TOWN OF ALLENSTOWN TOWN HALL 16 School Street Allenstown, NH 03285

March 6, 2023

Call to Order

Chair McDonald resumed the March 6, 2023 Selectboard meeting at Town Hall at 6:05 pm.

Chair McDonald called for the Pledge of Allegiance.

Present on the Board: Chair Scott McDonald, Maureen Higham, Sandy McKenney, Keith Klawes, Jim Rodger

Also present: Derik Goodine, Town Administrator; Diane Adinolfo, Planning Board; Mike O'Meara, Resident; Brian Arsenault, Building Inspector and Code Enforcement Officer; Fire Chief Eric Lambert; Andrew Gilbert, from Solar Project Owner; Mike Frascinella, Economic Development Committee.

CITIZEN'S COMMENTS

Mr. Frascinella said that they were focusing on the concerts and the synonymous car show starting in May. He said the signs will be going up soon.

He also mentioned how Eversource will be putting up signs and new flags for the Veterans which is going well.

REGULAR AGENDA

• OAMH Appointments

Mr. Goodine said he has Roland Martel of Hooksett, NH until June 1, 2025 and James Garvin of Pembroke, NH until June 1, 2026. There are no requirements that they be citizens of the Town of Allenstown for this Board, only citizens of NH.

Ms. McKenney made a Motion to appoint James Garvin to the Old Allenstown Meeting House Committee with a term to expire on June 1, 2026. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Ms. McKenney made a Motion to appoint Roland Martel to the Old Allenstown Meeting House Committee with a term to expire on June 1, 2025. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

• Community Center Solar Project

Mr. Goodine said he has the Solar Agreements because Andrew Gilbert now has the financing in place. The Board needs to sign an updated easement and agreement for the project on top of the community center. Mr. Goodine said there is no cost to the Town of Allenstown.

Mr. Gilbert spent some time explaining the project and solar energy. He explained that his company developed, constructed and maintained the project for the Fire Department and it has been up and running for about six years. At the time, the Town Administrator preceding Mr. Goodine was interested in exploring a solar project on top of the Community Center. But at that time, the State incentives that they were looking to were in flux right after they signed the agreement. As things have evolved, the industry and his company has grown and they have found resources to move this project forward with or without resources.

The original signed agreements were dated, so he would like to have them resigned by the Board. There were no changes made to the commercial terms. He said the discount they offer is always below market rate.

Mr. Gilbert said he would like to see construction started and completed this year but Eversource has their own timeline that they need to be respectful of.

Mr. Gilbert reiterated that there is no cost to the Town.

He said the way it works now, is that every month, they get a copy of the Fire Department's electric bill and whatever that default service rate is, and whatever the delivery charges are that the solar can offset, they add those two together and send an invoice for the power they produce based on 90% of what that number is.

Mr. Goodine asked if there is a clause in the agreement that says they can buy them out and own it themselves after a number of years. Mr. Gilbert said no, but if the Town wants to have a discussion about it, he is open to it and it typically happens after year 6.

Mr. Klawes asked who is responsible for removing the solar panels once the Community Center needs new shingles put on. Mr. Gilbert said if it was an isolated situation with damage to the roof, they would be responsible. But typically asphalt shingles last for 25 years and their contract is for 20 years, so o they would need to be removed before the roof needed replacement. The panels they are putting on the roof are effectively protecting the shingles from typical weather that deteriorates them over time, but they aren't going to get a roofing company to put that in a warranty. Mr. Klawes said knowing how the Community Center was built, he doesn't really trust that those shingles will last for 25 years.

Mr. Klawes explained that the building has already been there for 7-9 years and they haven't had very good luck with the building as a whole. He guesses that they will need new shingles before the solar panels go on. He asked what the typical cost is to take the panels off and then reinstall them once the roof is replaced. Mr. Gilbert said that it is expensive.

Mr. Klawes said that if it is going to cost \$5,000-\$8,000, what kind of savings are they going to generate in that 5-10 year period to justify removing the panels and putting them back up. Mr. Gilbert said right now, the savings is between \$1,500 and \$2,000 per year for savings. He said if the town were to move forward with this project, he would have an inspector come out to evaluate the roof as it is now and figure out the best way to address this.

Chair McDonald said at the very least, the Town's Power Committee should review the agreement with regard to this discussion. Mr. Goodine said the Committee meets tomorrow at noon.

Mr. Goodine said it's his opinion that this is a good project for the Town and for the people to see solar panels.

Mr. Gilbert said they already did speak with a structural engineer regarding this project and do a structural analysis. He said the panels will be on both sides as its an east to west facing roof.

Chair McDonald said if Mr. Gilbert didn't already know, they have a newly formed Power Committee to buy energy in bulk to save the taxpayers some money. He would like the group to review this agreement. Mr. Gilbert said he is fine with that and he is happy to answer any questions they may have.

Chair McDonald said he hopes to have an absolute answer for him in the next couple of days. Mr. Gilbert said that he will wait to hear as he doesn't want to needlessly spend any time or resources until they are sure.

Mr. Gilbert found a report that he was provided indicating the shingles were architectural shingles that are 7 years old and typically they have a 20 to 30 year shelf life. He said if anyone wants to check with the General Contractor to determine who did the install, then he can see if they want to come out and take a look at it sooner or later and give some perspective on how long they would last. Chair McDonald said they wouldn't come out and say the roof they installed was subpar.

Mr. Arsenault said what he is hearing is that it is an old roof with shiny new roof panels being put on and they don't have a cost or when to remove those panels to replace the roof. He suggests the Board find out what that cost is on top of when the roof leaks and what kind of expense the Town will occur. He said Mr. Klawes made a very good point as it is putting on a new pair of socks with holey shoes and they will need some hard numbers to make that decision.

Mr. Arsenault said maybe the insurance adjuster could come in and look at the roof shingles. If they aren't available, he said there are companies out there that do that.

Mr. Gilbert said they wouldn't be able to pay for a new roof for them prior, but if anything happened post- installation, that would be their responsibility. He said he wants to keep his word with the Town as they had discussed with the prior Town Administrator and Board of Selectman but if it's not going to work for them, he would rather know now so that he can provide an investment and help out other small towns. He said he knows that the dates have lapsed and shame on him for not coming back to the Town earlier, but he couldn't in good faith waste anyone's time until he was sure that he had the money.

Mr. Gilbert said this project also has no negative impact to their Community Power issues as one doesn't have to be mutually exclusive to the other and the Town could get a double benefit. He does request that the Board moves forward in a relatively expedited fashion because this money was raised specifically for this project and if it is not going to be used for this project, he has to be able to know how to handle that.

Chair McDonald explained that it is his job to protect the taxpayers and the original agreement is almost six years old, and they aren't saying they aren't going to do this but they just need a few questions answered beforehand.

Mr. Gilbert responded that the labor portion of removing the panels (for just installation) would be approximately \$13,000 or \$14,000 in today's costs. Mr. Klawes said this is approximately 10 years of electrical savings. Mr. Gilbert said he is there to find a path forward and not to be a hurdle for them. He said they carry a certain amount of money each year for operation and maintenance and sometimes they use it and sometimes they don't. He said for a typical project, in the first 10 years, they usually have \$5,000 worth of money set aside for operation and maintenance cost. But he said they need to find out removal cost and information from an expert what the quality of the roof is prior to making a decision.

Mr. Arseanault feels as though that \$14,000 is quite low but how many hours do they think that it is going to take to install all of these panels and how many hours do they think it is going to take to remove? He said they should try to validate the \$14,000 number with how many hours it is. Mr. Gilbert said he could get some quotes for costs per lot if the Board would like that. The Board agreed with this.

Mr. Goodine said they should just use Milestone so they are not paying \$500-\$1000 for someone more to come out. He said they know the building and can look at their records.

Mr. Arsenault said they should be reaching out to a roofing company for an opinion. Mr. Gilbert said he is happy to do that as well and agrees with them 100% and agrees to look into this further to determine if it's a doable project.

Chair McDonald asked if there was a timeframe. Mr. Gilbert said he is happy to coordinate with Mr. Goodine. They will meet again on March 20th. Mr. Klawes said they should also coordinate with Mr. Arsenault for questions they may not think about. Mr. Arsenault said he would like to help.

Mr. Gilbert thanked the Board for taking the time to speak with him.

Chair McDonald said that technology has improved greatly since this project was first entertained.

• Planning Board Update

Ms. Adinolfo said that she was looking through Facebook one day and noticed individuals who had Airbnb's in Allenstown. She said there are several units in Allenstown and a few have encouraged other Airbnb's to pop up in Allenstown. The most recent is a camper in a campground on Route 28 for \$249.00 per night.

She performed some research and noted some of the issues involved. In some towns, some of the landlords that are allowing people to sublease are making twice the money. She said they make the rent and then pocket the rest.

Ms. Adinolfo said in one town, when the leases were up, they were turned into Airbnb's and people were losing their apartments. She was thinking that they are trying to build up its fire department and they will need more apartment availability not less. She said that some of the issues are partying, excessive cars, trash. Ms. Adinolfo said they should trash what they have in town so they don't have an excess of these. She said the other concern is Town Resources and how to protect the taxpayers.

She said she did find a lot of people in the surrounding towns renting a room in their homes. She saw an opportunity to conduct a short survey of six question which was fine-tuned with feedback. She

said they are going to try to make as many voters to take the survey as possible to see how they feel about the issue.

Ms. Adinolfo said so far what some towns have done is develop a definition of short term rentals, and Allenstown has as well. Some towns allow it, some towns have special provisions while others prohibit it and she summarized this information for the Board. She said some town's will provide a yearly permit and evaluate the situation on an annual basis.

She said they came up with a definition at the last Planning Board meeting and will get a small survey together for March 14th to see how the towns' people feel about it.

Ms. Adinolfo said she would keep track of her research on a monthly basis to see if there is a trend of rentals in town. She said she didn't get into whether or not it is considered a business.

Mr. Klawes asked Chief Lambert how he feels about it from a Fire Department perspective. Chief Lambert said he is not really versed in this.

Chair McDonald asked Mr. Arsenault what his experience was with short-term rentals. He said in Windham they had one house that was an Airbnb that then turned into a "wedding venue" which was a commercial business.

Mr. Goodine said it's like turning a residential neighborhood into a hotel and that's something he has dealt with at Hampton Beach with overcrowding of the home and issues with parking.

Chair McDonald said they are at a good start but need to just take it one step at a time.

• Fire Department Patches

Chief Lambert said it has been a work in progress but he has to give credit to Stephen LaPorte and another one of their on-call employees who came to him with an idea for a town fire department patch. He said they reached out to a sign company and had them make a patch that has a mascot and they are also making reflective patches for the door of the SUV too. He said they are waiting for feedback with regard to pricing and he just wanted to bring it forward for approval. The mascot patches can also be be made for t-shirts, uniforms, etc. in addition to the vehicles.

Mr. Klawes made a Motion to move forward with the patch. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chair McDonald said that is reinforcing the brand that Mike has started.

• Fire House Subs Grant Application

Chief Lambert said that he spoke with Mr. Goodine and they are coming up on April 6th and he wants to get this on the agenda. He said that the Fire House Subs have grants for equipment such as EEDs, cardiac monitors, etc. They only get 600 applicants every quarter and it is first come first serve.

He said they are going to see if they can get a cardiac monitor for \$40,000 from Fire House Subs and he wants to put it in front of the Board so their grant writer can get started on it.

Mr. Klawes made a Motion to allow Chief Lambert to go through with the Fire House Subs Grant Application. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

• EMT Training Incentive Program Update

Chief Lambert said this already has started on the 27th and there is an invoice for \$3,750.00. for the first round. He said he has four more employees that are tentative to take their middle level. The classes do not start until September and their applications won't come through until the end of April or the first of May and he is just looking forward to getting approval from the Board.

Mr. Klawes made a Motion for Chief Lambert to invoice \$3,750.00 for the Incentive Program training. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye

Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

• Fire Department- SUB from PD, Personnel Updates, Appointment of Dep. Fire Warden

Chief Laporte said he has another thing for signature for Mr. LaPorte for Deputy Warded of the Fire Department and issuing agent of the state (so he can enforcement certain things such as fines, etc.) He said right now, he only has the ability to issue a permit.

Mr. Klawes made a Motion for Stephen LaPorte to be appointed Deputy Fire Warden. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chief LaPorte said for personnel updates, they received a resignation today from Robert Douglas as he is taking on more responsibilities in Salem and just doesn't have the time along with Brody Call who wasn't certified and just took a job somewhere else. He submitted one email resignation to Derik Goodine tonight and will submit both payroll changes tomorrow.

On the flip side, he has 6 names to bring forward for consideration of employment to add to the Department as one call person and the rest are per diems. He said they have brought in enough employees and are now going to focus on the training. He said he has Lana Poirier who is a Paramedic who is well versed from Vermont and lives in Manchester; Thomas Scott who lives on the border of Hooksett and is an AEMT; and Rose Marie Oakes, who is an EMT and her husband who is going to graduate from EMT school in August. She is going to enroll in the AEMT program. Also they have John Carson who is an EMT and a Firefighter and is in class right now to get his EMT. Finally they have Robert Dignin, soon to be a Coast Guard retiree who has been trained as a Firefighter and EMT. He will be going to get all of his certifications done this year and become a full-time firefighter.

Mr. Klawes made a Motion to add the said names by Eric Lambert to the Fire Department roster and to accept the resignations of Robert Douglas and Brody Call. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chief Lambert said they got the new SUV from the Police Department and they are looking to have it transitioned. He said it will cost \$1762 to send it down to transition.

Mr. Klawes made a Motion to allow the Fire Department to take the old Police Department SUV and send to Global to receive some needed repairs for approximately \$1762. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Mr. Klawes made a Motion to accept the Tri-Town dissolution letter. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

• Posted Roads

Mr. Goodine said it's that time of year and they have some frost coming out of the grounds. Mr. Pelissier has decided to post the roads which will eliminate heavy trucks to drive on certain grounds until the roads have settled down. They trucks above a certain tonnage will not be able to drive on the roads unless it is above 32 degrees Fahrenheit. Mr. Arsenault said the roads to be posted will be the same roads as last year.

Made a Motion to allow Mr. Pelissier to post the roads to protect them from freeze thaw damage. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

• Power Line Project

Mr. Goodine provided to the Board a letter from Eversource regarding the power line project. They are hiring consultants to update the old wooden structures that have woodpecker damage or rot to steel structures that are more resilient.

Mr. Arsenault said that Eversource is doing this for a lot of communities. He had a discussion with Matt Monahan, from Central NH Regional and there is nothing that the Town really needs to say about this and it shouldn't impact the community at all.

• EB2 Gov Fee Increase

Mr. Goodine said in the past year or two, he had talked with EB2 Gov and complained that various people dropping things off at the transfers station and they would then get hit with a fee for each item. So they decided to supplement a fee that stops them from being charged an individual line item fee for each item.

• Kettle Rock Road- Brief Update

He hasn't hired an historian yet but had it looked at it internally. Armand and Claudette Verville did find the Doust memorandums and a lot of old records that were supposed to be lost, stolen or burnt

from the NH Historical Society. He will eventually have to contact the historian to glean more information based on what they found. He said there is a chance that they might not find an answer.

• May Board Meeting Schedule Changes Due to Primex Conference and Memorial Day and discussion of shifting meetings by one week after, that so meetings don't conflict with Monday Holidays over the next year.

Mr. Goodine said he has this conference coming up and its usually Wednesday through Friday but this one is a Monday through Wednesday. So they may have to shift the May 15th meeting. He was wondering if they could make a change to meet on the 8th and the 22nd and every two weeks after which would align well with the holidays coming up on Mondays. Mr. Goodine said that payroll has no significance. Mr. Klawes likes the shift and the only issue would be the 3rd of July.

Mr. Goodine said they would still meet as usual this month and then April 3rd, April 17th and May 1st which they could skip and meet May 8th. Mr. Klawes would suggest that mid-April or mid- May, make an adjustment as it fits to their business.

Mr. Klawes made a Motion to adjust by a week their meetings sometime in mid-April through mid-May so they are avoiding all of the major holidays. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- No Keith Klawes- No Sandy McKenney- Aye

The motion passed.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said that he needs permission to the sign the following letters for the Board: 1) Notification of Formation of a Community Power Aggregation Committee to the PUC for their project.

Mr. Klawes made a Motion to allow Mr. Goodine to sign the Notification of Formation of a Community Power Aggregation Committee to the PUC for the project. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Mr. Klawes made a Motion to allow Mr. Goodine to sign a letter to ______ in order to request approval for the Community Power Plan that is being submitted for approval. Ms. McKenney seconded the Motion

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Mr. Goodine said he gave the Board an article that he got from NH School Funding Fairness that talks about HB 529. He also provided them with a Concord Monitor letter that talked about a Conservation Easement on Deerfield Road for 168 acres.

He said that the land off of Lavoie Avenue just sold to a charter school possibly. Chair McDonald said that Ms. Adinolfo has looked into it. Mr. Arsenault said they looked into 3 different surveying companies that they were thinking of hiring. He said it has been a process but he has not yet seen any plans. Chair McDonald said it is "Wonderous Farms".

Mr. Goodine said the State has filed a lawsuit against 3M, so 3M sent out these 4-page letters to some communities with a 75 item request for anything to do with PFAS. He did a search and found 30 items that may be responsive. He ultimately turned the letter over to their attorneys.

ROAD AGENT REPORT

None.

OTHER BUSINESS

Ms. McKenney said she just wants to thank police, fire and highway for all of the work they did this past weekend.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Consent Calendar

Ms. Higham made a Motion to ratify the Consent Calendar dated March 6, 2023. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Aye
Sandy McKenney, Aye

The motion passed unanimously.

- Review Minutes:
 - > Public:

N/A

Non-Public: February 21, 2023

Mr. Higham made a Motion to approve the Non-Public minutes of February 21, 2023 as amended. Mr. Klawes seconded the Motion.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

• Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1009 and 1011; Check Manifest: 1010 and 1012; Non-Check Manifest: N/A; and Town P/R Manifest dated 02/23/2023.

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1009 and 1011; Check Manifest: 1010 and 1012; Town P/R Manifest dated 2/23/2023. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Ms. McKenney asked if Mr. Goodine has talked to the minute taker. He said no, but it is on his list to do. He said he reached out to one of the applicants to see if they are still interested in applying. Chair McDonald said Mike O'Meara's minutes are "professionally done. Including all of the grammar and spelling." He said they are beautiful. Mr. Goodine said Mr. O'Meara is not interested in becoming minute taker.

• Non-Public Agenda Items

Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c)- Two Items; and RSA 91-A:3(a)- one item

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (a), at 8:38 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chair McDonald made a Motion to return to public session 8:51 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

No Motion to Seal made on tape.

Mr. Klawes made a Motion to increase Veronica Anaya's wage to Grade 6, Step 3, effective March 7, 2023. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c), at 8:38 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chair McDonald made a Motion to return to public session 8:51 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chair McDonald made a Motion to seal the Non-Public Session as it may adversely affect somebody not a member of this Board. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Mr. Klawes made a Motion to table the tax application for Tax Map 103 Lot 4. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

Chair McDonald made a Motion to adjourn at 9:17 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye Jim Rodger- Aye Maureen Higham- Aye Keith Klawes- Aye Sandy McKenney- Aye

The motion passed.

TOWN OF ALLENSTOWN Selectboard Meeting Minutes 16 School Street Allenstown, New Hampshire 03275 March 6, 2023

Original Approval: SCOTT MCDONALD, Chair DATE SANDY MCKENNEY, Vice Chair DATE DATE MAUREEN HIGHAM, Member DATE KEITH KLAWES, Member JIM RODGER, Member DATE Amendment Approvals: **Amendment Description:** Approval: Date: SCOTT MCDONALD, Chair DATE SANDY MCKENNEY, Vice Chair DATE MAUREEN HIGHAM, Member DATE **KEITH KLAWES, Member** DATE JIM RODGER, Member DATE

SIGNATURE PAGE