

COMMITTEE ON FINANCE
As a Committee of the Whole
THURSDAY, JUNE 2, 2022, at 5:30 p.m.
CITY COUNCIL CHAMBERS
WOBURN CITY HALL

Members present: Chair pro tem Joanne Campbell, Councilor Robert Ferullo, Councilor Richard Gately, Councilor Jeffrey Dillon, Councilor Joseph Demers, Councilor Lou DiMambro, Councilor Charles Viola, and President Michael Concannon.
Absent: Chair Darlene Mercer-Bruen

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Discussion of the FY '23 Budget with the following departments: **Mayor** – Representing the Mayor’s office was Mayor Scott Galvin. Mayor Galvin said his departmental budget is pretty straightforward. He said he will answer questions about the mayor’s budget and the overall municipal budget. He said one of the things that should jump out is funding for contracts that have not yet been settled. He said once a contract is settled, he will come forward with a transfer. He said there is a pending agreement with the Teamsters that he expects will be signed shortly, but not until after the city budget is passed. He said contract settlements with the teachers union, the library workers union and the police union are outstanding. He said the teachers are still under contract until August 30 and they are working on another contract. He said the teachers are not out of contract. Councilor Gately asked if the money the mayor has will be sufficient until July 1. Mayor Galvin said he thinks he should be okay. He said the police union filed for arbitration and hopefully there will be a settlement. He said there should be enough money. **Law Dept.** – Representing the Law Dept. was City Solicitor Ellen Callahan Doucette. She said there is one major change in the salary and maintenance realm. She said she has a new person. She said her new administrative assistant is Theresa Borelli and she has been terrific. She said Ms. Borelli is working out very, very well. She said the mayor cut her line item for legal assistance a little bit. She said she should have money left over. She said any contractual matters that involve the Joint Labor Management Committee require a lot of money. She said there are a couple of appeals pending. She said hopefully the city will get by without any appeals of the New Boston Street bridge. She said there are a couple of appeals pending before the ABCC, which is using Microsoft Teams, which she said is awkward, but having the hearings on a virtual format means there is not a lot of travel involved. She said she tries to handle small claims herself, but anything that involves major damage goes to the insurance company. She said there has been a lot of activity involving labor contracts in the last year. She said the library union has not even approached the administration about a contract settlement. She said she has no idea when negotiations with the library union will start or end. Councilor Gately said there is only \$2,000 allocated for claims and damages. City Solicitor Callahan Doucette said that’s all she was given. She said there are not a lot of pending claims. She said as it stands now the city is in really good shape. Councilor Gately said expenditures for damage claims this year is \$129,000, and next year it will be \$2,000. Mayor Galvin said a lot of damage claims get sent to MIIA. He said there is a deductible, and if there is a claim the city is responsible for only the deductible. He said part of the \$129,000 in the claims budget this year was because there was a real estate case in North Woburn. City Solicitor Callahan Doucette said the city paid back what the property owner

overpaid in taxes. Mayor Galvin said that was a rarity. Councilor Gately said he is satisfied with that explanation. Chair pro tem Campbell said she is very happy there is someone else in the office. She asked what Ms. Borelli will be doing. City Solicitor Callahan Doucette said Ms. Borelli will be training with contracts. She said there has been a bit of a learning curve. She said Ms. Borelli is used to contract management and she is learning to draft all the contracts. She said Ms. Borelli is very organized. She said she still remembers shorthand and that is an asset.

Treasurer/Collector – Representing the Treasurer/Collector's office was Treasurer/Collector Timothy Donovan. Treasurer/Collector Donovan said there have been very few changes in the office. He said the office has been pretty steady. He said the office has returned somewhat to the traffic it experienced pre-Covid. He said shields were put up at work stations to protect the employees. He said having a 24-hour drop box in the back of City Hall has been helpful. He said the staff has been the same for about five years. He said the staff works together very well. He said there has been some consistency with personnel. He said the line item in the budget for equipment maintenance has increased. He said the office copier gets used often and required frequent repairs. He said if the copier reaches a point where it can no longer be repaired, he will need a new copier, which he said will cost between \$5,000-\$6,000. He said there are two other printers in the office which are 11-12 years old. He said the IT Dept. thinks the copiers will last a little longer. He said he is looking to manage storage better. He said there is a \$200 increase for bindings. He said the cost of postage may increase by 2 cents per letter and they may impact the postage line item. Councilor Gately said the Treasurer/Collector's office does a great job and asked how the department is doing with tax title collections. Treasurer/Collector Donovan said there was a recent collection of \$750,000 from a tax title account that had been outstanding for several years. He said collections are otherwise up about \$300,000. He said the \$750,000 collection is notable. He said significant progress is being made on the tax title side. He said the office is more up to date with tax title collections because there is more communication with property owners who are in arrears. He said there are fewer people who let their balances go. He said staff tires to work with people and present them with options. He said collections have been far more manageable than they have been in the past. Councilor Dillon thanked Treasurer/Collector Donovan and his staff for their diligence and availability. He said his wife had an issue with excise tax for a leased vehicle and the staff was of great assistance. He said the Treasurer/Collector's office deals with a lot of the council's constituents and he hears a lot of good things from people. **Recreation Dept.** – Representing the Recreation Dept. was Recreation Director Rory Lindstrom. Director Lindstrom said there are a couple of small changes to her budget. She said the Recreation Dept. is trying to schedule more events at Spence Farm. She said expects more money will be required for maintenance of the pools due to increased costs for chemicals and utilities. Councilor Gately asked if the summer program for special needs will still receive \$12,000 in funding. Director Lindstrom said it will. Councilor Gately said the Recreation Dept. does a really good job. He said he is interested to see what is going to happen with the meeting next week for public input for the new spray park off Green Street. Director Lindstrom said her office has already received 500 responses to a survey. Councilor Dillon said the Recreation Dept. works with the public all the time. He said he gets a lot of feedback from constituents and it is positive. He said the Recreation Dept. does a great job with programs for children. Director Lindstrom said there is something going on seven days a week. She said there are also a lot of adult programs going on. Councilor Ferullo thanked Director Lindstrom, particularly for her efforts in creating inclusive programs. Councilor Viola said the Recreation Dept. does a great job with programs for kids. Councilor DiMambro thanked Director Lindstrom

for her department's efforts to maintain the Schelzi Pool and the tennis courts in North Woburn. Director Lindstrom said the facilities in North Woburn have come a long way. Councilor DiMambro said he appreciates everything the Recreation Dept. does. Chairman pro tem Campbell thanked Director Lindstrom for her efforts to resolve any issues there were at the former Clapp School and Gonsalves Park. Chairman Campbell said Director Lindstrom is doing a great job. **Planning/WRA** – Representing the Planning Dept. and the Woburn Redevelopment Authority was Tina Cassidy, Planning Director. Director Cassidy said her budget is about the same as last year. She said the changes in her office are relative to personnel. She said Dan Orr left for a job in another community, and she realigned responsibilities for that position. She said the other position in her office is the Planner. She said she intends to have an Asst. Planner and a new position called Sustainability Coordinator and Grant Writer. She said the focus of the position will be on sustainability. She said the job description is going to be adjusted. She said the mayor has been anxious to do more than they are doing. She said otherwise, the budget is the same. President Concannon asked about the status of the Economic Development Coordinator position. Director Cassidy said three or four people have been interviewed. She said all of them have been great but none have been the right fit for Woburn. She said the position was re-advertised. She said there has been interest from several candidates and she expects the resumes to be winnowed this week. Councilor Gately said the grant writer position is very important. He said that has to be filled. He said the grant writer generates a lot of money for the city. He said that is revenue the city can't let go. He said one person can't do it all. Director Cassidy said there is a lot of money out there, with federal and state grants. She said the job description has been revised and there will be an advertisement within a week. Councilor Gately said the Planning Dept. will be busy this year. He said there is a lot going on. He said it has always been a pleasure to work with Director Cassidy. Councilor Dillon thanked Director Cassidy for her guidance and help. He said he has seen how hard Director Cassidy works as the council's liaison to the WRA, and as the chairman of the Traffic Commission. He said Director Cassidy has a great deal of background and is knowledgeable. **Human Resources** – Representing the Human Resources Dept. was Elaine Pruyne, Human Resources Director. Ms. Pruyne said this will be her last budget meeting. She thanked the council for its support. She said her budget is level funded with no significant changes. She said she applied to the state for \$40,000 worth of Covid funding. Councilor Gately thanked Director Pruyne for all she has done for the city. He said Director Pruyne has done a fabulous job. Director Pruyne said her assistant Karen Crawford has been great, and together they make a great team. Councilor Gately said he hopes the new HRD is half the person Director Pruyne is. Councilor Demers said he and Director Pruyne have known each other for a long time. He thanked her for her guidance and being helpful with human resources issues. He said he appreciates everything Director Pruyne has done and wished her well in her retirement. **Conservation** – Representing the Conservation Dept. was Theresa Murphy, Conservation Administrator. Administrator Murphy said her departmental budget is level funded. She said she would be happy to answer any questions members of the council may have. Councilor Gately said he is looking at the TBD designation for the head clerk's position. He asked if that position hasn't been funded in 10 years. Administrator Murphy said it has been longer than 10 years since that position was funded. She said the position hasn't been funded since she has worked here. Councilor Gately said the Conservation Commission is doing a great job. Administrator Murphy said the City Council has been very supportive of the Conservation Commission. She thanked members of the council for their assistance during conservation day. Councilor Gately asked who is in charge of the community gardens.

Administrator Murphy said Anthony Langone and Gerry Lohnes are in charge of the community gardens. She said they are both members of the Conservation Commission. She said the program is very, very popular. She said there is a waiting list of people trying to get in. Councilor Gately asked about the demise of the tree farm. Administrator Murphy said there were issues with deer eating the trees. She said they tried, but ultimately the tree farm was unsuccessful, and it's kind of sad. Councilor Viola said he recently got a tour of the community gardens and it looks amazing. He said he hopes to see more of that in the future. Councilor Dillon said he has heard a lot of feedback about the community gardens and encouraged Administrator Murphy to keep up the good work. **Purchasing** – Representing the Purchasing Dept. was Orazio DeLuca, Purchasing Agent. Agent DeLuca said the Purchasing Dept. is not one of the departments at City Hall that is not necessarily visible to the public, but it is nevertheless a busy office. He said the duties and budget of the Purchasing Dept. are pretty straightforward. He said it does not take a lot to run the unit, but he likes to think they do a good job. Councilor Gately said Agent DeLuca must have his hands full with prices increasing 8-10 percent due to inflation. Agent DeLuca said his office starting accounting for the potential for inflation about a year ago. He said they were able to forecast some of these issues early and took an aggressive approach. He said they are finding creative methods and bring proactive about price increases. He said they were able to lock in some favorable rates for natural gas, gasoline, and electricity for FY '23. He said they were able to do well, especially on the gas side, where they were able save close to \$100,000. President Concannon asked how the new fire headquarters is progressing. Agent DeLuca said the new fire station is on track. He said once the project moved out of the ground, things started progressing rapidly. He said they saved money by pre-ordering equipment. He said Fire Chief Donald Kenton was able to find equipment at discounted prices. He said Chief Kenton saved \$60,000 on one item alone. He said things are going really well. He said everything is in line. Councilor Dillon said he knows from his line of work that supply chain issues have made things challenging. He said he knows there are items that are very difficult to get. Agent DeLuca said lead times are longer. He said there was a generator project on Zion Hill that took 12 months of lead time. Councilor Dillon said it is great that Agent DeLuca is looking out for the city. Councilor DiMambro asked which items have been the most difficult to obtain. Agent DeLuca said pricing is volatile. He said it is difficult for him to get pricing a month out, never mind a year or two. He said they are running into issues with vendors who can't guarantee process from 2-3 years ago. Councilor DiMambro asked if the city can absorb price increases due to inflation. Agent DeLuca said they can absorb price increases with proper planning. He said it is better to be proactive than reactive. He said it is hard to forecast the future. He said he thinks the city is in very good position. Councilor Ferullo thanked Agent DeLuca for his ability to navigate the complex world of procurement. He said is it great to work with someone with the ability to think creatively and he appreciates it. **Health Dept.** – Representing the Health Dept. was Jack Fralick, Health Agent. Agent Fralick said not much has changed much with the Health Dept. in the 34 years he has worked there. He said next year's budget is completely level funded except for a couple of units. He said his budget has essentially been the same for three decades. Councilor Ferullo thanked Agent Fralick and his department for navigating their way through Covid. Agent Fralick said it was quite the time. Councilor Gately said there is a good group of people in the Health Dept. Agent Fralick said the Covid period has been a tough road to hoe. He said they had to do contact tracing every single day. Councilor Gately said the Covid period may not be done yet. He said he noticed \$10,000 was cut from the remediation fund on Sturgis Street. Agent Fralick said that line item is cut every other year. He said they are putting sulfate in the wells,

and that has produced good results. He said what they are doing now is keeping the plume from going near the pond. He said they have made the plume stagnant and it has never made it to the pond. Councilor Gately said the only complaint he gets is about rats. He said the rats are getting bigger and he thinks he once saw one driving a taxi. Agent Fralick asked if the rats Councilor Gately is referring to are the two-legged or four-legged kind. He said he is a licensed exterminator and he takes care of the city's extermination needs. He said it is a very precarious position. He said he treats catch basins, but when he does, the rats are driven elsewhere. He said he has to be careful about nuking them. Councilor Viola asked about the city's contract status with Waste Management. Agent Fralick said the contract is entering its second year at a price of \$4.4 million with an escalation clause for diesel fuel. He said diesel was \$4 a gallon when the contract was signed. He said the city is currently paying an additional \$1,100 a month for fuel, and that was when fuel was under \$5 per gallon. He said he expects the city will have to pay an additional \$30,000-\$40,000 when the cost is recalculated in July. Councilor Viola asked if there will be an additional leaf collection dates this year. Agent Fralick said that has always been a bone of contention. He said he set aside seven acres of land at the landfill for a recycling center, but his plan got blown up by eco-activists. He said there are 11,000 solar panels on top of the landfill now. He said the city is probably making \$750,000 in electricity, which he said is not a bad deal. He said he is at least 15 years into a 30-year sampling event to determine no methane is escaping. He said every six months he does \$13,000 worth of sampling. Chair pro tem Campbell said the transition to solar panels at the landfill was a little nerve-wracking. Agent Fralick said the estimates were \$200,000 in revenue, and it is a lot more than that. Chair pro tem Campbell asked if the levels of gases have changed due to the solar panels. Agent Fralick said the cap is two feet down. He said the solar panels are set in cement and ground mounted. He said there is no penetration into the cap at all. **Assessors** – Representing the Assessors Dept. were Chief Appraiser John Connolly, Asst. Assessor Jane Ventresca and Board of Assessors member Lori Medeiros. Chief Appraiser Connolly recognized Asst. Assessor Ventresca for all the hard work she does. He recognized Ms. Medeiros along with the two other members of the Board of Assessors, Chairman Robert Maguire, and David Rufo, for their efforts. He also recognized staff members Rita McBride and Rita Nye, along with former Chief Appraiser Andrew Creen, who has remained on staff part-time. He asked the committee members to look at the last line item in his budget, a \$4,000 outlay for a Class 504 evaluation based on a court case that involved valuations for utilities. He said it was a long court case and it ended earning big dollars for the city. He said this is a personal property revaluation year. He said vendors have been doing a lot more internal reporting. He said there used to be a mandatory 3-year revaluation, but now it is five years. He said there is additional funding of \$40,000 for Vision Government Solutions. He said the personal property line item has increased to \$75,000. He said the commercial appraiser position is still to be determined. He said he has spent two years advertising the position but it has not been filled. He said he has been working with the mayor, Human Resources and Teamsters Local 25 to get a lower-level commercial appraiser. He said he hopes the city doesn't hire and train a commercial appraiser, only to see him or her go elsewhere. He said there are openings for appraisers throughout the state. Councilor Dillon said he has talked to the mayor about when any remaining funds set aside for tax abatements will become available. Chief Appraiser Connolly said the filing deadline for abatements has passed but there are still three months until the funding will be available. Councilor Dillon asked how many commercial property owners are looking for tax relief after Covid. Chief Appraiser Connolly said there were 19 commercial abatements and 14 residential abatements. He said there is a lot involved in

educating the public about what an appraisal is. He said hotels took a big hit last year, but they are slowly rebuilding business. He said Woburn is becoming a regional destination for hotels. He said Boston and Cambridge are still struggling, but office revenue has surprisingly held its own. He said they haven't seen a lot of vacancies. He said Woburn has benefitted from companies that have opened smaller satellite offices in Unicorn Park. He said industrial uses are rocking. He said every industrial player wants to come to Woburn. He said industrial warehouses are popping up. He said biotech has been great. Councilor Dillon said he has come into the Assessors office a couple of times with constituents and the staff has always been professional. He said that is much appreciated. Councilor Gately said Chief Appraiser Connolly is doing a great job. He said former chief Assessor Creen was a good man. He asked about the prospect of new growth in the city over the next 4-5 years. He said that is going to be huge for the City Council to budget. He said it is important to identify new growth. He said it has gone crazy. He said people are looking for locations in Woburn. Chief Appraiser Connolly said he never thought there would be a day when a home in Woburn sold for \$1 million, and recently there was a home in West Woburn that sold for \$1.6 million. He said people who move to Woburn are finding they get a lot for their tax dollar with municipal services like trash pickup. He said there is a lot of value in Woburn, and people are willing to pay a premium to live in this community. Councilor Gately said Horn Pond draws people to Woburn. He said people want to buy houses here. He said Woburn was once a hidden gem but now it has been found. President Concannon asked if the commercial appraiser position has remained unfilled because the salary is not reasonable or because there is a lack of bodies. Chief Appraiser Connolly said the issue is licensing. He said the position deals with complex properties. He said the rate or pay is competitive for the public realm, but people in the private market are making more money. He said they need help in their office.

Woburn Public Library – Representing the Woburn Public Library was Director Hermayne Gordon. Director Gordon said this is her first budget meeting since becoming director. She said the WPL budget is level funded. She said it has been a couple of difficult years for the Woburn Public Library. She said the addition opened on March 16, 2019, and exactly one year later the pandemic hit. She said the library was met with leadership challenges. She said Chuck Flaherty was the interim director and then after he left in August she became the interim director until she was appointed director in September. She said this has been a dream job for her. She said there was a lot that needed to be fixed. She said Asst. Director Megan Cass came on board and her addition along with the commitment of the staff has brought the library back. She said she would like to present a slide show detailing what has gone on at the library between January-April 2022. She said the library's operating budget decreased in 2022. She said there are 100 new card holders every month. She said it has been a struggle to restore the library's Facebook page. She said a presence on social media is important because that is how the library hears back from the community. She said Instagram has become a primary source of information on social media. She said the library started a You Tube channel. She said there have been a lot more requests for study rooms and space. She said she wants to make the library available to the community. She said there is a Juneteenth celebration coming up on June 18. She said this is the first year of a summer reading program for adults. She said there will be a kickoff event for summer reading on June 25 that will feature a local author book fair. She said the Novel Ideas Book Club has really grown. She said all of this information is available on the library's website. She said there have been some challenges with programming due to staff shortages. She said the part-time employees have helped immensely. She said there is a lot more space to cover because the library has been expanded by 200 percent. She said the children's staff has to borrow staff from other

departments. She said she has been getting more requests for adult programming. She said it would be ideal to have a person who can focus on adult programming. She said the budget is level funded and they are probably going to have to apply for a waiver to continue to receive state aid. She said this is a big challenge. She said there are new trustees coming on board. She said the library is in the middle of a strategic planning process. She said a community survey was just completed and they are now running focus groups. Chair pro tem Campbell asked Director Gordon if she can make copies of her presentation for all the councilors. Director Gordon said she can send a copy of the presentation to the clerk. Chairman pro tem Campbell said she would like paper copies for distribution to members of the council. Councilor Viola asked how much the library lost by not qualifying for state aid. Director Gordon said state aid is about \$115,000, which she said is significant and can be used to fund certain programs. She said it is going to be difficult. She said she can also use state aid to fund new positions and for materials. Councilor Viola thanked Director Gordon for her efforts and those of her staff. He said he hears from many constituents who go to the library. Councilor Ferullo thanked Director Gordon for her transparency and openness while she is leading the recovery of the library. Councilor Dillon said Director Gordon is doing a great job. He said he is privileged to be the council's liaison to the library, as well as a library volunteer and a patron. He said the library has become a welcoming place. He said the library has changed. He said the library is for the whole community. Director Gordon said the staff has continued to work hard despite some difficult times for the library.

Council on Aging/Woburn Senior Center – Representing the Council on Aging and the Woburn Senior Center was Director Marie Lingblom. Director Lingblom said the COA budget is level funded. She said the budget is augmented by state and federal funding. She said they make the budget work. She said most of the city budget goes toward salaries. She said on June 16 there is going to be a kick off to summer event at the Senior Center. She said Program/Volunteer Coordinator Lauren McDonald has been a great addition to the staff. She said they can't do things the way they used to before the pandemic. She said the mayor's annual senior dinner is now a grab and go. She said they are holding more events outside. She said they have to be careful. She said the senior citizens have been wanting for so long to have a party. She said she wants to set up a couple of tents but the quotes she got made that too expensive. She said there are going to be raffles and games at the June 16 event. She said she would love to have members of the council attend. She said programming includes movie nights and pizza every Wednesday. She said those events have been a hit. She said Zumba classes are popular. She said there are other wellness programs. She said pickleball courts are being built, but they are running into supply issues. She said they have advertised for a new transportation coordinator and have winnowed the field down to a few candidates. She said Meghan Rodriguez and Lauren McDonald have coordinated van transportation. She said they transport a lot of people. She said the Senior Center will assume City Hall hours beginning July 1. She said they have \$90,000 in funding from the state, which she said pays for a lot of things. She said they are planning to resume trips for the younger seniors. She said she wants to start with shorter trips, like going to Gloucester for lunch. She said custodian Paul Medeiros keeps everything clean. She said she is looking forward to the completion of the pickleball courts. Chair pro tem Campbell asked what the age is of a younger senior citizen. Director Lingblom said a younger senior would be about 60. Councilor Gately said Director Lingblom and her staff do a great job. He said Director Lingblom was one of the council's best hires. He said Director Lingblom straightened out the senior center good. He said she makes it all work. He said he hears good comments from a lot of people. Councilor Viola thanked Director Lingblom for everything she does. He said he knows

the senior citizens appreciate the program. He asked what the hours are for the event on June 16. Director Lingblom said the hours for the event are from 11 a.m.-3 p.m., with lunch at 1 p.m. Councilor DiMambro said Director Lingblom does a great job. He said his dad used to go to the senior center for breakfast and he enjoyed it. He said the grounds look amazing. He said a lot of seniors really appreciate it. Director Lingblom said the Woburn Rotary Club will be sponsoring breakfast in July. Councilor Dillon said Director Lingblom has a great team that works well together. He thanked Director Lingblom and her staff for taking care of the city's seniors. He said the seniors and veterans are enjoying the benefits of their labor. Chairman pro tem Campbell said Director Lingblom is doing a fabulous job. She said the staff had to handle adjustments due to Covid. She said she likes the idea of a pickleball court at the senior center. She said seniors love to go on trips. She said the trips do not have to be extravagant. She said restoring the trips will be wonderful. She said the newsletter has been improved and is nicely done. **Veterans Services** – Representing the Veterans Services Dept. was Robert Davis, Director of Veterans Services. Director Davis said his departmental budget is level funded except for a slight uptick of \$2,000 for the United Veterans Council for flag replacement at Ferullo Field. Councilor Dillon said the Memorial Day program on Monday was nice and he was privileged to be a part of it. Councilor Gately asked how many people are receiving cash aid. Director Davis said there are 45 people receiving cash aid. Councilor Gately includes spouses and survivors. Director Davis said that number is all-inclusive. Councilor Gately said there used to be 150-200 veterans who received cash aid. Director Davis said there are 345 people receiving cash aid. Councilor Gately said the city has apparently lost a lot of beneficiaries. Director Davis said two more were lost in the past two days. Councilor Gately said Director Davis has a hard job. Director Davis said it is great when people come into his office. He said it is inspiring. Councilor Gately asked if cash aid is still being reimbursed by the state at a rate of 75 percent. Director Davis answered affirmatively. Councilor Gately said it is sad the city is losing so many veterans. Director Davis said there are only about 200,000 World War II veterans left. Councilor Gately thanked Director Davis for his efforts. Councilor Viola thanked Director Davis for organizing the Memorial Day ceremonies. He said he is glad the city has someone in this position who will take care of the city's veterans going forward. Councilor DiMambro thanked Director Davis for his efforts to put together the Memorial Day ceremony, and for the flags at Ferullo Field.

MOTION made by Councilor Demers and seconded by Councilor Viola to adjourn; approved, 8-0. Chair pro tem Campbell adjourned the meeting at 7:42 p.m.

A TRUE RECORD ATTEST

Gordon Vincent
Clerk of Committees