



FINAL

**Town of Henniker  
Budget Advisory Committee Meeting  
Thursday, January 19, 2012  
Henniker Community Center**

**Members Present:** Tania Craig, Pat Fisher, Jim Crane, Jim McElroy, Dave Woolpert, Doug Paul, Peter Robichaud, Dan DaCosta

**Town Administrator:** Chuck Connell

**Finance Administrator:** Russ Roy

**Guests:** Walter Crane, Ryan Murdough, Tiamaria Hooper, John Kjellman, Ron Taylor, Kris Blomback,  
Lynn Piotrowicz, Cathy Dias, Jean Colby, Patti Osgood, Betsy Fowler, Ruth Zax, Scott Dias, Robert French Jr., Spencer Bennett, Linda McGuire

**Recording Secretary:** Cherry Palmisano

**Kris Blomback called the meeting to order at 6:30 p.m.**

**Nomination to elect the Chairman**

**Doug Paul moved, Pat Fisher seconded to elect Jim Crane as Chairman of the Budget Advisory Committee. All were in favor.**

**Nomination to elect Vice Chairman**

**Jim Crane moved, Pat Fisher seconded to elect Jim McElroy as Vice Chairman of the Budget Advisory Committee. All were in favor.**

*Remarks from Kris Blomback, Chairman of the Board of Selectmen:*

Mr. Blomback thanked all the members of the Budget Advisory Committee for helping formulate a budget recipe that meets the needs of Henniker.

Last year looking back we had an operating budget of \$5,371,744 with revenues of \$2,665,559 or a taxable budget of \$2,781,849 for a tax rate of \$7.24 per \$1,000. Looking forward to the 2012 operating budget, Selectmen, in concert with town department heads engaged in aggressive cost cutting and trying different ways of doing things. We're able to present to you a budget that we believe meets the needs of the town, adequately funds all departments, keeps spending to a minimum, gives employees the proper tools to do their job and most importantly takes care of the most valuable asset to town management; our employees. The budget proposal in front of you contains a 2% COLA raise for all town employees putting us closer to getting back to following the State contract, which we have historically followed since the 1970s.

The total budget for fiscal year 2012 is \$6,335,391 with forecasted revenues of \$3,484,308 or a taxable rate of \$7.50 per \$1,000; an increase of \$.26, of which \$.10 of that potential increase is a long shot. Five departments came in with zero increases. Thirteen departments actually decreased with special attention to Bill McGirr who cut the Transfer budget almost 9% over and above the deep cuts of fiscal year 2011 and Chief Murdough who replaced one full time benefited employee, who had resigned, with a part time employee along with some other cuts saving the town over \$40,000. Twelve departments had minimal increases. The smallest of the increases being \$466 in the executive budget and the largest one was elections because of the 2012 voting year with an increase of \$7,600.

Of noticeable importance to the town warrant:

*Road Improvements:* Is a pass through that needs to be reflected on the books, but has zero tax impact.

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*Energy Improvement:* The town recently had the Jordan Institute inventory most of the buildings and presented us with a comprehensive list of the “worst offenders” when it comes to heating costs. The Selectmen, following the Energy Committee’s advice, have elected to pick off the worst offender, which is the highway building. The plan, if voted for, allows for the replacement of the 1960’s oil burner with the installation of a wood pellet burner. The new furnace, along with some winterization, should reap a payback of approximately four years. The cost for this is \$58,711.

*Front End Loader:* With consultation with the Highway Department and analysis of other towns we have elected to sell both loaders (a late 70’s Hough and mid 90’s Caterpillar, with close to 10,000 hours) and propose purchasing one brand new unit. The net effect of this will be \$60,000 or \$.16.

*Refurbishment of Highway Plow Truck:* Extensive investigation by the Highway Department has yielded a truck frame that has literally disintegrated beneath the bed. \$33,000 will allow for the purchase of a new frame.

*Historical Society Painting:* In conjunction with the Historical Society and the Cogswell Fund we are putting forth a group effort to get one of our most important historical assets painted and representative of what a building downtown should look like. Part of the higher cost than normal is the new federal requirements regarding lead paint.

*Fire Department Ladder Truck:* This is a taxing mechanism (rate of potential \$.10) that needs to be created for the town to be eligible to fund a “Quint” ladder truck, of which the \$725,000 cost is 95% reimbursable by the Department of Homeland Security. While a long shot and only used if the grant is received, we never needed to create the line. The potential tax rate is \$36,000 or \$.10.

*Capital Reserves:* Following up on the town’s decision to fund the reserve with only \$1 last Town Meeting. Of noticeable absence is the reluctance of the Selectmen to back the continued funding of the Bridge Reserve. There is enough money in the fund to complete some needed engineering studies to remain in the state highway aid queue, but at this time with a perfectly working bridge right next to it, the assurance from emergency services that they are not hindered in responding to anything on the west side of town, the Selectmen feel that this can wait a bit more time and perhaps revisit down the road as debt service continues to subside. We suspect that this will be more of a discussion next year.

*Revenues:* The normal revenues; Rooms and Meals, is projected the same as 2011, Highway Block Grant dropped \$25,000, and Flood Control dropped from \$89,000 in 2010 to \$26,000 in 2011 and 2012. Of noticeable highlight is the conservation sale of easements, which is expected to remove land from our inventory and gain us approximately \$150,000 in revenues or potential tax relief of \$.39 per thousand.

*Debt Service:* Two were paid off in 2012 and by 2015 two more will expire. The net effect of those (debt service payments) bond retirements will improve our tax rate by approximately \$.10 to \$.11.

*Fund Balance:* \$495,816

In closing, Henniker still ranks high. According to the latest figures we had the fifth highest tax burden in the state in totality and thirtieth just on the municipal side. The new Town Administrator, Chuck Connell, continues to offer creative ways to offer services to our residents and draws upon many years as Town Administrator from other towns. He truly is paying the town dividends already with just a short amount of time on the job. He was able to institute \$90,000 in cuts relatively easily. We are thankful to the school board that they are presenting a budget significantly less than this year’s.

*Respectfully submitted by Kris Blomback*

Mr. Connell, Town Administrator, said that in 2011 there was the sale of Lot 98, reflecting \$250,000 of revenue and in 2012 the sale of the conservation easements with an anticipation of \$150,000 in revenue. In 2011 the largest revenue source reduction came from the Town Clerk’s Office in motor vehicles which was reduced by \$34,000.

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Russ Roy, Finance Administrator, explained that the revenues in the report are not completely finalized, part of forecasting revenues is insight to what is happening, not what was done last year. There are variables to revenue and the state has been cutting back on the town's revenue. They are estimating \$3,480,000 in revenue.

Mr. Connell noted that within this budget is a \$725,000 fire truck with \$30,000 coming from taxation and if the town does not receive the grant it is not spent. He commented on Senator Sanborn submitting legislation that would take the State of Massachusetts to court on Flood Control money owed to NH.

Mr. McElroy asked what increases in their expenditures are they obliged to pay this year. Mr. Connell explained that in the first half of 2012 they are seeing changes that were made in 2011, but they do not have projections for the second half of 2012. Mr. Roy said that he cannot identify a specific expenditure that was instrumental for the increase, but heating fuel, diesel fuel, and salt are major expenditures. They have submitted FEMA applications and are waiting for reimbursement.

It was discussed that Group 2 retirement costs increased and Group 1 retirement costs decreased; both are reflected within the budget.

**Animal Control** – Walter Crane said that there is a little decrease in his budget, but he is holding the line.

**Jim McElroy moved, Pat Fisher seconded to approve the Animal Control budget of \$26,340 as presented.**

Mr. Crane said that the only questionable in his budget is the cost of gasoline.

**All were in favor.**

**Police Department** – Chief Ryan Murdough explained that this year he submitted a budget of \$1,006,226, which is a decrease of \$40,934 from last year's request of \$1,047,160. The major reason for the decrease is due to the retirement of a long term officer who was replaced with a new officer at the bottom end of the pay scale. There is a full time vacant officer position due to an officer falling victim to the new retirement system and Chief Murdough hopes to fill the position on March 4<sup>th</sup>. The candidate is currently a Vermont state trooper and will not need to go through the full police academy, but just update certification. By waiting until March 4<sup>th</sup>, instead of the start of the year, to fill the full time officer position it was a savings to the town of \$11,990. Chief Murdough explained that he was able to make some changes to the telephone lines for a decrease of \$1,400. Chief Murdough is proposing a cruiser this year and explained that last year he implemented to keep a cruiser on patrol for three years instead of two, which over a period of time is a savings to the town. Vehicle maintenance and fuel increased by \$2,500.

**Pat Fisher moved, Jim McElroy seconded to approve the Police budget of \$1,006,226 as presented.**

Chief Murdough noted that the budget does include a cost of living increase for the employees.

Chief Murdough said that the full time officer vacancy has a large impact on the department and puts a burden on the other officers. There are 5,000 residents in town and they have eight full time police officers; Chief Murdough feels they could use an additional officer. Henniker is a unique town because of the ski area and college. They do have some double shifts; historically they know the times shifts are busy. Chief Murdough said that this year the department is pushing high visibility.

John Kjellman stated that he has no problems with the police budget and commented that Chief Murdough has done a good job. Mr. Kjellman is interested in the number of arrests, accidents, domestic disturbances, etc. He would like to know what they are getting for the money. Chief Murdough said the data will be in the Town Report. Mr. Kjellman said that Chief Murdough should present the information to the town so that the taxpayers can understand what the money is actually buying them. He thinks that some of the things they send police officers out to do could be handled by social workers.

**The motion passed; Pat Fisher was opposed due to the Cost of Living increase.**

**Emergency Management** – Tiamaria Hooper noted that the increase in her budget from 2011 includes a request made for funds for a Hazard Mitigation Plan; the current plan is due for update in 2013. The Emergency

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Management Plan needs updating as well. Ms. Hooper said that both plans are needed to apply for federal reimbursement.

**Pat Fisher moved, Dan DaCosta seconded to approve the Emergency Management budget of \$5,792 as presented.**

Ms. Hooper explained that the grant is for \$5,000 and the town needs to put up \$2,500 in funds or in-kind service. If all the department heads participate in the process the state will reimburse the town \$2,500. Ms. Hooper said that she would like to get both plans done by the 2013 deadline. NEC will also be included in the plan.

**All were in favor.**

**Tucker Free Library** – Lynn Piotrowicz, Patti OsGood, Jean Colby. Ms. Osgood explained to the committee that this is a difficult budget for the Library. They wanted to come in with a flat budget. There is an increase in the benefit line due to benefit costs, which was done without increasing their budget. They will not providing COLA increases for their employees like all other town employees.

**Pat Fisher moved, Doug Paul seconded to adopt the Tucker Free Library budget of \$190,804 as presented.**

Ms. Fisher commented that with other departments all employees are itemized in their budget. Ms. Osgood said they tried to follow the town format. It was discussed that the Tucker Free Library is not a town department, but governed by a board of trustees. Their payroll is itemized in the town report.

Mr. Woolpert commented on offsetting funds to reflect the change in status without a budget increase. This will be the library's third year with the same budget. Mr. McElroy noted that acquisitions and programs are down. Ms. Osgood explained that the library decided not to carry certain publications. Ms. Osgood said that there is nothing that will offset that without increasing the budget. Ms. Osgood said that it is killing them to find out that other departments in town are giving COLAs to their employees and without cutting other things from their budget they cannot.

Mr. McElroy does not think that their budget is enough. He knows the constraints that they are put under and is under the impression that they have cut into their mission.

**Jim McElroy amended the motion, Jim Crane seconded to add \$10,000 to the Tucker Free Library budget to restore programs and acquisitions and allow for a COLA for employees for a total of \$200,804.**

Mr. McElroy feels that the library is an important part of the community and is aware that there are children in the school that have no home and do their homework at the library. The summer reading programs are an important part of the activity of the children. Mr. McElroy thinks they would be short changing the town if they did not make an effort to at least restore what they did last year.

Ms. Fisher asked what the \$10,000 will give them. Mr. McElroy noted that his intent was for acquisitions and programs. Mr. Crane feels that if the rest of the town employees receive a COLA increase then so should the library employees. It would cost \$2,700 to give the library employees a COLA increase.

Peter Robichaud noted that the Budget Advisory Committee approving more money by voting does not give them more money. They would have to go back to the Selectmen. Dan DaCosta commented on giving the library more than needed for the COLA and setting precedence with other departments coming forth.

**The motion failed; Tania Craig, Dan DaCosta, Pat Fisher, and Peter Robichaud were opposed.**

**Dan DaCosta amended the motion, Peter Robichaud seconded to increase the Tucker Free Library budget just to cover the COLA increase for employees of \$2,700 for a budget total of \$193,504. The motion passed; Pat Fisher and Tania Craig were opposed.**

**Jim Crane moved, Jim McElroy seconded to approve the Tucker Free Library budget total of \$193,504 as amended. The motion passed; Pat Fisher was opposed due to the COLA increase.**

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**Community Services** – Mr. Connell told the committee that this budget includes the CAP Program, Visiting Nurses Association (which did not request funding), White Birch Community Center, Child and Family Services (who did make a request that the Board did not include) and the Fuller Library Program.

### **Jim Crane recused himself at 7:51 p.m.**

The Community Action Program (CAP) assists residents of town with heating fuel assistance. The Fuller Library provides adult learning services to teach illiterate adults to read.

Betsy Fowler, President of White Birch Community Center, said that their annual request of \$50,000 is for funding of senior services. She noted that they hope to get a needs assessment out to the community soon regarding senior services.

Ruth Zax, Child and Family Services, said that the Selectmen denied their request for funding. They have been in Henniker for six years. They are a state wide non-profit whose purpose is to protect children and strengthen families. When Riverbend closed in 2006 it left no one to provide mental health services to low income children in Henniker. There is a therapist using space in White Birch who gets referrals from the school, White Birch, and NEC. Their unique services are affordable and will see anyone regardless of income, due to charitable donations and municipal funding. This year they tried to get on the warrants of some Merrimack County towns because services are increasing and funding from the United Way has been drastically reduced. Ms. Zax said that they are requesting \$2,500 in funding.

Mr. Connell told the committee that the requests were the same as in the past with the exception of the request from Child and Family Services. The Selectmen declined the budget, only because they have chosen to decline all new funding requests.

### **Peter Robichaud moved, Tania Craig seconded to approve the Community budget of \$58,366 as presented.**

The CAP Program does distribute USDA food to the food pantry.

### **All were in favor.**

### **Jim Crane returned to the meeting at 8:03 p.m.**

**Waste Water** – Ken Levesque told the committee that his budget has increased \$8,437 or 1.7%. The budget is not supported by the general fund, it is 100% user fee supported. This increase adds \$1.00 to the sewer rate for a single family home for the year. Most of the increase is in benefits and utilities. Lines in the budget historically go up and down depending on the amount treated. They have a reserve fund because they are based on user fees and if there is a balance at the end of year it stays in the department and is used for emergencies or capital improvements. The treatment plant is 35 years old as well as most of the equipment and infrastructure. They do have a CIP program that goes out 15 years. The plan includes replacing minor equipment such as generators, pumps, vehicles, and general plant upgrades, all being done with their surplus and not requesting that the users pay anymore.

### **Tania Craig moved, Jim McElroy seconded to approve the Waste Water budget of \$514,741 as presented.**

Ms. Craig asked who administers the budget. The Finance Administrator administers the checks, they are a town department. Mr. Levesque said that they bill the user. Ms. Craig asked if the Town of Henniker receives money because they provide the department with services. Mr. Roy said that approximately \$2,500 is charged to Water and Sewer that offsets the cost of services. The town buildings are also users of the system and charged for services. The rate for a private homeowner is \$464.00 per year; this budget will add \$1 making it \$465.00. There are three employees and a COLA increase is built in to the budget.

### **All voting were in favor; Tania Craig abstained.**

**Community Concerts** – Ms. Zax said that the community concerts have been a community event held in town for more than three decades started by Angela Robinson. The concerts bring young and old together and are

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good for local business. By their count, there are 225-250 in attendance every week in the summer that they hold the events and 550-700 unduplicated people who attended a concert over the course of the summer. The Chamber of Commerce donated electricity to the bandstand and landscaped as well. Ms. Zax noted that evaluations are done on concerts and they receive incredible responses from attendees. In the past two years their budget has been cut by 35%. The Selectmen cut \$1,000 from their budget request of \$5,850 reducing it to \$4,850. With their \$5,850 budget they had eleven concerts in the summer plus a holiday concert. They feel that if their budget is cut by another \$1,000 they will have to cut back to only eight concerts and not have a holiday concert. Ms. Zax said that the feedback they hear every summer is that the concerts are a great community event and local businesses are very appreciative of the additional services. The tax impact of the Community Concert budget is \$.01 per thousand and provides the opportunity to those on fixed budgets a night out. Doug Paul asked if they have a way to solicit donations. Ms. Zax replied that some think that would not be appropriate and the venue itself doesn't lend itself to admission fees. Mr. Paul commented on business donations.

**Dave Woolpert moved, Jim McElroy seconded to approve the Community Concerts budget of \$4,850 as presented.**

Mr. DaCosta asked on what basis the \$1,000 was cut. Mr. Connell said it was just a process, not arbitrary, the Board had deliberation on all cuts made. Mr. DaCosta commented that a 17% reduction in requests does not seem fair.

Ms. Craig commented on hearing the same discussion about raising money last year and the same reason that the Town Administrator did not encourage it. She sees no problem in going to the Chamber of Commerce to ask for money. Ms. Zax said that it was suggested by the Selectmen to pass the hat. Ms. Craig said that she does not see a problem with going to the Chamber and the businesses that are benefiting from the business coming in to town. Mr. McElroy commented on donations not being a simple process.

Scott Dias, Chamber of Commerce, explained that they are a new organization and they are not very wealthy. The Chamber is gaining support and local businesses have noticed an up swing in business from the concerts. Some businesses have benefited and they do have a struggling downtown. Mr. Dias thinks that the budget cuts the Community Concerts have taken are a little more than other budgets. He feels the concerts are a good event which benefit the town.

Spencer Bennett said that he thinks Henniker is a wonderful place to live, but stingy when it comes to the arts. He feels that what little the town does for the arts, the Community Concerts are a very important program. The committee provides them with twelve concerts right here in town and he asked the committee to support the request.

**Jim McElroy moved to amend, Pat Fisher seconded to add the \$1,000 back in to restore the Community Concerts budget to \$5,850. All were in favor.**

**Jim Crane moved, Jim McElroy seconded to approve the Community Concert budget of \$5,850 as amended. All were in favor.**

**Elections** – Anne Gould explained that they are on a four year cycle. There are four elections this year; Primary, Town Meeting, General Election in September, and the Presidential election in November. The budget has increased by \$700.

**Jim McElroy moved, Dan DaCosta seconded to accept the Election budget of \$14,370. All were in favor.**

**Athletic Committee w/Warrant Article** – Chris Woodbury explained that the committee is 100% run by volunteers. There are six sports programs in town. The Athletic Committee is requesting \$42,149, which is the same budget request as in the past.

**Jim McElroy moved, Pat Fisher seconded to approve the Athletic Committee budget of \$42,149.**

Mr. Woodbury said that they have 600 participates. They pay referees and in the basketball program they outsource the scheduling of the referees for a fee of \$100. Mr. Woodbury explained that he estimates what they

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are going to pay, but does not know because they won't know how many teams there are until registrations. Generally from year to year they come in right around where their budget is. Last year they bought some uniforms, this year they don't need uniforms, but are spending funds on a soccer net that needs replacement. What they spend on each sport fluctuates each year.

Ms. Fisher asked why the town is paying for the sports program and not the school. Mr. McElroy said that the school has no athletic program. Mr. Crane said that the decision was made years ago that the town can operate sports more efficiently than the school can because they can utilize volunteers. Mr. Woodbury noted that there would be transportation costs if done at the school level.

### **All were in favor.**

Mr. Connell said that the Athletic Committee had a sub-committee develop the warrant article. Marc McMurphy headed the effort and came to the Selectmen seeking support for the warrant article. \$15,000 has been raised by volunteers. The position of the Recreation Director is revenue neutral and the town will continue to support athletic programs by appropriation.

*“To see if the Town will vote to establish the position of Recreation Director to oversee, coordinate, and administer all of the Town’s sports activities now currently totally organized by volunteers; and to raise the sum of Fifteen Thousand Dollars (\$15,000) of which said sum will be offset by user fees for athletic programs, field usage and fundraising activities.”*

### **Jim McElroy moved, Dave Woolpert seconded to recommend that the Recreation Director warrant article be advanced by the Selectmen to the Town Warrant.**

Mr. Woodbury said that they do have fundraising efforts in place. The Athletic Committee agreed that the funding they are doing would continue; the position would be self-funded. Mr. Connell said that there was a tremendous amount of discussion regarding fees for playing. Mr. Woodbury said that the fundraising they currently do and the possibility of the fees they could charge were proposed as supporting the Recreation Director position. There is already seed money for startup funding. This is not a benefited position. If the expectations for fundraising fall short, the hours for the position will be cut.

Mr. Woodbury said that there are some parents that are very involved and some parents that are not involved at all. They see a lot of fluctuation with the Athletic Committee and currently do not have a chair. They feel that this position would bring stability to the athletic program.

### **All were in favor.**

### **Community Sponsored Articles**

*Article 17: “To see if the Town will vote to raise and appropriate the sum of Thirty Seven Thousand Dollars (\$37,000) for the purpose of painting the Academy Hall Building (Historical Society Museum and Offices) located on Map 2, Lot 203. Further, to see if the Town will vote to authorize the Selectmen to remove and use Twelve Thousand Dollars (\$12,000) from the Cogswell Trust. Twenty Thousand Dollars (\$20,000) will be donated by the Henniker Historical Society with the remaining amount of Five Thousand Dollars (\$5,000) to be raised through taxation.” (2/3 majority vote required for passage as stated in the Will that created the Trust.)*

Ron Taylor said that the building needs to be painted and there is lead paint. The Historical Society is putting in \$20,000 and \$13,000 is coming from the interest in the Cogswell Trust Fund; the principal cannot be spent.

**Dan DaCosta recused himself at 9:00 p.m.**

**Jim McElroy recused himself at 9:00 p.m.**

**Dave Woolpert moved, Pat Fisher seconded to recommend that the warrant article to paint the Academy Hall Building be advanced by the Selectmen to the Town Warrant. All were in favor.**

**Dan DaCosta returned to the meeting 9:03 p.m.**

**Jim McElroy returned to the meeting at 9:03 p.m.**

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*Article 13: "To see if the Town will vote to raise and appropriate the sum of Fifty Eight Thousand Seven Hundred and Eleven Dollars (\$58,711) for the purpose of a complete energy efficiency upgrade to the Highway Department building. A complete energy upgrade is the recommendation of the Energy Committee based on the Jordan Institute Study completed in September 2011 that carries with it a simple payback from savings derived in 5.3 years. The complete energy efficiency upgrade includes an envelope upgrade (including proper insulation and replacement windows throughout the building) and replacement of the boilers that heat the building. The total amount of Fifty Eight Thousand Seven Hundred and Eleven Dollars (\$58,711) shall be raised by taxation.*

**Tania Craig moved, Pat Fisher seconded to recommend that the Energy Improvements warrant article be advanced by the Selectmen to the Town Warrant.**

The \$57,000 is based on estimates provided by the Jordan Institute, but will go out for competitive bid and the RFP will ask for viable alternatives for the furnace.

**All were in favor.**

*Article 20: "To see if the Town will vote to raise and appropriate the sum of up to One Hundred Fifty Thousand Two Hundred and Forty Nine Dollars (\$150,249) for road improvements; said appropriation will be offset with any Highway Block Grant Funds received. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse before two (2) years or upon completion of the project, whichever comes first."*

**Jim McElroy moved, Peter Robichaud seconded to recommend that the Highway Block Grant warrant article be advanced by the Selectmen to the Town Warrant.**

Mr. McElroy said that the article itself is not clear and does not state that they would not spend any more if they did not receive any.

Mr. Connell will ask town counsel the article is legal as it is written. They know they will receive \$62,000, which is expected soon. Mr. Roy noted that last year it was monitored that no additional funds were spent over what was received.

Carl Knapp will be present at the next Budget Advisory Committee meeting to answer any questions they may have regarding a list of projects that the fund will be used on.

It was discussed that this article is written the way DRA states the article must appear on the warrant.

Mr. Connell said that before the Budget Hearing on February 7<sup>th</sup> town counsel will review the warrant and he will point out their concern.

Mr. Woolpert commented on the article stating "up to". Mr. Roy said that the article would allow the Selectmen to spend less. Mr. Connell said that this is a unique article. There is money coming from the state and they want the town to appropriate the sum they estimate giving to the town.

**All voting were in favor; Pat Fisher and Tania Craig abstained.**

**Peter Robichaud moved, Dan DaCosta seconded to recess until 6:30 p.m. on Tuesday, January 24, 2012.**

**All were in favor.**