

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
September 26<sup>th</sup>, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby.

OTHERS PRESENT: Maryanne Aldrich, Community Relations & Fund Development Director, Cottage Hospital, Brent Ruggles, IT Manager, Bill Gilding, Alternative Sentencing Director and Jim Oakes, Maintenance Superintendent.

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

M. Aldrich arrived and explained that she is the Community Relations and Fund Development Director at Cottage Hospital and that the hospital has been working on potential growth development for a number of years. She explained that recently they have been working with North Country Council and that she has come before the Board today to request their consideration of applying for a Feasibility CDBG for the Cottage Hospital. M. Aldrich explained that one of the issues that the hospital sees is a lack of primary care coverage. They know that a lack of transportation is also an issue that faces the community that they serve. They have begun to look at a mobile option that will enable the hospital to take primary care physicians to the vulnerable populations and this may also allow them to coordinate multiple levels of care for patients. She explained that they have looked at several consultants preliminarily and feel confident that the \$12,000 grant would provide them with sufficient funds to adequately assess whether this is a viable option for the hospital to pursue.

Commissioner Lauer stated that this seems like a very good investment of funds and that she is very supportive of it. Commissioner Piper stated that coordination of care is something that is a goal in healthcare today and that this sounds like a great idea. Commissioner Ahern stated that he feels there is no doubt that this is necessary. He thinks it's a waste to spend \$12,000 to study something that is obviously needed. He noted that he thinks another issue that should be considered is the availability of healthcare professionals. He wondered if providing housing would be an incentive to attract people to the area.

M. Aldrich stated that she very much agrees that this is needed, but the feasibility study will be looking at whether or not this is something that the hospital can afford to do not whether it is needed or not. They need to establish if a) it is financially viable for the hospital and b) where does the funding come from to maintain it. This study will determine where the pockets of underserved are and whether they are Medicaid or Medicare. She went onto state that Cottage Hospital is facing the same staffing issues and are looking at all options to attract employees.

Commissioner Ahern also stated that the hospital should look into whether the Veteran's Administration would be able to assist with any sort of funding as there are a lot of veterans in this area.

Commissioner Ahern stated that he felt this was great and overdue. Both Commissioners Lauer and Piper were also very supportive. CA Libby will now schedule a public hearing with Cottage Hospital and North Country Council in October to meet the October 31<sup>st</sup> filing deadline.

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 19<sup>th</sup> meeting. Commissioner Piper had an edit.

Commissioner Ahern moved to approve the minutes from the September 19<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion and all were in favor.

ITM Ruggles arrived and gave the following report:

ITM Ruggles spoke with the Commissioners regarding the concern that Representative Sykes brought up at last week's Executive Committee meeting regarding the use of Kaspersky Anti-Virus software at the county. ITM Ruggles stated that he did extensive research before bringing Kaspersky on at the county. At the time it was the best effective tool for the county's security issues. He stated that in the time that we have used it there has not been any incidents of Malware infecting our systems. It is a very effective software. He stated that there is no validity in the accusations that are out there at this point. He explained to the Commissioners that the county is at the end of a three (3) year term with Kaspersky and he is researching all available options at this time. He will have a recommendation for the Commissioners before December.

Grafton County Department of Information Technology  
Monthly Summary Report  
September 26, 2017

AO – Attorney's Office

- Computer lost trust with Active Directory Domain, resolved, removed and rejoined laptop to AD.
- Set up Attorney's Windows Profile and Desktop on a new laptop.
- Replaced UPS Battery Backup of a VicWit employees' office.
- Shared VicWit Inbox and sub-folders to a new employee email.
- Relocated Scanner with extended length USB cord at employees' desk.
- Installed video play playback software on an attorney's PC Desktop to view proprietary files from the jail.
- Trained Attorney's assistant on operating a screen sharing software.
- Investigated an email issue where an employee was not receiving certain emails. Her webmail Inbox was sorted to show attachments last, resolved.
- Shortcut for Case Management software would not retain compatibility settings after computer was rebooted. Deleted and recreated new shortcut resolved the issue.
- Attorney was getting message saying her "Sent" folder was missing. After putting her on "wired" connection, her cache was emptied from her email account to resolve the issue.
- Created new VoIP extension for a new Attorney that will be hired soon.

AS – Alternative sentencing

- Set up PC and Windows Profile for a new employee, renamed the phone ext. he will be using, added a new account to Copier for printing and setup password, and installed email client on his

cell phone.

- Assisted employee with recording new department phone greeting to accommodate a new employee.
- Set up new laptop for one of the employees.
- Replaced wireless keyboard/mouse set for one the Case Managers. Seemed certain keyboard key was sticking.
- A few employees reported not being able to print. The printer had many print jobs stuck in the queue. Remoted into the print server and canceled all jobs in the queue, restarted the print spooler Service and restarted the printer.

#### CE -- Cooperative Extension

- Avaya phone had bizarre display on LCD screen. A reboot of the phone cleared the issue. Also reset the Voicemail password for the Employees extension.

#### CO -- Commissioners Office

- Relocated DYMO to Jean Sutherland's office.

#### DoC -- Department of Corrections

- Setup accounts for new hires.
- Updated database software for the Farm to track information on cows.
- Completed move of accounts and files for transferring employee from DOC to AS.
- Transferred and activated word processing software licenses from old systems to new to stay in licensing compliance.
- Replaced failed power supply and UPS in medical unit.
- Resolved email folder access issue for user by re-indexing users email account.
- Ordered replacement battery for Liebert UPS in DVD room.
- Shadowed door-lock security tech to get familiar with the facility's electronics and camera infrastructure.
- Installed new touchscreen monitor in Intake for door-lock system.
- Officer got a bounced back email when sending info to the courts system. His email account was set to only send email internally. That setting was changed to be able to send outbound as well.
- Imaged all the new PC's hard drives with the correct master image.
- Deployed a couple of the new Windows 10 PC's for the facility to test multiple employee logins with new OS and interaction with network.
- Installed agent and codec on new Sergeant's PC for the inmate calling solutions.
- Trained Captain on recording surveillance footage to include the required video player.
- Wireless keyboard/mouse set were glitching with new PC's. Plugged in the USB dongle into a different port and seemed to clear the issue.
- Assisted employee with sorting columns in a spreadsheet and to print only selected contents.
- Replaced PC in Mail Room with a recently replaced PC's from one of the housing units.
- Momentarily had to make a GP change on one Windows 10 PC, so employee could make the appropriate changes to her dual monitor screen layout.

#### HR -- Human Resources

- Resolved security issue with virus alert, turned out to be a false positive.

- Performed maintenance and disk cleanup on PC.
- Installed new ID card printer on employees' desk and installed appropriate software and drivers on PC.

#### IT – Department of Information Technology

- Cleared up drive space on NAS device and made changes to maintenance software to keep free drive space.
- Updated JAVA for all systems.
- Re-purposed for use as spare or training system.
- Assisted co-worker with windows updates on SO servers.
- Re-conditioned retired PC's from the DOC to be sold.
- Updated software after security issue was disclosed by vendor.
- Resolve drive space issue on deployment server by doing cleanup of old unneeded installs and scripts.
- One of our NAS devices was not responding. Went to its location and noticed it was powered off. I plugged one of its 2 power supplies into another UPS.
- Installed rack mounted UPS at Alternative Sentencing Building.

#### MT – Maintenance

- Setup new laptop for Maintenance Superintendent.

#### RD – Registrar of Deeds

- Investigated 2 Email Virus Attachments, our AV software deleted both.

#### NH – Nursing Home

- Replaced non-functioning keyboard for Volunteer Coordinator.
- Completed adding users to email distribution list for HIM.
- Completed setup of docking station and new monitor for Director of Nursing.
- Replaced UPS for unit secretary on Profile Unit, batteries needed to be replaced.
- Completed adding new Night Supervisor to shared public calendar
- Completed update of accounting software on the CFO's system, the install did not install properly for this user.
- Resolved issue with document processing software, updated version of program. Issue actually turned out to be corrupt spreadsheet.
- Setup accounts for re-hire to work in activities department.
- Completed training with In Service Director on how to do utilize laptop and projector to complete training using power point.
- Resolved network connectivity issue on PC in MDS office.
- Set up email on employees' iPhone.
- Replaced mouse on Nursing Station PC.
- Removed Visual Voice from the Pastor's phone extension. He generally checks his messages remotely.
- Set up the Surveillance App on a new NAS device that will be used a camera NVR.
- Unboxed all new cameras and connected each to the Network, to create the Admin password that

is needed when setting them up with NVR.

- Terminated connectors on all ends of the cable that was ran for the IP cameras to be installed.
- Rack mounted the two PoE switches for camera LAN, and also mounted shelf for NVR to reside.

#### SO – Sheriff's Office\Dispatch

- Unlocked account for remote agency PD that had locked his account by using wrong password.
- Completed setup of new accounts for remote PD user.
- Resolved remote connectivity issue for remote PD's.
- Resolved issue user had with software used to connect to State Police.
- Brought back PC from Alternative Sentencing and setup back in original SO Office, completed maintenance and cleaning.
- Created new VoIP phone extension for an office where a PC was put in.
- Replaced UPS in Civil Dept.
- Created an extension for voicemail use for one of the Deputies.
- Setup new remote access client for Berlin PD.

The Commissioners signed check registers 18-19; 1041; 1044-1048.

CA Libby presented the Commissioners with an out-of-state travel request from Communications Director T. Andross. The request is for three (3) dispatchers and Director Andross to attend the APCO-Atlantic annual training conference in Rockport, ME, October 22 through 25. Director Andross will be receiving the 2017 APCO-Atlantic Chapter Director of the Year award. As such all expenses for the conference will be paid for by APCO. The cost for the other attendees will be \$1,693.44 and the funds are available in the Dispatch operating budget.

Commissioner Piper moved to approve the out-of-state travel request. Commissioner Ahern seconded the motion for discussion purposes.

#### Discussion:

Commissioner Ahern questioned whether one person could attend with Director Andross and bring back the information for the others. Commissioner Piper stated that she and Commissioner Lauer both attended the NHAC annual conference and both attended different sessions and had access to different information. Commissioner Lauer stated that there are usually concurrent sessions and people can attend different sessions. Commissioner Ahern stated that he feels that this is not a good use of taxpayer money. He feels with all the technology available now that multiple individuals do not need to attend off site training. Commissioner Lauer stated that she had never known of a conference being live-streamed and she also stated that sitting in front of a computer you cannot get interaction and feedback from the other participants.

The Commissioners voted on the motion. Commissioner Lauer and Piper voted in favor and Commissioner Ahern was opposed. The voted being 2 – 1 the motion passes.

AS Director Gilding arrived and gave the following report:

#### **Alternative Sentencing Programs Commissioners Report September 2017**

## Monthly Drug Treatment Court Report

### Mission Statement

GCDCSP (Grafton County Drug Court Sentencing Program). The mission of the Grafton County Drug Court Sentencing Program is to improve community safety; decrease financial costs currently incurred by the criminal justice system; and assist non-violent criminal offenders in breaking the cycle of crime and addiction. The program participants are judicially supervised with frequent court appearances, random drug testing, community supervision and the utilization of evidence based treatment practices to address and transform the participant into healthy, productive, law-abiding citizens.

### Program Statistics

Since its conception in 2007, **125 participants** have entered the GCDCSP.

**62 participants** have graduated (**2 additional women are commencing on November 13, 2017**)

**43 Participants** have been terminated. (**1 pending male termination**)

#### **Male Participants Program Statistics:**

Total Admitted: 77 (**New plea today at 2pm**)

Completed: 44

Terminated: 24

Administratively Discharged: 2

Currently enrolled: 7

Absconded: 4

#### **Female Participants Program Statistics:**

Total Admitted: 48(**New plea scheduled 10/6**)

Completed: 18

Currently Enrolled: 9

Administratively Discharged: 1

Terminated: 19

**Currently actively enrolled: 16**

**\*Last new participant entered the program on 9/21/17.**

**\*23 Prospective Participants on the list with 10 application submitted for evaluation and 3 pending pleas.**

**\* 1 participant incarcerated, 1 male pending termination in the last 30 days:**

**2017 NADCP Conference:**

As the new Coordinator of the GC Drug Treatment Court, I attended several discipline specific training that reiterated some of the information provided in Reno. The focus was on program structure, role specific duties, treatment options and integration the of Best Practices program into the program. Many of these protocols are being developed at a State level and will be systematically adopted by all state-funded treatment courts.

There was an emphasis at the annual conference this year on families; the focus was on the trickle-down effect of those involved in the substance abusers life and how to link the necessary services as well as address the various dynamics that are involved with families and addiction. The goal is to break the cycle of addiction allowing families to recover together.

Moving forward we are working with participants to connect family services, child care, and SUD education to families throughout the program.

**Monthly Mental Health Court Report**

**Total MHC Participants: 27**

**Total Veteran Participants: 3/Plymouth**

**Total Veterans being assessed for MHC: 4**

**Total MHC Applications Pending: 12**

**Total Participants Unsuccessfully Discharged: 0**

**Participant Graduations: 2**

**Monthly Adult Diversion Report**

**Total Participants: 17**

**Male Participants: 12**

**Female Participants: 5**

**Total Number of Prospective Participants: 18**

**Number of Intakes Completed in the Month of September: 6**

**Number of Participants in the Process of Acceptance: 8**

**Number of Successful Completions To Date: 10**

**Monthly Juvenile Restorative Justice Report**

**Total New Participants for CADY Central: 5**

**Total New Participants for GCJRJP: 7**

**Total New Participants for VCDP: 4**

Commissioner Lauer asked if Director Gilding is confident that the drug court participants are receiving the two (2) random drug tests per week that are the Best Practices. He stated that now he is. They have developed a color system that has made the testing more random than in the past. Commissioner Lauer stated that she was happy to see that there is a push to connect clients with more family support services.

Director Gilding asked the Commissioners for approval to fill the Administrative Assistant position that he requested be changed into a Case Manager position earlier this year. He stated that there have been unforeseen consequences and that he and his entire staff have a need for an Administrative Assistant. Commissioner Lauer stated that she would need to have specifics on how this position would be paid for. Director Gilding stated that currently he is only looking for permission to put together a proposal for the Commissioners. Commissioner Lauer told him he could put the proposal together and then the Commissioners would look at it.

Director Gilding asked the Commissioners about the report that they had requested from him. Commissioner Lauer stated that it met her expectations. Commissioner Piper stated she was happy with it and Commissioner Ahern stated he was fine with it for now.

Superintendent Oakes arrived and presented the following report:

**August 15 – September 25, 2017**

#### **COMPLEX**

**Force Main Sewer Project** – Dubois & King surveyed the project area and has completed 85% of the base map. They have a proposed pipe route that they want to review with me sometime later this week along with discussing pros and cons of suggested pipe materials. I've also coordinated with NH DOT to see if we will need any special permits and they said we would need a temporary driveway permit if any contractors will be accessing the rail trail directly from Route 10. If so, than the Town of Haverhill will have to sign off on it.

**Unpaved Roads** – Added 9-truck loads of crushed rock to water tank road, drive behind DOC and one to lower farm fields. Graded and compacted all areas.

**Generators** – Powers Generator completed the annual preventative maintenance and tests of all our generators. They also completed the load bank test of the DOC generator. They discovered a starter engagement issue with the DOC generator that can be corrected by a software update. I am in correspondence with Cummins Northeast to set up a site visit to correct this problem. The



Courthouse generator has a leaky priming pump. Powers Generator ordered a replacement pump and will be back on site to replace it once they have the part in hand.

**Backflow Device Inspection** – Completed 6-month test of complex's 38 devices. One supporting DOC dishwashing area failed test. Installed rebuild kit and retested...tested good

**Pavement Crack Sealing** - Completed crack sealing of Courthouse, DOC and Alternative Sentencing Building parking lots and drives. Still in process of sealing Nursing Home Areas

**Water Tank** – Pressure washed water tank and painted upper surfaces degraded by UV rays and mildew

### **COURTHOUSE**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**Circuit Court Office Ceiling Abatement Project** – I've signed Proposals with The Lawson Group and Enviro-Vantage for the abatement of select circuit court areas. Richard ordered the necessary materials to restore the areas once the abatement is complete. All of the suspended ceiling materials are on hand. Electrical and HVAC items haven't come in yet.

**Cameras** – Coordinating with AOC, AOC's contractor and GC Dispatch for the installation of 32 new cameras through various locations of the courthouse, tied to a DVR system. AOC is paying for this work to enhance security. This work is anticipated to take place sometime this fall.

### **NURSING HOME**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Life Safety** - CMS (Centers for Medicare & Medicaid Services) approved some new code responsibilities that we must implement. One of those code requirements dictates an annual inspection of all fire and smoke doors. All documentation must be maintained 3-years. A list of all these doors was created plus a spreadsheet to track the inspection findings. *We finished correcting all remaining doors, to include installing a dampered louver in the 69 building elevator machine room door*

**State Survey** – The state life safety inspector conducted his annual inspection of the nursing home while I was away on vacation. Craig Labore informed me that the inspector had a couple of recommendations, but overall the facility and my documentation received a zero defect rating

**Wooden Road Front Sign** – Sign in disrepair due to rotted sections and need of paint job. *In process of repairing and painting sign*

**HVAC** – The compressor failed in ACCU 2, the air conditioning system that serves Granite and Meadow dining rooms. *North Country Mechanical upgraded the existing system to a 407c refrigerant and replaced the failed compressor. The newly rejuvenated system is working well.*

**Laundry** – Daniels Equipment Co. installed the new 40 lb. washer and associated ozone equipment

**Laundry** – Dryer 2 has two bad burner tubes...*replaced tubes and tested*

**Laundry** – Dryer 3 will not start due to bad gas valve...*replaced gas valve and tested*

**Dietary** – Replaced several door seals on refrigerators, freezers and steamers

**Bathroom Floors** – VT Pro Coatings completed the repair work to the Maple main bathroom floor and did a great job. They've started work on Profile 9/25 and my staff reinstalled the toilets, tub, cabinet and shelving the same day.

**Cameras** – Helped IT route Cat5e cable to support new security cameras scheduled to be installed throughout several locations

#### **ADMINISTRATIVE BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

#### **Dept. of Corrections**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**HVAC** – Heat pump WHP-H1 & G1 Motor Saver failed...*Trane replaced motor savers*

**HVAC** – Heat pump WHP-D1 Heat pump keeps going into ALARM when it tries to switch from cooling to heating. *Trane installed new reversing valve*

**HVAC** – Air handler ERU-C1 has noisy exhaust fan bearings...*replaced bearings*

**Cameras** – Helped IT and COMTEC route cable and install new cameras in Intake and Booking cells A01 and A02

**Communications** – Intercom call boxes at three door locations not working. Have to use radios to communicate. *COMTEC repaired all three locations by transferring call box connections in DXL to different ports*

**Entrance** – Granite pavers heave in the winter time posing trip hazard...*removed pavers, fixed base materials and reinstalled pavers*

**Generator** - Base tank fuel monitoring system low fuel probe broken and tank high float not wired to shutdown pump set. *Lakes Region Environmental corrected both discrepancies*

#### **MAINT/FARM BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Farm Shop** – Vent piping for propane-fired wall heater is corroded through. Locked/tagged out heater and ordered replacement materials

#### **FARM**

**Dairy Barn** - South elevation rotted at base of wall where sidewall comes in contact with soils near feed cart area. *Poured new foundation, constructed new structural wall on foundation, installed and painted clapboards*

**Slop Shed** – Donnie requested power and water for slop shed. Coordinated with contractor to dig ditch, lay insulated water lines (hot and cold) from milk house to slop shed and install electrical from main barn panel to slop shed in conduit. Back-filled ditch, seeded and mulched. *The new water service is hooked up and in use. We are still in the process of hooking up the steam cooker, power vents, and lighting.*

#### **BIOMASS PLANT**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**Scheduled Shut-down** – Shut down plant on 9/25 for 6-month cleaning of boiler. Boiler will be down all this week and be back on line by Thursday or Friday AM at the latest

#### **ALTERNATIVE SENTENCING BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Generator** – The generator’s muffler corroded through and released carbon monoxide into the basement, setting of the CO detector, which is tied to the fire alarm. *My staff replaced the muffler*

#### **VEHICLES & EQUIPMENT**

**Preventative Maintenance (PM)** – Performed various PM tasks

**Work Trucks** – Oil undercoated both work trucks for the winter

**Sander** – Rebuilt sander motor in prep for winter

**Plows** – Installed new cutting edges on plows in prep for winter

Commissioner Ahern asked Superintendent Oakes about the length of time the generators at the Complex could run in the event of a natural disaster. He stated that it varies from each generator, but typically a couple of days. The jail being an exception. It could run much longer.

Commissioner Ahern stated that we should evaluate whether or not we could have more fuel on hand to run generators additional time if needed. The Commissioners discussed several options with Superintendent Oakes.

Commissioner Ahern stated that he had a concern regarding the 50 MPH speed limit on Route 10 in front of the Complex. He stated that he thinks we should request to have it lowered. Superintendent Oakes stated that we had recently made that request to DOT. DOT has conducted a traffic study and will be getting back to us in a couple of months as to whether they would be in agreement to lower the speed.

CA Libby presented the Commissioners with an overnight travel request from Sheriff Dutile. The Sheriff's Department has been on a waitlist for three (3) years for the "Cellebrite, Global Forensic Training CCPA & CCO" class. On Friday, September 22<sup>nd</sup> Sheriff Dutile received notification that there was a cancellation and an open spot for the class that was beginning on Monday, September 25<sup>th</sup>. The class is being held at the Portsmouth Police Department and there are funds in the Sheriff's training budget. Deputy Justin Combs will be attending the class. Sheriff Dutile apologized for not requesting this prior but did not have time between Friday and Monday.

Commissioner Piper approved the request for overnight travel per the Sheriff.

Commissioner Ahern seconded the motion. All were in favor.

CA Libby informed the Commissioners that the Friendship House Groundbreaking will be held on 9/29/17 @ 10AM at the Friendship House in Bethlehem.

CA Libby presented the NACO Prescription Drug Report for August 2017. There were 59 utilizers who saw an overall savings of \$1,583.41 or 27.90%. Overall in the past eleven (11) years the total savings to the utilizers has been \$796,639.72.

CA Libby presented the Commissioners with a Wetland Permit Application for culvert replacement in Livermore as the Commissioners serve as the governing body for the Unincorporated Place. The Commissioners reviewed the application and Commissioner Piper signed off on it as the Clerk.

CA Libby informed the Commissioners that the Easement Deed for the sewer line has been drafted and submitted to the Town of Haverhill for their review.

#### Commissioner Issues:

Commissioner Ahern attended the UNH Cooperative Extension Advisory Council meeting. The meeting included a tour of the dairy barn given by Ben White. Commissioner Ahern stated that Herdsman White did a good job explaining the herd improvements.

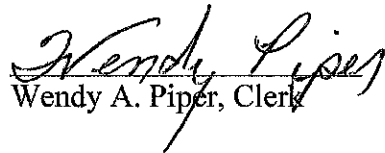
Commissioner Ahern will be attending the Site Evaluation Committee's site visit to downtown Plymouth on Tuesday, October 3<sup>rd</sup> and will not be able to attend the Commissioners' meeting in person. He stated if he is done prior to the meeting concluding he will participate telephonically.

Commissioner Lauer and Commissioner Piper attended the NH Association of Counties Annual Conference last week. Commissioner Lauer reported that Commissioner George Maglaras was re-elected as President until the Medicaid Managed Care issues are resolved. At that time Vice-President Tom Tombarello from Rockingham County will become President. Cheshire Commissioner Chuck Weed was elected as the Clerk and Coos County Treasurer Sue Collins

was elected Treasurer. Commissioner Lauer also reported that the 2018 budget continues to be worked on and the bookkeeper that has been hired by NHAC continues reconciling the books. At the banquet that was held on Friday 9/22 the following Grafton County employees were recognized: Ruth Demick, Nursing Home Employee of the Year and Tara Heater, County Attorney's Office Employee of the Year. Commissioners Lauer and Piper stated that it was a very nice evening for both employees.

11:21 AM with no further business the meeting adjourned.

Respectfully submitted,

  
Wendy A. Piper, Clerk