

TOWN OF HOPKINTON
BOARD OF SELECTMEN
Meeting Date: June 27, 2006
MINUTES

Members Present: Muriel E. Kramer, Chairman; Mary C. Pratt, Vice-Chairman; Leonard A. Holden, Ronald M. Clark (absent); Michael W. Shepard

Others Present: HCAM Station: Beth Fernier; Appropriation Committee: Stuart Cowart, Chairman; John T. Gaucher, DPW Director; Board of Assessors: Dr. John Duffy, Chairman, and John Palmer; Board of Health: Tom Ryder, Public Health Administrator, and Nancy Peters, Chairman; Facilities Department: Brian Main, Director; Conservation Commission: Robert Murphy, Chairman; Police Chief Thomas Irvin; Fire Chief Gary Daugherty; Human Resource Department: Amy Downing, Director; Municipal Building Department: Charles Kadlik, Municipal Building Inspector; Hopkinton Public Library: Rownak Hussain, Director; DPW: John T. Gaucher, Director; Capital Improvement Committee: Michael Duffy, Chairman; Planning School Committee: Rebekah Robak, Chairman; Senior Center Building Committee: Fred White, Chairman; Council on Aging: John McInerney, Chairman; Planning Board: Mark Abate, Chairman; Town Treasurer/Collector: Maureen L. Dwinnell; Selectmen's Office: Theodore D. Kozak, Executive Secretary, and Geri Holland, Executive Assistant.

Open Public Session (Room 215)

6:30 p.m. Mrs. Kramer, Chairman, opened the public session.

Water & Sewer Rate Public Hearing

6:30 p.m. Vote: Mrs. Kramer entertained a motion to open the Water & Sewer Rate Public Hearing. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Mr. Kozak presented the different scenarios of revenue summaries regarding sewer funding for FY'05 through FY'14, and how various rate increase scenarios would affect user rates. Mr. Kozak said that the DPW Advisory Committee vote to recommend to the Board of Selectmen an increase of \$85,000. There was a general discussion about the scenarios, and Mrs. Kramer recommends a more aggressive approach of an increase of \$150,000 in order to put the town in a recovery mode and pointed out that revenue summary (see attachment) that shows a solution that gets the town there. Mr. Kozak said that the Board could review this issue again next spring. Mrs. Kramer noted that an increase of \$150,000 would raise the average sewer bill about \$75 per year. Mr. Cowart, Chairman of the Appropriation Committee, commented that this aggressive option would get the town back to a revenue positive position as quickly as possible, and that the Appropriation Committee supports this approach.

Vote: Mrs. Kramer entertained a motion to increase the sewer rates and use \$150,000 of revenue from user fees in the Sewer Enterprise Fund. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Mr. Kozak said that the water revenue's shortfall is \$20,000 and will be at \$30,000 next year. Mr. Kozak said that the DPW Advisory Committee agrees to increase the revenue by 10% of \$130,000, which is an increase of about \$30 a year for the average user, and come back next fiscal year to look at what the town has collected. Mrs. Kramer believes that a 10% increase is a good start. It was pointed out that the town could look selling the Lumber Street property that is under the Water Department's jurisdiction. Mr.

Shepard asked what the cost is to hook-up to the water system. Mr. Gaucher responded \$3,000. Mr. Shepard recommended increasing that amount.

Vote: Mr. Shepard motioned to increase hooking up to the water system to \$4,000. **Second Mr. Holden. Unanimously voted.** Mrs. Dwinnell noted that the cost to hook-up to the water system is \$3,250. Mr. Shepard amended the motion to increase the hook-up to the water system to \$4,250. **Second Mr. Holden. Unanimously voted.**

7:15 p.m. Vote: Mrs. Kramer entertained a motion to close the public hearing. **So moved Mr. Shepard. Second Mr. Holden. Unanimously voted.**

Quarterly Meeting Opened/Pledge of Allegiance

7:15 p.m. Mrs. Kramer opened the Quarterly meeting and invited everyone to stand for the Pledge of Allegiance.

Committee Vacancies Announcement

Mrs. Kramer began the meeting and read the list of Town committee vacancies as follows: three vacancies on the Appropriation Committee; one vacancy on the Capital Improvement Committee; two vacancies on the Downtown Revitalization Committee; one vacancy on the Housing Committee; one vacancy on the Marathon Committee; two vacancies on the Recycling Committee; two vacancies on the Veterans Celebration Committee; and two vacancies on the Youth Commission. Mrs. Kramer invited interested persons to submit a letter of interest to the Selectmen's Office.

Presentation from Department Heads: 1.) FY'06 Goals and Objectives; and 2.) FY'05 Accomplishments (see attachments)

Mrs. Kramer stated the purpose of the Quarterly Meeting is for Department Heads to present their Fiscal Year 2007 goals and objectives and to review their Fiscal Year 2006 accomplishments.

Mrs. Kramer invited the following Department Heads to review their goals and objectives: Stuart Cowart, Appropriation Committee; Dr. John Duffy, Chairman of the Board of Assessors, and John Palmer. Mr. Palmer gave a synopsis of the Town's interests regarding the telecommunications companies' personal property tax disputes; Tom Ryder, Chairman of the Board of Health. Mr. Ryder talked about the establishment of a Medical Reserve Corp and gave a synopsis of the requirements in training for the corp. He invited interested persons to email him at the Board of Health for an application. Chuck Kadlik, Municipal Building Inspector; John McInerney, Chairman of the Council on Aging; Robert Murphy, Conservation Commission; John T. Gaucher, DPW Director; Brian Main, Facilities Department Director; Fire Chief Gary Daugherty; Police Chief Tom Irvin; Amy Downing, HR Department Director; Mark Abate, Planning Board Chairman; Rownak Hussain, Public Library Director; Maureen Dwinnell, Town Treasurer/Collector; Rebekah Robak, School Committee Chairman; and Tom Garabedian, Zoning Board of Appeals. Mrs. Kramer reviewed the draft of the Board of Selectmen's goals and accomplishments, and reviewed all those departments' goals accomplishments that were not represented at the meeting including the Town Accountant, Historical Commissioners, Sealer of Weights & Measures, and Town Clerk. Mrs. Kramer also announced that the Board plans to hold an Ethic's workshop for the Town Departments and Committees in the fall. Mrs. Kramer thanked everyone for their attendance at this meeting.

9:10 p.m. RECESS Mrs. Kramer called for a 10 minutes recess before continuing the public session.

9:20 p.m. RE-OPEN PUBLIC MEETING

Mrs. Kramer re-opened the public meeting and invited Bob Barnes to give his presentation in regards to holding a Soap box Derby in Hopkinton.

Soap Box Derby:

Mr. Barnes talked about his original proposal to host a Soap Box Derby in Hopkinton the weekend of August 5-6 on Grove Street between Pleasant and Price Streets. Mr. Barnes said he contacted the Police Chief to talk with him about holding the Derby on Pleasant and Price Streets, and that as the Chief had concerns regarding the proposed, he has decided to hold the Derby at the alternative location at EMC, 42 South Street. Mr. Jeff Parson, a member of the American Soap Box Derby Association, accompanied Mr. Barnes to this meeting to introduce the Town to the sport of Soap Box Derby racing, that being a sport that includes both parent and child. Mr. Barnes asked the Board for advice and counsel in bringing the derby to Hopkinton in the spring of 2007. Mrs. Kramer asked Police Chief Irvin for his input. Chief Irvin said that he discussed this issue with Mr. Barnes and that this year's event was too tight a timeframe to make this happen this year. He commented that this is a great activity for kids, and hopes that Mr. Barnes would find an appropriation location. Mrs. Pratt mentioned Loop Road as being a potentially good location. Mr. Barnes responded with the needed requirements to hold a derby is being a long enough and wide enough roadway. Mr. Shepard said that generating interest in the derby could be accomplished this year, and asked if they could provide a schedule for this year's event. Mr. Barnes responded that the schedule of events is on their website at www.aasbd.org. Mr. Barnes also said that he would provide ten (10) cars for new families. Mrs. Kramer asked what the cost is to entered the derby. Mr. Barnes said that the cost is between \$500 to \$600, but that he could provide ten (10) cars this year for new families. Mrs. Kramer thanked Mr. Barnes and Mr. Parson for proving information about the soap box derby and looks forward to working with them on future events.

Accept Tax Work-Off Program Applicants): Doris Kumlin; Marjorie Kennedy; Donna Deneen; Beverly McIntyre

Mrs. Kramer read a letter from Cindy Chesmore, Director of the Senior Center, requesting the approval of Doris Kumlin, Marjorie Kennedy, Donna Deneen, and Beverly McIntyre into the Tax Work-Off Program. Mrs. Chesmore also noted in her letter that with the approval of the aforementioned applicants, the program's current 55 positions is now full.

Vote: Mrs. Kramer entertained a motion to approve the following into the Tax Work-Off Program for the remainder of calendar year 2006: Doris Kumlin, Marjorie Kennedy, Donna Deneen, and Beverly McIntyre. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.**

READOUT MAIL

Mrs. Kramer referred to correspondence from Senator Karen Spilka announcing that the conference handling the State Legislature's economic stimulus and supplemental budget bills for Fiscal Year 2006 and that \$250,000 was included for the Hopkinton Athletic Association (HAA) for facilitation, promotion and coordination of trade and tourism activities in connection with the "Running for the Human Race" project; and further, the budget also included \$250,000 for the 495/Metro West Corridor Partnership for economic development activities in the MetroWest region along Route 495. Senator Spilka stated in her memo to contact the Governor's Office to let him know how important these items are to Hopkinton and encourage him to not veto the HAA project.

Gift of \$5,000 from the Paul M. Phipps Insurance Agency to be used towards the Senior Center

Mrs. Kramer read a letter from Cindy Chesmore, Council on Aging (CoA), informing the Board of Selectmen that the CoA received a gift of \$5,000 from the Paul M. Phipps Insurance Agency to be used towards the new Senior Center, and asked the Board to accept the gift on behalf of the Council on Aging.

Vote: Mrs. Kramer entertained a motion to accept the gift of \$5,000 from the Paul M. Phipps Insurance Agency to be used towards the new Senior Center. **So moved Mr. Shepard. Second Mr. Holden. Unanimously voted.** A letter of thanks would be sent to the Paul M. Phipps Insurance Agency.

Gift from Caliper to be used towards the Senior Center

Mrs. Kramer read a letter from Cindy Chesmore, Council on Aging, informing the Board of Selectmen that the CoA received a gift from Caliper Life Sciences located in Hopkinton of the following items for the new Senior Center, which Mrs. Chesmore noted are all used but in excellent conditions: 8 four drawer file cabinets, 2 large double file cabinets, a lateral file, 12 bookcases, 10 desks, 25 rectangle tables, 3 round tables, 4 square tables, 5 computer tables, 3 folding tables, 9 corner tables, a display case, 60 stacking chairs, 20 swivel chairs, 15 upholstered chairs, and a coat rack, and asked the Board to accept the gifts on behalf of the Council on Aging.

Vote: Mrs. Kramer entertained a motion to accept the donations from Caliper Life Sciences of various pieces of office furniture for the new Senior Center. **So moved Mr. Shepard. Second Mr. Holden. Unanimously voted.** A letter of thanks would be sent to Caliper Life Sciences for their donations.

Gift of \$25 into the Doughboy Account from Joanne Nelson in memory of Cookie Kumlin

Vote: Mrs. Kramer entertained a motion to accept a gift of \$25 into the Doughboy Account from Joanne Nelson made in memory of Cookie Kumlin. **So moved Mr. Holden. Second Mr. Shepard. Unanimously voted.** A letter thanking Ms. Nelson for her gift would be sent to her.

Gift of \$80 into the Doughboy Account from Charles & Susan Hill

Vote: Mrs. Kramer entertained a motion to accept a gift of \$80 into the Doughboy Account from Charles & Susan Hill in memory of their dad's 80th birthday. **So moved Mr. Holden. Second Mr. Shepard. Unanimously voted.** A letter thanking Charles & Susan Hill for their gift would be sent to them.

Gift of \$100 into the Ambulance Account from James Halliday made in memory of Jimmy Keefe

Vote: Mrs. Kramer entertained a motion to accept a gift of \$100 into the Ambulance Gift Account from James Halliday made in memory of Jimmy Keefe. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.** A letter thanking Mr. Halliday for his gift would be sent to him.

Appropriation Committee resignation from Kevin J. Lagasse

Mrs. Kramer read a letter from Kevin J. Lagasse of his resignation from the Appropriation Committee effective immediately. Mr. Lagasse's letter stated that due to other commitments, he no longer feels that he can effectively serve the town in this capacity as an Appropriation Committee member.

Vote: Mrs. Kramer entertained a motion to accept with regret Kevin Lagasse's resignation from the Appropriation Committee effective immediately. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.** A letter of appreciation will be sent to Mr. Lagasse thanking him for his time served on the Appropriation Committee.

One Day Beer & Wine License request from the Albanian Orthodox Church (Natick)

Mrs. Kramer read a request for a one-day beer and wine license from the Albanian Orthodox Church in Natick on Sunday, September 10, 2006 from 12 Noon to 6:00 p.m. at the New England Laborers'

Training Center in Hopkinton for their Annual Church Festival. Mrs. Kramer noted that Police Chief Thomas Irvin has no objections to this request.

Vote: Mrs. Kramer entertained a motion to approve a one-day beer and wine license request from the Albanian Orthodox Church in Natick on Sunday, September 10, 2006 from 12 Noon to 6:00 p.m. at the New England Laborers' Training Center in Hopkinton. **So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.**

One Day Full Liquor License request from the MA Bldg. Trades Council, AFL-CIO

Mrs. Kramer read a request for a one-day full liquor license from the MA Building Trades Council, AFL-CIO scheduled on Thursday, August 10, 2006 from 11:00 a.m. to 4:00 p.m. at the New England Laborers' Training Center for their Annual Bldg. Trades Clambake. Mrs. Kramer noted that Police Chief Thomas Irvin has no objections to this request.

Vote: Mrs. Kramer entertained a motion to approve a request for a one-day full liquor license from the MA Building Trades Council, AFL-CIO scheduled on Thursday, August 10, 2006 from 11:00 a.m. to 4 p.m. at the New England Laborers' Training Center. **So moved Mr. Holden. Second Mrs. Pratt. Unanimously voted.**

DPW Marathon Expenses

Mrs. Kramer presented the Department of Public Work's expenditures for the 2006 Boston Marathon totaling \$7,202.40. It was noted that Mr. Gaucher, DPW Director, included a time sheet of those DPW employees who worked overtime during the Boston Marathon weekend which included the total number of hours worked and rate of pay per employee. Mr. Holden suggested that the placement of flags and signs could be done by volunteers. The Board agreed that this suggestion should be considered for next year's marathon event.

Vote: Mrs. Kramer entertained a motion to approve the DPW's expenditures incurred during the 2006 Boston Marathon totaling \$7,202.40. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.**

Massachusetts Economic Impact Awards (MEIA):

Mrs. Pratt talked about the Massachusetts Alliance for Economic Development's Third Annual Team Massachusetts Economic Impact Awards and requests the Board to nominate an established or emerging company. She noted that the deadline for submitting nominations is June 30th. Mrs. Pratt recommended nominating Stryker Biotech located at 35 South Street; and Mr. Shepard also mentioned Barry Controls and Caliper Life Sciences. Mr. Kozak said that he would work on the application for the nominations of Stryker Biotech, Barry Controls and/or Caliper Life Sciences.

Board of Selectmen's Minutes: May 30 (Executive Session); June 13 (Executive Session); June 13 (Public Session)

Vote: Mrs. Kramer entertained a motion to approve the **May 30, 2006 executive session** minutes. **So moved. Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Vote: Mrs. Kramer entertained a motion to approve the **June 13, 2006 executive session** minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.**

Vote: Mrs. Kramer entertained a motion to approve the **June 13, 2006 public session** minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.**

Old Business/New Business:

1. Thank you Letter to Attorney Tamara Wolfson:

Mrs. Kramer suggested sending a thank you letter to Attorney Tamara Wolfson for the professional manner in which she settled a recent litigation case.

2. Liaison List Amended:

Hopkinton Public Library Liaison Amendment:

Mrs. Kramer said that at the last Selectmen's meeting held on June 13th, the Board discussed the Selectmen's Liaison list for Fiscal Year 2007; and that at that time, she had recommended herself as the Public Library's liaison, but believes that Mr. Holden should continue holding the position of the Selectmen's liaison to the Public Library. Mr. Holden responded that he does wish to continue in the role as the liaison to the Public Library.

Town Manager Screening Committee Liaison Amendment:

Mrs. Kramer said that Mr. Clark was also placed as the Town Manager Screening Committee's Selectmen's liaison at the last meeting, but believed that it is appropriate that she, as the Chairman of the Board, supports her position as the liaison to the TMSC for Fiscal Year 2007; and noted that Mr. Clark, as the liaison to the Personnel Committee, has worked on the Town Manager job description, which keeps him in the process in the Town's search for a Town Manager. Mrs. Kramer said that she would contact Mr. Clark about this change.

3. Monday July 3rd Town Hall Status

Mr. Kozak said that he has received inquires about whether or not the Town Hall would remain open on Monday, July 3rd, being the day before July 4th; and that he contacted other area Town Halls to inquire if they are staying open or closed on the 3rd. which he said that the responses were about 50% of the Town Halls are remaining open with about 50% closing for the 3rd. Mr. Kozak said that one Town is allowing their employees to work an extra four hours during the week of the 3rd in order to close for half a day on the 3rd. Mr. Kozak said that for the Town Hall to be closed on July 3rd, it would require an action by the Board; but, if the Board chooses not to close the Town Hall, they could offer to employees to either use a personal or vacation day; and should all employees from an office agree to this, the office could close. He added that if all Town Hall offices close, then the Town Hall could be closed for the day; and if not, then the Town Hall would remain open to the public. Mr. Shepard stated that he would be concerned about how the unions would react if the Board closed the Town Hall and is comfortable with Town Hall employees utilizing either a personal or vacation day, with the option of closing their office. The other Board members agreed.

Vote: Mr. Shepard motioned to allow Town Hall employees to use either a personal or vacation day on Monday, July 3rd. **Second Mrs. Pratt. Unanimously voted.**

4. Board of Selectmen's Goals for Fiscal Year 2007

Mrs. Kramer wished to discuss the Selectmen's Goals for Fiscal Year '07 and said that she reviewed the goals that each board member submitted with Mr. Shepard, to make an effort in finalizing them. Mrs. Kramer said that Mr. Clark asked that the finalizing of the Board's goals be postponed until the July 11th Selectmen's meeting, but that she informed him that she wanted to take action at tonight's meeting to finalize them. She said that she gave all board members an opportunity to submit their input. Mrs. Kramer then read the goals as follows:

1. Encourage an economic plan to maintain municipal services within current revenue constraints

- Establish and adhere to a fiscal timeline for all budgets and money articles for Town Meeting in accordance with the Charter. (See attachment 1)
 - Act to refinance the Stabilization Account by targeting 1% FY'07 expense savings
 - Review fee schedules for adequacy
 - Produce a five year plan to address forecasted imbalances between budget requests and revenues
 - Encourage and support initiatives for economic development and retention in commercial/industrial zones and the Downtown.
2. Execute Charter directives
 - Hire Town Manager: TM Search Committee shall present 3-5 qualified candidates to Select Board NLT November 14, 2006. Should the BOS not appoint one of those candidates within 30 days; the Search Committee shall present 3-5 new qualified candidates NLT February 14, 2007.
 - Town By-law review completed for vote at ATM May 2007
 - Ensure establishment of a Department of Finance effective NLT 7/1/07
 3. Execute Town Counsel RFP process and hiring
 4. Improve cooperation and communication within and between town boards and committees
 - Schedule pertinent guest speakers and workshops
 - BOS internal workshop
 - Monthly roundtable of Committee and Department Chairs to build teamwork and facilitate results on common goals and initiatives.

Mrs. Kramer asked for any discussion from the other board members. Mr. Holden said that he agrees with Mr. Clark's request to wait until the July 11 Selectmen's meeting. He pointed out that voting the goals is not urgent enough that it can not wait until that time. Mr. Holden also commented that under #1: Encourage and economic plan to maintain municipal services within current revenue constraints, "Establish and adhere to a fiscal timeline for all budgets and money articles for Town Meeting in accordance with the Charter." should be under #2: Execute Charter directives. He said that the board talked about hiring a Town Counselor and that the Board would evaluate his performance after nine months of service. Mr. Shepard said that he doesn't recall this and believes that the Board said that they would evaluate his performance after six months; but, then after re-thinking this, he thought that a year would be more appropriate. Mr. Shepard said he would support this with the understanding that an RPF would be send out perhaps after the one year period. Mrs. Pratt said that this was her understanding as well, and that there needs to be more research and to obtain other committee and department heads opinions. Mrs. Kramer responded that Mr. Kozak relate this to Mr. DeAngelis. Mr. Holden said that this is another reason why the Board should put off voting the goals at this meeting.

Mrs. Pratt also believes that there should be a 15 minute timeframe at the public meeting for residents to make comments. Mrs. Kramer supports Mrs. Pratt's recommendation and suggested that residents call the Selectmen's Office by noon on Friday before a Selectmen's meeting; but, she said that the Board should not make this a goal.

Vote: Mr. Shepard motioned to approve the Selectmen's goals as written and presented by Mrs. Kramer with the exception of accepting Mr. Holden's recommendation by moving #1: Encourage and economic plan to maintain municipal services within current revenue constraints, "Establish and adhere to a fiscal timeline for all budgets and money articles for Town Meeting in accordance with the Charter." to #2: Execute Charter directives. **Second Mrs. Pratt. The votes follow: Mrs. Kramer: yes; Mrs. Pratt: yes; Mr. Holden: no; Mr. Shepard: yes. So voted.**

Move into Executive Session for the purpose to discuss contract negotiations

10:10 p.m. Mrs. Kramer entertained a motion to move into executive session for the purpose of discussing litigation, potential litigation, and contract negotiation; and then move back into public session to continue the open meeting. **So moved Mr. Shepard. Second Mrs. Pratt. The roll call votes follow: Mrs. Kramer: yes; Mrs. Pratt: yes; Mr. Holden: yes; Mr. Shepard: yes. Unanimously voted.**

10:25 p.m. Mrs. Kramer re-opened the public meeting.

Cost of Living Increase Request: Theodore D. Kozak

Vote: Mrs. Kramer entertained a motion to approve Mr. Kozak's request to continue at Step 5 under the Salary Administration Plan Grade 5 of the Salaried Group effective July 1, 2006, which includes a cost of living increase of 3% for Fiscal Year 2007. **So moved Mr. Holden. Second Mr. Shepard. Unanimously voted.**

Vacation Carry-Over for Fiscal Year 2007: Police Chief Irvin, Fire Chief Daugherty

Mr. Kozak requested, on behalf of Police Chief Thomas Irvin, to allow him to carry over five (5) vacation days into Fiscal Year 2007; and, on behalf of Fire Chief Gary Daugherty, to allow him to carry over nine (9) days into Fiscal Year 2007.

Vote: Mrs. Kramer entertained a motion to approve a request submitted by Police Chief Thomas Irvin to allow him to carry over five (5) vacation days into Fiscal Year 2007; and to approve a request submitted by Fire Chief Gary Daugherty to allow him to carry over nine (9) days into Fiscal Year 2007. **So moved Mr. Shepard. Second Mr. Holden. Unanimously voted.**

Vacation Carry-Over for Fiscal Year 2007: Theodore D. Kozak

Mr. Kozak requested on his behalf to consider allowing him to carry over ten (10) vacation days into Fiscal Year 2007 and to pay him for (2) other vacation days due him.

Vote: Mrs. Kramer entertained a motion to approve Mr. Kozak's request to allow him to carry over ten (10) vacation days into Fiscal Year 2007; and to pay him for (2) other vacation days due him. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Meeting Adjourned:

10:30 p.m. Mrs. Kramer entertained a motion to adjourn the public meeting. **So moved Mr. Holden. Second Mrs. Pratt. Unanimously voted.**

Respectfully submitted,
Geri Holland, Executive Assistant

Date approved: 7/25/06