section 8 housing or TIF housing and whether there has been any consideration given to forgiving the next few months of rent from those applicants. There is often a co-payment due on that subsidized housing, Kaplan inquired about forgiving those amounts. Grohoski was not sure at this moment, she was aware work has been completed by the Labor Committee and they are prepared to make a presentation. All of these votes will require a 2/3 vote of support by the House and Senate. It is important all levels of leadership agree. Grohoski felt that was likely a concept they have discussed, it is something that is within their jurisdiction. Grohoski thanked the Council for hosting this meeting as it helps the citizens to know everyone is taking this very seriously and are trying to work together.

Harmon stated she is a homeschooling parent. She wanted to let parents know there is a ton of local homeschooling groups, and a lot of online learning platforms offering free subscriptions to individuals while schools are closed. They also offer

A TRUE COPY

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ATTEST: _____
HEIDI-NOËL GRINDLE

**RECORD OF EMERGENCY MEETING
ELLSWORTH CITY COUNCIL**

DATE: MARCH 15, 2020

TIME: 2:00 PM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

**CITY COUNCIL PRESENT: BLANCHETTE, GRINDLE, HAMILTON,
KAPLAN, MILLER, MOORE, AND PHILLIPS.**

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, TAMMY MOTE,
JENN MERCHANT, GLENN MOSHIER, RICHARD TUPPER, GARY
SAUNDERS, AND HEIDI GRINDLE.**

great resources on what parents can do to occupy their children all day.

Cole received a text from Higgins. He would like to clarify that he was in an emergency meeting with leadership finalizing the plans for the closure to ensure they have accurate communication to the public and that is why he was not able to attend this meeting.

Adjournment.

On a motion by Moore, seconded by Blanchette, it was unanimously

RESOLVED to approve adjournment at 3:20 PM.

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ATTEST: _____
HEIDI-NOËL GRINDLE

**Approved -
Adjournment at 3:20
PM.**