

ALTON BOARD OF SELECTMEN

Minutes

June 3, 2019

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: June 17, 2019

Chairman R. Wentworth convened the meeting at 6:00 PM and John Dever led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

Reuben Wentworth, Chairman
Virgil MacDonald, Vice Chairman
Cydney Shapleigh, Selectwoman
Philip V. Wittmann, Selectman
Paul LaRochelle, Selectman
Elizabeth Dionne, Town Administrator

Agenda Approval

V. MacDonald requested adding the Museum to the agenda under Old Business.

C. Shapleigh made a motion to approve the agenda as amended and P. Wittmann seconded with all in favor of the motion.

Board of Health

R. Wentworth made a motion to recess as the Board of Selectmen and reconvene as the Board of Health and P. LaRochelle seconded with all in favor of the motion.

- Septic Waiver Request; Map 56 Lot 22, 2 Little Mark Island; Little Mark Island Trust

John Dever, Health Officer and David Ames, Septic Designer were present to discuss the waiver request. The initial system was installed 29 years ago however; it was never approved by the State. There is really no option to install an in-ground septic system, originally it had a cesspool with the holding tank system designed in 1990. The proposal is to install a vertical 3K gallon tank inside the existing former bunkhouse/shed at the north end of the island. A pump station will be buried that will pump everything into the tank which will need to be pumped out on a regular basis. The law requires the owners to provide receipts to the Town for proof of pumping and will be part of the approval. This is a seasonal property therefore the use would only be for a portion of the year. A previous bean solution was spoken about; D. Ames did not recall that situation. Pumping will be dependent upon its usage. A location has to be shown on the plan for a well, it may or may not be installed.

C. Shapleigh made a motion to approve the waiver request for Map 56 Lot 22 and P. LaRochelle seconded with all in favor of the motion.

C. Shapleigh made a motion to adjourn as the Board of Health and reconvene as the Board of Selectmen and V. MacDonald seconded with all in favor of the motion.

Announcements:

None

Public Input I (limited to 3 minutes per person on agenda items only)

Joseph Haas noted that he was on the agenda for 91-A, and sees that there is no discussion on the part of the Board stating he can discuss. R. Wentworth explained that he is scheduled for consideration for an appointment to meet with the Board at the next meeting. The Board allowed him to speak as he is listed on the agenda for 91-A. He is looking for the complete page one of the filed applications for abatements, which has contact information

(emails and phone numbers, been redacted); wanting to contact the people this way opposed to “snail mail” and feels his rights have been violated being denied that information. R. Wentworth explained the Right to Know process. Mr. Haas wants to discuss this now. His three-minute time limit was reached.

Dave Hussey approached the Board for clarification on the Rumble Strip Meeting. R. Wentworth deferred his question to Public Input II as it was not an agenda item.

Appointments:

Planning Department Annual Status Update

Nic Strong, Town Planner gave an overview of the Planning Department providing statistics on cases. To date there have been 13 applications to the Planning Board. There are 20 ongoing projects that require monitoring and maintenance of the files. The Zoning Amendment Committee will begin meeting on June 19th. There is a list of suggested things they will work on regarding Zoning Amendments and a set of draft bylaws. The draft Construction Observation Guidelines have been with the Planning Board since March. The Site Plan Review Regulations were finished and will be presented to the Planning Board at the June meeting. The Planning Board is meeting with the UNH Cooperative Extension to craft a survey to get more public input for updating the Master Plan. V. MacDonald inquired about the survey. N. Strong explained it was to get more input with more group exposure.

Fire Department Annual Status Update

Jim Beaudoin, Fire Chief gave an overview of the Fire Department. Reaching his 1-year mark with the department J. Beaudoin noted he has gotten to know the Town and Community. The department has bought a new ambulance, gotten the care and forestry vehicle in service, ordered a replacement for Engine 4 and are currently working to find ways to fund the Ladder truck. Since the beginning of the year the department has been very busy and are ahead on emergency call outs by 7%, providing statistics of both mutual aid and in town calls. The department has performed many inspections with nineteen (19) having had violations that have been corrected. Almost 400 fire permits have been written, spent 275 hours in specialized training and over 1300 hours on emergency scenes; these hours do not reflect time spent on written reports, checking equipment or shift training. The department has initiated an aggressive preventative maintenance program; it will cost more money initially however it will reflect savings in the long run, as much work is being done in-house with the help of the Highway Department. In addition, dry hydrants and cisterns will be maintained which has not been touched in many years. There will be a focus on all building maintenance not just the Central Station. Training will continue in house with specific training done by hiring specialized instructors. The Annual Awards Ceremony was recently held with several members being recognized for their services. The department has the public’s best interest in mind and response to emergencies and public safety is extremely important to all members as well as being proud to serve the community, residents and visitors.

R. Wentworth inquired about the Ambulance revenues from the collections; the Chief did not have the figures however, they have increased from last year. J. Beaudoin noted that he would need some assistance from the Board in the near future regarding some requests that have come into his office. R. Wentworth mentioned leaving enough money in the Revenue Account for Ambulance replacement; that is the goal.

New Business:

1. **Water Department/Commissioners Transition/Dissolution**

The Water Department Commissioners and Water Department Employees were introduced and will be coming under the umbrella of the Town on June 12th as approved by the vote of the people. The transition is working well and the department is working on repairs and work orders. C. Mitchell, Superintendent noted that revenues are at 42.6% collected at \$186,523.50 since the first of the year. The new revenues account is working well with the annual budget being at 64% without using the revenue account. The Jones Field replacement is scheduled for June 24th and 25th at a cost of 27K for the pump noting it is a complete pump replacement; an electrician will be on standby if necessary. The old pump will be repaired and kept as a spare; this will be taken out of the operating budget. The reservoir inspection will be put off until next year; there is some work that needs to be done on the valve. A plan needs to be developed. It has been very busy. The Levey Park pump is being run every Monday to

Thursday dependent on flows, quarter 2 samples tested good. At least three (3) repairs a week have been done; most have been old repairs fixing issues that were not dealt with properly in the past. All GIS maps are being updated by identifying the size and condition of the pipe, charting leaks etc., Route 11 has had many issues. The meter program is moving forward, people have been contacted from the list; there are probably only 4 appointments left. There are 68 +/- homes that are still unmetered with approximately 382 homes metered quarterly, 690 total accounts including 68 that are unmetered flat fee only and there will be a focus to get meters on those homes; this will not happen overnight. There are 226 summer line accounts and 13 that are billed in October only. The biggest focus will be the unmetered homes in order to obtain accountability. The cost of water is minimal at about 10 cents a cubic foot. The Department was thanked. C. Mitchell thanked the Commissioners stating that it is not easy, it is an old water system and wants the customers to understand what they are paying for while giving them a level of service they deserve. Commissioner Holt noted that the Board is being left with a department that has a good work force even with its infrastructure problems. Commissioner O'Brien promoted the employees and gave kudos to the new Superintendent Courtney Mitchell who is developing a long-term plan.

2. Fire Department; NH Homeland Security Grant 2019 - Radio Programming - Approval

Jim Beaudoin, Fire Chief addressed the Board and summarized that the radios were given approximately ten (10) years ago by grant from the State to the department. The current grant is really being given by E911. The State is giving all emergency services a grant to obtain radios which need to all be programmed the same across the State. The programming needs to be updated; this is required. It will cost the department upfront but the Town will be reimbursed; someone will come in update the radios, we pay, then we are reimbursed. If this is not done, we will not qualify for FEMA grants. The department owns 79 radios, each radio will need a cold plug at \$100 and depending on the radio it will be \$40/\$50 each for programming. This allows for talking with any other department in mutual aid to a certain degree. This basically is for a terrorist attack type of situation. The State requires training which is an online class, some department members are already trained, some need updating; this is the easy part. Radios for personal vehicles are not being done except for the Chief and Assistant Chief who are eligible.

C. Shapleigh made a motion to approve the NH Homeland Security Grant 2019 for Radio Programming effective 5/30/2019 allowing the Town Administrator to sign on behalf of the Town and P. Wittmann seconded with all in favor of the motion.

3. Water Bandstand Committee; Request for Reimbursement

C. Shapleigh made a motion to approve the request for reimbursement in the amount of \$13.40 to the Water Bandstand Committee (Nancy Merrill) and P. LaRochelle seconded with all in favor of the motion.

4. Raffle Application; Gilman Library Trustees - Approval

C. Shapleigh made a motion to approve the Raffle Application for the Gilman Library Trustees as presented and P. LaRochelle seconded with all in favor of the motion.

5. Amendment to Minimum/Maximum Wage Charts - Approval

R. Wentworth requested that this item be postponed until after Non-Public Session. The Board was in agreement.

6. Town Hall Surplus Items - Approval

A list of surplus items was provided to the Board for items in the basement. According to the Employee Manual, the Board needs to approve anything with a value over \$1.00 to be put out to bid or sold. Items were offered to all departments first. This will be posted on the website, bulletin boards, social media, Post Office, etc.

C. Shapleigh made a motion to allow the Surplus Items to be advertised for the highest bid and allow the Town Administrator and Executive Secretary to open the bids and P. LaRochelle seconded with all in favor of the motion.

Old Business:

1. Supervisor of the Checklist Discussion on Effective Date of Wage Structure Change

Previously the Board voted on this going to an hourly rate however, within the motion no effective date was set. Members thought it was. L. Dionne, for clarification purposes is asking that an effective date needs to be set.

C. Shapleigh made a motion to set an effective date of January 1, 2019 and P. LaRochelle seconded. The vote was 3 approved, 2 opposed, V. MacDonald and P. Wittmann.

2. Museum

V. MacDonald inquired about the work on the exterior of the Museum questioning whether it was going to be painted this year in order to save some of the trim. There was only one response for a volunteer however, they did not respond to the requested waiver of liability. This will be just for the exterior work.

C. Shapleigh made a motion to put the exterior painting for the Gilman Museum out to bid P. Wittmann seconded with all in favor of the motion.

Selectmen Reports

P. LaRochelle reported that the Water Bandstand Committee is making final preparations for the Water Bandstand Celebration Day. There will be a fly-over as part of the ceremony and there may be as many as twenty (20) aircraft. It will all be done professionally while keeping safety regulations in place. The Water Bandstand was inspected recently, the cribbing on the North East corner needs a little work to see what happened, it appears that when it was repaired some of the blocking that was not screwed in may have been pushed in by the ice, which caused it to lift. A little bit of touch up painting needs to be done and the lights need to be finished. The Police and Fire Departments have been consulted. The K9 demonstration will be across the street at the Historical Gazebo. The Committee is trying to get Channel 9 and if possible the Governor to attend.

P. Wittmann met with the Old Home Week Committee went through the booklet from start to finish checking the ads, discussing the events. There are a couple of follow up items and a new event possibly will be a silent comedy with accompaniment, which is still in the works.

C. Shapleigh wanted to report on the Fire Department Annual Awards Night. The Chief reported on some things. It was the 3rd Annual event and is really very impressive when you hear all of the things that the department has done. The weekend prior to the awards, the department had twelve (12) calls: 3 building fires (maybe major), a baby delivery in a field, they were awarded from Lakes Region Hospital for a major incident the occurred on Mt. Major with several towns that responded, having someone airlifted is major; those are our people doing this and they do a great job! When you hear the top Fire and EMS call responders and how many calls they actually respond to it is amazing. Fire Call Responders: Mike Okanowski, 87 calls, Kyle Latino, 99 calls, Don Filett, 111 calls. It is hard to believe that we have "call people" that respond to that many things. EMS Call Responders: Scott Magoon, 109 calls, Kristine Hallock 112 calls and Kyle Latino, 130 calls. The department has a very dedicated group of people who take a lot of pride in their work and at any given time you will see 10/12 of them just taking care of the station. It is great to see the department being built back up.

V. MacDonald had nothing to report.

R. Wentworth reported on the Rumble Strip meeting that took place last week. It was well attended; comments were made concerning property values and the well-being of individuals. It would behoove the Board to have the Town Administrator on the Board's behalf write a letter to the Governor, State Representatives, State Senators and to the Executive Council stating that we demand that these rumble strips not be replaced when the paving is done. It is unknown how far this will get us. The next step would be to place a referendum on the Warrant Article next spring as to whether the people of this town want them or not. The meeting was attended by mostly the folks in the Route 28 area, some Wolfeboro residents were there, not too many from the Route 11 area were there believing that they don't know that once the speed limit reaches 45 MPH that rumble strips would be placed from Sandy Point to West Alton. This will affect the value of lake homes, this is serious to the well-being and the way

we live in our community. If this doesn't work then possible legal action is in order against the State. The safety of individuals verses the sanity of individuals needs consideration.

It was the consensus of the Board to send letters.

In addition, R. Wentworth noted the Milfoil Committee provided him the Long Term Variable Milfoil Management Plan from March, 2019 for Lake Winnepesaukee.

Town Administrator Report by L. Dionne

Town Planner

L. Dionne informed the Board that Nic Strong, Town Planner submitted her resignation with her last day of employment being July 5th, A draft advertisement has been started and L. Dionne assumes the Board wants to use the minimum/maximum wage chart for the ad. Temporary fill in help will not be necessary as her secretary can handle the office during the day and for the Planning Board meetings at night they will be covered by the Code Officer.

Primex Insurance; 3-year Contribution Assurance Program (CAP) Agreement for CY 2020 - CY 2022

A document from Primex was provided to the Board regarding their CAP Program, which is offered to Municipalities that have Worker's Compensation Insurance with them. If claims are down, they offer a three (3) year program that allows the town to have a cap on premium increases; the increase will never exceed the previous annual premium by more than 10%. This is offered to Municipalities that have a good track record/history for claims. There is no downside to participating in this program.

C. Shapleigh made a motion to sign the Primex Contribution Assurance Program (CAP) Agreement for CY 2020 - CY 2022 and authorize the Town Administrator to sign on the Town's behalf and R. Wentworth seconded. The vote was 4 approved, 1 opposed, V. MacDonald.

Merrymeeting Lake and River Watershed Plan

L. Dionne informed the Board that there will be a meeting on June 19th in New Durham at 6:00 PM at the Elementary School for the presentation of the Merrymeeting Lake and River Watershed Plan. It will be very important that the entire Board attend this meeting; L. Dionne noted she will be attending. R. Wentworth voiced he will be there. More information will be distributed before the meeting is held. V. MacDonald feels that a meeting to should be held in Alton for the residents. P. Wittmann asked if the fish have been tested yet; to date they have not and will be done soon. Signage was questioned; L. Dionne interjected that additional signage was received last week and should be placed this week. Currently there are no blooms because the water is still too cold. The meeting will be posted just in case there is a quorum of the Board.

Town Auction

For informational purposes only a memo was provided regarding Polonsky vs. Town of Bedford. This is to do with the tax deeded properties in Bedford. This has been challenged in court with the proceeds from a tax sale of property owned by the town. Based on legal counsel recommendation and at some point before the auction the Board will need to make a motion to authorize the Treasurer to create an escrow account so that the proceeds from the sale can go into that escrow account until this litigation is complete and we have a final determination. This will be discussed further at the Workshop on June 13th.

Police Department

L. Dionne informed the Board that the Police Department has petitioned through the PELRB with a Petition for Certification for a Union.

Workshop Meeting Wednesday, June 5th at 6:00 PM

L. Dionne reminded the Board that there will be an onsite Workshop on Wednesday, June 5th at 6:00 PM at the New Riverside Cemetery.

Visitors on Friday, June 14th at 2:00 PM

L. Dionne informed the Board that on Friday, June 14th at 2:00 PM there are some folks coming to visit from Alton Hampshire, England that will be stopping by the Town Hall. L. Dionne invited the Board to stop by noting we will be giving them a tour and presenting them with a small gift.

At this time, V. MacDonald stepped out of the meeting to take a phone call.

Approval of Minutes

Public Session, May 20, 2019

C. Shapleigh made a motion to approve the minutes of Public Session, May 20, 2019 as presented and P. LaRochelle seconded with all in favor of the motion.

Non-Public Session, May 20, 2019

C. Shapleigh made a motion to approve the minutes of Non-Public Session I, May 20, 2019 sealing #3 and P. LaRochelle seconded with all in favor of the motion.

Approval of Consent Agenda

C. Shapleigh made a motion to approve the Consent Agenda as presented and P. Wittmann seconded with all in favor of the motion.

1. 2018 Timber Warrants

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|------------------------|--|------------------------|------------|
| Mary Elizabeth O'Brien | Map 15 Lot 68 Drew Hill | Operation #18-011-24 T | \$1,750.44 |
| Roberts Cove Inc. | Map 18 Lot 27 Roberts Cove Road | Operation #18-011-29 T | \$2,382.48 |
| Lynne B. Alden | Map 9 Lot 35 Prospect Mountain Road | Operation #18-011-20 T | \$968.93 |
| Thomas Rainville | Map 8 Lot 28 Route 140 | Operation 18-011-33 T | \$318.62 |

2. 2018 Abatement Requests - Denials

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|-------------------------------------|-------------------|------------------|------------|
| New Hampshire Electric Cooperative | Map 00000 Lot 000 | Utility Property | Refund \$0 |
| Warwick New Hampshire Nominee Trust | Map 49 Lot 36 | Residential | Refund \$0 |
| John & Marie Calabro | Map 21 Lot 8-7 | Residential | Refund \$0 |

3. 2018 Abatement Requests - Grants

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|------------------------------------|------------------|--------------------|-----------------|
| Arthur V & Frances E Strock | Map 15 Lot 15-11 | Residential | Refund \$299.99 |
| Robert C & Jennifer W. Purdy Trust | Map 81 Lot 17-2 | Residential-Island | Refund \$334.36 |

Approval - Police Department; NH Humane Society Annual Contract Renewal for stray animals, January 1, 2019 through December 31, 2019.

Approval -Town Clerk's Office; Civil Forfeiture Annual Warrant for 2019 Unlicensed Dogs.

At this time, V. MacDonald returned to the meeting.

Public Input II (limited to 5 minutes per person on any Governmental/Town Business)

Sharon Kierstead approached the Board to discuss the Supervisor of the Checklist wage structure inquiring about the signing of the Payroll Classification forms. The Board acknowledged and will be signing.

Dave Hussey approached the Board to inquire about the Rumble Strip meeting looking for clarification however it was answered in the previous discussion which stated anything under 45 MPH will not have rumble strips installed which is where the state minimum standards start. R. Wentworth stated that we will aim or fight for no rumble strips in Town. In addition he asked if the Surplus Items will be posted for the public; they will.

Joseph Haas approached the Board and thanked the Board for previously hearing him a few months ago regarding the appropriation vote by the school asking for money from the State. The process is the SAU sends a form to DRA; form MS-22 asking for the money they want. The SAU directs the DRA to set a tax rate per RSA198:4; this has been happening for years. He previously requested an informational statement to go into the tax bills referencing RSA 76:11-a, III; it was not done. Not mattering a person may file an abatement by the deadline. You could make a difference, for a \$65 fee which J. Haas (offered to donate) you can contest; all money that is from a local level is supposed to be from the State level and they would be forced to do that. There are three (3) bills, two (2) in house finance and one (1) in house education to bring up the adequacy. Understanding the situation and the intention to contesting it. R. Wentworth will take a look at it.

Ray Howard voiced he did not see any Non-Public Session scheduled on the agenda but heard the comment earlier about going into Non-Public to discuss the minimum/maximum wage; is this the intention. R. Wentworth stated he asked for it to be postponed until after Non-Public; it will be brought back up after Non-Public in Public Session.

Bob Holt approached the Board to discuss the Backhoe purchase that was previously discussed and awarded to Milton CAT at 85K with a five-year lease/purchase at roughly \$18,611 per year; you will be paying roughly \$8,055 in interest, which is about 10%. There is an equipment fund for the Highway Department that has money put into to it every year and urged the Board to think about and reconsider financing and pay the money outright. Another question regarding New Business #5, minimum/maximum chart, Non-Public Session. R. Wentworth will inform the audience in a few moments when the motion is made for Non-Public Session. In addition, he questioned the cost of the Fire Department Grant that was discussed earlier; clarified there was no cost, costs will be reimbursed. B. Holt further questioned the delivery time of the backhoe; K. Roberts responded he does not have a date at this time, it is being built.

Loring Carr attended the Rumble Strip meeting, referenced the discussion on lowering the speed limit, and referred it as arsenic vs. cyanide; there should be no rumble strips. R. Wentworth responded we are asking for no rumble strips. DOT mentioned that they have not even opened the bids yet. He suggested that the Board consider a Petition Article to hold a special meeting, immediately, to put money into a legal fund to have a court order to stop them from putting in the rumble strips; once they are put in we will be stuck with them, act as soon as we can to stop. On the internet, there are articles after articles about interrupted sleep hurting people's health. The Board of Selectmen will discuss. In addition, at the last meeting, it was tabled regarding the vendor costs; R. Wentworth explained the Town Administrator was out due to a family issue, it will be addressed and is still on the table for future discussion.

Discretionary Action on Requests for Appointments (No discussion, majority vote required to allow/not allow appointment)

- Joseph S. Haas; 91-A

L. Dionne recommended the appointment be granted; 3 to 5 minute discussion. The Board was polled and allowed granting a meeting on June 17th

P. LaRochelle, yes
P. Wittmann, yes
C. Shapleigh, no
V. MacDonald, yes
R. Wentworth, yes

Mr. Haas voiced he had no problem with the June 17th date.

- Walter and Inge Thomas; Reed Road Upgrade

R. Wentworth spoke with K. Roberts who does not feel that an appointment will be necessary that the improvements can just be accepted. K. Roberts stated that everything has been inspected and brought up to grade as requested. The turnaround is in place, paved, all shoulder work has been done, the delineator post is in and ditch lines, culverts with rip-rap installed. It would expedite things to just change the classification from a Class VI to a Class V for the 150' section. L. Dionne made a recommendation to approve the appointment for 5 to 10 minutes. K. Roberts stated that we do not have to have a public hearing because we already own the road, it is just changing the classification. There is no bond on this; this section was a complete rebuild not just resurfacing. This request will have to be done at another meeting due to this being a request for an appointment. L. Dionne is unsure what the process is and will need to look into whether a Public Hearing needs to take place. At this time, Walter Thomas approached the Board however he was not allowed to speak. R. Wentworth assured W. Thomas that based on everything being acceptable, the Town Administrator consulting with Town Counsel and everything is fine with the work, then it would be placed on the June 17th agenda to allow the road to be accepted and changed from a Class VI to a Class V road based upon the recommendations of the Highway Agent.

Board consensus was to allow the appointment for June 17th date.

Non-Public Session:

R. Wentworth made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) and (l) at 7:32 PM and C. Shapleigh seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

P. LaRochelle, yes
P. Wittmann, yes
C. Shapleigh, yes
V. MacDonald, yes
R. Wentworth, yes

The Board offered to use the Heidke Room for the Non-Public Session to allow the audience to remain in the meeting room.

A five-minute recess was taken.

Adjournment

R. Wentworth moved at 7:54pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:
C. Shapleigh - yes V. MacDonald - yes
P. Wittmann - yes P. Larochelle - yes
R. Wentworth - yes Roll call vote carried unanimously.

C. Shapleigh moved to approve the request from Cpl. Phil Hunter to use one additional week of sick time in accordance with Employee Manual Section 3.4.6. V. MacDonald seconded. Roll call vote:
C. Shapleigh - yes V. MacDonald - yes
P. Wittmann - yes P. Larochelle - yes
R. Wentworth - yes Roll call vote carried unanimously.

C. Shapleigh moved that the Board of Selectmen enter into a contract with Attorney Matt Upton of Drummond Woodsum for the purpose of representing the Board of Selectmen with the Police Department's unionizing efforts and negotiations, and further to authorize the Town Administrator to act on the Board's behalf during this process.

V. MacDonald seconded. Roll call vote:

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| C. Shapleigh - yes | V. MacDonald - yes |
| P. Wittmann - yes | P. Larochelle - yes |
| R. Wentworth - yes | Roll call vote carried unanimously. |

C. Shapleigh moved to approve the proposed amendments on the 2018 and 2019 min/max wage charts. V. MacDonald seconded. Roll call vote:

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|--------------------|-------------------------------------|
| C. Shapleigh - yes | V. MacDonald - yes |
| P. Wittmann - yes | P. Larochelle - yes |
| R. Wentworth - yes | Roll call vote carried unanimously. |

P. Larochelle moved at 7:56pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully Submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary