

HOOKSETT CONSERVATION COMMISSION

Monday, January 9, 2023

4:00pm

Hooksett Municipal Building

35 Main Street

Town Council Chambers

I. Open Meeting: 4:02

- II. Attendance/Introductions: Cindy Robertson – Chair, JoCarol Woodburn – Vice-Chair, Deborah Miville – Member, Robert Better – Member, Philip Fitanides – Member, Alex Walczyk – Town Council Representative (arrived 4:05), Sheena Gilbert - Planning Board Representative (arrived 4:18)**
Excused: John Pieroni – Alternate

III. Pledge of Allegiance

IV. Public Input (None)

V. Consent Agenda

- i. Abutter Notification from Town of Bow – Proposed Telecommunications Facility/Cell Tower
- ii. Project No. 1893-083: New Hampshire Merrimack River Hydroelectric Project

Motion to approve the consent agenda made by Bob Better, seconded by Deb Miville. Motion passed.

Phil: Do you know where the tower is?

JoCarol: Right at the town line.

VI. Meeting Minutes Approvals

12/12/2022

Motion to approve the December 12, 2022 minutes made by JoCarol Woodburn, seconded by Bob Better. Motion passed.

Phil: A question about line 294, page 7; I asked about rabies tags, and Cindy had said we cannot monitor them. I understand about 80% of the people that use the trails with dogs are from out of town, but what if they don't have tags for their dogs? If we do not monitor rabies, who does monitor them if they do not have tags?

Cindy: I do not know; we can only monitor what Hooksett requires. Hooksett requires licensing and tags. The town can only monitor town residents. We do not monitor who uses the trail and they are open to the public.

45 **VII. Invoices**

- 46 i. Bear-Paw Regional Greenways, 8/15/2022 Invoice # 10235 for \$2,925
47 *Continued from 12/12/22 for clarification*

48 **Cindy:** Last month there was not enough documentation. Now we have the backup paperwork,
49 and it all adds up to the total. We had most of it before but now it is all here.

50
51 ***Motion to approve invoice dated 8/15/2022 in the amount of \$2,925 made by Cindy
52 Robertson, seconded by JoCarol Woodburn. Motion passed.***

- 53
54 ii. Stantec, 12/20/2022 Invoice # 2022688 for \$1,207.50

55
56 ***Motion to approve invoice dated 12/20/2022 in the amount of \$1,207.50 made by JoCarol
57 Woodburn, seconded by Alex Walczyk. Motion passed.***

58
59 **Phil:** What part of the project is this, for \$725, at the end of Steve Couture's?

60 **Cindy:** That was part of the Bear-Paw invoice. We have now already approved it.

61 **Phil:** What is the MRA rowing center?

62 **Cindy:** That has to do on the 16 acres where the rowing club with the community center was
63 going to go in by the Hooksett Wastewater treatment.

64 **Phil:** Near the railroad crossing; are they approved to go across the railroad?

65 **Cindy:** I do not know; the rowing club is working on that.

66 **Phil:** Where does that money come from?

67 **Cindy:** It is part of our contract with Bear-Paw. Steve Couture should know the answers if you
68 have questions.

69
70 **VIII. Appointments:**

- 71 i. Dan Tatem, Stantec – Update on Riverwalk Trail Phase IV

72 **Cindy:** When we were here in December there were a couple issues that had come up. One of
73 the issues was whether we had a right of way into Allenstown. I looked through paperwork and
74 we did in fact have an agreement with Bailey who owns that property back in 2013, and he did
75 give a right of way all the way up except for that 450 feet section that we had to get separately.
76 This was really good news. The other issue was how do we access Phase IV. We met with
77 Allenstown and they are coming in through property owned by Jeff MacNamara. I called Jeff
78 and did not get a response, but at the same time, Dan and one of his connections who knows
79 Jeff spoke with him. He is in support and is going to give us access on his property to start
80 construction.

81 **Dan:** When we started talks with Allenstown to continue the trail to join up to the town line, we
82 had anticipated a simple trail extension along the railroad bed with no issues. We had not done
83 site walks yet though or surveys since there was no plan yet to go that far up back in 2015.

84 When we had the joint site walk with Allenstown, Conservation Commission members, myself,
85 DES, and people from the Society for the Protection of New Hampshire Forests, we found that
86 when they put the gas line in, they had removed the railroad bed, which is unfortunate. There
87 used to a nice vertical granite open-top box culvert there, which had apparently been for cows

88 to walk under the railroad, and not actually for water. There is one that is existing. If you come
89 off Phase I and take a right, near the beaver dam, it will be just like that. It will be 12 feet long,
90 with handrails, because there is a big drop; the granite culverts probably two feet deep. This is
91 not a huge deal; the problem is where they removed all the fill to put the gas main in and took
92 out one of the vertical granite culverts. It has become a stream so now we have to go through
93 stream crossing permitting with DES which will take a while. We have done the on-site
94 assessment of that area where the railroad bed was removed, and there are 3 potential vernal
95 pools in the area which could be very sensitive; I just heard about this. It could be a process. We
96 are going to recommend that with the design where the existing Phase IV ended, when you
97 take a left to go over the agricultural bridge, the trail will go up to get into the right of way on
98 Bailey's property, cross over the existing granite culvert, up to where the gas main is. That will
99 all be one item to bid, and then from that point forward will be a second item to bid in case the
100 permitting isn't done yet. With DES, our hands are tied; it could be months, worst case
101 scenario. We can still bid the project as an alternate item and award it. If the permit is not in
102 place in time, you could have the contractor just not do it, or you could put a stipulation that
103 they may need to wait until next year or when the permit is in place. It will still all be bid as
104 Phase IV. It may just have to be a two-year construction project, which again is worst case
105 scenario. Hopefully the review will be returned in time and we can do it all this summer.

106 **JoCarol:** What is the likelihood of that?

107 **Dan:** We just got the survey back Friday, and the wetland report today, so we have been
108 scrambling to turn it around as quick as we can. I will have a lot more answers in 2-3 weeks. I
109 can send an email to share or come back at the next meeting.

110 **Cindy:** Do you have pricing?

111 **Dan:** I have it written down but not to hand out. Also I do have one other thing first, for the
112 agricultural bridge – there has never been a plan put out for it because we put out an overall
113 plan of the whole project for permitting purposes when we first started, and then it was
114 decided after to phase it out. I have another handout with details and a 3D drawing. That bridge
115 will be rated for 22,000 pounds. The idea was for an emergency vehicle to drive across if
116 someone had an emergency on the trail or for maintenance. For this, it was important to be
117 able to allow the farmers in the area who are cutting these fields to be able to get into the
118 project. We wanted it to be rustic and fit the image of the trail, which it does. The plank decking
119 will be either hemlock or pressure treated like the boardwalks, and the steel underneath and
120 concrete abutments will also be the same as the boardwalks. It will still look nice while being
121 more sturdy and heavy duty. It will allow access to maintain fields from neighboring properties
122 and hopefully enter into an agreement with the farmer, which is a benefit. It is much more than
123 the boardwalks. One other issue that we are still working out, the gas company has a 50-foot-
124 wide recorded easement that goes through that trail. That section has already been contracted
125 with us to do a survey, get a recorded plan, and have that right of way put back in place.
126 However, you need the gas company's permission to construct over a gas main. Fortunately, I
127 do have a connection through one of my other clients, that works for Unitel. For the history, it
128 was the Tennessee gas pipeline and they've transferred to Kinder Morgan, which is through
129 Texas. I do not have the contact information yet for the representative, because there will be a

130 field engineer to meet on site. I am more worried for DES and that timeframe. It will go
131 through, but it just takes time. Hopefully the gas company will work with us so we will see.

132 **Alex:** Will we need multiple sets of permits?

133 **Dan:** No.

134 **Alex:** If we do the first part and then the second part as soon as possible after the permitting is
135 done, can we do the full design on the first review? I would hate if it was broken up into two,
136 and we got through the first part, and then when we are able to do the second part, if we find
137 out that there is an endangered species or something that would prevent the second part from
138 moving forward. I am in favor, but I would hate to find a roadblock later.

139 **Dan:** The design and permitting will be done as a whole process. It is just the bidding process
140 that is split up into two. It is just the last 200 feet that will be a separate item. It will be one plan
141 set. They will know that the x amount of dollars will be left off, and that they would need to
142 adjust their pricing. There will be a stipulation that if the permitting or the gas company takes
143 longer that it would need to wait until 2024. We will also reserve the right to re-bid that last
144 200 feet of trail. There will be no surprises, it is just the contracting schedule.

145 **Cindy:** To follow up too, what are the chances for the second piece of the bidding, that we
146 would not be able to do that last part?

147 **Dan:** There is a chance, but it is very unlikely. I do not think it will happen. If the permit is not
148 accessible, the contractor will not do the work. That is where you get state representatives
149 involved and start working with them on what can be done. It is a big deal, there is a lot of
150 weight put into the project and Allenstown is ready to get this done. I do not think anyone will
151 stand in the way; it is just the timeframe. Now for the costs, Cindy asked me to put together the
152 pricing. We came up with the price of \$20,500 which I believe was already approved. The extra
153 850 feet of trail, we are conservatively putting in \$17,000. That is the cost to remove 12 inches
154 of topsoil, build the trail up with 12 inches of gravel, and clean up the edges with grass. I walked
155 the length of the railbed and if you kick away leaves, there is a lot of beautiful black gravel from
156 the railbed. I have a feeling that it will be more minimal if the brush is cleared away and have
157 stone dust put down. There is structural fill to support a train since it is on a railbed. I think we
158 will save money there on gravel and fabric, but the \$17,000 is to be safe. The 12-foot boardwalk
159 that was explained to go over the granite culvert, including abutments and the handrail, will be
160 about \$21,000. The fill and reconstruction of the railbed to cross the gas crossing estimates
161 around \$12,000. Soils testing since the concrete abutments were not originally in the plan will
162 be another \$2,500. That all amounts to around \$75,000, so I think it should be budgeted for
163 \$80-90,000 with contingencies, since prices and increases are all over the place. It is very hard
164 to bid or estimate and forecast, with labor shortages it is volatile. I think that range is safe, but I
165 hope it will be closer to \$75,000.

166 **Cindy:** For clarification, this is over and above the \$385,000 that we were working off of for the
167 lower part of the trail?

168 **Dan:** Correct. For Phase I and II we had great contractors and great quality work. Phase III was
169 also great quality just a bit more challenging. We are still way under budget, and we had a lot of
170 bidders. It was a popular project. As long as we can have it out to bid in hopefully two months,
171 we can get prices for hopefully a June/July start with an October/November finish.

172 **Phil:** Will we get a copy of plans and the map to see the detail before the project starts?

173 **Dan:** Yes, before we bid them, we will get those to you. We just have to organize them into a
174 proper plan set just for Phase IV from the original plans from 7 years ago. It is just that last
175 portion that is still in progress. Still discussing Phase IV, along Merrimack Street where we have
176 gated access, there is also a long road that is farmer's access. The sliver of woods between the
177 field and the river, there is a road that goes through the woods that is maintained. If you
178 measure from the intersection and their gravel road and where the trails are, it is 2,600 feet. In
179 the original plan that was our access. This section of the trail, in the break of the trees, we
180 drove down the railbed to the gas line. That will save 2,000 feet. My plan is to come down this
181 road and get right on the trail to start at the crossing. If permitting is not in place and we cannot
182 cross, then we would need to go around. There will be lots of if's and but's, but we will have to
183 bid before permitting is in place. We have no choice; it will work, it is just complicated. The gas
184 company did some upgrades recently too and they re-graveled it. It used to be in rough shape.
185 To grade it out and add gravel so that the equipment can get down there, it is part of the
186 project cost but we will pay for that upgrade and it will hopefully be a lot less.

187 **JoCarol:** A lot rides on when the permitting gets done.

188 **Dan:** Yes. We can ask for expedited reviews, we can try. They are seven people short, so we
189 cannot control their end of reviewing it. To change topics, for Phase III, after the boardwalk
190 with handrails, if you continue before you get to the next boardwalk, there is a sharp turn and
191 you can see that an abutter raised and brought in fill, which has diverted some run-off features.
192 We did not design for it since it was not there when we originally designed the trail. Now this is
193 very eroded after the past few storms. If you go over that first boardwalk, there are areas
194 where water goes across the field and over the trail. We did not anticipate this since it was not
195 there previously. It is just this area with water coming off Merrimack Street. We do have the
196 money to fix this. So, we are going to include some costs for this as part of the Phase IV project
197 to improve this area. That includes on that sharp corner, the puckerbrush will be cleared and
198 we will dig in a 6–10-inch drainage ditch around that corner to catch that flow. In the field, we
199 will need on the uphill side a swale to be put in. Luckily, on Phase I, there is a culvert at a low
200 point. Many people don't notice it. It is not right off the trail, so we have a gentle ditch line. We
201 can put in two culverts to direct to the swale. We don't need to do any type of detention.

202 **JoCarol:** Where is the culvert going, between the two bridges?

203 **Dan:** Yes. And we'd like to design it for the catastrophic event that could be, and almost was,
204 after that rain. When we walked it, there was ice all the way up from the river, almost 4 feet
205 above the normal line. The river backed all the way up into the property. Then, out in Phase II,
206 there is a low spot that will be raised up about 8-10 inches. It is more minor so there is no need
207 for a culvert. With raising that up it will be solved. The last two spots are the end of Phase I,
208 there is a little culvert that had failed, and then there was a second one that failed. We're going
209 to pull those out and put in a 12-inch culvert and raise the trail.

210 **JoCarol:** Will the trail be passable during this?

211 **Dan:** Not when the culvert is being constructed, for that one day. We can put up construction
212 fencing for safety purposes and people will be able to go around in the grass since it will be in
213 the summer and drier.

214 **Cindy:** What will the size of the two culverts be?

215 **Dan:** Both will be 12 inches. I have not put in pricing yet; it will be invoiced separately. And,
216 right where the last culvert is where you come off the boardwalk, the concrete sticks up and
217 you could trip, so we are going to have them saw that down to make it flush. That will be
218 probably less than \$500.

219 **Phil:** Do you do drone pictures? It would be helpful to see all of those different points you are
220 talking about. And for presentation purposes to see the progress made over the years.

221 **Dan:** I do have photos from on the ground that I could provide.

222 **Sheena:** Or on one of the existing maps too, to just point out where things are.

223 **Dan:** Yes, I can do that. One thing I would recommend, where the neighbor put the fill in, if
224 DPW has the resources to put some dirt in to let it freeze, that would be a good idea. The wash
225 out is a lot, someone could roll an ankle. If possible, it would be good. I will send pictures too.

226 **Cindy:** I will connect with Bruce, the town engineer.

227 **Sheena:** Can we discuss with the abutter, were they allowed to put that fill in?

228 **Dan:** It wasn't there in 2015 so it was done during construction. I remember seeing dump trucks
229 when it was put in. I do find it interesting because it is part of the flood plain.

230 **Sheena:** There was a different situation with two neighbors where one property was impacted
231 by the other and they were getting water on their property, and they didn't have the proper
232 documentation to be doing the work, so that is why I am curious.

233 **Dan:** To fix it is probably only \$1,500, so it may or may not be worth it to investigate but I am
234 not sure.

235 **Phil:** In the future could you talk more on this, we have had public input recently about the
236 beavers. I have done research on trappers and pelts, and how much they are worth. It was
237 suggested that if we are conservationists, we should be able to see the beavers and what they
238 do. I would like to see how big an area is impacted if the beavers take over, how much water
239 would flood the area once they build their dams. It was suggested to have some sort of floating
240 bridge to see the beavers and see their work, and how trapping is a constant battle. Do you
241 have suggestions, or could you show us some before and after.

242 **Dan:** I would need to put some thought and get back to you. The concern I have is when you
243 are at the "T" intersection at end of Phase I and take a right, it was all under water. Water was
244 flowing in places it originally wasn't. That is why Fish and Game allow property owners to
245 maintain since beaver impoundments aren't considered natural. You don't need permitting to
246 take the dams down since it is destroying property and reducing its value. Depending on how
247 high water gets, you would need to keep rebuilding trails and possibly some of the boardwalks.
248 I don't disagree, I know it will be a constant issue. I trap for a few towns in this area. The
249 beavers do come back, and I go back twice a year. It is cheaper though than to raise roads or
250 the cost to keep cleaning out culverts. Some towns have built structures to fool the beavers,
251 but then the beavers figure it out, and they are back to square one. It is a battle. I disagree with
252 those that say you are not a conservationist.

253

254 **IX. Other Business**

255 i. Riverwalk Trail – Project Design Proposal, Continued Discussion

256 **Cindy:** This was already discussed above in the appointment.

257

258 ii. Invasive Species Management – Details for 2023 Scope of Work

259 **Cindy:** Paul provided this information to clarify the questions from last meeting and explain
260 how he came up with the number. I know we did approve it. He also wants to meet with us
261 firsthand in the spring or summer.

262 **JoCarol:** Does he know when he is going out to do the work?

263 **Cindy:** I can ask, he probably has an idea of what month at least.

264 **Sheena:** It could depend on the weather, for when things are going to bloom. Should we notify
265 the public when they are spraying, is there a concern for dogs or kids?

266 **Cindy:** I know we talked about this before and I don't think there is concern, but we can ask
267 him.

268 **Sheena:** Also, for the Quimby Mountain project, when he starts on the Riverwalk trail, do we
269 know where that is going to start? I think he said 5–10-year project.

270 **Cindy:** I don't know when it would ever be started. It is expensive. It is not yet on my radar, but
271 we can ask him when we meet with him.

272

273 iii. Unleashed Dogs on Trails – Continued Discussion

274 **Cindy:** The police are very cooperative, and we posted their suggestion on Facebook. He said he
275 would let patrol officers know and ask them to park at the trailhead and walk around the area
276 to make a presence to the public. He also does not want confrontation. He does not want
277 pictures taken, but they can call police.

278 **JoCarol:** You can take pictures though; he is just worried on confrontation. It is legal to take
279 pictures. If there is a person that is habitual, it is a good idea to take pictures.

280 **Sheena:** Do we have a sign about this at the dog park? I know we do for the trail, but does the
281 town about leashing dogs?

282 **Cindy:** I do not know. It also came up that maybe we need a better dog park. There's a list of
283 properties that the town owns, so I wonder if one of those could be converted to a better dog
284 park. The thought is if there is a better place for dogs to be off leash, they would be happier
285 there. It is just an idea; I do not know if it is possible. There was one in Myrtle Beach that was
286 amazing with trees, benches, different areas, and room to run. There is a dog park group for
287 Hooksett as well, so I wonder if one of their group members could bring it up.

288 **Sheena:** Is there also a boy scout group that is doing upgrades too?

289 **Alex:** There was but I do not know where that ended up or if they actually have anyone yet.
290 There are other projects we are looking for boy scouts for as well. So, we are trying to see if
291 there is opportunity for another dog park to be built?

292 **JoCarol:** Yes, with more room for them to run, etc.

293 **Cindy:** Maybe if the park wasn't right at the trail, less people would have their dogs off-leash.

294 **JoCarol:** At town parks, are they allowed to run off-leash?

295 **Alex:** I don't think they can.

296 **Sheena:** It probably makes sense to have another park in another section of town too. It could
297 be great usage of one of those town-owned properties.

298 **Alex:** On the dog signs, we could post more, but where do we want to. I thought there was one
299 right at the entrance.

300 **Sheena:** I don't think there is one at the dog park though.

301 **Phil:** What actions are we going to be able to take tonight about this, or are we going to suggest
302 to the council for another dog park?

303 **Cindy:** For signs, we are not, the dog park is not ours to post signs at. We are just throwing out
304 ideas, maybe the Facebook group mentioned could get involved.

305 **Phil:** If all dogs have to be leashed, looking at our trails, there is close to 2,000 dogs registered
306 in Hooksett, but there are probably 4,000 more dogs coming from out of town. We need a dog
307 officer. Maybe council can request the hiring of a dog officer. We need one, there are too many
308 things, without cameras, to occupy a regular police officer's time to be able to monitor. It is
309 getting out of hand. Any dogs that are on that trail not on a leash should be fined, it is \$250 for
310 the first offense. Also, they should be on a muzzle, that would eliminate a lot of problems.
311 There are all kinds of different ways to handle it. People do not want to do what they are
312 required to do.

313 **Cindy:** Council takes public input too, maybe you could raise it as public input as a resident and
314 gather people that feel the same. They would have to budget for it.

315 **Sheena:** There are rules for the park as well on the website. There are 24 rules, including the
316 leash rule, and the town not having liability if an incident occurs. Being on the trail is separate
317 though and for that there is a leash ordinance. In addition, for police monitoring, they don't
318 want their officers so far away from their cars if they are out on the trail.

319 **Phil:** There are more issues as well, such as the feces situation is way out of hand. People are
320 supposed to pick up and take out and they refuse. It is potentially very dangerous and there are
321 diseases that could be spread. The public should not be handling that when we have the
322 facilities to handle that with DPW. I think it could get way out of hand if not addressed. It was
323 working well when there were barrels.

324 **JoCarol:** The barrels were a problem too though because they would fill up and stink and
325 someone has to empty them.

326 **Phil:** They could set it up that the DPW has to do regular runs, it is up to the town council.

327 **JoCarol:** A lot of trails in New Hampshire are carry-in/carry-out.

328 **Cindy:** This is beyond what we do as a commission, but if there are people in the public that are
329 interested, we could encourage them to bring it up.

330 **Sheena:** Alex, if you are open to asking Parks and Recreation too to add another sign about the
331 leashing.

332 **Alex:** Yes, I can do that.

333 **Sheena:** And long-term looking at another property for a new dog park.

334 **Phil:** One concern we have left out; when people disobey what we put down for rules, we need
335 to figure out what the Town's liability is if a dog harms someone. That is a multi-million-dollar
336 lawsuit. I don't know if the Town is protected under the insurance.

337 **Bob:** There are immunities under state law. Primex does not have to get involved as the Town's
338 insurer, but if the Town is sued, they will get involved. RSA 508-14 will shed light.

339

340 iv. Bear-Paw Monitoring Reports for Clay Pond Conservation Area, Quimby
341 Mountain, and Pinnacle Park

342 **Cindy:** Concerning the shooting gallery issue at Clay Pond, it was interesting to get this email
343 from Molly about funding that is available through DES. We are probably looking at some game

344 cameras. Manchester Sand and Gravel are still out there doing clearing, so we will get in touch
345 to see if they can help us put up a gate, and put some cameras in. It is nice to see that there is
346 funding available. The stone wall at Quimby was also breached again, and a letter was sent out
347 to the abutting property. It is one more thing for the monitors to keep an eye out for.
348

349 v. T-Shirt Order Quote from Avalanche Screen Printing

350 **Cindy:** The shirts are selling at the library, so we got these quotes for more shirts.

351 **JoCarol:** I went back to the same company that did the printing in 2019. We have decided to do
352 the green only instead of beige. Sizes small, medium, large, and extra-large are \$7 each, and
353 XXL are \$9 each. They have each gone up \$1 each from last time. We could do 50 shirts, which
354 would cost \$370.

355 **Bob:** What's the break down?

356 **JoCarol:** We were thinking 10 of each size.

357 **Sheena:** Maybe we should do more medium and large shirts; we had the most of small left over
358 from last time.

359 **JoCarol:** So maybe 5 small, and 15 medium and 15 large. I'll work on a breakdown. The next
360 question is how much we want to sell them for. \$10 each would make \$130 profit, or \$12
361 would make \$230 profit.

362 **Sheena:** I think \$12 makes sense with inflation.

363 **JoCarol:** Or we could keep it as \$10 since that is easy.

364 **Deb:** Yes, and for making change.

365 **Sheena:** At least to make our money back, I am ok either way. Also, the artwork with the
366 apostrophe for Head's Pond needs to be fixed.

367 **JoCarol:** Yes, that will need to be fixed in Adobe Illustrator since that is what the original
368 artwork was in.

369 **Sheena:** I have a friend that is a graphic designer that may be able to help, I can see.
370

371 ***Motion to authorize 50 dark green t-shirts to be printed for the cost of \$370, not to exceed***
372 ***\$450, made by JoCarol Woodburn, seconded by Deb Miville. Motion passed.***
373

374 **X. Additional business brought up by the Conservation Commission:**

375 **Cindy:** I did send a letter to the school board about the encroachment that we surveyed at
376 Head's Pond, and I got an email passed along about other trails by Head's Pond. I think there's a
377 way for those trails to connect to what he was discussing. We aren't there yet, but the Head's
378 Pond trails will probably be our next project.
379

380 ***Motion to adjourn at 5:23 by Cindy Robertson, seconded by Sheena Gilbert. Motion passed.***
381

382 **Non-Public Session** NH RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of a real
383 or personal property which, if discussed in public, would likely benefit a party or parties who
384 interests are adverse to those of the general community.
385

386 *Minutes respectfully submitted by Bridgette Grotheer, Administrative Assistant.*