

BOARD OF SELECTMEN
SELECTMEN MEETING
TUESDAY, OCTOBER 25, 2011 - 7:30 P.M.
SELECTMEN MEETING ROOM

Meeting came to order at 7:30 p.m. with Selectmen Troy E. Garron, Kim R. Roy and Michael J. Schleiff present.

The following business was discussed:

AGENDA

The Agenda for Tuesday, October 25th, was unanimously approved without revision.

PLEDGE OF ALLEGIANCE

The Board as well as those attending tonight's meeting stood to recite the Pledge of Allegiance.

Garron wanted to mention that Beautification day which will be on Saturday October 29th from 9 a.m. to 2 p.m. If interested meet at the Town Hall parking lot. Schleiff also wanted to add to be safe while trick or treating next Monday night as well those drivers who may be out on the road please be aware of the kids. Roy then added that the Town Hall, Council on Aging, Water Department and Police Department will be offering candy to the young ones so please stop by in your costumes and visit these offices on Halloween day between 10:00 a.m. and 2:00 p.m.

MINUTES

Moved by Garron and seconded by Roy, the Board approved the following Selectmen Minutes:

Regular Session – September 27, 2011
Executive Session – October 11, 2011

AFFIRMED ABATEMENTS/BILLS/COMMITMENTS/WARRANTS

Moved by Garron and seconded by Roy, the Board unanimously affirmed approval for the payment of the following warrants:

Withholding Warrant	# 32	\$ 120,163.60
Vendor Warrant	# 33	\$ 77,315.15
Ambulance Commitment	# 9B	\$ 22,761.51
Ambulance Commitment	# 10A	\$ 13,140.39

APPROVED ABATEMENTS/BILLS/COMMITMENTS/WARRANTS

Moved by Garron and seconded by Roy the Board unanimously approved payment of the following warrants:

Payroll Warrant	# 34	\$ 320,072.11
Vendor Warrant	# 35	\$ 233,125.53

Moved by Garron and seconded by Roy, the Board unanimously approved payment of the following Selectmen bills:

National Grid (billing 9/15 – 10/17)	\$ 860.00
MMMA (Labor Relations Seminar – Roy 10/28/11)	\$ 60.00
Gilman & Associates (legal services/Sept.)	\$ 1,063.75
MEGA Property & Casualty Group, Inc.	\$ 8,937.00
(Workers’ Compensation payroll audit 7/1/10-6/30/11)	
Zurich North America	\$ 895.00
(Underground Storage Policy 10/30/11-10/30/12)	

The Board acknowledged payment of the Selectmen Office Payroll for the period ending October 22, 2011 in the amount of \$5,761.70.

The Board acknowledged payment to the Treasurer for the following turnovers:

<u>TURNOVER</u>	<u>AMOUNT</u>
2012-19	\$ 260.00

GENERAL MAIL / BUSINESS

Hurricane Irene

There will be a series of public meetings held by the Department of Public Utilities to hear comments about the performance of NSTAR and National Grid in connection with Hurricane Irene. A letter has been sent from Seelig commenting on the inability of communication that National Grid had with the town. Both public safety and public works had been notified of these hearings and they can send comments and/or attend the meetings. Seelig asked the Board if they would like to send in a letter and Garron sees no reason to do so since the other departments are in the loop and they were the ones who were directly in contact with National Grid during the storm. Schleiff had asked if the fire chief is aware of these meeting and Seelig said yes. Roy is confident that the fire chief will act on this.

97 Circuit Street

The property listed above seems to be in a bit of disarray with trash and collected junk within the yard. Seelig has asked the Board if they would like a letter sent to the owner similar to the one that was sent to the property owners on Monponsett Street earlier this fall.

Moved by Garron and seconded by Roy, the Board unanimously voted to have Seelig send a letter to the property owners of 97 Circuit Street asking them to clean up their yard.

Winter Parking Ban

For the Boards information as well as the publics, Seelig mentioned that the annual overnight parking ban notice will be going out. This parking ban is in effect from November 1st to March 31st.

Ambulance Abatements

Moved by Roy and seconded by Garron, the Board unanimously voted to abate the following amount from the Ambulance Account:

September 2011 FOR \$ 12,920.09

Request for a Stop Sign at Cherry and Walnut Street

Moved by Roy and seconded by Garron, the Board unanimously voted, with the recommendation of the Traffic Safety Committee, that a stop sign be placed on Cherry Street at the intersection of Walnut Street in the direction of traveling east.

Revolving Fund for Concession Stand

A revolving account needs to be established so that utility and maintenance bills for the concession stand can be paid out of as well as lease payments received from the tenant to be deposited into.

Moved by Roy and seconded by Garron, the Board unanimously voted to establish a revolving account for the concession stand.

SCHEDULED APPOINTMENTS**2012 Recycling Fee Abatements**

The Board considered the abatements by category and voted its decision based on bill number rather than property address so those homes that are vacant for all or part of the year are not publicize. The following actions were taken:

System Error

Moved by Roy and seconded by Garron, the Board unanimously voted to abate \$40 from Bill #789 on the basis of a system error in which the property was billed as having two living units. Confirmation has been provided from the Building Inspector that it is a single unit dwelling.

Seasonal Home – Proof Provided

Moved by Roy and seconded by Garron, the Board unanimously voted to abate \$20 from Bill #1400, #2256, and #522 on the basis it is a seasonal home and the owners have provided proof that the house is shut down for six months or more.

Vacant Lot

Moved by Roy and seconded by Garron, the Board unanimously voted to grant a full abatement in the amount of \$40 for Bill #2437 on the basis there is no dwelling on the property.

In-Law Exists But Is Not Used

Moved by Garron and seconded by Roy, the Board unanimously voted not to abate \$40 from Bill #1109. If the owner can provide verification by the Building Inspector that the in-law apartment is no longer used, has been dismantled somehow and the special permit granted for the in-law apartment has been surrendered, the Board will reconsider the request.

GENERAL MAIL / BUSINESS (CONTINUED)**Massachusetts Film Office Survey**

A survey has been sent out by the Massachusetts Office of Travel and Tourism to find out how film friendly the communities are in the sense of determining whether communities find hosting filming sites are more of a burden than an advantage. Seelig has forwarded the information to various departments and will bring back to the board at their November 8th meeting.

Massachusetts Cultural Council Signature Authority

Moved by Roy and seconded by Garron, the Board unanimously authorized Charles Seelig to sign, on behalf of the Town, the contract for the transfer of FY2012 Local Cultural Council funds from Massachusetts Cultural Council to the account for the Halifax Cultural Council.

Assistant Principal – Silver Lake High School

Silver Lake Regional School Committee has invited the Selectmen from Plympton, Halifax and Kingston to their next meeting to explain their decision as to why they hired the Assistant Principal at the High School.

SCHEDULED APPOINTMENTS (CONTINUED)**Carolyn Vinton - Appointment to Council on Aging**

Ms. Vinton came before the Board because she has expressed an interest to serve on the Council on Aging. COA Director, Barbara Benton has recommended that the Board appoint both her and Joy Marble to the COA. The Board asked Ms. Vinton why she would like to be on the council and she went on to say that she enjoys working with the senior.

Joy Marble - Appointment to Council on Aging

Ms. Marble also has shown interest on serving on the COA and was here this evening to meet with the Board. Ms. Marble was asked how long has she lived in Halifax and why would she like to be on the council. Ms. Marble stated that she has lived in Halifax all her life and that over the years she has been involved with her kids and now would like to switch it over since they are older.

Moved by Garron and seconded by Roy, the Board unanimously voted to appoint Carolyn Vinton of 96 Circuit Street to the Council on Aging with a term to expire June 30, 2013 and Joy Marble of 265 Wood Street to the Council on Aging with a term to expire June 30, 2012.

Derek Bennett – Appointment to Youth and Recreation

Mr. Bennett was asked by the Board if he felt he had the time to devote to this committee and he said that he did. He has training in grant writing, political fundraising as well as knowledge of state, county, federal fundraising projects and programs.

Joy Marble – Appointment to Youth and Recreation

Ms. Marble has also expressed interest to be on the Youth and Recreation commission. Again she was asked if she would have the time for this committee and she said yes she would.

Moved by Roy and seconded by Garron, the Board unanimously voted to appoint Derek Bennett of 66 South Street to the Youth and Recreation Commission with a term to expire June 30, 2014 and Joy Marble of 265 Wood Street to the Youth and Recreation Commission with a term to expire June 30, 2013.

GENERAL MAIL / BUSINESS (CONTINUED)**Evergreen Clause in Contracts**

Moved by Roy and seconded by Garron, the Board voted to send a letter to our legislators stating that the Board opposes the reinstatement of *Evergreen Clauses* as well as retroactivity. After a brief discussion Schleiff was not ready to make a decision, which Roy and Garron were okay with. This issue will be revisited on November 8th.

Redistricting

Seeing as one congressional seat has been lost Halifax will now have one State Representative, which will be Thomas Calter. The Board had asked if there was anything they could do about this and what was the time line to do so. Seelig said they could lobby our legislature and that would have to be within the next two weeks. Roy and Schleiff felt that the town benefits from having two representatives but Garron added that you can have as many as you want but if they don't work together then it does not help the town.

County Charter Study

The nineteen member panel that was elected by last November voted against changes in county government as well as abolishing county government. In addition the panel recommended that a charter be created and approved.

Halifax Cultural Council Applicant

Peter Parcellin has been recommended by Linda Redding to be appointed to the Council. The office needs to confirm with Mr. Parcellin to see if he is able to meet with the Board on November 8th.

SCHEDULED APPOINTMENTS (CONTINUED)**Pete Barone – Sign at Vaughan Field**

Money has been given to the Halifax Girls Softball Organization and Mr. Barone would like to put a sign inside the fence at Vaughan Field. He is here this evening to ask permission from the Board to do so. Barone is hoping to get some information from Sue Basile on the Vaughan family and will put that information on the back of the sign and also will do a dedication. He has checked with John Shea and he is okay with the sign and dimensions (dimensions and sketch of the sign was handed out to the Board). Barone mentioned that there enough room for the Highway Department to mow around the sign.

Moved by Roy and seconded by Garron, the Board unanimously approved the sign that was presented by Pete Barone to be placed at Vaughan Field.

GENERAL MAIL / BUSINESS (CONTINUED)

Reconciliation

The Auditors are delayed by a couple of weeks due to the Treasurer/Collector and Town Accountant are still in the process of reconciliation. Seelig will check to see where the Town Accountant and Treasurer/Collector stand on this. The office will schedule to have them meet with the Board at their next meeting on November 8th.

Fire Chief Contract

The fire chief's current contract is up in June 2012. The Board needs to keep in mind that wording will need to be changed concerning wages for example; wages in FY2013 could be tied into what increases were granted to Wage & Personnel employees.

Acceptance of Autumn Lane, Kenzie's Path and Lamppost Drive

Autumn Lane

At this time a petition has been submitted to the Clerk's office and signatures are getting verified. Work still has not been completed on this road but keep in mind a building permit will not be issued for the last lot in that development until the road work is finished. Seelig mentioned to the Board that the mortgage holder is in the same situation as the town is in with the developer and is also quite frustrated. There was talk that the developer was going to do work on the road this summer but as of yet nothing has been done.

Lamppost Drive

Seelig has talked with Bob Badore and he has not seen any problems. Two hearings can be held; one informal one where notices are sent out by regular mail to the residents and if they want to continue then a formal hearing can be scheduled.

Kenzie's Path

This is a conservation issue. The various wetlands permits have expired and the developer has no interest in applying again for them. Seelig's recommendation is to accept it because it will continue to deteriorate and so that this does not happen again he recommended that the Board continue to encourage that Planning Board a.) require all subdivisions projects have bonds and b.) that they do not sign off on a project until all other department have done so and at such time the bond then can be released. Garron appreciated Seelig's recommendation and asked how much would it cost to get Kenzie's Path up to code and he was told that the road is up to code and that this would need to be discussed with Conservation Commission because it is a conservation issue. Schleiff said that the Board needs to hear from conservation to see where they stand and asked Seelig to send a memo to them.

Schleiff added that he would like to see where the town stood on receiving Chapter 90 for roads that have been approved and said that we are pushing to accept new roads and still have not received money on the ones that have been accepted. Seelig will look into that.

SCHEDULED APPOINTMENTS (CONTINUED)

Council on Aging Project Discussion

Schleiff opened the discussion by thanking everyone for coming this evening and stated that by having this dialogue we will be able to hear where things stand, how much, how big, location etc., and he hopes that some of these questions get answered this evening. He added that there are lots of variables that fit into the equation for this project and everyone is trying to make it happen.

John Campbell stated that the M&SBC have been working for four months with Pomroy Associates and tonight they are here to report how far they've come and where they are going with the project.

Mr. Pomroy then took over the discussion. He gave a report to each of Selectmen and started out by saying that Pomroy Associates was hired by the Town of Halifax and have been meeting with M&SBC quite often with M&SBC as stated by Campbell.

Following is a summary of the discussion:

Needs Assessment Process Used

- Census & Elderly population data
- Community averages
- Questionnaires
- Previous Studies
- Tours of Senior Centers
- Space needs assessment
- Concept Plan
- Draft Project Budget

Adjacency Needs

This was done to identify the lay out of the building. The facility started out being 9,200 sq. ft. but has since been scaled back to 6,650 sq. ft. (does not include future expansion for adult daycare).

Concept Plan

- One story facility that includes furniture
- Small and large activity area
- Areas can be made into movable components with partitions
- Use mobile wireless unit instead of a set designated space for computer classes
- Looking at areas that can be shared

The main question was what would the cost of 6,600 sq. ft. facility be and Mr. Pomroy said that he could not give that figure until a site is determined. The stage that we are in now is presenting to the town **the needs**.

Draft Development Budget

Since the building is not designed yet the figures in the report were not a true cost and the numbers can and will change depending on modifications to the facility. Until they can pin point what the type of building is to be constructed this was the best they could do on an amount.

Site Locations

Two proposals were received for the location of the center; one on Thompson Street and the other in the industrial park. Another site that has been considered is town owned property across the street from the Town Hall. Findings for meeting the criteria on all three properties were presented; with the Plymouth Street location meeting the most. There was the question as to where the Water Department be moved to and a suggestion was to have them move into Pope's Tavern but at this time the logistics have not been ironed out. Feedback from Traffic Study Committee and OCPC was that they preferred the Water Department site to Thompson Street. They have met with the superintendent of the schools and he has endorsed having the Senior Center at this location.

The following would need to be done at the Plymouth Street Location

- HazMat study
- Building demolition,
- Stripping of the top soil,
- Import structural material,
- Moving the Water Department
- Upgrade Water Department's control system (Water Department is requesting this)

Traffic Safety Committee Feedback for Plymouth Street Location

- Suggested a common entrance be located across the street from Hemlock Drive for the school, library and COA with a secondary outlet onto South Street
- Revision to crosswalk but no traffic light will be necessary
- 1 power pole may need to be removed
- Sports parking would not affect Senior Center parking because hours of use differ from each but still want to make sure that parking is allocated to the COA if an event was to happen at the same time sports were going on.

They are going look into maybe tying into the school's septic system (the system is not working up to its capacity that it was designed for). Lastly this location would be a great opportunity for future expansion.

The following would need to be done at the Thompson Street Location

- Cut and clear the heavily wooded area and grub & stump
- Strip topsoil
- Impost structural material
- Gas service would have to be brought down from Route 106

Traffic Safety Committee Feedback for Thompson Street Location

- A drop lane on Route 105 would need to be constructed for the turn into the COA facility for south bound traffic on Route 105 to get off the route before turning into the site.
- There might be need for a traffic light at Route 105/106.
- No sidewalks along Thompson Street
- Walnut Street exclusion, if passed, will direct commercial trucks to use Route 106 to 105 increasing truck traffic at this section of Thompson Street.

Designer Selection for Architect

Twelve firms had submitted packages and out of the twelve three firms were selected which was; (1) Court Street Architects, (2) Brown Lindquist Fenuccio & Raber Architects and (3) Catlin Architecture. Reference calls were made by Pomroy Associates and the Building Committee conducted interviews after which Brown Lindquist Fenuccio & Raber Architects ranked first.

Schleiff asked that all options be looked at to get the cost down for this project. Campbell said if you (the Board) tell us it's too much then they will look into cheaper avenues. Schleiff expressed that he would like to see a solid footprint of the building and Campbell said that they couldn't until an architect was hired. Schleiff then asked if they could do a prefab structure and look into the suggestion from Pomroy that maybe the school septic can be utilized and added that there are formulas to figure the septic and all he is asking to utilize more of what we have and he would be happy. Pomroy asked if Schleiff had an idea of where he wanted to be price wise and Schleiff said that 2.3 million is a large amount and wanted to know if there were things that could be done to get this figure down. Garron agreed that two million dollars is too much and that this seems to be the main issue as opposed to the location of the facility because he can visualize pretty much where it will on the lot and asked what more would the other Board members want to see because once an architect is brought in it won't be exactly what is presented tonight and so he does not feel we need a drawing of what the building is going to look like. Schleiff would like to see a footprint as to where the structure will be located so everyone can see what they have come up with and he does realize that things will change. Pomroy said they could give them that but it may change once a qualified architect comes in.

Garron stated that he understands that a figure cannot be presented until an architect is hired and can identify why the Plymouth Street site has been chosen but his concern as well as others is the traffic. Right now traffic on 106 is congested at certain times of the day and now we will have to take in account the added traffic. Garron then asked that if for some reason the land cannot be used because of hazardous material what happens and Pomroy says that hazardous concerns are with the demolition of the building not what is in the ground. Garron is for this project as he stated in the past the seniors have voted for the schools, roads, fields and it now is their time. Garron made a suggestion, asking Campbell if he had checked with the local gravel companies to see if they would want to exchange top soil for fill.

Roy stated that she is comfortable with the location the Building Committee has chosen (Plymouth St.) and knows that they are aware of the financial constraints of the town. We now have to see if we are money driven or needs driven for this project. This building will be used there is no question about that and is needed but these are very tough time for many people and we really need to see what the taxpayers can afford. She also brought up the point that the bond for the school soon will be up soon so the taxpayers will not have that but on the flip side the town will not get the reimbursements they usually get from the state.

Campbell asked if the Board wanted the figure cut and Schleiff replied that if that is the cost then that's the cost. Campbell said the Building Committee is meeting tomorrow night and they can come back to the Board in two weeks with a figure. He added he does not want to rush the project and then be disappointed so waiting until May 2012 to vote on it is not a big deal.

Schleiff was glad that all this information was put out there at this evenings meeting but as Roy stated that there is a need for the building but we need to bring up costs and Schleiff said yes we need something a little more concrete instead of verbal.

Seelig asked if they were having a public forum on this so that the residents have the opportunity to provide input. Roy suggested that if a forum was to take place on November 5th then the Building Committee could come back to Board at their next meeting on November 8th for another discussion.

Roy asked if we have a rough estimate of the cost of an architect and Pomroy stated \$170,000 based on a 6,600 sq. ft. facility. She also asked if you could go to the architect and asked if they could give you a figure of how much it would cost to build a 6,600 sq. ft. and if the taxpayers were not comfortable with that figure do we have the flexibility to change it. Pomroy said if a smaller building is constructed then the design fee may be reduce but when negotiating the contract you really want a firm understanding of the size. A commitment to the size building and amount of money the town is willing to spent needs to be decided. Pomroy suggested that they can negotiate two different fees and will talk with Campbell more on that option.

The Board opened up the discussion to the audience but stated that they were only going to take a couple of questions/comments because more business needs to be conducted by the Board.

Resident stated:

That for a two million dollar building with a twenty year bond it would cost the average taxpayer seventy dollars +/- a year on their tax bill and to keep in mind that it will continue to go down each year. Schools and building have been built now its time that a new senior center is constructed. Halifax is a great community to live and be apart of and there have been other years where we've been financially hit but the town has seen its way clear. The seniors stay here in Halifax and they have supported the town over the years. We were asked to come up with an estimate hire architect and we did so let's go to the next step and hire one.

Lady:

The senior center provides so many services to all residents young and old. It is the place to go for fuel assistance, food stamps, and human services. There is not enough space to accommodate the services that are provided. As for handicapped accessibility... it's a shame that when someone from State Government comes to visit the center and the door needs to be removed in order for him to come in... the building is inadequate.

Candace Kniffen:

Seems to me that we clearly voted at Town Meeting (May 2011) to hire an OPM, locate a site for the project, request for a proposal, then in the fall come back and let everyone know where things stood. So here we are with all that information and the next step is to hire the architect. Yes the figures are confusing and people do not want to make a decision before having an amount. I know how it's going to affect my taxes but now to ask the firm to change up things it's not fair to ask them to do that. They did what they were asked to do now it time for the next stage which is to hire an architect and in the end we can vote no if we feel it was not done properly. Let's go with what has been submitted. This is the first time we have done this right. Campbell had mentioned that he can come back in two weeks and maybe downsize, well studies have been done and the seniors need that space based on the studies, let's move on, they have done a great job and to ask them to do more is not right.

Schleiff wanted to clarify that he did not ask for a reduced size of the building but asked if that was the best we could do. Pomroy brought up some points of where costs could be reduced and Schleiff would like to see those avenues looked into such as incorporate the septic of the school with the senior center.

Campbell;

If we can go forward and hire an architect then that is something we could do (look into cutting costs) with him. We can function with a 6,500 sq. ft. and the construction cost could be a little less with a smaller facility.

Peg Fitzgerald:

We should set a town meeting date and in the mean time the Building Committee can look at things and in addition have a public forum to inform the public. Roy agreed that a public forum would need to be held for residents who may have other opinions.

At this point Barbara Benton, COA Director, stated that there will be a public forum on November 5th at 1:00 p.m. and added that the Pope's Tavern will be open for a tour following the forum.

Schleiff announced that at this time they need to conclude this discussion seeing as the Board still had other business to attend to.

GENERAL MAIL / BUSINESS (CONTINUED)

Solar Farm at McDonald Landfill

Seelig has met with Bill French Sr. and other representatives of the solar farm project which will be on the Bridgewater side at the McDonald landfill site on

Route 106. Within three to six months fill will be brought in and the work will continue for two to three years however if the Republic landfill decides on having a solar farm then this time span will be longer. During the hours between six in the morning and six at night; two hundred tractor trailer loads of fill will be brought in. The site will be accessed through the road next to the storage facility on Route 106. They are aware of the school bus turnarounds for Bridgewater and Halifax as well as the pre-school/daycare facility down the street. This has been brought to the attention of all departments and as of this time Seelig has not received any questions or concerns.

Fiscal 2013 Budget

Seelig has recommended that no other agenda appointments be made for the Selectmen's meeting on November 22nd because of the discussion regarding tax levy, which could be lengthy. Roy has suggested that the Board meet with the Finance Committee before this meeting hence the Finance Committee will be asked to come in on November 8th.

Town of Halifax Website

Seelig is asking for comments from the Board regarding the town's website. Garron had asked if we have talked with Town Council on the disclaimer and privacy policy. This has not been done but we can ask him to do so. Seelig added that the town is not responsible for any inaccuracies and the privacy policy is the same as other towns have for their websites. Seelig added that the Selectmen's page is up to them as to what they might want so if they have suggestions or comments to please make them known.

Halifax in Lights Committee

Roy has suggested that this committee come in on November 22nd so that the Board could talk with them regarding fundraising for next Fourth of July's event.

92 Lingan Street

Tom Millias is close to making the call to have the company come in and demolish the above mentioned property. There have been numerous attempts to contact the owners but to no avail has anyone called back. A reserve funds transfer in the amount \$5,500 has been approved by the Finance Committee to pay to have the demolition done. The town will recover this cost by placing a lien on the property and when sold the town will get their money.

Holiday Pay for Patrol Officers

On the Columbus Day holiday two officers were in vacation. Holiday pay is an additional amount of money that is paid to all Police Officers, which is paid in two amounts each year. The two officers were paid for their vacation day on that day. The Police Chief has declined to sign the payroll because he disagrees with the Town Accountant and Seelig's interpretation of the contract. Seelig has suggested that better language may be needed in the contract but cannot be done until FY2015.

COA Gift Money for Halloween Candy

The Council on Aging would like to use their gift account to purchase Halloween candy for *Halloween at the Town Hall*. Seelig has asked the Board if they would approve this expense. Roy had asked what the other Town Hall department did and it was said that the employees from each department pays for it out of pocket. Garron stated that there is no specifications on what gift money can be used for therefore it is at the discretion of the COA as to what they want to spend their gift money on.

Road Cut – 31 Ocean Avenue

Moved by Garron and seconded by Roy, the Board unanimously approved Permit #2012-34 issued to Columbia Gas of Massachusetts for a 3' x 5' road cut to cut off gas service at the main for 31 Ocean Avenue.

There being no further business, moved by Garron and seconded by Roy, the Board unanimously voted to adjourn the meeting at 10:20 p.m.

Troy E. Garron
Clerk

/pjm