

**ALTON BOARD OF SELECTMEN**  
**Minutes**  
**October 5, 2020**  
**Approved – October 19, 2020**

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Chairman R. Wentworth convened the meeting at 6:00 PM and P. LaRochelle led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence.

R. Wentworth announced the following:

Until Further Notice: To keep our members and staff safe, and to comply with RSA 91-A, the State of Emergency, and Governor’s Orders, restrictions on public gatherings, The Town of Alton has moved from “in-person” meetings to “remote audio participation meetings”. To remotely attend the meeting (audio and video) visit our website: [www.alton.nh.gov](http://www.alton.nh.gov) on the day of the meeting for instructions or telephone the Selectmen’s Office 603-875-2113 or 603-875-0229. There continues to be no Public Input at this time.

The following staff members were present:

Reuben Wentworth, Chairman  
Virgil MacDonald, Vice Chairman  
Philip V. Wittmann, Selectman  
Paul LaRochelle, Selectman  
Bob Holt, Selectman  
Elizabeth Dionne, Town Administrator  
Laura Parker, Finance Manager

**Agenda Approval**

P. LaRochelle made a motion to approve the agenda as written and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**Emergency Management Update** by J. Beaudoin, Fire Chief and J. Dever, Code Official

J. Beaudoin, Fire Chief and Deputy Emergency Management Director informed the Board that the Town on a whole has gone through the Pandemic very well. Recently, the Board asked that the meetings be allowed to open back up the meetings to the public however during that time there was a spike in cases. Within a short period of time the Town went from zero (0) cases to nine (9) cases which has since gone down to two (2) cases. The EM Team has decided that it is time to open the Board of Selectmen meetings back up. The meeting room has been set up to accommodate sixteen (16) people. If more than the sixteen (16) people show up for the meeting there will be options to either ask the people to remove themselves and attend remotely, however, you must allow the time for them to return home and log into the meeting or if someone feels they can’t be in attendance then you must shut the meeting down. Someone will need to moderate the meeting for people entering. The EM Team still wants screening done with the questionnaire and temperatures taken. We recommend masks but are not going to require masks. Hand sanitizer will be placed next to the agendas on the table. R. Wentworth inquired about the Museum for simulcasting the meeting similar to the Planning Board meetings. The ability for the Museum is 6/8 people. The best course of action is encouraging remote access. If there is a hot topic then you will need to hire someone to open up the Museum. Board members agreed that the usual attendance is between six (6) to eight (8) people. P. Wittmann suggested that when we announce that the meetings will be reopened to the public potentially it should be on a first come first serve basis and if someone makes an issue of it the meeting would need to be shut down. If there is no ability for remote access the meeting has to be shut down. To allocate resources, the EM Team is asking for the Board to shut down the West Side Restrooms to allow the Town’s resources to do the cleaning at the Town Hall. Normally the West Side Restrooms are not shut down, East Side Restrooms are already closed. A possibility is to only open the Restrooms on the weekends. B. Holt questioned using the stage area for additional attendance. Opening will be for only the Selectmen meetings and if all goes well then other meetings can be opened for other Boards/Committees. V. MacDonald asked about the availability of cleaning supplies which no longer seems to be a problem although some is more expensive. R. Wentworth suggested/recommended that this

wait until November 1<sup>st</sup> before putting this into effect in order to get through the peak foliage season. The other issue would be Halloween which the EMT will allow however there is a need to get the safety guidelines out for people to follow. The schools are closed (due to a positive test result) this week, they will go back after the Columbus Day holiday. R. Wentworth feels that the schools could have handled this a bit differently with contacting/communicating with the families for monitoring the children with the closest contact. Noted, contract tracing is done by DHHS. On another issue in reference to the Mt. Major area parking issues, R. Wentworth informed the Chief that his neighbor at the end of the road on Jesus Valley Road posted their property this weekend after multiple confrontations with people going through their property. At the end of the road possibly the Town should allow the owners to place a saw horse across with signage Private Drive, Do Not Enter. That part of the trail is closed now after this weekend with them having enough at this point in time. With forty (40) cars parked there this weekend it would be hard to get an emergency vehicle through. V. MacDonald noted that the Conservation Commission is working on a resolution near the old logging road. R. Heath, Police Chief joined the conversation and has addressed this issue with his patrol supervisor. They are stepping up their efforts in that area based on the agreement that was made with the State. The officers are enforcing the No Parking restrictions. This possibly has pushed people to the outer areas and some is due to the parking area being closed. R. Wentworth is requesting No Parking signage to be placed on Jesus Valley Road everywhere on the road and he is sure it is not just on this roadway. The Fire Department was contacted and still has access through the property at the end of the road. R. Heath informed the Board about the finances related to COVID. The last phase through the CARES Act submission has been done; 126K was the allowance for the Town, Police, Fire and First Responders wages were allowed and based on that with the last submission at approximately 222K which is well over the cap with the Town being able to recoup all of that with a plan to put it into a revenue line under the Emergency Management budget. The wages have been accounted for in the Operating Budget so that excess money can be used to offset other expenses in other areas during the State of Emergency. V. MacDonald questioned the money going into the General Fund line believing that all monies had to go into this line. L. Parker, Finance Manager explained. The \$126,040 allotted amount has already been received. Every expense was submitted knowing some things might be rejected. The additional money for First Responders was an eight (8) week program that has already ended and was funded separately. P. LaRochelle questioned the placements of shield/plexiglass in restaurants wondering if this is inspected. This would be dependent on the individual Town Ordinances; we currently don't have that requirement. If this is being done then the restaurants should get in touch with the Health Officer for inspections.

#### Announcements:

None

#### Submission of Public Comments - Questions - Concerns

- Email - Peter Farrell & Gene Harkless - Stockbridge Corner Road Safety Issues

L. Dionne informed the Board that she was waiting on responses from the Police and Highway Departments on the request for signage.

R. Wentworth read the following email into the record:

*Dear Selectmen*

*Gene and I were very pleased to see the recent re-painting of the double yellow line on the easterly side of Stockbridge Corner Road (SCR). We thank the town for that safety improvement, but have additional concerns.*

*It is interesting to note that the lines on the westerly side of SCR are still clearly visible without re-painting. If my memory serves me correctly, they were painted at nearly the same date as those on the easterly SCR. The worn lines to the east are evidence of the volume of traffic passing between route 11 and route 28, 7 days a week. In addition, the average speed at which this traffic travels, as I am sure the Police department will attest, is well above the 30 mph limit. Compounding our safety concerns is the recent removal of the 6 ton limit on the road that had been in effect for close to 20 years. The effect of additional through truck traffic on the road is significant. In numerous places, the edge of the pavement is breaking away and has narrowed the paved travel lane to as little as 7 ½ feet. I recently followed a large delivery truck using the SCR 'bypass', and for most of its journey, it straddled the double yellow line. More broadly, the recent extensive crack seal treatment the road also indicated that the upgrade of the road in the last decade was not intended to uphold the current traffic demands. Remediating these issues would, I expect, cost the taxpayers of Alton a substantial sum for what has essentially become a state highway bypass. This would be an expenditure for something that we and, most likely, the majority of our SCR neighbors, have no use or desire to have happen.*

We request consideration of the following safety improvement issues:

1. Restoration of the 6 ton, 'no through trucking' limit.
2. Reduction of the speed limit to 25 mph.
3. Addition of signage for, but not limited to,
  - a. Residential area
  - b. Yielding/caution for Pedestrians and bicycles
  - c. Tractor crossing

And, while we have your attention about our neighborhood safety issues, we also encourage you to consider extending the 25 mph speed limit to all town roads (including Main Street) and a reduction of the speed limit for the folks on Route 28 south of the circle. Making our roads safer for people to get out and walk, run, and ride, will save more lives than will more pavement.

If you plan to consider these issues on a specific date, we would appreciate a notification of such.

Thank you for your time and commitment to serve our community.

Sincerely,

PF & GEH

Gene E Harkless  
Peter Farrell  
720 Stockbridge Corner Road  
POB 111, Alton, NH 03809  
603 387 4338

R. Wentworth understands the concerns and feels that when DOT is sitting on Route 28 the trucks bypass them by using this roadway to avoid a safety inspection. The road is highly used with people coming from Rochester, Farmington and Concord. If a 6-ton weight limit is imposed then an oil truck cannot use that road. A few years ago the Selectmen voted to pull the signage limits because the State statute quoted that 6-tons limits could not be placed because of the Highway Block Grant and referred to Title XX Transportation Chapter 231. There is nothing limiting the Selectmen's powers within. State roads would need to be petitioned through the State. As far as Town Roads they are all 25MPH unless the Town does a safety study. V. MacDonald differed stating that there are only two (2) road that are 25MPH the rest are all 30MPH and oil trucks are allowed. The problem with No Thru Trucking signs are when you get to the Town line once you have entered the roadway there is no place to turn around. The concerns are understandable. R. Wentworth voiced that as far as the 6-Ton weight limit, it should be reviewed by legal counsel. V. MacDonald mentioned the possibility of contacting or sending a letter to New Durham to see how they are handling this issue. No through trucking is not the issue but all trucking is an issue. Enforcement is an issue with this matter and GPS can become an issue. L. Dionne asked for clarification on whether an opinion from Attorney Sessler was needed; R. Wentworth responded "yes, he would like to know if the Town can post roads when State or Federal money is involved. A legal opinion is requested for posting year round roads with 6-ton load limits, no through trucking if Federal and State monies are involved. The Board was in agreement. R. Wentworth asked the Board about sending a letter to the New Durham Town Administrator regarding the possibility, if allowed, of them placing No Through Trucking at the beginning of their end of the road. In addition, R. Wentworth thought that the next time this is brought forward to contact Mr. Farrell to join into the conversation. Another appointment will be set for this waiting on the responses.

#### Appointments:

- David Shibley - Shibley's at the Pier Lease Agreement Renewal

R. Wentworth presented the requests from Mr. Shibley for his lease renewal:

1. Have a twenty (20) year lease
2. Make sure his daughter can take over the business
3. Have updated pictures and drawings of the land and structures

R. Wentworth feels instead of the Selectmen doing this he believes the Town Administrator and the Code Official or Assessor can take care of laying out on the property card the dimensions, square footage, boundaries, etc. so that there are no mistakes. At this time, Dave Shibley remotely joined the meeting. In the current lease R. Wentworth noticed within the interior alterations section, Mr. Shibley owns the building and he doesn't see why

the Town is restricting him with renovations, P. LaRochelle agrees and building permits need to be issued. L. Dionne informed the Board that the lease agreement is with the Corporation so it shouldn't affect the daughter's take over as long as she is an officer of the Corporation. The consensus of the Board is for Mr. Shibley to work with the Town Administrator, Assessor and Code Official to draw a new lease and getting the new file card updated; Mr. Shibley understands and agrees. B. Holt asked about the file card which shows the 10' curtilage when the card he obtained from the Assessing Office earlier in the year did not show this. It was explained that this would be why the card needs to be updated so that there will not be any further issues or questions. P. LaRochelle has only ever received the card showing the curtilages. The Board agrees with proceeding as stated. Once this is done it will be sent to the Town Attorney for his review then to Mr. Shibley once the Board approves, to see if he is in agreement. L. Dionne informed the Board that she feels it needs to go onto a Warrant Article for approval. D. Shibley voiced that for anything more than one (1) year, he believed it needed to have a Town vote. The Town Administrator will get in touch with Mr. Shibley once everything is ready.

**New Business:**

1. Assessing Department - Bid Specifications - Property Map and GIS Project

Bid Specifications were written and provided to the Board by R. Jutton, Assessor who remotely joined the meeting to discuss. The Board was informed that he and J. Monaco have solicited input from Cartographic, App Geo and Paul Zuzgo who are the only people in the area that do the kind of work that the Town is performing. Cartographic feels it is a 300K job to take all property records from surveys and deeds then accurately reconstruct the tax maps. The others feel that we can live with the inaccuracies in the current maps gradually improving them over time while maintaining the tax maps by adding new subdivision records. This would come at a much lesser cost. There is currently 80K established for the mapping project. While speaking with App Geo they state it should be significantly less than that amount. A tax map is an approximate document and has no standing in a court. It should be as accurate as it can be and all tax maps contain a clause that the map is to be used for informational purposes only and is not a legal document. We do not need to make every parcel perfect but should strive to get them as clean as possible. Accuracy will improve from one year to the next. R. Wentworth asked about the tax cards. R. Jutton explained that the maps have been hand drawn since 1977 which equates to the inaccuracies. The scale is the problem. P. Wittmann reiterated that the cost should come in at or below the 80K pricing. R. Jutton has been assured by the others that it shouldn't cost 80K to get the task accomplished.

R. Wentworth made a motion to allow the RFP for Property Map and GIS Project as submitted October 5, 2020 and V. MacDonald seconded Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

2. Fire Department - Future Staffing Discussion

J. Beaudoin, Fire Chief rejoined the meeting to discuss future staffing for his department. R. Wentworth would like a breakdown in writing of the staff scenario for going to six (6) people plus two (2) which includes himself and another individual already approved; this would make eight (8) full-time members if agreed. The grant application mentioned is desirable. There are many options for shifts. The goal is to continue with per diem staff. Currently there are only two full-time positions in the department, the Chief and the Secretary. The Deputy performs all of the inspections. This is the next step in the progression of the department. The plan is to begin this in 2022 and part of the step for moving forward in the planning process. The Chief is not looking for a commitment today but he is looking for a consensus to keep working in this direction. By bringing in two (2) people each year beginning in 2022 through 2024 it would allow a step of increases to the budget. The per diem staff would still be there to supplement any vacations, sick time, etc. The Town is heading in the direction of a full-time department. If the grant was awarded in 2021 there would be no cost for three (3) years. The biggest hit is not the wages it is the benefits. The department's membership is lower than in the past with members moving to other full-time departments. Most of the people that are being sent through the academy stay on for two (2) to three (3) years, they are not just getting trained and moving on. P. LaRochelle asked about the timing of the grant period and whether he was just looking for the approval to apply for the grant. The Chief responded it hasn't opened yet but should be anytime and should be before the end of the year; he is looking for approval to apply if that is the direction the Board wants to take. Either way, if the grant is applied for and accepted or not accepted the Town is not bound to move forward with it. V. MacDonald feels by 2024 the department will be going full-time. B. Holt

questioned the infrastructure within the Town which is adequate but not ideal with some upgrades in the past. With a Master Plan Consultant we will be looking to see what is needed for infrastructure. West and East Alton Stations are mostly volunteer at this time. The Master Plan weighs into this and the infrastructure for both the Fire Department and Highway Department are major factors along with the locations. P. LaRochelle's opinion is that the Chief should at least apply for the grant now then see where it will go from there while keeping the Board informed. P. Wittmann agreed. The remaining members also agreed. Consensus is to apply for the grant.

### 3. Administration - Investment Policy

L. Parker, Finance Manager informed the Board that each year the Board should be signing an Investment Policy. This is to keep a policy for your Treasurer to invest for the Town. It is required by RSA 41:29 and the latest one found was dated 2009 and should be done annually. The Board members were not aware of this and don't recall seeing this before.

P. LaRochelle made a motion to approve the Investment Policy as submitted for 2021 and V. MacDonald seconded. Roll Call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

### Old Business:

#### 1. Smart Growth Municipal Survey Discussion

V. MacDonald feels that this survey should be sent back to them. P. Wittmann agrees as do the other members. The consensus is to drop the discussion.

#### 2. West Side Bay Retaining Wall & Brick Sidewalk Discussion

R. Wentworth informed the Board that this is just for discussion; there is no supporting paperwork. He noted that people were not happy with the work on the East Side wall and had every opportunity to voice their opinion. The West Side wall is in need of repair. In speaking with K. Roberts, Highway Manager his crew will be tied up with School and Church Street repairs and is quite an undertaking so if this was done next year then possibly the Highway crew could do the sidewalk job next year. At this time, K. Roberts, Highway Manager remotely joined the meeting. He agreed the work in the Church and Main Street area is a huge job. The survey shows some complications with some of the buildings and will be available in the next day or so. It is not that the Highway Department can't do the job but they are limited by being a 40-hour a week crew and are also limited with the equipment. He feels that this should be engineered and placed out for bid for a construction outfit to come in to perform the work involved. He believes there will be 500K left in the Road Reconstruction line this year then appropriate the 950K by Warrant Article there should be enough money to complete most of this work. This would allow the Highway crew to go down and perform the work in the Bay as well as the ditching that has not been completed and the culvert replacements that need to be done. This will allow them to get caught up for the following year and move on with the road reconstruction. The School/Church Street project is a complicated build being in the middle of Town, trying to run the school. From the closure, start to finish is not a big time span. V. MacDonald questioned the costs involved for the discussed road project; it is estimated to be in the millions. The costs should be broken down by the engineering for the various scopes of the work. The costs are estimated until this goes to engineering. The boundaries and right-of-ways need to be addressed. Knowing School Street is 66 inches wide, from Route 140 from Pine and Church Street we never knew this until the survey was done is also that width. One of the biggest complaints is there is no sidewalk to Route 140. V. MacDonald suggested making the small extension one-way. That would be a decision of the Board and the Engineers after discussion. The Engineer could advise the Board of what can and cannot be done within the project. There are some asbestos lines in the ground and the drainage system on Church Street is questionable at best. K. Roberts feels that an Engineer can best address all of these issues then get it out to bid before the school closes next year. The Board was in agreement that this should go out to bid which would allow the Highway Department to work on the brick sidewalks and possibly the retaining wall in the Bay along with tree removal, ditching, brush cutting, etc. P. LaRochelle asked if anyone has looked at the wall in the Bay now that the water is so low. He has looked at it at the bottom and with the falling rocks wondering if the current wall could be saved. K. Roberts responded that he has looked at it and believes that it can by using concrete. With the fallen rocks, clean them, prepare them for

reinsertion, rebuild from beneath and support the existing one pouring concrete from behind in the void areas. P. LaRochelle agrees noting that with water this low he inquired whether the work could possibly be started in the exposed areas. K. Roberts responded that he currently doesn't have the manpower. An overview was given on the Highway Department's current tasks. P. LaRochelle understands the work load on the department and complimented K. Roberts and his team on the work on Roberts Cove Road. R. Wentworth called for a motion. K. Roberts requested to wait until the survey work is back so that the Board can review which may give the Board some direction on how to proceed.

### 3. Roberts Cove Beach Discussion

R. Wentworth noted that there is information from the Police Chief on the patrolling of the area, the fact that it is the Powder Mill Snowmobile Club that runs in that area not the Mt. Major Snowmobile Club. If insurance is not provided to the landowner then the Town will shut the trail down to the Powdermill Club. L. Dionne informed the Board that while researching the State does not actually issue a certificate for the individual landowners they do a blanket certificate for all property owners that the trail crosses. The property owner has not received a copy yet but it was indicated that they would be receiving one in the near future from the State. In addition, the Police Department has stepped up their presence in the area. The property owner is aware that they need to call the Police if there are issues transpiring. B. Holt brought forth the parking on Roberts Cove Road which might warrant No Parking signage. Signage might be necessary in the areas. V. MacDonald would like to see regular patrols in the Roberts Cove area; patrols have already been increased on all shifts. P. LaRochelle wondered when the last time there was an issue and if it has changed since the increase in the patrolling; L. Dionne was unsure. The original complaint came into the Conservation Commission and V. MacDonald felt it should go to the Board of Selectmen as they were the ones who signed the Easement. V. MacDonald feels that Mr. Hepburn should meet with the various Town Officials. R. Wentworth suggested, the best thing to do is monitor and police the area and has no issue with bringing Mr. Hepburn in to speak with the Officials. Possibly a sign should be placed to the effect of this property was granted to the Town by an easement, we need to keep it picked up and clean and it could be lost if the rules are not followed; we will lose it! The Parks and Recreation Department has been going there daily. L. Dionne offered to call Mr. Hepburn to discuss.

### Selectmen Reports

B. Holt had nothing to report.

P. LaRochelle reported that ZAC met and is moving forward working on the past Warrant Articles that did not pass last year. Highlighted were child daycare uses, lumber yards, outdoor recreation, eventually Air-B-n-B's and tiny homes. Some of the verbiage has been changed. These are moving along nicely with good ideas for placement in the Warrant Articles. Reviewing the Zoning Book for updated verbiage or to be removed. Storage Containers are being bypassed for now.

P. Wittmann had nothing to report.

V. MacDonald reported the Planning Board is getting ready to begin the Master Plan; J. Call is getting in touch with a consultant. CIP should have been \$1.58 but it has gotten down to 99 cents, level for the next three (3) years then it drops; this will be coming to the Board shortly. Kudos to Jessica and Amelia for a job well done.

R. Wentworth reported earlier on the Jesus Valley Road issues. The Budget Committee did not meet last week due to a lack of a quorum. By law we have to have this committee.

V. MacDonald stated that when there are meetings held in this building he requested that the notices be posted in the outside bulletin board. L. Dionne interjected that it is her understanding that all agendas are posted at the Post Office, The Town Hall and the Town Website. V. MacDonald stated that was why the Conservation Commission meeting was cancelled because it was not posted. The Town Planner came to see her in reference to this and in a situation like this, the meeting could have been held. L. Dionne will inform the various departments.

**Town Administrator Report**

**Halloween Hours**

L. Dionne requested the Board to vote on approving the Trick or Treat hours for Halloween from 5:00 PM to 7:00 PM on October 31<sup>st</sup>.

P. LaRochelle made a motion to approve the Trick or Treat hours on October 31, 2020 from 5:00 PM to 7:00 PM and V. MacDonald seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**Approval of Minutes**

**September 21, 2020 - Regular**

P. Wittmann made a motion to approve the minutes of the Regular Meeting, September 21, 2020 as presented and V. MacDonald seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**September 21, 2020 - Non-Public**

V. MacDonald made a motion to approve the minutes of the Non-Public Meeting, September 21, 2020 as presented divulging none and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**September 28, 2020 - Budget Meeting**

V. MacDonald made a motion to approve the minutes of the Budget Meeting, September 28, 2020 as presented and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**Consent Agenda Approval**

V. MacDonald made a motion to approve the consent agenda and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**1. Police Department:**

- a. Probation Completion. James Azzara, Patrol Officer, Part-time, \$19.56/hr to o\$19.81/hr, effective 7/15/20

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

None

**Non-Public Session:**

P. LaRochelle moved at 7:47pm to enter into nonpublic session under RSA 91-A:3,II,a,c. V. MacDonald seconded.  
Roll call vote:

P. Wittmann - yes	V. MacDonald - yes	P. LaRochelle - yes
R. Wentworth - yes	R. Holt - yes	<u>Roll call vote carried unanimously</u>

R. Wentworth moved at 8:31pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes	P. LaRochelle - yes
R. Wentworth - yes	R. Holt - yes	<u>Roll call vote carried unanimously</u>

R. Wentworth moved to “not divulge” the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board or render the proposed action of the board ineffective. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes	P. LaRochelle - yes
R. Wentworth - yes	R. Holt - yes	<u>Roll call vote carried unanimously</u>

**Adjournment**

R. Holt moved at 8:32pm to adjourn. P. LaRochelle seconded. Motion carried.

Respectfully submitted

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary