

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, May 24, 2023**

1
2 The Hooksett Town Council met on Wednesday, May 24, 2023, at 5:30 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 24 May 2023 to order at (7:20) pm.

7
8 **PROOF OF POSTING**

9 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

10
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk
13 (arrived at 5:40), Councilor Randall Lapierre, Councilor David Boutin, Councilor John Durand (arrived at
14 5:40 and left at 6:52), Councilor Roger Duhaime (arrived at 5:42), Councilor Keith Judge, and Councilor
15 Jodi Pinard.

16
17 **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED**
18 **BELOW**

19
20 **NON-PUBLIC SESSION NH RSA 91-A:3 II A, I.**

21
22 ***J. Sullivan motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II A and L; seconded by D.***
23 ***Boutin.***

24 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the
25 investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests
26 that the meeting be open, in which case the request shall be granted.

27 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of
28 the public body, even where legal counsel is not present.

29 **Roll Call Vote #2**

30 ***R. Duhaime NP***

31 ***J Durand NP***

32 ***J. Pinard Aye***

33 ***R. Lapierre Aye***

34 ***A. Walczyk NP***

35 ***D. Boutin Aye***

36 ***K. Judge Aye***

37 ***T. Tsantoulis Aye***

38 ***J. Sullivan Aye***

39

40 ***Vote in favor 6-0***

41

42 ***R. Lapierre motioned to leave non-public session of May 24, 2023, seconded by J. Pinard***

43

44 ***Vote in favor 6-0***

45

46 **R. Lapierre motioned to seal the minutes of May 24, 2023; seconded by J. Pinard.**

47

48 **Roll Call Vote #3**

49 **D. Boutin Aye**

50 **J. Pinard Aye**

51 **A. Walczyk Aye**

52 **J. Durand NP**

53 **R. Duhaime Aye**

54 **T. Tsantoulis Aye**

55 **R. Lapierre Aye**

56 **K. Judge Aye**

57 **J. Sullivan Aye**

58

59 **Vote in favor 8-0**

60

61 **PLEDGE OF ALLEGIANCE-** Those able to stand stood for the pledge of allegiance.

62

63 **AGENDA OVERVIEW-** Given by Chair J. Sullivan.

64

65 **SPECIAL RECOGNITION**

66

67 Hooksett Municipal Employee - New Hire

68

69 A. Garron – 3 employees leaving: Rockey Levander, Janet Bouchard, and Slighten Maneed.

70

71 **PUBLIC INPUT - 15 MINUTES**

72

73 Joan McHugh of 14 Jefferson Drive- I am here to speak to the PH in regard to the change in charter. I
74 was not able to attend. I did send in some comments. I have reviewed others comments. I am a firm
75 believer in regard to districts. I feel the minimum amount you should have is 7. We have districts and
76 we should have people to represent them. I heard the point why can't everyone be at large? I am not in
77 favor of that because you could have 2 members in 1 district, and we need representation for the whole
78 community. I will say 1 more thing. I was on the school board for many years, and we didn't always get
79 along. We worked with the school board association and worked with them on how to work together. I
80 suggest you reach out to the municipal association and see if they can work with you on learning to
81 work together. I've been a resident for 49 years. I try and keep myself up to date on what is happening
82 in this community. I urge you to do those things and thank you for allowing me to speak.

83

84 **SCHEDULED APPOINTMENTS**

85

86 **11.2 Annual Update from the Economic Development Advisory Committee - David Scarpetti &**
87 **Alden Beauchemin.**

88

89 D. Scarpetti- In January we did a Town Housing Needs Assessment- Developing and Implementing a
90 Housing Plan, in February met with Jeff Lefkovich, Catholic Charities of NH for a proposed mixed-use
91 development at 1821 Hooksett Road. In May had a Master Planning Workshop for potential
92 development at 1700 Hooksett Rd and went over the Hooksett Village rejuvenation. In June more
93 master planning for potential development at 1700 Hooksett Rd. August thru November met with
94 Warren Haggerty, Economic Development Specialist, U.S. small Business Administration & Rachel
95 Roderick Deputy District Director. In February met with Cameron Prolman, Regional Planner for
96 SNHPC about the South Central Comprehensive Economic Development Strategy update for request

97 for participation, a subcommittee formed for solicitation projects for the CEDS. To rank projects for
98 funding. In May presented to the CEDS committee 2 projects: Exit 10 . 3A TIF project.

99
100 A. Beauchemin- discussed the commercial development taking place such as the Season Market at
101 1311 Hooksett Rd, Marmon Site, Legends Drive is moving along. Clean up items underway.
102 Eversource Facility at Legends Drive is coming soon, Platinum Trucking 1380 Hooksett Rd the owner is
103 considering an addition. WW Treatment plant and new pump station, 400 Technology Drive,
104 Londonderry TPK, Dominos, Black Diamond Auto Wash, 5 Crane Way, Nouria Energy, Ridgeback
105 Storage, #35 Edgewater Drive- site plan for event center. Residential development has had
106 applications at 108 Mammoth Rd, Summit View/Churchhill DR, Hemlock Hills Laurel St, Forest
107 Oaks/Marais Estates, University Commons, Webster Woods Phase II, Berry Hill, University Circle, 7
108 Martins Ferry, Hunt/Dartmouth St, Hackett Hill Warehouse. Projects of Community Importance include
109 Robies Country Store, The Village Lighting Event, and The Manchester Rowing Alliance.

110
111 D. Scarpetti- the CEDS plans is huge, we are attracting a lot of business in town. It is amazing what is
112 going on in towns, hopefully we will be in the running for the CEDS plans. Hopefully something will
113 happen.

114
115 A. Garron- the significant importance of being on the committee is being in that report there is federal
116 funds out there available, and this will help us get those funds.

117
118 R. Duhaime- what can we do to help you guys out?

119
120 D. Scarpetti- the commercial is huge right now, with the CEDS is happening it will be huge for exit 10. A
121 lot of good things are happening here in town, we have tax exemptions to get businesses into town.

122 123 **11.3 Annual Update from the Historical Society - James Sullivan & Bob Thinnis**

124
125 J. Sullivan- read a statement into record. Historical society since the mid 90's sees a small budget
126 stipend for small items. It started in 1974 and the 50th anniversary is next year. In 1976 the Historical
127 Society occupied the old Prescott Historical Library. It is not a big building, but it is an official town
128 building with historical things on display. The roof has been replaced, and a new sign will be replaced.
129 In the bicentennial year the society provided some of the programming, we put on about 85 programs
130 along with associated groups. Throughout the year we find items of interest that existed. Back in the
131 day there were almost 20 motor inns and gas stations going up the main route. We get a lot of ancestry
132 questions. Tomorrow there will be a civil wars quilt program held. Meetings are held on the 4th Thursday
133 of the month at the library, and we have periodic open houses. It is a private collection that the Town
134 does not own. We are having more discussion of having it as an off Shute of the town and have it as a
135 direct subcommittee under the town. We get a spattering of volunteers, and we want to make sure it
136 does not go away due to lack of volunteers.

137
138 **CONSENT AGENDA- None**

139 140 **OLD BUSINESS**

141 142 **15.1 Proposed Amendments to Roadway Excavation Ordinance #00-13**

143
144 **T. Tsantoulis motioned to adopt the proposed amendments to Roadway Excavation Ordinance**
145 **#00-13 effective May 24, 2023, seconded by D. Boutin.**

146
147 A. Walczyk- I have a suggestion to #4. It reads. "the applicant shall submit with his permit form, a
148 suitable traffic maintenance plan and shall verify that it has arranged for any police traffic control, traffic

149 control devices and warning lights as shall be deemed necessary by the ~~Enforcement Authority~~ Police
150 and/or Fire departments. The and or is bugging me, shouldn't we say and or both.

151
152 B. Berthiaume- both in put would be good so having it as and is fine.

153
154 J. Sullivan- it is a minor change so does not need a rehearing.

155
156 **A. Walczyk motioned to amend the sentence in #4 to change from "and or" to "and" seconded**
157 **by D. Boutin.**

158
159 **Vote in favor 7-1.**

160
161 **Vote in favor of original motion as amended 7-1**

162 163 **15.2 Town Council Goals Update**

164
165 J. Sullivan- in our pre meeting we discussed GOAL CATEGORY #2: Tax Rate Planning Goal
166 Summary: Balance the use of fund balance annually to maintain a low tax rate while building the
167 balance amount to the recommended 8% or higher. I think in order to let that move forward we should
168 vote on that plan by making a motion. We will do that motion at the next meeting. Any other questions
169 on the current goals?

170 171 **NEW BUSINESS**

172 173 **16.1 2023-2024 Town Council Meeting Schedule / Charter Amendment Timeline / Budget** 174 **Timeline**

175
176 **D. Boutin motioned to approve the Town Council meeting schedule for July 2023 - June 2024 as**
177 **presented; seconded by T. Tsantoulis.**

178
179 **Vote in favor 8-0.**

180 181 **16.2 Quarterly Financial Report as of March 31, 2023**

182
183 C. Tewksbury- I am here to talk about the quarter that ended March 31st.
184 ARPA- the Edgewater Drive Broadband project we did not end up having to spend that money so that
185 freed up that money, the Feasibility Study is finished we are waiting on equipment for the 2 cruisers, the
186 HYAA score board installation is actively underway, the DPW maintenance Van they have been looking
187 to replace that van but cannot find a van that is available, the generator switch install was finished and
188 came in lower than anticipated and freed up about 11k, Peter Brook Clubhouse we have the actual
189 building on order and they are working on site work, Sherwood Drive was less than planned and that
190 freed up 17k so at this point there is \$530,000 available of ARPA funds to spend.

191 General Fund- year to date we are at 73% spent this fiscal year we spent 15M and last year we spent
192 14M, but we are on budget.

193 Administration- year to date we are at 74% spent.

194 Fire Rescue- 73% spent; their OT is overspent but they are going to be using the wages from those
195 vacant spots. The fuel line is also a concern with big depts.

196 Police- 74% spent; most of this is their OT and they had open positions for a number of months.

197 Highway- 65% spent; they had \$554,000 added state funded projects which hasn't been spent. There
198 are 7 turnovers and 2 open positions.

199 Recycling & transfer- they have been fully staffed all year, they are at 69% spent, I anticipate that we
200 will be at the budget expectation.

201 Revenues- 82% collected, which is extremely high from where we are usually at.
202 MV revenue- 83% collected the benchmark is 75% and she thinks it is the timing if the fleet
203 registrations, I think MV will be over budgeted by about 200k and that is a positive of money going into
204 the fund balance.
205 Interest & Penalties- 23% collected. We haven't lien or deeded yet.
206 Building Permits- 63% collected, seems the # of single fam residents' applications are down.
207 State of NH- 97% we've gotten a lot of excess funds.
208 Interest on Deposits- 324% I do anticipate more interest coming in and us applying that to the fund
209 balance. The town also got \$115,000 from the sale of property that will go back into the fund balance,
210 so in total \$460,000 worth of rev that was not anticipated.

211

212 **16.3 Disposal of Surplus Materials Policy**

213

214 ***R. Lapierre motioned to adopt the "Disposal of Surplus Materials Policy" and add it to the***
215 ***Administrative Code, seconded by T. Tsantoulis.***

216

217 **Vote in favor 8-0**

218

219 R. Lapierre- I read through it and I don't see any issues with it, but I also don't see any changes from
220 the previous policy written.

221

222 C. Tewksbury- Town Administrator Granville put together 7 or 8 administrative regulations that were in
223 a binder separate from our other policies, and TA Garron asked that they be reviewed and brought
224 back in under the Town Council.

225

226 **16.4 2023 Resurfacing**

227

228 ***T. Tsantoulis motioned to approve and consent to award the 2023 Resurfacing Project to GMI***
229 ***Asphalt, LLC for a total of \$965,100.09. This total includes 10% contingencies, which are not***
230 ***expected to be used. \$60,309.66 to come from FY 2022-2023 budget and the balance to come***
231 ***from FY 2023-2024 budget currently at \$900,000.00. seconded by D. Boutin.***

232

233 **Roll Call Vote #4**

234 ***A. Walczyk Aye***

235 ***R. Lapierre Aye***

236 ***J. Pinard Aye***

237 ***R. Duhaime Nay***

238 ***J. Durand NP***

239 ***K. Judge Aye***

240 ***T. Tsantoulis Aye***

241 ***D. Boutin Aye***

242 ***J. Sullivan Aye***

243

244 **Vote in favor 7-1**

245

246 **16.5 Track & Tennis Court Surface Repair RFP**

247

248 ***A. Walczyk motioned to approve and consent to award the Track & Tennis Court Surface Repair***
249 ***RFP to Beaverbrook Tennis, LLC for \$77,942.00 to be funded from the voters' approved Parks***
250 ***Upgrades Warrant Article for \$53,600.00 and balance to be funded from Parks & Rec Facilities***
251 ***Development Capital Reserve account; seconded by D. Boutin.***

252
253 **Roll Call Vote #5**
254 ***T. Tsantoulis Aye***
255 ***J. Pinard Aye***
256 ***R. Duhaime Nay***
257 ***A. Walczyk Aye***
258 ***R. Lapierre Aye***
259 ***K. Judge Nay***
260 ***J. Durand NP***
261 ***D. Boutin Aye***
262 ***J. Sullivan Aye***
263
264 ***Vote in Favor 6-2***
265
266 **16.6 Town Wide Road Line Striping**
267
268 ***A. Walczyk motioned to waive the 3-bid requirement; seconded by D. Boutin.***
269
270 ***Vote in favor 7-1***
271
272 ***A. Walczyk motioned to approve and consent to award the Town Wide Road Line Striping to K5***
273 ***Corporation for \$36,907.67, \$25,317.00 to be funded from FY 2022-2023 budget and the balance***
274 ***to be funded from FY 2023-2024 budget; seconded by D. Boutin.***
275
276 **Roll Call Vote #6**
277 ***J. Durand NP***
278 ***R. Lapierre Aye***
279 ***K. Judge Nay***
280 ***D. Boutin Aye***
281 ***J. Pinard Aye***
282 ***T. Tsantoulis Aye***
283 ***A. Walczyk Nay***
284 ***R. Duhaime Nay***
285 ***J. Sullivan Aye***
286
287 ***Vote in favor 5-3***
288
289 R. Lapierre- I have said this before, I think we can let line striping go a year, there are more important
290 projects that need to be done, and I think we can hold off another year.
291
292 T. Tsantoulis- I agree with most of what was said, however a lot of new vehicles have features that run
293 off reading the lines and I do not feel it would be good practice to stop lining the roads.
294
295 **16.7 Safety Center Roof & Drainage Review & Design RFP**
296
297 ***D. Boutin motioned to waive the 3-bid requirement; seconded by J. Pinard.***
298
299 ***Vote in favor 7-1***
300
301 ***D. Boutin motioned to approve and consent to award the Safety Center Roof & Drainage Review***
302 ***& Design RFP to Gale Associates, Inc for a total of \$58,500.00; \$51,000.00 for Evaluation &***

303 **Design Services plus \$7,500.00 contingencies for Masonry & Roofing Contractor costs to be**
304 **funded from the Building Maintenance Capital Reserve account; seconded by K. Judge.**

305
306 **Roll Call Vote #7**

- 307 **J. Pinard Aye**
- 308 **K. Judge Aye**
- 309 **R. Lapierre Aye**
- 310 **R. Duhaime Aye**
- 311 **A. Walczyk Aye**
- 312 **J. Durand NP**
- 313 **T. Tsantoulis Aye**
- 314 **D. Boutin Aye**
- 315 **J. Sullivan Aye**

316
317 **Vote in favor 8-0**

318
319 R. Duhaime- this building has had issues since it was built.

320
321 **16.8 Town Personnel Plan Update - Add New Policy for Non-Union Longevity Bonus**

322
323 **A. Walczyk motioned to approve the amendment to the Town Personnel Plan to add new policy**
324 **on Longevity Bonus effective July 1, 2023; seconded by K. Judge.**

325
326 **Vote in Favor 8-0**

327
328 **APPROVAL OF MINUTES**

329
330 **D. Boutin motioned to approve the public minutes of May 10, 2023; seconded by T. Tsantoulis**

331
332 **Vote in favor 7-0**

333
334 **D. Boutin motioned to approve the non-public minutes of May 10, 2023; seconded T. Tsantoulis**

335
336 **Vote in favor 7-0**

337
338 **TOWN ADMINISTRATOR'S REPORT**

- 339 • Silver City V. Town of Hooksett Supreme Court Hearing- Oral Argument on June 15, 2023- that
340 was a ZB decision of not granting an excavation permit for the lot that is off of Hackett Hill Rd.
341 Currently there is a barn like structure. That was denied at superior court and off to the Supreme
342 Court.
- 343 • Tax Collector's office would like to move forward with a repurchase of land owned by the Head
344 Family. Requesting that the Town Council grant permission to allow the Town Administrator to
345 sign off on behalf of the Town of Hooksett the repurchase deed for Land Only Off Everett
346 Turnpike, Map/Lot 12-6.

347
348 **D. Boutin motioned to allow the Town Administrator to sign off on behalf of the Town of**
349 **Hooksett the repurchase deed for Land Only Off Everett Turnpike, Map/Lot 12-6.**

350 **Seconded by T. Tsantoulis.**

351
352 **Vote in favor 6-1**

353

354 • Engineering requests authorization from Town Council for the Town Administrator to sign a
355 grant application for funding in the amount of \$384,170 to install a water line within a
356 neighborhood in the TIF District (See attached application). The proposed water line project will
357 start towards the end of Bayview Terrace and onto Meadowcrest Road. This project had to be
358 eliminated from TIF funding due to the amount of funding needed for the primary segments of
359 the TIF sewer and water project.

360
361 ***J. Sullivan motioned for the Town Administrator to sign a grant application for funding in***
362 ***the amount of \$384,170 to install a water line within a neighborhood in the TIF District***
363 ***(See attached application). The proposed water line project will start towards the end of***
364 ***Bayview Terrace and onto Meadowcrest Road; seconded by D. Boutin.***

365
366 ***Vote in favor 7-0***

- 367
- 368 • Police Chief Sargent Pinning Ceremony- it was a very nice ceremony, and he now has full rains
 - 369 at the PD.
 - 370 • NHDOT Rt. 3 Roadway Widening project. Survey Work will happen during the month of June
 - 371 2023. The DOT was here discussing all the options, part of that work is starting the survey work.

372
373 R. Lapierre- I'd like to state my opinion on a roundabout, I think it is a bad idea, it makes no
374 sense to put a roundabout where a light is.

- 375
- 376 • TA Goals update:
 - 377 • Town Owned Land Project
 - 378 ▪ Phase one –Complete. Closings will take place the week of May 8th.
 - 379 ○ Solar Project
 - 380 ▪ Solar Team next meeting to present project alternatives
 - 381 ○ Master Plan Adoption
 - 382 ▪ Planning Board is reviewing the housing chapter. All other chapters have been
 - 383 reviewed. PB is reviewing a draft of the master plan.
 - 384 ○ College Park development plans
 - 385 ▪ No new information on this project

386
387 **TOWN COUNCIL FUTURE AGENDA ITEMS**

388
389 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

390
391 J. Sullivan- read a letter from the Boston Post Cane recipient family member Karen Connor Yorkie.
392 In October 2022 my father James G. Connor was awarded the Boston Post Cane award. He was very
393 proud of the award and hung it in sight so he could always see it. My letter to you was originally to be a
394 thank you note, but unfortunately my father passed away on April 13, 2022. He did not make it to his
395 100th birthday this year. He had a good life and was a funny man, please accept my sincere thank you
396 for making my father happy and receiving this award.

397
398 **SUB-COMMITTEE REPORTS**

399
400 J. Sullivan- subcommittee on the charter change had their review and public comment in regard to 4
401 aspects: districts, possible 7 councilors, quorum issues and a possible stipend increase. We will meet
402 again to get some questions clear. If the voters voted to have districts what would that look like.
403 Questions are being reviewed by NHMA and council.

405 R. Lapierre- ARPA- we reviewed a number of funding requests, some old ones and some new ones
406 brought to us by department heads across town. What we decided to do was after projects passed
407 some commonsense muster, we voted the projects that passed the 1st round of consideration to be
408 their own agenda item, the projects will be presented and funded thru ARPA. We will approve them on
409 their merit.

410
411 T. Tsantoulis- I did receive a suggestion from a taxpayer and I will send that to the committee.
412

413 A. Walczyk- recycling transfer advisory met last night. The chassis is expected to be completed by end
414 of May, then 8 weeks later ready for the road, the old truck is down right now being fixed. Garbage may
415 be delayed, and or you may bring it to the transfer station.
416

417 K. Judge- Parks and Recs met we did talk about Pinnacle Park unfortunately how it is deeded there is
418 not much we can do but make it pretty and add a picnic table here or there. There is a hiccup at
419 Lamberts Park due to supply chain issues.
420

421 **PUBLIC INPUT- None**
422

423 **NON-PUBLIC SESSION NH RSA 91-A:3 II**
424

425 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #2 NH RSA 91-A:3 II (a) (b) (c) (d) (e) (i) (l);***
426 ***seconded by R. Lapierre.***

427 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or
428 the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting
429 and (2) requests that the meeting be open, in which case the request shall be granted.

430 (b) The hiring of any person as a public employee.

431 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a
432 member of the public body itself, unless such person requests an open meeting. This exemption shall extend to
433 any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay
434 or poverty of the applicant.

435 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public,
436 would likely benefit a party or parties whose interests are adverse to those of the general community.

437 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by
438 or against the public body or any subdivision thereof, or by or against any member thereof because of his or her
439 membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any
440 application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or
441 filed litigation against any public body for the purposes of this subparagraph. (i) Consideration of matters
442 relating to the preparation for and the carrying out of emergency functions, including training to carry out such
443 functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is
444 intended to result in widespread or severe damage to property or widespread injury or loss of life.

445 (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure
446 under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

447 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of
448 the public body, even where legal counsel is not present.

- 449 **Roll Call Vote #8**
450 ***R. Lapierre Aye***
451 ***R. Duhaime NP***
452 ***T. Tsantoulis Aye***
453 ***A. Walczyk Aye***
454 ***J. Durand NP***

455 **J. Pinard Aye**
456 **D. Boutin NP**
457 **K. Judge Aye**
458 **J. Sullivan Aye**

459
460 **Vote in Favor 6-0**

461
462
463 **Motioned to leave non-public session of May 24, 2023, seconded by ?**

464
465 **Motioned to seal the non-public minutes of May 24, 2023; seconded by ?**

466
467 **Roll Call Vote #9**

468 **J. Durand NP**
469 **D. Boutin NP**
470 **J. Pinard Aye**
471 **R. Duhaime NP**
472 **K. Judge Aye**
473 **A. Walczyk Aye**
474 **T. Tsantoulis Aye**
475 **R. Lapierre Aye**
476 **J. Sullivan Aye**

477
478 **Vote in favor 6-0**

479
480 **ADJOURNMENT**

481
482 **motioned to adjourn the meeting at ? pm. Seconded by ?**

483
484
485 Respectfully submitted,

486
487 *Alicia Jipson*

488
489 Alicia Jipson
490 Recording Clerk

491