

## ***Minutes***

***December 18, 2007***

The 367th meeting of the NH Police Standards and Training Council was called to order at 9:07 a.m. by Chairman Michael L. Prozzo Jr., Sheriff of Sullivan County, in the John D. Morton conference room at the Arthur D. Kehas Law Enforcement Training Facility and Campus in Concord, New Hampshire.

***Members Present:*** Chief Gregory C. Dodge, Epping Police Department; Sheriff Scott A. Carr, Carroll County Sheriff's Department; Commissioner William L. Wrenn, Jr., New Hampshire Department of Corrections; Associate Justice Stephen H. Roberts, Dover District Court; Associate Justice Norman E. Champagne, Manchester District Court; Major Susan Forey, designee of Colonel Frederick H. Booth, NH State Police; Chief Michael J. Magnant, Portsmouth Police Department; Chief Peter Morency, Berlin Police Department; and, Deputy Attorney General Bud Fitch, designee of Attorney General Kelly Ayotte.

***Members Absent:*** Chief Timothy Russell and Vice Chancellor Charles Annal were excused.

***Staff Present:*** Director Donald L. Vittum, Assistant Director Robert B. Stafford, Jr., Investigative Paralegal Cassandra A. Erickson, Keith H. Lohmann, Lieutenant Gerald Taylor, Lieutenant Paul Moller, Captain Jeffrey Noyes, and Council Secretary Kathryn Day.

***Guests Present:*** Nancy Smith, Assistant Attorney General, New Hampshire Department of Justice; and, Mr. Kyle Metcalf.

### ***Call to Order***

Chairman Prozzo called the meeting to order at 9:07 a.m. Chief Michael Magnant arrived at 9:09 a.m. and Justice Stephen Roberts arrived at 9:15 a.m.

### ***Approval of Minutes***

The Council unanimously approved by a voice vote the Minutes of November 27, 2007, following a motion made by Sheriff Carr and seconded by Chief Dodge.

### ***Director's Report***

The Director's written report, mailed under separate cover, was accepted as submitted. There were no questions or comments from the Council on the Director's report. The Director had no remarks.

### ***Previous and/or Unfinished Business***

#### **Status Report on the 145<sup>th</sup> Session of the Full-Time Academy**

Director Vittum updated the Council on the results of entrance physical fitness testing for the 145<sup>th</sup> Session. Starting with 74 recruits, on December 17, six recruits failed the morning test and three failed the afternoon test. Of the three later failures, two were for elevated blood pressure and the other, for pulse rate; however, these recruits have been cleared by their doctors. The current headcount for the upcoming academy now stands at 68, compared with 66 at the start of the 144<sup>th</sup> Academy.

#### **Criteria for Selecting Decertification Cases**

This matter was continued from the meeting of October 23, 2007. The Council focused on two proposals:

1. Rather than scheduling a hearing for every officer who allows their certification to lapse, only those individuals who decide to return to law enforcement in New Hampshire after their certifications lapse would be compelled to come before the Council for an eligibility hearing.
2. The other proposal is for the Chairman to appoint a three-member subcommittee to hear decertification cases and bring their recommendations forward to the full Council for a vote. Moving on to the second proposal, Commissioner Wrenn described how a three-person panel appointed to deal with hearings might operate.

The Director assured the Council that if a hiring department performs a proper and thorough background check, the circumstances of a lapsed certification would be revealed on Form B in the officer's file at Police Standards and Training. Other cases involving moral turpitude issues present a more complex and lengthy investigation. Hearings can be delayed for years in some cases where individuals appeal to the Personnel Appeals Board or pursue litigation.

Judge Champagne and Commissioner Wrenn were in agreement that long delays in hearing past decertification cases were frustrating. Chairman Prozzo supported the Director's assertion that with the focus narrowed to those officers who seek to regain their certification, the resources of the agency and the Council would be utilized more effectively. The Council would always have the option to select a particular case involving moral turpitude issues or criminal matters for a decertification hearing without delay or without regard to whether certification had simply lapsed after 30 days of not being employed as a police officer.

Chief Magnant supported this more narrow focus and suggested that it would give the Council more time to tend to other matters concerning law enforcement, budget matters, and other more important tasks that are pending.

Commissioner Wrenn echoed this opinion and stated that, as Judge Champagne remarked earlier, it was problematic for some of the cases heard in the past for hearings to occur years after the incident/loss of certification. The Commissioner felt that in recent months the Council has spent an inordinate amount of time on decertification hearings and, as Chief Magnant suggested, if the Council could minimize hearings for officers whose certifications lapse and whose decision is not to return to law enforcement, more time would be open to deal with “meatier matters”.

Commissioner Wrenn recommended that the Council should provide notice to an individual whose certification lapses, even when there is no intent to pursue future employment as a law enforcement officer in New Hampshire. It is important that the officer is informed that their certification is lapsed and that if they decide to seek recertification the matter will be brought before the Council.

The Director summarized what actions are taken when an officer is terminated by their department. Much time is spent conferring with the hiring authority and formal correspondence with the parties involved. Such investigations can be drawn out, especially when appeals are initiated or resignations are negotiated and records are sealed. The Director asserted that it is worthwhile to pursue such cases only if and when the officer seeks to have certification reinstated; the same applies to certifications that expire after 30 days for any reason. Judge Roberts supported this reasoning.

Chief Magnant considered whether the Council is obligated to the public to make sure that an officer who may have problems on their record does not become a police officer in another state. If no decertification hearing is held for a terminated officer, these problems may not come to light when they seek employment with an out-of-state agency. The general consensus was that the risk of that would be nominal if the hiring authority performed the due diligence it should in conducting their background investigation. The Director restated that a “Form B” would be on file in New Hampshire with information that would be a “red flag” and would indicate if the officer had been terminated or suspended, had resigned in lieu of termination or had negotiated a resignation.

Judge Roberts put forth the following motion:

**MOVED:** That the Council and the Director formally act on certification issues for those officers whose certifications have lapsed only if there is a “Form A” pending and they are seeking to be reemployed in the State of New Hampshire.

Chief Magnant requested adding that written notice will be given to the officer whose certification has lapsed detailing any violations of policy that may apply and that informs the officer that he will be required to appear before the Council, who will determine the officer’s eligibility for certification.

Deputy Attorney General Fitch felt there was some value to providing such a letter; however, he did not think that the letter should go into the details. The letter only needs to state that upon receipt of a "Form A" a hearing before the Council will be required to determine eligibility for certification. This letter placed in the officer's file should provide adequate notice to the hiring department that will be expected to conduct a proper background investigation.

Judge Roberts amended his motion to include providing a letter acknowledging that certification could be restored only after a hearing before the Council, at the discretion of the Council. Chief Magnant agreed that was sufficient and seconded the motion, which carried on a unanimous voice vote of the Council.

### **Proposal to Include Entrance Physical Testing in the Part-Time Officer Academy**

Chief Morency reported that this proposal was well received at the general meeting of the Police Chiefs Association. The Chiefs Association voted on and approved the change to require an entrance physical testing for the Part-Time Officer Academy. The Police Standards and Training Council will move forward with the revision that needs to be made to the Rules.

### ***New Business***

#### **Eligibility Hearing**

The Director stated that the request for a show cause hearing is withdrawn. The individual is not currently employed or seeking employment as a police officer, his certification has lapsed after 30 days, and the officer was not present at today's meeting.

#### **Decertification/Show Cause Hearing**

The Council proceeded to the matter of Kyle Metcalf, formerly of New Hampshire Liquor Enforcement, under Pol 402.02(a)(4). Mr. Metcalf stated that he was appearing without an attorney present and acknowledged receiving and reviewing the Council's hearing procedures. Mr. Metcalf was informed of the hearing protocol by Chairman Prozzo and requested that the matter be heard in nonpublic session. Chairman Prozzo granted a request by Major Forey to be recused from this hearing.

A motion by Chief Dodge, seconded by Chief Morency, with Major Forey abstaining, to enter into a nonpublic session carried by a unanimous roll call vote at 9:58 a.m.

Commissioner Wrenn moved to seal the minutes of the nonpublic session. The motion was seconded by Sheriff Carr and passed by a unanimous roll call vote (Major Forey excluded).

Sheriff Carr seconded a motion by Commissioner Wrenn to exit the nonpublic session. A roll call vote of the Council (Major Forey excluded) was unanimous in support of the motion at 10:07 a.m.

Sheriff Carr moved for the Council to revoke the certification of Kyle Metcalf for a period of two years. Chief Dodge seconded this motion and the motion carried on a unanimous voice vote by the Council, with Major Forey abstaining.

### **CONSENT CALENDAR**

Chief Morency moved that these agenda items be moved to the Consent Calendar and approved by the Council:

#### **All PT&E Requests**

#### **All Requests for Extensions**

#### **All Training Grant Requests and Requests for Other Training**

#### **Requests for Fitness Testing Extensions (2)**

Chief Magnant asked that requests for other training be excluded from the motion.

Chief Dodge seconded the amended motion.

The Council considered staff recommendations for the following **PT&E Requests**:

**Officer Mark Harrington, Manchester Police Department** (hired 11/26/07) requesting consideration for full-time certification. Staff recommends granting the request upon successful completion of the medical exam, fitness test, the law package of the Full-Time Academy, and First Aid/CPR certification, if lapsed

**Officer Joseph J. Cespedes, Manchester Police Department** (hired 11/26/07) requesting consideration for full-time certification. Staff recommends granting the request upon successful completion of the medical exam, fitness test, the law package of the Full-Time Academy, and First Aid/CPR certification, if lapsed.

**Deputy Sheriff Joseph Santiago, Hillsborough County Sheriff's Office** (hired 10/19/07) requesting consideration for part-time certification. Staff recommends granting the request upon successful completion of the three-year fitness test, the law package of the Part-Time Academy, and First Aid/CPR certification, if lapsed.

The Council was asked to grant the following **Requests for Extension**:

Note: Extensions granted until fitness testing for requested Academy and, if testing is successful, through the end of the requested Academy.

**Chief Jonathan Dennis, South Hampton Police Department** (hired 9/1/07) requesting extension to the 146<sup>th</sup> Academy due to hardship on the department. Staff recommends granting the extension. The 146<sup>th</sup> Academy (the Session runs 04/07/08-06/27/08) fitness test is scheduled for 3/18/08)

**Probation/Parole Officer Jennifer A. Goduti** (since 12/22/06). Requesting extension through the end of the 87<sup>th</sup> Corrections Academy beginning in January 2008.

The staff recommendations for the following **Training Grant Requests** were presented:

**Concord Police Department** request to send Lieutenant Michael McGuire to the Command Training Series, Mid-Management Course at Roger Williams University, Portsmouth Rhode Island, for two weeks beginning March 31, 2008. Amount: \$1,000

**Rochester Police Department** request to send Officer Gary Boudreau to the Command Training Series, First Line Supervisor Course at Roger Williams University, Portsmouth Rhode Island, from January 28 through February 8, 2008. Amount: \$1,000

**DMV Bureau of Highway Patrol** request to send Sergeant Nicole Armaganian and Sergeant Michael McQuade to the Command Training Series, First Line Supervisor Course at Roger Williams University, Portsmouth Rhode Island, from January 28 through February 8, 2008. Amount for two officers: \$2,000

These **Requests for Fitness Testing Extensions** were considered:

**Trooper Marcus Harring, New Hampshire State Police** requests extension through June 30, 2008, due to military duty.

**Officer Mark Gawron, Walpole Police Department** requests extension through June 30, 2008, pursuant to Pol 404.06(e).

The motion to approve all of the items moved to the Consent Calendar carried without exception on a voice vote.

### **Other Training**

Chief Magnant asked for clarification of the staff recommendations to approve other training and Major Robert Stafford was called on to elaborate.

**New Hampshire Department of Corrections** request to send Sergeant Valerie Brooks to the 2008 Physical Fitness Symposium sponsored by the UNH Police Department in Durham, New Hampshire, on Saturday, January 5, 2008. Amount: \$135.88

Regarding the DOC request, Major Stafford explained that a number of training specialists from the Police Academy are planning to attend the Physical Fitness Symposium, which is not just a conference. Those who attend will bring back to the agency valuable information and, because Sergeant Brooks is assigned to Police Standards and Training on a full-time basis through the Department of Corrections, the staff recommends it is wise for her to attend, as well. The cost should be covered because Police Standards and Training will receive the benefit of her attendance.

**Conway Police Department** request to send Sergeant Alan P. Broyer to the Computer Forensics Boot Camp at Roger Williams University, Portsmouth, Rhode Island, from February through February 8, 2008. Amount: \$2,150.00

Chief Magnant asked if there were some standard established for computer training that would qualify for training grant funds. Major Stafford stated that Captain Ben Jean had been consulted about the Conway Police Department request and that information from Roger Williams University had been reviewed. Major Stafford also reviewed Sergeant Broyer's file to confirm that he had not received similar training in the past. The program at Roger Williams University provides training that is not currently available at Police Standards and Training, so the staff recommendation was to approve this request. The Major stated that the amount granted would cover two thirds of the cost; for command type training the maximum amount allowed is \$1,000, but for other training the amount is based on two thirds of the full cost.

The Major further stated that, according to Captain Jean, the Computer Forensics Boot Camp is more detailed than what is offered in New Hampshire; Police Standards and Training is now in the development stages of providing training that would be comparable, but it is not available at the current time or in the near future.

Commissioner Wrenn wanted to know if Conway Police Department or Sergeant Broyer had been asked if they would be willing to share whatever knowledge was gained and work with other agencies and this agency to benefit other officers. Major Stafford confirmed that it is stated on the training grant application, "Do you agree, upon request, to make your employee available at no cost, at a mutually convenient date, to lecture on this subject at New Hampshire Police Standards and Training courses?"; Conway Police Department's response to this question was yes.

Chief Magnant agreed that such training was valuable and felt that it was important for it to be available to every department. The cost to attend the Roger Williams program, though, is prohibitive. The Chief emphasized that it is very important there is a return on this investment and that those who are granted funds to attend are also available to share the knowledge gained by training other officers through Police Standards and Training.

Chief Magnant moved that the Council approve both requests for other training. The motion was seconded by Judge Roberts and the Council voiced their consent, with Commissioner Wrenn abstaining.

### ***Other New Business***

#### **New Hampshire Part-Time Officer Academy Rules & Regulations (Draft)**

Lieutenant Gerald Taylor provided an overview of the proposed document. The current Technical Assistance Manual contains a lot of material that simply does not apply to the Part-Time Officer Academy, such as keeping resident rooms in order, various uniform regulations, etc. These unrelated sections have been removed and other sections have been revised to specifically address the part-time recruit officers. For example, since the part-time recruits do not stay overnight on the campus, those references were removed.

Procedures for disciplinary action needed to be established for the Part-Time Academy and these are included now in the proposed draft. Suggested therein is a requirement for addressing infractions in an Incident Memorandum; this section spells out for the recruit exactly how to formulate their explanation for their behavior and how they intend to correct it. The Incident Memorandum presented to the Commandant within an assigned time frame will be forwarded to the employing agency. Incidents of a serious nature will be addressed immediately, with immediate notification to the employing agency.

The Director underscored the expectation for discipline and the need for open communication with the employing agencies. This applies to both the Full-Time and the Part-Time Academy. With the next Part-Time Academy, training hours will be increased to 200 hours and a system for addressing behavioral patterns that are not acceptable is critical to optimize training time and resources. Director Vittum strongly believes that involving the employing agency in the disciplinary action will raise their awareness and compel them to address the behavior “in house” and to work to instill discipline in their recruits.

The section outlining Goals and Objectives has been expanded to reflect the additional training that will be given within the 200 hours. More time has been allotted for emergency driving, firearms training, and defensive tactics. There is a greater emphasis on paramilitary discipline (marching, executing simple commands, military protocol for addressing superior officers, etc.). This type of training for the part-time officer will prepare them for occasions such as funerals and other official duties in their communities. In addition, inspections are proposed for the Part-Time Academy, something that was not done in prior academies. At Section 10, expectations with regard to appearance have been codified; part-time recruits will adhere to more restrictions on facial hair and jewelry.

Lieutenant Taylor noted that the academic requirements have remained unchanged for the most part. There have been modifications to the testing aspect that call for moving from so-called “module tests” to separate tests for each subject area. This is intended to give the recruit and their department a better understanding of how the recruit is progressing. Tips for preparing for exams and other study strategies have been included, as well, and expectations are clearly defined.

Lieutenant Taylor addressed questions from the Council at the conclusion of the presentation. He stated that a policy regarding the use of laptops still needs to be defined. Laptops are currently restricted. The intent is to encourage the development of note-taking and listening skills that will be used in the field when interviewing witnesses, for example. The recruit making handwritten notes is practicing important skills: listening, prioritizing points to synthesize the information they gather, reporting it, and representing it in a formalized way, such as a report, a test, or some other exercise.

Chief Dodge moved that the Council adopt the proposed draft, effective with the next Part-Time Academy. Chief Morency seconded this motion. The Council, in a unanimous voice vote, concurred.



### **Corrections Academy Change**

Captain Jeffrey Noyes appeared before the Council to summarize changes proposed to the Corrections Academy that are designed to offer defensive tactics at an earlier point in the Session and to expose the civilian students to more instruction in this area. This change can be accomplished by moving two classroom periods out to later in the academy, namely, Evidence Preservation and Terrorism and the DOC. Doing so would mean a gain of five hours of defensive tactics in the first four weeks and the total hours for defensive tactics would be more evenly distributed throughout the Session.

Judge Roberts moved to adopt the changes recommended by Captain Noyes and suggested by Director Vittum. The motion was seconded by Chief Morency. Without comment or further discussion, the Council approved the motion on a voice vote without exception.

### **Updated 12-Week Fitness Program**

Lieutenant Paul Moller described the changes in the new version of the lesson plan and how it will address concerns raised at the Police Standards and Training Council retreat held in March 2007. Some improvements Lieutenant Moller highlighted were:

- The length of the run has been reduced to 4.5 miles from 6 miles.
- A conversion chart for individual pace is provided so that recruits have a better understanding of their individual performance/need for improvement
- Photographs and descriptions are included that illustrate all equipment and exercises
- The running is mostly performed on campus now, inside the facility, although permission has been given by the New Hampshire Technical Institute to utilize the on-site trails in good weather.

Major Stafford discussed the scheduling of the fitness program in more detail and noted that the Corrections Academy would follow the program five days per week and the Full-Time Academy, four days per week. The Pride Run reinstituted with the 145<sup>th</sup> Academy benefits from assistance from the Concord Police Department. The Major stated that the Pride Run to the Law Enforcement Memorial would be held only with two police cruisers with blue lights activated to accompany the group. The Corrections Pride Run would end at the nearby correctional facility and the group would utilize sidewalks and crosswalks that are along the entire route. The mileage for the Corrections Academy at the end of their program will prepare them to complete the distance of the Pride Run to the correctional facility and back.

Lieutenant Moller indicated that recruits will receive a handout during the first week of classes, when Introduction to Physical Testing is offered, that will instruct them on how to check their heart rate. This is to ensure that they avoid exceeding their target heart rate and complete their running activities safely.

Lieutenant Moller described the equipment that has been added for the training program. Body bar training will allow us to add muscular strength and endurance training. The weight of the body bar can be adjusted from 9 lbs. to 24 lbs. They range in size from two feet to four feet and can be used as dumbbells, as well. Stability balls will work to build core strength. Exercise tubes, also a good strength training tool, can be used individually, in circuits, or with a partner. All of these pieces of equipment will be used in conjunction with the medicine ball and the aerobic step.

Commissioner Wrenn complimented Lieutenant Moller on a fine job in putting together the program and making an excellent presentation. The Commissioner then put forth a motion to approve and adopt the fitness program as presented by the Lieutenant and the Director. Upon a second by Sheriff Carr, a voice vote of the Council was unanimous.

### **Admittance to the Part-Time Officer Academy**

The Director presented a request in memo form that asks the Council to consider current policy and whether it is prudent, based on the changes in curriculum, to continue allow persons without the need for law enforcement certification to attend the Part-Time Officer Academy. Considering that the curriculum has now been modified to require attendees to participate in driving, firearms, defensive tactics and other high liability events and the potential for injury, the Director is of the opinion that allowing participation without the benefit of a proper background investigation would be unduly risky for the agency.

In particular, the Director felt strongly that it was not appropriate to admit secretaries; the current policy makes an exception for secretaries when certification is needed so that the person can act as a matron for the purposes of custody and control of arrestees. Chief Dodge recollected sending a secretary with the Epping Police Department to the Part-time Officer Academy for the sole purpose of sitting in on classroom sessions to gain knowledge and insight into the work of the Department. Chief Dodge agreed that it was not ideal for such individuals to be exposed to the hands-on training activities. Chief Morency felt that priority needs to be given for those individuals who are seeking to become certified police officers. Judge Roberts concluded that adding these special students would likely dilute the ability of the instructors to provide the level of training required for the traditional recruit, a sworn officer.

The Director recommended that a "Form A" be required for admission to the Part-Time Academy, making exceptions only for Animal Control Officers and possibly attorneys operating as prosecutors in District Court. The Council supported this policy and the Director's prerogative to deny the current request by the Sandown Police Department to send their secretary to the next Part-Time Officer Academy.

### **Petition for Declaratory Ruling**

The Council considered the petition of the New Hampshire Trooper's Association for declaratory ruling concerning the interpretation of Pol 301.05 and Pol 101.25 regarding background investigations on hiring. Further, the Council considered whether the New

Hampshire Troopers Association has standing under Pol 203.02, which requires that a request for declaratory ruling can be maintained only by interested persons.

Judge Champagne brought forth a motion to enact a general order to dismiss the petition based on lack of standing. The order in its entirety states:

**NEW HAMPSHIRE POLICE STANDARDS AND TRAINING COUNCIL**

**In the Matter of a Request for a Declaratory Ruling**

The Council has before it for consideration the petition of the New Hampshire Troopers Association for declaratory ruling concerning the interpretation of Pol 301.05 and Pol 101.25 regarding background investigations on hiring. As a preliminary matter, the Council considered whether the New Hampshire Troopers Association has standing under Pol 203.02, which requires that a request for declaratory ruling can only be maintained by interested persons.

The Council considered the standing requirement of RSA 541-A:24 for petitions for declaratory ruling regarding administrative rules to Superior Court and cases interpreting that requirement, Orford v. N.H. Air Resources Commission, 128 N.H. 539, 541 (1986); Asmussen v. Commissioner of the N.H. Department of Safety, 145 N.H. 578, 587 (2000) and Appeal of Richards, 134 N.H. 148, 156 (1991). The Council also looked at the definition of the term “interested person” in other statutes, such as RSA 90:1, IV and the administrative rules of other state agencies and boards.

The Council finds that the term “interested person” in Pol 203.02 contains a standing requirement consistent with the standing requirement of RSA 541-A:24, which requires that the rule in question, or its proposed application, actually interfere with or apply to the party requesting the declaratory ruling.

The Council considered whether the proposed interpretation of Pol 301.05 and Pol 101.25 regarding background investigations would be applied to the New Hampshire Troopers Association or its members. The Council finds that the proposed application would not apply to the New Hampshire Troopers Association or its members.

The Council therefore dismisses the petition based on lack of standing.

**SO ORDERED**  
**December 18, 2007**

The motion was seconded by Commissioner Wrenn. Major Forey abstained from the voice vote and the motion carried with the consent of all other Council members.

### ***Other Business***

#### **Meeting Dates Proposed for 2008**

The Chairman brought forward the meeting schedule proposed for 2008, noting that April 21 and 22 are the dates targeted to hold the annual retreat. Some members felt this might be a conflict due to school vacations and planned travel. The Director favors April 21 and 22 because it will allow more time to firm up plans with the company that has been engaged to lead a planned brainstorming session and to get the required Governor and Council approvals. Setting the date earlier in March may not leave enough lead time. Other alternative dates were discussed and the Council decided to take more time to confirm the date and consider changing the retreat to April 14 and 15, a week earlier than proposed. April 27 and 28 were also dates that coincided with school vacations and will not be an option. Chairman Prozzo noted that he would not be available from March 29 through April 11.

#### **Pol 403.01 Refresher Training**

Chief Magnant asked for clarification on what training can be applied toward the eight hours of refresher training required annually for police and corrections officers. Pol 403.01 states that the training will be “conducted by the hiring authority or the council.” The Director confirmed that command training programs offered at Roger Williams University would be considered for the annual 8-hour requirement. Chairman Prozzo stated that training sanctioned by the department or by the council meets the requirement.

The Council determined that Pol 403.01 could be more succinct if the word “conducted” were changed to “sanctioned.” This change is to be promulgated with the next rules revision, following a public hearing on re-adoption of the Rules revisions already planned for 2008.

#### ***Next Meeting Date/Adjournment***

The next meeting of the New Hampshire Police Standards and Training Council will be held on Tuesday, January 22, 2008, at nine o'clock in the morning.

Upon a motion by Chief Morency, seconded by Commissioner Wrenn, the Council voted unanimously to adjourn the meeting at 11:13 a.m.

Respectfully submitted,

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Chairman Michael L. Prozzo, Jr.