

MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, JUNE 9, 2008

Mayor Mullooly called the regular meeting to order at 6:04 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

ROLL CALL: Present: Fannon, Kasten, Krolik, Mullooly
 Absent: Regan

Mayor Mullooly announced that Item A in the Closed Session should be "Fire Administrators" and not "International Association of Fire Fighters Local 2400".

Mayor Mullooly also announced that during the closed session earlier in the evening, the City Council approved the settlement of one litigation matter, Hillsborough v. Tolu. The settlement involved the payment of \$100,000 to the Town in settlement of the Town's claim for damages to trees located on Town property. The vote was 4 to 0.

MINUTES: The minutes of the May 12, 2008 City Council meeting were approved as submitted.

PRESENTATION:

- Architecture and Design Review Board, Certificate of Appreciation – Bruce Herman

RECOGNITION:

- Police Officer Steve Tharp was recognized by the San Mateo County Crime Lab for outstanding fingerprint evidence collection work

CONSENT CALENDAR:

Items 7 and 9 were removed for discussion. On motion of Vice Mayor Krolik, seconded by Councilmember Kasten, and unanimous on voice vote, Consent Calendar items 1-6, 8, and 10-14 were approved with a roll call vote.

1. MONTHLY CLAIMS: MAY 1 THROUGH MAY 31, 2008

The monthly claims for the month of May 2008 in the amount of \$4,157,670.89 were approved as submitted.

2. RESOLUTION ESTABLISHING THE TOWN OF HILLSBOROUGH'S
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2008-2009

The resolution establishing the Town of Hillsborough's appropriations limit for fiscal year 2008-2009 was adopted with a roll call vote.

3. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE
MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF
HILLSBOROUGH AND THE FIRE ADMINISTRATORS

The resolution authorizing the City Manager to execute the Memorandum of Understanding between the Fire Administrators and the Town of Hillsborough was adopted.

4. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
AGREEMENT WITH NEAL MARTIN & ASSOCIATES TO CONTINUE CONTRACT
PLANNING SERVICES

The resolution authorizing the City Manager to enter into an agreement with Neal Martin & Associates to continue contract planning services in an amount not to exceed \$35,000 was adopted.

5. ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE SECTION 2.12.070 (C) REGARDING TIMELINES FOR THE PROCESSING OF ARCHITECTURE AND DESIGN REVIEW BOARD (ADRB) APPLICATIONS – INTRODUCTION

The ordinance amending Hillsborough Municipal Code Section 2.12.070 (C) regarding timelines for the processing of Architecture and Design Review Board applications was introduced and the first reading of the ordinance was waived. July 14, 2008, was set as the public hearing date to consider adoption of the ordinance.

6. RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT POLICE SERVICE PICKUP TRUCK FROM THE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF) GRANT

The resolution authorizing the purchase of one replacement Ford F-150 unmarked Police Department service pickup truck for the bid amount of \$ 27,016.04 from San Francisco Ford Lincoln Mercury was adopted.

7. RESOLUTION AUTHORIZING THE REPLACEMENT OF POLICE TRAFFIC ENFORCEMENT MOTORCYCLES

Vice Mayor Krolik asked Captain Mark O'Connor to explain the costs for the two traffic enforcement motorcycles. Captain O'Connor explained how the total purchase price was calculated for the replacement of the two traffic enforcement motorcycles.

On motion of Vice Mayor Krolik, seconded by Councilmember Kasten, and unanimous on voice vote, the resolution authorizing the replacement of the Kawasaki traffic motorcycles with the purchase of two 2009 Harley Davidson Road King motorcycles from Dudley Perkins Harley Davidson of South San Francisco and outfitting the units with related emergency lighting, moving radar and radio equipment from Metromobile Communication of Menlo Park, and authorizing the 2007/2008 vehicle replacement line will fund one unit and some outfitting cost for a total of \$22,712.66, while the second motorcycle, both moving radar units, both radio equipment boxes, and both Kenwood radios will be purchased and outfitted with 2007/2008 Supplemental Law Enforcement Services Fund (SLESF) grant line #205 121.02-80.790.000 in the amount of \$31,544.55, was adopted.

8. CORRECTED RESOLUTION 08-33 THAT APPROVED A 2.6% RATE INCREASE FOR RESIDENTIAL AND COMMERCIAL REFUSE COLLECTION AND ESTABLISHED FEES FOR REAR/SIDE YARD COLLECTION

The corrected Resolution 08-33 that approved a 2.6% rate increase for residential and commercial refuse collection and established fees for rear/side yard collection was adopted.

9. RESOLUTION REQUESTING LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO INITIATE PROCEEDINGS FOR THE ANNEXATION OF PORTIONS OF SKYLINE, HAYNE AND BLACK MOUNTAIN ROADS

Councilmember Kasten asked City Engineer Cyrus Kianpour if the annexation included the area north of Golf Course Road. Mr. Kianpour replied that the annexation included the area north of Golf Course Road and will be included in the Hillsborough Beautification Foundation's landscape plans. Mr. Kianpour added that the annexation would allow the Town to control the intersection of Skyline Boulevard and Hayne Road.

On motion of Councilmember Kasten, seconded by Councilmember Fannon, and unanimous on voice vote, the resolution requesting LAFCO to initiate proceedings for the annexation of portions of Skyline, Hayne, and Black Mountain Roads was adopted.

10. RESOLUTION ALLOCATING PROPOSITION 1B FUNDS TO THE GUARDRAIL REPLACEMENT PROJECT

The resolution allocating Proposition 1B Funds to the Guardrail Replacement Project was adopted.

11. RESOLUTION APPROVING THE ABANDONMENT OF A SANITARY SEWER EASEMENT AT 910 LINK ROAD

The resolution of abandonment for the Sanitary Sewer Easement crossing through the property at 910 Link Road and accepting the new Sanitary Sewer and Storm Drain Easement, as indicated in Exhibits A and B respectively, was adopted.

12. RESOLUTION AWARDING A CONTRACT TO DEMATTEI WONG ARCHITECTURE FOR ARCHITECTURAL SERVICES FOR THE CAROLANDS GATEHOUSE RECONSTRUCTION PROJECT

The resolution awarding the contract to Demattei Wong Architecture for architectural services for the Carolands Gatehouse Reconstruction Project was adopted.

13. RESOLUTION AWARDING A CONTRACT TO CALIFORNIA TRENCHLESS, INC. FOR THE SANITARY SEWER REHABILITATION PROJECT PHASE IV – CHERRY CREEK EASEMENT (OPEN TRENCH)

The resolution awarding the contract for the Sanitary Sewer Rehabilitation Project Phase IV – Cherry Creek Easement (Open Trench) to California Trenchless, Inc. in the amount of \$234,880, with a contingency in the amount of \$46,976, for a total construction budget of \$281,856, was adopted.

14. RESOLUTION AWARDING A CONTRACT TO INSITUFORM TECHNOLOGIES, INC. FOR THE SANITARY SEWER REHABILITATION PROJECT PHASE IV – CHERRY CREEK EASEMENT

The resolution awarding the contract for the Sanitary Sewer Rehabilitation Project Phase IV – Cherry Creek Easement to Insituform Technologies, Inc. in the amount of \$598,808, with a contingency in the amount of \$59,880, for a total construction budget of \$658,688, was adopted.

PUBLIC HEARING:

15. FUNDRAISING EVENT PERMIT APPLICATION 08-03 FOR THE DICKENS HOUSE DESIGNER SHOW HOUSE

City Clerk Miyuki Yokoyama stated that the St. Matthew's Episcopal Day School submitted a fundraising application to conduct the Dickens House 2008 Designer Show House from September 10, 2008, through September 22, 2008, at 333 Uplands Drive in Hillsborough.

Ms. Yokoyama stated that public notices were sent to owners of properties located within a 500-foot radius of the property and one comment was received. Staff recommended approval of the application subject to the restrictions and conditions of the Police, Fire and Building Departments.

Police Captain Mark O'Connor stated that extensive parking plans have been prepared for the Dickens House and that a radar sign would be installed.

Ms. Yokoyama introduced Linda Handalian, Director of Development at St. Matthew's Episcopal Day School, to answer questions. Vice Mayor Krolik asked if the number of days for the Dickens House Designer Show House has increased this year. Ms. Handalian replied that the event was eight days last year and will be ten days this year.

Mayor Mullooly opened the public hearing. There were no comments. The public hearing was closed. On motion of Councilmember Kasten, seconded by Councilmember Fannon, and unanimous on voice vote, Fundraising Event Permit

Application 08-03 for the Dickens House 2008 Designer Show House on September 10 – 22, 2008, subject to the conditions recommended by staff, was approved.

16. FUNDRAISING EVENT PERMIT APPLICATION 08-04 FOR THE DICKENS HOUSE HOLIDAY BOUTIQUE

City Clerk Miyuki Yokoyama stated that the St. Matthew's Episcopal Day School also submitted a fundraising application to conduct the Dickens House 2008 Holiday Boutique from October 18, 2008, through November 2, 2008, at 333 Uplands Drive in Hillsborough.

Ms. Yokoyama stated that public notices were sent to owners of properties located within a 500-foot radius of the property and one comment was received. Staff recommended approval of the application subject to the restrictions and conditions of the Police, Fire and Building Departments.

Mayor Mullooly opened the public hearing. There were no comments. The public hearing was closed. On motion of Vice Mayor Krolik, seconded by Councilmember Kasten, and unanimous on voice vote, Fundraising Event Permit Application 08-04 for the Dickens House 2008 Holiday Boutique on October 18 – November 2, 2008, subject to the conditions recommended by staff, was approved.

17. ORDINANCE AMENDING TITLE 15 OF THE HILLSBOROUGH MUNICIPAL CODE REGULATING BUILDING AND CONSTRUCTION TO REMOVE THE BUILDING PERMIT FEE SCHEDULE IN SECTION 15.04.070 AND RELOCATE THE FEE SCHEDULE INTO THE HILLSBOROUGH MASTER FEE SCHEDULE – ADOPTION

Director of Building and Planning Liz Cullinan stated that this item was introduced at the May 12, 2008 City Council meeting. She explained that this ordinance will relocate the Building Department fees to the Master Fee Schedule that contains most other Town fees.

Mayor Mullooly opened the public hearing. There were no comments. The public hearing was closed. On motion of Councilmember Fannon, seconded by Councilmember Kasten, and unanimous on voice vote, the ordinance amending Title 15 of the Hillsborough Municipal Code regulating Building and Construction and amending the Town of Hillsborough's Master Fee Schedule to update and establish additional fees for Building Department services was adopted.

NEW BUSINESS:

18. RESOLUTION TO PREFUND OTHER POST EMPLOYMENT BENEFITS (OPEB) THROUGH CALPERS; DELEGATE AUTHORITY TO REQUEST DISBURSEMENTS AND APPROVE AN INITIAL CONTRIBUTION OF APPROXIMATELY \$2 MILLION TO THE TRUST FUND

Finance Director Edna Masbad stated that the Governmental Accounting Standards Board Statement No. 45 (GASB 45) requires accounting and financial reporting for Other Post Employment Benefits (OPEB), which includes the Town's retirees' healthcare benefits for certain employees and will be implemented in fiscal year 2008/2009. Ms. Masbad added that an actuarial study was required to determine the liability and annual required contribution. She added that there is no requirement to prefund.

Ms. Masbad reviewed prior actions, funding options, advantages of prefunding, advantages of Section 115 trust, vendors interviewed by the Financial Advisory Committee Subcommittee, major factors considered in selecting CalPERS, the investment performance, and CalPERS requirements.

Ms. Masbad recommended, as approved by the Financial Advisory Committee, that the City Council prefund the Town's OPEB, establish a Section 115 trust, establish such a trust with CalPERS, delegate authority to request disbursements, and approve

the initial contribution of approximately \$2 million to be structured to cover the difference between the pay-as-you-go costs and the Annual Required Contribution (ARC) for at least three years and to allow the funds to start earning interest as soon as possible.

Councilmember Kasten asked if the CalPERS rate of return of 7.75% was guaranteed. Ms. Masbad replied that it is not guaranteed, but that she believed that the 7.75% rate of return is easily attainable by CalPERS.

Vice Mayor Krolik asked if the Town could switch vendors at any time or if there were any penalties for leaving CalPERS. Ms. Masbad replied that the Town must stay with CalPERS for a minimum of three years.

On motion of Councilmember Kasten, seconded by Councilmember Fannon, and unanimous on voice vote, the resolution to prefund Other Post Employment Benefits through CalPERS, delegate authority to request disbursements, and approve an initial contribution of approximately \$2 million to the trust fund was adopted.

19. RESOLUTION AUTHORIZING THE REPLACEMENT OF TOWN HALL COUNCIL CHAMBERS CHAIRS

Police Captain Mark O'Connor stated that the Hillsborough Town Hall was constructed in 1994 and the Council Chambers seating furniture, which consists of five Councilmember chairs, nine staff chairs, in addition to 70 visitor chairs, were purchased new following the construction project and have been in use for City Council meetings as well as a host of other meetings and training seminars held at Town Hall for the past 14 years.

Captain O'Connor added that normal wear and occasional component failure has required that some of the visitor chairs be taken out of service and discarded, and that a large majority of the remaining visitor chairs, as well as several staff and City Council chairs, have excessively worn seat and back padding, which makes the seats uncomfortable. He explained that several wholesale furniture distributors have been contacted and were invited to submit competitive bids for six high back chairs, nine mid back chairs, 35 visitor chairs with arms, and 35 visitor chairs without arms.

Mayor Mullooly thanked Captain O'Connor.

On motion of Councilmember Fannon, seconded by Councilmember Kasten, and unanimous on voice vote, the resolution authorizing the purchase of new chairs for the Town Hall Council Chambers from One Work Place of Milpitas for the bid amount of \$14,889.72 to replace the existing City Council, staff and visitor chairs, with a 10% contingency fund for issues that may arise as part of this improvement project was adopted.

DISCUSSION:

20. VISTA PARK PLAYING FIELD MAINTENANCE

City Engineer Cyrus Kianpour explained that the Vista Park playing field turf is in need of maintenance, which will involve aeration, filling and leveling divots and holes, re-seeding, and fertilizing the field. He added that it also requires that the field remain unused for approximately six weeks in order for the seeded grass to become established.

Mr. Kianpour stated that due to organized recreational use, there are only two opportunities to schedule this work and to fence off the field: mid-June through early August and mid-November through early December. He added that scheduling the work at these times will not conflict with any activities coordinated by the Hillsborough City School District. He explained that the late spring months offer the best conditions for the seeds to germinate and take hold and recommended fencing off the playing field from June 16, 2008, through August 4, 2008. He stated that the rest of the park

will be open and accessible for public use. He added that staff would notify the community of the closure through postings at the field itself, on the Town's website, at Town Hall and on Town bulletin boards.

Mayor Mullooly recommended also including an article in the Town newsletter about the closure of the Vista Park playing field for maintenance work.

Councilmember Fannon asked if the Vista Park playing field will need to be closed for maintenance on a yearly basis. Mr. Kianpour replied that the Vista Park playing field will need to be closed for maintenance every two to three years.

Councilmember Kasten asked if the Town gets contributions for park maintenance from American Youth Soccer Organization (AYSO) or Little League Baseball. Mr. Kianpour replied that the Town does not get any financial contribution from either organization.

Vice Mayor Krolik asked if the Town receives any financial contributions from the Hillsborough Recreation Department. Mr. Kianpour replied that the Town does not get contributions from the Recreation Department.

Mayor Mullooly thanked Mr. Kianpour for the information on the Vista Park playing field maintenance work.

21. DEVELOPMENT CODE UPDATES

Director of Building and Planning Liz Cullinan stated that she wanted to take the opportunity to bring forward a series of recommendations for amendments to the Hillsborough Municipal Code for purposes of consistency and permit streamlining. She explained that there are several issues that could benefit from a Code Update (with the first nine items being more substantive/policy items and the last four being more ministerial/organizational items).

1. Public Notification – Sections 2.12.070(A)(2) and 1.20.010(C):

Ms. Cullinan explained that the Municipal Code currently requires public notice for administrative projects (ministerial types of projects also referred to as Type B projects) unless the City Planner waives such public notification. She stated that past practice has been that public notice is waived on all Type B projects and that neighbor "sign-off" after Planning Department approval and before Building Permit submittal is required. She added that the requirement for neighbor "sign-off" means that the neighbor must approve of the project. She stated that applications that do not receive neighbor "sign-off" are referred to the Architecture and Design Review Board (ADRB) which involves additional time and expense. She explained that many times staff can incorporate neighbor comments into a final approval on an administrative level if staff is aware of the comments prior to a final decision. Ms. Cullinan explained that many jurisdictions do not require public notification of ministerial projects. She suggested consideration of eliminating the neighbor "sign-off" practice, public notice prior to the project being acted upon or the waiving of public notification for ministerial projects.

The City Council elected to eliminate the current practice of requiring neighbor approval on administrative planning projects and instead provide public notification to neighbors upon project submittal (unless such public notice is otherwise waived by the City Planner) as outlined in the Municipal Code. No Municipal Code update appears to be required for this change in process.

2. Role of ADRB – Sections 2.12.060, 2.12.070(E), 2.12.080, and 17.32.040(A):

Ms. Cullinan explained that the Municipal Code currently refers to the ADRB as an advisory body. She stated that the Municipal Code should be updated to reflect whether the ADRB is a decision-making or advisory body.

The City Council directed an ordinance amendment declaring the ADRB as a decision-making body. The City Council desired to retain the City Council as the final decision-making body for homes greater than 8,000 square feet.

3. Referral to ADRB (No existing reference):

Ms. Cullinan explained that the Municipal Code does not currently provide authority for the “City Planner” to refer items to the ADRB when such referral would be in the best interest of the community. She stated that this is always a good option to have when input from representative community members (such as the ADRB) would provide a broader review base for unique projects.

The City Council directed an ordinance amendment to allow this option.

4. Privacy Section – 17.040.010(C):

Ms. Cullinan explained that the Zoning Code states as part of its purpose that it will ensure privacy. She stated that this may conflict with case law, which has confirmed there is no guarantee for views and privacy. She added that the language could be softened to promote or encourage privacy.

The City Council directed an ordinance amendment to promote rather than ensure privacy.

5. Second Dwelling Units – Sections 2.12.070(A)(1)(f), 17.52.020(C) and 17.16.010(A):

Ms. Cullinan explained that there is a code inconsistency between processing second dwelling units administratively and through the ADRB if they are over 500 square feet. She stated that past practice has been to process second dwelling units administratively regardless of size, and, additionally, second units are not listed as permitted uses within the code.

The City Council directed an ordinance amendment to allow all second units to be processed administratively. However, the City Council wanted staff to retain the authority to refer the items to the ADRB as outlined in number 3 above.

6. Nonconforming Structures – 17.20.020(B)(2):

Ms. Cullinan explained that the regulations for nonconforming structures allow for enlargement of such structures so long as there is no increase in square footage. She recommended that this code section be clarified to be consistent with the intent of the City Council. She stated that the traditional intent of regulating nonconforming structures is to limit their lifespan and encourage construction of conforming structures while allowing reasonable interim accommodations to homeowners. She added that many jurisdictions allow increases to nonconforming structures so long as they don't increase the degree of nonconformity (i.e. increase further into an already non-conforming setback).

The City Council directed an ordinance amendment allowing enlargement of nonconforming structures so long as the degree of nonconformity is not increased.

7. Landscaping – 17.56.050(E):

Ms. Cullinan explained that the regulations for landscaping require Design Review for landscaping projects exceeding \$12,500 in value. She stated that this may be an outdated number resulting in an increasing number of applications (of smaller scale) going through the Design Review and Building Permit process. She stated that this can serve as a disincentive to property owners wishing to upgrade their landscaping. She added that as with the proposed Building Code Updates, a more updated valuation threshold could be incorporated into the Uniform Fee Schedule or other vehicle that is updated regularly, or the Town could explore utilizing a square footage or percentage of the lot threshold.

The City Council directed an ordinance amendment updating the value threshold and locating the value within the Uniform Fee Schedule or other vehicle that can be reviewed annually.

8. Homes 8,000 Square Feet or Greater:

Ms. Cullinan explained that on February 12, 2007, the City Council adopted a resolution requiring that houses over 8,000 square feet in size have increased setbacks of 15' at the front and side yards, with a minimum of five additional feet at the front yard and the remaining ten feet could be used in the front or side setbacks. She stated that the resolution was adopted to establish a "pilot program" for the following year.

Ms. Cullinan stated that since February 12, 2007, three residences exceeding 8,000 square feet in size were reviewed by the ADRB and that all projects incorporated the additional setback requirements. She stated that staff has not received any complaints from applicants regarding incorporating these additional setbacks into their design.

The City Council directed staff to codify the additional setback requirement.

9. New Design Review Items – Section 2.12.070(B):

Ms. Cullinan explained that the re-painting of residences is exempt from Design Review (meaning either Administrative or ADRB review). She stated that on Monday, June 2, 2008, the ADRB expressed interest in having re-painting be reviewed administratively for neighborhood and architectural consistency. She also noted that the ADRB expressed interest in prohibiting the replacement of wood shake roofs with composition shingle, and the establishment of a threshold for comprehensive updates. The threshold discussed was improvements of 500 square feet and greater, which are visible from the public right-of-way.

The City Council did not support preparation of an ordinance amendment requiring Design Review for paint colors, a requirement that wood shake roofs be replaced with wood shake roofs, or the establishment of a threshold of 500 square feet visible from the public right-of-way for comprehensive upgrades to an existing residence. The City Council asked that the ADRB further explore thresholds for comprehensive upgrades, their nexus to project approval, and identify the problem attempting to be resolved by establishing thresholds and why it might be important to prevent the problem.

10. Fire and Building Code Requirements – Section 17.24.010(E) and 17.36.070(A):

Ms. Cullinan explained that the Zoning Code incorporates old Building and Fire Code requirements (such as driveway widths and setbacks between buildings). She stated that this can cause an inconsistency when the Building and Fire Codes change (if the zoning code is not updated as well). She added that elimination of reference to the Building and Fire Code within the Zoning Code may be worthy of consideration.

The City Council supported the code update.

The Council further supported recommended changes 11-13 relating to the title "City Planner", Development Agreements and CEQA.

PUBLIC COMMENT:

There were no public comments.

CITY COUNCIL ITEMS:

Mayor Mullooly announced that she received a thank you letter from the Town's Adopt-A-Unit, the H&H Company, 1st Brigade Combat Team, 101st Airborne Division, for all of the personal hygiene products and snacks that have been received.

Mayor Mullooly announced that she received a thank you note from the winner of the Raleigh bicycle at the Bike Rodeo that was held on May 8, 2008.

Mayor Mullooly recognized Police Officer Dave Young for receiving words of appreciation as a Recruit Training Officer at the South Bay Regional Public Safety Training Consortium.

Mayor Mullooly announced that a postcard was sent out regarding the “Greening Your Home” event scheduled for Saturday, June 14, 2008, at Town Hall.

Vice Mayor Krolik announced that the Central County Firefighters Pancake Breakfast benefitting the Alisa Ann Ruch Burn Foundation will be held on the morning of June 14, 2008, at Fire Station 34 in Burlingame.

Mayor Mullooly and Councilmember Kasten announced that they would be attending the Council of Cities Dinner/Meeting on Friday, June 27, 2008, in Redwood City.

Councilmember Kasten stated that there would be a lot of traffic disruption during the Hillsborough City School District’s (HCSD) project at the Crocker/North School property and the PG&E 20A Undergrounding Project on Ralston Avenue in Hillsborough. Police Captain Mark O’Connor replied that traffic plans have been thoroughly choreographed. Councilmember Kasten asked if residents have been notified about the two projects on Ralston Avenue. Captain O’Connor stated that large signs will be posted two to three weeks before the projects begin. Police Chief Matt O’Connor added that he will speak to HCSD Superintendent Marilyn Miller about posting information about the projects on the HCSD’s listserve and will include the information on San Mateo County’s Community Alert System (SMC Alert).

Vice Mayor Krolik and Councilmember Fannon announced that they will not be able to attend the July 14, 2008 City Council meeting.

ADJOURN:

Mayor Mullooly adjourned the meeting at 8:06 p.m.