

**Comprehensive Plan Update Committee
Town of Cumberland
East Conference Room
June 27, 2013 - 6:30 p.m.
Minutes**

I. Call to Order: Ms. Caron called the meeting to order at 6:30 p.m.

II. Roll Call:

Present: Peter Bingham, April Caron, Jim Guidi, Teri Maloney-Kelly, Peter Sherr, Shirley Storey-King (Council Liaison)

Absent: George Turner (Council Liaison), Carla Nixon, Town Planner

Staff: Bill Shane, Town Manager, Pam Bosarge, Administrative Assistant

III. Minutes: May 16, 2013

Mr. Bingham moved to approve the minutes of May 16, 2013.

Ms. Maloney-Kelly seconded.

VOTE: 5 in favor (Bingham, Caron, Guidi,
Maloney-Kelly, Storey-King)
1 abstain (Sherr)

IV. Overview of Infrastructure and Public Utilities – Bill Shane

Mr. Shane presented an overview of the Cumberland Sewer System as follows: The Cumberland sewer system is a relatively new system. Built in the 1980's, with multiple line extensions thereafter, the system is less than 40 years of age and constructed of PVC and ductile iron piping. Both pipe networks will have 100 year's life expectancy.

Cumber Sewer flows by gravity meaning it must travel downhill. When large hills and valleys are encountered pumping stations must be installed to push the wastewater under pressure to a point where it can flow again by gravity.

- Cumberland has 13 pumping stations and
- 4 miles of pressured force main. The Town owns
- 21 miles of gravity lines
- 4 miles of force mains
- 1 mile of low pressure sewer lines
- 1,150 equivalent users
- Cumberland owns 30% of the Falmouth Treatment Plant
- 468,000 of Available Capacity
- 220,000 gallons of capacity are uses (47%) of total capacity.

Mr. Shane explained the difference between low pressure sewer lines which are a smaller diameter line in the street. Individual residences would pump to a grinder pump system that would pump to the main sewer line where it can reach gravity sewer. It puts the cost and maintenance responsibilities on the homeowner; and it typically costs about \$5,000 each. A pump station can run anywhere from \$150,000 to half a million depending on how much sewer will go into it in a residential neighborhood.

Mr. Bingham asked if we had some of these low pressure systems.

Mr. Shane stated yes, the Portland Water District will not allow someone to connect to a Force Main. A force main is when houses on a street pump to a pump station to where it will again flow by gravity. These are at a higher pressure; in Cumberland by Ordinance we do not allow someone to connect to a pressurized force main. We do however, have low pressure sewer systems, there are one for Twin Brook, and in the Drowne Road development about a 1/3 of those homes are on low pressure lines and Wyman Way is also on a low pressure line. We have a low pressure sewer line out to Main Street which is capped at a manhole. This will allow for expansion in both directions up to the library and to the Church and down towards Corey Road.

Mr. Bingham asked where the houses pump to.

Mr. Shane stated it depends on where it is; on Wyman Way it will pump to the gravity system which is near the intersection of Wyman Way and Drowne Road and then flows into the larger pump system for the project. It is typically a 2" line with a 3" line in the road. The system designed for Wyman Way can handle fifty to seventy-five more homes. The Portland Water District doesn't like these types of systems because there is a lot of responsibility on the homeowner, most homeowners don't maintain them and they call and want them fixed. In Yarmouth they have between 300 and 500 of these low pressure accounts. Absent these accounts it would be too expensive to extend the sewer system, this system puts a small cost on the homeowner which is typically less than a septic system; but enough of an investment so that hopefully they will maintain the system.

Mr. Shane explained every time a homeowner's pump kicks in it pushes a column of water and when there are fifty homes they all push this column of water up until it reaches the gravity sewer line.

Mr. Sherr asked if the other two-thirds of the Doane property were gravity feed.

Mr. Shane stated yes.

Mr. Bingham asked about Crystal Lane.

Mr. Shane stated it is a gravity system. There are not a lot of low pressure systems in Cumberland.

Mr. Sherr asked if would have been a significant cost to put the original one-third of properties in the Bateman project.

Mr. Shane stated that is a great point, because sewer has to flow downhill, and how deep do you want to put the line. On Main Street in some places the sewer is fifteen to twenty feet deep. When a sewer line is that deep and breaks it expensive to repair, you might have to line the pipes with fiberglass. He doesn't like to have sewer any deeper than twelve to fifteen feet because then you are getting into ledge, groundwater, pumping and settlement that never stops.

Mr. Shane stated with the stream crossings and filling in the Bateman project it would have been very expensive without the low pressure system. It wasn't worth putting sewer thirty feet deep.

Mr. Shane stated the Cumberland sewer system is a separated stormwater and sewer system. Our sewer system is not combined with the catch basins that catch rainwater from the street. Stormwater goes out to ocean outfalls and sewer goes to the treatment plant in Falmouth. Cumberland owns 30% of the sewer treatment plant. Cumberland's entire sewer goes through the Mill Creek pump station in Falmouth.

Mr. Bingham asked where the stormwater from the drains on Main Street go.

Mr. Shane stated in several places it will come out into a drainage ditch which will feed back down to a brook and eventually get to the east branch of the Piscataqua River. It is really important that stormwater is filtered, so the longer it goes through grassy greens it is cleaner when it reaches the river or Casco Bay.

Ms. Caron asked if other places route their stormwater through sewer systems.

Mr. Shane stated Portland has an eighty million dollar project where they are separating their stormwater from their sewer. It used to be that people would put it all together to treat contaminants in the stormwater. But studies show contaminants are in the first ten percent of stormwater and after that you are treating rainwater. It is too expensive.

Mr. Bingham stated at the schools and such we have detention ponds for slow runoff.

Mr. Shane stated the detention and retention ponds are primarily to slow down the rate of runoff so it doesn't cause erosion and sedimentation downstream. They are designed to retain the rate of flow to pre-development levels. At the last Comprehensive Plan there was discussion regarding the limited availability of sewer. Cumberland's sewer is an enterprise system, which means it is intended to self-fund and pay for itself with fees from users and not taxpayer dollars. When I started ten years ago the sewer was about \$500,000 dollars underwater, meaning the general fund was paying for the overages. The Council reviewed the fund and the sewer rates have increased seventy percent in the last ten years, with the intent for the sewer to pay for itself. The sewer is currently entirely paid by the user, but with only 1,000 users the average homeowner pays \$800.00 per year; we have the second highest sewer utility fees in Cumberland County with Cape Elizabeth being number one. This cost is because all of our services are subcontracted, Portland Water District maintains all the water lines, and the Falmouth sewer treats all the wastewater.

One of the issues we have is Inflow and Infiltration. Inflow is the water pumped into the system; if there are roof drains, sump pumps, or foundation drains that are connected to your sewer line that is called inflow. Infiltration is from groundwater that seeps into the system through pipe and manholes. Connections such as sump pumps, and foundation drains are illegal under Cumberland's Ordinance and illegal under State Plumbing Ordinance.

Mr. Bingham asked for clarification.

Mr. Shane stated they are prohibited by law; but people do put stormwater into the sewer.

Mr. Bingham stated if you have a sump pump and it goes to the end of your land it is not a problem.

Mr. Shane stated that is correct; but if it goes into the sewer it is not metered, and your neighbors are paying for the extra water.

Mr. Sherr stated we need to minimize Inflow & Infiltration because it taxes the system.

Ms. Caron stated and you can't measure the amount.

Mr. Shane stated what is measured for sewer fees is the amount of water used, water in equals water out.

Mr. Shane stated the average user in the town of Cumberland uses 150 gallons a day, but when you do the math that should only be about 172,000 gallons of wastewater, but the Town is being charged for 220,000 gallons; that difference is I & I, infiltration through cracked pipes and manhole covers or through direct pumps. The biggest I & I problem we have are on the Foreside. We don't want to solve one problem and

create three more, if I tell you to disconnect your sum pump and it goes out the window and your house is eight feet higher than your neighbors; he then gets all of your water. In many of the neighborhoods that don't have stormwater systems there is no opportunity for homeowners' to get rid of the water.

Mr. Guidi agreed the soils are poor on the Foreside.

Mr. Shane stated we have to be very careful with I & I removal. Cumberland is a relatively new sewer system; most of our problems are because of inflow. To solve this problem we either need to install stormwater drainage or charge a surcharge for inflow. Twenty-two percent of the water we pay to have treated is stormwater, and that twenty-two percent could be used for sewer growth in town.

Ms. Caron asked what happens when the Town grows to its capacity for sewer.

Mr. Shane stated that is a point to hold onto.

Mr. Sherr asked if the numbers were current and if all the approved subdivisions were part of the numbers.

Mr. Shane stated yes.

Mr. Bingham asked what has changed in the number of sewer unit availability.

Mr. Shane stated the game of selling sewer futures and Mr. Guidi was a perfect example, he was told you have all these commercial lots on Route One. The previous Manager told him he was not sure there was enough capacity, so to reserve units to purchase several sewer units at \$2,000 each, for future development of your property. Mr. Shane stated he bought back Mr. Guidi's and several developers; stating unless you are going to pay me for that capacity. The Town was giving developers carte blanche to sit on these units and everybody else is paying for the units; if developers were not willing to pay a ready to serve fee to reserve capacity the Town wanted the sewer units back.

Ms. Storey-King stated the town did have a sewer amnesty program where people could connect to the sewer without the cost.

Mr. Shane stated that is correct the program was for three years and people didn't have to purchase the sewer unit to connect to the sewer; they only paid the \$50.00 connection permit fee.

Mr. Sherr asked why should a developer hold onto sewer units and pay when they are not ready to develop and pay the fees, when they could purchase them at the time of development.

Mr. Bingham stated capacity isn't an issue and we could if we found the right lot put in a smaller version of Ocean View in the Center, because sewer wouldn't be an issue.

Ms. Caron asked who a developer purchases their units from.

Mr. Shane stated he is the Superintendent of Sewers and they are purchased through him.

Mr. Shane continued with the Impact on Growth. The Comprehensive Plan identifies three growth areas, the Route 100 corridor, the Route One corridor, and the Town Center. The reality of bringing sewer out to West Cumberland is very expensive; sewer without the pump station would in the cost of \$75.00 to \$100.00 per foot; about a half million dollars a mile to extend the sewer and then there is the added cost of pump stations every time you are in a valley.

Mr. Sherr asked if the sewer was currently to the fairgrounds.

Mr. Shane stated it is not even to Main Street; Main Street was broken into different categories which followed soil types. The upper half of Main Street is in a sand vein which goes into North Yarmouth; there is no sewer in that location. The bottom half towards Val Halla and below have sewer but the sewer starts half way down the street. Mr. Guidi has pure sand under his property.

Mr. Guidi stated he has a single pipe that comes out of the tank with a 50' pipe and a stone base.

Mr. Shane stated it will work forever because of the sandy soil. Mr. Shane stated septic systems basically work as follows: all of the waste water goes into a tank outside of the house; that tank collects the solids and has a baffle to contain the solids, and the water goes out to your leach field. As long you keep the solids managed so they don't go out into the leach field the ability for sandy gravelly soils have almost unlimited capacity to accept water. When a septic system is not maintained or pumped every three years it has potential to fail. The Town of Yarmouth pays to pump septic tanks every three years because the entire town pays for the Yarmouth treatment tank.

Mr. Shane continued reviewing the sewer impact on growth; he highlighted 348 lots that potentially in the future could tie into the sewer system. It is a potential growth could happen in these areas. It might be closer to 230 lots that would get sewer. This represents about a thousand acres but if you take the town owned land and open space and forested land it is closer to five-hundred acres.

Ms. Caron asked how many are existing homes.

Mr. Shane stated most of the existing homes on page five are connected and the aqua shows potential for the future.

Ms. Caron asked about Woodside Drive.

Mr. Shane stated those are the homes in the sandy area and will probably never connect to the sewer. But when you look at growth and the areas that is infill where people could tie into sewer if needed.

Mr. Bingham asked where the sandy soils were located.

Mr. Shane stated Main Street to the high school and if you look at your sewer maps follow Main Street where there are no green lines is the vein of sand.

Mr. Bingham asked if that was where the aquifer was located.

Mr. Shane stated that is part of the aquifer which connects to North Yarmouth, Doughty Road, and Val Halla.

Mr. Sherr stated this makes sense two hundred years ago road were built where the gravel existed.

Mr. Shane stated this is one of the growth areas defined in the Comp Plan and I believe we have potential for 348 lots or so. Mr. Shane conservatively figured the remaining sewer capacity at 220,000 gallons minus, and conservatively figuring 90,750 gallons per day as a reserve capacity in the Center for potential growth in that area.

The next growth area along the Foreside is different, the light blue areas are houses connected to the sewer. The aquifer across the street is Cumberland Foreside Village; there are only about 26 potential sewer user sites in that area. A commercial building can use ten to twenty sewer units per building. There is potential for using 47,190 gallons per day in this area. An office building uses less than a house; an office building with one-hundred workers who use an average of 10 gallons a day per person would use one-hundred gallons of sewer per day. That is a conservative number it might be closer to five or six gallons a day. The sewer user units are sold based on what a single family house would use which 150 gallons a day so whatever that equivalent is to the business is what they would purchase for capacity units in the system. It is fair the single-family homeowner isn't carrying the entire burden. His recommendation is reserve 44,000 gallons per day or 290 single family homes of capacity on Route One for future commercial growth in the area. The available capacity for water and sewer would allow the possibility of an assisted living development on the Chase property (Cumberland Foreside Village).

Mr. Bingham asked if we had talked with Ocean View or Highlands to see if there is any interest in locating in Cumberland.

Mr. Shane stated Ocean View just purchased all that land in Falmouth, and the Highlands are having their own financial issues, but Bay Square in Yarmouth is doing very well.

Mr. Bingham stated we do have the infrastructure with water and sewer.

Mr. Shane reviewed the Recommendations he put together.

1. Allocate remaining sewer capacity to the growth areas identified in the comprehensive plan.
2. Allocate remaining capacity to the Cumberland Center growth area and Route One commercial districts. *As stated in the previous comprehensive Plan*
3. Additional sewer growth may occur through I & I removal quantified by measuring wet weather flows at the RT 88 flow measuring station. *If a developer wants to come to town and does a development we might say we will allow you go connect to the sewer but we want you to do some I & I removal to generate your capacity. We don't want to give away all the capacity and not have room for infill or commercial growth. I & I removal is done by sealing pipes, installation of storm drain systems; disconnect cellar drains etc. A developer might have to contribute to another project in a contribution of so many dollars per gallon.*

Ms. Storey-King asked about the clam flats and would it increase pollution to remove these types of drains from the sewer system. The flats have been infected with fecal chloroform bacteria which comes from warm blooded mammals such as farm animals, deer herds etc.

Mr. Shane stated it is a difficult issue there are communities which are doing rain taxes where they determine how much curbing you have in front of your house you will pay for the stormwater. I don't see us using a surcharge for stormwater anytime soon; education would be the best approach.

Mr. Bingham stated any new construction we can make sure there is no stormwater in the sewer.

Mr. Shane agreed new construction is easy; the existing is trickier.

Ms. Caron she understands commercial growth and subdivisions, but asked about a single family house.

Mr. Shane stated a single house is the next bullet

4. *Additional sewer growth and services in existing sewer areas are accounted for within these recommendations, but a time limit should be considered for any reservation of capacity without compensation (ready to serve charges). Residents should be notified that remaining sewer capacity will be allocated on a first come first serve basis until 90% of daily capacity is reached.*

Mr. Shane stated we should not arbitrarily reserve sewer capacity because your neighbor to the left and right of your property are connected to the sewer system and you have decided not to hook up. I don't want to save you a unit of sewer because you are not paying for it. I am saying the remaining sewer units should be allocated on a first come first serve basis. You have had the amnesty program, you have been told we are trying to encourage growth of the system, if you miss the opportunity it is not our fault. We will deal with the sewer use in the growth areas and issue connection to a first come first serve basis and not reserve capacity for anyone. Just because your street is on sewer it does not guarantee you connection in the future.

Mr. Caron stated so if you purchased a lot and built a house could they connect but they would be part of this I & I removal.

Mr. Shane stated he didn't think so, the I & I removal would be the twenty lot subdivisions and commercial uses.

Ms. Caron asked why everyone wouldn't be a part of the I & I.

Mr. Shane stated he understood that sounds fair and equitable but he would have to think about that, the more people connected it lessens the rates on sewer.

Ms. Storey-King stated if a new homeowner purchases a property and is unaware of limitations on sewer connections as their neighbors are on sewer. Should information be in tax bills, should there be a way to let the new homeowner know about hooking to the sewer.

Mr. Shane stated we have sent letters out twice to everyone on streets with sewer availability stating we noticed you are not connected to sewer the Council offered the amnesty program for three years.

Ms. Bosarge stated the office receives a lot of calls questioning availability of sewer.

Mr. Shane continued with the other recommendations as follows:

5. *The Town should continue the Enterprise Fund model for operating and maintaining the sewer system.*

The users pay for the sewer system, not the general taxpayers.

6. *The Board of Sewer Appeals should continue its work on updating the current sewer ordinance and work with the Portland Water District to mitigate the current Inflow and Infiltration impacts to the system.*

Ms. Caron asked how big the sewer board of appeals was.

Mr. Shane stated currently it is a board of three, we don't meet that often. There are not a lot of issues.

Ms. Storey-King asked the difference in recommendations 1 & 2.

Mr. Shane stated one and two are essentially the same, so we will eliminate # 1 and amend #2 to state:

2. *Allocate remaining capacity to the Cumberland Center growth area and the Route One commercial districts as stated in the previous comprehensive plan.*

Ms. Caron asked if there were any additional growth areas listed in the comprehensive plan.

Mr. Shane stated the third growth area was West Cumberland, but the cost would be prohibitive; the majority of West Cumberland has sandy soils.

Mr. Bingham stated all the septic tanks in Morrison's Hill have sandy soils.

Mr. Shane stated those soils are not the greatest, but septic systems have evolved over the years and there is capacity to put a new system in the footprint of an existing system.

Mr. Bingham stated as we learned from John Sevee the new technology for septic systems have changed.

Mr. Shane stated John Sevee looked at a concept plan for housing in the old blue rock pit, he stated houses would be the best use.

Mr. Sherr stated systems are designed for the type of soil and depth of soil.

Mr. Shane stated that use is safer to the aquifer than commercial uses.

Mr. Sherr commented on the recommendations stating it is a balancing act so to speak, we have capacity we want to increase users to help with costs and at the same time we have I & I issues and long term maintenance. It is a happy balance to find recommendations to increase the number of users and look for ways to address I & I to prevent rates from going back up. Maybe some of the I & I responsibility should be placed on developers.

Mr. Bingham stated theoretically all new developments should be hooked up correctly, although we can't prevent all leaks.

Mr. Sherr stated is like trading credits if a developer wants sewer units, they will do an I & I study or retrofit somewhere else in Town.

Ms. Caron asked if there would be an opportunity to re-visit the people who illegally are tapped into the sewer.

Mr. Shane stated we would have to go house to house.

Ms. Storey-King stated there should be another recommendation to educate the citizens, put something on channel 3 or discuss it on the Council agenda.

Mr. Shane stated when driving down the street look at manhole covers, when they are depressed below the pavement, they have created a mini catch basin to catch water which goes into the sewer.

Mr. Shane continued with information on a sewer bill in the Town of Cumberland.

As an example;

Homeowner A

1HCF = 748 gallons

6 HCF = 4,488 gallons per day = 4,488 gallons per month divided by 30 days per month = 150 gallons a day

6 HCF x \$4.96 per HCF charge	= \$29.76
Base Fee for residential Home	= <u>\$34.25</u> (ready to serve fee)
	\$64.01 per month

Mr. Shane stated when his children were home his sewer bill was approximately \$100.00 per month.

Someone who has sewer, but not public water is billed \$64.00 per month.

Business or larger sewer users are billed on equivalents. So if a Business needs 500 gpd of sewer capacity 600 gpd / 150 gallons per day user equivalent = 4 equivalent units.

Business A

600 gpd x 30 days = 18,000 gallons per month divided by 748 gallons per HCF = 24 HCF per month and 4 base units.

24 HCF x \$4.96 / HCF = \$119.04

4 Base Fees x \$34.25 = \$137.00

\$256.04 per month on average for sewer

Ms. Caron asked if the base fee went away when a homeowner connected to the sewer.

Mr. Shane stated no, when we analyzed usage, when people conserve water the sewer bill from the Town of Falmouth does not change. The combination of per gallon fee and base fee allow the sewer fund to be viable. If more users connect the HCF fee might be reduced.

Mr. Bingham asked for a map showing the water lines, do we have enough public water and sewer for an ocean view in Cumberland.

Mr. Shane stated he could build an ocean view in west Cumberland, there are 16" water mains to the fire station in west Cumberland and up and down Route 100, not quite to Gray, and all the way to the bottom of Castle Rock which will connect to range road. When there is water capacity it allows for more growth.

Mr. Shane stated any new commercial development in the Town Center district requires water and sewer connection.

Mr. Bingham stated there should be a paragraph on the implications of the natural gas lines because with the new infrastructure the triple benefit this would be a real marketing tool for Cumberland for properties with water, sewer and natural gas.

Mr. Shane stated Cumberland Foreside Village would be a great location for a continuum of care facility. Mr. Shane stated 80% of the town will have natural gas.

Mr. Bingham asked what would have natural gas within the next two to three years.

Mr. Shane stated Route One, Route 100, Blackstrap, Tuttle, and Blanchard Roads.

Mr. Bingham asked about Phase II and Drowne Road.

Mr. Shane stated Drowne Road has the gas connection at the street ready to connect, the apartments are on propane, all of the houses in the Bateman project the greatest majority are propane, conversion will be easy, and the businesses on Route One have propane and will be able to connect. I don't think we had a chapter on natural gas in the last comprehensive plan.

Mr. Shane stated the combination of water and natural gas will make West Cumberland a very attractive area, he is currently talking with the turnpike to look at some type of mini-connections to the turnpike through the service areas.

Ms. Caron asked about safety of gas.

Mr. Shane stated gas has an explosion factor, natural gas and propane has a smell additive and people are told if you smell it get out of your house; don't turn on a light call from outside.

Mr. Bingham asked what other infrastructures.

Mr. Shane stated the Town has a twelve to thirteen year paving plan, to repave all roads and sewer is critical for the Town if we lose capacity we can't create new capacity, unless we remove I & I. The Falmouth sewer is limited because it dumps into the Presumpscot River. If capacity is increased it would have to pump directly to the city of Portland via a large pump station.

Mr. Bingham asked if the West Cumberland water line was an extension from Hannaford.

Mr. Shane stated the West Cumberland lines is from two directions one from the fairgrounds and the other one comes off Winn Road coming up Range Road, those two will eventually form a loop with a pumping station at Castle Rock that will increase the pressure level to allow approximately another one-third of residents. The Bruce Hill Road and Pleasant Valley Road areas have water pressure issues. If the Blue Rock pit was developed the water would run under the turnpike to allow water to the Upper Methodist Road with this one project. This would be close to the Falmouth line, and have fire protection for about 65% of our community. The fire protection is a huge savings.

Mr. Bingham asked about technology changes for waste treatment in areas not served by water and sewer.

Mr. Shane stated yes, septic technology has improved and half acre lots can be serviced by septic with confidence and the State Plumbing Code allows building on lots of 20,000 square feet.

Mr. Bingham stated the things that haven't changed are the ability to access water with wells in areas such as Pleasant Valley. Is the size of a development directly apportioned to the availability of water access?

Mr. Shane stated groundwater wells in Cumberland are okay for the most part, West Cumberland has the best access to groundwater. There are pockets along Greely Road Extension where one side of the road has water and the other can hardly get a gallon per minute.

Mr. Sherr stated it is function of geology and Mother Nature.

Ms. Caron stated we talked about sewer tonight and the topic was infrastructure and public utilities. Do you feel we have enough information about the general infrastructure and utilities, or do you just want us to consider sewer.

Mr. Shane stated sewer is the critical one on the horizon; it is the utility with the least capacity and the utility that will drive development in the commercial and growth areas of town.

Ms. Caron asked if we as a committee want to get educated about other utilities such as water and roads reading the existing comp plan would be enough to get us up to speed.

Mr. Shane stated yes.

VI. Action Items

Ms. Caron stated as an action item for the next meeting, she would like everyone to digest this information and review Mr. Shan's recommendations and see how we would like to amend them; Mr. Bingham brought up natural gas, and think about what has been presented this evening.

Mr. Sherr stated sewer is one of the most important, sewer, water and natural gas.

Ms. Caron asked if there was anything else they should be thinking about?

Ms. Caron asked Mr. Shane for a paragraph overview on roads, natural gas, and water.

Ms. Caron reviewed the Action Items for next meeting as follows:

- Mr. Shane an overview on roads
- Mr. Shane to provide an overview on natural gas and water
- The Board to review sewer information and come back with any changes or additions to the recommendations.

VII. Adjournment:

Mr. Bingham moved to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Pam Bosarge, Administrative Assistant