#### MINUTES OF MEETING OF SELECTMEN/SEWER COMMISSIONERS

Date of Meeting:
Date of Transcription:

July 12, 2011 October 31, 2011

Transcribed by:

Rebecca Benitez-Figueroa

#### 1. <u>CALL MEETING TO ORDER BY CHAIRMAN</u>

#### 2. ROLL CALL

Selectmen Present:

Walter B. Cruz, Sr., Chairman Stephen M. Holmes, Clerk

Cara A. Winslow (not present at Roll Call -arrived at 7:20 p.m)

Ellen M. Begley J. Michael Schneider

Also present:

Mark J. Andrews, Town Administrator

#### 3. <u>ANNOUNCEMENTS</u>

- 1. Reminder of National Nights Out Celebration on August 2, 2011 from 6:00 p.m. to 10:00 p.m. at Lopes Field in Onset
- 2. Wednesdays are the Summer of Love program in Onset
- 3. Thursday evenings are the movie night in Onset

#### 4. CITIZENS PARTICIPATION

Present before the Board: Larry Gaines of Friends of Wareham's Elderly Mr. Gaines stated that the response of people who wish to volunteer to help the Friends of Wareham's Elderly is greater than in the past. The project of donating a refrigerator/freezer to the Council on Aging is approximately 80% complete. He requested that the Town Administrator draw the winners of the fundraising raffle. First prize a weekend at the Radisson in Plymouth and 2<sup>nd</sup> prize a \$25.00 gift certificate to Pub 99 restaurant. Winners were drawn and announced.

Present before the Board: Paul Deslauries on Onset
Mr. Deslauries brought to the Board's attention of the problem with the erosion of East Blvd
beach area due to the drainage pipe coming from the Onset Mobile Home park. He presented the
Board with pictures and stated that the problem in worse this year than last year. Mr. Andrews
will be visiting the site along with Mark Gifford on Thursday.

Present before the Board: David Willis of Onset

Mr. Willis requesting to be placed on the Selectmen's Agenda to make a slide presentation and discussion of the litter on Town beaches and parks. Mr. Willis would like to see a Clean Beach/Park Committee. Mr. Andrews did invite Mr. Willis to a team leadership meeting to bring this matter before the department heads. Chairman Cruz stated that Mr. Willis will be notified when he will be placed on the agenda.

Present before the Board: I

David Walton

Mr. Walton echoed Mr. Willis's concerns and feels that the problem begins with the public and the solution is people need to have pride in their community.

Present before the Board:

Mike Flaherty

Mr. Flaherty questioned the progress regarding the Civil Service exam on January. Mr. Andrews replied and advised Mr. Flaherty that a police chief has been appointed. Mr. Flaherty also questioned if another hearing will be held in regard to the Town Accountant. Mr. Andrews responded that he would not make a public comment on this personnel matter at this time.

Present before the Board:

Alan Slavin

Mr. Slavin raised the question if those who are required to tie into the sewer would still qualify for tax credits for sewer upgrade. He stated that under IRS code, only failed systems or federally mandated programs. Mr. Andrews responded that the sewer projects are under a State program and there are specific details and each case is taken on a individual basis in order to qualify for the tax credit. Mr. Andrews would provide Mr. Slavin a copy of the State's requisite.

#### 5. <u>DISCUSSION RE. WESTFIELD</u>

Mr. Andrews edified the Board that all exhibits requested from Planning and Zoning have been received. A few changes need to be made. The project is on schedule.

#### 6. <u>CONSENT AGENDA</u>

a. Authorization to sign bills and documents, etc.

Sewer Contract #2 for \$184,570.72 and Sewer Contract #1 for \$127,728.00.

A brief discussion ensued.

**MOTION:** Selectman Holmes moved to authorize payment of Sewer Contract #2, Project No. CWSRF 3022 Estimate #11 in the amount of \$184,570.72. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved to authorize payment of Sewer Contract #1, Project No. CWSRF 3022 Estimate #16 in the amount of \$127,728.80. Selectman Winslow seconded.

VOTE: 5-0-0 (Unanimous)

b. Reappointments to Historical Commission and Minot Forest Committee.

**MOTION:** Selectman Holmes moved to appoint Sandra Devlin, 2 Oak Terrace, Wareham, MA a member to the Minot Forest Committee to a term to expire no later than June 30, 2016. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

Motion and seconded withdrawn.

**MOTION:** Selectman Holmes moved to appoint Sandra Devlin, 2 Oak Terrace, Wareham, MA a member to the Minot Forest Committee to a term to expire no later than June 30, 2014. Selectman Begley seconded.

VOTE:

5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved to appoint Malcolm B. Phinney, 10 Gault Road, West Wareham, MA a member to the Historical Commission to a term to expire no later than June 30, 2014. Selectman Schneider seconded.

VOTE:

5-0-0 (Unanimous)

c. Interviews to the Board of Health.

Discussion ensued between the Board and the consensus is to put this matter on the next Selectmen's meeting agenda. Selectman Holmes also suggested that the appointment for CEDA candidates be also placed on the next meeting's agenda. Selectman Holmes announced that the press release has gone out seeking applicants for the four public members as Road Commissioners with interviews and appointments to take place during August.

#### 7. LICENSES & PERMITS

a. Hearing 7:15 P.M. – Application for new Year Round Common Victualer All Alcoholic Beverages License from LR Hunt LLC dba Café Soleil, Leanne M. Hunt, Manager, 241 Main Street, Wareham, under the provisions of Chapter 138 of the Massachusetts General Laws for the year 2011.

**MOTION:** Selectman Holmes moved to open the 7:15 p.m. public hearing. Selectman Schneider seconded.

VOTE:

4-0-0 (Unanimous)

Present before the Board:

Leanne M. Hunt

Robert W. Hunt, Jr.

Selectman Holmes asked if this was a Wareham Job Bill license. Mr. Andrews replied that is not. Ms. Hunt informed the Board that the restaurant will be open from 4:30 p.m. to 8:30 p.m. Wednesday through Friday, 11:30 a.m. to 8:30 p.m. on Saturdays and 11:30 a.m. to 5:00 p.m. on Sundays.

**MOTION:** Selectman Holmes moved to open the 7:15 p.m. public hearing. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved to approve the application for new Year Round Common Victualer All Alcoholic Beverages License from LR Hunt LLC dba Café Soleil, Leanne M. Hunt, Manager, 241 Main Street, Wareham, under the provisions of Chapter 138 of the Massachusetts General Laws for the year 2011. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

b. Application for Common Victualler's License from LR Hunt LLC dba Café Soleil, Leanne M. Hunt, Manager, 241 Main Street, Wareham, under the provisions of Chapter 140 of the Massachusetts General Laws for the year 2011.

Present before the Board:

Leanne M. Hunt

Robert W. Hunt, Jr.

MOTION: Selectman Holmes moved to approve the application for Common Victualer License from LR Hunt LLC dba Café Soleil, Leanne M. Hunt, Manager, 241 Main Street,

Wareham, under the provisions of Chapter 140 of the Massachusetts General Laws for the year 2011. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

c. Request for use of Town roads and use of Lopes Field by the Wareham Police Department, 2515 Cranberry Highway, Wareham for their National Nights Out Celebration to be held on August 2, 2011 from 6:00 p.m. to 10:00 p.m.

Present before the Board:

Members of the Police Department

MOTION: Selectman Holmes moved to approve the Request for use of Town roads and use of Lopes Field by the Wareham Police Department, 2515 Cranberry Highway, Wareham for their National Nights Out Celebration to be held on August 2, 2011 from 6:00 p.m. to 10:00 p.m. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

d. Request for use of Town roads and use of the bandshell by the 9/11/2001 Remembrance Committee, c/o Rudy Santos, 53 Main Street, Wareham for their 9/11/2001 Remembrance. The Parade will begin at Dudley Square to Onset Pier and end at the bandshell on Sunday, September 11, 2011 from 6:00 p.m. to 9:00 p.m.

Present before the Board:

Rudy Santos

Winna Dean Sandra Besse

MOTION: Selectman Holmes moved to approve the request for use of Town roads and use of the bandshell by the 9/11/2001Remembrance Committee, c/o Rudy Santos, 53 Main Street, Wareham for their 9/11/2001 Remembrance. The Parade will begin at Dudley Square to Onset Pier and end at the bandshell on Sunday, September 11, 2011 from 6:00 p.m. to 9:00 p.m. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

#### 8. TOWN ADMINISTRATOR'S REPORT

#### a. LEADERSHIP TEAM - PERSONNEL UPDATE

1. Local Building Inspector – On July 5, 2011, Mr. Andy Williams, our Local Building Inspector resigned to take a position nearer to his home of Providence, Rhode Island. Mr. Andrews is working with Chairman Cruz and Mr. Myles Burke, Director of Inspectional Services to implement a transition plan and find a replacement for Mr. Williams. Mr. Andrews requested that Selectman Holmes, Myles Burke, Director of Inspectional Services and Elsa Miller, Director of Assessment review the applications and recommend three finalists to the Town Administrator. An interim inspector will be appointed soon.

2. Town Counsel update.

Mr. Andrews stated that this matter will be discussed in an executive session. Selectman Holmes expressed his concerns about the practice of the local boards going to their counsel or town counsel without proper notification to either the Town Administrator or the Board of Selectmen's chairman. Mr. Andrews is taking steps to remedy this practice.

## b. \$5,000 GRANT AWARD FROM MASSACHUSETTS INTERLOCAL INSURANCE ASSOCIATION (MIIA)

On Wednesday, June 29, 2011, the Massachusetts Interlocal Insurance Association notified administration that we have received a \$5,000 grant award. This award is for a new Trailer for traffic control and public safety enhancements. Additionally, MIIA has recognized our commitment to public safety and reducing our insurance liabilities. This is part of our efforts to reduce costs for equipment through the use of grants and alternative funding. The grant will be used for an emergency response Trailer, which contains traffic cones, safety barrels, reflective tape, A-Frame barricades and other safety equipment. This equipment would be used to protect workers, motorists and pedestrians. Mr. Andrews will keep the board posted.

#### c. GRAND OPENING OF ROSEBROOK MEDICAL CENTER

On Wednesday, June 29, 2011, Chairman Walter Cruz and I attended the grand opening and ribbon cutting for this new office/medical complex at Rosebrook Business Park. As you know, this is an important economic and community development project that creates job opportunities for Wareham residents, increase out commercial Tax base and bring disposable income to Wareham.

#### d. FY2011 TRANSFERS

See attached report.

Present before the Board: Mary

MaryAnn Silva, Town Clerk

Derek Sullivan, Financial Analyst

Myles Burke, Director of Inspectional Services Mark Gifford, Municipal Maintenance Director

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$3076.00 from Elections Salary Account to Elections Expense Account. Selectman Schneider seconded.

VOTE:

5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$2750.00 from Town Clerk Salary Account to Town Meeting Salary Account. Selectman Schneider seconded.

VOTE:

5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$1000.00 from Town Clerk Salary Account to Town Clerk Expenses Account. Selectman Schneider seconded.

VOTE: 5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved to approve a transfer from Town Clerk Salary to Printing and Mailing the amount of \$1200.00 subject to vote of Finance Committee. Selectman Winslow seconded for purpose of discussion.

#### Motion and seconded withdrawn.

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$1200.00 from Town Clerk Salary to Street List Printing and Mailing Account. Selectman Schneider seconded.

VOTE: 4-0-0 (Unanimous)

**MOTION:** Selectman Schneider moved favorable action of the transfer of \$7350.00 from Harbormaster Salary to General Service Postage Account. Selectman Begley seconded.

VOTE: 3-2-0 (Selectmen Holmes and Winslow opposed)

**MOTION:** Selectman Schneider moved favorable action of the transfer of \$18,100.00 from the Street Lights to Insurance Account. Selectman Begley seconded.

VOTE: 4-1-0 (Selectman Winslow opposed)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$1000.00 from Sick Leave to Personnel Services Account. Selectman Begley seconded.

VOTE: 5-0-0 (Unanimous)

**MOTION:** Selectman Schneider moved favorable action of the transfer of \$12,000.00 from Assessors to Building Inspector. Selectman Begley seconded.

VOTE: 3-2-0 (Selectmen Holmes and Winslow opposed)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$93,000.00 from WPCF Expense Budget to Payroll Salary Account. Selectman Winslow seconded.

VOTE: 5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$3000.00 from Police Drug Money (LET) to Police Salary Regular Account. Selectman Winslow seconded for purpose of discussion

#### Motion and seconded withdrawn

MOTION: Selectman Holmes moved favorable action of the transfer of \$3000.00 (item #9A) from Police Drug Money (LET) to Police Salary Regular Account. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved favorable action of the transfer of \$3000.00 (item #9B) from Police Gift to Police Salary Regular Account. Selectman Winslow seconded for purpose of discussion

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved favorable action of the transfer of \$8000.00 (item #10A) from Animal Control Salary Regular to Police Salary Regular Account. Selectman Schneider seconded.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved favorable action of the transfer of \$17,000.00 (item #10B) from Police Expense Budget to Police Salary Account. Selectman Winslow seconded for purpose of discussion

VOTE:

5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$10,000.00 from CPF Police Infrastructure Salary to Police Salary Regular Account. Selectman Begley.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved favorable action of the transfer of \$25,000.00 from Municipal Maintenance/Town Building Salary Regular to Municipal Maintenance/Town Building R&M Vehicles Account. Selectman Winslow seconded for purpose of discussion.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved favorable action of the transfer of \$25,000.00 (item #12B) from Municipal Maintenance/Town Building Salary Regular to Municipal Maintenance/Town Building Outside Contractors Account. Selectman Begley seconded.

VOTE:

5-0-0 (Unanimous)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$28,000.00 from Audit to Town Planner Salary. Selectman Schneider seconded.

VOTE:

3-2-0 (Selectmen Holmes and Winslow

opposed)

MOTION: Selectman Holmes moved favorable action of the transfer of \$4028.00 from Board of Appeals Expense to Planning Board Legal Service. Selectman Schneider seconded.

VOTE:

4-1-0 (Selectman Winslow opposed)

MOTION: Selectman Holmes moved favorable action of the transfer of \$199.14 from Selectmen Salary to Selectmen Office Supplies. Selectman Begley seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow opposed)

MOTION: Selectman Holmes moved favorable action of the transfer of \$14.04 from (item #15B) Legal Service to Selectmen Printing & Mailing Account. Selectman Begley seconded.

VOTE:

4-1-0 (Selectman Winslow opposed)

MOTION: Selectman Holmes moved favorable action of the transfer of \$821.20 from (item #15C) Legal Service to Selectmen Advertising Account. Selectman Schneider seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow opposed)

MOTION: Selectman Holmes moved favorable action of the transfer of \$2416.36 from (item #15D) Legal Service to Selectmen Advertising Account. Selectman Begley seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow opposed)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$14,500.00 from (item #15E) Legal Service to Selectmen Expense Account. Selectman Begley seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow opposed)

MOTION: Selectman Holmes moved favorable action of the transfer of \$2000.00 from (item #16A) Board of Health Salary to Town Administrator Services Account. Selectman Begley seconded.

VOTE:

5-0-0 (Unanimous)

MOTION: Selectman Holmes moved favorable action of the transfer of \$3100.00 from (item #16B) Board of Health to Town Administrator Expense Account. Selectman Begley seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow opposed)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$6900.00 from (item #16C) Legal Services to Town Administrator Salary Account. Selectman Begley seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow opposed)

**MOTION:** Selectman Holmes moved favorable action of the transfer of \$6774.93 from Finance Reserve Fund to Town Administrator Office Supply Account. Selectman Schneider seconded.

VOTE:

3-2-0 (Selectman Holmes and Winslow

opposed)

#### e. WAREHAM POLICE DEPARTMENT

Monthly Crime and Activity Report attached.

#### f. DIGITAL CREDIT UNION

Mark Harriman, DCU to update the board regarding the Bay Pointe Country Club

Present before the Board: Mark Harriman
Mr. Harriman informed the Board that all deposits for scheduled events will be honored along
with the golf course membership. DCU will be submitting the application for transfer of the year
round liquor license. Brief discussion ensued.

Status Report of ongoing issues/projects.

#### Land Donation Review Task Force

The LDRTF was involved with reviewing a proposed land donation from the Weston Trust. Owner Frederick S Weston c/o Rockland Trust Co. submitted a request to donate a piece of salt marsh off Swifts Beach Road known as lot 1060, map 48. The lot is vacant and is .76 acres in size. We responded to Rockland and stated that the Town would be interested in accepting the donation provided that the owner accepts terms to pay for certain expenses. Rockland responded via phone and stated that they evaluated the costs and would not likely proceed as the costs were more than they wanted to expend. They said they would contact me if things changed.

#### FY2012 Budget

House of Representatives and State Senate completed FY2012 Budgets and the Conference Committee Report was submitted to each House on Friday, July 1, 2011. The Governor has signed the FY2012 budget. There are moderate increases to both the Town and School Department.

## **Decas Safety Issues**

Painting of the crosswalks was completed in June.

Cooperation and Update with School Committee - Ongoing "2GETHER WE WILL WORK AS ONE UNIT".

### 9. TOWN BUSINESS

a. General obligation ban sale.

Present to the Board:

Tracy Donavan-Lynch, Assistant Town Treasurer

MaryAnn Silva, Town Clerk

Ms. Donavan-Lynch informed the Board that the amount of \$2,199,000 Bond Anticipation Note for was sewer planning, police communication and heavy equipment. The bids should be awarded to Century Bank for \$1,000,000 at 0.7000% interest rate and TD Securities for \$1,199,000 at 0.7711% interest rate. This is a short term note and will be permanently financed in January, 2012.

MOTION: Selectman Holmes moved to approve the sale of \$2,199,000 General obligation Bond Anticipation Notes of the Town dated July 15, 2011 payable January 19, 2012 at accrued interest plus premiums indicated to: the bids would be awarded to Century Bank for \$1,000,000 at a net interest cost of 0.700% and TD Securities for \$1,199,000 at a net interest cost of 0.7701. Selectman Winslow seconded.

VOTE:

5-0-0 (Unanimous)

b. Discussion re. trash removal. (previously discussed under Citizens Participation)

c. 2 Beach Street Extension.

Present before the Board:

Stephen Sooy, President of Buzzards Bay Habitat for Humanity

Michael LaCava

Mr. Sooy presented a brief history regarding the problem of the deed restrictions on the property. The proper procedures and notifications were not followed and it was discovered that the deed restrictions are invalid. Attorneys advise that the remedy would be to have the Board of Selectmen sign off indicating that the deed restriction is released because it is invalid. The property cannot be counted in the affordable housing inventory and cannot be accepted by DHCD as it does not meet their criteria. The property cannot be conveyed out to the new buyers until the deed restriction is removed. Discussion ensued.

- d. Fiscal 2011 Year End Transfers.
- e. Any other town business.

#### 10. <u>SEWER BUSINESS</u>

a. Any other sewer business.

MOTION: Selectman Begley moved to remove Contract #3 from the table.

Selectman Schneider seconded.

VOTE:

2-3-0 (Selectmen Cruz, Holmes and Winslow opposed)

#### 11. <u>LIAISON REPORTS</u>

#### 12. <u>ADJOURNMENT</u>

MOTION: Selectman Winslow moved to adjourn the meeting. Selectman Holmes seconded.

VOTE:

2-3-0 (Selectmen Begley and Schneider

opposed)

## 13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

Respectfully submitted
Rebecca Benitez-Figueroa
Transcriptionist

The foregoing minutes were submitted to the Board of Selectmen/Sewer Commissioners on: //-/5-//

Attest:

Stephen M. Holmes, Clerk

Date Signed:

11-15-11

Date sent to the Town Clerk: \|-\7-\|



## TOWN of WAREHAM

# Board of Selectmen/Sewer Commissioners MEETING AGENDA

7:00 PM - Wareham Multi-Service Center, Room 320, 48 Marion Road, Wareham Massachusetts

- CALL TO ORDER BY CHAIRMAN
- 2. ROLL CALL
- 3. ANNOUNCEMENTS
- 4. CITIZENS PARTICIPATION
- 5. DISCUSSION RE. WESTFIELD
- 6. CONSENT AGENDA
  - a. Authorization to sign bills and documents, etc.

    Sewer Contract #2 for \$184,570.72 and Sewer Contract #1 for \$127,728.00.
  - b. Reappointments to Historical Commission and Minot Forest Committee.
  - c. Interviews to the Board of Health.

#### 7. LICENSES & PERMITS

- a. **Hearing 7:15 P.M.** Application for new Year Round Common Victualer All Alcoholic Beverages License from LR Hunt LLC dba Café Soleil, Leanne M. Hunt, Manager, 241 Main Street, Wareham, under the provisions of Chapter 138 of the Massachusetts General Laws for the year 2011.
- b. Application for Common Victualler's License from LR Hunt LLC dba Café Soleil, Leanne M. Hunt, Manager, 241 Main Street, Wareham, under the provisions of Chapter 140 of the Massachusetts General Laws for the year 2011.
- c. Request for use of Town roads and use of Lopes Field by the Wareham Police Department, 2515 Cranberry Highway, Wareham for their National Nights Out Celebration to be held on August 2, 2011 from 6:00 p.m. to 10:00 p.m.
- d. Request for use of Town roads and use of the bandshell by the 9/11/2001 Remembrance Committee, c/o Rudy Santos, 53 Main Street, Wareham for their 9/11/2001 Remembrance. The Parade will begin at Dudley Square to Onset Pier and end at the bandshell on Sunday, September 11, 2011 from 6:00 p.m. to 9:00 p.m.

# Continued Board of Selectmen/Sewer Commissioners Meeting Agenda 07/12/2011 Page 2 of 2

#### 8. TOWN ADMINISTRATOR'S REPORT

- a. Leadership Team.
- b. \$5,000 Grant award from Massachsetts Interlocal Insurance Association (MIIA).
- c. Grand Opening of Rosebrook Medical Center.
- d. FY2011 Transfers.
- e. Monthly Crime and Activity Report.
- f. Digital Credit Union.

Status Report of ongoing issues/projects.

#### 9. TOWN BUSINESS

- a. General obligation ban sale.
- b. Discussion re. trash removal.
- c. 2 Beach Street Extension.
- d. Fiscal 2011 Year End Transfers.
- e. Any other town business.

#### 10. SEWER BUSINESS

a. Any other sewer business.

#### 11. LIAISON REPORTS

#### 12. ADJOURNMENT

#### 13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD