

**City of Keene**  
**New Hampshire**

**ENERGY AND CLIMATE COMMITTEE**  
**MEETING MINUTES**

**Monday, December 22, 2025**

**4:30 PM**

**2nd Floor Conference Room,  
City Hall**

**Members Present:**

Timothy Murphy, Chair  
Paul Roth, Vice Chair  
Councilor Bryan Lake  
Maureen Nebenzahl (Remote)  
Gordon Leversee  
Charles Redfern, Alternate (Voting)  
Matthew Boulton, Alternate (Voting)

**Staff Present:**

Megan Fortson, Planner

**Members Not Present:**

Steve Larmon  
Clair Oursler  
Lisa Maxfield  
Annu Joshi Bargale  
Jake Pipp, Alternate  
Rowland Russell, Alternate  
Catherine Koning, Alternate

**1) Call to Order and Roll Call**

Chair Murphy called the meeting to order at 4:33 PM. Ms. Nebenzahl participated remotely due to family travel and was calling in from Jamaica, Vermont.

**2) Approval of Minutes – November 24, 2025**

A motion by Councilor Lake to adopt the November 24, 2025 meeting minutes was duly seconded by Vice Chair Roth and the motion carried unanimously on a roll call vote.

**3) Adoption of 2026 Meeting Schedule**

In 2026, the Committee agreed to continue meeting on the fourth Wednesday of the month, except during the holiday seasons of November and December, when those meetings would be on the corresponding Monday of those same weeks. All meeting dates, times, and locations are subject to change. A motion by Councilor Lake to adopt the Energy and Climate Committee's

2026 Meeting Schedule was duly seconded by Vice Chair Roth and the motion carried unanimously on a roll call vote.

**4) C-PACER (Commercial Property Assessed Clean Energy & Resiliency)  
Program - Continued Discussion**

Chair Murphy recalled the November 24, 2025 Energy and Climate Committee (ECC) meeting, when the ECC continued discussing how it was doing its homework and learning about how the C-PACER (Commercial Property Assessed Clean Energy & Resiliency) Program could work for the City of Keene. Those November ECC meeting minutes showed the Committee's enthusiasm for C-PACER, and a sense that the City of Keene might be ready not only to move in this direction for itself, but to blaze a trail and perhaps be the first municipality in New Hampshire to move in this direction.

A few Committee members attended webinars, and more information was available via the [New Hampshire Business Finance Association's website](#) (NH BFA). A representative of Clean Energy NH, Frank Richter, was present at the meeting to field the Committee's questions and direct any questions he could not answer back to Sarah Brock from Clean Energy NH and/or James Key-Wallace, Executive Director of NHBFA and the C-PACER Program Administrator. Mr. Richter said one question that he hoped for a quick turnaround on was who would actually conduct the special assessments for the program: Keene's Assessing Department or a separate third-party entity? He had scoured the NHBFA website, looking for the answer, without success. Chair Murphy requested background on the C-PACER Program.

Mr. Richter explained that there were three different categories of municipalities listed for New Hampshire: towns, cities, and village districts. Most towns or cities that he talked to had Select Boards, which would have to adopt C-PACER at a Town Meeting through a Warrant Article. Some towns would wait to pass drafted legislation, which would allow a Select Board or town officials to adopt the C-PACER program. So, some towns were just waiting for legislation versus going through the warrant article process. Mr. Richter said Keene is lucky enough to have a City Council and an active Committee, like the ECC, that was researching the program, asking good questions, and who could bring it to the City Council with a prepared presentation.

Mr. Richter explained that C-PACER is both an environmental and energy conservation program, in addition to a business generating and ultimately tax revenue generating (i.e., full package) mechanism for the states in which it is adopted. Close to 30 states throughout the country already have C-PACER in place and New Hampshire is putting it forth at this time. In simple terms, Mr. Richter called C-PACER a lending program, through which a business or nonprofit (not municipalities) can borrow money to incorporate energy efficiency measures (e.g., efficient windows, efficient boilers, insulation, energy retrofits), as well as resiliency measures (e.g., water conservation projects, lead abatement), to improve an existing structure or include as part of a new construction project. Mr. Richter said the main goal of C-PACER is energy efficiency.

Mr. Richter said the C-PACER loan, issued by a bank, can extend for up to 30 years. It is like a mortgage, but the difference is that the assessment is assigned to and stays with the property. If a businessowner takes out this loan, improves the property, and then sells it based on that assessment, the assessment would go with the property and the businessowner would not have to pay off the debt when they sell it. Mr. Richter explained how there could be an advantage for a business owner, who may want to improve their structure, even if they do not plan on holding it for a long period, because they would not have to pay off the full cost of the loan. Instead, the loan could move forward with the property and continue to be administered through NHBFA and held by the bank.

One of the variables in the calculation of the loan payment is the amount of anticipated cost savings from implementing these energy saving measures. Mr. Richter said the goal is not to cost the business owner more than what they are saving in energy costs over the life of the loan. He cited an incentive being that NHBFA would administer the C-PACER Program, taking the burden off of any municipality that wants to allow this type of lending tool. Mr. Richter suggested that the Committee review the [List of Frequently Asked Questions \(FAQs\) on NHBFA's C-PACER webpage](#). Mr. Richter welcomed questions.

If Mr. Richter had to argue against the C-PACER Program in some way or some name some weakness from his perspective, Mr. Boulton asked what his best argument against it would be, and then if Mr. Richter wanted to rebut that argument. Mr. Richter said his former argument against the program was that towns and cities, particularly those without administrative staff, would have had the burden of administering it; however, he noted that this was no longer the case and there would be minimal administrative involvement from participating municipalities. Looking at the cost basis, Mr. Richter said his rebuttal was the cost versus expense or time put into the structures; property assessments and tax revenue may go up. He said it would be good for business and good for the City.

Dr. Leversee asked if there would be a downside from the perspective of the buyer of one of these properties: would it feel like a lien on the property, for which they are responsible when buying, despite the energy savings? Mr. Richter said the buyer would know they are buying a building, for which the purpose of this assessment (loan) is to make it more efficient, so the energy costs would be leveled compared to the building next door that might not be a part of the program. Additionally, he said someone could buy a property and go 10 years into the loan, with a plan to sell the building 10 years later before they must pay it off to the bank, and the assessment would still go to the next owner.

Ms. Nebenzahl agreed with the fact that C-PACER makes properties more sellable; property owners would gain from the improvements. She thought the 30-year loan period was a very good feature of the program. Ms. Nebenzahl had also learned about a longer, 36-month "Look-Back" option for the program, but she did not see enough information online about specific items that could be considered. Mr. Richter said that it is for when someone has made improvements

already. For example, he said many projects take a loan to start construction and then refinancing or take another loan to flatten things. He said that would be the reason for a “Look-Back.” Ms. Nebenzahl wanted to know if specific improvements were allowed for the Look-Back. Mr. Richter replied that it was all in line with the existing requirements for proposed improvements to an existing or proposed building.

Mr. Boulton recalled Mr. Richter saying that the assessment terms are typically designed, so that the payout is less than the savings. Mr. Richter replied ideally, yes. Mr. Boulton was curious if Mr. Richter had a sense whether that was typical for 80% or 90% of C-PACER projects. Mr. Richter said he would have to reach out to the 30 other C-PACER states to find out whether they were on target. Mr. Boulton said it was a very attractive arrangement if it could be achieved and he wondered how common it really was. Mr. Richter said it was a good question, and it would be interesting to see what happens in New Hampshire. Chair Murphy asked Mr. Richter to inquire with some other states, which Mr. Richter said should be possible because the formulas they use for calculations are similar. Discussion ensued briefly about how these lending principles are the same even when the formulas are different. Mr. Richter said he would capture the Committee’s questions and return with some examples.

Dr. Leversee asked whether any of the 30 states that had enacted C-PACER had tried to discontinue it and, if so, what the reason(s) were. He said he supported the program, but if New Hampshire decided to continue with it, he also wanted to understand the exit path. Mr. Richter said he would look into it, but he had not heard of any states who backed out of the C-PACER Program, and he was unsure how that would be handled. Given that the assessment would be attached to the property, Mr. Richter imagined it would be a simple process if the law ended, but he was unsure.

Councilor Lake knew that across the country, the program standard was actually called “C-PACE” (Commercial Property Assessed Clean Energy) and New Hampshire decided to add the “R” for “Resilience.” Councilor Lake wondered whether any other states added “Resiliency” and how that affected their rate decisions, because he said there would not be the same return on investment for this category of improvements (e.g., flood mitigation and insurance reduction).

Regarding the municipality’s responsibility for the C-PACER Program, Councilor Lake thought his reading indicated that the City would be responsible for performing the assessment. He was curious whether the NH BFA would send anyone for the assessment or whether one of the lenders would take more responsibility, perhaps. Councilor Lake asked Mr. Richter to outline any other responsibilities the City would have in actually carrying out the C-PACER Program. Mr. Richter replied by reading from and elaborating what Keene’s process would be from the [C-PACER Program Guidebook](#), F. Municipality/County Participation & Process (p. 10/17):

- Program Establishment: “*The municipality or county adopts a C-PACER Ordinance or Resolution and a C-PACER District.*”

- C-PACER Participation Agreement: *"The municipality or county enters into a C-PACER Participation Agreement with the NH BFA."*
- Duties and Responsibilities: *"The municipality or county, with assistance from the NH BFA, executes the required C-PACER special assessment and lien documents:*
  - *Assessment Agreement with the Property Owner,*
  - *Notice of Assessment and Lien – recorded at the Registry of Deeds, and*
  - *Assignment of Notice of Assessment and Lien to Capital Provider."*

Mr. Richter said this is the grey area: what documents must the municipality execute? Does this mean the assessment? He said it was not clearly outlined, and he would get the answer. It listed an *"Assessment Agreement"* with the property owner, which he said is not much different than other property transactions. If the property owner does not pay the loan, the City would not have to do anything as the lender would foreclose on the property and the next owner would start over.

Mr. Richter read the final statement under Section F. of the Guidebook on the Municipality/County Participation & Process: *"The municipality or county provides a 'Certification of Full Payment' upon written notice from the Capital Provider that the C-PACER assessment has been paid in full; the Property Owner is responsible for obtaining and recording a discharge from the Capital Provider. To the degree collected from the property owner for this express purpose, the NH BFA may reimburse a municipality or county for actual expenses incurred by the municipality or county in the performance of the municipality's or county's C-PACER specific duties."*

Councilor Lake asked if there were any public education plans in place to ensure the development community would be aware of this program, or if the Community Development Department staff should just share it when members of the public come in with a Site Plan application. Mr. Richter thought the City could benefit from the C-PACER Program overall, so he thought it would be good for the City to share it in the way Councilor Lake described, in addition to a public meeting, for example. Mr. Richter was also confident that banks would market C-PACER as an investment and lending tool, noting that NHBFA was signing up more banks daily. Mr. Richter thought that at least the big developers already knew about the program at this time.

Chair Murphy recognized Peter Hansel of Keene, who asked whether there was any implication that taxes would be affected for either the property owner or the municipality. Mr. Richter said the C-PACER Program should not affect the City's property taxes; the assessment is purely for the loan on a specific property and would not affect the taxes directly. However, if the City were to decide that a property is worth more in tax revenue because of certain improvements, he said that it would be between the City and the business, and he would hope it would dissipate. Otherwise, Mr. Richter stated that the C-PACER Program is completely decoupled from anything to do with municipal tax revenue. Mr. Hansel said that this answered his question.

Vice Chair Roth asked how C-PACER alters the associated property deeds to reflect the liens. Mr. Richter said it would be the same as with a regular bank loan, which is why when the loan is paid off, the one final step the City may have to take (possibly with help from NHBFA) is to file with the Registry of Deeds. Chair Murphy said that this aspect was foggy to him and seemingly some others as well, but noted that it could be because C-PACER is still a such a new program to New Hampshire residents. He said it was great to know that NHBFA was committed to administrative staffing of C-PACER and helping make it work.

It was still unclear to Chair Murphy, however, whether NHBFA would be prepared to step in and provide technical assistance to the City on a project with specific complexity and workload. Mr. Richter said NHBFA had expressed that many times about the C-PACER Program; that it would be just one of their lending tools to administer. Vice Chair Roth asked what sort of technical assistance the Chair was thinking about. Chair Murphy referred to the workload category again, asking if the City Assessor is expected to complete the work and has a six-month waiting list, would the BFA then be in a position to lend support, so the City could keep a project moving? On the complexity issue, he thought the City might benefit from NHBFA's experience on a specific type of project or loan that is beyond what the City has handled before, for example. Mr. Richter would share that feedback with NHBFA. Committee members could share more questions with Mr. Richter via Ms. Fortson.

Mr. Boulton heard the administrative pathway described and wondered if it was the same for any ordinary economic activity in the City, so that it would not be perceived as an extra burden on City staff's everyday workload; rather, just a sign of greater economic activity. Mr. Hansel suspected that the City did not have staff with this specific assessment training as a part of their purview. Mr. Richter agreed, noting that it is an assessment for lending not tax purposes, and he thought that was why the City would rely on NHBFA. Mr. Boulton thought this might be a technical assistance matter and Chair Murphy thought it was also an issue of complexity. Chair Murphy wondered if the Committee was remiss not to involve the City's Assessing Department in this conversation.

City Planner, Megan Fortson, noted that the City does ask for the total value of a project when a Building Permit is submitted because the Building Permit fee is calculated based on the total project value. Since C-PACER would be new to New Hampshire, she said she had no idea what the responsibility level would be for City staff; it sounded to her like it probably could fall to the Assessing Department, but she was unsure. Ms. Fortson added that this Committee would be recommending that the City Council modify the City Code to include a C-PACER Ordinance, which would enable developers to utilize the program as a voluntary funding option. If the proposed ordinance would affect specific City departments (e.g., Assessing), they would be included as a part of that review to ensure no issues would be created for that Department before the recommendation gets to City Council.

Mr. Richter noted one question that could come up at City Council, which the ECC might want to consider: would this recommended C-PACER ordinance affect the whole City, meaning could

anyone in Keene participate? The C-PACER Program allows the designation of specific areas in which the program is available in a community, but Mr. Richter said most communities have applied the program to their entire municipality because things could change 20 years from now (i.e., zoning shifts). Mr. Richter could not offer an opinion about the Committee's recommendation on this matter. He said the City might want to prohibit the program on parcels in the Conservation District, where development is generally not encouraged.

Ms. Fortson recalled the types of uses eligible for C-PACER funding: any nonresidential use (i.e., commercial) and residential uses of five units and above. Mr. Richter clarified that those five plus residential units must be within the same structure to qualify, so an 18-unit Cottage Court development would not qualify, for example. Ms. Fortson thought there was less concern, in her opinion, about C-PACER driving development into rural portions of the City because of the restrictions and allowed uses defined within Keene's existing zoning ordinance. For example, a higher density development would not be allowed in the Rural District unless it was through something like the Cottage Court process. Ms. Fortson also thought it would be City Council's duty to clarify if the program should apply to the whole City or only specific areas.

Councilor Lake said that if there were certain sections of the community the ECC would recommend to specifically not include in the C-PACER Program, he thought the City Council would be open to hearing them. He thought the topic was raised at one of the many virtual meetings hosted by Ms. Brock from Clean Energy NH. Councilor Lake saw no reason not to have the C-PACER Program apply throughout the entire City of Keene, specifically because of the zoning and building regulations in place (e.g., Conservation Areas only allow open space uses, etc.). So, he also thought the City was pretty well protected by the existing zoning regulations in place. He felt as though C-PACER would be just another economic development tool that could be used in the areas where City wants development happening anyway. Councilor Lake personally supported C-PACER for the totality of the City, knowing the City's Land Development Code and Zoning Ordinance should cover it in those areas.

Ms. Fortson noted that City Council adopted an updated 79-E District (NH RSA 79-E Community Revitalization Tax Relief Incentive) at their meeting on December 18, 2025. The updated program expanded the number and scope of projects that could qualify for the City's 79-E Program. She said the City Council had a similar discussion during this project as to whether the program should apply to the whole City or only certain parts. Because a specific requirement of the 79-E Program is a property's access to City water and sewer, future expansion of these utilities could make other areas of the City eligible to participate in the program. Ms. Fortson thought this was somewhat similar to the C-PACER Program.

Councilor Lake stated that 79-E is a fantastic program that does something very similar to C-PACER. He said 79-E is for: (1) redeveloping old buildings and reusing the energy was already invested into the City again, which is a part of the reason for requiring City services; and (2) to encourage infill/redevelopment in downtown and commercial areas. Councilor Lake explained that during the City Council's most recent 79-E District update, the commercial

district was expanded to include West Street, and the residential district now includes the entire City. Ms. Fortson agreed. So, Councilor Lake said it would not be outside the norm for the City to have something applied Citywide and/or targeted; however, he thought the C-PACER program was general enough—like the residential aspect of 79-E—that it could be expanded Citywide.

Chair Murphy recalled that the Committee planned on including the minutes from any of its C-PACER Program discussions along with its recommendation to the City Council. He said the Committee was deciding whether to recommend this program and was not yet to the point of such finer decisions like whether to prohibit certain parts of the community, but it would be good to put it forward.

Mr. Redfern noted that he was curious about this political realm, and how these public hearings and processes could pan out with questions and confusion. He had not time yet to read all the materials. He asked whether more complicated improvements would raise someone's property taxes more; if making improvements for energy toward the City's general mission, he wondered if there would be public pushback due to confusion. Mr. Redfern was unsure someone would want their property taxes increased by making certain improvements from this Program. Ms. Fortson confirmed that C-PACER is entirely voluntary. Mr. Redfern wondered if there would be some sort of campaign (e.g., in the Keene Sentinel) to help the public understand the Program and help with the buy in. He suggested the Committee would need answers to the public's questions, which the Outreach Work Group could take the lead on, if the ECC recommended this process.

Chair Murphy was unsure that the Committee was ready to assign that type of role to the Outreach Work Group but could see it being a suitable role in the future. At this time, Chair Murphy thought the ECC was at the stage of understanding the program well enough to justify whether the Committee thinks it is a good idea to recommend adoption to City Council. The ECC would not have answers to all the questions or all the strategies developed when it makes that recommendation to Council, but it would show the ECC's intent for a long-term partnership (e.g., outreach and educating the community might be a role for the Committee); the conversation would continue. Discussion ensued briefly about the differences between the C-PACER Program (i.e., residential allowed if five units and above, and commercial) and RSA 79-E (i.e., more about economic development and steering development to certain parts of the community, including residential).

Chair Murphy wondered if Cheshire County adopted its own C-PACER Program down the line, if it would subsume all the other programs throughout the County. Mr. Richter had not encountered that question and discussion ensued briefly about how the language in the [C-PACER Program Guidebook](#) was worded. Chair Murphy thought the wording meant that if the County were to proceed, then it would be in lieu of the municipality needing to. Discussion continued about whether that would be the case, with Vice Chair Roth noting that New Hampshire is a "Mother May I?" (i.e., Dylan's Rule) state. Chair Murphy asked Mr. Richter to

inquire with NHBFA. Mr. Richter said he would also ask how towns could end C-PACER program participation, similar to the question asked about states terminating the program earlier in the meeting.

Dr. Leversee recalled the ECC's prior meeting, when the Committee discussed moving forward with this recommendation to the City Council. Next steps included drafting a letter, and gathering other evidence of the ECC's due diligence. He said there was a clear sense then that a number of Committee members wanted to move forward expeditiously. The group came up with more questions during this meeting, but he felt that this process of questions and waiting for answers could go on for a long time. Having reviewed the materials, Dr. Leversee said he came to this meeting prepared to vote in favor of recommending the C-PACER Program to the City Council. He asked if the Committee was at the point of entertaining a motion.

Chair Murphy appreciated Dr. Leversee's summary. The Chair noted that the Agenda's listed item "Continued Discussion" of C-PACER did not limit the Committee's ability to take this action. While there were some unanswered questions, he thought this had been a good opportunity for continued conversation, from which he learned more. He asked Councilor Lake or Ms. Fortson if they felt it was premature for a recommendation, while there were still a few questions left unanswered that the Council might have; or would it be better to move forward and build momentum? As a former Councilor, Mr. Redfern suggested that if something is complex, it could be better to wait on answers to the questions that Mr. Richter was seeking and then to move the recommendation forward to Council. He noted that the Council is already overloaded with stacks of issues.

Councilor Lake said it was a good point that any proposed ordinance should be well explained to the Council in some fashion—sometimes that is just a few paragraphs, but financials have a large complexity of moving components that are challenging to communicate simply. He thought that whoever would present this recommendation to the Council—whether City staff, an ECC member, or him to the Finance Standing Committee—should be able to explain the program briefly. Councilor Lake said questions like whether the City Assessor would do the assessment might not have an answer at the City Council meeting, but that would also be a time to ask City staff to talk about the program. He said that if the Committee still had more substantive questions about the program at this time, then he thought they should wait for those answers before making this recommendation to Council.

The Committee reviewed the shortlist of four C-PACER Program questions that Mr. Richter was still tracking:

1. How much of the program assessment would actually fall to the City of Keene Assessing Department?
2. Examples of how the various states calculated the assessment terms, based on savings.
3. Have any other states incorporated/addressed resiliency?
4. How much does NH BFA help with technical assistance?

Mr. Richter had just found the answer to the fifth question: what would happen if Cheshire County created a C-PACER Program? Mr. Richter read the following passage from the C-PACER Program Guidebook, A. Program Overview/Program Description: “*Adopted by participating New Hampshire municipalities (meaning any city, town, or village district) or Counties (for unincorporated places) and overseen by the NH BFA, the C-PACER Program...*” Discussion ensued and everyone agreed that there are no unincorporated places in Cheshire County, and a county’s only role in the C-PACER Program would therefore only be for unincorporated places.

Mr. Boulton appreciated the distinction between the remaining substantive issues and others that could come to bear in mind during a Council meeting. He was ready to vote in support of recommending the program. While all these questions were interesting to him, they did not change Mr. Boulton’s support for the program, and he was ready to move forward. Ms. Nebenzahl agreed with Mr. Boulton and Dr. Leversee. Ms. Nebenzahl had read a lot of the materials, and although she did not think it would hurt to get more answers for the Council, she felt the Committee should move ahead.

A motion was made by Councilor Lake that the Energy and Climate Committee recommend that City Council amend the City Code of Ordinances to include the Commercial Property Assessed Clean Energy & Resiliency or “C-PACER” Program as a voluntary funding mechanism for energy efficient upgrades, building insulation, cost effective and renewable energy, and water conservation measures for development projects in Keene. The motion was duly seconded by Dr. Leversee.

The Committee agreed that in lieu of writing a letter to the City Council, any past ECC meeting minutes related to the C-PACER Program would accompany this motion as background, in addition to the sample pre-filled C-PACER ordinance.

On a roll call vote of 7 to 0, the Energy and Climate Committee unanimously recommended that the City Council amend the City Code of Ordinances to include the Commercial Property Assessed Clean Energy & Resiliency or C-PACER Program as a voluntary funding mechanism for energy efficient upgrades, building insulation, cost effective and renewable energy, and water conservation measures for development projects in Keene.

Ms. Fortson explained next steps in the City Council process to the Committee. These draft minutes would be produced by the Minute Taker the week following the meeting, after which Ms. Fortson would submit the Council recommendation (past adopted minutes, model Ordinance) onto the City staff platform. So, this likely would not be on the Council’s agenda before January 15, 2026. Mr. Redfern wondered which City Council Standing Committee this might be sent to, whether they would accept public comment, and when that timing would be for Clean Energy NH and NHBFA members to attend. He said that it would be when Councilors pose the most questions. Ms. Fortson did not think the Committee was quite at that point yet and

should wait to see the Council's decision on the ECC's recommendation. Chair Murphy thought Mr. Redfern should keep that anticipation at the forefront.

**5) Work Group Report Outs**

**A) Outreach**

Dr. Leversee noted that the Outreach Work Group had not met, so there was nothing to report.

**B) Policy**

Councilor Lake reported that Policy Work Group did not have a meeting. However, he attended the monthly New Hampshire Energy Committee work group call and one topic was the EV settlement fund, with \$3 million reopening for seven of the 11 original projects. At this time, Councilor Lake said the New Hampshire Energy Committee was only seeking input from organizations around the City of Keene for how to go about the new round of funding. He said there were no details on the program yet, but he wanted to let the Committee know that there would be more EV related funding coming from the State of New Hampshire in the future. Mr. Boulton asked if the City of Keene pursued this funding in the past. Councilor Lake thought so, for the Monadnock Food Co-Op. Vice Chair Roth asked if these projects would still be EV-related and Councilor Lake said yes.

**C) Resilience**

Chair Murphy and Vice Chair Roth reported that the Resilience Work Group had not been able to meet in December. They hoped to winnow down their long list of priority topics early in 2026.

**6) New Business**

None presented.

**7) Next Meeting: Wednesday, January 28, 2026 at 4:30 PM**

**8) Adjournment**

There being no further business, Chair Murphy adjourned the meeting at 5:40 PM.

Respectfully submitted by,  
Katie Kibler, Minute Taker

Reviewed and edited by,  
Megan A. Fortson, AICP - Planner