

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275

Minutes of Regular Meeting
June 17, 2013

Call to Order.

The Allenstown Select Board Meeting for June 17, 2013 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandy McKenney.

Others Present.

Residents of Allenstown:

Others Present: Brendan Morrison, Nationwide

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Diane Demers, Office Manager; Ron Pelissier, Road Agent; Kathleen Rogers; Town Clerk/Tax Collector; Sgt. Michael Stark, APD; and Shaun Mulholland, Interim Town Administrator.

Citizens Comments:

N/A

Public Hearing on the Adoption of the Hiring Policy

The Chair asked the Board if everyone had time to read the policy. Mrs. McKenney stated that she just received it and that she had not gotten a chance to read it yet.

The Chair opened the hearing up to the public.

Mr. Gryval asked if the Department Heads have had a chance to read the policy. Mr. Mulholland stated that they have reviewed it.

Review Options for Supplemental Retirement Plans for Employees

Mr. Mulholland stated that they have reviewed several different options of services that are available to them. He stated that this will provide the employees with some tax sheltered options to save for retirement. He stated that there is no cost to the Town for the services.

Mr. Mulholland stated that they have three different quotes. He explained that one of the reasons he is recommending Nationwide is because they have people whom will come out and speak with the staff about their plans. He stated that all three companies had similar group of plans and the cost was about the same for each.

Mr. Morrison introduced himself as the program director for Nationwide in New England and New York. He stated that he wanted to discuss with the Board the 457 which is the Tax Deferred Compensation Program for the public sector. He gave the Board a brief history of the company, the types of plans that they have and the towns in New Hampshire that they work with.

Mr. Morrison explained that deferred compensation is a voluntary benefit that the Town gives to the employees as a benefit and serves as a supplement to their pension and/or social security. He stated that it is a pretax so that means it comes out of the employee's payroll. Ms. Rogers asked if it is taxed when it gets withdrawn. Mr. Morrison stated that he will be discussing that more later on but that it does get taxed when withdrawn.

Mr. Morrison stated that the minimum payment is \$10.00 up to a maximum of \$17,500 in contributions. He stated that employees can start, stop, increase or decrease at any time. He stated that there are 32 investment choices an employee can choose from and gave examples of some of the investments. He stated that they also have 17 funds that cover the remainder of the asset categories. He stated that they have a fixed account which is currently yielding 3.5% with no charge to the employee for that service.

Mr. Morrison stated that the fees for that program are \$7.00 per \$1,000 invested, however, if the Town gets \$500,000 or more combined in assets, then the basis points go down to zero and there is no administrative charge. He explained that some of the features of the 457 include the Emergency Hardship which is when a person has an emergency they can take money out however; the rules are regulated by the IRS. He also stated that an employee can take out a loan against their 457 plan.

Mr. Morrison stated that once an employee retires and takes the money out, they will get taxed on it. He explained that there are different increments that they can take the money out. He stated that at 70 ½ years old, the IRS will force the employee to take out the money. He stated that they push to make sure that beneficiaries are on the account in case something happens to the employees. He stated that 457 plans do not fall under Employment Retirement Act which means

that if an employee wants to retire under the retirement age, 59 ½ years old, they can take out the money without any penalties for it.

Mr. Morrison explained that the representative will come out and meet with the employees on a one on one basis to determine what the employee understands about investments. He explained that they have a program that uses a company that can advise the employees how to invest their money.

Mr. Morrison stated that the employee would receive quarterly reports of their investments and that they can make changes to their investments at any time. He stated that the representative will come out and meet with the employees on a quarterly basis. He stated that there are other features that they offer which include financial planning and life insurance. Mr. Morrison distributed some marketing materials to the Board.

Mrs. McKenney asked if the program is open to the call fire fighters because they are not set hours. Mr. Morrison stated that they could set the call fire fighters up as part-time individuals and that he could look into that for them. Mr. Mulholland stated that it will not work for them because if they don't work the Town will have to pay the contribution amount. Mr. Morrison stated that there is no minimum of how many employees participate in the program.

Mr. Gryval asked what the major differences between a regular 401(k) and the 457 plan. Mr. Morrison stated that it is not a qualified plan so that it does not fall under the Employment Retirement Act and that the major difference is that 59 ½ years old rule.

Mr. Gryval asked if an employee signs up for the program, how they can manage the accounts. Mr. Morrison stated that they can go online and manage the accounts, the call center, hands off, or they can work with the representative.

Mr. Anderson stated that he is interested in this for the Sewer Commission and asked how they get the program started. Mr. Morrison stated that Nationwide would send out a Welcome Letter and meet with all of the departments to discuss the program. Mr. Morrison stated that if the Select Board approves the program, then Mr. Mulholland will be in charge of getting it set up.

Mr. Pelissier asked how it works for elected officials and what happens if someone is not elected the next term. Mr. Morrison stated that elected officials can participate in the program. He stated that whenever that person is no longer with the Town, the employee can take their money out or they can leave it in but they cannot contribute to it. He also stated that he often sees police officers or fire fighters take it with them to the next town that they are working for.

Motion. Mr. Gryval made a motion to enter into the Supplemental Retirement Plan for the town employees with Nationwide. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the resolution for establishing the Deferred Compensation Program for the town employees of Allenstown. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Close Public Hearing

Motion. Mr. Gryval made a motion to close the Public Hearing. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Meeting with Department Heads to discuss May Status Reports

Police Department

Mr. Gryval asked Sgt. Stark about the Police Department's trailer being vandalized. Sgt. Stark stated that the cameras couldn't really get where they vandalized the trailer.

Mr. Gryval asked if there were any updates on the hiring of the next officer. Sgt. Stark stated that the polygraph was today and that Detective Baker will be following up with that. He stated that this officer has been working in Maine as a Summer Officer so that he has some experience but that he has not gone through the full academy.

Mr. Gryval asked Sgt. Stark about the camera being inoperable. Sgt. Stark stated that it is the oldest VHS system that they have and that they are looking at using it on the iPads. He stated that as long as they can mount it properly it will be very useful. He stated that they are planning to go without it until they get the iPads.

Mrs. McKenney asked if the suspect for the Holiday Acres issue was a resident. Sgt. Stark stated that he is not sure. Mr. Mulholland stated that the suspect is not a resident.

Highway Department

Mr. Pelissier stated that they are still working on the recertifications for the transfer station.

Mr. Pelissier stated that nothing has been done with Cross Street for the last two weeks but that it should be wrapped up soon. He stated that they have been working on Dodge Road where they have been clearing some trees to widen that up. He stated that they have a very extensive list of tasks for the year.

Mr. Gryval asked if there is any way they can protect the loader with some sort of building. Mr. Pelissier stated that they have an idea that they are looking into and that it looks like it will cost about \$1,500 to do it. Mr. Pelissier stated that they can use some of the blocks that they purchased last year to build some sort of protection.

Mr. Gryval asked about the sterling dump truck. Mr. Pelissier stated that it is done and back at the station. He stated that they received the invoice and that the cost came to about \$3,000 to fix it.

Mr. Gryval asked what they use the bulldozer for. Mr. Pelissier stated that they use it for managing the fire when burning the brush, they used it at Dodge Road, it will be used at Rogers Road and that they will be using it at the boat ramp. Mr. Pelissier stated that the only issue is that they have to borrow the trailer from Pembroke so that they can move the bulldozer. He stated that they have a good relationship with Pembroke in using the bulldozer and trailer.

Mr. Pelissier stated that the 550 Ford and the 1990 trucks have seen better days and that they may have some issues with them.

Tax Collector

Ms. Rogers stated that Mr. Mulholland was surprised when she gave him the numbers because it was not what he was expecting. She explained that the liens and the deeds actually protect the town because once there is a lien or a deed a taxpayer cannot do anything with the home.

Ms. Rogers stated that the number of payment plans is relatively low. Mr. Gryval stated that Ms. Rogers and he had discussed payment plans and that she would be working on a system that the taxpayers can use to fill out proper applications. Ms. Rogers stated that Mrs. Demers and Mr. Mulholland are working on that system. She stated that by requiring more information from the taxpayers it will allow them to have a more direct route of contacting the mortgage companies to help pay for them. Mr. Mulholland stated that the plan is to have something to present to the Board on July 1, 2013.

The Chair asked how things were going with Record Retention. Ms. Rogers stated that they haven't had any meetings. She stated that she will work with Mrs. McKenney to get a meeting scheduled soon.

Welfare Department

Mrs. Demers stated that she went to a Welfare meeting last week and that welfare seems to be down all over the country. The Chair asked Mrs. Demers where they are compared to last year. Mrs. Demers stated that they are about the same as they were this time last year.

Mrs. McKenney asked how they are doing on the welfare reimbursements. Mrs. Demers stated that they have one paid off completely, they received additional payments from a couple other people, and one new person has come in since last month.

The Chair asked Mrs. Demers if they are required to have a cemetery within their town borders or just an area to bury these people. Mrs. Demers stated that she would have to look into that. Mr. Mulholland stated that they are required to have a cemetery and that there are separate laws for the cemeteries.

The Chair stated that there are no other department heads present to ask questions to for department updates. He stated that if they have any questions, they should email the questions to the department heads.

Discuss Proposed Policies for Payroll and Safety Program

The Chair asked if there were any questions on either policy. There were no questions on the policies.

Motion. Mr. Gryval made a motion to approve the Payroll Policy with the adoption date of June 17, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the Safety Policy with an effective date of June 17, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Open Bids for Sale of Loader

Mr. Mulholland stated that they received four bids for the loader. Mr. Gryval stated that they have a bid for the 520C Dresser Loader from Bruce Stevens in the amount of \$9,477.36, a bid from Chief's Truck Service in the amount of \$3,500.00, a bid from KRM Landscaping \$6,000.00, John's Truck Service \$4,360.00. The Board declared that Mr. Stevens has the winning bid.

Motion. Mr. Gryval made a motion to accept the bid from Bruce Stevens of 136 Jug City Road, Epsom NH of \$9,477.36 for the 520C Dresser Loader. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Consider Bids for Fire Alarm and Maintenance Service

The Chair asked Mrs. McKenney whom she would like to go with for services. Mrs. McKenney stated that she would like to go with the company that they discussed last meeting. The Chair stated that he doesn't have any problem with the company but that they didn't seem to do the things that they were supposed to do. The Board discussed taking more time to review the bids.

Motion. Mr. Tardiff made a motion to enter into an agreement with New Hampshire Fire for fire alarm and extinguisher service. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Abstained; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Vote to purchase 17 Riverside Drive as part of the ongoing Suncook River Hazard Mitigation Project

Mr. Mulholland stated that they do not have the Sales Agreement yet because it is not due until June 28, 2013 but the Board doesn't meet until July 1, 2013. He asked the Board to approve it and they will have the Purchase Sales Agreement as soon as he gets it. The Chair asked if they have a not to exceed cost. Mr. Mulholland stated that it is supposed to be \$80,000 but that there are taxes and legal costs that he doesn't know what they are yet. He stated that he needs them to vote to acquire the property and authorize him to sign off on it.

Motion. Mr. Gryval made a motion to purchase 17 Riverside Drive and authorize Mr. Mulholland to sign on behalf of the town. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Consider Call Fire Fighter Applications for Hire

The Chair stated that Chief. St. Germain is working and is unable to be here tonight and that they have two applicants. Mr. Mulholland stated that he told Chief St. Germain to make sure that he has gone through the entire process before bringing this before the Board. He stated that they have gone through the medical, criminal, and background checks.

Motion. Mrs. McKenney made a motion to appoint Dana Pendergast of Gilford as a Call Fire Fighter EMT effective June 17, 2013 at a rate of \$12.14 per hour. Mr. Gryval seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to appoint Christopher Hess as Call Fire Fighter effective June 17, 2013 at a rate of \$11.27 per hour. Mr. Gryval seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Town Administrator's Report

Purchase Orders, Abatements, and Other Business

Mr. Mulholland distributed a copy of the View Works paperwork for the joint project with the Sewer Commission. Mr. Gryval stated that he is very glad to see the Town and Sewer Commission working together on this. Mr. Anderson stated that its online right now but that they are having trouble with the GPS. He stated that they are going to borrow a different one from Farmington in the morning and that they are looking to purchase one for \$900.

Mr. Mulholland distributed a tax payment plan request and a request for abatement. Mr. Mulholland stated that in 2008 the Town Council agreed at a 12% interest rate of the taxes instead of the 18% that they usually get. He stated that they need to abate the difference for those taxes. The Board signed off on the abatement for the taxes.

Mr. Mulholland distributed a tax deed to the Board.

Motion. Mr. Gryval made a motion to tax deed lot 109-037. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Mulholland distributed a list of tax deeds that they have to accept or not accept after July 1, 2013.

Mr. Mulholland stated that he sent out the tax rate shift letter draft and asked the Board if they had any changes or questions for it. The Board agreed on the letter and told Mr. Mulholland to

go ahead and send it out. Mr. Mulholland stated that he was going to put it on the town website and post it in the Town Hall.

Mr. Mulholland stated that 24 Riverside Drive appears to be occupied. He stated that he found out that they purchased it in May. He stated that the State sold it to them even though they gave the Town the money to purchase it. He stated that he is going to send the residents a letter and explain that the Town was supposed to purchase it because it is in a flood area and see if they are interested in selling it. He stated that if they are not interested in selling, they will have to send the money back to the State.

Mr. Mulholland stated that they have about 35 applications on the Police Chief position. He stated that they are working on questions for the panel and basket exercises.

The Chair asked Mr. Martin if he had anything he needed to discuss with them. Mr. Martin stated that he wanted to update them that his son is still working on the Eagle Project and that he is waiting for the Eagle Board to approve it. He stated that they will let the Town know as soon as they find out the Eagle Board's decision.

Review and Approve Minutes

The Board determined to table the May 20, 2013 minutes until the next meeting to give everyone a chance to review them.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session one of June 3, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session three of June 3, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session two of June 3, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session two of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session one of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session four of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session three of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session six of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session seven of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to accept the non-public Minutes session five of May 20, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Ratify the Manifest

Motion. Mr. Gryval made a motion to ratify the Manifest of June 6, 2013 in the amount of \$87,914.14. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to ratify the Manifest of June 13, 2013 in the amount of \$24,098.56. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Committee and Project Updates

Old Allenstown Meetinghouse

Mr. Gryval stated that the boards were delivered to the Allenstown Meetinghouse today and that they got about 80% up today and expect to finish it by the end of the day tomorrow.

Shelter Committee

Mrs. McKenney stated that they are having a Shelter meeting on Thursday.

Solid Waste

The Chair stated that they don't have a representative going to the Concord Regional Solid Waste and asked why they have not been going. Mr. Mulholland stated that he doesn't know why and that it would be more appropriate to discuss it with the Road Agent as to why he hasn't been going.

Mr. Gryval stated that the withdrawal from the Co-op has been a very sensitive negotiation. He stated that the Co-op has been going through some difficulty with having other towns leaving and that he wonders if a Selectman or Town Administrator should be representing them. He stated that being done with the Co-op as they know it may be sooner than the end of 2014. He stated that they may have some decisions that need to be made. The Board determined to appoint the Road Agent as their representative and that Mr. Gryval would be the alternate representative.

Motion. Mrs. McKenney made a motion to appoint Ronnie Pelissier as Joint Board representative for Concord Regional Solid Waste Committee and Jeff Gryval as the alternate representative. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

MS 4 Project

Mr. Mulholland stated that they will be discussing that at the July 1, 2013 meeting.

Non-public Session

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3, 2a at 8:01pm. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mrs. McKenney expressed concerns with some of the evaluations because she has not seen them until today. The Board discussed the fact that Mrs. McKenney was not present at a meeting and that they had to rate some of the evaluations. Mrs. McKenney stated that there are concerns with some of the merit raises for some of the employees. The Chair advised Mrs. McKenney to speak with a particular Department Head if she has a question regarding an evaluation.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3, 2a at 8:12pm. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to go back into public session. Mr. Gryval seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to seal the previous non-public session because it may adversely affect the reputation of someone other than a member of the board. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Other Business

Mrs. McKenney asked if Paul St. Germain was Interim or Active Chief. Mr. Mulholland stated that he is Active Chief of the Fire Department.

Motion. Mr. Gryval made a motion approve the consent calendar of June 17, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to adjourn. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 8:22pm.



TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 June 17, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	7-15-13 DATE
 JEFFREY GRYVAL	7-15-13 DATE
 SANDRA MCKENNEY	07-15-13 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	JEFFREY GRYVAL	DATE
	SANDRA MCKENNEY	DATE

