

***DRAFT MINUTES***

CITY OF NASHUA  
CAPITAL IMPROVEMENTS COMMITTEE

March 14, 2022  
Room 208  
6:00PM

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The meeting was called to order at 6:00 PM by Scott LeClair, Chair of the Planning Board and Capital Improvement Committee, via Zoom at 6:00PM, and terms of the virtual meeting were reviewed by the Chair. Mr. LeClair explained the Committee's procedures, stating that the Committee is operating under the Governor's Executive Order via Zoom and explained how public access is available by telephone/Zoom and how to contact City staff in the event that connection is not possible.

**Introduction of Members Present: (Roll Call)**

Scott LeClair  
Charlie Budris  
Bob Canaway  
John Griffin  
Rose Evans  
Ald. Jette  
Matt Sullivan

Staff: Marcia Wilkins

Absent: Larry Szetela, Ald. Comeau (Alt), Mayor Donchess

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**Review and Acceptance of Minutes**

March 07, 2022 Meeting Minutes, Alderman Jette, there were some places where there were "inaudible" or question marks, is it important to fill in those blanks or not. Scott LeClair, we do always have the audio to always fall back on; Matt Sullivan, we do occasionally when we cannot tell what someone says we leave those in, it is good to fill the gaps, but it's not (mutual). Alderman Jette, well than in that case I make a motion to except the minutes. Seconded by Charlie Budris, Scott LeClair, and further discuss by the committee. All those in favor, motion passes unanimously.

**Presentations**

**School Department – Shawn Smith, Director of Plant Operations**

I'm in my 25 year in this position, and I've been for a couple years not a Nashua resident.

We have two requests for Fiscal Year 2023, one is the Deferred Maintenance and the other is the Franklin Street Renovation. Franklin Street is our top priority but I will talk about Deferred Maintenance first.

Deferred Maintenance it really is a rehash of projects. I've been coming to the committee for a long time and we see a lot of the same projects. The exception is when we have Capital Projects and the City has been very good in supporting the School Department and our Capital Projects. Just this past decade we've done Fairgrounds, Ledge and Charlotte Avenue projects, primarily mechanical and electrical projects. We did Sunset Heights and Broad St, full renovation projects. We're wrapping up Fairgrounds Junior, and Pennichuck we're in the middle of renovating and adding to. We've got a new middle school off of Buck Meadow Rd, hopefully we're cutting trees very soon. We're waiting for the final permit from the State of New Hampshire. The completion date of the School is the beginning of the school year 2024. These Capital projects keep our Deferred Maintenance under control, unless we get multiple small amounts every year.

Projects for the coming year that I'd like to do, NHS North- Refurbish Cooling Tower, the washboard vents that the water runs over deteriorate over time, and need to be replaced.

The store front classrooms at Bicentennial need to be replaced. Bicentennial was last renovated in 1995.

Dr. Crisp – we're looking to replace the fire lane and playground equipment.

Back to Bicentennial, we look to improve the traffic flow around that school. Not that far from the school is a very busy intersection. We are looking for ways, or it has some studies done for it, probably about 10 years ago, we had applied for a "Safe Routes to School" grant and that did not come through for us.

Mount Pleasant – for the most part are for the in-house maintenance staff takes care of painting, but the stairwells are very tall so we are looking to contract that out.

Security at all our schools, and you will see a security project proposed later on, but we need motion detectors in the High Schools where there are none.

Developing a facility master plan is near and dear to my heart, I know the City has a master plan and I would like to have one of those for the School Department. That would help with this process and we just don't have that. Are there any questions about Deferred Maintenance before I go on to the next project?

**Alderman Jette**, I have a questions, so the... I'm thinking about Deferred Maintenance as you have pointed out have been on the list for a long time and thinking about simplifying things, I'm thinking about a home and if there are certain things if you don't do them your house will get in worse shape, than you finally get around to doing it, it's a lot more expensive. So if you paint the frames of the windows regularly, that's a lot cheaper than waiting 20 years and replacing the windows, so I don't know if that analogy applies to this but I'm wondering, I know the Mayor and the Aldermen are always very sensitive to the taxpayers concern about taxes going up. So we're always coming up with ways to keep taxes down put are we fooling ourselves are we...would it make more sense to bit the bullet... I keep looking at these things on this Capital Improvements Committee and I'm just amazed at how much stuff, and how much it all costs, and how it's been there and a lot of things are just not getting done. I know that CFO Griffin said that at the last meeting there are just too many things, we just can't afford it, but what are your thoughts about this whole school situation? You made the comment that the City's very generous but did you really mean that? Are we doing what we should do?

**Shawn**, I don't think I said generous, I said I think we've done a good job at putting in the money that we need to, and we've reached that point where we have to actually do something. To get back to what you were saying, it's you can pay me now or you can pay me later, so we could increase what we're doing for deferred maintenance, that will push back perhaps when you have to do a capital project, when you can bond the money later on, or we can do this deferred maintenance and pay zero interest so you get to choose your poison.

**John Griffin**, just a comment on that it's hard to start 30 years after you should have done it, the spending cap, I mean it is what it is, but that doesn't allow for appropriations. I've seen Shawn here now about 12 years, yes we just bond the hell out of stuff. There's no easy way around it cuz, after the 120 million set for the middle school renovations and creations, there are other schools we have to take care of for that are decades behind. On a good note, Shawn maybe you can let us know what the Federal Government through ESSER funds. Capture deferred maintenance on HVAC equipment and air filtration system?

**Shawn**, that is still in process.

**Alderman Jette**, I'm not up to speed with these alphabet ah... So what is ESSER?

**John Griffin**, They are funds for the Elementary, Secondary School Emergency Relief Fund. They are funneled through the Department of Education, so Dan Donovan and Shawn have to come up with an idea, and its federal funds that help with HVAC in schools. Similar to Covid 19 it wasn't healthy to go to school with the HVAC issues.

**Shawn**, it's all related to Covid, but it's not all meant to be construction. In Nashua, I forget if it's 25 million, and there have been several different pots of money thrown at us. So to answer your question, we have set aside money to go to Ledge, Charlotte and Fairgrounds and improve ventilation that we didn't do this past year, part of those projects we will use ESSER money for that. Franklin St, I'll be talking about that in a second, but as far as bonded money, we've already been by State for 6 Million dollars to replace the HVAC system at Franklin St. That has already been approved, and started. That is through ESSER funding, fortunately they have a very loose interpretation of, so they wanted to improve ventilation so that's really what ESSER funds are used for. But if we have to tear down the overhead ceilings to get to the ductwork, now we can replace the lights and the ceiling. That project will actually start in April break, we already started, and when school lets out they will bang it out over the summer.

**Rose Evans**, so these funds are in addition to what you're trying, I know, so this is an additional funding source towards this project?

**Shawn**- Yes.

**Rose**, and you said 6 million? So that's going to be a funding source to the overall Franklin St.

**Shawn**, Correct

**Rose**, so that's important to know

**Shawn**, that handles just the ventilation piece.

**Rose**, right and the rest of it will be paid for by bond

**Shawn**, correct, I'll talk more about that in a second. So there are other schools that we want to do in our Capital plan, Main Dunstable and Birch Hill are the two next schools we want to do. They were last renovated in 1990, so it's been 30 years. 30 years is about the time when we say ok it's time to do something. Both schools are open concept, and it's time. There are security issues with open concept and were hoping there will be ESSER funds to deal with the ventilation issues. We'll try and get as much funding as we can. All the other schools are behind Birch Hill, Dr Crisp, New Searles, and Bicentennial was just wrapping up just as I got here, New Searles was last done in the early 90's, because of the proximity to the landfill the school needed to be evacuated because of the gases coming from the landfill, that will be past 30 years as well. It never ends.

**Alderman Jette**, Shawn, when we did Sunset Heights windows and doors and spaces outdoors, did we ever talk about providing security? Are those exterior doors still there?

**Shawn**, they are still there. And they are still lockable, they still can be locked down. We've taken great care to make sure all the window coverings are in tacked and they are trained to get away from the windows, and go to a corner of the room where they can't be seen from the outside. There is a security vestibule at the main entrance that you have to go through. Most of our schools have a security vestibule.

**Alderman Jette**, and those outdoor areas where the wings are those accessible to the public or is there fencing to keep

**Shawn**, there is no fencing so someone could drive between the wings, we don't block access to the schools, we have to have a fire lane around the school. All fire lane have signage that says Official vehicles only, Fire, Police and Maintenance vehicles but we can't stop people from going around the school. Most people don't,

**Alderman Jette**, it's the bad guys that you want to keep out.

**Rose**, may I ask a question about the vestibules, I know you folks received a lot of money from the Governor's office, were you not able to get all the vestibule improvements because I know you've had a lot of projects going on. So has that funding expired?

**Shawn**, yes we did get funding from the Governor's Office and it has expired. We used up all the money we could get. The only project we could not do because it was going to cost 3 times the amount that was available. Off the top of my head there are three school that do not have security vestibule but I don't want people to hear it.

**Rose**, ok thank you

**Shawn**, the next project is Franklin Street I'll talk a little bit about what we are doing there. We purchased Franklin Street last year, we needed a permanent home for Alternative Brentwood Students, prior to that they have bounced around to rented facilities, originally they were in the south high school. The other reason was that we wanted to put all the preschool students in one facility. We looked at a lot of facilities with Tim Cummings assistance we went around to

different vacant places in the City and Franklin St use to be Nashua Christian Academy, so it is already setup as a school and that is why we purchased it. We knew at some point we wanted to make improvements to it and change the ventilation system. So when ESSER funds came along, we thought we could change the ventilation right away, along with the other things we are doing there. The Alternative High School Program is on the 3<sup>rd</sup> floor, it is a 3 story building. The first and second floor has the preschool from Broad St and the Title 1 program from the First Church building at the top of Main St. So now we save on the rental cost from that. What we could not do and did not know until we bought the building, unfortunately, we could not put preschoolers on the second floor. The Fire Department said you cannot have high schoolers coming down the same egress paths as preschoolers, and that makes sense. That was the epitome for this bonding proposal, we have to build these 2 towers we actually got estimates last year from Harvey Construction. There is some urgency to this because we want to get all the preschools there. Once I leave here with you, I go to the school board to present it to them I've already gone through Joint-Special, and they have already introduced Resolution to the Aldermen. So this is all coming together by the end of March so that we can move forward. Included with the towers, we're looking to do ADA upgrades both in the bathrooms and in the stairwells. We are looking to potentially change out the walls on the third floor, because the joint compound that was used contains asbestos and the clientele on the third floor, how do I say this gentle... the like to punch holes in walls. Some of them, they are our challenge community and kids get frustrated and one of those ways to get rid of those frustrations is they punch holes in the walls. It not a good thing when there's asbestos involved and very expensive to repair those walls. It is an expensive proposition to replace all those walls but over time it is probably the right way to go. We are not proposing to do that on the first or second floor. This packet is the presentation to the Joint Special Committee. It explains the history about the school and tells you in more detail where the 5 million dollars comes from, just under 4 million that is actually construction, the rest is consultants, architects. One of the challenges of the site, right there is Franklin St School, Charles Street to the left, and Little Florida is a neighborhood in the area. Parents now drop off kids on Franklin St, which is a busy 2 lane road. We are working with Dan Hudson and we've hired a traffic analysis firm to help us figure all this out. Right now we have 80 students in the program give or take, 2 shifts of preschool and around 18 high school students. There are three small buses but virtually all the parents are dropping off the kids there is no walking students at all. All the high school students are picked up with buses. It is a real congestion problem, so part of this 5 million – we've already paid for the traffic analysis, and hopefully part of the 5 million is coming up with some solutions. Any specific questions about Franklin St? I think if you go through the presentation it will explain everything for you.

**John Griffin**, Shawn we're going to have a public meeting next Monday?

**Shawn**, Yes

**John Griffin**, and you hope is that the bond proceeds to the BOA the next night?

**Shawn**, Yes

**John Griffin**, for final approval?

**Shawn**, Yes

**John Griffin**, and Matt we have this report that hopefully we will get to tonight, this gets ranked. You'll go through the Board of Education tonight, and you've already gone through the Joint-Special

**Shawn**, Yes

**John Griffin**, Usually fold ask is what's the alternative right? 6 million and we bought the building for a million 875 right?

**Shawn**, I think so

**John Griffin**, so it's too late I guess to, I'm just trying to do some global thinking, so it's too late to sell the building so somebody else can use it, and buy some other building.

**Shawn**, it's never too late, but we're knee deep in it now.

**John Griffin**, right. The other thing that may come up what were the 2<sup>nd</sup> and 3<sup>rd</sup> alternative spaces? And do they still exist?

**Shawn**, as I recall a building down by the East Hollis St Fire Station, behind that there is some abandon mill building but not in great shape. So you have Spruce St and there is a community center nearby, a bingo hall. We looked at a facility off of Simon St, but this was just the best fit (Franklin St)

**John Griffin**, it's the Brentwood School

**Shawn**, so we're saving that money we are paying for rental for Brentwood, we're saving rental for Title 1.

**John Griffin**, so you have 18 high school students

**Shawn**, so we have about 80 students, but when we bring them all it's about 200 preschool students.

**John Griffin**, when I watched the budget meeting with Mr. Donovan, he mentioned that enrollment is down, 1,000 so it's gone from 11,000 to 10,000. At what point do you look at alternatives what are the numbers, is it 3,000 is any of that analysis been going on?

**Shawn**, Not that I'm privy to.

**John Griffin**, these are the questions you'll probably get asked

**Shawn**, I ask myself the same questions. When I got here it was between 12 and 13 thousand I know that we've added kindergarten, right? That is taking up some of that space. Special Education is taking up more space...that program has expanded more and more kids are coded and now we've added preschool. So that is three areas that have expanded since 2000.

**John Griffin**, one final question, if the approval is tomorrow, are there contract ready to go, is everything signed up.

**Shawn**, we've already hired Harvey Construction, we've hired Harriman as our architect, and they are also the architect for the ESSER funding

**Rose Evans**, is that contingent on the bond being approved? Just asking

**Shawn**, let me take a step back on answering the question. We have agreed on Harriman getting us through a schematic design, there was a purchase order for that. Construction manager...we have not taken a contract for that.

**John Griffin**, and one final point, the BOA approves the funds, the Joint-Special which is made up of Alderman, Board of Education members.. They kind of streamline the construction process.

**Shawn**, and we worked closely with Alderman Dowd and the Joint Special we had thought once they approved Franklin St and were approved for bonded we were ok. The Corporation counsel said that we had to go back to the Board of Ed for their approval. Even though 5 members of the Joint Special are Board of Ed members, we had to go back to the Board of Ed.

**John Griffin**, so does it need a rank before? (Question is to Matt Sullivan) the BOA, do they want to know.

**Matt Sullivan**, I think there may be a need for rank, the other thing is I should mention now is that the intent is not to rank this evening. I am not able to attend the end of the meeting tonight, I would have shared the ranking sheets but we will not be ranking this evening. So it may be appropriate, I believe we'll rank next Monday, I think that is timely enough to give the project the support that it needs but we will have to issue a rank Monday evening in order for the bond to proceed.

**Alderman Jette**, Shawn can I ask if the BOA says they are not ready to vote on this on Tuesday what happens to the project.

**Shawn**, so the impact that the preschool could not move in more preschoolers. We have to have the two egress stairways before we add more students for full occupancy of the building.

**Bob Canaway**, I'm sure you thought about this, but why not put the high schoolers on the first floor?

**Shawn**, somehow research the answer the State does not want preschoolers on the third floor

**Bob**, than you solve the trampling in the stairways in an emergency

**Shawn**, I know

Thank you Shawn.

## **City Clerks Office – Sue Lovering, Nashua City Clerk**

For those who don't know me, and for the record my name is Sue Lovering I am the City Clerk. I've been with the City for 32 years and City Clerk since 2019. The request before you, I have some additional information for you, we were having difficulty attaching images to the software. Basically our current ballot counting devices are over 25 years old. They stopped manufacturing many, several years ago and there is an increasing difficulty in finding parts. New Hampshire Ballot Law Commission is required to develop a standard and the rules for the criteria to review and approve the new ballot counting devices under state statute. They met on October 29<sup>2022</sup> and had a demonstration of the two devices (literature) that are in front of you. They also considered the request by the Town of Milford to test the image cash machine at its March meeting. There will be extensive testing of these machines prior to the selection of these machines. If and when and I don't think it will be any time soon now, because after submitting this I learned that Milford did not test this machine at its March meeting. I don't anticipate that there will be a decision soon but when do it will be an unfunded mandate, because once they approve a new device the ones that we are using will no longer be excepted. And we will have to make a decision to either hand count every ballot or purchase the ballot machine. I feel it is prudent to get this into the Capital Improvements Committee and rate it so that when that time does come that the unfunded mandate does occur that we have already rated it and we are ready to purchase it. And that is a very quick snapshot. The request is for \$64,000 we are a very small bottom line, division we have a staff of six. We wanted to get this in front of you as soon as I learned about it and move it along further if there was any discuss about it. The Ballot Commission met in November and set the standards, they included that it will continue to be individual paper ballots. The machines will not have any networking capability, they will not be connected to the internet. They will not have any trackable technology, networks or counting devices, and continued protection of voter privacy. Although they are a touch screen, the two that you are looking at, we will be producing a paper ballot, it will be counted by touch. So these are the two they had demonstration on back in October and November, as you know there are 200 plus towns their elections are in March so they looked at these back in October November, and our elections are in November so I could not attend for the demonstration buy I'm sure there will be another demonstration in the future, so I can keep the Mayor and the Board of Alderman updated as the progress goes on.

**Alderman Jette**, so you are saying that the current machines that we have now are falling into disrepair and we can't get the parts to fix them.

**Sue**, LHS is our vender, and they stopped manufacturing so right now we're find but the ability to find parts is inevitable. So will we be able to find parts for the next election? I believe we will but sooner or later those parts will not be available. I don't get the sense from the executive committee I sit on in Concord that they will have tested and ready to roll out something prior to the midterm elections come September. But I do think they will be looking at it because as more of these machines go, they are not going to find parts for them.

**Alderman Jette**, so they are saying the machines we have now, we can keep using them?

**Sue**, they're approved, they are approved. They would have to vote to not approve those but they are the only machine that has been approved in the state of New Hampshire.



**Alderman Jette**, but if those machines stop working?

**Sue**, than you hand count, until the ballot law commission, we have 10 of our, we have 10 if one goes out of commission we can use 9, if 2 go out of commission we would have 8 wards, because each ward is considered a town. We would look at hand counting one of our smaller wards. We would be faced with hand counting until they approve a machine and that we could get our hands on.

**Alderman Jette**, and if we wanted to replace those machines we could only replace them with something that is approved.

**Sue**, we can only use what is approved under the statute by the New Hampshire Ballot Law Commission.

**Alderman Jette**, and you say it's going to cost \$64,000

**Sue**, right now, \$6,400 is the bundle that Town and City Clerks are giving as a rough estimate for their Capital Improvement Programs in their communities. Getting back to the parts, Connecticut and parts of Massachusetts and gone to different machines, so LHS in Salem are taken those machines for parts for New Hampshire. But New Hampshire is beginning to look at a new machine, but we all know the climate that we're in. I don't have much more except that we should budget for it.

Thank you

**Library – Jennifer McCormick, Library Director**

### **Facility Assessment**

I have two projects, the past several years I've brought different projects. Repointing of the bricks, library renovation of our HVAC system, digital controls, and the Library Plaza we've added on. The Board of Trustees are taking a different approach they are hiring an architect to do a full assessment of the Library Building and Grounds and they will write a Master Plan for the building that would act like any Master Plan, last week I saw on the agenda that the Fire Department has a Master Plan. This would identify any repairs or replacements that need to happen from the building envelope to mechanical systems, bathrooms, public spaces and our grounds. We already have a plan for the grounds so that will be a savings on their work. And what will come out of that is a written plan for the Board of Trustees and the City to budget for.

There are a few photographs, those of you who have been on the committee for a while you've seen them. These pictures show where we are experience water infiltration in the building and what my maintenance supervisor calls organic materials. The building opened in 1971, and we just celebrated our 50<sup>th</sup> anniversary, so all of the windows and doors and plumbing fixtures are original to the building. It's my opinion that you need to make a significant investment if that building is to continue to operate. A lot of the HVAC controls are 30 years old but a lot have failed last month, so one of the air handlers is always in an on situation. Ideally the controls would be replaced by digital. The louvers that allow fresh air to come in and out of the system

are ceased up and don't work. So I'm drawing a really dramatic pictures, we are hoping to spend \$88,830 this year for a full facility assessment so that the next time you see my face I will have a glossy lovely report with a list of projects that really need to get done. The Board of Trustees has pledged half the money for that, they have asked the Mayor for half of the funding for that.

The next projects should be very familiar to you the renovation of the Library Plaza. I worked with Sarah Marchant, we went out to bid several years ago we have a really great plan, the contractor redid their pricing so it is what you saw, it is phased pricing, and the first phase will correct major issues of noncompliance on the site. It will remove the fountain, if you have been to the library lately, it is really beyond repair. The second phase of that plan addresses the green area down closest to the public parking lot and will include some kind of playground equipment. The final phase addresses the area between the library and 14 Court St. Over that phasing the total cost is close to 3 million. There are others looking for funding, and if that comes through for the shovel ready project I wanted it to be rank and ready to go. If you have any questions?

**Joh Griffin**, the Resolution is for \$44,000.

**Jennifer**, Right

**John Griffin**, Jen we see you here year in and year out, it's important that you have that plan because there are a lot of needs. Would this project solve some of the problems that we have with people loitering there?

**Jennifer**, I think people would still loiter. It would be more comfortable to loiter, and it would be well lit, there would be fresh plantings, there would be permanent fixtures such as chess tables, benches and bike racks and no more broken down fountain. We hoping for some advice as to what to do with the mote area, you know that gap that make the building look like its floating. But really it just creates an area for trash collection. I don't know if we will fix that in the renovation plan, but hopefully the facility assessment plan will give us some options for it. Phase 1 will also bring power and water to the other side of the, so if We or the Peacock Players has some kind of concerts or programs, we don't have to drag hoses and electrical cords across the public sidewalk area, and also for irrigation. I also added an estimate for a maintenance cost of \$15,000 for landscaping services for that area.

**John Griffin**, one final comment, the funding, the Library has a few trust funds, but they are somewhat limited on what they can do with it.

**Jennifer**, yes they have trust funds, and most of them are restricted. So when the Board renovated the Chandler wing, they were able to liquidate some of the funds because they were funds directly tied to the upkeep of the Chandler Building which they sold. I should have been prepared for this questions and I'll be ready for it at Budget Review. So, the total amount that are unrestricted is a very small amount, I think that is around \$140,000. So short of liquidating some major trusts.

**Rose**, the Chandler wing is where? I received an email from Janet saying there were some funds available, from a trust and that you wanted to spend those, so that is unrestricted?

**Jennifer**, The Chandler wing is in the basement of the Library, yes those funds would be for the Chandler wing. I think the Board has 9 million dollars invested, but 80 to 90 percent of it is restricted.

**John Griffin**, are they restricted to programming or books?

**Jennifer**, mostly books, or reading material not normally purchased by the City of Nashua. There is a large fund for the purpose of purchasing art, and fund is for preserving the Lithuanian Culture, and then there are a few smaller book related funds.

**John Griffin**, so I guess the thoughts of the forefathers were that the City would be responsible for maintaining the building structure and the surroundings to make it a nice friendly environment.

**Rose**, if I remember right, the Chandler fund was a permanent fund

**Jennifer**, they dissolved that trust, the Chandler Building funds were liquidated because they did not own the building

**John**, Ok Sound good Thank you

**Jennifer**, Thank you folks!

Scott LeClair, Thanks everyone I think that's our last one, Matt wants to wait next week's meeting.

Their projects are repeats from last year, he was briefly go over them for the new members, if they had questions.

Scott, that's all we have for tonight, does anyone have any more questions?

John, so were on for next Monday

Scott, yes we still have next Monday on the calendar as the ranking, so we'll just have the community development and then the ranking so it should not be too long. The ranking doesn't take long, because the electronic ranking is a lot faster.

Staff will send out the ranking worksheet and the definitions of the categories.

Rose, do we identify funding sources?

Scott, no we will just be ranking them.

Alderman Jette, these rankings do we do this ahead of time or

Scott, I would recommend you do your own ahead of time, we can have discussion at that time.

Alderman Jette, so when you same that its computer generated, how?

Scott, that's just how we track it, so we'll have all the vote.

John, the Public hearing for the bonding is next Monday, this meeting is 6:00

Alderman Jette, so I have to be there (Aldermanic Chambers) for the public meeting, because they need a quorum, and then on to Budget Review I won't get to participate here,

John, well is it ordained that this meeting is at 6 o'clock?

Scott, no that's something we can decide, I don't know if we can do earlier. Do you have an interest in doing this at 5:00? Unanimously, agreed to 5:00 PM March 21<sup>st</sup>.

John, how long do you think it will take for Matt to describe the Community Development projects?

Scott, about 5 minutes Staff agrees

### **Other Business**

Next meeting is March 21st.

### **Adjournment**

Motion to adjourn by Alderman Jette, 7:12 PM. Seconded by Charlie Budris, all members' present voted in favor, the motion passed unanimously.

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**Scott LeClair, Chair**

**Date**