

Board of Selectmen Minutes

05/29/2012

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
TUESDAY, MAY 29, 2012
7:00 P.M.**

SELECTMEN PRESENT: Ballantine, Cebula, Hughes, LaMantia, McManus

OTHERS PRESENT: Town Administrator James Merriam, Jack Brown, Craig Wiegand, Carolyn Carey, Patty Smith, Ted Nelson, and others.

MEETING CALLED TO ORDER at 7:00 p.m. by Chairman Ballantine.

EXECUTIVE SESSION

Chairman Ballantine reported that the Board had just come out of Executive Session where they discussed litigation.

PUBLIC COMMENT/ANNOUNCEMENTS

- Presentation of check from Friends of the COA for ADA walkway – *Jack Brown*
Jack Brown presented a check to the Board in the amount of \$8,000 for an ADA walkway behind the Community Center from the Friends of the Council on Aging.

Ted Nelson, Chairman of the East Harwich Village Collaborative, read the attached statement. After discussion, Mr. Hughes moved that the Planning Board give the Board a status report at their July 9th meeting. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

CONSENT AGENDA

- A. Approve Minutes – May 14, 2012 Regular Session
- B. Vote to accept resignation of Barry Worth as Town's representative to Cape & Vineyard Electric Co-op effective July 1, 2012
- C. Vote to appoint Larry Cole as Town's representative to Cape & Vineyard Electric

Co-op effective July 1, 2012

D. Vote to sign Memorandum of Understanding with Elder Services Nutrition Program

E. Vote to award Allen Harbor Dredging Project contract to Burnham Associates in the amount of \$2,386,865 contingent on receipt of Army Corps of Engineers permit

F. Vote to hold Public Hearing on changes to Harbor Management Plan for June 25, 2012

G. Vote to send letter to Mass Highway at request of Open Cape to allow work on utility poles on state highways in Harwich during the summer months

Ms. Cebula moved approval of the Consent Agenda. Mr. LaMantia seconded the motion and asked to hold Item G.

With regard to Item A, Chairman Ballantine said he thought that the Board discussed Heinz Proft being asked to be part of the Harbormaster Interview Committee and Mr. Merriam said he would check on it. Chairman Ballantine reminded Mr. Merriam that he was to provide a table comparing the two positions and Mr. Merriam responded that it has not been done yet. Mr. McManus moved to hold Item A until next week. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

With regard to Item C, Mr. LaMantia stated that there should be a two week period for people to apply before they make an appointment and the Board agreed.

With regard to Item G, Mr. LaMantia expressed concern about work being done on utility poles in the summer and added that they should skip around us in the summer and come back during the fall. Mr. Gingras objected to sections 2 and 3 of the proposal. Mr. Hughes recommended continuing this until next week in order to get details including the hours they would work and clarification on Items 2 and 3. Chairman Ballantine instructed Mr. Merriam to follow up and get clarification. The Board requested a clearer map as well.

The main motion carried by a unanimous vote. The Board was in agreement to hold Item C as well.

PUBLIC HEARINGS/PRESENTATIONS (7:15 P.M.)

- Public Hearing – Application for a Seasonal, General On-Premise Wine & Malt Beverages License for Go Industries, Inc. d/b/a Perks, located at 545 Route 28, Harwich Port - *continued from May 21, 2012*

Ms. Novak noted that she has supplied the Board with clarification on a new plan clearly defining the porch and patio seating area as requested and that she further defined that she would fence off the area. She noted that the new plan indicates where signage would be

indicating that alcoholic beverages must be consumed on site. She read a letter of support from her neighbors from the Grey Gull.

Chairman Ballantine stated that control is a major issue of the Police Chief. Ms. Novak noted that the drawing indicates that the entrance to the seating area sits back 43' from the sidewalk. She outlined her new drawing and noted that they would post personnel on weekends and at times of high traffic to oversee that the signage is being conformed to. Mr. McManus pointed out that this is not part of the application noting that none of the fencing detail, porching and gating was not on the original diagram we received. He further noted that the ABCC's Patio Guidelines indicate that there needs to be dimensions on the drawings. Chairman Ballantine pointed out to Ms. Novak that she is listed as the manager and questioned if she will be here during the summer. Ms. Novak responded that either she or her manager will be on site. Chairman Ballantine noted that the manager listed on the application has to be physically present and Ms. Novak responded that she will be here if she gets the alcohol license.

Mr. LaMantia stated that the back gate has to be alarmed and questioned if there is a way to stop people from moving to the front of the building who are going to use the restroom. Ms. Novak stated that there is a deadbolt on the door. Mr. LaMantia and Ms. Cebula noted that this does not show on the plan.

Mr. McManus stated that on the drawings submitted with the application none of this information was there, there was no clear definition of the licensed premises, no dimensions, no definition of fencing and outside patio, and that it all came in after the application. He stated that given this and the fact that at last week's meeting Ms. Novak told us that the young man (Taylor Powell) would be the manager he would not support this. Taylor Powell said he would be manager and that Carol Novak is the general manager in charge of the operation. Mr. McManus stressed that if you are the manager you need to be the person entered on the form and the form states that Ms. Novak will be there 60 hours a week. Chairman Ballantine reiterated that if you are listed as the manager you have to be there during the alcohol consumption. Mr. McManus stated that staff is going to be inside the building and that some areas have a great view and other areas have not so good of a view of the seating. He stated that there are issues of control, there is no table service, and so he has a problem with the type of operation.

Mr. Hughes stated that he would err on the side of the business at this point and let the state come back and tell us we can't do it.

Mr. Hughes moved that we grant the application for the Seasonal Wine and Malt

General On Premises License to Go Industries d/b/a Perks on a seasonal basis provided that within 24 hours we get from the applicant this drawing (he held up the most recent drawing submitted) clearly delineating what the boundaries are of the effected area, that the gate to the parking lot must be locked during the hours of serving, that the restrooms be isolated from the other business, the other business being the business in the front, with some method of deadbolting the door during the hours of serving and that the 3 ½ foot fence that is shown on the drawing now separating the patio area from the front walkway section be added and installed approximately 43 feet back from the sidewalk in the front as illustrated on the drawing. Ms. Cebula seconded the motion with the amendment that the gate be alarmed, not locked. Mr. McManus commented that we are stretching every requirement almost to the breaking point to approve this application. The motion carried by a 4-1-0 vote with Mr. McManus in opposition.

NEW BUSINESS

- Suspend Section 1.19 a. of the Board of Selectmen's Liquor License Regulations for Go Industries, Inc. d/b/a Perks

Mr. LaMantia stated that they can't make an exception for one person. Ms. Cebula suggested appointing one or two Selectmen to review this, to talk to the Board of Health, and report back. Chairman Ballantine and Mr. LaMantia agreed to do it. Mr. McManus said they should seek advice from the ABCC as well.

PUBLIC HEARINGS/

PRESENTATIONS (7:15 P.M.)

(Continued)

- Meeting with Water Commissioners regarding SRF funding

Mr. Wiegand stated that we were placed on the final list for SRF funding state revolving funds and we received an allotment of \$10 million however we are only looking at borrowing \$3.5 million for a water treatment plant at 2% over 30 years. He stated that we are only looking at SRF funding this year because there is a 25% debt forgiveness on this loan and it could go as high as 30%. He explained that in order for us to secure our place on the SRF list they would need to know that the Board could set a Town Meeting before the fall and would have to have that announcement before June 30. Mr. Wiegand distributed the article and the Board agreed to schedule a Town Meeting on next week's agenda.

OLD BUSINESS

- Crowell Barn site plan – *David Spitz, Town Planner*

Patty Smith asked for the Board's approval to bring materials to the site and examine as well as to clear some of the land to do so. She noted that they had presented a sketch of what would be the clearing. Mr. McManus stated that when the project was presented to the Board they were told that an engineered site drawing would be presented for final approval and presumably that site plan would be the basis for other approvals including the Planning Department. He noted that this is a non residential project and he doesn't know of any site cleaning that has been approved for a non residential project until a permit is in place. He stated

that site clearance allowances are not allowed for non residential projects until at least a site plan is approved. Ms. Smith stated that Mr. Spitz' letter indicates that if we clear a certain section of the land it will give us a better idea of how to prepare the site plan and they can't give specific dimensions until they start laying things out.

Mr. McManus stated that the Highway Department has offered space to lay out the material. Mr. LaMantia pointed out that site plans can be modified and they can lay it out the best they can including the dimensions. Mr. McManus noted that the setbacks aren't shown either. Mr. Loftus provided information on the dimensions and setbacks and Mr. LaMantia stated that if they have all the information they need to prepare a site plan drawing. Mr. Hughes stated that they should continue this next week and Mr. Merriam should take this to the Town Engineer and Town Planner to work with the documentation they have for the plot plan and then based on the dimensions that they think they know about this building prepare a plan, show some access to it, show what needs to be cleared, and at least there will be something to work with. The Board agreed to bring this item back next week.

- Community Center space re-allocation update – *Carolyn Carey*

Ms. Carey discussed the design concept phase noting that they will be working with the department heads, the committee, the architect, and the Selectmen to hold some public forums on space re-allocation at the Community Center. She reported that the scope of work is looking at expanding the wellness area from the 1st floor, which is currently the weight room area, and moving

it down to the lower level area and making that into usable community space for the building. She took questions from the Board.

- Dispatch update – *Chief Mason and Chief Clarke*

Mr. Merriam briefly discussed Chief Mason's memo on reallocating resources for regional dispatch and Chairman Ballantine said he assured the Chief they wouldn't take it this up until he got back in town. Mr. LaMantia asked for a chart indicating the savings and Mr. Merriam agreed to provide it.

NEW BUSINESS (*Continued*)

- Recommendation on request for no parking restrictions on both sides of road in front of 98 Parallel St. – *discussion/possible vote*

Mr. Merriam outlined Chief Mason's letter (see attached). Both Ms. Sedor, the abutter, and Ms. Whelan, owner of Dancing Spoons at 98 Parallel Street, read letters to the Board (see attached). Kristine Larsen, former owner, reported her experience to the Board with abutters Susan Sedor and Peter Antonellis adding that they also vowed to put her out of business and she characterized their behavior as harassing. Blaise Fortunate read a memo from abutter Tom Rioux indicating that he was not in support of the parking restrictions and that he has no problem with the business. Chief Clarke stated that the Fire Department does not have any issues with any business on Parallel Street. Mr. McManus moved to deny the request to install no parking signs on Parallel Street. Ms. Cebula seconded the motion and the motion carried by a

unanimous vote.

- Letter from Fishing & Boating Access Board regarding proposed Saquatucket Ramp Fee Increase – *discussion*

Mr. Leach discussed the letter from Mr. Sheppard of the Fishing & Boating Access Board requesting backup data for the proposed ramp fee increase to \$10 daily. He reported that he has provided the Fishing & Boating Access Board with a letter indicating that our 2009 receipts exceeded our expenses. He stated that he has had subsequent phone conversations with Mr. Sheppard who wanted more detail including what our DPW does in the area of the boat ramp. Mr. Leach added that he has prepared a draft letter which he shared with Mr. Sheppard outlining the current expenses and if they don't accept it we may have to go back to the \$8 fee. Chairman Ballantine said that our only action is to work with Mr. Ryan on this.

- Disclosure of e-mails regarding Chapter 32B, Section 9D 1/2 – Health Insurance for Surviving Spouses

Mr. Merriam noted that this just a public disclosure of a series of emails on this subject.

TOWN ADMINISTRATOR'S REPORT

Mr. Merriam delivered the following report to the Board:

RE: Allen Harbor permit

Hello Jim, the update is I am just waiting for

the Historical Notifications to clear. All other agencies have commented. I have forwarded the comments to Don Monroe. Thanks,
Rick

Seaweed eating nitrogen

I just spoke to Scott Lindell, scientist in Woods Hole, working on the seaweed eating nitrogen. He is just in the beginning stages of his work.

I asked for copy of the reference - paper by Dr. Valiela.

Scott is working on a study -- this summer (2012) and will be getting results this fall.

I will stay in touch with him.

Heinz

resignation from CVEC Board

Attached is my letter of resignation from the board of CVEC

~

Barry Worth

Fwd: Signed: H3503 (see attached)

One more home rule becomes law!

Rep. Sarah Peake

Dispatch

Attached is Chief Mason's comments on Regional Dispatch and impact on service levels.

Re: Municipal LED Street Light Meeting

This appears to be a wonderful program

fully paid for by CLC.~ In rough numbers, the potential savings (based on negotiations~to take place with N-Star) for Harwich should be around \$35k per year (Yarmouth potential savings \$74,474 / 2353 lights = \$31.65 per light Harwich approximately 1100 lights x \$31.65 = \$34,815).

~

The RFP will call for a straight out replacement on a one for one basis and not allow for additional locations or modifications (it was discussed in the meeting).~ The reason for this is to receive the best economies of scale on the bid to replace them.~ Please be advised the BOS voted a no new streetlight policy on March 3, 2003 that I believe is still in effect.~ Barry and I both agreed that the test project of 7 fixtures would probably work best in Harwich Center continuing down Main Street to catch both commercial and residential areas.~

~

Link~

Cranberry Valley

Thursday at 6:30 pm Cranberry Valley is featured on the program Golf Destinations.

NESN

Please share with everyone

Dennis

Charter provisions - Harbormaster

Jim:~ You requested an opinion regarding the question below.~ In my opinion, while the proposed appointment would not violate the Conflict of Interest Law, the language you cite in Section 7-2-5 of the Town Charter prohibits a member of the Waterways Committee ("Committee") from being eligible for the position of

Harbormaster until he has been off the Committee for one year.

General Laws Chapter 268A, §21 contains a somewhat similar restriction, in that it prohibits a member of a Town board from being appointed by the board to a position under the supervision of that board, unless the board member has been off the board for at least 30 days.~ In this case, however, the Committee does not appoint the Harbormaster and it only indirectly “supervises” the Harbormaster, so the Conflict of Interest Law would not prevent Mr. Smith from resigning from the Committee and being eligible for the position.

The Town Charter includes provisions that are much stricter than Chapter 268A, however, in this regard.~ I first note that, outside of the Charter, one might not consider the Waterways Committee to be a “Town agency,” as the Committee is an advisory board and not a creation of state law.~ Moreover, the Harbormaster is a statutory position existing independently of the Committee.~ Pursuant to G.L. c.43B, §20, however, a charter may establish governmental forms that vary from state law.~~ Chapter 7 of the Charter is captioned “Appointed Town Agencies,” and it includes several boards or committees that are created by statute as well as some that are not (including the Waterways Committee), but these are not distinguished from each other in Chapter 7. ~~One of the duties of each “town agency” in Chapter 7 is to “nominate prospective employees of their choice, who shall then be considered for appointment by the town administrator, as provided in clause 4-4-2.”~ Charter, Section

7-2-2(e). ~In addition, as you note, Section 7-2-5 provides that “During the term for which a member is appointed and for 1 year following expiration of that term, no member of any appointed town agencies shall be eligible to accept a paid position in that agency.”

In my opinion, the most logical way to interpret Section 7-2-5 is to prevent any member of an “agency” set forth in Chapter 7 of the Charter from being eligible for a position described as being under the “general policy and direction” of that same agency.~ While one could argue that the Harbormaster is not in the “agency” of the Waterways Commission, as the Harbormaster is a statutory position that is appointed and supervised by the Town Administrator, in my opinion, this would render the restriction in Section 7-2-5 virtually meaningless.~ There are several other “agencies” (including the Board of Health, Board of Assessors, Conservation Commission, Council on Aging, Recreation Commission, etc.) in Chapter 7 that each have paid appointed employees that are considered to be in that agency.~ The intent of Section 7-2-5 appears to be to prohibit a member of any of these boards, commissions or committees from having an “inside track” to a paid position in that same agency, and the Charter therefore establishes a one-year waiting period for eligibility. ~

In my opinion, therefore, Section 7-2-5 of the Charter will prevent a member of the Waterways Committee from being eligible for appointment as Harbormaster for one year after leaving the Committee, whether by resignation or expiration of the term.~ If you have further questions in this regard, please

feel free to contact me.

Very truly yours,

~~~~~

Brian W. Riley, Esq.  
Kopelman and Paige, P.C.

Pleasant Road Beach restroom status

I will reach out to our electrician and provide update sometime tomorrow for you.~

Unfortunately we are not able to pave this week due to current weather.~ CC is proposing to pave next Wednesday May 30, 2012.~ I will continue to provide updates.~

Best Regards,

Brian C. Cooney  
Assistant Project Manager  
C.C. Construction, Inc  
P.O. Box 1493  
South Dennis, MA 02660

DOT Park and ride

Paul Nelson from DOT informed me that they have conveyed a license to Rob Mador on a trail basis through September. He provided our office with a copy of the license.

***Mr. McManus stated that Mr. Mador must comply with local regulations and therefore would require a local transient vendor license. He noted that he spoke with Lt. Barry Mitchell who indicated that he is going to go and talk to Mr. Mador and explain that he needs to come into Town Hall to get the proper license.***

CMED agreement

Attached are the agreed to terms with Sheriff Cummings. We did not budget this expense in FY 13.

Ballfield Subcommittee on fees (see Cape survey of fees)

A subcommittee comprised of Youth and Rec and Selectmen is recommended so that both boards work together for a common fee structure. Rec is offering members Frank Crowley and Dave Nixon. Larry has suggested that Ed and he serve, with Eric as staff support.

Tax Title accounts inquiry (Question to be posed to auditors on May 31st)

Hi Dave,

Last yr with the approval of the BOS we stopped billing about 100 Misc. Accounts that had no known location. These accounts had back balances in Tax Title. How do we get these nonperforming bills off the books?  
Dave S.

East Harwich Initiative

Dave Spitz advises that Water Commissioners and BOH will meet with Planning Board to discuss East Harwich Initiative (see attached topics)

Open Cape request

Mary-Joe Perry  
District 5 Highway Director  
Massachusetts Department of  
Transportation  
1000 County Street  
Taunton, MA 02780

Dear Ms. Perry,

The OpenCape Corporation has requested

that I provide a letter to you supporting their request that certain work be permitted on utility poles on state highways within our town during the summer months as follows:

- That utility pole owners (Verizon and NSTAR) be permitted to replace poles as indicated in the list below and perform other associated transfer and make ready work through June 28<sup>th</sup>, 2012 on all state highways within our town during daylight hours from Monday thru Thursday only during this time frame.

|                                                                  |  |
|------------------------------------------------------------------|--|
| Pole 37/655 Rte 28<br>Harwich<br>Pole 105/49 Main<br>St, Harwich |  |
|------------------------------------------------------------------|--|

- That utility pole owners (Verizon and NSTAR) be permitted to perform make ready work on all state highways within our town during daylight hours from Monday thru Thursday only throughout the Memorial Day to Labor Day hiatus with the exception of Route 28.
- That OpenCape be permitted to perform make ready work and install fiber optic cable on all state highways within our town during daylight hours from Monday thru Thursday only throughout the Memorial Day to Labor Day hiatus with the exception of Route 28.

The work described above is authorized.

Sincerely,

Thanks for pointing this out. I thought they had some authority over those roads.~ In your case only the first paragraph applies.~ There is a lot less traffic prior to June 28 and these minor disruptions on Rte 28 should be minimal impact.

We don't want to work on Route 28 Jul – Aug and cause any traffic issues.~~ If you think there are segments on 28 where this would not be an issue for VZ and NSTAR to work on raising or lowering wires please include those segments in the letter.

Thanks very much for your support.

Dan Gallagher

FW: Flyer for Cape Light Compact Energy Assessment Competition

See attached flier encouraging home energy audits

Josh Ford Contribution Request Fund 1284

I have review this request with Sheila House . We feel that this is a good use of the state grant account #1284 Youth Aid. We recommend a \$ 750.00 one time contributions to support his trip with People to People Student Ambassador to the countries of Italy and Greece. The department head can approve the payment . I would like the board to approve and include a letter from the to Josh Ford with a copy to Sheila House.

Thank you.

David Ryan

***Ms. Cebula moved to send a letter. Mr. McManus seconded the***



***motion. Chairman Ballantine asked Mr. Merriam to draft the letter. The motion carried by a unanimous vote.***

#### Tax Title accounts

Also for your information we have collected in tax title receipts including interest \$ 3,267,981.31 over the past 11 years. That an average of 272,331.78 per fiscal year.

Interest was 997,912.82.

Mary McIsaac has requested updates from Mike Ford on various tax title parcels.

David R.

See attached Dave Scannell memo to Mike

Ford dated May 22<sup>nd</sup> re: Echo Woods including list of Devine deeds totaling 32.35 acres with a redemption value of \$241,702.42 through FY 11.

#### Fishing and Boating Access

John Sheppard, Director/ Chief Engineer of the State Dept. of Fish and Game, Office of Fishing and Boating Access wrote a letter to Tom Leach dated May 10, 2012 challenging the Town's 2009 increase of the ramp fee at Saquatucket Harbor from \$8 to \$10 based on a 1983 Land Management Agreement. Tom has corresponded with draft justification to Mr. Sheppard and is waiting for his response.

#### Alzheimer's Walk

Barbara Ann Foley is recognized for organizing the Alzheimer's Walk at Brooks Park last Sunday in which the Community and participants raised nearly \$19,000 for a worthy cause.

#### Massachusetts Coalition for Water Resources Stewardship MCMRS

I attended the 3<sup>rd</sup> Annual Clean Water Act

Strategies Symposium –a holistic approach in Marlborough on May 18<sup>th</sup>. This newly formed group is committed to the stewardship and sustainability in protecting the environment and public health. The group is in outgrowth of EPA's imposing excessive regulations on Communities without regard to cost, especially Stormwater Management. (see brochure) Eric Turkington conveyed the Cape's story as a former State Rep and current Chairman of the Falmouth Water Quality Management Committee who is faced with a \$600m clean up cost. Falmouth appropriated money to evaluate alternative systems, including opening channels and installing eco-toilets. Eric said that Beacon Hill has the perception that the Cape can afford these costs and we should not count on financial assistance from either the Federal or State Governments. I challenged his premise and called for a new paradigm in which the Cape only moves forward with our Federal and State financial partners! Harwich should join the MCWRS for \$500 annual membership and encourage the other Cape towns to join and use this statewide organization to lobby for funding.

#### Chatham meeting

On May 22<sup>nd</sup>, Chairman Ballantine, Heinz Proft, Bob Cafarelli and I met with Jill Goldsmith, Bob Duncanson and consultant Jefferson Gregg from GHD to review his draft report re: Harwich connection to Chatham Treatment plant. (Dave Young will offer critique of report) We discussed the Rt 137 reconstruction project and 5 year moratorium from excavating after paving. We also discussed grant options for Muddy Creek culvert with Carole Ridley and concluded that our best option was the Cape

Cod Water Resource Restoration Project  
funds for design and construction.

RE: e-permitting update from Dave Spitz

Foster and I have been participating regularly in the regional permitting RFP process over the past 2 months.~ Yesterday, I attended a bidders' conference at the Cape Cod Commission.~ Approximately one dozen vendors participated in person or via webex.~ Also attending were representatives from the Cape Cod Commission (5 people) and from Chatham, Harwich, Yarmouth, Barnstable and Nantucket.~ The process is being led by Ed Senteio who works part-time in the Yarmouth Finance Dept. but appears to be working for the county on this project.~ So far, he has done a huge amount of work and the process is moving along quickly.

Proposals are due in June.~ They will be reviewed by a committee including representatives from Chatham, Harwich (Foster and/or me), 3 other towns, and the Cape Cod Commission.~ Several vendors will be selected for interviews - likely 3 or 4.~ The schedule indicates that a vendor will be selected in July.~ The schedule may be moved forward if we decide to select the same vendor that is now negotiating with the state for a software contract related to licensing.

The schedule is very ambitious.~ Once a vendor is hired, he will have until December 31st to complete a pilot project for 3 towns.~ We are one of 5 towns (including Chatham) being considered for the pilot project.~ The goal of the selection group is to supplement the 3-town pilot with a "configurable" permitting solution that can readily be

applied to all 5 towns.~ The same permitting solution can then be applied to as many towns in the county as are interested.

In short, we are proceeding quickly on the technical aspects of the project.~ I understand that the Town Managers/ Administrators and Boards of Selectmen will be asked soon to participate in review of funding issues.~ The state grant will pay for the initial effort, including the pilot projects.~ However, each town will be responsible for buying licenses.~ The cost structure remains to be determined.

I can provide additional details, if needed.

David

#### County Oil Bids

We locked in with Peterson as low bidder for #2 Heating Oil at \$3.135/ gallon for Saquatucket Harbormaster's Office and Cranberry Valley Clubhouse. (see bid sheet)

### **SELECTMEN'S REPORT**

- Nomination and election of the Board members to the following positions:

Chair

Mr. McManus nominated Ms. Cebula to be Chair for the coming year. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Vice Chair

Chairwoman Cebula nominated Peter Hughes as Vice Chair. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Clerk of the Board

Mr. LaMantia nominated Mr. Ballantine as Clerk of the Board. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Interview and Appointments Committee (2 members)

Mr. McManus and Mr. LaMantia were unanimously voted as the Interview and Appointments Committee.

## **ADJOURNMENT**

The meeting adjourned at 10:40 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary