

**Town of Brookfield  
Selectmen's Meeting - Special  
Town Hall,  
Tuesday, April 3, 2012**

Chairman O'Connell called the meeting to order at 6:00 pm in the Banquet Room of the Town Hall and led the group in the Pledge of Allegiance. Other members present: Rudy Heller and Stephen J. Comtois II.

**Camera Operator:** Sharon Mahoney  
**Press:** Jennifer Grybowski, Karen Trainor, David Dore  
**Public:** Chief Michael Blanchard, Sgt. Stephen Pariseau, Officers Joel Wilson and Ryan Downing, Jeffrey Landine, Highway Supt. Herb Chaffee, Peter Martell, Donna Lafleur, Barbara Wilson, Mary Beth Harranty, John David Holdcraft

*Note: Unless otherwise noted, the minutes of this meeting reflect the order of the printed agenda NOT the order of the actual meeting.*

**APPROVAL OF WARRANTS:**

Mr. O'Connell entertained a motion to ratify the below listed warrants; Mr. Heller so moved; Mr. Comtois seconded; so voted.

RATIFY PAYROLL WARRANT for 3/20/12: \$180,034.12  
RATIFY WIRE TRANSFER WARRANT for 3/19/12: \$149,491.36  
RATIFY EXPENSE WARRANT for \$117,512.02 and WIRE TRANSFER for \$13.70,  
both for 3/27/12  
APPROVE PAYROLL WARRANT for 4/3/12: \$180,069.37

**APPROVAL OF SELECTMEN'S MINUTES:**

Mr. Heller moved to approve the minutes of the following Selectmen's meetings; Mr. Comtois seconded; so voted:

February 14, 2012; February 28, 2012  
March 8, 2012; March 13, 2012; March 20, 2012; March 27, 2012

**MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:**

Mr. O'Connell entertained a motion to acknowledge receipt of the below-listed monthly reports and minutes; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Historical Commission: 2/9/12      EMS: March 2012      Fire: March 2012  
Brownfield Steering Committee: 2/21/12; 3/8/12  
Capital Improvement Planning Committee: 5/19/11; 7/21/11; 8/25/11; 11/10/11  
Municipal Facilities Planning Committee (MFPC): 2/27/12

Chairman O'Connell noted that the EMS monthly report indicated that Richard Johnson had advanced from EMT Basic to EMT Paramedic. He entertained a motion to send Mr. Johnson a letter of congratulations; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Mr. Heller wanted to be certain that the Municipal Facilities Planning Committee (MFPC) was considering a ground source heat pump system for the Town Hall renovations. Mr. Comtois said that they would consider that when they reached that point in their research.

#### **ANNOUNCEMENTS:**

Several announcements were read by Chairman O'Connell including the schedule for the 2012 Annual Town Elections, brush burning season, GED Preparation Workshop sponsored by the Ware Adult Learning Center and held at the Merrick Public Library and that the land at the end of Herbert Road would be open the mornings of April 14, 21, and 28 from 8 am to noon for residents to bring BRUSH.

#### **Agenda:**

#### **1. 6:00 pm COMPLAINT AGAINST HIGHWAY SUPERINTENDENT**

Immediately following the opening of the meeting, Chairman O'Connell opened the Hearing to hear the complaint of Mr. John David Holdcraft. He explained that Mr. Holdcraft would have the floor first, then Mr. Chaffee would respond; there would be questions and answers and then, if necessary, the Board would deliberate in private. He further explained the state-mandated process of hearing written complaints against employees (letter to employee with 48 hour notice, etc.). Mr. Herbert Chaffee II, Highway Superintendent, declared that he wanted the meeting in open session.

Mr. Holdcraft's first charge was that Mr. Chaffee frequently made rude and obscene gestures to him. Mr. O'Connell indicated to Mr. Holdcraft that his complaint was "pretty general" and asked for more specifics. Mr. Holdcraft said the incidents were "at random times, when he is working alongside the road" and "it's been going on a long time" and that he was "finally fed up".

As Mr. Holdcraft admitted that he had no evidence or witnesses to these supposed acts of rudeness by Mr. Chaffee and Mr. Chaffee denied the actions and said that he purposely ignored Mr. Holdcraft, there was no action taken. Mr. Comtois said this was a case of "he said; she said" and Chairman O'Connell closed this part of the Hearing at 6:05 pm.

The next part of the Hearing dealt with Mr. Holdcraft's second complaint relating to a tree on Draper Street that the Town cut last fall and left as an 8 to 10 foot stump.

Mr. Heller reviewed the matter of the tree and said that Mr. Holdcraft had asked for the tree to be removed because it was “hazardous” and caused “imminent danger”. Once Mr. Holdcraft showed proof to the Town that the tree was on Town property the hazardous upper part of the tree was removed within a month.

Mr. Chaffee explained that he had left the 8 to 10 foot butt of the tree standing because, he believed, if it was cut to the ground without immediately grinding the stump, someone could drive into it and this would cause a liability to the Town. Once there are enough stumps to grind, he said that he plans to hire a stump grinder and this particular stump/butt would be included on the list. At the moment, he did not have funds for stump grinding and to hire the contractor for one stump would not be cost-effective.

Mr. Heller indicated that the Town was entering into a mutual aid type agreement with four area towns and one of the items that they may lease or purchase together could be a stump grinder.

Mr. O’Connell asked Mr. Chaffee to prepare a list of stumps to grind and prepare an estimate of the cost for the Board.

Mr. Holdcraft said “this is just a joke” and indicated that he wanted the stump cut 3’ high and painted. At this point, Chairman O’Connell had to ask Mr. Holdcraft “to use civil language”. Mr. Holdcraft replied by saying that, “I want the tree cut, if it is not cut then I’m going on a campaign to have him (Mr. Chaffee) removed”. Mr. Holdcraft was again reprimanded for speaking out of turn and was asked if the hazard had been removed. He replied that it had.

There was then a discussion of liability and Mr. Holdcraft indicated that he would release the Town of liability if they cut the stump/butt to the ground.

Mr. Comtois moved to allow the Highway Superintendent to bring down the tree on Draper Street to ground level at a time convenient to his schedule with the understanding that Mr. Holdcraft release Town of all liability; Mr. O’Connell seconded; so voted with Mr. Heller voting against the motion.

Mr. Comtois agreed to secure a “Release of Liability” form for Mr. Holdcraft to sign and work with Mr. Holdcraft for a resolution of the situation.

**Public Access Period:**

John David Holdcraft: Mr. Holdcraft objected to the response to his written complaint about Highway Superintendent Chaffee not being held in Executive Session. Mr. O’Connell explained that State Law gives the option of open or executive session to the employee being complained about and the employee does not have to make up his/her mind until the time of the hearing. He further complained repeatedly that he did not like the way the hearing was handled; they “have to deal with issues”, “not managing the problem”; that the way they

“handled the problem tonight was poor” and that he “got stonewalled again”. Mr. Comtois responded again that in a situation where it was one person’s word against another, the Board could do nothing.

Barbara Wilson: Mrs. Wilson asked the Board for an up-to-date copy of their budget figures and warrant articles. Mr. O’Connell said that at that moment the Board’s figures were not final but that she could have a copy of the results tomorrow and was welcome to take notes at the meeting tonight as the budget was to be discussed.

2. **MEET THE NEW RESERVE POLICE OFFICERS (R. DOWNING, J. WILSON):**

Police Chief Michael Blanchard and Sergeant Stephen Pariseau were present to introduce two of the four new officers to the Selectmen and the public. Chief Blanchard explained that officers Fullam and Reardon could not get the time off from their other employment to be here tonight. Officers Downing and Wilson were introduced by Chief Blanchard and welcomed by the Board and photographs were taken by the newspapers.

3. **REQUEST FOR SPECIAL TOWN MEETING ARTICLE:**

Recreation Committee: Mr. Jeffrey Landine, of the Recreation Committee, was present to request the Board consider their request for an article for paving of the access roadway within Lewis Field. He said that they had quotes for about \$30,000 but would be willing to have the work done in two halves and asked for \$15,000 at this time. He reviewed details which included an increased parking area. The Rec. Committee does have some equipment and electrical needs, Mr. Landine said, but their primary focus at this time was the roadway repairs and they were looking for grants to help with the costs.

It was agreed that the Recreation Committee would work with the Highway Superintendent regarding road design and see how much of the project they could do and with the Police Department regarding signage for increased safety. Mr. Landine was asked if the committee would agree to defer this article to the Fall Special Town Meeting but he preferred the article be on the June Annual Town Meeting Warrant and his committee would research costs in the meantime.

Mr. Heller moved to include the Recreation Committee’s article for \$15,000 of funding toward their roadway project on the June 8, 2012 Annual Town Meeting Warrant; Mr. Comtois seconded for discussion purposes and stated that they “needed the Highway Department fully involved because they were fully capable and competent”; so voted unanimously.

Brownfield Steering Committee: Ms. Neylon, representing the Brownfield Steering Committee explained that the \$200,000 EPA grant for the project would

Mr. Comtois moved to include an article on the June 8, 2012 Special Town Meeting Warrant to transfer \$4,000 from the Mill Street Brownfield Account for the balance of the purchase of a lawnmower, sign and weed wacker; Mr. Heller seconded; so voted.

Charter Communications Contract Renewal: Sharon Mahoney of the Local Cable Access Committee had requested this article which would pay for legal services relative to the contract renewal. The Board decided to take no action at this time but to consider simply adding to the Legal Services Account what is expected to be spent on this project.

4. **COMMUNITY INNOVATION CHALLENGE GRANT UPDATE/STATUS:**

A liaison from the Board of Selectmen must be appointed to serve on the Board of Directors of this grant which is now called RHE COOP. Mr. Comtois moved to appoint Mr. Heller; Mr. Heller seconded; so voted.

Mr. Heller said that he and Herb Chaffee and Lucinda Thompson, from the both Highway Department, were working with Bill Scanlan, grant writer, to develop a contract with Mr. Scanlan for the administration of this grant. Once completed, it will come before this Board for signature and it is expected that this will be ready for the April 24<sup>th</sup> agenda. He also reported an overall committee meeting scheduled for the afternoon of April 10<sup>th</sup>.

Mr. O'Connell entertained a motion to authorize additional hours for Lucinda Thompson to serve as Grant coordinator, to be paid for from the grant and the amount to be paid to Mr. Scanlan and Mrs. Thompson not to exceed \$12,500; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Mr. O'Connell noted that he had researched and learned that the inter-municipal agreement could include the option to include another town.

5. **RECOMMENDATIONS FROM THE TOWN ADMINISTRATOR STUDY COMMITTEE (TASC)**

Ms. Mary Beth Harrity of the TASC attended the meeting to request a change in their Charge. Ms. Harrity requested that their membership be increased by one person so that Mr. O'Connell can stay on the Committee after he leaves the Board of Selectmen. Mr. Comtois moved to revise the Charge so that there could be a person appointed by/representing the Board of Selectmen, that did not have to be a Selectman; Mr. Heller seconded; so voted. The Administrative Assistant will make the change to the Charge.

Ms. Harrity also asked the Selectmen for a small expense budget of \$500 for the Committee. She said that they were charged with interviewing people that would have to drive to Brookfield and the budget would be used to reimburse mileage, etc. Mr. Heller moved to create a budget of \$250 for expenses of the TASC; Mr. O'Connell seconded; so voted with Mr. Comtois voting against.

Mr. O'Connell entertained a motion to approach the Advisory Committee for the \$250 from the Reserve fund; Mr. Heller so moved; Mr. O'Connell seconded; so voted with Mr. Comtois voting opposed.

*Old Business:*

6. **INVITATION TO MUNICIPAL FACILITIES PLANNING COMMITTEE (MFPC) TO REPORT TO THE BOARD OF SELECTMEN:**

Mr. O'Connell extended an invitation to the MFPC to come before the Board of Selectmen and make a report. Mr. Comtois said that they were not yet ready but they might want to make a statement at the Annual Town Meeting.

7. **APPOINTMENTS AND RESIGNATIONS:**

Selectmen's liaison to the Board of Directors or RHE COOP: See agenda item 4 above.

Representative to Quaboag Valley Community Development Commission (QVDC): The Board reviewed a letter from Ms. Susan Rutherford, Director of QVDC stating that Mr. James Allen had indicated to her that he wished to resign. Ms. Rutherford asked the Board to accept his resignation and proceed to fill the position. It was agreed that the Administrative Assistant would approach Mr. Nicholas Thomo, candidate for Selectman, to see if he would serve in this position either as a resident-at-large or as a representative of the Board of Selectmen.

**8. SAW MILL POND DAM (RFP, etc.):**

Ms. Neylon has drafted a RFP for the next phase of this project but told the Board that she was not comfortable with her draft. She had contacted Chris Cullen of Fuss & O'Neill to find out what they would charge for this service and learned that they would charge between \$300 and \$400 to review her draft or \$1,500 to \$2,000 to create the RFP completely themselves. She was assured that this would not be a conflict of interest in any way to prevent Fuss & O'Neill from bidding the project and that was "common practice" within the industry.

Mr. Comtois moved to forward the draft RFP for Phase II of the Saw Mill Pond Dam Project to Fuss & O'Neill for their consultation and edits, their invoice to be paid from the Consultant Account; Mr. Heller seconded; so voted. Ms. Neylon will include with her draft RFP, the attachments received from Ms. Beth Lambert regarding breaching the dam.

**9. FY 2013 BUDGET/ARTICLE DISCUSSION, CONTINUED:**

Mr. O'Connell presented the other Board members with a copy of his current draft which included a 2% COLA (cost of living) pay increase for employees and explained that the bottom line of the budget is "still moving". Unless otherwise noted, the votes taken on the budget line items below were unanimous, and motions were made by Mr. Heller and seconded by Mr. Comtois.

\* = Tentative

**PROPOSED BUDGET:**

<b>Department</b>	<b>Line Item Description</b>	<b>FY13 Requested</b>	<b>FY13 Voted by BoS</b>
<b>Moderator</b>	Salary	50	50
<b>Regional Agreements</b>		500	500.
<b>Reserve Fund</b>		24,000	24,000*
<b>Town Accountant</b>	Audit	12,500	12,500
<b>Treasurer</b>	Treasurer Salary		not voted
<b>Legal Services</b>		50,000	not voted
<b>Treasurer/Collector</b>	Tax Title	25,000	0
<b>Building Inspector</b>	Salary	14,121	14,121
	Assistant Wages	307	307
	Expenses	100	100**
<b>Gas &amp; Plumbing Insp.</b>	Salary	3,494	3,494
	Expenses	297	297**
<b>Animal Control Officer</b>	Expenses	2,000	800

<b>Highway</b>	Superintendent Wages	47,639	47,639
	Operator Wages	68,724	68,724
	Overtime	4,597	4,597
	Other Wages Part-Time	0	0
	Office Administrative Assistant	15,257	15,257
	Police Detail/Flaggers	4,000	4,000
	Expenses	41,188	54,952
	Certifications, DOT Physicals & License Renewals	1,000	1,000
	Center Line Painting	0	0
	Plow Private Roads	1	1
<b>Snow &amp; Ice Account</b>		50,000	50,000
<b>Street Lights</b>		12,000	12,000
<b>Cemetery</b>	Wages	12,225	12,225
	Superintendent Salary	4,453	4,453
	Expenses	6,000	6,000
	Improvements	1,500	0
<b>Council on Aging</b>	Outreach Worker	1,500	1,500
	Tri-Valley Crisis Intervention	763	763
	Medi-Car	2,000	2,000
	Expenses	400	400
<b>Library</b>	Director Wages	34,941	34,941
	Custodian Wages	6,096	6,096
	Assistant Wages	26,676	26,676
	Saturday/Holidays/Vacation	4,739	4,739
	Expenses	10,700	10,700
	Books, Videos, Periodicals	21,457	21,457
	Building Repair & Maintenance	20,000	Article
<b>Recreation Committee</b>	Wages	3,007	3,007
	Commission Expenses	7,700	7,700
	Lewis Field Maintenance Expenses	1,200	1,200
	South Pond Beach Expense	1,000	1,000
<b>Veterans</b>	Director Salary	690	690
	Agent Salary	2,785	2,785
	Agent Expenses	240	240
	Case Work	20,000	20,000
<b>Memorial Day</b>		3,470	Not voted
<b>Cultural Council</b>	Expenses	8,650	8,650
<b>Historical</b>		1,890	Not voted

Legal Services was not voted; the Board must decide if it will stay at \$50,000 or if they will add Kopelman & Paige's estimate of \$5,000 for services relative to the Charter Communications Contract Renewal, and as yet undetermined funding for the Quaboag Bridge Rights-of-Way and \$6,000 for the inter-municipal Personnel Agreement or have these show in the budget as separate items.

Police Wages: This will be changed upon ratification of the new police union contract.

The Treasurer/Collector Tax Title line item was changed to Zero with Mr. Heller's motion to put \$25,000 for this purpose on the "recap" sheet.

Account name change: Town Hall Custodian Wages was re-named Municipal Custodian Wages (Town Hall, Police, and Highway).

**\*\* Expenses for the Building Inspector and the Gas & Plumbing Inspector:** These two accounts may increase pending results of query to be conducted by Ms. Neylon regarding certifications needed for the Inspectors. Do the Inspectors currently pay for certification expenses? What would be a reasonable amount if these expenses are shared with other communities that they work in?

Highway Budgets: Highway wages part-time was changed to two line: "Office Administrative Assistant Wages" and "Other Wages Part-Time". A new line item for "Certifications, DOT Physicals & License Renewals" was added.

Motions made by Mr. Comtois and seconded by Mr. Heller: Snow & Ice; Street Lights; Cemetery Improvements; Council on Aging, Library, Veterans, and Recreation Committee.

Memorial Day & Cultural Council: No budgets have been received for either of these accounts so the Administrative Assistant was asked to try again and this time, ask for itemized budgets rather than the lump sum.

Historical Commission: The Admin. Assistant was asked to contact the Chairman of the Commission to see if they could pare their budget down to \$1,500

Insurance Advisory report: It is expected that there could be a report from this committee for the April 10<sup>th</sup> meeting.

**PROPOSED ARTICLES:**

Votes on the below motions were made by Mr. Heller and seconded by Mr. Comtois unless specified.

<b>PURPOSE OF ARTICLE</b>	<b>AMOUNT</b>
Road Reconstruction & Improvement	32,000
Saw Mill Pond Dam Project (from Stabilization contingent upon vote of Town Meeting)	40,000
Workers' Compensation (Annual Town Meeting Article)	1,936
Workers' Compensation (Special Town Meeting Article)	1,936
Highway Line Painting (\$7,500 deferred to Fall Special Town Meeting [STM])	
Banister Common and Mall	5,000
Consultant/Grant Writer (deferred to Fall STM)	5,000
Computer Acquisition and Security (Mr. Heller will confirm amount)	7,500

Historical Commission Archaeological research (deferred to STM or after Town acquires full ownership of the former Lakeside Campgrounds)	
Fire Dept. Air Bottle Replacement (earlier vote of \$5,000 rescinded)	5,500
Fire Dept. Vehicle Replacement (\$100,000 – deferred to Capital Plan)	
Fire Dept. Forestry #2 (\$52,000 deferred to Capital Plan)	
Fire Dept. Engine Repairs (STM article – transfer from Free Cash)	14,500
Recreation Lewis Field Road Repairs (\$14,500 – STM – transfer from Free Cash)	
Town Hall Improvement Account	No action
Library Capital Maintenance (\$20,000 – STM Article – transfer from Free Cash)	
Highway Loader – 3 year lease purchase (\$150,000 - not to be an article -- to be purchased from Chapter 90 funding)	
Quaboag River Bridge Legal and Right-of-Way Expenses	15,000
Dunn Brook Bridge Repair (\$50,000 from Chapter 90 funds)	
Cemetery transfer for archway restoration (grant match) (STM article – from Free Cash?)	7,500
Cemetery transfer to Preservation Fund (amount estimated)	1,500
Free Cash to Stabilization (Transfer) (STM article)	83,127
Planning Board's By-Law upgrades	No action

Consultant/Grant Writer; Highway Line Painting: Mr. Comtois made the motion to defer these articles to the Fall STM.

Highway Loader: There was considerable discussion on this article of whether or not the loader should be purchased outright or leased to purchase over a three year period. Mr. O'Connell pointed out there would be additional costs of \$10,000 to \$15,000 if purchased over a three-year lease. He recommended purchasing the equipment outright from Stabilization funds.

In the discussion of the proposed 2% COLA, Mr. O'Connell said this would keep the municipal employees in line with the teacher's union.

Mr. O'Connell said that the articles have been drafted for the ATM and the proposed budget is in balance with a small amount of excess levy capacity but matters of deferred maintenance has not been addressed (equipment, maintenance).

The Board agreed to hold a joint meeting with the Advisory Committee to finalize the budget on Thursday, April 19<sup>th</sup> in the evening and to hold a meeting with Department Heads at 9:00 am on Thursday, April 26<sup>th</sup> to review the budget and articles with them.

The Board also voted to change the time of their April 10<sup>th</sup> meeting to begin at 8:00 am instead of 6:30 pm. Their last meeting in April will be the 24<sup>th</sup> at 6:30 pm.

10. **DISCUSSION: PROPOSED ROAD NAME CHANGES – R. HELLER**

This was passed over to the April 10<sup>th</sup> agenda.

11. **DISCUSSION/ADOPTION: SOLAR FEES – R HELLER**

Suggested solar fees were received from the Building Inspector, Gas & Plumbing Inspector and the Electrical Inspector. Mr. Comtois moved to adopt those suggested solar fees; Mr. Heller seconded; so voted. The fees voted are:

Building Inspector::	Commercial:	\$5/thousand of project valuation
	Residential:	\$150.
Electrical Inspector:	Commercial:	\$100 plus \$.08 per square foot and
additional per amperage:		
	100 – 400 amps	\$100.00
	401 – 800 amps	\$200.00
	801 – 1100 amps	\$300.00
	1100+ amps	\$500.00
Gas & Plumbing Inspector:		
	Commercial:	\$100
	Residential:	\$55

12. **WRTA BUS SHELTER – S. COMTOIS**

In Mr. Heller's absence, Mr. Comtois had met with the Banister Common & Mall Committee. He reported that they do not want the bus shelter on the Common or the Mall. However, the Highway Superintendent had suggested putting the shelter on the land across from the Highway barn, between the new Mill Station Park and the Mill Street/River Street/Fiskdale Road intersection. There would be plenty of parking available there and access for the bus to pull off of the road. Mr. Comtois felt that the Tantasqua shop class might build a shelter more appropriate for Brookfield and perhaps the WRTA would pay for the materials. This arrangement would be easier financially on the WRTA and the Town would end up with a shelter more appropriate for the Town.

Mr. O'Connell was against that suggestion because it doesn't bring people into the center of the village; he felt the shelter should be integrated into the plans for Prouty Street property. No action was taken.

**13. RCAP SOLUTIONS/ISO**

Mr. Heller moved to authorize the Chairman to send his draft letter to the ISO regarding their certifications of our Building Inspector; Mr. Comtois seconded; so voted

*Correspondence:*

**Thank you letters:**

The Board received two thank you letters which Mr. O'Connell read aloud. Copies will be placed into the appropriate personnel files:

- From Mr. & Mrs. Robert (Bob & Jan) Wilson of East Main Street to the Highway for the excellent job they did in clearing dead and hazardous trees and brush from their street.
- From Sharon Mahoney, Chair of Local Cable Access Committee, to the Highway for their help in completing the Broadband survey in time and with minimal efforts.

**Chapter 90 Reimbursement for FY 2013:** The Town received a letter from the Governor and Lt. Governor indicating that the Town's share of the \$200,000 million transportation funds (Chapter 90) was certified to be \$170,021 for fiscal year 2013, based on the passage of the bond bill.

**EXECUTIVE SESSION:**

At 19:32 pm, Mr. O'Connell entertained a motion to adjourn to Executive Session under Exemptions Three and Six (see below) and to return to Open Session immediately thereafter to conduct other business on the agenda; Mr. Heller so moved; Mr. Comtois seconded; so voted with Mr. Heller voting aye; Mr. Comtois voting aye and Mr. O'Connell voting aye.

**Exemption 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;**

**Exemption 6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;**

**ADJOURNMENT:**

At 9:38 pm, Mr. Comtois moved to adjourn the meeting; Mr. Heller seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: \_\_\_\_\_