

Date: July 21, 2014

Date Minutes Approved: August 25, 2014

BOARD OF SELECTMEN MINUTES

Present: Shawn Dahlen, Chair; David J. Madigan, Vice Chair; and Theodore J. Flynn, Clerk.

Absent: (none)

Staff: René J. Read, Town Manager; and C. Anne Murray, Administrative Assistant

I CALL TO ORDER

The meeting was called to order at 7:00 PM in the Mural Room at the Duxbury Town Hall.

II OPEN FORUM—Nothing was brought forward.

III NEW BUSINESS

Acceptance of Donation from Interfaith Council

Mr. Flynn explained that each summer the Duxbury Interfaith Council provides financial assistance to help send Duxbury school-age children in need to a summer camp. The campships are distributed based upon need and the financial capabilities of the child's family. Gordon Cushing, the Duxbury Recreation Director, reported he received a gift of \$11,840. made by the Interfaith Council for this summer, and as in the past the Selectmen are asked to accept the donation.

Mr. Flynn moved that the Board accept the gift from the Interfaith Council in the amount of \$11,840. Second by Mr. Madigan. Vote: 3:0:0.

Mr. Flynn mentioned that for additional information the Duxbury Interfaith Council's website and phone number are: www.duxinterfaith.com and 781-934-8388. Donations can be sent to: Duxbury Interfaith, P.O. Box 1161, Duxbury MA 02331

7:05 P.M. Public Hearing Continuation: Fee Changes-Fire Dept. Fees

Mr. Flynn moved that the Board of Selectmen open the continuation of the public hearing regarding proposed fee changes for the Fire Department fees. Second by Mr. Madigan. Vote: 3:0:0.

Chief Nord provided a memorandum to the Selectmen dated June 20, 2014, which gave some background information regarding the requested Ambulance Fee increase. This led to a fairly extensive discussion with the Board some of the main points were as follows:

- The last fee increase for these costs was made in 2012.
- The Chief explained that it is his belief that the cost should be borne by the users and not supported by taxes.
- He has figured the costs for 2 fully-staffed and stocked 24 hrs./ 7 days a week ambulances as \$675,000 per year. This figure includes the actually running cost, personnel, medications, licensing and training.

- He has figured the projected run count at 1000 transports per year. He then tried to come up with a “cost for trip” estimate. In doing so, however, he needs to take into consideration that Medicare only covers a % of the cost and in Duxbury approximately 43% of the payer mix are Medicare-reimbursed runs. Also takes into consideration hardships, which are reviewed on a case by case basis, in which the bill is waived. Given this the Chief’s proposed rates are set a little higher so that the proposed fee increases should come close to covering the overall costs.
- The following table illustrates the proposed rate changes:

AMBULANCE TRANSPORTATION: Category	Current Rate (as of June 30, 2012)	Proposed Rate (as of August 1, 2014)
Base Rate- Non-Emergency	\$392.00	\$465.38
Base Rate – Emergency	\$627.00	\$744.62
ALS* – Non-Emergency	\$470.00	\$558.46
ALS 1* - Emergency	\$744.00	\$884.24
ALS 2	\$1,077.00	\$1,279.82
SCT **	\$1,130.00	\$1,512.52
Mileage	23.00	\$14.32

*ALS = Advance Life Support

**SCT = Special Care Transport, which is an for ambulance moving patients from facility to facility

Before voting on the fee increase Mr. Flynn questioned whether any of the other Fire Department fees should be adjusted because it appears that the last adjustments were made in 2004. Chief Nord indicated that as part of this process he did review those fees. He calculates them based on a time assessment of the administrative time and the inspector’s time based on current salaries and believes that they are still valid so is not recommending any changes at this time.

Mr. Flynn moved that the Board of Selectmen approve the fees as listed in Fire Chief Kevin Nord’s memorandum dated June 20, 2014 and the accompanying spreadsheet, with the new fees to be effective on August 1, 2014. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Flynn moved that the Board of Selectmen close the public hearing regarding the proposed fee changes for the Fire Department fees. Second by Mr. Madigan. VOTE: 3:0:0.

7:07 P.M. Public Hearing: Bó-Tes Duxbury, LLC d/b/a Bó-Tes Duxbury, Seasonal All-Alcohol Package Store License

Mr. Flynn moved that the Board of Selectmen open the advertised public hearing for a Seasonal, All-Alcohol Package Store License for Bó-Tes Duxbury LLC d/b/a Bó-Tes Duxbury, Thomas Campanelli, Manager, 1508 Tremont Street (a/k/a 1514 Tremont Street) Duxbury MA. Second by Mr. Madigan. VOTE: 3:0:0.

Mr. Thomas Campanelli said he would appreciate the Selectmen’s consideration to grant the Seasonal All-Alcohol license.

As background, Mr. Flynn mentioned that the applicant currently has a Wine & Malt Package Store Liquor license and is seeking to add a Seasonal, All-Alcohol Package Store License, which would

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allow sales of all kinds of alcohol beverages from April 1st through November 30th, 2014. Staff did confirm with the Alcohol Beverages Control Commission (ABCC) that the applicant could hold both licenses, if there is a Seasonal, All-Alcohol Package Store License available and there is. The hours of sales will be the same as on the Wine & Malt Package Store License.

Mr. Madigan questioned whether another Seasonal All-Alcohol license was needed. He mentioned the number of them that have been given out in close proximity to others.

In response, Mr. Campanelli pointed out that his store is the last stop on the north end of Duxbury on the route to Marshfield locations.

Mr. Madigan gave an overview of the licenses the Selectmen have approved, and indicated that in his opinion it seems like the Board is approving more than what is needed. He said that Mr. Campanelli made a good argument based on his location, but added that in his opinion there is basically less than two miles between any of the locations.

The Board questioned whether the licenses are tied to population and asked Ms. Murray to explain. Ms. Murray responded that she was always under that impression that liquor licenses were tied to the population of a community, but something must have changed in the regulations. She mentioned that when the Seasonal liquor license came up earlier this summer, the ABCC was questioned about how many Seasonal liquor licenses Duxbury could give out. The ABCC indicated that there is no limit for Seasonal liquor licenses; so apparently they are no longer tied to population.

Currently there are two Seasonal All Alcohol licenses: Blakemen's (i.e., Duxbury Beach Park II) and Sandy Lambert's Marketplace.

Mr. Dahlen said he has no problem with people doing business, as long as it is done properly. He said that if the Board wants to come up with methodology for approving or disapproving requests he has no problem with that, but felt it should be in place before applications are before them so the applicant would know in advance. As a side note, Mr. Dahlen mentioned that he recently heard that the Governor was suggesting doing away with any requirement of population or limits for the licenses as a means of economic development for the Commonwealth of Massachusetts.

Mr. Flynn moved that the Board of Selectmen, acting as the Licensing Authority, approve a Seasonal, All-Alcohol Package Store License for Bó-Tes Duxbury LLC d/b/a Bó-Tes Duxbury, Thomas Campanelli, Manager, 1508 Tremont Street (a/k/a 1514 Tremont Street) Duxbury MA, subject to the following conditions on the licenses. Second by Mr. Madigan

Before voting, Mr. Madigan said he would like the Board to have a discussion regarding a policy for liquor licensing to have some way of limiting the licenses or there would be liquor sold on every corner. Mr. Dahlen said could be put on a future Selectmen's agenda.

Returned to the motion for the vote; VOTE: 2:1:0 (Mr. Dahlen & Mr. Flynn –aye and Mr. Madigan – nay.)

Mr. Flynn moved that the Board of Selectmen close the public hearing for a Seasonal,

All-Alcohol Package Store License for Bó-Tes Duxbury LLC d/b/a Bó-Tes Duxbury, Thomas Campanelli, Manager, 1508 Tremont Street (a/k/a 1514 Tremont Street) Duxbury MA. Second by Mr. Madigan. VOTE: 3:0:0.

Discussion pertaining to a Voluntary Water Ban / Peter Mackin

Mr. Peter Mackin, Duxbury Water/ Sewer Superintendent, was present and mentioned the following:

- It was a very dry June. To illustrate this he said that in June, 2014 we had 3.0” of rainfall and compared that to June, 2013 in which we had 12.2” of rain. In a 12-month period ending with the June rainfall, we are 20” behind the average.
- Pumpage is up, for June alone, an increase of 36%. There were a couple of 3 million gallon days, which he classified as not unusual. The maximum day for the year (so far) was 4.3 million gallons.
- Since we are pumping a lot of water and not having the rainfall to re-charge the aquifer, Mr. Mackin feels it would be prudent at this time for the Selectmen to call for voluntary outside watering restrictions.
- The restrictions being recommended are similar to voluntary water restrictions in the past. As in the past, the Water Department will monitor the situation and when they find the restrictions can be lifted notification will be sent to the Board.

Mr. Flynn moved that the Selectmen put in place a voluntary watering ban until such time as the Water in accordance with the Memo / Press Release 9of July, 2014 by Peter Mackin, Water / Sewer Superintendent). Mr. Flynn read the Memo / Press Release, which outlined the restrictions. Second by Mr. Madigan. VOTE: 3:0:0.

Discussion with Duxbury Bay Mgmt. Committee regarding updated Duxbury Bay Management Plan for Board of Selectmen review and approval

Mr. Sam Davenport, the Chair of the Duxbury Bay Management Commission (DBMC) provide to the Board a 12-page printout of the Duxbury Bay Management Plan, which he characterized as an “Executive Summary” of the 109-page Duxbury Bay Management Plan-DRAFT the Selectmen received in their packet.

Mr. Davenport mentioned the following:

- The DBMC was established as a recommendation of the 1st plan and as part of their tasks the Duxbury Bay Management Plan is to be updated every five years.
- This involves updating all the tables, facts, figures, and history to make it current with current Bay uses, users and recent studies.
- The new plan also contains some new recommendations.

Mr. Flynn commented on one section of the Plan, which suggests “exploring the feasibility of municipal shellfish propagation,” and he was curious about the rationale as he opined that a municipality trying to follow a business model isn’t always a good idea.

- In response, Mr. Davenport said that is just one recommendation and he made clear that by approving the Plan the Selectmen are not approving any funding or approving any of the

recommendations. The Committee would come forward for specific approval of any given recommendation. Regarding that specific proposal raised by Mr. Flynn, he point out that many coastal communities use shellfish propagation for a number of reasons from recreational shellfishing to water quality. So the intent was for many possible uses from improvement of water quality to perhaps opening areas that were historically used for shellfishing.

- In the “Executive Summary” there is a listing of the Revised Bay Management Plan: New Recommendations and Deleted Recommendations.

Mr. Dahlen has been involved with the DBMC and has been involved in the ongoing discussions so he explained he can appreciate all the work that just goes into updating the information. It was noted that the prioritization of the recommendations is on a 1 through 3-scale with a number 1 being the top priority to 3 being of lesser priority.

Mr. Flynn noted that there is a recommendation to switch to a new type of moorings. Mr. Dahlen said that is the helix mooring, which he advocates for. He mentioned that they have those in Marion. He explained that it is not something that you would do immediately, but perhaps after dredging is done to require and install the helix moorings. Unlike the mushrooms, which are currently in use, the helix moorings are permanently installed and more secure. He said it cost to put them in, but they are more secure and have less maintenance costs. The helix moorings still have the same length of swing. He also talked about how the chains are rigged which allows for less wear of the chain.

Mr. Flynn commented that he did not see a listing of the Duxbury Bay Management Commission members. The Duxbury Bay Management Commission members are: Sam Davenport (Chair), JR Kent, Chuck Leonard , Linda Brodie, John Brawley, Jon McGrath, Joe Messina, Skip Bennett, and Jake Emerson (ex officio).

Mr. Flynn moved that the Board approves the Draft copy of the Duxbury Bay Management Plan (dated July, 2014), which is “a comprehensive management plan to enhance and preserve the ecological health, pristine waters and natural beauty of Duxbury Bay while sustaining harmony among all its uses.” Second by Mr. Madigan. VOTE: 3:0:0.

Approval of Conservation Restriction #37 -281 Powder Point AVE. (.5 acres) / Pat Loring

Mr. Flynn moved that the Board of Selectmen approve a Conservation Restriction to the Duxbury Conservation Commission on the property owned by Judith and Robert Vose, III, consisting of 0.5 acres, and further identified on the plan of record entitled plan showing Conservation Restriction, 281 Powder Point Avenue (Duxbury, Mass.), dated July 3, 2014. Second by Mr. Madigan.

Ms. Pat Loring explained that the Board of Selectmen signatures would be the final step before this conservation restriction is submitted to Boston for approval by the Secretary of Energy and Environmental Affairs. She said that this matter has already gone before the Duxbury Conservation Commission, and they have voted their approval, which means they will have to monitor it in perpetuity to make sure there are no violations. She noted that it is a very small parcel, but it does have two small ponds and evidence of Native American activity. The most important factor, and probably why preliminary approval has been given, is this is the site that Rachel Carson visited before writing “*Silent Spring*”.

In further discussion it was explained that this voluntary conservation restriction is being sought by the property owners. In this case they are not giving up any development rights because of wetlands restrictions, but they felt having a conservation restriction would enhance the property. Mr. Dahlen added that this is further assurance that regardless of government

The Selectmen then voted on the motion. VOTE: 3:0:0.

Discussion pertaining to the polling place for September Primary Election and November State Election / Town Clerk

Town Clerk Susan Kelley was present and explain that in the past the polls have been in the Duxbury Middle School, but with the opening of the new schools the existing Duxbury Middle Schools is scheduled to be torn down. She said that eventually the plan is for the polls to be moved to the (Timothy Steele) Field House.

For this fall she was concerned that the construction zone and construction vehicles around the school would be a safety concern. She mentioned that for ease of access and safety she had worked with the School Department and Dr. Tantillo to determine alternative arrangements. The consensus was that the Chandler School Gymnasium would be the best site.

Mr. Madigan voiced some concern that the Chandler School serves younger children. In response Ms. Kelley explained that you can get directly into the Chandler gym without entering the school hallways. She added that there is parking out back, it is about the same size as the prior polling place and has very easy access for the public.

Mr. Flynn moved that the Board of Selectmen authorize the change of location of the polls in the Town of Duxbury from the T. Waldo Herick Gymnasium at the Duxbury Middle School, 71 Alden Street, Duxbury, MA to the Chandler School Gymnasium, 93 Chandler Street, Duxbury, MA. Second by Mr. Madigan. VOTE: 3:0:0.

IV TOWN MANAGER'S REPORT

1. North Hill County Club Irrigation System:

Mr. Read read a letter received from North Hill County Club / Pilgrim Golf LLC, which gave an extensive explanation of a critical situation that exists regarding the irrigation system. The irrigation system was damaged two years ago by a lightning strike. Most of the damage was repaired, but earlier this season several control faces failed. The system is old, with many parts out of manufacture for 15 years, so there has been a problem finding parts.

The concern is that without immediate action, there will be a loss of greens, tees and fairways, which would make it impossible to operate the golf club.

Mr. Read said that immediate attention has been given to this issue and after an extensive search replacement parts have been found. The Town now plans to do an emergency procurement for the necessary parts. Finance Committee will be meeting to discuss a reserve transfer to cover the costs. The Attorney General's office was consulted to confirm that this would constitute an

emergency procurement, and they concurred it does meet emergency procurement guidelines as a golf course relies on grass for the operation of the course.

Mr. Read said the cost is estimated to be between \$45,000 -\$50000, and Mr. Cushing is working on getting the actual costs. In response to questions from the Board, he explained the funding will replace parts to the system; not the whole system. It is an electronic system and in effect the need is to replace a number of the head systems or controllers, which turn the irrigation system on and off. The rest of the basic system, i.e., the piping and sprinkler heads, is still okay. He cautioned, however, that this is an indicator that this may be an upcoming expense given the age of the system.

The Selectmen asked about the status of the NHCC Committee, and were advised that while the Committee still exists it is "inactive."

2. School Tactical Training Drill:

He mentioned that last week the Duxbury Police and other regional tactical units conducted drills in the Duxbury High School, which is slated to be demolished. He, Selectmen Ted Flynn, and local media attended the exercise to observe how an emergency response by public safety officials would be handled.

Mr. Flynn also mentioned that, as a result of some of the incidents that have occurred, there have been changes in tactical response so now Police and Firefighters / EMTs are immediately entering the scene instead of setting up a perimeter. This means there is also a need for additional equipment to protect the first responders and that presents a funding issue for smaller communities, which are less likely to qualify for Homeland Security funding.

3. Powder Point Bridge Update:

The Town Manager reported that the work on the Powder Point Bridge is now 100% complete and the equipment has been demobilized from the site. Mr. Read confirmed that the State has re-inspected the Bridge, but the report is pending with respect to load limits.

4. Tax Bills:

Mr. Read reminded property owners that first quarter tax bills are due on August 1st and second quarter tax bills will be due on November 1st. He confirmed that the bills can be paid online, but noted that there is a fee to do so. The fee for processing from your checking or savings account is 25 cents. The fee for credit card payments is 3%, which is charged by the credit card companies.

5. Beach Info. / Sticker Revenue:

A July 18, 2013 vs. July 18, 2014 Beach Revenue Comparison was provide to the Board for their review. Mr. Read mentioned the following:

- Non-resident Oversand: 230 fewer stickers sold for approx. a 7% reduction.
- Resident Oversand: 277 more stickers sold for approx. a 13% increase

- Senior Resident Oversand: 24 fewer stickers sold for approx. a 3.77% reduction
- Resident Parking Lot: 56 more stickers sold for approx. a 3.59% increase
- Senior Parking Lot: 136 fewer stickers sold for approx. a 10.37 reduction

So overall there was an approximately 1.60% increase in the net revenue.

To date the parking restrictions remain at 350 vehicles (175 resident / 175 non-resident), but those numbers may be adjusted as the birds fledge.

6. WATD:

Mr. Read announced that the WATD Morning Show will be broadcasting live on Friday, July 25th in front of the Duxbury Town Hall / the First Parish Unitarian Universalist Church.

V COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/ RESIGNATION

Committee	Name	Appointment or Re-appt.	Term Expires	Motion	Second	Vote
*Duxbury Bay Mgmt. Comm.	Jon McGrath	Re-appt.	6/30/2017	Mr. Flynn	Mr. Madigan	3:0:0
*Duxbury Bay Mgmt. Comm.	“Skip” (William A.) Bennett	Re-appt.	6/30/2017	Mr. Flynn	Mr. Madigan	3:0:0
*Duxbury Bay Mgmt. Comm.	Chuck Leonard	Re-appt.	6/30/2017	Mr. Madigan	Mr. Flynn	3:0:0
* Duxbury Bay Mgmt. Comm.	Don Beers (ex-officio)	Re-appt.	6/30/2017	Mr. Madigan	Mr. Flynn	3:0:0

Additional comments regarding the Boards and Committees:

*With the above-appointments the board or committee will be fully staffed.

VI ONE-DAY LIQUOR LICENSE REQUESTS

Miramar “Some Enchanted Evening” – Saturday, August 2, 2014

Mr. Flynn moved that the Board of Selectmen grant to Reverend Thomas Griffith, as a representative of Miramar Retreat Center, a One-Day All-Alcohol License to hold a fundraising dinner dance at 121 Parks Street on Saturday, August 4, 2012 from 5:00 PM to 10:00 PM, subject to the conditions on the license. Second by Mr. Madigan. VOTE: 3:0:0.

Friends of COA –Despite Dwight Lawn Party – Thursday, August 14, 2014

Mr. Flynn moved that the Board of Selectmen grant to Ms. Maureen Connolly, as a representative of the Friends of the Duxbury Council on Aging, a One-Day Wine & Malt License to hold the Despite Dwight Lawn

Party on Thursday, August 14, 2014 at the Duxbury Senior Center on 10 Mayflower Street, from 6:00 PM to 9:00 PM, subject to the conditions on the license. Second by Mr. Madigan. VOTE: 3:0:0.

Duxbury Rural & Hist. Society "Wicked Wicket Croquet Tournament" – August 16, 2014

Mr. Flynn moved that the Board of Selectmen grant to Ms. Erin McGough, as a representative of the Duxbury Rural & Historical Society, a One-Day All-Alcohol License to hold a Croquet & Cocktail Party at the King Caesar House (120 King Caesar Road) on Saturday, August 16, 2014 from 3:00 PM to 7:00 PM, subject to the conditions on the license. Second by Mr. Madigan. VOTE: 3:0:0.

VII MINUTES

06-30-14 Selectmen Minutes

Mr. Flynn moved the acceptance of the 06-30-14 Selectmen Minutes, as presented. Second by Mr. Madigan. VOTE: 3:0:0.

VIII ANNOUNCEMENTS

1. 95.9 WATD-FM South Shore Morning Tour:

WATD radio will be setting up and broadcasting the morning show in Duxbury on Friday, July 25, 2014 from 6 AM – 10 AM. They will be set up in front of the Town Hall. Residents are welcome to drop by and say hello to our VERY local radio station.

2. Next Scheduled Selectmen's Meeting: will be on Monday, July 28, 2014.

IX BONUS SHELLFISH SEASON (for August, 2014)

Mr. Flynn moved that the Board of Selectmen declare a temporary Bonus Shellfish Season:

- 1) for the commercial harvesting of soft shelled clams for the month of August, 2014 in accordance with posted Attachments B & C; and
- 2) for the commercial harvesting of quahog clams for the month of August, 2014 in accordance with posted Attachments A & C; and
- 3) for the recreational harvesting of soft shelled clams for the month of August, 2014 in accordance with posted Attachment D.

Second by Mr. Madigan. VOTE: 3:0:0.

X ADJOURNMENT

At approximately 8:04 p.m., Mr. Flynn moved that the Board adjourn. Second by Mr. Madigan. VOTE: 3:0:0.

LIST OF DOCUMENTS FOR 07-21-14 SELECTMEN'S MEETING

1. *Agenda for 07-21-14 Selectmen's Meeting*
2. *OPEN FORUM: no documents*
3. *NEW BUSINESS:*
 - a. *Acceptance of Donation from Interfaith Council: Coversheet with suggested motion and memo from René Read dated 06-10-14 regarding this item of business.*
 - b. *7:05 P.M. Public Hearing Continuation: Fee Changes-Fire Dept. Fees Coversheet with overview of process for opening / closing the continuation of the public fee hearing, Memo from Chief Kevin Nord dated 06/20/14 RE: Ambulance Fee Increase. Additional handout provided to Selectmen at the meeting: Spreadsheet of Fire Dept. fees showing current rates and proposed rates.*
 - c. *7:07 P.M. Public Hearing: Bó-Tes Duxbury, LLC d/b/a Bó-Tes Duxbury, Seasonal All-Alcohol Package Store License: Coversheet with overview of process for opening / closing of the public fee hearing regarding the Seasonal All-Alcohol Package Store License for Bó-Tes, copy of published hearing notice in Duxbury Clipper, copy of License and Form 43 to be signed; copy of email from ABCC representative dated June 17, 2014 regarding the availability of seasonal licenses; and ABCC quota sheet.*
 - d. *Discussion of Voluntary Water Ban: Memorandum/Press Release from Peter Mackin dated July, 2014*
 - e. *Discussion with DBMC regarding updated Duxbury Bay Management Plan for Board of Selectmen review and approval: Memorandum from René Read providing background information; Duxbury Bay Management Plan-July 2014- Draft; and Handout provided at meeting 12-page PowerPoint "Executive Summary" of the Plan.*
 - f. *Approval of Conservation Restriction #37 -281 Powder Point AVE. (.5 acres) / Pat Loring: Coversheet with suggested motion; Summary of Vose Conservation Restriction (Duxbury CR#37) from Pat Loring with attachments (photographs of the site, aerial photo, and Plan of Land).*
 - g. *Discussion pertaining to the polling place for September Primary Election and November State Election / Town Clerk: Coversheet with explanation and copy of the letter to be executed for notification to the Comm. of Mass. Election Division.*
4. *TOWN MANAGER'S REPORT DATED JULY 21, 2014. 07-16-14 letter from Emmett Sheehan, NHCC/Pilgrim Golf LLC. Beach Revenue Comparison of July 18, 2013 vs. July 18, 2014.*
5. *APPOINTMENTS /RE-APPOINTMENTS & RESIGNATIONS: none.*
6. *VI ONE-DAY LIQUOR LICENSE REQUESTS: (a) Miramar "Some Enchanted Evening" – Saturday, August 2, 2014; (b) Friends of COA –Despite Dwight Lawn Party – Thursday, August 14, 2014; (c) Duxbury Rural & Hist. Society "Wicked Wicket Croquet Tournament" OPEN SESSION MINUTES: 06-30-14 Selectmen's Minutes-DRAFT*
7. *BONUS SHELLFISH SEASON (for August, 2014)*
8. *ANNOUNCEMENTS: 07-21-14 Suggested Announcements sheet*