

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
October 24, 2011

PRESENT: Nate Carmen, Chairman
Gary Daniels, Vice Chairman
Mike Putnam, Member
Katherine Bauer, Member
Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary

EXCUSED: Tim Finan, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING

INSTRUCTIONS: The meeting was called to order by Vice Chairman Daniels at 5:30 p.m. who introduced Board members and led the audience in the Pledge of Allegiance, explaining that Selectman Finan is excused this evening and that Chairman Carmen will be arriving late. Vice Chairman Daniels noted that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS:

5:30 p.m. – 31:95(b & e) Public Hearing for Acceptance of Unanticipated Funds Over \$5,000 and Gifts Over \$5,000. Vice Chairman Daniels opened the public hearing at 5:30 and read the listing of unanticipated funds as follows:

<u>Amount</u>	<u>Source</u>
\$5,800.00	Kaley Park Phase II Special Purpose Fund – Donation from the Kaley Foundation
\$3,343.70	Kaley Park Phase II Special Purpose Fund – Fundraiser donations from the Milford Recreation Commission

Vice Chairman Daniels asked if there were any comments or questions. There were none. Vice Chairman Daniels closed the public hearing at 5:32 p.m. Selectman Putnam moved to approve the listing of unanticipated funds over \$5,000 as presented. Selectman Bauer seconded. All were in favor. Motion passed 3/0.

Guy Scaife commented on the generosity of people that have put this funding forward and thanked the Recreation Commission and Recreation Department for holding these events to raise funds for Kaley Park. The town has received generous funds and gifts for this effort through the generosity of the public. Chairman Carmen arrived at 5:35 p.m.

5:35 p.m. – Departmental Update – Fire Department. Fire Chief Jack Kelly, presented the status of the Fire Department and indicated he is happy with the progress. During the last month or two, things have been going very well and he is looking forward to doing a lot of things. Chief Kelly explained that Milford is one of only three towns in New Hampshire with a population over 10,000 that does not have a completely full time Fire Department staff. The call force that Milford has amazes Chief Kelly. In 2012, the Fire Department is looking to replace Engine 4. Selectman Bauer asked Chief Kelly to explain why Engine 4 requires replacement. Chief Kelly indicated Engine 4 is a Tanker which carries water for the areas of town outside of the hydrant zone. Engine 4 also has an open cab and therefore does not meet safety requirements. Chief Kelly continued that the department is now at full staff. AmeriCorps will start January 1, is through a Federal program and gives the town one extra person three days per week at a minimal cost. This is a good program for the town. Chief Kelly also plans to continue the Explorer program. Selectman Putnam asked if that program is multi-departmental. Chief Kelly responded that it is for police, ambulance and fire. The Fire Department also received the SAFER grant for recruitment and retention and has applied for two more grants totaling \$88,000. There are twelve new members of the Emergency Management Group, ten of them are members of the Fire Department. Chief Kelly wants his guys trained so that he can call on them if needed for Emergency Management and wants to possibly get retired members to do it as well.

Chairman Carmen asked if the tanker capacity is as great in Engine 4 as compared to a new tanker. Chief Kelly explained a new tanker has a larger capacity and Engine 4 just does not function as good as a new truck. We

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1 have had some re-builds on Engine 4 as well. Chairman Carmen asked if it is rust-related. Chief Kelly said it is.
2 Last year, this Board heard what was going on with that truck, said Chairman Carmen, there were a lot of issues
3 with Engine 4 which will be discussed in the CIP discussion later this evening. Chief Kelly explained the open cab-
4 bin is an ISO issue; we cannot have an open cab any more, it is a safety issue. Chairman Carmen thanked Chief
5 Kelly for the presentation.
6

7 Guy Scaife indicated it has been a pleasure working with Chief Kelly in his new capacity. Having a full
8 staff plus having a waiting list is telling, the Explorer program needed energy and new direction as well as Emer-
9 gency Management. That has been stepped up and it has been a pleasure working with Chief Kelly. Chief Kelly
10 thanked Guy Scaife. Vice Chairman Daniels noted that one quarter of the calls are false alarms, is there anything we
11 can do to reduce that? Chief Kelly said it is hard to reduce the false alarms, if a call comes in, the department must
12 respond. There is no way around it. The apartment buildings occasionally have false alarms, but they have also
13 improved their systems, so that number has been reduced. Vice Chairman Daniels asked if the false alarms fit any
14 particular category like old boxes or mischief. Chief Kelly responded that most times it is a faulty detector. Some-
15 times it is triggered by steam from the shower. For a while, Vice Chairman Daniels said the town was trying to
16 track false alarms and at a certain point the business was charged a fee for the false alarms. Chief Kelly noted that
17 the (apartment) complexes have upgraded the alarms and the Fire Department does not go to those places as often as
18 they used to. Selectman Bauer asked if those fees are still in place. Chief Kelly said usually after the third call, they
19 get charged a fee, three times within 30 days.
20

21 Selectman Bauer asked for a definition of service calls. Chief Kelly explained that could be a water break
22 or someone is locked out of the apartment; those would both be considered a service call, as well as animal rescue.
23 All different things qualify for a service call. Guy Scaife noted to be the size of Milford (population 15,000+/-) with
24 a call force with a budget at \$500,000 range is amazing. And Milford provides better response than other towns.
25 The call firefighters do it because they want to. They are also involved in the community. It takes a lot of skills
26 today to be a firefighter. These people are at a high skill level and sign up for a high skill level of training. Chief
27 Kelly said the men get the tools, training and equipment from the town to do their job. But dedication cannot be
28 taught and they have it like no one else he knows.
29

30 **6:00 p.m. – Presentation of Draft 2012 – 2017 Capital Improvements Plan.** Steve Duncanson, CIP Chairman,
31 presented Draft 4 of the Capital Improvements Plan (CIP) for 2012-2017, pointing out the larger items coming due.
32 The big ticket items for 2012 include the Osgood Pond bike path, Backhoe, South Street Crossing (drainage) and
33 Engine 4 replacement. The Library was moved out as was the Nashua Street sidewalk plan. The Fire Department
34 will be looking for truck replacements over the next few years starting in 2012. The town may move to a lease pro-
35 gram instead of bonding (lease to own). In 2013 a vac-sweep is being considered for DPW, due to the new EPA
36 regulations. Vice Chairman Daniels asked what happens if the vac-sweep is voted down? Mr. Duncanson respond-
37 ed that the town would continue to contract for those services; the whole State is having to deal with this as well.
38 Chairman Carmen asked about debt service over the next five years; the town is getting rid of some debt over this
39 timeframe and picking up others.
40

41 Chairman Carmen asked if the Fire Truck is less expensive with a lease. Guy Scaife noted it is a lease-
42 purchase. Mr. Duncanson explained for a bond there is 3.4% interest; Chairman Carmen added the ambulance facil-
43 ity might have 4.5% interest over 20 years. Chairman Carmen said the lease would only be 1.8% and that is a good
44 deal. It looks like if the debt service is falling off, the new debt comes on line. This plan seems to keep it even. Mr.
45 Duncanson indicated that is what we are trying to accomplish. Whatever was asked for is on the plan except the
46 Library and Nashua Street sidewalks. Solid Waste improvements were moved out to 2015 as well. What was curb-
47 side pickup is now just called Solid Waste Management. Selectman Bauer asked about placeholders, the CIP is mi-
48 sunderstood and she would like the committee to explain how the work is done.
49

50 Vice Chairman Daniels asked about debt service for this year. Mr. Duncanson explained in 2011 it was
51 \$1.84, but the Union Street crossing was not done this year, nor was Engine 4. Debt service this year, as explained
52 by Guy Scaife, was \$155,000 matching fund coming off and \$90,000 for our share of Emerson Road/Route 13 inter-
53 section grant contribution, which is \$245,000 coming off before anything is added. Engine 4, estimated cost of
54 \$500,000, is a placeholder but prior to the budget hearings we will have an exact number. Vice Chairman Daniels
55 clarified that debt service is what we pay in property taxes for things we owe for, like leases or bonds. Will this be
56 an addition on the property taxes and should people expect a big jump or will it come down? Chairman Carmen
57 explained if we increase the debt service by \$250,000 and we are getting rid of debt service of \$250,000, we are not
58 increasing debt service in 2012. It is kind of even, and it looks like it is going to continue to be even. Guy Scaife

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1 agreed. Vice Chairman Daniels asked about solid waste management 2015 funding proposal. Mr. Duncanson said
2 that is just a placeholder, it is not anything specific yet. Selectman Putnam asked why the name changed. Mr. Dun-
3 canson said that was a consensus of the committee to change the name. Guy Scaife said that warrant article for
4 curbside was recommended to be removed. That was a plan to remedy a shortfall we have at the transfer station. As
5 the town grows, it will exceed its capacity. We will have to do something at some point and there are other options
6 to look at.
7

8 Selectman Bauer asked how many people are on the committee and how often does the CIP committee
9 meet, further asking if tonight's CIP packet would be on line? Bill Parker indicated after tonight's presentation the
10 packet will be put on the website. Mr. Duncanson said the CIP is part of the Planning Board's agenda and charge.
11 Two members of the Planning Board are on the CIP committee plus five others, which totals 7 members on the CIP
12 committee. The CIP committee takes information from every department regarding what capital items they would
13 like for the next few years. The committee then reviews it and asks questions. The CIP committee is made up of
14 volunteers and then takes the information and puts together a town list to decide what to put on the warrant and any
15 long term goals. Typically the CIP covers a 5-6 year period. The CIP Committee meets twice per month or more if
16 needed. Selectman Bauer noted that in the packet it is noted with the criteria and how the decision or recommenda-
17 tion is made. Bill Parker also noted the item must be \$75,000 or more. The criteria is presented for each item being
18 discussed by the committee. Selectman Putnam commented that the CIP committee did a great job.
19

20 Janet Langdell expressed that the committee has done a great job and thanked each member: Steve Dun-
21 canson, Judy Plant, Matt Lydon, Kevin Drew, Colleen Moynihan, Rod Watkins, Matt Sullivan and Gil Archambault.
22 She also noted they are all dedicated people.
23

24 **6:30 p.m. – Interview of Matt Sullivan as a Planning Board Alternate Candidate.** Matt Sullivan was present for
25 this interview and indicated he is a graduate of Miami University in Ohio. Matt became interested in planning at the
26 end of his schooling, originally he was interested in technology and politics but now can see himself doing this in
27 the future as a possible career path. He was really into politics at the beginning of his schooling but all of his classes
28 in the last two years focused on planning. Vice Chairman Daniels asked what he brings to the Planning Board that
29 is new. Mr. Sullivan indicated he is young and hopes to add some diversity to the board. He feels like he has no
30 idea what he is doing in planning, but is looking to learn about the process. Selectman Bauer noted that Matt comes
31 to all the Planning Board meetings and has interesting things to say; she appreciates his youth and new ideas and
32 feels he will make an excellent addition to the board. Selectman Putnam asked how long Matt has been in Milford.
33 Mr. Sullivan responded 17 years, then he was away at school, and now he is back.
34

35 Selectman Putnam moved to approve Matt Sullivan as an alternate Planning Board member. Vice Chair-
36 man Daniels seconded. All were in favor. Motion passed 4/0.
37

38 Janet Langdell wished to note that this is the first second-generation Planning Board member, as Matt's fa-
39 ther previously served on the Planning Board.
40

41 **6:40 p.m. – Presentation of Proposed 2012 Ambulance Facility (Community Facilities Advisory Committee).**
42 This item was postponed to the November 14, 2011 meeting.
43

44 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no items discussed.
45

46 **4. DECISIONS**
47

48 a) **CONSENT CALENDAR.** Chairman Carmen asked if there were any items to be removed from the
49 Consent Calendar. No items were removed for discussion. Selectman Putnam moved to accept the Consent
50 Calendar as presented. Vice Chairman Daniels seconded. All were in favor. Motion passed 4/0.
51

52 1) **Request for Re-acceptance of Sycamore Road, Tamarack Court, Holly Lane and Larch Road.** The
53 road acceptances were requested by Roads Researcher Lorraine Carson and approved for the following:
54 Sycamore Road:

55 From the intersection with Radcliffe Drive, easterly and southerly to the intersection with Larch
56 Road, a distance of 1183.54 feet as measured on the north and east line, 50 feet wide, as depicted
57 on plan entitled "Subdivision Plan, Sunview II at Milford, New Hampshire, prepared for 101 Real-

ty Inc. dated November 28, 1984, final revision June 19, 1985” and recorded in the HCRD as Plan #18596, Sheet 2 of 3 recorded.

Tamarack Court:

From its intersection with Westchester Drive, easterly a distance of 227.14 feet on the north line of the roadbed, 50 feet wide to a dead end with a turn-around with a radius of 75 feet, as depicted on a plan entitled “Subdivision Plan, Sunview II at Milford, New Hampshire, prepared for 101 Realty Inc., dated November 28, 1984, final review on June 19, 1985” and recorded in the HCRD as Plan #18596, Sht. 2 of 3 recorded.

Holly Lane:

From the intersection with Valhalla Drive westerly to the intersection with Wellesley Drive, a distance of 227 feet, 50 feet wide, as depicted on a subdivision plan entitled “Subdivisions Plan, Sunview II at Milford, New Hampshire, Prepared for 101 Realty Inc., dated November 28, 1984” and recorded in the HCRD as Plan #18596, sheet 3 of 3 recorded.

Larch Road:

From its intersection with Wellesley Drive to the intersection with Westchester Drive, a distance of 1351.18 feet along the south line of the roadbed, 50 feet wide, as depicted on a plan entitled “Subdivision Plan, Sunview II at Milford, New Hampshire, prepared for 101 Realty Inc., dated November 28, 1984, final revision on June 19, 1985” and recorded in the HCRD as Plan #18596, Sht. 2 and 3 of 3 recorded

2) Request for Acceptance of Donated Trail Maintenance Equipment to the Conservation Commission from Diane and Bill Fitzpatrick per RSA 36-A:4. Bill and Diane Fitzpatrick donated an Ariens String Trimmer Model ST622-6HP, valued at \$400.00 to the Conservation Commission for use in the maintenance of the Milford public hiking trails. This item was approved.

3) Request for Partial Release of Securities (Badger Hill Subdivision Phase IV). The partial release of securities was approved for Badger Hill subdivision (Badger Mountain of Milford LLC: Badger Hill Road Station 23-50 through 44-15 and Badger Hill Drive Phase IV, north and south including hammerhead turnarounds) in the amount of \$69,945 with a balance of \$14,040 remaining. This request was approved.

b) OTHER DECISIONS.

1) Consideration of October’s 5th Monday Open Public Forum. Chairman Carmen explained the October 31 5th Monday Forum falls on Halloween and he doubts there will be a quorum, nor a public audience. Selectman Bauer agreed, stating the forum is a good way for the public to attend, but it will also be okay if we do not meet. We may end up with a work session in November with all that is going on. Consensus of the Board was to not have the forum on October 31.

5. TOWN ADMINISTRATOR REPORT:

a) Budget Update. Guy Scaife explained it is tax rate time; we hope to hear from DRA in the next few days about the tax rate. At the last Board update, we were \$75,000 short, Jack Sheehy will be going to DRA in the next few days and it will be what came out of the town vote. We will stay at the tax dollar increase that was projected in March 2011 post Town Meeting vote. The staff has worked very hard to keep down expenses. Additional revenue has come in through motor vehicles; the 2012 budget is preliminary and is a work in progress. Guy Scaife will meet with the Budget Advisory Committee this week to present an early pass. Overall the town rate is a 3.8% increase. No details will be distributed. There is a \$90,000 bill from the State from the Union Street project started in 2003 and completed in 2004. Since July 2011, we have worked to get a meeting with the State about why \$90,000 is being billed to the town. This Friday, Jack Sheehy, Guy Scaife and Ricky Riendeau will meet with DOT about that \$90,000 bill. That is over and above what has already been paid. Bob Courage does not recall any issues that would have changed the cost. The water cost came in exactly as it was proposed but the town came in different so that \$90,000 is part of that preliminary budget; since July 2011 we have not seen any data on that. There is a significant increase in Welfare, which is up \$32,000, that has been accommodated for. The number of citizens we are assisting is up 400% from three years ago. We are meeting that obligation and meeting the RSA to assist those in need. Susan Drew has done a great job to bring in people from around the state for outreach and education. We have had two events that were well attended and provided information from other agencies as well as to Town Welfare. This allows everyone to understand where to go for services. The DPW paving budget is being increased to allow for additional paving maintenance. The efforts of GIS and stormwater management are being consolidated, into the Office of Community Development budget, it was originally put into the IT Department for the software purchase. As additional information becomes available, Guy Scaife will bring that forward.

1
2 **b) Town Hall Water Line Break Updates.** The water damage in Community Development is pretty well
3 set, Bill Parker and Sarah Marchant have moved back into their offices. Bill McKinney helped to coordinate that
4 whole effort and we are pleased with the quality of the contractor. DPW also assisted with the heavy lifting. A little
5 work is left to complete Eric Schelberg's office which was also damaged with water cause by a clog in one of the
6 drain pipes. The damage is covered by insurance.
7

8 **c) Miscellaneous.** Last week we rehabbed the 101 to Armory Road portion of the Rail Trail. That effort con-
9 tinues. The Pumpkin Festival was a phenomenal success, the weather was excellent. People have said that the
10 preparation, coordination and inspection went smoother than in the past. Jack Kelly helped with that, as well as
11 Community Development and Dawn Griska. A few days after that event, the Governor's Council met here in Town
12 Hall to host their meeting and there were some special recognition awards. At 10 a.m. there was special recognition
13 for Bill Parker for his many years of dedicated service to the community. The Expo was also held recently at the
14 Hampshire Dome. Previously there had been 167 exhibitors, this year it had over 200 exhibitors; parking was at a
15 premium. Many of the town merchants participated and some town offices also had a booth. This was a good out-
16 reach for the town departments. There were some Department of Transportation (DOT) meetings recently, includ-
17 ing the interchange off 101 to help facilitate economic development. Milford also has a safety issue at the west end
18 of 101A heading towards Wilton. NRPC has that submitted as a critical need to get it on the State's list; Guy Scaife,
19 Nate Carmen and Kathy Bauer also attended the NRPC meeting regarding the 101 intersection with Wallace Road in
20 Bedford.

21 Last night, Guy Scaife and Chief Douglas attended a law enforcement award ceremony, at which two Milford
22 police officers were recognized. Eric Wales and Kevin Furlong were presented with awards for their efforts in the
23 Mont Vernon murder.
24

25 **6. DISCUSSIONS.**

26
27 **a) Osgood Pond.** Guy Scaife received information from legal counsel about what options are available
28 regarding the funds set aside for dredging the pond. Councilor Dave Wheeler is involved and asked to
29 meet with Guy Scaife and Chairman Carmen at Osgood Pond. Guy Scaife asked Bill Parker to speak
30 to this item. Bill Parker indicated that Fred Elkind has been getting more involved in this. He met
31 with Renee who indicated to Fred Elkind about the money. Fred's idea is to put together a watershed
32 association that could spearhead this effort. For now, Bill and Guy's recommendation is to hold on to
33 the \$95,000 so that we can look at more options than the Army Corp option. Guy Scaife contacted
34 LGC about the funding and was advised to have multiple warrant articles over multiple years for vot-
35 ers. Bill Parker, Fred Elkind and Guy Scaife all agree this should be given more time because of the
36 new push of Dave Wheeler, we need to explore what those options are. Bill Parker recommended to
37 the BOS to look for additional funding sources; when we go to the voters, we hope to have that number
38 whittled down. Selectman Bauer asked if Bill Parker is recommending the Board wait on this. Bill
39 Parker said he would hold off on even thinking about a warrant article for next year on this. We do not
40 want to clutter the ballot and we should give it some time. Selectman Bauer asked if the money should
41 just stay where it is. Bill Parker said yes, it should stay where it has been. Chairman Carmen asked for
42 a consensus. All agreed to hold off on this for now.
43

44 **b) Johnson Street Drainage Issues.** Selectman Putnam met with the two gentlemen that attended the
45 previous Board meeting regarding drainage on Johnson Street. Selectman Finan and Vice Chairman
46 Daniels also attended the meeting and they all listened to the concerns presented. Ricky Riendeau met
47 up there after and he assured Selectman Putnam that they are not done up there yet; it has not fallen
48 through the cracks.
49

50 **c) Request for Approval of 2011 – 2012 Town Vote Key Meeting Dates.** Selectman Putnam indicated
51 the list of key dates looks good, Selectman Bauer agreed. Selectman Putnam moved to approve the list
52 as presented. Vice Chairman Daniels seconded. All were in favor. Motion passed 4/0.
53

54 **7. SELECTMEN'S REPORTS / DISCUSSIONS**

55 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman Da-
56 niels indicated the Recycling Committee meets monthly and is trying to advance town wide recycling. Right now,
57 citizens recycle, and now they do not have to remove labels from plastics or glass. The town has brought in \$98,000
58 in recycling funding since August.

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1 Chairman Carmen indicated that MACC Base has the budget narrowed down and will be voting soon. Mark
2 Schultz, Director, is retiring and Jason Johnson is taking over; they are currently moving through that transition.
3

4 **b) OTHER ITEMS (that are not on the agenda).** A representative of the Knights of Columbus asked if the
5 request for raffle had been approved or if additional information is required. Chairman Carmen indicated there were
6 no other items on the agenda and there was no raffle up for approval on tonight’s agenda. After explaining what the
7 raffle is and who it will benefit, it was decided that the Board would approve the request. The proceeds of the raffle
8 will benefit SHARE and it is being conducted by the Knights of Columbus at St. Patrick’s Church and it was noted
9 that the new law requires this be brought before the approving authority of the Town of Milford. Selectman Bauer
10 moved to approve the raffle. Selectman Putnam seconded. All were in favor. Motion passed 4/0.
11

12 **8. APPROVAL OF FINAL MINUTES – September 26, 2011 and October 6, 2011.** Selectman Putnam moved
13 to approve the minutes of October 6, 2011. Selectman Finan seconded. All were in favor. Motion passed 4/0. Se-
14 lectman Bauer moved to approve the minutes of September 26, 2011. Vice Chairman Daniels seconded. All were
15 in favor. Motion passed 3/0/1 with Selectman Putnam abstaining.
16

17 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

18 **10. NOTICES.** Notices were read by Chairman Carmen.
19

20 **11. NON-PUBLIC SESSION.** Selectman Putnam moved to enter into Non-public session at 7:21 p.m. in accor-
21 dance with RSA 91:A3 for review and approval of non-public minutes dated September 12 and September 26, 2011.
22 Vice Chairman Daniels seconded. All were in favor. Vice Chairman Daniels moved to unseal the NPS minutes of
23 September 12 and 26, 2011. Selectman Bauer seconded. All were in favor. Motion passed 4/0. Selectman Putnam
24 moved to approve the NPS minutes of September 12, 2011 as presented. Vice Chairman Daniels seconded. All
25 were in favor. Motion passed 4/0. Vice Chairman Daniels moved to approve the NPS minutes of September 26,
26 2011 after removal of Selectman Putnam’s name as he was excused from that meeting. Selectman Bauer seconded.
27 All were in favor of the amended minutes. Motion passed 3/0/1 with Selectman Putnam abstaining. After discus-
28 sion, Vice Chairman Daniels moved to re-seal the NPS minutes of September 12 and 26, 2011. Selectman Bauer
29 seconded. All were in favor. Motion passed 4/0. Selectman Putnam moved to come out of non-public session at
30 7:35 p.m. Vice Chairman Daniels seconded. All were in favor. Motion passed 4/0. Chairman Carmen announced
31 that in non-public session, the Board approved two sets of non-public minutes.
32
33

34 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
35 adjourn at 7:35 p.m. Selectman Putnam seconded. All were in favor. Motion passed 4/0.
36
37

38 _____
39 Nate Carmen, Chairman
40

Gary L. Daniels, Vice Chairman

41 _____
42 Katherine Bauer, Member
43

Mike Putnam, Member