

BOARD OF SELECTMEN
TUESDAY, DECEMBER 10, 2019

The regular meeting for the Board of Selectmen convened at 7:00 p.m. in the conference room in the Town Office Building at 110 Main Street. In attendance were John R. Morrell, Edward S. Harrison, and Dr. Richard M. Smith. Also present were Town Administrator Evan Brassard and the media.

The Pledge of Allegiance was recited.

Acceptance of Meeting Minutes:

Mr. Harrison made a motion to accept the meeting minutes of November 26, 2019 – open session. Dr. Smith seconded, and it was unanimously VOTED.

Cost of Living Adjustment – Non-Union Employees:

Mr. Brassard explained the Board asked him to look into what the Consumer Price Index is doing, as well as inflation. The Consumer Price Index has been fluctuating between 1.6 and 1.9 and inflation is around 1.8. This would affect about 16 employees, plus contracted employees.

Mr. Harrison made a motion to approve a 2% COLA for non-union employees. Dr. Smith seconded, and it was unanimously VOTED.

Aging Friendly Community:

Heather Jolicoeur of the Greater Springfield Senior Services, Lori Stacy Director of the Monson Council On Aging, and Becky Bash of the Pioneer Valley Planning Commission approached the Board of Selectmen to discuss Age Friendly information and the community compact.

Ms. Jolicoeur explained Greater Springfield Senior Services is an agency that provides home care. Their mission is to keep people in their houses as safely and as independently as possible. They serve about 200 residents here in Monson through home care services, and they give Title III money to provide home delivered meals and meals at the Monson Senior Center.

Ms. Jolicoeur said they would like to be seen as a resource and a support for Monson. They cover twelve towns. In 2017, Massachusetts became the second state in our nation to become Age Friendly, behind New York. The state is offering some assistance in this program, along with the Pioneer Valley Planning Commission, and of course the Greater Springfield Senior Services. They don't tell us what to do, or how to do it, they are here to support and encourage us to commit to becoming an Age Friendly town.

Ms. Jolicoeur said the first commitment we could do easily is to sign the Age Friendly Community Compact.

Ms. Stacy said Monson's Age Friendly community is all inclusive, this is not just geared to our senior population, it's meant for a way to make our entire community Age Friendly from birth to death, and

everyone in the middle. It includes our infrastructure, transportation, and socialization. There are eight categories.

Ms. Stacy said she, Mr. Brassard and Town Planner Dan Laroche held a teleconference with James, who is Massachusetts Healthy Aging Collaborative, who was able to fill in a lot of the blanks on what needed to be done.

Ms. Stacy said a group of people will get together, business people, people in different town departments, and town residents. Surveys that are pre-done will be handed out or completed digitally, and based on what the community feels is needed in Monson, that's what will be focused on to start. Ms. Stacy said she has already started on this by expanding the transportation in town, opening it up to not just seniors, but younger residents as well.

Ms. Bash said the Pioneer Valley Planning Commission has been working with the towns of Chicopee, Holyoke, West Springfield, and South Hadley to do an Age Friendly Plan. Where they can assist, is to try to help the public with the aging process by putting the survey on-line, and to hold listening sessions to hear from the community on what some of the issues are.

Mr. Harrison asked if we can see the applications and some of the answers from other communities that have filled out the applications.

Ms. Bash replied "sure"; it's in Survey Monkey with nice graphs and charts. They used the AARP survey which is very lengthy, and in moving forward they would like to try to streamline that a little. Ms. Bash noted the answers are very similar in each community with concerns; usually sidewalks, staying in their homes as long as possible, delivery services, and transportation.

Ms. Jolicoeur said Bay State Medical Center in Palmer has become an age friendly hospital, and you want to include businesses, churches and groups, social services, etc. and added it only benefits our residents.

Dr. Smith asked what the commitment and costs associated with it would be.

Ms. Jolicoeur responded; the World Health Organization would be the one who would designate our town as Age Friendly. Monson would have to pledge and commit to them and work on the domains; complete streets, green areas, social services, hospitals, restaurants, get the whole town involved. Ms. Bash will help us with the planning portion to make the pledge to the World Health Organization.

Dr. Smith asked if it's so many things a year?

Ms. Jolicoeur responded "no".

Mr. Morrell asked if we were committing to all of those things.

Ms. Jolicoeur and Ms. Stacy responded “no”.

Mr. Morrell stated his concern was we not adopt the complete streets initiative.

Mr. Brassard explained aging and dementia friendly best practices under the Community Compact is where the town will select the best practice. Some of these selections have grant money available and some don't.

Ms. Jolicoeur noted Monson's population over 60 is 25%, and added that's a pretty big portion of our population, therefore it's important.

Dr. Smith noted Ms. Jolicoeur said the costs associated aren't much and wondered what they are.

Ms. Jolicoeur said it's per project, and all depends on the projects we choose.

Mr. Brassard explained signing the compact doesn't obligate us to spend any money, but there might be parts we want to participate in that will have an outlay of some money.

Mr. Harrison asked if we have a copy of the Community Compact.

Mr. Brassard responded it's all on-line, and he could send the Board a link to the areas of best practices.

Mr. Harrison made a motion to take the steps necessary to sign the compact in the category of age and dementia friendly best practices. Dr. Smith seconded, and it was unanimously VOTED.

6-Month Appointments for MPD:

Dr. Smith read the list of six-month reappointments for the Police Department as follows:

Douglas Beachell	Thadius Carter	Michael Goldberg	James Daniels
Matthew French	Paul Mayo	Tyler Allen	Brian Stanley
Daniel Courtney	Austin Blair		

Dr. Smith made a motion to appoint the aforementioned as part-time Special Reserve Police Officers effective immediately through June 30, 2020. Mr. Harrison seconded, and it was unanimously VOTED.

Renewal of Various Licenses:

Dr. Smith read the all alcoholic license renewals into the record, as attached. Mr. Harrison made a motion to approve them as read. Dr. Smith seconded, and it was unanimously VOTED.

Dr. Smith read the renewals for the retail package stores into the record. Mr. Harrison made a motion to approve the renewals as read. Dr. Smith seconded, and it was unanimously VOTED.

Mr. Morrell read the club licenses and farmer winery pouring permits into the record. Dr. Smith made a motion to approve them as read. Mr. Harrison seconded, and it was unanimously VOTED.

Mr. Morrell read the entertainment licenses into the record. Mr. Harrison made a motion to approve them as read. Dr. Smith seconded, and it was unanimously VOTED.

Mr. Harrison read the automatic amusement licenses into the record. Dr. Smith made a motion to approve the licenses as read. Mr. Harrison seconded, and it was unanimously VOTED.

Dr. Smith read the motor vehicle class I, II, and III into the record. Mr. Harrison made a motion to approve the licenses as read. Dr. Smith seconded, and it was unanimously VOTED.

Mr. Morrell read the billiards and pool table licenses into the record. Mr. Harrison made a motion to approve the licenses as read. Dr. Smith seconded, and it was unanimously VOTED.

Liquor License Transfer – Magic Lantern:

Christopher Brunelle and his attorney, Attorney Antonio Dos Santos of the offices of Crear, Chadwell, Dos Santos & Devlin P.C., approached the Board of Selectmen. It was noted Mr. Brunelle and his wife Kimberly are here representing West Mass Management LLC and they are the applicants for the transfer of the liquor license from the current liquor license holder. Mr. Brunelle is TIP certified, and nothing is changing on the license other than the owner and manager.

Attorney Dos Santos stated Mr. Brunelle has owned four liquor licenses in the past, and was manager on two of them, and over the last twenty years there haven't been any liquor violations on any of them.

Mr. Morrell said the Board has the application and everything has been completed that was supposed to be done.

Dr. Smith noted the license is under the name Kimberly Brunelle.

Attorney Dos Santos said the license will be owned by Kimberly Brunelle, who is the owner of the LLC. Mr. Brunelle will be the manager of the liquor license and establishment.

Mr. Morrell noted the hours look to be the same.

Attorney Dos Santos said yes, they are staying the same.

Aa abutter from Old Wilbraham Road approached the Board and said she did some research on the West Mass Management Group LLC and noted it was formed within the last 23 days, and Mr. Brunelle's name isn't on any of the application at the Commonwealth of Mass. site. (It was noted the business is in Mr. Brunelle's wife's name, Kimberly Brunelle, and Mr. Brunelle will be the manager).

The abutter said Mr. Brunelle will be taking over the management of the building and noted she lives very close to the building and has gone through years of being neighbors with the Magic Lantern and dealing with

it. She said she can't walk her dog on the road there due to the amount of broken glass on the street; there are people screaming in the parking lot at 1:30 in the morning so she doesn't get a lot of sleep, loud music, and used condoms, and she would like the new owner/manager to have control over all of this.

Mr. Morrell said if the road behind the Magic Lantern is actually in Palmer, she should speak with the Palmer Highway Department about cleaning up the broken glass, etc.

The abutter said the line is very close there, and no one really knows who is responsible for that road since it's the Old Boston Road and might even fall under the State.

Attorney Dos Santos said past practices is not for them to discuss as far as complaints or violations with the previous owner of the property, and noted Mr. and Mrs. Brunelle still won't own the property as they will be leasing it.

Dr. Smith said he feels the abutter is asking for assurances going forward.

Attorney Dos Santos said in going forward, all he can give is Mr. Brunelle's history of owning establishments for twenty years and never having any of those issues or concerns.

Mr. Brunelle said he fully sympathizes with the abutter, and noted currently there isn't any video surveillance or security plan in place; and they have addressed this issue by hiring a consultant to work with them on that. They are putting a \$23,000 surveillance system into the parking lot to address the types of issues she is having. He won't have any glass containers only tin, so the broken glass shouldn't happen, and no one will be allowed to leave with anything in their hand other than their car keys. He will also enforce the last call and has a strict last call policy. The license is good until 1:00 a.m. and people hanging around after that is unacceptable, and if that does happen, he will address it.

The abutter said she likes the idea of having the surveillance, as that has been lacking and a lot goes on in that parking lot at night that just is not appropriate and shouldn't be happening. She likes the idea that if there is an issue in the parking lot, a security guard will check it out, and she thanked the Board for letting her come in to express her concerns, and told Mr. Brunelle she is willing to work with them if they have any issues and wanted to provide her with a telephone number of who to contact if she does notice anything, just in case they aren't aware of it.

Dr. Smith said it's good to make the owners and managers aware of any issues.

The abutter said it's hard when she lives in one town and the establishment is in another town, and it sort of falls off the edge.

Mr. Harrison made a motion to approve the liquor license transfer application on the local level for West Mass Management LLC, and to forward it to the Alcoholic Beverages Control Commission (ABCC) in Boston. Dr. Smith seconded, and it was unanimously VOTED.

State Avenue Bridge Letter:

Mr. Brassard said the Board has a letter signed by the Town of Palmer. Mr. Brassard said he wrote this letter to address concerns we have regarding the State Avenue bridge which is the border between Monson and Palmer, with each town owning approximately half of the bridge. The bridge has fallen into disrepair and we want to reach out to the Department of Transportation (DOT) to ask them to take action immediately.

Dr. Smith made a motion to approve the letter as written. Mr. Harrison seconded, and it was unanimously VOTED.

Fire Chief Selection Proposals:

Mr. Brassard explained at the last meeting, the Board requested Mr. Brassard look into different organizations that would go out to help us select a Fire Chief. As part of the Procurement process, he has been getting quotes on that and went over them briefly for the Board to decide whether they wanted to take action tonight, or if they wanted to spend more time with the proposals, and review it again at the next meeting.

Mr. Brassard said the Board has before them three separate proposals.

The first proposal is from Badge Quest, who is a pretty well-known organization throughout the State that does a lot of this type of hiring, specializing in Police and Fire. Their initial proposal is \$10,995 to do the recruitment portion of the process. Second to that is another \$6,800 to do the vetting of one to five candidates in the assessment center. The third cost is \$3,000 to do a background check, if this is desired. The total for this would be roughly \$20,000.

The second proposal is from MRI (Municipal Resources Inc.) This is the firm that hired Mr. Brassard as our Town Administrator. Their initial proposal is \$12,000 to do the recruitment and assessment center with an additional \$1,500 for a background check, bringing the total to \$13,500.

The third proposal is from Public Safety Consultants. Mr. Brassard received their name from a neighboring community who just used them and spoke highly of them. Their initial proposal is \$11,900. The assessment center is included in that price as is a preliminary background check.

Dr. Smith asked what level of services we would be getting for each of those fees.

Mr. Brassard explained there's two different ways to do that, and all the companies will do whatever you want. Mr. Brassard said he spent most of his time with MRI and Public Safety Consultants, and he recommends, after talking to different companies as well as other communities that have recently done this type of search, is thinking about appointing a committee of approximately five people to do the initial search, and hire one of the consultants to sit in on the interviews to vet the candidates down to about three to five candidates. Then hire one the consulting company to do the assessment center and some form of

background check. After that, the final candidates would come before the Board of Selectmen for the final selection.

Mr. Morrell said with that procedure, it would significantly reduce the costs.

Mr. Brassard noted the lowest bid he received, the \$11,900 is set up exactly like this, so it doesn't look like we would get out of this for less than that, if this is the route they want to take. There are other ways to do it where we could do the entire selection process and send three to five candidates to just the assessment center and background check for about \$9,800 and noted the assessment center is pricy. Mr. Brassard said he could probably work this figure down to between \$6,000 and \$8,000 taking more of it in-house. It all depends on how much the Selectmen want to see it run by a consulting firm.

Dr. Smith asked who Mr. Brassard proposed be on the committee.

Mr. Brassard responded a designee proposed by the Board of Selectmen which he assumed would be him, the Police Chief, Madeline Goodrich the Director of the Human Resources Dept., and then two disinterested third parties who aren't necessarily connected to Monson but have some expertise in that area, and added perhaps he could reach out and find two retired Chiefs from other towns that would be willing to sit and help us, or local retired Chiefs, if that's the direction the Board wants to go in.

Dr. Smith said he would suggest the five and feels the five Mr. Brassard choose are good and feels maybe one interested retired Chief from town and one disinterested Chief with no connection at all, to be rounded out by the other people as well, and maybe having them do the whole screening process bringing it down to five candidates to send to the assessment center to be narrowed down to maybe two or three, which would come to the Board of Selectmen for final interviews.

Mr. Morrell said he would like to see it narrowed down to three rather than two to come for final interviews.

Mr. Brassard said he would like to bring three to the Selectmen, the only condition that would result in less is if something happened in the assessment period or the preliminary background check that disqualifies them, rather than go to candidate number four.

Mr. Morrell asked how wide of a search this is.

Mr. Brassard explained, when the consultant is hired, you can dictate how wide of a search you want the search it to be. In talking to the consultants, he heard more than once that salary is going to dictate how wide the search needs to be. Communities that don't pay as well as other communities generally get candidates that are from further away, such as Vermont, New Hampshire, and Rhode Island because the salaries are more competitive here than there, so they will come here, whereas other Chiefs and people coming up through the ranks might not want to come to Monson for our salary; and feels this needs to be considered when selecting a candidate and maybe taking their expertise under advisement.

Mr. Morrell said he hopes some local people will apply and feels we have some qualified people around here, to try to get involved in it, from Monson and neighboring communities.

Dr. Smith said he is comfortable with using Public Safety Consultants.

Mr. Brassard noted the representative from Public Safety Consultants was very helpful, and their prices are competitive. He will reach out to all three of the consulting firms again to give them the exact parameters and scope we are looking for to get equal quotes, and feels he will have these prices back by the end of the week. After that, the only thing the Board would have to think about is where the money will come from; Gifts to the Town or he could go to the Finance Committee at their next meeting on January 6th to request it from their reserved receipts account.

Mr. Morrell said he didn't think it should come from the Gifts to the Town account. Dr. Smith agreed, it's better coming from the Finance Committee.

Mr. Brassard said he will be at the Finance Committee meeting and will ask them at that time.

Mr. Morrell said we won't be able to do anything until then.

Mr. Brassard responded, no, not until he has appropriation for it.

Dr. Smith said he would like to move this along as fast as possible and wondered if the Board could vote tonight to agree on the process as he outlined, or similar.

Mr. Brassard said they could certainly vote to approve the process and delegate Mr. Brassard to hire the low bidder for the process as he is Chief Procurement Officer.

Dr. Smith said he didn't want to go with just the low bidder. If they are very comparable and Mr. Brassard has a better sense for one vs. another and feels we will get better service from another, if it's an extra \$100 or \$200, he's okay with that.

Mr. Harrison agreed he is good with that as well, as did Mr. Morrell.

Dr. Smith made a motion to allow Mr. Brassard to form a five-person committee as he previously described, to include Mr. Brassard, Madeline Goodrich, Chief Kozloski, one local Chief, and one retired Chief who has no connection to Monson to screen through the applicants; bring the top five to whoever is chosen as the company to bring them to the assessment center to be narrowed down, and to bring the top two or three candidates to the Board of Selectmen for final interviews. Mr. Harrison seconded, and it was unanimously VOTED.

Budgetary Guidelines for Department Heads:

Mr. Brassard said he was meeting tomorrow with the department heads to go over the ClearGov training process. One of the things he wants to bring to them is the guidelines that the Board would like to see, for at least the departments that report to them. Mr. Brassard explained what normally happens is he goes to Fin. Com., and they say they want a level services budget which is the same every year, and then those budgets are brought to the Selectmen who look them over and asks the department heads any questions they might have. Mr. Brassard said he would like to start the budget process earlier by having the Board dictate to the department heads that report to them, what they expect to see or what the thoughts and priorities are, so when he meets with them tomorrow he can tell them that so he can hold them to that when they then go to Fin. Com. so when the Selectmen get the actual budgets, they should be what they have already asked for, rather than doing it after the fact.

Dr. Smith asked Mr. Brassard if he is aware of any extenuating needs from any of the department heads.

Mr. Brassard responded no, he has spoken with the majority of department heads and doesn't see any outstanding needs, and feels we could level fund everything, except salaries.

Dr. Smith said he is good with keeping everything level, other than salaries.

Mr. Morrell said fortunately we were able to do a bunch of stuff in the last four or five years, so it won't hit us now, therefore it's a lot easier to level fund now.

Mr. Harrison said something is always coming along in the software area.

Mr. Brassard said personally he is comfortable where we are and feels we have what we need, and added he always has an eye out for new things where he feels we can use them to gain in efficiency, but has learned to pace himself since not everyone uses the software at the same level and some need to catch up to what we are doing. We have implemented View Point in the Building Department and that is working very well. ClearGov is not as popular as he had hoped, but we are still trying to draw people to the website to see where their tax money is going. Mr. Brassard explained he really doesn't see anything that is a major cost on the horizon as far as needing any more technology money.

The Board of Selectmen agreed it sounds good and Mr. Brassard said this is what he will relay to the department heads tomorrow.

Right of First Refusal – 125 Lower Hampden Road:

Mr. Morrell noted he has letters from the Board of Assessors, the Planning Board, the Conservation Commission, and the Attorneys for the buyer.

Dr. Smith made a motion to waive our right of first refusal for 125 Lower Hampden Road parcel 076-001. Mr. Harrison seconded, and it was unanimously VOTED.

Correspondence was read and completed.

In Other Business to Come Before the Board:

- Mr. Morrell noted the Board of Selectmen have done a performance review on the Town Administrator, Evan Brassard, that is done once a year, and went through the survey that was conducted, noting Mr. Brassard received high marks and all the comments were good.
- Dr. Smith noted the town looks very nice with all the holiday lights and thanked everyone involved.
- Cemetery Commissioner Dave Beaudoin approached the Board of Selectmen regarding the archway at Hillside Cemetery. Mr. Beaudoin said he would like to get the repair bid out ASAP and wondered if Town Planner Dan Laroche could do it. It was noted the Cemetery already has the funding for this project.

Mr. Brassard said Mr. Laroche spoke with architect Larry Tuttle to secure the bid documents to make sure there is an engineering stamp on it, and this should go out to bid in January.

Mr. Beaudoin said he would also like to wrap the archway for the winter as it's getting worse and said he would be willing to do this himself with his own bucket truck, and take the wrap down once it goes out to bid.

Mr. Brassard recommended asking the architect what he thinks as far as an eminent threat to the public from it, rather than wrapping and unwrapping it.

Mr. Beaudoin said the contractors working on the archway will need power, and wondered who takes care of the Jacob Thompson House, and who pays the electric bill.

Mr. Brassard responded it is under a 99-year lease with the Historical Commission, and they pay the electric bill.

Mr. Beaudoin wondered if there is any possible way to get power out to the archway, in case they need it.

Mr. Brassard said he will work with the Historical Commission to see if he can make that happen, and noted the only other option is the contractor would have to have a temporary service from the pole across the street.

Mr. Beaudoin said the temporary pole would have to be a minimum of eighteen feet tall, which would look really bad.

Mr. Morrell said the contractor may have his own generator.

Mr. Brassard said that could be requested as part of the bid packet as well.

Mr. Beaudoin said he would also like to figure out a way to get lights installed at the flag pole in Hillside Cemetery, and noted all of this started years ago, as this is one of the only flags in town without a light shining on it, and said this is the flag used for Memorial Day.

Mr. Brassard said he is emailing Dennis Swierad of the Historical Commission asking him to meet with him regarding both of these items.

Mr. Beaudoin also said the fence at North Main Street Cemetery, that he spoke of previously next to the wall in the back that the town does not own. The rocks have been coming down from the wall and have been hitting the headstones. Mr. Beaudoin said since we don't own the wall (they had it surveyed), they would like to put a black chain link fence that will blend in tight to the stone wall, 3 or 4 feet high from one side to the other, to stop the stones from rolling into the headstones. They received a price for the fence of \$5,000. It was brought up to them to use some of the perpetual care money for this. Mr. Beaudoin explained the perpetual care money is going to be used on the vault at the top of Hillside Cemetery which also needs to be taken care of ASAP. Mr. Beaudoin said the Commissioners are looking for \$5,000 to get the fence up to stop the boulders from rolling.

Dr. Smith asked about using CPA money for the fencing.

Mr. Beaudoin said the Community Preservation Committee won't do that as it's not historical.

Mr. Brassard said we can double check, but feels he might be right because you are not replacing a historical fence or mimicking a historic item, and feels they will perceive it as maintenance.

Mr. Brassard said he feels Mr. Beaudoin is asking the Board to support a Capital request for the \$5,000 to install the fence.

Mr. Beaudoin said they need more money to cut down more trees. They have used the \$20,000 they received before on Brimfield Road Cemetery and Hillside Cemetery. Hillside still has a few more trees that are in the process of dying. Mr. Beaudoin said he would now like to take care of the top of Moulton Hill Road Cemetery as it's just a matter of time before the huge trees start coming down taking out quite a few of the headstones when they do fall. These headstones belong to the Squiers', Chaffee's, Moulton's. Etc. where the monuments have been since the 1880's or earlier.

Mr. Morrell suggested having an arborist look at the trees.

Mr. Beaudoin said they did have an arborist look at them and he wanted \$175,000 and the Town said no, that wasn't going to happen, and that's when the town gave the Cemetery the \$20,000 to take down the worst trees.

Mr. Morrell suggested getting another arborist to look at them for a second opinion, and felt if they went with Northern Tree maybe they wouldn't charge for the report.

Mr. Brassard said if the Cemetery Commission is looking for money for tree removal, the process would be to put in a request to the Finance Committee as part of their budget.

Mr. Beaudoin said he is going to go after CPA money for the vault at the top of Hillside Cemetery as that was originally a historic area. Mr. Beaudoin noted Dennis Swierad told him in the 1920's cement blocks were added to the front of the vault to expand it. The cement blocks have been crumbling over the years to the point where they have to be repaired. Mr. Beaudoin said he would like to put granite on the front of it and rebuild it.

The Board thanked Mr. Beaudoin for coming in.

- Mary Hull approached the Board of Selectmen wondering where we are with the Cannabis Bylaw Committee that was going to be re-established and hasn't come to fruition.

Dr. Smith said he doesn't think this has been discussed since the last attempt by Jessica Allen for a bylaw.

Ms. Hull said it was stated two votes ago that a new committee was going to be put together, and wondered if a new committee is going to be put together.

Dr. Smith and Mr. Morrell agreed it might be a good agenda item to discuss going forward, for the next agenda.

Dr. Smith recommended placing this on the agenda for the next meeting scheduled for January 14th and maybe having Mr. Brassard find out whether they would be able to propose another one that's going to be extinct enough by the Attorney General since we've already done two, and if we would run into any problems proposing a third one, as this was a concern in the past.

Mr. Brassard said he will place this on the next agenda for January 14th.

At 8:30 p.m., Mr. Harrison made a motion to discuss with respect to non-union personnel pursuant to M.G.L. Chapter 30A Section 21 (2) and collective bargaining or litigation pursuant to M.G.L. Chapter 30A Section 21 (3), not to return to open session. Dr. Smith seconded, and it was unanimously VOTED.

Dr. Richard M. Smith, Clerk