

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: FEBRUARY 26, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS KENNY
TESSIER
MERLINO
BENTLEY
CHAMPAGNE
GOODSPEED

COMMITTEE MEMBER ABSENT:

SUPERVISOR SIMMES

OTHERS PRESENT:

REPRESENTING THE OFFICE OF THE COUNTY TREASURER:

FRANK O'KEEFE, TREASURER
ROB LYNCH, DEPUTY TREASURER
RICK MURPHY, ACCOUNTANT

REPRESENTING THE TOURISM DEPARTMENT:

KATE JOHNSON, DIRECTOR
LEISA GRANT, PRINCIPAL ACCOUNT CLERK

HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES

JOAN SADY, CLERK

SUPERVISORS GERAGHTY
TAYLOR

WAYNE LAMOTHE, DEPUTY DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT

BUD YORK, SHERIFF

JON ALEXANDER, THE ADIRONDACK JOURNAL

AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

PLEASE SEE THE ATTACHED SIGN-IN SHEET FOR ADDITIONAL ATTENDEES

Mr. Kenny called the meeting of the Occupancy Tax Coordination Committee to order at 11:11 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Merlino and carried unanimously to approve the minutes from the January 28, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members, a copy of which is on file with the minutes.

Mr. Kenny noted that since Agenda Item 1, approval of the prior Committee meeting minutes, had already been addressed, the agenda review would begin with Item 2, which consisted of a report of information on revenues from the County Treasurer.

Privilege of the floor was extended to Frank O'Keefe, County Treasurer, who distributed copies of documentation pertaining to the 2009 Occupancy Tax Budget, a copy of which is also on file with the minutes. Mr. O'Keefe briefly reviewed the documents for the benefit of the Committee, outlining that the 2009 Occupancy Tax Budget was comprised of the following:

Special Event Funds	\$ 347,803.00 (1)
Municipality's Share	\$ 875,000.00 (2)
Tourism	<u>\$2,205,098.00 (3)</u>
TOTAL	\$3,427,901.00

- (1) \$347,803.00 Mr. O’Keefe advised that this figure represented the total for Special Events Funds and was 10% of the total budget; he added that the amount had been designated by the Occupancy Tax Committee at their meeting held in December of 2008. He said that the figure was based on 2007 collections and that a budget code would be assigned to track these monies.
- (2) \$875,000.00 This figure represented 25% of the total budget, Mr. O’Keefe stated, and consisted of the Municipality shares distributed to the Towns of Warren County, as well as the City of Glens Falls. He noted that the total was based on 2008 occupancy tax collections.
- (3) \$2,205,098.00 Mr. O’Keefe said that the appropriation to the 2009 Tourism Departmental budget represented 65% of the total budget. He apprised that the figure included \$106,985 for a State matching fund grant; \$100,480 in revenue from brochures and \$10,000 in revenue from Motor Coach Promotions. In addition, Mr. O’Keefe noted that the total included \$2,320,000 in appropriated occupancy tax surplus from 2008, as well as \$1,107,901 which would be transferred from the 2009 Occupancy Tax budget to support the Tourism Departmental Budget.

Mr. Champagne questioned if the \$2.32 million figure presented was the total of the fund balance designated to occupancy tax from 2008 and Mr. O’Keefe replied in the negative, noting that there were additional funds to be collected. He advised that he and his staff would research the issue and establish an estimate of the amount remaining for presentation at a future meeting. Rick Murphy, Deputy Commissioner of Fiscal Services, interjected that although the final figures had yet to be determined, he would estimate that the total fund balance designated to occupancy tax should be in excess of \$2.5 million.

Mr. O’Keefe said that he was unsure if the entire \$106,985 State matching fund grant would be realized and Kate Johnson, Director of the Tourism Department, noted she had been apprised that the grant funding would be reduced by 20%; however, she added, 2009 was the first year in which the Tourism Department would budget revenues and she was confident that the actual amount of brochure revenue budgeted would be realized. Mr. O’Keefe then announced that 2009 would be the first year in which the Tourism budget would be completely funded by tourism income.

Moving on, Mr. O’Keefe presented an accounting of the occupancy tax revenues collected in prior years, which he detailed as follows:

<u>YEAR</u>	<u>TOTAL COLLECTIONS</u>	<u>INCREASE</u>	<u>% INCREASE</u>
2004	\$2,597,871		
2005	\$2,792,448	+\$197,577	+ 7.49%
2006	\$3,033,739	+\$241,286	+ 8.64%
2007	\$3,478,028	+\$444,297	+14.65%
2008	\$3,276,166	(\$201,862)	- 6.00%*
TOTAL	\$15,178,247		

*Quarter ends on March 20, 2009, final collections figures will be revealed after that date.

Mr. O'Keefe pointed out that the 2008 collection figures were based on the funds received thus far and he noted that the quarter did not officially end until March 20, 2009, subsequent to which a complete report of the collections would be presented. He added that this report would include amounts received since 2004, as well as the manner in which all of the funds had been expended.

Approximately \$25,000 per year was received in penalty fees, Mr. O'Keefe apprised, all of which was contributed to the General Fund Balance. He added that no administrative fees were charged by his Office for occupancy tax collections, regardless of the fact that they maintained a massive file containing all 250+ hotels throughout the County to be sure that the appropriate amounts were received from each.

Mr. Merlino questioned what the basis for determining the penalty fee was and Mr. O'Keefe advised that an initial 5% penalty fee was assessed for any late payments and an additional 1% was charged each month until payment was made. Mr. Merlino then asked why the penalty fees received were deposited to the General Fund rather than to the occupancy tax revenue and Mr. O'Keefe responded that this was the practice used for General Fund items, such as the Occupancy Tax Fund. Mr. Murphy added that the law allowed for the Treasurer's Office to retain up to 10% of the occupancy tax collections for the administration of the occupancy tax collections; however, he noted, an agreement had been reached with the Tourism Department to allow the retention of only the penalties and late fees, which their Office deposited in the General Fund.

Mr. Champagne asked Mr. O'Keefe to approximate the amount he felt would be received for 2008 and Mr. O'Keefe replied with an estimate of \$3.5 million. Mr. Kenny countered that he felt this estimate was a little high and that the actual amount received would be closer to the amount received in 2007 which was \$3,478,028. Mr. O'Keefe stated that they would be able to provide definitive figures for the 2008 occupancy tax revenue totals, as well as the 2008 occupancy tax surplus figure, after March 20th when all such revenues were received.

As the Committee had no further questions with respect to Mr. O'Keefe's presentation, Mr. O'Keefe thanked the Committee and he, Mr. Murphy and Rob Lynch, Deputy Treasurer, exited the meeting at 11:21 a.m.

Resuming the agenda review with Item 3, Mr. Kenny announced that several applications for occupancy tax funding had recently been received in response to announcements that \$43,350 had been returned to the Occupancy Tax Special Event fund by events that had been cancelled. He noted that there were several individuals in attendance wishing to speak on their applications, all of whom would be given the opportunity to address the Committee. Mr. Kenny asked that each representative limit their presentation to no more than five minutes and he requested that the Committee members reserve judgement on the awarding of available occupancy tax funds until all of the applications had been properly scored and compared to those previously received as both the new and old applications would be considered. He said that a second meeting would be held to discuss all of the applications once again prior to making any determinations.

The first person to address the Committee was Mark Donahue who was in attendance representing the Adirondack Balloon Festival. He apprised that the 2009 Balloon Festival was scheduled for September 24th - 27th and they were seeking \$10,000 in occupancy tax funding for the event. Mr. Donahue noted that although the Board of Directors for the Adirondack Balloon Festival had already begun fundraising efforts

for the event, they felt it would be a very challenging year due to the current economic climate which had caused some of the organizations that had sponsored the event during the prior year to be unwilling to do so for the 2009 event. He apprised that three similar balloon festival type events held across the Country had been cancelled for 2009 due to a lack of funding.

Mr. Donahue stated that in an effort to save County funds, the Board of Directors for the Balloon Festival intended to enlist the assistance of area not-for-profit organizations to assist with the parking of cars during the event. He added that they would use a portion of the occupancy tax funding received for donations to the not-for-profit organizations, thereby saving the County dollars expended for the salaries of those County employees required for past events. In addition, Mr. Donahue said that propane and printing costs had increased for 2009 and the occupancy tax funding would be used to support these costs as well. He concluded that they would delay in forwarding invitations for the event for as long as possible in order to assess the amount of funding available for the event which would determine the number of hot air balloons and special shape balloons that could be invited to participate.

Mr. Champagne asked why occupancy tax funding would be used for donations to not-for-profit agencies rather than to fund the event and Hal Payne, Commissioner of Administrative & Fiscal Services, advised that this would be a way in which to avoid any additional cost to the County for personnel assistance as no funding for the Balloon Festival had been included in the 2009 Budget. He added that the use of occupancy tax funding would have no impact on the County taxpayers as the Occupancy Tax was collected by the lodging facilities located throughout the County and not paid by the taxpayers.

Moving on, Mr. Kenny announced that the next application to be discussed had been submitted by Alice Grether, Director of Tourism for the City of Glens Falls, for the Glens Falls Western Weekend Festival. He said that the application sought \$10,000 in occupancy tax funding for an event that would be held in connection with the Adirondack Stampede Rodeo in downtown Glens Falls. Mr. Kenny apprised that the application referenced the use of any occupancy tax funding received as being for coupons, discounts, children's programming, local and regional radio and print ads, banners to be placed in the downtown Glens Falls area and website information. He pointed out that Ms. Grether was not in attendance to answer questions on the application.

Robert Blais, Mayor of the Village of Lake George, and Tina Kelly, of the Prospect Child & Family Center, addressed the Committee in representation of the Show n' Shine Exposition to benefit the Prospect Child & Family Center. Mayor Blais apprised that they sought \$5,000 of occupancy tax funding for the exposition which would be held in the Village of Lake George during the month of June and would include a convoy of approximately 300 trucks beginning at Exit 16 of the Northway, parade through the Lake George region and end at the Million Dollar Beach parking lot in the Village of Lake George where the exposition itself and a vendor show would be held. He added that prizes for the "Christmas in June" themed event would be awarded, closing with light shows and fireworks after dark.

Mayor Blais said that he had been approached by the United States Trucker's Association (USTA) wishing to put on the exposition earlier in the year with all proceeds to be donated to the Prospect Child & Family Center. He advised that in their discussions it had been determined that this would be entitled a 1st Annual event and would be held for one day initially with hopes that it could be expanded to a two or three day event in the future. Mayor Blais stated that the USTA had held a similar event in Skaneateles, NY in the

past which had been very successful, drawing over 1,000 visitors.

Ms. Kelly advised that the entire exposition would be free to visitors and that the occupancy tax funding received would be used to cover printing costs to advertise the event. She noted that the USTA was attempting to attract a well known Nashville, TN based singing group to perform during the exposition to make it a full day event. Mayor Blais stated that they expected to draw many visitors and participating truckers from across the United States to the event, many of whom they felt would be staying overnight in the area. He noted that this event reminded him very much of the way in which the Americade event had started; he added that he thought it was amazing that the USTA was willing to donate all proceeds to a very worthwhile organization. Mr. Blais stated that both the Town and Village of Lake George would be awarding some of their own occupancy tax funding to the event.

Tony Intelisano, representing Mark Anthony Entertainment, presented an application for occupancy tax funding in the amount of \$30,000 for a weekly television series entitled "Adirondack Haunts" which featured two local personalities, David Pitkin, writer/author/lecturer, and William Constantine, psychic medium. He explained that the series would be of interest to viewers as it would combine the unusual, mystifying and "haunting" stories of the history, people, places and events of the region with the twist of "psychic" and "paranormal" explanations of those stories. Mr. Intelisano noted that each episode would be produced on location at various locales in the towns and surrounding regions of Warren County with the initial episodes to be produced in Towns of Lake George, Whitehall, Elizabethtown and Hague.

The marketing strategy for the program, Mr. Intelisano explained, was to produce 13 original episodes and secure broadcast airtime, initially on Albany network affiliated stations through the purchase of time slots to air the program for 26 weeks, airing the original 13 episodes and then repeating them. He stated that the target launch date for the program was May 1, 2009, depending on the availability of funding. Mr. Intelisano said that simultaneous to the launch of the series on Albany stations, they intended to try to distribute the series to other local markets, such as those in other areas of New York, Vermont, Connecticut, Massachusetts and New Hampshire, whose viewers would entertain Warren County as a tourist destination. In addition, he noted that they would present the series to national cable networks, as well as other broadcast outlets such as PBS. Mr. Intelisano advised that Mark Anthony Entertainment would seek to secure sponsors or advertisers for the commercial time within each telecast which would generate revenues that could be returned to the County to offset the amount of occupancy tax funding received.

Mr. Intelisano explained that the program would have several benefits to Warren County tourism as it would provide weekly promotion of the area through the telecasts and by driving viewers to the Tourism website. He said that each telecast would include exposure for Warren County through a variety of elements including the locales at which the episodes are produced; 30 commercial spots; 10 promotional considerations; specially produced product placement segments highlighting all that Warren County had to offer; voice-overs such as "funding provided by Warren County Tourism" and advertisement of the Warren County website.

Jason Sherry, of Adirondack Promotions, LLC, addressed the Committee, presenting a request for \$4,000 in occupancy tax funding for a weekly talent competition to be called "Lake George Has Got Talent". He said that the talent competition would be held one evening per week for seven consecutive weeks with prizes being awarded at the close of the competition. Mr. Sherry noted that the competition would be in the vein

of programs such as American Idol and America's Got Talent and would be free to the public. He added that they planned to hold the competition on Friday evenings at Shepard's Park in the Village of Lake George and that the total budget anticipated was \$8,000, half of which they sought to fund through the receipt of occupancy tax funding. Mr. Sherry then reminded the Committee that Adirondack Promotions, LLC had initially been awarded occupancy tax funding for the King Creole event which had subsequently been cancelled. He apologized for the cancellation, thanked the Committee for the award and noted that the funds awarded had been relinquished to the County.

Concluding the presentations, Luisa Craige-Sherman addressed the Committee on behalf of Last of the Mohicans Outdoor Drama, Inc. who sought \$5,000 in occupancy tax funding. She apprised that the Outdoor Drama project had been in the development stage for the past six years and had been primarily worked on by the Warren County Planning & Community Development Department. Ms. Craige-Sherman said that within the last two years the County had realized that the resources were not available to actively fund this type of production; however, she noted, the County had funded the efforts of the LDC (Local Development Corp.) to work with the Institute of Outdoor Drama based in North Carolina. She said that the Institute had published a comprehensive report which reflected that the Last of the Mohicans Outdoor Drama presentation could and should have a major economic impact to the region. Ms. Craige-Sherman stated that the Institute of Outdoor Drama continued to support the project and hoped to see it come to fruition.

Ms. Craige-Sherman apprised that when the Board of Supervisors had determined that they would be unable to further progress the Last of the Mohicans Outdoor Drama Theater project due to a lack of funding, the Planning & Community Development Committee had determined that a not-for-profit organization should be formed to assume the mantle of responsibility for the project and to keep it moving forward and she stated that such an organization had been formed, which she represented. Through this effort she said that they had realized that the momentum for the project was still there and she noted an article recently printed in *The Chronicle* to which an outpouring of support had been received. Ms. Craige-Sherman noted that they fully agreed that the economic climate was not conducive to the construction of the \$1.5 million outdoor drama theater that had been suggested for the project; however, she said, in order to keep the project moving forward, they required a product that could be presented to the public and to interest tourists and draw them to the area. In an effort to do this, Ms. Craige-Sherman said they had determined that limited preview performances should be started during the summer of 2009 to draw public interest. She explained that the performances would include 15 rolls of the performance, as well as limited pyrotechnics and would be free and open to the public while being educational and entertaining. Ms. Craige-Sherman added that it would be a way for the not-for-profit organization to express that a final product would be coming to the area eventually and should be supported.

Ms. Craige-Sherman stated that since the article was printed in *The Chronicle* they had received requests from a number of other municipalities asking that performances be held in their area. She said that the \$5,000 in occupancy tax funding requested would fund a portion of the \$14,500 budget estimated for the summer series, as well as for advertisement of the series. She noted that the Lake Luzerne Historical Society had contacted her organization to inquire as to whether they would consider holding a performance in the Town of Lake Luzerne and they had received a similar inquiry for a presentation within Crandall Park, in the City of Glens Falls. Ms. Craige-Sherman advised that she had contacted Mayor Blais with respect to holding performances in Shepherd's Park and he had been very receptive to the idea. She concluded that

the not-for-profit organization was very committed to progressing the performances and they hoped to gain the Committee's support as well.

Mr. Champagne questioned if the proper copyrights for the performances had been purchased and Ms. Craige-Sherman replied that the Vice-President of the not-for-profit organization was the Last of the Mohicans playwright; therefore, she said, the proper copyrights had been obtained.

A brief discussion ensued.

Resuming the agenda review, Mr. Kenny advised that there were two items pending from prior Committee meetings to be discussed which pertained to the Special Events Coordinator (SEC) and First Wilderness Heritage Coordinator Event Coordinator (FWHCEC) services proposed. He noted that Ms. Craige-Sherman had made the proposal for the SEC services and he asked her to speak on the matter.

Ms. Craige-Sherman provided a brief background on the development of her proposal which had begun with the loss of the Fire Chief's Convention. She said that there was a lot of business available through conventions and large business meetings that could be drawn to the area if efforts were made to heavily promote the area to specific groups. Ms. Craige-Sherman added that the SEC would essentially serve as a pro-active salesperson that would market the County to prospective visiting groups and would have oversight from both the County Tourism Department and the Lake George Chamber of Commerce. She noted that many competing Counties already contracted with SECs that worked with visitors from the time that the marketing process began through the completion of their scheduled event. She added that although the Tourism Department did a phenomenal job of marketing Warren County, they did not have the ability to devote the amount of time necessary to provide the services that a SEC could. Ms. Craige-Sherman acknowledged that an RFP (Request for Proposal) would be necessary for the SEC services and she noted that the Lake George Chamber would be willing to provide in-kind services if the Committee determined it was appropriate.

Mr. Champagne questioned what the financial implications of the SEC services would be and Mr. Kenny replied that they would not know the exact costs until the RFP responses were received and reviewed; however, he added, a cost of \$50,000 had been estimated for salary and travel costs.

Mr. Kenny stated that although he felt the proposals for both the SEC proposals were worthy, he did not think the timing was appropriate to implement them due to the economic condition of the County. He noted that when the Occupancy Tax fund was initially established, only salaries for the Tourism Department and the costs of television, radio and print promotions were paid with occupancy tax funds. Mr. Kenny stated that they had since allowed for many other expenses to be paid from the Occupancy Tax fund, such as \$46,000 annually for IT (Information Technology) costs in connection with the Tourism website, \$79,000 for the fringe benefits of Tourism Department employees, \$50,000 for new seats at the Glens Falls Civic Center, \$25,000 for the Village of Lake George Visitors Center and \$10,000 for an engineering survey in connection with the Gaslight Village property, which had decreased the Occupancy Tax Fund by approximately \$360,000. He added that the costs of the two SEC contracts would further deplete the Occupancy Tax Fund if they were approved, leaving less money for promotion purposes, which was not favorable as he believed there was a direct relation between the amount of promotion provided and the amount of tourism activity generated. Mr. Kenny stated that although he felt the summer tourism season

would not suffer, he was very worried about decreases in tourism during the remaining months. He concluded that although he had originally intended to support one of the two SEC proposals, he had subsequently determined that he would not support either because he was wary of reducing the Occupancy Tax Fund any further than it already was.

Mr. Merlino requested clarification with respect to Mr. O'Keefe's earlier statements that a surplus existed in the Occupancy Tax Fund. Mr. Kenny said that he questioned this also and noted that he felt Mr. O'Keefe had mis-spoken and the amount referred to as surplus was actually the amount unspent in 2008 which had been carried over to 2009 and would be expended by the close of 2009.

Mr. Goodspeed asked if the SEC services would be used to draw events to all of Warren County rather than just the Lake George region and Ms. Craige-Sherman replied affirmatively. She added that there were many unused venues in Warren County which could be promoted, such as the Warren County fairgrounds.

Discussion ensued.

With respect to the FWHCEC proposal, Wayne LaMothe, Deputy Director of Planning & Community Development, reminded the Committee that the services had initially been proposed as part of the First Wilderness Heritage Corridor (FWHC) plan to serve as a technical assistance resource for local communities. He explained that there were several communities along the FWHC that had historically held events which were no longer being held for various reasons, one of those being a lack of technical expertise on how to market and orchestrate such events, and the FWHCEC would work to reintroduce events and to draw visitors to them. Mr. LaMothe noted that he had first addressed this issue in 2007 with the Parks, Recreation & Railroad Committee when it was determined that all of the programs incorporated within the FWHC grant required a 50% Local Share. He added that at the time, the Committee had advised him to continue seeking grant funds for the FWHCEC and to return to the Committee once again if the grant funding was approved. Mr. LaMothe stated that the grant funding had been approved; therefore, he said, the issue was being raised once again as per the prior Committee's direction.

Mr. LaMothe apprised that he had received notification from the Department of State which indicated that if the County provided the \$28,000 in matching funds required to implement the FWHCEC, it would not have to be dedicated solely to events along the FWHC which would allow the FWHCEC to assist any community within the County. He said that the purpose of the FWHCEC had initially been to increase events along the FWHC to ensure that a significant event would be held every weekend over the summer season, equating to two events per community which could be marketed as a destination for weekend travel. Due to his lack of experience with matters such as would be handled by the FWHCEC, Mr. LaMothe said that he had initially spoken with Ms. Craige-Sherman, as well as with the Lake George Chamber of Commerce and the Planning & Community Development Committee with regard to the issue which had culminated in the request he was now presenting.

Mr. Merlino said he assumed that because the position would be funded by a matching grant for which the County would contribute \$28,000, the total amount necessary to fund the FWHCEC contract was \$56,000. Mr. LaMothe said that this was correct; however, he noted, the Planning and Community Development Department would provide in-kind services in connection with the position which would actually make the total closer to \$80,000. Mr. Merlino then questioned if they could combine both Event Coordinator

proposals and contract with one individual to provide all of the necessary services and Mr. LaMothe replied in the negative, noting that these would be two separate contracts. Mr. Merlino stated that he was in support of implementing the FWHCEC contract because he felt that small towns such as the Town of Lake Luzerne, which he served as Supervisor, needed assistance in developing and marketing events that would bring tourism to their area. He noted that the Town of Lake Luzerne had lost approximately \$13,000 in sales tax revenues for 2008 and assistance such as this would help to return revenues to the Town. Mr. Merlino added that although the contract would incur additional costs to the County, he felt that it was worthwhile to proceed with it for at least one year to see if it would increase revenues to the smaller towns and Warren County as a whole. He said that it was his assumption that residents would be staying closer to home for vacations this year due to the financial climate of the Country, similar to the resurgence of snowmobiling activity experienced for the current winter season by those who had utilized the Warren County trail system, rather than traveling to Canada. Mr. Merlino pointed out that the revenues received from one large event, or two or three smaller events, had the potential to cover the costs of FWHCEC contract.

Janice Fox, President of the Lake George Chamber of Commerce, addressed the Committee, stating that the Board of Directors of the Lake George Chamber of Commerce was comprised of individuals with a considerable amount of experience and they were confident that they would be able to train the person chosen to serve as the SEC proposed by Ms. Craige-Sherman to search for prospective events in the way that a sales person should. She said that the salary estimate of \$35,000 was probably a little lower than average for the position; however, she noted, due to changes in the current job market there were a lot of people looking for such jobs. Ms. Fox added her personal guarantee that if the SEC contract was approved and funded, the Board of Directors would provide their full support and experience in making it a success.

Subsequent to further discussion on the matter, motion was made by Mr. Champagne, seconded by Mr. Merlino and carried by majority vote to authorize an RFP for Special Event Coordinator services as proposed by Ms. Craige-Sherman, with Mr. Kenny voting in opposition.

Motion was made by Mr. Merlino, seconded by Mr. Goodspeed and carried by majority vote to authorize an RFP for Event Coordinator services in connection with the First Wilderness Heritage Corridor as proposed by Mr. LaMothe with Mr. Kenny voting in opposition.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Tessier and seconded by Mr. Bentley, Mr. Kenny adjourned the meeting at 12:33 p.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist

