

**Budget & Finance Committee**  
Thursday, February 6, 2020– 5:30 p.m.  
**1<sup>st</sup> Fl. Council Conference Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard; Councilor John McCarthy  
**Absent:** None.

**Also Present:** Councilor O’Hara (entered at 5:39 p.m.); Kenny Costa; John Dunn; Karin Carroll; Police Chief Edward Conley; Mike Hale; Harbormaster T. J. Ciarametaro; Vanessa Krawczyk

The meeting was called to order at 5:30 p.m.

**1. Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of an Overdose Data to Action Grant (amendment to existing SAPC grant) in the amount of \$100,000**

**Karin Carroll**, Public Health Director, explained as follows: The city was awarded through the U.S. Center for Disease Control, through the Mass. Dept. of Public Health, (DEP) a grant extension to the Mass. Opioid Addiction Collaborative Grant for three additional years at \$100,000 per year. The grant title is, “Overdose to Action Data Collection Initiative.” This grant is to look at the work they’re doing but having more of a data collection approach, make analyses in order to see what works and doesn’t work. By way of background, the city has high rates of substance abuse disorder admissions to the emergency room; and high rates of hospitalization for mental health issues. It was pointed out this grant is Gloucester specific. It is proposed to create the “navigator” role as part of the community policing unit at the Police Department to do direct outreach to this high-risk population and provide transportation for people to detox or treatment services. About 50 residents have been transported to treatment successfully through funding from other sources. That navigator role is being fulfilled by Tito Rodriquez.

**Ms. Carroll** touched on the sectors of data tracking that will be done as part of this grant fulfillment. Some of the data Mr. Rodriquez will track in his role as the navigator are things like referrals to behavioral health, Narcan training to individuals and trainers, transportation to treatment and will look at different software programs to manage the data. Chief Conley, she noted, has experience of “efforts to outcomes” processes. There is no match for this grant. This grant mostly covers staff time, transportation and some money for software.

**Chief of Police, Ed Conley** advised this is mostly Mr. Rodriquez and the creation of the navigator position. A large part of that role is data collection to steer their actions moving forward. The Health Department act as the fiduciary agent for the grant and will assist with reporting, but she assured it is a joint grant. **Councilor Cox** asked if there was an issue to use the funds by June 30, 2020. **Ms. Carroll** advised the grant was prorated for the half year; and some of it will be startup costs for technology. She advised as soon as DPH gives the final stamp they’ll have the first \$100,000. **Councilor McCarthy** noted he met with Mr. Rodriquez at his office at the Brown’s Mall. He conveyed he was impressed with Mr. Rodriquez and his capabilities. **Chief Conley** pointed out they already have folks walking in.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a federal grant of an Overdose Data to Action Grant from the Massachusetts Department of Public Health passed through the U.S. Center for Disease Control & Prevention, for \$100,000 per fiscal year over the next three years for a total of \$300,000 (FY20, FY21 & FY22) to amend existing Substance Abuse Prevention Program Grant Contract for a new grant award total of \$800,000, for the purpose of the Gloucester Health Department partnering with the Gloucester Police Department to enhance the Community Impact Policing Unit through financial support for a dedicated 1.0 FTE Community Health Navigator to serve as a liaison between health/social services and the community to facilitate access to services and improve quality and cultural competence of service delivery. The grant period is through June 30, 2022 and there’s no local match for this grant.

**2. Memorandum, Grant Application & Checklist from the Planning Director re: request acceptance of a Mass. Electric Vehicle Incentive Program Public Access charging Grant in the amount of \$8,429.72**

**Vanessa Krawczyk**, Assistant CAO explained as follows: This is to acquire 2 electrical charging stations to be placed at the High School. The grant will be matched with a small cash match from energy incentive funding from

past projects with minor site work performed by the DPW. **Councilor Cox** asked who chose the High School. **Ms. Krawczyk** advised the new charging stations are for the High School staff, students and for public access as well, but was unable to elaborate on how the site was chosen. **Councilor Cox** asked if there were any electric cars being utilized at the high school, and **Ms. Krawczyk** advised she'd have to get back to the Councilor with that information. **Councilor Cox** recounted that the High School parking lot was the site of a storm event with damage due to flooding and expressed concern for the location of the charging stations. **Councilor McCarthy** pointed out that these chargers would be near the High School's automotive shop which is a higher elevation than the parking lot. **Councilor Cox** advised she'd reach out to the Community Development Director with her questions.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a Massachusetts Department of Environmental Protection, Mass. Electric Vehicle Incentive Program (MassEVIP) Public Access Charging Grant for \$8,429.72 for the purpose of expanding opportunities for citizens and visitors to charge electric vehicles by installing two new charging station ports at Gloucester High School, 32 Leslie O. Johnson Road. This grant expires January 10, 2021. A match for this grant will come from city energy efficiency incentive funding from past city projects.**

**3. *Memorandum, Grant Application & Checklist from the Police Chief re: request acceptance of a FY20 Traffic Enforcement Grant in the amount of \$10,500***

**Chief Conley** explained as follows: This is a FY20 Traffic Enforcement Grant for a no match \$10,500 state grant disbursed annually based on traffic data. Funds will cover department overtime costs for directed traffic enforcement patrols. There will be some hand-held device themes this year and they'll focus on problem areas.

On inquiry by **Councilor Cox** about areas of enforcement through the grant, **Chief Conley** saying he believed in fair warning, they will get the word out that enforcement will be heightened, but drivers should expect that regardless. He noted that there will be some pieces of equipment that the department will be requesting that will aid the department to be clear of the data of where the problems are. There is an element of community impact in that when they receive complaints of speeding on certain streets or neighborhoods, they track problem speeding areas and then deploy their officers to those areas. **Councilor Cox** asked about utilizing flashing warning signs as is done in other communities and were they effective. **Chief Conley** advised he will make requests for mobile flashing signs which they can put in place for two weeks at a time. These pieces of equipment come with a data recording piece allow them to obtain speeding data objectively to determine if speeding is a problem in a particular area. **Councilor Cox** noted the Traffic Commission has a black box they use to collect speeding data, and asked that the information be shared with the Commission. She asked if these mobile units are less cumbersome than those units used in the past. **Chief Conley** advised one unit is small and is just for tracking speeding, but one will have a dual function that has three lines of flashing messaging capability to message the community and touched on future use. That unit is bigger and would be used on larger streets.

**Councilor McCarthy** noted that the department asked for \$14,000 which was granted but the department only received \$10,500 and asked if the Chief expected to be fully funded for the remainder. **Chief Conley** advised he's not heard back from the state on the unfunded remainder. **Councilor McCarthy** extended his compliments to the Lieutenant who wrote the grant noting the highlighting of Washington Street and another area with good data provided.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a FFY20 Traffic Enforcement Program Grant from the National Highway Traffic Safety Administration through the Mass. Executive Office of Public Safety & Security for \$10,500 for the purpose of traffic enforcement in the city of Gloucester. The grant period is from January 6, 2020 through September 15, 2020 and there's no local match for this grant.**

**4. *Memoranda & Supplemental Appropriations 2020-SA-16, -17, -18, -19 & 20 from the Harbormaster***

**Harbormaster T.J. Ciarametaro**, explained that the Waterways Board has approved expenditures of the Waterways Stabilization Fund retained earnings ("free cash") in order to procure new equipment, furniture and mooring supplies, some anticipated, some unanticipated and he reviewed as follows:

- \$6,800 for new transient mooring balls: The transient mooring area have been re-gridded in the inner harbor, which are the most popular moorings that are rented from patrons who come to the city in watercraft. These moorings were throughout the harbor over the last 10 years in no specific order which was confusing to visiting mariners which are now organized in three rows of five in the harbor. Along with the re-gridding, they want to replace all the mooring balls for those moorings. They won't replace all thirty of the transient mooring balls, but will do it in two cycles including all accoutrements.
- \$10,100 for a new Suzuki Outboard Motor: This motor is for the 20 ft. Carolina work skiff. The outboard has suffered an injector problem and others issues and is time to replace it. It would cost much more to fix the current engine. The engine's cost is through GSA pricing to be installed through Cape Ann Marina. The **Harbormaster**, responding to a question by **Councilor McCarthy**, advised that they're staying with a two-stroke engine because this is a work boat, and not one they use for response work.
- \$5,700 for new electronics on the 25' Parker patrol and rescue craft: The current radar marine system has exceeded its service life at 13 years old for which it was noted the company doesn't even make chart cards to update the system anymore. They will downsize the system and with the new system having red radar.
- \$10,000 for new complete transient moorings: There are currently 12 mooring sets and three need to be added to complete the 15 transient moorings for the harbor's three rows of five. This is for the replacement of bottom and top chain, the cost of which has risen substantially. It was pointed out that the city receives revenue from these moorings which offset the costs, and this replacement will extend the lifespan of the moorings.
- \$2,988 for the DOCKWA online mooring reservation package: Last year, weather-wise, was the worst summer for weekends. Despite that, the Harbormaster's Department had the best year ever done for transient mooring revenue. The Harbormaster reported he declined more reservations than in the three previous seasons combined. It was noted that the city has received a third Marinas.com award for harbor accommodations. The Harbormaster mentioned manpower to send information by hand to those boaters who make reservations, which causes delays. Currently DOCKWA takes a percentage of their reservation take. This DOCKWA package is what other municipalities use which gives boaters pre-arrival information such as the Wi-Fi password, hours of the Gloucester Launch, and items like the changing door code to the new Visitor Boating Center, etc. It was noted that this will be a great improvement over the previous DOCKWA system. Councilor Cox touched on the link between the city's Tourism Commission and Discover Gloucester whom the Harbormaster indicated they work with successfully on a regular basis. He mentioned that everyone uses DOCKWA, and the launch operators do a great job as city ambassadors, giving boaters physical information packages that people like but he conveyed that the email information will be a great asset as it can give much more information to visitors.
- \$1,800 for insurance deductible and premium increase: This was an increase in the Harbormaster's Department insurance premium, and it was noted that a launch operator in heavy weather did some gelcoat damage to a launch, which is part of doing business, but the department had to pay the \$1,000 deductible which wasn't budgeted.
- \$ 40,800 -- furniture for new Harbormaster Office and Visiting Boating Center: This is a two-part appropriation – for the purchase of furnishings through Office Solutions, delivered and assembled. Having reached out to other Harbormasters and with the architects' recommendations, this is furniture made to last and is warrantied. This funding is through retained earnings (\$10,000) and through the Waterways Stabilization Fund (\$30,800).

NOTE: Full documentation on all proposed purchases on file (see B&F Agenda Packet 2/6/2020).

**Councilor Cox** asked about the renovations delays on the Harbormaster Department and Visitor Boating Center. **Harbormaster Ciarametaro** advised they hope to have the operational side of the building up and running by May (2<sup>nd</sup> floor and a small portion of the 1<sup>st</sup> floor), but there will be delays on the Visitor Boating Center that are unavoidable. He complimented the work of the Harbormasters Building Committee and Mike Hale, Public Works Director, and his staff for their hard work for minimizing delays and keep the costs down for this project. **Councilor Cox** touched on summer staffing with the Harbormaster for not only the need for launch drivers but the launch and also a dock master when the Visiting Boater Center gets busier. **Councilor Cox** asked that when they reject a reservation, she asked what the secondary recommendation is. The Harbormaster advised he recommends local marinas first but does maintain a transient mooring wait list which moving forward will be handled with the upgrade to DOCKWA. They can easily add tourism related information to the DOCKWA system, he added.

**Councilor McCarthy** briefly touched on the railroad bridge detail work with the **Harbormaster** who noted his department will be working that detail throughout the closure of the channel for the laying of conduit across the river.

Funds derived from Harbormaster details goes directly back to the maintenance fund for the boats. It was noted that the monies paid for the channel closing details comes from the MBTA's contractor that pays for the details promptly.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-16 in the amount of \$1,800.00 (One Thousand Eight Hundred Dollars) from the Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash") Account #7000-359000 to Waterways Enterprise Fund, Property Liability Insurance, Account #700052-574003 to fund the Harbormaster's Department insurance deductible and premium increase.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-17 in the amount of \$32,600.00 (Thirty Two Thousand Six Hundred Dollars) from the Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash") Account #7000-359000 to Waterways Enterprise Fund, Boat & Marine Equipment, Account #700058-585022 to fund the purchase of transient mooring balls and moorings, an outboard motor and vessel electronics.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-18 in the amount of \$2,988.00 (Two Thousand Nine Hundred Eighty Eight Dollars) from the Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash") Account #7000-359000 to Waterways Enterprise Fund, Purchase of Services, Account #700052-520000 to fund the purchase of an online mooring reservation software package.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-19 in the amount of \$10,000.00 (Ten Thousand Dollars) from the Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash") Account #7000-359000 to Waterways Enterprise Fund, Office Furniture, Account #700058-585013 to fund the purchase of office furniture for the renovated Harbormaster's Office and Visiting Boater's Center.

**NOTE:** 2020-SA-20, the Supplemental Appropriation for the Harbormaster's Department is to take funds from the Waterways Stabilization Fund to the Waterways Enterprise Fund to complete the purchase of furniture for the renovated Harbormaster's facility.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-20 in the amount of \$30,800.00 (Thirty Thousand Eight Hundred Dollars) from the Waterways Enterprise Stabilization Fund, Transfers to Enterprise Funds, Account #71505-596005 to Waterways Enterprise Fund, Office Furniture, Account #700058-585013 to fund the purchase of office furniture for the renovated Harbormaster's Office and Visiting Boater's Center.

**5. Memoranda from the CFO re: Loan Authorization Requests:**

A. Loan Authorization Request in the amount of \$3,300,000 for water capital projects:

Brier Neck Water Main replacement/ lining project	\$2,000,000
Dam intake - year two	\$1,100,000
Babson aeration final design	\$ 100,000
Emergency Action Plan for Dams	\$ 50,000
Sand Media replacement - filtration plants	\$ 50,000
TOTAL:	\$3,330,000

**Mike Hale**, Public Works Director, noted that this \$3.3 million loan authorization request for the upcoming 2020 construction season such as but not limited to: Brier Neck water main replacement/lining, a second year of the dam

intake improvements, final design of the Babson aeration project, both a sand media replacement and production of an emergency action plan for dams which is required by the state agency.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the following loan authorization as follows:**

**Ordered: That the City of Gloucester appropriates Three Million Three Hundred Thousand Dollars (\$3,300,000) to pay costs associated with various water improvement projects including, but not limited to, Brier Neck Water Mains, the Babson Water Filtration Plant, various Water Reservoir Intake Structures and Valves and for sand filter media replacement, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.**

This matter will be advertised for public hearing.

B. Loan Authorization in the amount of \$3,730,000 for sewer capital projects:

WPCF upgrades (CWSRF 4503)	\$200,000
Sewer Pump Station FOR (CWSRF 45063)	\$230,000
Comprehensive Waster Water Plan (0% loan)	\$225,000
SPS Riverside Ave and Niles (SRF application)	\$2,500,000
Utility Master Plan continued support	\$300,000
SCADA	<u>\$275,000</u>
TOTAL	\$3,730,000

**Mr. Hale** reviewed the loan authorization request for \$3.73 million for the upcoming 2020 construction season for sewer capital projects which will include but isn't limited to: Some small upgrades to the Waste Water Treatment Plant; Sewer Pump Station design work ahead of full construction for the Riverside Avenue and Niles Beach Utility Master Plan as a part of the local match for a loan for the UMP; and continued support of the UMP which goes to the SCADA improvements (the remote viewing system for at sewer pump stations), an essential part of the city's remote system that has been slowly built up over the last 10 years on the water and waste water sides. The SCADA system is essential to protecting the pumps and prevents flooding with the alarms connected to the phones or tablets of various city employees'.

**Councilor Cox** noted in Lynn and Salem they have some city-owned pump stations that have beautiful artwork on them and asked if **Mr. Hale** would entertain such a thing. **Mr. Hale** noted they have different kinds of pump stations, some are only a chain link fence with a hatch. There are some stations he said just wouldn't be appropriate venues for public art as the majority are in the outskirts of the city. There is a place for public art **Mr. Hale** indicated, saying he didn't know if the sewer pump stations are appropriate. He agreed there is a lack of it in the community.

**Councilor McCarthy** asked how long the pumping stations last. **Mr. Hale** pointed out that some were built in the 1930s. He and **Mr. Hale** discussed the Niles Beach pumping station briefly noting it isn't as old as the Hartz Street, Parker Street and Gloucester Avenue stations, but it is the same architect that designed them. They are doing upgrades to those buildings which **Mr. Hale** described briefly, mentioning some of the maintenance and repair work that is necessary to keep the buildings in good shape.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the following loan authorization as follows:**

**Ordered: That the City of Gloucester appropriates Three Million Seven Hundred Thirty Thousand Dollars (\$3,730,000) to pay costs associated with various sewer improvement projects including, but not limited to, WPCF upgrades, Riverside and Niles pump stations, utility master planning and SCADA upgrades, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.**

This matter will be advertised for public hearing.

C. Loan Authorization Request in the amount of \$435,000 for the Brier Neck Neighborhood paving project

**Mr. Hale** reviewed that pursuant to GCO Ch. 21, Sec. 21-86 the Mayor is recommending the approval of a private road betterment petition regarding eight Brier Neck private ways (Arland Terrace, Cliff Road, Palfrey Road, Prospect Terrace, Salt Island Road, Warwick Road, Barberry Way and Brier Neck Road). The project is led by Mr. Everett and Councilor Memhard, a process that started last year on their part. They need National Grid (NG) to replace the natural gas lines because of a history of line breaks, and one of the reasons the roads aren't in good condition. NG has mobilized, **Mr. Hale** reported, will be there for the next few months. The hope is that NG will be done by summer, and that the DPW can come in with water line replacement in the fall and put down one course of paving, and doing the final paving course in the spring of 2021. The total amount for the paving project is \$435,000 which includes police details.

**Councilor Memhard** recounted that the city is fronting the money for the paving project, and the abutters will be paying the money back to the city through a betterment program. This paving betterment will also see those streets' infrastructure replaced. He pointed out that this is a seasonal summer community but they did a great job mobilizing everyone with an 86% turnout for the abutters' final vote on the betterment. While it will be disruptive to the neighborhood, he mentioned, there is a long-term benefit.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the following loan authorization as follows:**

**Ordered: That the City of Gloucester appropriates Four Hundred Thirty Five Thousand Dollars (\$435,000) to pay costs of permanent repairs, including paving to private ways in the Brier Neck neighborhood, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7(5), or pursuant to any other enabling authority. Although any borrowing by the City to meet this appropriation shall constitute a general obligation of the City and a pledge of its full faith and credit, one hundred percent (100%) of the amount needed to repay any borrowing pursuant to this order shall be raised in the first instance through the assessment of betterments upon the abutters of the private way, in accordance with M.G.L. Chapter 80, and any other applicable authority. The Mayor and any other appropriate official of the city are authorized to take any and all actions necessary to assess the betterments described above, the**

**term of which will not exceed 10 years, or such shorter time as proscribed by Massachusetts General Law. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.**

This matter will be advertised for public hearing.

**Councilor Cox** advised that she is in the process of developing the B&F Committee's FY21 Budget Season Meeting Schedule and asked that the Administration to let her know of any plans for staff being away from City Hall during that time to create the schedule, as well the members of her Committee.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:28 p.m.**

Respectfully submitted,

*Dana C. Jorgensson*

Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**