

**BOARD OF SELECTMEN'S MEETING**

**NOVEMBER 18, 1996**

**7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Jack H. Nelson, Vice Chairman; Katherine S. Connolly; Brian Walsh; Julia Griffin, Town Manager; and members of the public.

Ms. Black announced that this meeting was being taped by CATV 6 and that assistive listening devices were available for anyone who wished to use them.

**1. PUBLIC COMMENT**

There was no public comment.

**2. DISCUSSION RE: SENIOR HOUSING PROJECT AND FUTURE HUD SECTION 8 FUNDING**

Michael Gilbar, Finance Officer for the Town of Hanover, stated that he and Jean Ulman had attended a seminar in Boston regarding the attempt by HUD to cut back some of the funding for Section 8 housing. He noted that although there is confusion as to what exactly will occur, it appears that HUD is going to demand voucher based funding, giving tenants a voucher or certificate to be presented to the landlord which the landlord would use to get reimbursed. Mr. Gilbar stated that the HUD representatives in Manchester had indicated that they were trying to clean up what was being paid out to the sites, but were not trying to close out current projects.

Ms. Griffin explained that certificate funding is based on an entire facility, as opposed to portable voucher funding which means that as long as individuals require funding, they are available; but when an individual is no longer active in the program, these vouchers are no longer necessarily renewed.

Mr. Gilbar stated that with the voucher program a landlord can charge more than fair market rent, but can only collect from HUD the fair market rent; the rest is collected from the tenant. With a certificate based program, the landlord would have to accept only fair market rent.

Mr. Gilbar indicated that Hanover's contract with HUD expired in September of this year and a renewal was obtained for another year. He stated that HUD will be cutting back on the amount they will be paying as a subsidy, reimbursing for what they consider fair market rent. He noted that the surplus is fairly substantial at this point, and if project funding were to be ended completely, there would be enough money in the fund to support the subsidized portion for a couple of years.

**2. DISCUSSION RE: SENIOR HOUSING PROJECT AND FUTURE HUD SECTION 8 FUNDING**  
(Continued)

Ms. Griffin indicated that the tenants have been told the Town is working on several options to determine the alternatives that the Town would have if Section 8 funding were reduced or eliminated. She noted that the contract has been renewed through 1997, and it looked as though there would be an automatic renewal through 1998.

Ms. Black stated that it was important to reassure the tenants that people in existing apartments would not have to leave and would be able to maintain their apartments.

Ms. Griffin noted that considering the annual operating budget and the amount of fund balance that has accumulated, with a combination of better managing of the operating budget and maintaining the fund budget, a subsidized program could be continued for some time even in the worst case scenario.

Mr. Gilbar stated that another issue is whether the Senior Center costs and maintenance should continue to be funded through the Housing Authority. Ms. Griffin noted that it could possibly be housed in the Parks and Recreation budget, and that adequate time will be allowed during the budget discussion process to address these issues.

Ms. Griffin indicated that all tenants pay a small portion of their rent based on their income. She noted that she would keep the Board updated on this issue as more information is obtained.

**3. DISCUSSION OF REQUEST BY U.S. CELLULAR TO PLACE TOWER ON TOWN HALL**

David Choate, representing Coldstream Real Estate Advisors, and Doug Wilke from U.S. Cellular spoke regarding the request to place a tower on the municipal building.

Mr. Choate presented a brief background of U.S. Cellular, noting that it was founded in 1983, is based in Chicago, and has 1 million cellular customers nationwide with 52,000 in New England. U.S. Cellular is the 8th largest cellular company in the United States.

Mr. Choate noted that U.S. Cellular was proposing to rebuild the existing tower on the municipal building by adding approximately 40 feet. He noted that the new tower could fill in the gaps of cellular communication in the area and provide the public safety department with a much better communication network.

Mr. Choate indicated that U.S. Cellular is proposing to add up to 5 additional antennas on the proposed tower, and would be responsible for studying any structural issues with respect to additional height and weight that would accrue as a result. U.S. Cellular is proposing a 20 year lease with one ten-year option, at a lease rate of \$500 per month.

**3. DISCUSSION OF REQUEST BY U.S. CELLULAR TO PLACE TOWER ON TOWN HALL  
(Continued)**

Ms. Connolly stated that adding 40 feet in height to the existing tower would more than double the height, and asked what the structure would weigh, and whether the building could support that weight.

Mr. Wilke, project manager and project engineer for the project, stated that U.S. Cellular will do the structural analysis first and would stay within the limits of the structure. They are proposing a completely new tower, which would be a little larger in width and 40 ft. taller, with one or more sections of guide wires added.

Ms. Connolly noted that the zone height limitation in the zone in which the municipal building is located is 42', making a taller tower on the municipal building not within the zoning ordinance.

Ms. Griffin stated that in reviewing the zoning ordinance, it would appear that problems exist with building a taller tower in this location. Hanover's zoning ordinance allows by special exception telecommunications towers in three zones: institutional, rural residential, and the forestry and recreation zone. She noted that the ordinance is silent with respect to telecommunication towers in the B zone, which is the zone in which the municipal building is located, and that the interpretation has been that when the zoning ordinance is silent on an issue, it is not allowed.

Ms. Connolly stated that the zoning ordinance has traditionally been followed.

Mr. Nelson indicated that when the public safety department moved to its present location on Route 10, the original desire was to have the tower at that location. He asked whether U.S. Cellular would consider the public safety building as a location for the requested tower.

Mr. Wilke noted that they would be happy to look at the public safety building location. He added that the reason they chose the municipal building location is that it currently has a tower, and because of its proximity to the river and the Town.

Mr. Choate asked if the tower were to be located at the public safety site, would the Town propose to take down the existing tower on the municipal building. Ms. Griffin answered that she would assume the existing tower could be taken down, but stated she has not discussed that issue with the public safety department.

Mr. Nelson asked if the Town could expect to be contacted by U.S. Cellular's competitors in the future.

**3. DISCUSSION OF REQUEST BY U.S. CELLULAR TO PLACE TOWER ON TOWN HALL**  
(Continued)

Mr. Choate answered that it would be more than likely that the Town would be contacted by other cellular companies. He stated that the Town's suggestion to have U.S. Cellular consider building the tower at the public safety building location is a good suggestion for many reasons, one of which is that the tower can be built to accommodate whoever comes along. He noted that U.S. Cellular co-locates whenever possible, which would mean added revenue for the Town.

Mr. Walsh asked what area the proposed tower would cover.

Mr. Wilke noted that U.S. Cellular currently has a tower on Crafts Hill in West Lebanon, and this new proposed tower would cover just the downtown area of Hanover with portable and hand-held devices.

Ms. Black stated that the local access television station already picks up the frequency of the college radio station. She asked what power radiates between frequencies and whether the live television local access broadcasts would pick that up.

Mr. Wilke indicated that they would broadcast at 870 to 890 megahertz, which is higher than television frequencies, and there would be no interference with television or radio frequencies. He indicated that there have been no problems with either closed circuit, cable or received-type television in other communicates in which they are located. Mr. Wilke added that their equipment is of the newest technology which utilizes filters and isolators on the equipment. He noted that U.S. Cellular has not had any interference problems at any of their sites, stating that they transmit at not more than 150 watts ERP, which is much less than a radio station and about the same as a low power two-way operation.

Mr. Wilke indicated that in the event of an interference problem, the FCC allows 48 hours to fix the problem, but that U.S. Cellular would respond immediately within 24 hours.

Mr. Nelson indicated that the door is open with regard to this matter, and suggested that U.S. Cellular take the next necessary steps to facilitate discussions regarding the construction of the tower.

Ms. Black stated that her feeling is the door is open as far as the public safety site is concerned, but she is not sure the door is open as far as the construction of a 70 ft. tower on top of the municipal building is concerned.

Mr. Wilke asked if the Town would consider a proposal to replace the tower on the municipal building at its current height. Ms. Black stated she felt that proposal would be acceptable, but that a 70 ft. tower would not be acceptable.

**3. DISCUSSION OF REQUEST BY U.S. CELLULAR TO PLACE TOWER ON TOWN HALL  
(Continued)**

Ms. Griffin stated that she was not sure the zoning ordinance would allow the present tower on the municipal building to be replaced with a new privately-owned tower, and she would prefer the tower to be located at the public safety location if possible.

**4. REQUEST TO SET PUBLIC HEARING ON DECEMBER 2, 1996 RE: ACCEPTANCE OF DEED CONVEYING A HIGHWAY EASEMENT TO THE TOWN TO BE KNOWN AS CUTTINGS CORNER**

The Board agreed to set a public hearing for Monday, December 2, on the issue of conveyance of a highway easement to the Town to be known as Cuttings Corner.

**5. GENERAL REVIEW OF PARKING LEASE RATES PAID BY THE TOWN FOR DOWNTOWN PARKING SPACES**

Ms. Griffin stated she would like to assemble the data regarding all leased parking lots in as complete and accurate format as possible before any decisions are made. She noted that the overview prepared by Mike Gilbar on the Fleet Bank platform shows a revenue and expense picture, based on the prior payment of \$40 per space per month, and stated that Fleet Bank property owners are looking for \$75 per space per month upon renewal of the lease. Ms. Griffin indicated that the issue is whether the Town wants to renew the lease or allow the owners of the Fleet property to lease the spaces privately.

Ms. Griffin stated that the utilization of the Fleet deck parking area has been low, at approximately 26%, which appears to be the result of the lack of visibility of available spaces, ineffective signage, and the condition of the parking deck itself. She noted that the deck is being repaired, and that the Fleet property owners are working on new signage. Ms. Griffin indicated that if full utilization of the deck were assumed, potential income would be almost \$20,000 per year. She stated that meter income, at its peak, has been \$4,500 per year. Lease payments based on \$40 per space per month totalled \$15,360 per year, indicating the Town had subsidized the parking area at almost \$11,000 per year. At the proposed renewable rate of \$75 per space per month, annual lease payments would be \$28,800 per year. She noted that if 75 percent utilization were assumed through improved signage and condition of the deck, approximately \$13,500 a year in revenue could be generated, which is less than 50 percent of the cost of the Town to lease the spaces.

Ms. Griffin noted she had inquired about the possibility of flipping the Fleet Bank platform upper deck with the parking lot adjacent to the Hanover Park building, but that would not be a viable option at this time. She indicated the options would be not to renew the lease for the Fleet deck, renew the lease for one year with the potential ability to use the parking spaces adjacent to the Hanover Park building on an interim basis, or allow the deck to revert to the private sector.

**5. GENERAL REVIEW OF PARKING LEASE RATES PAID BY THE TOWN FOR DOWNTOWN PARKING SPACES (Continued)**

Mr. Walsh indicated he wished to look an evaluation of the entire parking situation as a whole and would like to hear from the Parking and Transportation Board as to its comments with regard to this issue.

Bill Baschnagle of the Parking and Transportation Board, stated that at the last meeting the Board discussed the \$75 per space per month as opposed to the \$40 cost per space per month. He noted that the Board expressed a need to look at the entire system as a whole.

Ms. Connolly noted that in addition to the cost per space per month, the Town is also incurring costs for plowing, etc.

Mr. Nelson indicated that the feeling should be expressed to Mr. Clem that the Town cannot pay \$75 per space per month for the Fleet parking deck spaces.

Ms. Griffin noted that another possibility might be a month-to-month lease with Mr. Clem at a lower cost until the matter can be resolved. She indicted that the current lease expires at the beginning of December.

Mr. Baschnagle indicted that the current budget for this year is based on \$40 per space per month, and that the Town might be in a better position to consider changes after the first of March.

Mr. Baschnagel stated that he feels it is important to look at not only the meter revenue amounts, but the Town's investment in public parking paybacks as a whole.

Ms. Griffin suggested that it would be helpful for the Parking and Transportation Board to develop a rationale for an appropriate level of subsidy provided by the Town.

**6. DISCUSSIONRE: DOT COMMUNICATION OUTLINING OPTIONS FOR PEDESTRIAN/BIKE LANE CONSTRUCTION ON GREENSBORO, ETNA, GREAT HOLLOW AND HANOVER CENTER ROADS**

Ms. Griffin commented that the Department of Transportation communication was received in response to a letter directed to the Department subsequent to a Board meeting in early August, at which time a petition was presented by some Greensboro Road residents. The petition indicated the residents' wish that when the rod was resurfaced (which occurs every five years, and is due for resurfacing in two years) the Board look into the possibility of widening the road to incorporate a bike lane.

**6. DISCUSSION RE: DOT COMMUNICATION OUTLINING OPTIONS FOR PEDESTRIAN/BIKE LANE CONSTRUCTION ON GREENSBORO, ETNA, GREAT HOLLOW AND HANOVER CENTER ROADS (Continued)**

Ms. Griffin noted that the district office did a windshield tour of Greensboro Road, as well as Great Hollow and Hanover Ctr. Road, and the assumption was that there would be significant cost because of right-of-way acquisition, and that the project would be very complex and costly.

Ms. Connolly noted that it appears that parts of Greensboro Road have quite large right-of-ways. She noted that this request originally was for Greensboro Road only, with the idea that perhaps a two foot shoulder on each side could be moved to one side of the road to create a four foot bike lane, to try to give as much stretch to the present road when resurfaced.

Mr. Walsh commented that the roads in question are primary jogging roads and pedestrian roads, and the creation of bike lanes would merit a thorough look.

Ms. Black stated that she had received a call from a resident who did not want the road widened, and thought that upgrading the road would make the vehicles travel at a faster rate of speed.

Ms. Griffin suggested that the Town might take the approach to set aside funds in its upcoming budget to create a design of the project, perhaps considering the State Aid Highway Program which is 2/3 state funding and 1/3 municipal funding. She also noted her understanding is that the Town could contract with the State to request them to do the design, which is reimbursable by the Town to the State.

Mr. Nelson suggested that Dick Hauger should be contacted regarding specifics of right of way width, etc.

Bill Baschnagle noted that Greensboro Road is a major traffic corridor, and increased attractiveness of the corridor may draw more traffic. He encouraged the Board to consider alternatives to Greensboro Road.

Mr. Nelson indicated that there was a provision years ago that the Planning Board develop and define an official map which would designate a road's location, and that as development occurred, its integrity would have to be retained. He noted that the downside of adding a bicycle path to Greensboro Road and increasing the width of the road may increase the traffic pattern. Mr. Nelson stated that the road is now narrow enough to have an effect in limiting speed, but if it were to be increased by four feet in width, it would have the appearance of a faster road. He suggested a bicycle path over the sewer line easement may be a consideration.

Ms. Griffin indicated that she would investigate the sewer line easement and the ability to place the bicycle path on that easement.

**6. DISCUSSION RE: DOT COMMUNICATION OUTLINING OPTIONS FOR PEDESTRIAN/BIKE LANE CONSTRUCTION ON GREENSBORO, ETNA, GREAT HOLLOW AND HANOVER CENTER ROADS (Continued)**

A resident of Greensboro Road stated that she was concerned about traffic and the state of the road. She noted that the situation is dangerous, and it would be wonderful to have another road running parallel to Greensboro Road.

Mr. Walsh suggested that conversations begin with the City of Lebanon as to how various bike paths tie in together, and it would be a good opportunity for the towns to interact.

**7. DISCUSSION OF BANNER POLICY OPTIONS**

Ms. Black stated that currently the only banners allowed are for town-wide functions. She noted that requests are frequently received from organizations to hang banners across Main Street.

Mr. Nelson stated that he felt banners should only be allowed for community-wide events. He commented that there are many worthwhile activities occurring in Town, and if allowed to hang banners, there would be a banner hanging continuously.

Mr. Walsh indicted that he is in favor of banners, but by allowing them each week they constitute advertising. He noted that he felt promoting community-wide events by allowing banners is appropriate.

Ms. Black stated that the current policy of allowing banners only for community-wide and town sponsored events will continue.

**8. DISCUSSION OF BOARD PRIORITIES FOR 1997**

Mr. Walsh volunteered to consolidate the Board members' various priority lists into a single list which could be worked on more constructively.

Mr. Nelson wished to add to the lists the consideration of a parallel road to Greensboro Road, and the possibility of locating the bicycle path on the sewer line easement of Greensboro Road.

Ms. Black suggested that considering the changes in technology, the Planning Board update their regulations.

Ms. Griffin stated that internally annual updates of site plans are done, but that it is refreshing to take a global look every five years or so. She noted that universal site plans have been requested to look at the options, and that this is an on-going project.



**8. DISCUSSION OF BOARD PRIORITIES FOR 1997 (Continued)**

Ms. Connolly noted that a Town Meeting is not required for the Planning Board to change its regulations, so changes can be made at any time.

**9. DISCUSSION OF RESIGNATIONS/APPOINTMENTS -**

- **Acceptance of Resignation of Gary Johnson as Alternate to Planning Board**
- **Acceptance of Resignation of Herbert Hawkes as a member of Recycling Committee**
- **Appointment to Recycling Committee**
- **Appointment to Planning Board**

**Ms. Connolly MADE THE MOTION to accept the resignation of Gary Johnson as Alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF GARY JOHNSON AS ALTERNATE TO THE PLANNING BOARD.**

**Ms. Connolly MADE THE MOTION to accept the resignation of Herbert Hawkes as a member of the Recycling Committee. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF HERBERT HAWKES AS A MEMBER OF THE RECYCLING COMMITTEE.**

**Ms. Black MADE THE MOTION to nominate Jane Yaggy to the Recycling Committee. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO NOMINATE JANE YAGGY TO THE RECYCLING COMMITTEE.**

**Ms. Connolly MADE THE MOTION to nominate John Manchester as alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO NOMINATE JOHN MANCHESTER AS ALTERNATE TO THE PLANNING BOARD.**

**10. ADMINISTRATIVE REPORT**

Ms. Griffin stated that she had originally intended to bring to the Board on December 2nd an update on the composting project; that update has been tentatively moved back to December 16th as a result of conflicts of some participants. She noted she will be sending to the Board a final draft of the operating agreement between the Town, Dartmouth College, DSM, ROT and Casella Waste Management. The highlights of that operating agreement are that the Town will be providing a land lease only for \$1 per year to ensure that the Town will not be in a position of inheriting the building or any equipment in the building should the project not go beyond the feasibility phase. Ms. Griffin stated that she was able to tentatively negotiate, pending Casella Waste Management's board review, the same price per cubic yard (\$32 per cubic yard) as the Town currently pays to land apply its sludge. She indicated that they are now looking at language which would give the Town the ability to interact with Casella and the College should Casella choose to bring in outside sludge. Originally, the latest

**10. ADMINISTRATIVE REPORT (Continued)**

agreement had indicated some ability to bring in outside materials, but that they are now working on a process whereby the Town would have veto authority and would have to be conferred with prior to outside sludge being brought in.

Ms. Black stated that the Town needs to have approval of any outside sludge coming in.

Mr. Nelson indicated that he has viewed this as a demonstration project, and would not want the operation to have the ability to double the size of the facility, or to create a regional facility.

Ms. Griffin noted that there are limitations to that effect, and she has indicated that, at this point, the Town is not interested in housing a regional facility on Town property. She noted that the size of the facility and the amount of cubic yards of sludge generated by the Town leaves very little additional capacity for outside sludge.

**11. SELECTMEN'S REPORTS**

**Mr. Walsh**

Mr. Walsh reported that in a continuing effort to understand the various Town departments, he met recently with Julia Griffin and Michael Gilbar to discuss the financial structure of the Town.

**Mr. Nelson**

Mr. Nelson reported that he had met with the consulting architect on aesthetic values for the Ledyard Bridge project, and from various stone wall samples they have selected a granite called corynthium, which is dark grayish/brown in color and will be similar in appearance to the stone walls at the Power House in West Lebanon.

Mr. Walsh stated that he understood the bridge had moved 10 feet west in order to grip more ledge. Ms. Griffin added that the Vermont pier had to go significantly deeper than projected because of the quality of ledge encountered.

Ms. Black noted that work will continue seven days a week as the project is behind schedule.

Ms. Griffin is working on scheduling a tour of the project for the Board of Selectmen.

**Ms. Black**

Ms. Black reported that the new Governor-Elect will be in attendance at the municipal conference opening session this year.

**11. SELECTMEN'S REPORTS (Continued)**

**Ms. Connolly**

Ms. Connolly had nothing to report.

**12. APPROVAL OF THE FOLLOWING MINUTES: NOVEMBER 4, 1996**

**Ms. Black MADE THE MOTION to approve the minutes of the Board of Selectmen's meeting of November 4, 1996. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BOARD OF SELECTMEN'S MEETING OF NOVEMBER 4, 1996.**

**13. OTHER BUSINESS**

As a reminder, Ms. Griffin noted that Dartmouth College would be initiating pressurized steam cleaning of its tower starting November 19th; blows will occur three to four times a day for the next four days, lasting approximately two minutes, between the hours of 9:00 a.m. and 5:00 p.m.

**14. ADJOURNMENT**

**Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**

**Ms. Black MADE THE MOTION that the Board of Selectmen go to a non-public session to discuss a matter which may affect the reputation of an individual. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO A NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

The meeting was adjourned at 9:20 p.m.

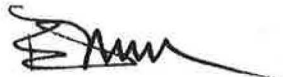
**SUMMARY**

- 1. Ms. Connolly MADE THE MOTION to accept the resignation of Gary Johnson as Alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF GARY JOHNSON AS ALTERNATE TO THE PLANNING BOARD.**
- 2. Ms. Connolly MADE THE MOTION to accept the resignation of Herbert Hawkes as a member of the Recycling Committee. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF HERBERT HAWKES AS A MEMBER OF THE RECYCLING COMMITTEE.**

**SUMMARY (Continued)**

3. **Ms. Black MADE THE MOTION to nominate Jane Yaggy to the Recycling Committee. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO NOMINATE JANE YAGGY TO THE RECYCLING COMMITTEE.**
4. **Ms. Connolly MADE THE MOTION to nominate John Manchester as alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO NOMINATE JOHN MANCHESTER AS ALTERNATE TO THE PLANNING BOARD.**
5. **Ms. Black MADE THE MOTION to approve the minutes of the Board of Selectmen's meeting of November 4, 1996. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BOARD OF SELECTMEN'S MEETING OF NOVEMBER 4, 1996.**
6. **Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**
7. **Ms. Black MADE THE MOTION that the Board of Selectmen go to a non-public session to discuss a matter which may affect the reputation of an individual. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO A NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

Respectfully submitted,



Brian Walsh, Secretary

These minutes were taken and transcribed by Nancy A. Richards.