

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, November 4, 2014**

Members Present:

Chairman Bill Smith  
Wendy Barker, Vice Chairman  
Kay Galloway  
Sue Carroll  
Craig Schuster  
Tom Mealey

Others Present:

Bill Innes, Town Administrator

Chairman Bill Smith opened the meeting at 7:00 PM, Tuesday, November 4, 2014.

**Minutes:** September 2, 2014, October 7, 2014 and October 28, 2014

**September 2, 2014:**

Page 1, 3rd paragraph down should be Ted Houlihan not Ken Houlihan.

**Member Craig Schuster made a motion to accept the minutes of the September 2, 2014 meeting of the Atkinson Budget Committee as amended, Member Kay Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0.**

**October 7, 2014:**

The top paragraph of page 4, 3rd line down should say "...20% of Atkinson Seniors use Elder Services, but only 10% use the cars."

**Member Craig Schuster made a motion to accept the minutes of the October 7, 2014 meeting of the Atkinson Budget Committee as amended, Member Kay Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0.**

**October 28, 2014:**

Unitel should be Unitil on page 2, line 45501.110 - electricity

Craig Schuster asked about the account number on page 3. It should be .840.

The last paragraph should say ... the next meeting should be November 4, 2014.

**Member Craig Schuster made a motion to accept the minutes of the October 28, 2014 meeting of the Atkinson Budget Committee as amended, Member Kay Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0.**

**Board of Selectmen - Account Number 41301:** Mr. Bill Innes presented the budget for the Board of Selectmen

**Employee Merit - Line Number 41301.110.04:**

**Selectmen's Salaries - Line Number 41301.130.00:** gone from \$10,400 to \$16,901 - because they have gone from 3 to 5 Selectmen. FICA and Medicare will be adjusted accordingly.

Prof. & Tech. Services - Line Number 41301.390.00: same

Printing/Town Reports - Line Number 41301.550.00: \$6,500 for 2015. \$4,725 was budgeted for 2014 and \$6,100 was spent. It is for Town Reports and Warrant Articles.

Miscellaneous - Line Number 41301.690.00: same

Mileage/Gas/Maintenance - Line Number 41301.820.00: same

Education/Conferences - Line Number 41301.850.00: \$0

Public Notices - Line Number 41301.860.00: An increase from \$3,500 to \$4,500. It is for newspaper advertising. Mr. Innes expects to spend close to that for 2014. Notices must be given in the newspaper. Requests for bid and notices are also put on the Town website.

**Town Administrator - Account Number 41302**: Mr. Bill Innes presented the Town Administrator budget.

Town Administrator - Line Number 41302.110.01: Last year the Town Administrator salary was \$77,530. Mr. Innes proposed \$96,913 and the Selectmen recommended \$86,913. Mr. Innes will be retiring at the end of 2015. The new Town Administrator will be part of that amount. Ms. Sue Carroll asked if it is necessary to pay 2 Town Administrators and if Barbara Snicer can train the new person. Mr. Innes replied that there will be an overlap for a month to 6 weeks. Mr. Innes replied that Ms. Snicer does not know the whole job. She does not do the budget. Member Sue Carroll asked if the Selectmen will drop the salary down for the new person. Mr. Innes replied that it depends on who they get. An experienced person will require a higher level of salary and less training. The salary change is the 2% COLA increase. The rest of the increase is for the overlap when the new person starts. The salary for the Town Administrator for 2015 is \$78,423.

Health Insurance - Line Number 41302.210.00: Mr. Innes does not carry health insurance. He has added one month for the new person.

FICA - Line Number 41302.220.00: adjusted according to the salary line.

Medicare - Line Number 41302.225.00: adjusted according to the salary line.

Retirement - Line Number 41302.230.00: Mr. Innes added a month to a month and a half for retirement

Telephone - Line Number 41302.341.00: same

Data Processing Supplies - Line Number 41302.342.00: same

Equipment Repairs - Line Number 41302.430.00: same

Rental/Leases - (Postage meter) - Line Number 41302.440.00: same

Dues/Subs/Memberships - Line Number 41302.560.00: up \$500

Office Supplies - Line Number 41302.620.00: This line is up because the Town is going to 5 Selectmen instead of three. They have to buy chairs and outfit the desks. The laptops are in the technology budget.

Postage - Line Number 41302.625.00: \$2,000 was budgeted and \$3,073 was spent. \$5,000 is proposed for 2015. Some of the postage expense is distributed to other departments. The \$5,000 is to be put into the machine. Mr. Innes explained that he will spend \$2,000 and \$3,000 of the \$5,000 is just for the postage machine for other departments. Ms. Galloway asked if the \$3,000 was in addition to what the other departments already had in the machine for postage. Mr. Innes said he would check. What is in the machine is other spending that goes on through the year. Bulk mailings for the Town Clerk go through Laurel Press.

Service Contracts - Line Number 41302.720.00: same

New Equipment/Supplies - Line Number 41302.740.00: same

Education/Conferences/Dues - Line Number 41302.850.00: same

#### Other/New

Planning Assistant - Line Number 41304.110.00: is going from \$13,260 to \$23,948. Sue Killam is retiring in early June. She currently works about 12 hours a week. The Selectmen are increasing the office hours and bringing on a person that has knowledge in that space. They are thinking about 24 hours a week. The new person will work with Sue for about a month. The lines for FICA and Medicare adjusted accordingly. There is no retirement or health insurance budgeted.

Member Sue Carroll asked if the line for data processing supplies could be removed.

Conflict of Interest Committee - Account Number 41305: flat at \$64.

Committee Support - Account Number 41306: \$1

Energy Commission - Account Number 41307: flat at \$50.

### **Financial Administration**

#### **Accounting and Financial - Account Number 41501:**

Bookkeeper - Line Number 41501.110.00: Sandra LeVallee, the bookkeeper, is retiring December 31, 2014. The Selectmen have hired a replacement at \$45,000 and she will start tomorrow. Ms. LeVallee will train her. The system is complex. If the Town sends her to school, the cost is \$1,000 a day. It is \$400 a day for courses over the Internet. The new person will not learn the whole system, she will have to do some training after the first of the year. She will be able to do most of the tasks. The Selectmen have hired Patricia Macomber. She was the Treasurer at one time and has been the assistant bookkeeper for the past couple of years.

Vice Chair Wendy Barker asked if it were necessary to train people for a month. Mr. Innes replied that it depended on the position. The bookkeeper, Town Administrator and Planning Assistant positions are more complex. Member Sue Carroll replied that she had never seen such a long overlay. Mr. Innes reiterated that the positions are very complex. In a major corporation, they promote from within or bring someone in with a strong knowledge base.

Auditing - Line Number 51502.301: The Town has a contract with Green and Associates. It is the third year of the contract and the budget is \$15,000. The first year of the new contract will be \$12,800. It goes up a couple of hundred dollars per year. It will not go up to \$15,000 in the third year.

Assessing - Account Number 41503.110: Mr. Innes informed the Committee that they are moving Barbara Snicer to the Town Administrator budget. Assessing will be just for the contract with the Assessor and postage. The total for the Assessing contract, line number 41503.390, will be \$41,000 for this year. Ms. Snicer will go under the Executive Section. There will be a new line for her salary, FICA, Medicare and Insurance already have the lines. She will be the Assistant Town Administrator. The Assessing Clerk title and line will go away. She will continue to do some updating of the Assessing system, but that is only part of her time. The Selectmen gave Ms. Snicer an \$11,000 raise. The line will be moved and raised to \$46,000. Mr. Innes may or may not move the postage line to the Executive Account.

Treasury - Account Number 41505.110: Has gone from \$1,250 to \$1,750 for the Assistant Treasurer and from \$2,000 to \$2,500 for the Treasurer salary. The Treasurer is proposing a Warrant to increase his pay. FICA and Medicare will be adjusted accordingly. Mr. Smith pointed out that it should be added to the budget after the Warrant is passed.

Banking Services - Line Number 41505.340: This line was budgeted at \$50. Bank fees have gone up. The Treasurer, Mike Turell worked with the bank regarding fees and negotiated a services fee of \$444.00 for 2015.

Mileage - Line Number 41505.820: The Treasurer makes trips to the bank twice a week. Mileage is budgeted at \$475.

Budget Committee - Account Number 41509: Office supplies are flat at \$1. Member Sue Carroll is up for reelection and there are potentially 2 new people. The Committee will need 2 new books. It was suggested that members leaving can leave their books.

Education/Conferences - Line Number 41509.850: Mr. Innes is requesting \$150 for the new person in case they want to go to the class.

Legal Services - Account Number 41531: The cost for legal services in 2013 was \$35,777, in 2014 the Town spent \$33,500, and the cost will go up. The Town is negotiating the Policemen's contract, among other issues. There are no contracts for 2015. The Selectmen have reduced the Legal Services budget from \$33,500 to \$10,000 to cover legal services.

Member Sue Carroll asked if the Legal Services contract should go out to bid. Mr. Innes replied professional services do not have to go out to bid. The contract for legal services has not changed since 2008. The Union contract, the trash contract, the cable contract and personnel issues in February were the cause of the expenses for last year. This year the Police Union Contract and the Cable Contract will be negotiated, It will cost another \$3,000 to \$4,000 to negotiate the police contract. A lawsuit was filed by an employee and some legal expenses were incurred there. Legal expenses relating to storm water permits cost between \$3,000 and \$4,000. Chairman Smith remarked that there were not as many lawsuits. A lot of the litigation, some handled by the Town Attorney, some handled by other firms, is gone. The Selectmen are working to resolve issues with some sites on Industrial Way and some code violations. The Town is collecting from \$1,200 to \$1,300 in payments for legal battles won. The total is approximately \$95,00 to \$100,000. This amount is mostly fines and legal fees awarded. One suit that the Town settled was for \$85,000. The loser is paying back \$12,000 a year. Another is paying back the fines and legal fees at couple hundred a month. Mr. Innes is expecting another suit to end in a few months and they will pay back a couple hundred dollars a month.

No more questions.

Personnel Administration - Account Number 41552: This account has gone up. Last year the total budgeted was \$49,134. This year, Mr. Innes is requesting \$61,000.

Unemployment Comp - Line Number 41552.250.00: \$7,000 is requested this year, up from \$6,400.

Workers Comp - Line Number 41552.260.00: \$38,500 was budgeted last year. \$50,300 was spent in 2014. Mr. Innes is requesting \$58,300 this year. Atkinson is in a pool of small towns and if one Town has a Workmen's Compensation bill, all Towns have to chip in. There is a Workers Compensation case going on now and there was another injury a couple of days ago. Workers Compensation will be around \$51,000 to \$52,000 this year, a 5% increase year over year. Workers Compensation was way over budget for 2013.

Sick Leave Bank - Line Number 41552.290: \$5,000 is in the bank for people who accrue sick leave.

**Other Insurance - Account Number 41959**: Total \$62,000.

Property and Liability Insurance - Line Number 41959.520.00: \$55,700 was budgeted for last year and the Town expended \$58,200, a 5% increase. This year Mr. Innes is requesting \$61,000. The Town needs to have it. The other insurance account total request is \$62,000. The Committee asked if there were other bids. Mr. Innes has not looked at other companies. Atkinson is in a pool with other towns. The pool is through what used to be LGC. Health and Liability are both through them.

Advertising/Regional - Line Number 41974.855: This is for the contract with Rockingham Regional Planning Commission. It will be \$64,690 this year. Mr. Innes rounded up to \$64,700. Rockingham Regional Planning Commission provides mapping support services, it is active in CIP, and with other regional planning commissions. They also provide other services to the Town.

Dispatch - Line Number 42992.390: It is part of the police and fire contract. This is the last year of the contract and the price is for year three. There is an opportunity to take the contract out to bid. Salem has shown some interest. The Sheriff's office has also shown interest. There is a problem because the Town has already spent money with Plaistow for communications. Member Sue Carroll asked about dispatch through Rockingham County. Mr. Innes replied that is one alternative as well. Is less expensive. A concern is over the number of towns that Rockingham County supports and where Atkinson would fit in priority. Rockingham County has upgraded equipment. The contract will go out to bid about 3 months before the contract ends.

**Health Admin - Account Number 44111**: Mr. Mike Dorman works out of the Planning office. \$3,500 was budgeted for 2013 and \$3,360 was spend. \$5,500 will be needed this year. Money comes to the Town from inspections of septic systems. The Town gets \$160 for each septic system inspected. The reason for the increase is the number of houses built in the Town twenty to thirty years ago. Those septic systems starting to fail. The expense is a wash.

**Health Agencies**: These are donations that the Town makes every year. \$39,099 was budgeted for 2014. Mr. Innes is requesting \$33,324 this year. Last year the Committee had a discussion on warrant articles. Mr. Innes could not find warrant articles for all the requests. Family Mediation has asked for \$8,425 since 2008. Community Health Services asked for an increase for the first time, their request has been consistent year over year. The proposed budget is for requests for 2015. The Selectmen decided to spend \$1,500 for the Sad Cafe. The Selectmen proposed for \$3,500 for community health up from \$3,000. The request for Red Cross was reduced to \$1,000. \$3,200 is requested for Meals on Wheels. The request for the Center for Life Management dropped significantly. The Selectmen did not see a need. Ms. Galloway asked if there were any children in the CASA program. Mr. Innes replied that 6 or 7 families are involved in that. Member Sue Carroll asked about the justification for the Sad Cafe. Mr. Innes replied that they are still supporting children in the area. Selectman Baldwin will be tracking it.

Member Sue Carroll asked if the health agencies should give the Town a business plan. Mr. Innes replied that he has a lot of back up material that he did not provide the Budget Committee and the Committee can look at it if they wish. Most of the organizations get grants, they are funded by grants and donations. Mr. Innes has information on what each organization does for the Town of Atkinson. The Selectmen reduced some that did not contribute much to Atkinson. Member Kay Galloway asked if there were a report that outlines what the organization does and what it has done. The Selectmen have asked Mr. Innes to put together a paragraph for each one but he has not had time. The Budget Committee would like a copy too. Mr. Innes will give the Committee a summary and back up material for all the organizations requesting funds from the Town.

**General Assistance - Account Number 44421:** \$18,500 is requested and this is flat year over year. Two things are required by State RSA; a cemetery and money set aside for welfare assistance. Mr. Innes does not have the latest number for requests, but it is around \$10,000 and the Town is entering the season where people need oil and electrical assistance. The last few years total requests have been between \$10,000 to \$18,000 and they are increasing year over year. There have been more requests for families. Recently there was a family with 3 children without housing. The Town put them up for a period of time until they could get family in transition housing from the State. The Town has seen an increase for assistance with oil and food. Also request for an oil burner and a water heater. The Town looks to other agencies to assist with expenses. The last time someone needed an oil burner, the Town took money from the trust fund and also donations.

There were no more questions.

**Long term debt principal and long term debt interest - Line Number 47112.981.01:** The principal amount is \$85,000 and interest is \$53,500 this year. The Town is 8 years into a 20 year bond. One question is, if it is reasonable to renegotiate the bond. Mr. Innes explained it is not reasonable because a pool of money is put together, the Town requests a bond, and it is given out of a pool. If the Town were to renegotiate, it would have to pay a penalty. Interest will go down year over year, but the principal will remain the same. The rate is 4.57%. It can go down but not back up. It has gone down to the present rate.

**General Government Buildings:** Mr. Innes presented the General Government Buildings budget. Mr. Innes explained that back up material is on the third page of the document given to the Committee. Mr. Innes and Mr. Weymouth presented the General Government Buildings budget at the meeting on October 14, 2014. Mr. Innes has made some changes and broken down maintenance expenses as the Committee requested at that meeting. Maintenance costs are broken out into three columns, other Professional services, general maintenance and projects. The projects are prioritized. This is an updated budget request.

**Town Hall - Account Number 41941:**

**Other Professional Services:** The Town spends about \$1,400 to \$1,500 on a yearly basis for other professional services which includes alarms checks, sprinkler systems, boiler inspections, pest control, heat pump services, and fire extinguishers. Mr. Innes expects to spend the same for 2015.

**General Maintenance:** This is a list of things that happen year over year in buildings. For example locks, replacing an alarm panel, putting in a new light, replacing the water filtration system, furnace repair, exit lights, faucets, ballasts and bulbs. Last year the Town spent about \$6,500, and typically spends \$6,000 to \$8,000 yearly on general maintenance. Mr. Innes is asking for \$7,500 for 2015.

**Projects:** The new desk for the Selectmen is a project for the Town Hall. Last year money was budgeted to rekey the Town Hall but it was not spent. The priorities for 2015 are a new desk for the Selectmen and rekeying the building. Other items would be nice to do but are not necessary for 2015.

The Selectmen have brought down the amount requested for the Town Hall building, maintenance and repair to \$13,200. Things like a new boiler were taken out. The total cost for all projects for Town Hall as shown on the sheet is \$16,850. Mr. Innes has deferred purchasing a new boiler, painting the walls and new carpet for the entryway He has requested \$5,700 for projects and \$7,500 for maintenance. The total of projects and general maintenance is \$13,200.

Town Garage - Account Number 41942: Mr. Innes explained that he has tried to take an average of the maintenance cost year over year. Some items only need to be replaced once every five to ten years. Other things need to be done yearly. As an example, Mr. Innes would like an air cleaner for the Town Garage. The Selectmen did not accept the proposal. Another example, lights are not water proof. The Selectmen proposed \$3,500 for lights. Cleaning is \$3,100. McHances Construction has given an estimate of \$3,000 for wall repair. \$1,500 is requested for supplies to paint the walls. The Trustee and Highway Department personnel will paint them so there will be no labor cost. Other items for the Town Garage like door springs will be covered by the general maintenance budget. These are the projects for the Town Garage.

Mr. Innes returned to the Town Hall Maintenance and Repair Budget.

Maintenance Supervisor- Line Number 41941.110: In 2013 the Town spent \$19,000. The estimate for 2014 is \$18,500 to \$19,000 with the 2% COLA raise, the salary for the maintenance supervisor should be about \$19,300 with FICA and Medicare adjusted accordingly. There is no health insurance or retirement. The maintenance supervisor is paid by required hours and the Town tries to keep his hours to under 20 hours per week.

Cleaning Service - Line Number 41941.360: same

O.P.S. - Pest Control/Alarm/Sprinklers - Line Number 41941.390: \$1,200 to \$1,450 on average. Mr. Innes is requesting \$1,450.

Electricity - Line Number 41941.410: The Selectmen approved \$10,000. Mr. Innes requested \$12,000. Unitil is going up.

General Maintenance - Line Number 41941.430: \$12,700 is requested. The Town has not been spending for general maintenance this year. If everything goes right Mr. Innes expects to put \$50,000 to \$70,000 to the general fund. If there is a lot of snow, then the highway department budget will go up. The Town is behind two months on solid waste disposal. It will be about \$84,000 to \$85,000 if there are no unexpected expenses

Town garage - Account Number 41942:

Other Professional Services was \$300 last year. There is no account number. Mr. Innes will look into it.

General Maintenance - Line Number 41942.430.00: Went from \$1,100 to \$15,000 due to the three projects that Mr. Innes has proposed.

**Police Department - Account Number 41943:**

Other Professional Services - Line Number 41943.390: Is usually between \$1,500 to \$1,800.

General Maintenance - Line Number 41943.430: \$5,000 was budgeted for 2014. Mr. Innes is requesting \$17,000 for 2015. Projects proposed are repair of the bricks on the outside of the building. The building needs power washing and the mortar is coming out of the bricks. The bricks need to be

repointed. The fence is damaged; it needs to be replaced. The fence is to protect the vehicles. Someone is shooting bb's at the cars in the parking lot. Mr. Innes has two estimates one for \$7,800 and one for \$5,600. Mr. Innes would like to replace the back door and the side door, they are rotting at the bottom.

**Fire station - Account Number 41944:**

General Maintenance - Line Number 41944.430: \$6,100 was spent in 2014. The floor should be complete this weekend. \$22,000 was requested in 2014 but it will not all be spent. The Town has overspent in a couple of buildings. Mr. Innes is requesting \$3,400 to replace the floor on the second floor. It has the same issue as the floor on the bottom level. The wrong adhesive was used, water is getting in and the subfloor is rotting. Another project for the fire department is fan repair. \$8,500 is requested for 2015.

Member Wendy Barker asked Mr. Innes about the fee of \$5,000 incurred by the ambulance company. It is intended for damages and general repair. Mr. Innes explained that the money goes into the general fund.

**Library - Account Number 41945:** The total requested for the library building was \$9,700 for 2014 and the Town spent \$9,300. This year \$6,400 is requested. Projects for the Library include painting the meeting room and pressure washing building.

**Kimball House - Account Number 41946:** The request for other professional services is up \$100. Heat is up it was over expended for 2014. Heat has increased \$400.00 and will be \$3,000 for 2015.

General Maintenance - Line Number 41946.430: Last year it was \$1,500, this year it will be a total of \$4,200. About \$2,000 is for normal maintenance and it was recommended that the Town paint one side of the building a year. This year, the front will be painted, including the window trim, and staining the front deck and railings. Next year, Mr. Innes plans to spend \$2,000 to paint the front, plus ongoing maintenance. The Historical Society put shutters on warrant, but it did not pass last year. Mr. Innes feels it should be an expense. The Selectmen did not approve it, the cost would be \$2,000.

Ms. Galloway mentioned that Fred Cooley would talk to Mr. Innes about another warrant article for shutters.

**Community Center - Account Number 41948:**

Other Professional Services - Alarm / Pest / Mech / Repair - Line Number 41948.390: \$1,900.

General Maintenance - Line Number 41948.430: requires more because it is an older building. Some things that need to be done this year are a ramp and electrical work. Mr. Innes is asking for \$8,500 for general maintenance. He has gotten rid of the bulk head and put in a dog house; regraded the land around the Community Center so water flows away from the building; and dug some trenches. Water was getting in the basement. There was no water in the basement for the last two years. Some repointing needs to be done. Mr. Innes would like to bring some Elder Affairs equipment to the basement so it can be inventoried and tracked. Mr. Innes wants to move the equipment and get rid of the trailer. The Town can give it to Mr. Murphy or sell it.

There are 3 projects for the Community Center; the light in the parking lot is one. Structural repairs in the basement is another. There are 4 brick lally columns and 8 metal. The 4 brick columns are deteriorating and they need to be supported. Mr. Weymouth and Mr. Innes are going to buy columns to support the deteriorating ones. The cost will be about \$1,000. Basement windows will cost \$1,860 to



replace the five windows. They are all rotted out. It would cost the same to brick them up as to replace.

**Family Mediation - Account Number 41949:** The back door needs to be replaced, it is all rotted out. One issue was the oil tank, it is not in the building, it is in a shed with a roof and the roof is all rotted out. The support columns are rotted out. It needs to get fixed this year. It will be done in the general maintenance budget. Another project is running wires. Mr. Innes is not going to do it this year but would like to fix the outside electrical. The cost will be about \$500. There is an outlet on the back wall with no covering. He is inclined to take the outlet out, but it will cost money to take it out. Mr. Innes is requesting \$1,000 for the Family Mediation building general maintenance.

**Conservation East Road Building - Line Number 41950.430:** There is no other professional services line nor a general maintenance line. Mr. Innes is requesting \$1,000 in general maintenance for that building. The siding needs to be repaired, some lights need to be put in and a light switch so people can see. It is used for storage.

**Woodlock Park - Hearse House - Account Number 41947:** Mr. Innes is requesting \$750 to repair the shed. Mr. Innes asked for \$900 and another \$1,000 for general maintenance. The fences need to be repaired, one building has a roof that is structurally unsound. The clapboards are falling apart, one of the 4x4 posts rotted out.

**Woodlock Park - Line Number 41947.430:** The bathrooms need work, there is graffiti, the toilets are rotting out at the bottom. They need to be replaced. The flag pole needs to be replaced and the water heater no longer functions. Mr. Innes plans to replace it in the spring. It requires about \$4,000 of work.

There were no more questions.

The tax rate came in at 19.32.3 cents. The tax rate for the Town is set at \$19.10 by the Selectmen. The General Fund balance is \$1.5 million. The Selectmen brought it down. 8% is in the undesignated fund balance. \$1.2 million is budgeted for emergencies. This leaves them \$300,000 to \$400,00 to buy down the tax rate or to fund things by Warrant Article.

The next regular meeting of the Budget Committee will be Tuesday, November 11, 2014 at 7:00 PM.

**Member Craig Schuster made a motion to adjourn the Tuesday, November 4, 2014 meeting of the Town of Atkinson Budget Committee at 8:40 PM. Member Kay Galloway seconded the motion. All members present voted in favor. Vote: 6/0.**