

Select Board Meeting
Martin Memorial Hall
5259 US Rte 5, Ascutney VT
Select Board Meeting Minutes
Monday, May 3, 2021 6:30 PM

Select Board Members Present:

Paul Tillman
Michael Todd
David Fuller
Joey Jarvis
Kelly O'Brien
Brandon Gulnick, Town Manager

Attendees: Olivia Savage, Ray Stapleton, Susanne Terrill

Online Attendees: Rosalie McNamara, FloAnn Dango, John Esty

- 1.) Call to Order by David Fuller at 6:31 pm
- 2.) Comments from Selectboard Members, Town Manager and residents on topics not on the agenda.

David Fuller called attention to the changes that Governor Scott had made to the COVID restrictions.

No other comments.

- 3.) Review of minutes from previous meetings:

Paul Tillman made a motion to approve the minutes from 4/19/21:
Kelly O'Brien– 2nd
No discussion
Vote – unanimous

- 4.) Town Manager Report

May 2021 Town Manager Report

Dear Select Board Members & Weathersfield Residents:
The following will keep you up to date on various topics.

COVID-19 & Emergency Management

On April 12th we learned of a COVID-19 positive case at Martin Memorial Hall. All town employees were sent home to work remotely between April 13 th & April 21 st . During that time, the building received a deep cleaning from SERVPRO, all employees exposed to this official quarantined following contact tracing. All Town employees have been working back at Martin Memorial Hall since April 22nd. The building continues to be open to the public by appointment, phone, and email. Face masks are required when in the presence of others, sign-in sheets are fixed at each entrance door for contact tracing, and tape markings have been placed on the floor to demonstrate 6-FT spacings. If anyone has any questions regarding Weathersfield COVID-19 protocols, please do not hesitate to ask.

Tenney Tree Project

The final phase of the project includes the installation of the display board, signage on the front of the pavilion (which will be made from the remains of the memorial tree) displaying “Tenney Memorial Park,” flower

plantings on the inner ring around the tree stump, and 2 picnic tables. There is a back order on picnic tables. According to vendors there has been an increase in the sale of outdoor sheds, picnic tables, and other outdoor furnishings. Our vendor (the carriage shed) said we can expect to wait for up to 2 months for delivery. Pricing has similarly increased. The family has decided on 2 types of carvings for memorial plaques and Rockledge Farms will get started carving those next week if they have not already started. The State of Vermont is reviewing the language for the display board submitted from the Historical Society. See Attachment A.

Fire Department Contract Implementation

Due to the COVID exposure in the Office the scheduled Fire Department meetings were rescheduled by combining meeting #1 and meeting #2 together. On April 29th West Weathersfield Fire Department Chief Josh Dauphin, Treasurer Steve Hier, EAF Rosalie McNamara, and I held a meeting to discuss the transition of finance & the Fire Department Drive on the network. Our meeting will take place with the Ascutney Fire Department during the first week of May. All other meetings remain on schedule.

Solid Waste RFP

Solid Waste RFP

The Southern Windsor/Windham Counties Solid Waste Management District received proposals from Alva Waste and Casella Waste.

		Rockingham		Springfield		Weathersfield		Cavendish		Ludlow		District Total
		MSW*	C&D	MSW	C&D	MSW	C&D	MSW	C&D	MSW	C&D	
	Hauls	50	142	65	51	60	76	26	60	65	81	676
	Tons	403	409	676	205	632	249	313	227	577	454	4,145
Alva	Cost per Haul	\$205.00	\$205.00	\$190.00	\$190.00	\$210.00	\$210.00	\$232.00	\$232.00	\$235.00	\$235.00	
	Cost per Ton	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	
	Total per Town per Type	\$60,411.00	\$74,509.00	\$87,386.00	\$32,445.00	\$82,752.00	\$43,599.00	\$40,775.00	\$39,117.00	\$79,322.00	\$69,429.00	
	Total per Town	\$134,920.00		\$119,831.00		\$126,351.00		\$79,892.00		\$148,751.00		\$609,745.00
Casella	Cost per Haul	\$185.12	\$185.12	\$221.00	\$221.00	\$221.00	\$221.00	\$210.75	\$210.75	\$205.50	\$205.50	
	Cost per Ton	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	\$110.32	
	Total per Town per Type	\$60,060.00	\$71,407.92	\$88,941.32	\$33,886.60	\$82,982.24	\$44,265.68	\$40,009.66	\$37,687.64	\$77,012.14	\$66,730.78	
	Total per Town	\$131,467.92		\$122,827.92		\$127,247.92		\$77,697.30		\$143,742.92		\$602,983.98
Note:												
		YR 1	YR 2	YR 3								
	ALVA Waste annual escalator: 2.25%	#####	#####	#####								
	Casella Waste annual escalator 2.5%	#####	#####	#####								

The Executive Committee held a meeting on April 5th at 9am to review these proposals. After the meeting I was contacted by several of our surrounding communities. By reviewing the abovementioned bids, Alva Waste Services is the most financially beneficial option for Weathersfield and Springfield whereas Casella is the most financially beneficial for Ludlow and Rockingham. According to the Solid Waste District, there is no need for the entire district to select the same company for solid waste. Springfield has notified us that they will be moving forward with Alva Waste Services for Solid Waste. On May 13th, the SWWCSWMD BOS will be holding a meeting to discuss.

Ray Stapleton noted that the Transfer Station has had good luck with Alva. They have come up on the weekends to help out when requested.

The Solid Waste RFP will be on the next Selectboard meeting agenda for 5/17/21.

Weathersfield, VT-131 Speed Limit

On February 17, 2021 we submitted a request to the State of Vermont AOT Traffic Operations requesting a review of the speed limit on VT-131 in the vicinity of Victory Drive and Lavigne Road. The 50MPH speed limit in front of Lavigne Road is not enough time to stop in the case there is a need to do so. There were 2 accidents in that area prior to submitting the letter. Following our letter Traffic Operations conducted an

engineering study from the junction of Goulden Ridge Road (within the existing 40-mph zone at MP 7.67±) westerly to an area west of Victory Drive (within the existing 50-mph zone). The existing speed limit changes at MP 7.51±. A total of 3 separate speed studies were conducted. The 85th percentile speeds (the speed below which 85% of traffic measured was traveling) ranged from 49 to 53 mph. Traffic Operations recommended the existing 40/50-mph transition point be adjusted 0.27± miles westerly due to hidden drives and a combination of horizontal / vertical curves as approaching Lavigne Road and the current transition point. The recommendation was forwarded to the Vermont Traffic Committee who held a hearing on April 29th and approved the request. The signs will go up by the end of May.

Ray Stapleton let the Selectboard know that there were funds in the paving grants for the State of VT that he applied for. He was awarded \$150,000 for Class II projects and \$100,000 for Class II paving.

Transfer Station Update

The Transfer Station Joint Committee held a meeting on Thursday, March 22nd at 6pm. During this meeting we reviewed and discussed a draft Transfer Station Contract between Weathersfield, Reading, and West Windsor. We will be meeting again at the end of May to discuss any comments, concerns, or recommended changes to the Agreement. Following this meeting our administration will update the contract and submit it to the Weathersfield Selectboard for review (inviting Reading and West Windsor to attend).

Michael Todd asked Brandon Gulnick, Town Manager for a progress report and where we were at with the Transfer Station Joint Commission.

Brandon Gulnick, Town Manager gave a brief run down:

- Drafted Transfer Station Letter
- Letter was signed by Selectboard
- West Windsor requested a study to be completed
- Study was completed and presented
- Drafted Contract & Agreement which was presented at the last Transfer Joint Commission meeting.
- Over the next 2 meetings the other Towns will send questions to Brandon Gulnick to be addressed at the 5/27/21 meeting.
- Contract & Agreement will be added to the 1st Selectboard meeting agenda in June.

Paul Tillman also noted that Transfer Station Joint Committee is trying to formalize their meetings by adding a Recording Secretary and had Jason Rasmussen from Regional Planning run the meeting.

American Rescue Plan Act (ARPA)

According to VLCT, the sum of the Metro City, Local Government/Non-Entitlement and County Government funds is \$197,569,237. The US Treasury has 60 days from the date of the President signing the bill to send local aid dollars to states. Then the states have 30 days to disburse local aid dollars to cities, towns, and villages. That means local aid dollars will be in local coffers by June 9, 2021. The state may not direct local governments expenditure of the ARPA local direct aid dollars.

ARPA funds will come with significant restrictions regarding what projects are eligible to be funded, tracking and reporting requirements, and data monitoring, as well as training and general consultation requirements. HR – 1319 provides funding to a narrow set of circumstances which US Treasury will interpret - responding to workers performing essential work during the crisis, provision of government services to the extent of the reduction in revenue of the state, territory, or tribal government due to the public health emergency, and making necessary investments in water, sewer, or broadband infrastructure.

As we have seen with the CARES Act, Treasury guidance continues to evolve throughout the lifespan of the federal funding program. Nor is it easy to follow. The consequences for failing to comply with Treasury

Guidance or constraints imposed by the legislation are significant as the federal government may claw back funding.

The first Weathersfield allocation, according to State Representative John Arrison, will be for \$274,329 and the second will be for \$537,574.

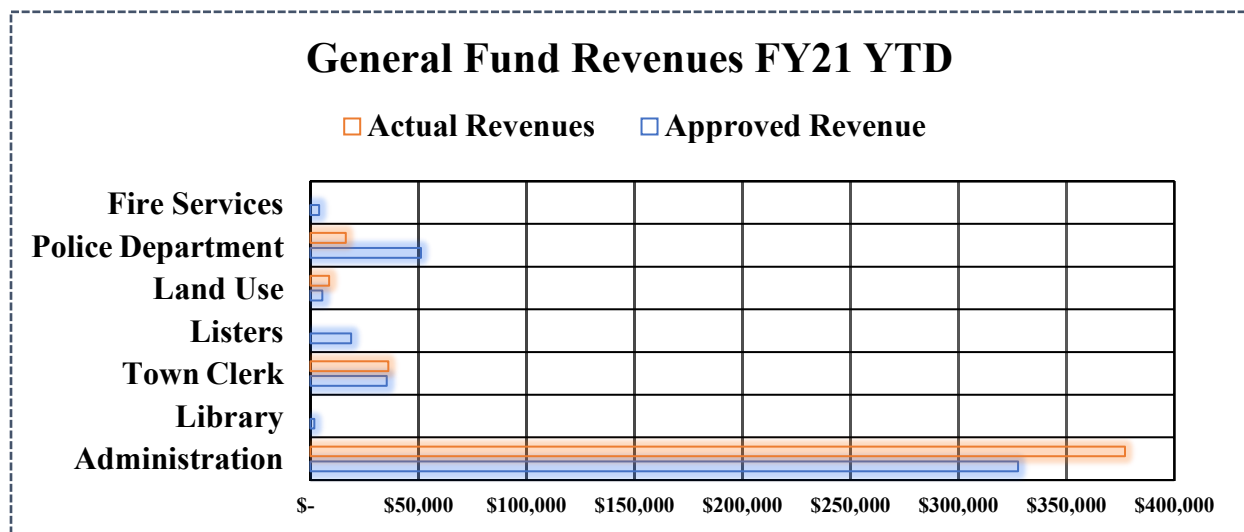
As additional guidance becomes available, we will update you via email/ in SB reports.

5.) April 2021 Finance Report

Town Manager presented the April 2021 Finance Report to the Selectboard.

FY21 YTD Actuals - All Departments

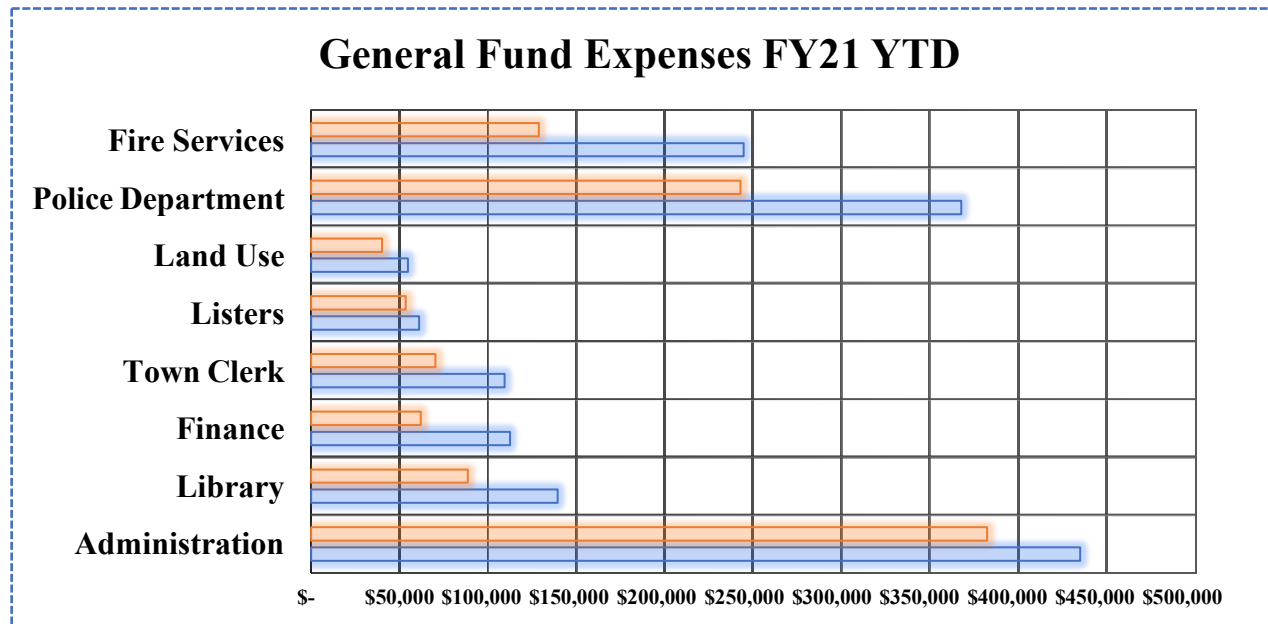
GENERAL FUND REVENUES



General Fund revenues are currently at 82%. We have collected \$1,248,606 as of March 31, 2021, Administration revenues are at 115% (\$377,259), Library revenues are at 0%, Town Clerk revenues are at 102% (\$36,304), Listers revenues are at 0%, Land Use revenues are at 156% (\$8,700), Police Department revenues are at 32% (\$16,304), and FireService revenues are at 0%.

<i>GF Departments Summary</i>	FY 21	FY21	FY21	FY21
<i>Revenues</i>	Budget	Actual	Variance	Percent
<i>GF Tax Revenue</i>	1,080,411	810,309	(270,102)	75%
<i>Administration</i>	327,654	377,259	49,605	115%
<i>Library</i>	1,800	0	(1,800)	0%
<i>Town Clerk</i>	35,290	36,304	744	102%
<i>Listers</i>	18,861	0	(18,861)	0%
<i>Land Use</i>	5,594	8,700	3,106	156%
<i>Police Department</i>	51,171	16,304	(34,867)	32%
<i>Fire Services</i>	4,003	0	(4,003)	0%
<i>Subtotal - Revenues</i>	1,524,784	1,248,606	276,178	82%

GENERAL FUND

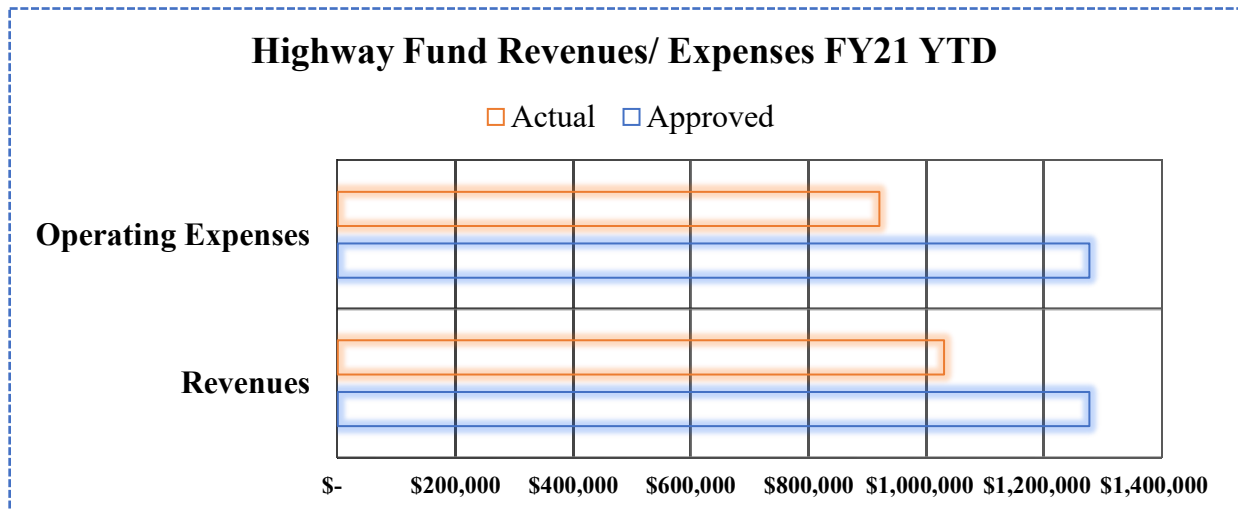


General Fund expenses are at 70% or \$1,068,806. Administration expenses are at 88% (\$382,518), Library expenses are at 64% (\$88,682), Finance expenses are at 55% (\$61,955), Town Clerk expenses are at 64% (\$70,336), Listers expenses are at 87% (\$53,440), Land Use expenses are at 73% (\$40,167), Police Department expenses are at 66% (\$242,952), and Fire Service expenses are at 53% (\$128,755).

<i>GF Department Summary</i>	FY21	FY21	FY21	FY21
<i>Expenses</i>	Budget	Actual	Variance	Percent
<i>Administration</i>	435,156	382,518	52,639	88%
<i>Library</i>	139,491	88,682	50,809	64%
<i>Finance</i>	112,513	61,955	50,558	55%
<i>Town Clerk</i>	109,444	70,336	39,107	64%
<i>Listers</i>	61,096	53,440	7,655	87%
<i>Land Use</i>	54,768	40,167	14,600	73%
<i>Police Department</i>	367,823	242,952	124,871	66%
<i>Fire Services</i>	244,494	128,755	115,889	53%
<i>Subtotal - Expenses</i>	1,524,785	1,068,806	456,129	70%

The cumulative general fund surplus transfers to reserves are included in revenues and expenses, increasing Police & Admin revenues/ expenses. See Budget Worksheets. See 2/1/2021 Select Board Minutes.

HIGHWAY



Highway Fund revenues are currently at 81%. We have collected \$1,029,768 as of March 31, 2021.

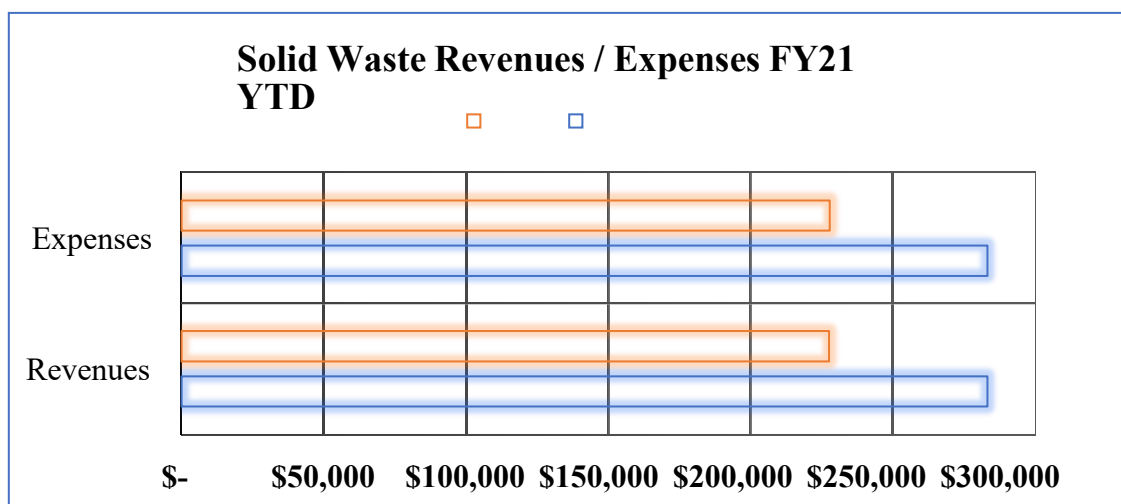
<i>Highway Fund Summary</i>	FY 21	FY21	FY21	FY21
Revenues	Budget	Actual	Variance	Percent
<i>Tax Revenue</i>	946,770	710,079	(236,691)	75%
<i>State Aid to Highway</i>	142,000	149,974	7,974	106%
<i>Permit Revenue</i>	281	233	(49)	83%
<i>Service to Other Depts.</i>	34,750	16,582	16,582	48%
<i>Fund Balance/ Reserves</i>	153,000	153,000	0	100%
<i>Subtotal - Revenues</i>	1,276,801	1,029,768	247,033	81%

Revenue is at 75% (\$710,079), State Aid to Highway is at 106% (\$149,974), Permit Revenue is at 83% (\$233), Service to other departments is at 48% (\$16,582), and Fund Balance/ Reserves is at 100%.

Highway Fund Summary	FY 21	FY21	FY21	FY21
Expenses	Budget	Actual	Variance	Percent
Personnel	594,998	419,253	175,745	70%
Office	30,406	20,465	9,941	67%
Utilities	6,435	6,639	(204)	103%
Highway Garage & Truck	160,500	129,181	31,319	80%
Road Material / Repairs	253,000	114,366	138,634	45%
Fees & Permits	1,350	0	1,350	0%
Debt Service	77,112	77,092	20	100%
Fund Balance / Reserves	153,000	153,000	0	100%
Subtotal - Expenses	1,276,801	919,997	356,805	72%

Highway fund expenses are currently at 72% overall. Personnel is at 70%, Office expenses are at 67%, Utility expenses are at 103%, Highway Garage & Truck expenses are at 80%, Road Material/ Repairs expenses are at 45%, Fees and Permit expenses are at 0%, and Debt Service expenses are at 100%.

SOLID WASTE



Solid Waste Revenues are at 80%. We have collected \$227,565 as of March 31, 2021.

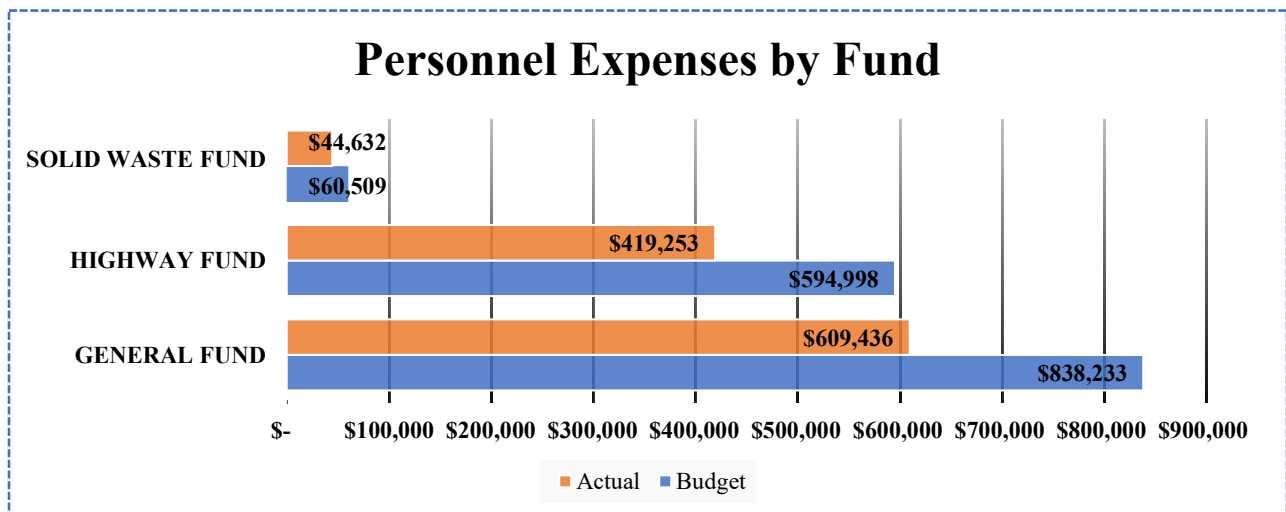
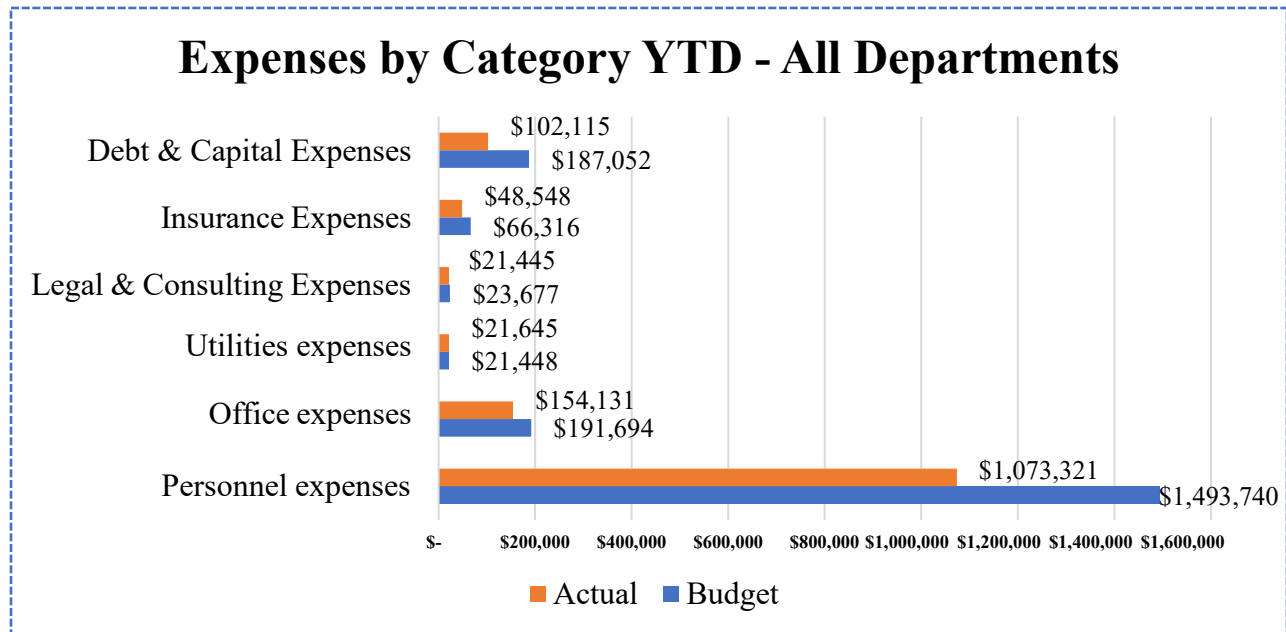
<i>SW Fund Summary</i>	FY 21	FY21	FY21	FY21
<i>Revenues</i>	Budget	Actual	Variance	Percent
<i>Town Assessment</i>	81,100	77,200	(3,900)	95%
<i>Reading Assessment</i>	18,635	0	(18,635)	0%
<i>W. Windsor Permits</i>	6,000	11,220	5,220	187%
<i>Solid Waste Tokens</i>	150,000	120,156	(29,845)	80%
<i>Reading Punch</i>	2,400	1,575	(825)	66%
<i>W. Windsor Punch</i>	5,736	7,875	2,139	137%
<i>Duplicates</i>	245	70	(175)	29%
<i>C&D Disposal Income</i>	4,220	0	(4,220)	0%
<i>Recycling Income</i>	15,000	9,099	(5,901)	61%
<i>Subtotal - Revenues</i>	283,336	227,565	(55,771)	80%

The reading assessment is generally received in April, which is the reason this revenue category is shown as 0. West Windsor permits increased as a result of Permit Sticker enforcement. Similarly, West Windsor Punch tickets increased. We are right on target with revenue at this time.

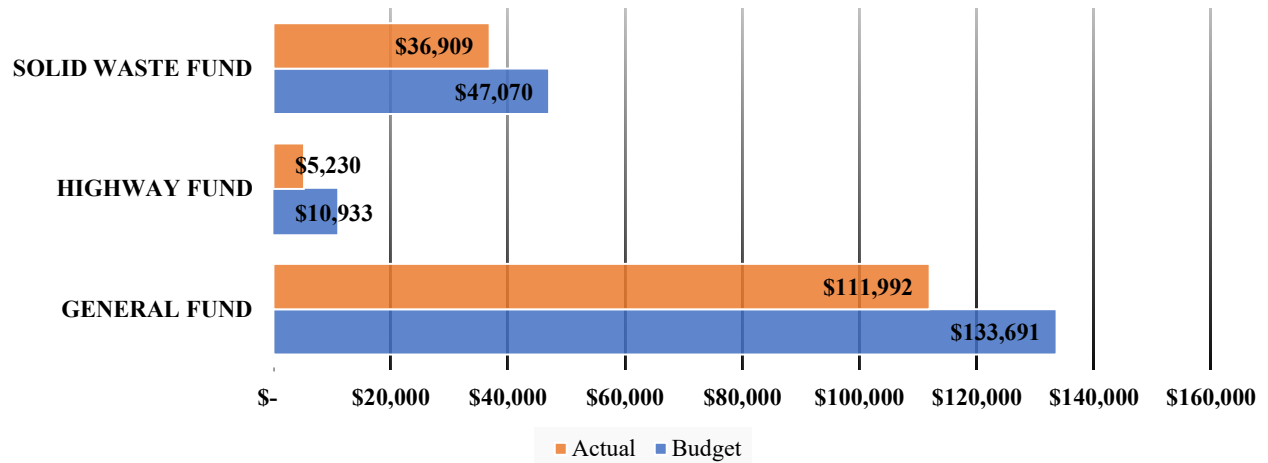
<i>SW Fund Summary</i>	FY 21	FY21	FY21	FY21
<i>Expenses</i>	Budget	Actual	Variance	Percent
<i>Personnel</i>	60,509	44,632	15,877	74%
<i>Office</i>	47,070	36,909	10,161	78%
<i>Utility</i>	3,823	4,270	(447)	112%
<i>Trash Tipping</i>	64,400	35,983	28,417	56%
<i>C & D Tipping</i>	38,760	21,551	17,209	56%
<i>Trash Pick-up (Trucking)</i>	13,300	19,214	(5,914)	144%
<i>C & D Pick-up (Trucking)</i>	17,900	17,169	731	96%
<i>Zero Sort Pick Up & Tipping</i>	30,336	33,470	(3,134)	110%
<i>Recycling Exp (Glass/ Comp)</i>	5,000	11,988	(6,988)	240%
<i>Disposal of Tires</i>	1,000	365	635	36%
<i>Insurance</i>	1,239	986	253	80%
<i>Subtotal - Expenses</i>	283,336	226,535	56,800	80%

Solid Waste Fund expenses are currently at 80% (\$227,535). Personnel expenses are at 74% (\$44,632), Office expenses are at 78% (\$36,909), Utility expenses are at 112% (-\$447) Trash Tipping is at 56%, C&D Tipping is at 56%, Trash Pick-up (Trucking) is at 144%, which is the result of Casella's built-in price increase, which was not factored in last year during budget season in December 2019, Zero Sort Pick Up & Tipping is similarly at 110%, Recycling Expenses are at 240%, Disposal of Tires are at 36%, and Insurance expenses are at 80%. As of March 31, 2021 we are over by \$268 in expenses vs revenue.

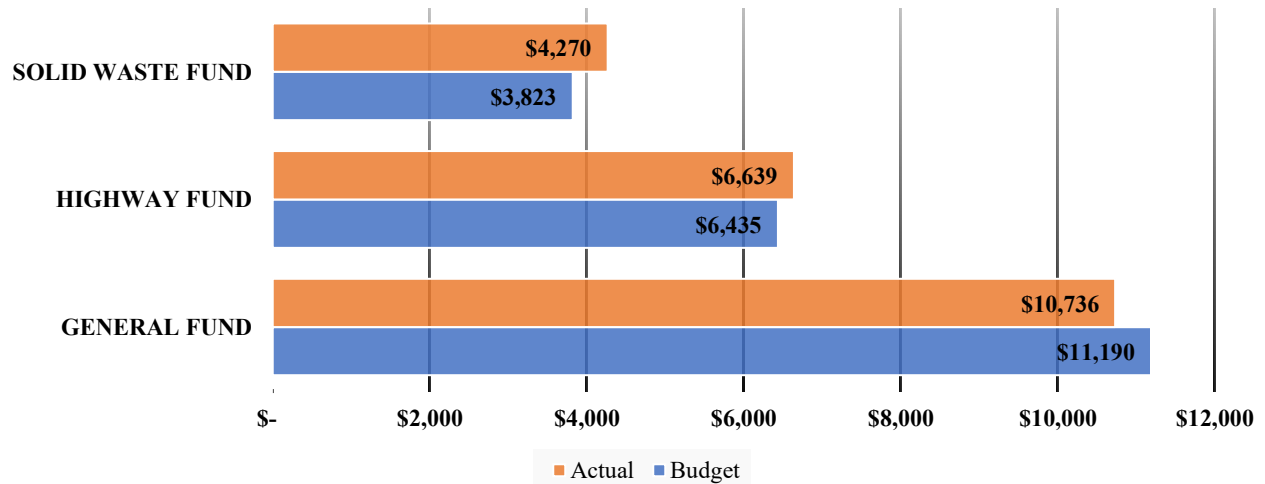
OVERALL EXPENSES



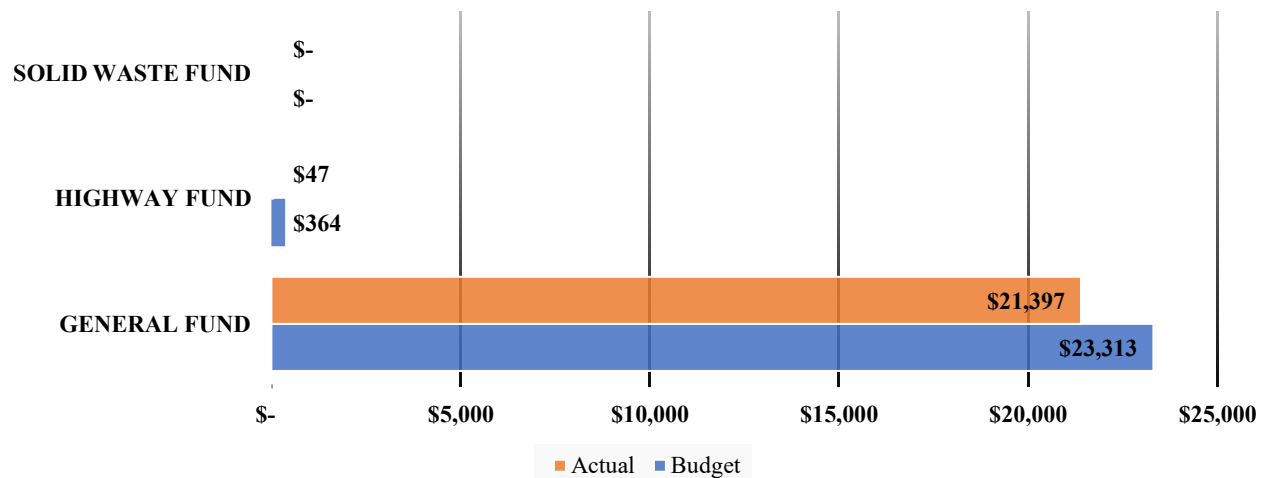
Office Expenses by Fund

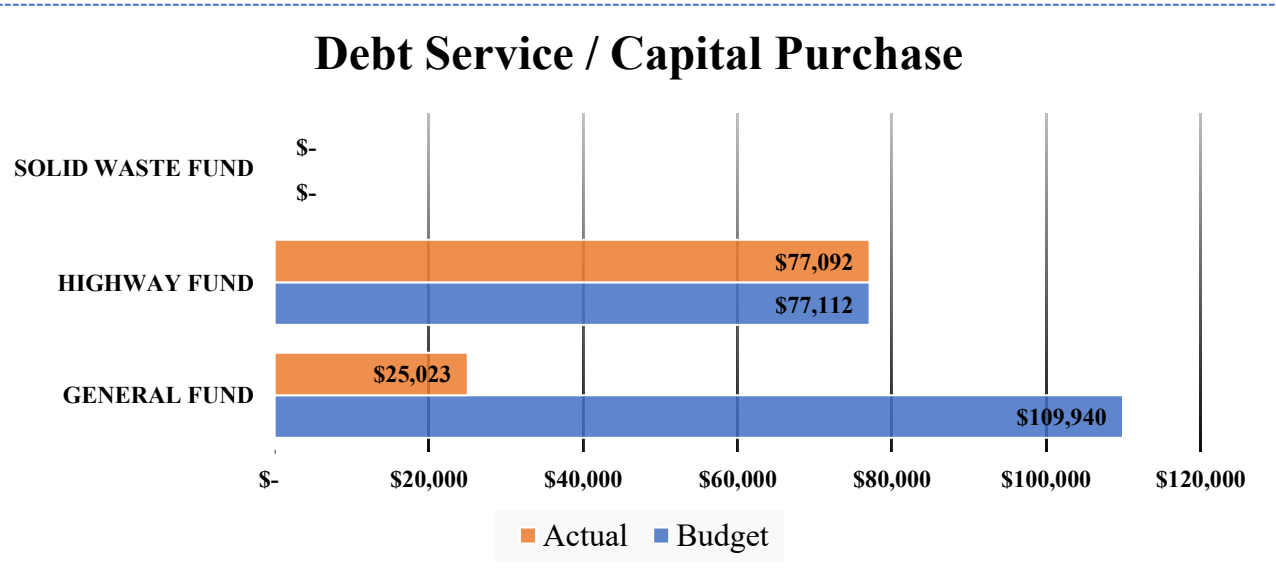
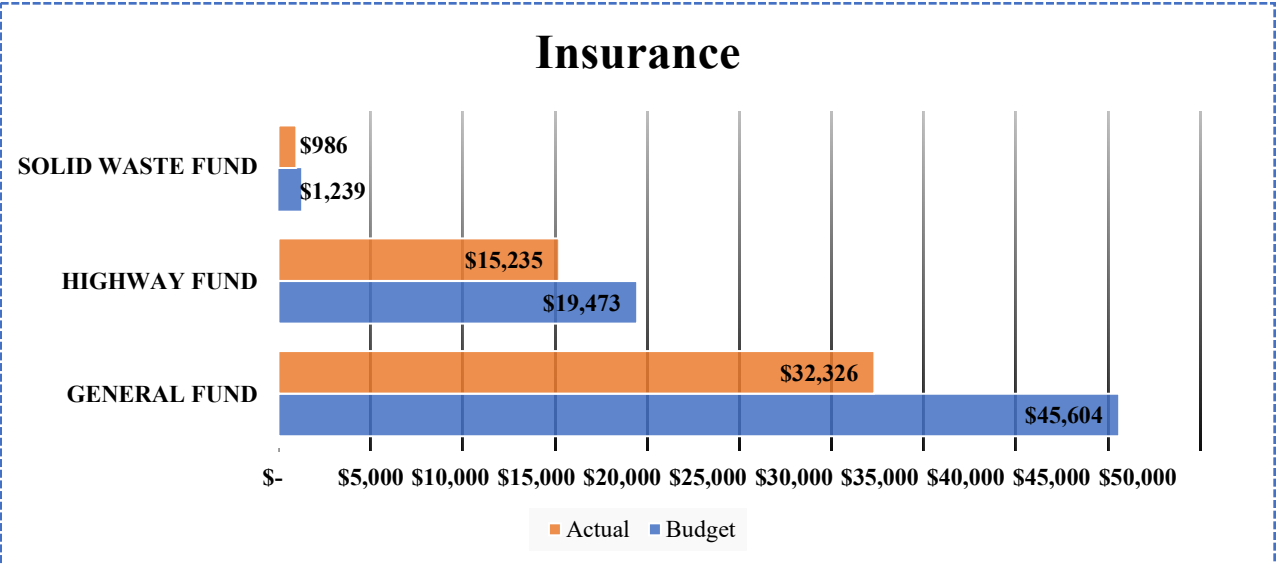


Utilities Expenses by Fund

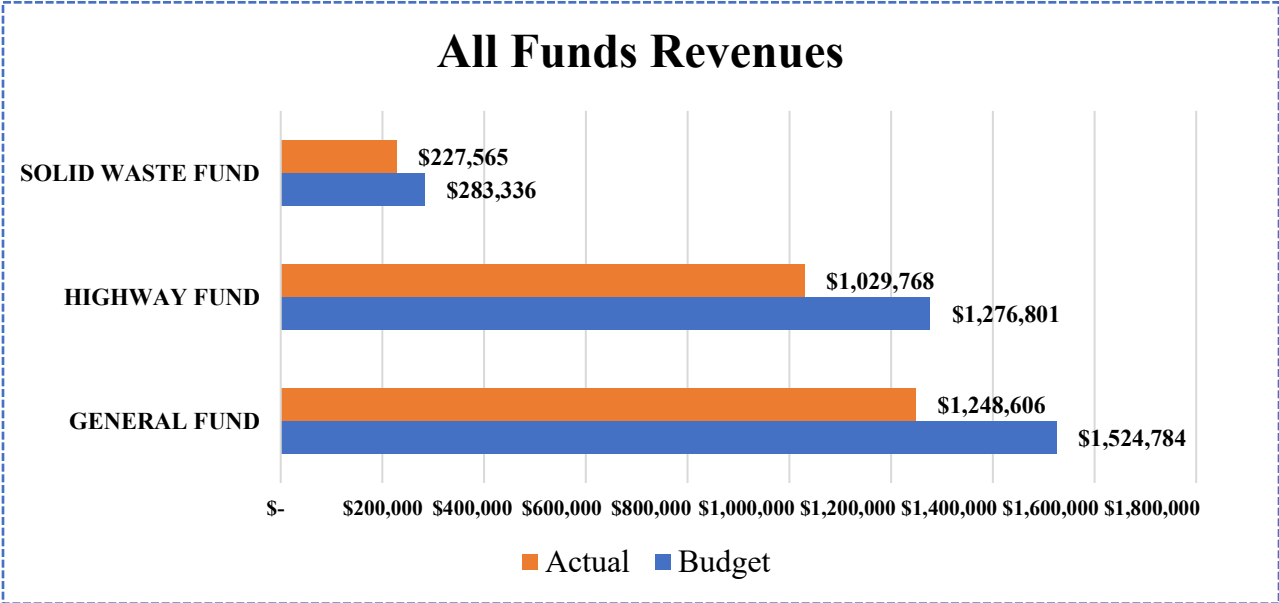


Legal Fees by Fund





OVERALL REVENUES



6.) Personnel Policy Discussion

Brandon Gulnick, Town Manager presented the following to the Selectboard regarding the personnel policies. There is no consistency in the policy and there needs to be a clear definition of who is under the policies.

Weathersfield Select
Board 5259 US Route 5
Ascutney, VT 05030

Re: Personnel Policy Review

Dear Select Board Members & Weathersfield Residents:

The Personnel Policy requires updating. On Monday, May 3, 2021 HR and I will be meeting to mark the sections and propose language for these updates. Please review the personnel policy and acknowledgements and determine if there is anything you wish to review, revise, etc.

A copy of the most recent Personnel Policy was provided to the Selectboard.

Current issues to be addressed:

- Lunch times (paid, unpaid, duration, staggering of lunches for phone coverage)
- Holidays (Specifically the “floating holiday and how that should be used)
- Personnel Acknowledgment signed by employees and elected officials.
 - Different versions
 - “C” and “F” contradict each other
 - If these are signed by Elected Officials then they follow the same policies and procedures of the Town employees, they do not get to pick and choose which parts apply to them and which don't.

7.) Set Public Hearing Date and Time – Drumlin Road

A hearing was not set as there is an issue with the legality of the road situation for this lot. It has not been reviewed by the Planning Commission. This will be added to a future Selectboard agenda.

8.) Work – At – Home Policy

Weathersfield Select
Board 5259 US Route 5
Ascutney, VT 05030

Re: Draft Work at Home Policy

Dear Select Board Members & Weathersfield Residents:

In the beginning stages of the pandemic, we allowed for working from home for a COVID-19 eligible reason and created a “Work-At-Home Approval Form” outlining the date(s) an employee is requesting to work from home, a description of Town of Weathersfield property taken home, and the reasons for doing such. The form was then presented to me for approval. If approved the employee is required to submit a report outlining the tasks that were completed while working from home.

On April 21st HR reached out to VLCT Staff Attorneys to discuss a Model Work at Home Policy. According to VLCT, the process for approving a work at home schedule for employees is as follows:

1. Employee proposes arrangement. The employee proposes an arrangement to their supervisor in writing. This may be on the employee’s accord or due to a supervisor presenting workplace flexibility options.
2. Supervisor reviews proposal. The supervisor reviews the proposal and consults with others for guidance when necessary (supervisor, department/unit head, IT support, HR representative). If an employee’s proposal involves work conducted outside of New York State, the supervisor refers to the guidelines available.
3. Supervisor and employee review the proposal together. To answer remaining questions and address any concerns, the supervisor and employee review and discuss the proposed arrangement.
4. Supervisor makes a determination. The supervisor makes a determination. If the determination is to deny the arrangement, the supervisor must first consult with their local HR representative for review and guidance.
5. Supervisor communicates decision to employee.
6. Supervisor and employee document/file the arrangement. If approved, the supervisor and employee complete a Flexible Work Arrangement Agreement Form. Both employee and supervisor should retain the form for their records. The completed form must also be sent to the local HR representative.
7. Supervisor and employee routinely review the arrangement. The supervisor and employee review the arrangement and adjust address concerns/challenges. These reviews must be scheduled routinely and no less than annually and may occur more frequently at the beginning of the arrangement.

I recommend a policy that allows employees to work at home for a COVID-19 eligible reason or other circumstances, such as extreme weather where driving to work would be dangerous, no electricity at MMH, water issues at MMH, etc.

The attached documents serve as a kickoff point. Considering our administration received the request to add this onto the agenda yesterday, we have not had the time to take a deep dive into this nor have we fine-tuned/tailed a policy to the Town. The purpose of this agenda item is for the Selectboard to thoughtfully consider a Work-At-Home Policy and ultimately decide what the policy will look like.

If you have any questions or concerns, please do not hesitate to contact me.

Brandon Gulnick, Town Manager will meet with the Town employees to draft a policy for the Selectboard to review.

9.) Police Cruiser Purchase

Dear Select Board Members & Weathersfield Residents:

On April 20, 2020 Police Chief William Daniels submitted a memorandum to the Selectboard requesting \$37,000 to purchase a Police Cruiser for his department. In the memo the Police Chief stated, “the cost of the police cruiser and equipment may have an increase come July when we are set to purchase the cruiser.” *See Attachment A*. During the 4/20/20 SB meeting the board voted to spend \$35,000 for the purchase of a police cruiser, \$19,750 of which will be used from reserves and \$17,000 of which will be transferred from our fund balance. *See Attachment B*. We need the total amount in the vote to match the sum of the \$19,750 and \$17,000.

Vote to spend \$36,750 for the purchase of a police cruiser, \$19,750 of which will be used from reserves and \$17,000 of which will be transferred from our fund balance.

Michael Todd made a motion to amend the already original approved purchase of a 2021 Dodge Charger for the funds noted in 4/20/20, to read “to vote to spend \$36,750 for a police cruiser.”

Joey Jarvis – 2nd

No further discussion

Vote – unanimous

10.) Vote to expend \$3,546.83 from MMH Capital Maintenance Reserve for MMH Parking Lot Repairs

Dear Select Board Members & Weathersfield Residents:

The MMH Hall Parking lot required immediate repair at the beginning of April. The base of the parking lot is sand. The pavement around the drainage cover began to crack which allowed water to enter. From that point the sand washed away underneath the pavement and entered into the catch basin/ drain. The catch basin was old and cracked and the pavement began caving in. The Highway Department placed cones around the area and Jarvis & Sons, Inc was hired to repair this area of the parking lot. The contractor dug out the pavement 6FT around the drainage cover, replaced the sand with gravel, added a new sealed/waterproof catch basin with a rubber boot, and graded the area.

Michael Todd made a motion to expend \$,546.83 from MMH Capital Maintenance Reserve for MMH Parking Lot Repairs.

Paul Tillman – 2nd

No further discussion

Vote – unanimous

11.) 2014 Purchase & Sales Agreement Update

There will be a meeting held June 1st, 2021 for the Board of Abatement regarding the property on Thrasher Road.

12.) No additional items other than listed throughout the meeting

13.) Appointments – tabled to another meeting

- Budget Committee (4 vacancies, 1-year term)
- Connecticut River Joint Commission Representative (1 Vacancy, 1- year term)
- Energy Coordinator (1 Vacancy, 1-year term)
- Planning Commission (1 Vacancy, 3-year term – 1 year remaining)

14.) Approval of Warrants

Michael Todd made a motion to approve the warrants of 5-3-21 as follows:

General Funds	Operating Expenses \$23,321.60 Payroll \$13,558.45
Highway Fund	Operating Expenses \$22,764.10 Payroll \$8,363.38
Solid Waste Management Fund	Operating Expenses \$11,333.00 Payroll \$1,553.02
Library	Operating Expenses \$0.00 Payroll \$1,937.70
Police Cruiser	Operating Expense: \$28,333.00
People's Loan WWVFD Truck	Operating Expense \$48,060.62
Grants	Operating Expenses \$0.00
Special Revenue	Operating Expenses \$0.00
MES	\$2,475.50 from Fire Equip. Reserves
Long Term Debt	\$0.00
Grand Totals	Operating Expenses \$133,812.32 Payroll \$25,412.55

Paul Tillman- 2nd
No further discussion –
Vote - Unanimous

15.) Any Other Business

None

16.) Executive Session – Personnel

Tabled until the next Selectboard Meeting

17.) Adjourn

Michael Todd made motion to adjourn the meeting at 9:03 pm

Paul Tillman – 2nd

No discussion

Vote – unanimous

Respectfully,
Chauncie Tillman
Alt. Recording Secretary

WEATHERSFIELD SELECTBOARD

David Fuller, Chairperson

Joseph Jarvis, Selector

Kelly O'Brien, Selector

Paul Tillman, Clerk

Michael Todd, Vice- Chairperson