

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
April 23, 2013

The Selectmen's Meeting convened at 4:18 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Michael DiGregorio, Mary Carey Seavey, Stacy Sand, and Carl Thibodeau, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

Chairman Weathers led the Board in the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

Ms. Sand moved, seconded by Mr. DiGregorio, to approve the agenda. The motion carried unanimously.

MWV LEADERSHIP CLASS - VINCENT OSGOOD

Vincent Osgood did not appear. There was no discussion on this agenda item.

REVIEW AND CONSIDERATION OF ENGRAVING FOR THE PINK AND GREEN ROCK IN REDSTONE – STEVE SWENSON

Steve Swenson joined the meeting. Mr. Swenson advised that he is Chair of the Redstone Committee and is here to get the Board's final approval for the engraving on the pink and green rocks that have been placed in Redstone. A copy of the proposed engraving was provided to the Board. Mr. Swenson next advised that as soon as the weather warms up, Arthur's Memorials will be out to do the engraving on site. **Ms. Sand moved, seconded by Mr. DiGregorio, to proceed with the engraving as submitted.** There was brief discussion. **The motion carried unanimously.**

ARTICLE 33 CONSTITUTIONAL AMENDMENT - JOE BAGSHAW

Joe Bagshaw joined the meeting. Mr. Bagshaw reviewed that the voters passed Article 33 in April 2013. Mr. Bagshaw stated that he feels it is important to get a letter to Senator Bradley in this regard as soon as possible. Mr. Bagshaw next distributed a proposed letter to the Board for review.

Mr. Sires advised that Attorney Malia is writing a formal memo on Articles 33 and 34. Attorney Malia advised that both articles are advisory only. Mr. Sires further added that in the past the Board as accepted the guidance and will of the voters and had forwarded information along if that was requested in the article.

Ms. Sand moved, seconded by Mr. DiGregorio, that we sign a letter to the legislature in regard to Article 33 and that the letter be signed out of session. Mr. Thibodeau stated that he is in total opposition of the entire thing. He is not in favor of the amendment or that the voters direct this Board and future boards to do this. He stands in opposition of sending this letter. Mr. DiGregorio asked Mr. Bagshaw to give further details on the article and the purpose for sending it out. Mr. Bagshaw reviewed the article with the Board and stated that corporations are not natural persons. The intent of this article is to clarify that the Constitution and rights and protections therein are of natural persons only and not

corporations. The warrant article says that we would like our legislators to support this and pass an amendment to the Constitution. Mr. Thibodeau stated that he doesn't feel we should be turning the Board of Selectmen into a personal action committee. The Board is here to look out for the best interests of the Town of Conway and he doesn't feel that this request falls under the realm of this Board. Ms. Sand stated that this Resolution was not initiated by the Board but that now we have been asked by the voters to pass this along. This is not about if we agree or disagree with the article, the request now is to pass it along. Ms. Seavey agreed with Ms. Sand and added that we need to go with what the voters say. **The motion carried 4-0-1 with Mr. Thibodeau voting in the negative.** There was further brief discussion on the proposed letter. It was agreed the letter would be prepared for review by the Selectmen and signed out of session.

DISCUSSION OF PROPOSED FARMERS MARKET AT WHITAKER HOME SITE

Will Abbott of the USVLT and local farmer, Glen Mitchell, joined the meeting. Also present was Recreation Director, John Eastman.

Mr. Sires advised that the matter of farm markets is being presented to the Board of Selectmen as a concept and if the Board is in favor of this we will continue to work on the concept.

Will Abbott advised he is with the USVLT and is also speaking as a Conway resident. Mr. Abbott next spoke to his support for having a local farmers market. Mr. Abbott advised they would like to have about a dozen vendors with a variety of products at the market. He feels Whitaker Woods is a perfect location for the market as there is enough traffic and public visibility at this location. Further, Sunday would be their preferred day for the market. Mr. Abbott next advised that the USVLT would act as the fiscal agent for the farmers market and requested that liability insurance be provided by the town. Mr. Abbott next advised that the other site discussed for the market was at the North Conway Community Center.

Mr. Weathers asked how many of each vendor they have in mind. Mr. Abbott advised that the idea is to limit the vendors to two of each type of vendor, i.e. vegetables, cheese, soaps, etc.

Mr. DiGregorio questioned where they propose setting up at Whitaker Woods. Mr. Sires advised it would be set up by the barn.

Mr. DiGregorio questioned if they are intending on building this market and finding their own space in the future. Mr. Abbott and Mr. Mitchell responded in the negative.

Mr. DiGregorio questioned how they make the argument for businesspeople in town who are paying taxes to the town to have this market on public land. Mr. Abbott stated he feels this market would be driving business to these stores.

Ms. Sand questioned why they are not having the market at the North Conway Community Center. Mr. Abbott stated that it comes down to money.

Ms. Sand next suggested that Mr. Abbott and Mr. Mitchell approach local businesses to get their feelings on a proposed market at Whitaker Woods.

Ms. Sand next stated that she feels there could be a traffic issue for the Episcopal Church if the market is held on Sunday mornings and would be concerned that they wouldn't have access to public parking.

Ms. Sand next questioned the policy for use of the Whitaker Woods area. Mr. Sires gave a brief overview and advised that it is intended for ballfields, etc. but that it wouldn't be used for carnivals, etc.

Ms. Sand next stated that she has concerns with the sign and with allowing the market to keep up a sign all season. Mr. Sires suggested that they use a banner and that it would go over the existing sign for the summer and it would have to be the same size as the sign on the barn now.

Ms. Seavey questioned the time of day they would like to hold the farmers market. Mr. Abbott advised they would like to hold it from 9:00 a.m. to 1:00 p.m.

Mr. Weathers asked about any requirements regarding vehicles on the lawn for vendors. Mr. Mitchell stated it would be foot traffic only.

Mr. Weathers next asked if they have electrical needs. Mr. Mitchell stated they would need to look at this and discuss further.

Ms. Sand next asked about looking at other locations for the market such as the Congregational Church, etc. Mr. Mitchell stated that they have looked into having the market at other locations but then they would be limited to 14 days.

Ms. Seavey stated that she is in favor of a farmers market and thinks this is the first step. Farms are an important part of this valley and she is in support of the idea. Mr. DiGregorio stated that he supports it for this season but would like for them to find a long term home. Mr. Sires stated that Mr. Abbott and Mr. Mitchell are here today to see if the Board would like them to continue to develop this idea.

Mr. Weathers asked about other events at Whitaker Woods this summer. Mr. Eastman advised that it is not a problem for the recreation department if they would like to have the market on Sundays. Mr. Eastman next advised that there is plenty of room and does not infringe on the field. There are a few events already planned for a couple of Sundays but this could be worked out. Mr. Eastman next stated that there is no power at the location.

Ms. Sand asked about liability insurance. Mr. Mitchell advised that each vendor would have insurance. Mr. Sires stated that the town has liability insurance and if the Board of Selectmen decide that this is a broad benefit for the town and they choose to co-sponsor the market then this could be covered under the town's insurance.

Ms. Sand asked if the Whitaker Home Site building would be open for restrooms. Mr. Sires advised this is something else that would need to be worked out i.e., portable toilets fees, etc. This would have to be worked out and brought back to the Board. There are also special event fees.

Mr. Abbott and Mr. Mitchell questioned if they can move forward with the Farmer's Market. Ms. Sand stated that she feels there are questions that came up today that need to be answered first. We will need further information. Mr. Weathers stated that he has concerns that all the local farmers, etc., have not been contacted and that they will be bringing vendors from outside of the town. Mr. Weathers suggested that they contact the NRCS and Carroll County Cooperative Extension for a list of farmers, in the area to contact. Mr. DiGregorio agreed that NRCS should be contacted and that they make sure that all local people have been approached about this market. Mr. Mitchell stated that they already have their vendors for the market. Mr.

DiGregorio asked that a list of the vendors be provided to this Board. Mr. DiGregorio further stated that he has no problem with the concept of the market but he does have concerns with where the vendors are from. The Board further reviewed that information and input from businesses in North Conway should be provided. Ms. Sand stated she also has concerns with the parking for the Episcopal Church and also, where the vendors are going to the park trucks, etc. and would like additional information.

Mr. Abbott next stated they were set to go with the North Conway Community Center location before last week and then this idea of Whitaker Woods came up. Mr. Abbott stated they just need an indication of whether this is a go or not or they will go back to the North Conway Community Center. Also they need to send out vendor contracts.

There was further brief discussion. The Board agreed they would like to have additional information and that this matter could be discussed at the next meeting of the Board in two weeks.

CONSIDERATION OF A REQUEST FROM THE SHEPHERDS RIVER MENNONITE CHURCH FOR THE TOWN TO ACCEPT A SPECIAL EVENT APPLICATION AND WAIVE THE INSURANCE REQUIREMENT – MARVIN ZIMMERMAN, PASTOR

Pastor Marvin Zimmerman and Deacon Jonathan Siegrist, of the Shepherds River Mennonite Church joined the meeting.

Mr. Sires reported that the Church has applied for a special event in Schouler Park and is asking the town to waive the insurance requirement. Mr. Sires advised that similar events have been held in the park in the past but we have always required liability insurance be provided.

Pastor Zimmerman reviewed the church's position on insurance requirements explaining that the Church seeks to avoid all insurances and that they will be responsible if there is a suit against the town. There was discussion regarding insurance requirements with the Board. The Board next asked for an explanation of the event. Pastor Zimmerman explained they would be standing as a group, sharing faith, and singing gospel hymns. They would also like to distribute free literature.

There was next discussion by the Board as to what is considered a special event. Mr. Sires advised that one trigger is reserving space in the park. Other items may be setting up tables, etc. However, if a group wants to come and sing in the park, this may not require a permit. There was next discussion of the permit process. Pastor Zimmerman questioned if they do not go the route of a special event can they just find out a few weeks ahead of time if someone else has reserved space at the park. Pastor Zimmerman also questioned if they could hand out literature to people in the park. Mr. Sires advised that if they are not reserving space in the park, setting up any tables, etc, or advertising for an event this would just be a gathering in the park. Also, he does not think there is anything against standing and handing out information. Further, Pastor Zimmerman could contact the town to find out if anything else was going on the park ahead of time. Ms. Sand stated that having people singing in the park sounds delightful. Ms. Sand also further added that they also shouldn't solicit funds in the park and cautioned against handing out information to people who don't want the information and then people may litter. There was next a brief discussion on other locations in town where they could gather. There was further discussion on the request for a special event. Pastor Zimmerman and the Board agreed to withdraw the application. The Board agreed this was not a special event if they are just showing up and singing in the park.

Ms. Sand stated that she would like to have further discussion in the future about special events and the general use of the parks.

DISCUSSION OF MWVSWD'S RECOMMENDATIONS REGARDING CREDIT
CARDS AND A NEW GATE AT THE TRANSFER STATION

Public Works Director, Paul DegliAngeli, joined the meeting. Mr. DegliAngeli reviewed that the LMWVSWD discussed accepting credit cards at the Transfer Station and that this Board also briefly discussed same at their last meeting. Mr. DegliAngeli advised that the software at the transfer station can handle credit cards and that we would have to contract with an outside company to be able to accept cards. The cost is 1.69% and \$.25 per transaction. Mr. Thibodeau questioned if the costs would be passed on to the consumer. Mr. DegliAngeli replied in the affirmative. Mr. Thibodeau questioned if this is the same charge for debit and credit cards. Mr. DegliAngeli advised he would have to check into this and advise. Mr. Thibodeau pointed out that debit cards require pin pads. Ms. Sand stated that debit cards can now be used as credit cards but that we could limit this to credit cards. Mr. DegliAngeli stated he is here tonight to see if the Board would like to pursue this idea further. There was further brief discussion. **Ms. Sand moved, seconded by Ms. Seavey, that we have Paul DegliAngeli bring back further information to the Board to incorporate credit cards at the transfer station facility. The motion carried unanimously.**

There was next a discussion on the LMWVSWD's recommendation on installing a gate at the guard shack area. Mr. DegliAngeli explained that there are some people who go past the gate without stopping and the only solution would be to have a gate that goes up and down. The gate plus installation would cost approximately \$5,000-\$6,000. There was discussion regarding enforcement, people without permits, etc. There was also discussion as to whether a gate was needed. Mr. Thibodeau suggested that statistical data be gathered for 90 to 120 days regarding how many people do pass the shack without a permit and don't belong at the transfer station. Mr. DegliAngeli advised this information could be gathered. The Board agreed to have Mr. DegliAngeli collect data and bring same back to the Board for review.

CONSIDERATION OF APPROVAL AND EXECUTION OF ORDER TO ISSUE A HAZARDOUS
AND DILAPIDATED BUILDING ORDER FOR TAX MAP/LOT 277-287

Mr. Sires reviewed information in the Board's agenda packet from CVFD Fire Chief Steve Solomon and Building Inspector, David Pandora, regarding a property located at Tax Map/Lot 277-287. Mr. Sires next requested the Board approve and execute a Hazardous and Dilapidated Building Order for this property. There was brief discussion by the Board. **Mr. DiGregorio moved, seconded by Ms. Sand, to approve the execution of an Order to issue a Hazardous and Dilapidated Building Order on Tax Map/Lot 277-287. The motion carried unanimously.**

CONSIDERATION OF ORDER TO CEASE AND DESIST – TAX MAP LOT 251-118

Mr. Sires requested the Board issue an Order to Cease and Desist on Tax Map/Lot 251-118. Mr. Sires reviewed this is an abandoned and uninhabitable fifth wheel trailer. The owners have been on notice to remove this but have not done so. This is considered storage in the floodplain. Mr. Sires reviewed the deadline to remove this trailer would be twenty days and if it is not removed then we could proceed to court and ask for an order. If it is still then not removed, then the town could proceed with removing the trailer. **Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Order to Cease and Desist for Tax Map/Lot 251-118. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF AGREEMENT BETWEEN THE MWVPA
AND TOWN OF CONWAY REGARDING THE SCHOULER PARK SIGN

Mr. Sires reviewed that the MWVPA and the Town of Conway have had an agreement in effect for a couple of years now regarding the sign in Schouler Park. The sign is used to promote events, etc., in the area and is managed by the MWVPA. Mr. Sires gave a further brief overview of the agreement and advised this is a yearly agreement. **Ms. Sand moved, seconded by Mr. DiGregorio, to approve the Memorandum of Agreement between the MWVPA and the Town of Conway in regard to the Schouler Park sign. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF MOU BETWEEN TOWN OF BARTLETT
AND TOWN OF CONWAY REGARDING CABLE CHANNEL 3

Mr. Sires reviewed the proposed Memorandum of Agreement between the Town of Bartlett and the Town of Conway regarding Cable Channel 3 with the Board. Mr. Sires explained this is a renewal of an existing contract. **Mr. DiGregorio moved, seconded by Ms. Sand, to review the Memorandum of Agreement between the Town of Bartlett and Town of Conway regarding Cable Channel 3. The motion carried 5-0-0.**

SIGNING OF DOCUMENTS

- a. Abatement Map/Lot 203-130 (2012)
- b. Abatement Map/Lot 246-36 (2011)
- c. Abatement Map/Lot 246-36 (2012)
- d. Abatement Map/Lot 246-37 (2011)
- e. Abatement Map/Lot 246-37 (2012)
- f. Application for Current Use Map/Lot 214-84
- g. Certification of Yield Taxes Assessed Map/Lot 206-4
- h. Certification of Yield Taxes Assessed Map/Lot 264-30
- i. Certification of Yield Taxes Assessed Map/Lot 284-14
- j. Certification of Yield Taxes Assessed Map/Lot 284-14.1
- k. Gravel Tax Levy Map/Lots 207-14.5, 263-117, 226-1 & 238-1
- l. Notice of Intent to Cut Wood or Timber Map/Lot 284-14
- m. Notice of Intent to Cut Wood or Timber Map/Lot 288-6 & 291-9
- n. Permanent Application for Property Tax Credit/Exemptions Map/Lot 276-241
- o. Permanent Application for Property Tax Credit/Exemptions Map/Lot 262-83.075
- p. Permit to Sell Raffle Tickets/Vaughan Community Center. Drawing 7/13/13
- q. Timber Tax Levy Map/Lot 264-30
- r. Yield Tax Levy Map/Lot 284-14.1, 284-14 and 206-4

Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Abatement Map/Lot 246-36 (2012), Abatement Map/Lot 246-37 (2011), Abatement Map/Lot 246-37 (2012), Application for Current Use Map/Lot 214-84, Certification of Yield Taxes Assessed Map/Lot 206-4, Certification of Yield Taxes Assessed Map/Lot 264-30, Certification of Yield Taxes Assessed Map/Lot 284-14, Certification of Yield Taxes Assessed Map/Lot 284-14.1, Gravel Tax Levy Map/Lots 207-14.5, 263-117, 226-1 & 238-1, Notice of Intent to Cut Wood or Timber Map/Lot 284-14, Notice of Intent to Cut Wood or Timber Map/Lot 288-6 & 291-9, Permanent Application for Property Tax Credit/Exemptions Map/Lot 276-241, Permanent Application for Property Tax Credit/Exemptions Map/Lot 262-83.075, Permit to Sell Raffle Tickets/Vaughan Community Center Drawing 7/13/13, Timber Tax Levy Map/Lot 264-30, and the Yield Tax Levy Map/Lot 284-14.1, 284-14 and 206-4. The motion carried unanimously.

The Board briefly discussed the Abatement for Tax Map/Lot 203-130 (2012), The Board agreed they would like further information from the Assessing office before signing this abatement.

The Board next briefly discussed the Abatement for Tax Map/Lot 246-36 (2011). Mr. Sires reviewed this is a BTLA settlement. **Ms. Sand moved, seconded by Ms. Seavey, to sign the Abatement for Tax Map/Lot 246-36 (2011). The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out session.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Jackson Grammar School/5K Run for Wounded Warrior Project – 6/1/13
- b. Vaughan Community Service/Strawberry Festival – 7/13/13

There was a brief discussion by the Board regarding the Special Event Application for the Jackson Grammar School 5k Run. Mr. Sires advised that the event is in Whitaker Woods and has been reviewed by the Conservation Commission. **Ms. Sand moved, seconded by Mr. DiGregorio, to approve the Jackson Grammar School 5K Run for the Wounded Warrior Project scheduled for June 1, 2013 and the Vaughan Community Service Strawberry Festival scheduled for 7/13/13. The motion carried unanimously.**

CONSIDERATION OF MINUTES

4/16/13 – **Ms. Sand moved, seconded by Mr. DiGregorio, to approve the minutes of 4/16/13 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Hobbs Street Property – Mr. Sires reviewed the deadline for receiving real estate proposals for the Hobbs Street property was this past Friday. We did have two realtors look at the property last week, however no proposals were received as of Friday. Both realtors have since agreed to work together on this and submit a proposal to the town.

First Bridge Turnaround – Mr. Sires reported the fence has been installed at the First Bridge turnaround area. Mr. Sires next reported they are also looking into putting up information about water levels and the time it may take to get to the next public area when canoeing the river.

Norcross Circle and Streetscape Work – Mr. Sires advised the bid for Norcross Circle and the streetscape work has been awarded to HE Bergeron.

Silver Star Banner Day – Mr. Sires reviewed that several years ago the Board of Selectmen proclaimed May 1 as Silver Star Banner Day. Mr. Sires reviewed the Proclamation with the Board.

Conway Pines – Mr. Sires reported he spoke with Cris Davies today and will be working with him regarding the CDBG for Conway Pines.

BOARD REPORTS AND COMMENTS

Budget Committee – Mr. DiGregorio reported that a Budget Committee meeting is scheduled for tomorrow evening at Kennett Middle School.

Wireless Equipment for Channel 3 Live Programming – Mr. DiGregorio reviewed the Board previously approved the purchase of equipment for Channel 3 live programming and that we did budget for this equipment previously. We have now received an invoice from Paralinx in the amount of \$2,556. **Mr. DiGregorio moved, seconded by Ms. Sand, to approve the invoice for \$2,556 for Paralinx for the wireless HD transmission equipment. The motion carried unanimously.**

CCTV – Mr. DiGregorio reported he met with the Town of Jackson last Thursday and they are very enthusiastic about getting involved and having programs broadcast on CC TV. The next step will be that he and Bill Edmunds of Valley Vision will get together to develop a contract so this can move forward.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Alisha Fitzpatrick of Rockhouse Mountain Road joined the meeting. Ms. Fitzpatrick reviewed the Board had asked her last week to provide the RSA regarding her concerns with the article recently passed concerning the Class VI portion of Rockhouse Mountain Road. Ms. Fitzpatrick stated that she has asked someone to look into this for her. Ms. Fitzpatrick next questioned if the Board had an RSA that says they can revoke this within 30 days would the Board do it. There was discussion. The Board agreed that short of having any information in their possession, they can't entertain a position on this matter. Ms. Fitzpatrick stated that the 30 days would be up by the next time the Board met. Mr. DiGregorio questioned if Ms. Fitzpatrick has retained legal counsel. Ms. Fitzpatrick nodded in the affirmative. Ms. Fitzpatrick next again asked the Board if they would revoke the article. Mr. Sires explained this Board can't entertain a hypothetical question if they have no documents to review. Mr. Weathers further advised that the town has provided information to the attorney requesting information on Rockhouse Mountain Road. Ms. Fitzpatrick advised that she has retained an attorney for advice on this matter.

There was further discussion on the Class V and Class VI portions of the road, maintenance of the Class V portion of the road, etc. Ms. Fitzpatrick questioned if the portion of the road where she is located could be abandoned. It was explained that the portion of road where her property is located is a Class V road and the town maintains this for open travel. Mr. Sires advised this portion of the road is listed on our Class V inventory.

The Board asked Ms. Fitzpatrick to provide the RSA and any other information so that it can be reviewed. Ms. Fitzpatrick indicated that she has a copy of a deed but has not provided a copy of same to the town.

Ms. Fitzpatrick next questioned the abandonment of the road and the process. Mr. Sires pointed out that information on this was distributed multiple ways throughout the process for abandoning the Class VI portion of the road. Mr. Sires further reviewed there were several other roads listed on the article when it was first proposed and calls were received on the other roads and by the time warrant was posted there were only two roads left on the article. Further, Ms. Fitzpatrick left the deliberative portion of town meeting before the discussion on this article and, further, did not make any effort to go to the polls and speak to people about the article. Mr. Sires further added that we had an extensive public process on this matter. Mr. Sires next advised that the article was put forward as, over the years, the town has received calls about

the Class VI portions of the roads, ie parties, fires, cans and bottles, etc, and the Town has had to go and clean this up. Further, the status Class VI roads are the subject of litigation in other towns. Lastly --what is the public need or benefit of this road was considered. There is no need and benefit to the town to own this portion of the road but there is a downside to it. Mr. Sires next stated that this was all put out to the public and unfortunately Ms. Fitzpatrick may not have heard about it until after the warrant was posted. Mr. DiGregorio added that the town did get information out on abandoning the roads and some people did come forward prior to the posting of the warrant. Ms. Fitzpatrick stated that she agreed that the Town Manager did speak to people on the road to ask their opinion on closing the road.

After further discussion, the Board reviewed that Ms. Fitzpatrick was asked to bring any information she has to the Town Manager and, to date, she has not done so. It was reviewed that Ms. Fitzpatrick has retained an attorney. The Board agreed to end the discussion of this matter for the evening. Ms. Fitzpatrick stated she has contacted an attorney for an evaluation of this matter.

Ms. Fitzpatrick left the meeting at 6:18 pm. Ms. Fitzpatrick did not provide the Board with a copy of paperwork she had with her and claimed was a deed.

CONSIDERATION OF BILLS

a. Manifest dated 4/25/13 – **Ms. Sand moved, seconded by Ms. Seavey, to approve and sign the manifest dated 4/25/13. The motion carried unanimously.**

ADJOURN

At 6:19 p.m. **Mr. DiGregorio moved, seconded by Ms. Sand, to adjourn the meeting. The motion carried unanimously. .**

Respectfully submitted,

Karen J Hallowell
Executive Secretary