

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – August 5, 2014  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

Present were Selectmen W. William Hutwelker III, Deborah J. Davis, and Kenneth P. Colby, Jr. The meeting was called to order by Chair Kenneth P. Colby, Jr. at 6:03 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Glenn Page and Steve Bittel from the Revenue Development District Advisory Board, Solid Waste Manager Bob Osterhout, Recreation Board Chair Judy Bohannon, Public Works Director Lee Dunham, Human Services and Resources Coordinator Edna Coates, Resident Bob Mitchell, Builder Ed Grant, Resident Rebecca Hays, *Keene Sentinel* reporter Megan Foley.

**MINUTES**

- Regular meeting of July 29, 2014 – **motion** by Davis to accept the regular meeting minutes of July 29, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***

**NOMINATIONS**

**Designation of representative to the Planning Board**

At the March 18, 2014 meeting the Board agreed to maintain its 4-month rotation of appointments to the Planning Board and decided to appoint Hutwelker to fill the position effective April 1, 2014. Davis had held the position during the prior 4-month period so Ken Colby is next in line.

Hutwelker **moved** to appoint Kenneth P. Colby, Jr. as the Board’s representative to the Planning Board for a 4-month term beginning on August 1, 2014. There was a second from Davis. No further discussion and all were in favor except Colby who abstained. ***Motion passed.***

**Personnel Policy Review Committee**

The Board was informed on July 15, 2014 that Mike Lilly had resigned from the Personnel Policy Review Committee (originally established on April 23, 2013), so there is a vacancy on the 7-member Committee, whose remaining members are Tom DeAngelis, Theresa Lounder, Edna Coates, Donna Allen, Ann Bedaw and Town Administrator O’Keefe.

The vacancy was posted and the Town received two applications for the vacancy, one from Michael Goldschmidt and one from Matthew Rodeck. O’Keefe also noted that he had just received an application to fill the Swanzey appointee to the Cheshire TV Board of Directors that he will place on the agenda for the next meeting. The Board agreed to meet with all candidates before making a decision.

**CITIZEN CONCERNS**

**Resident wants to build an addition**

Ed Grant spoke about wanting to put an addition on the back of his house and that he has been told that he cannot do so because he has a non-conforming use as the house is built too close to the road. He said he is 73.5 feet from the road to the new addition and the requirement is for 75 feet. Hutwelker attempted to explain to Grant about the Zoning ordinance’s setback requirement as approved by the

voters. Hutwelker confirmed that Grant needs to go to the Zoning Board of Adjustment to ask for a variance. Grant said that it was not happy with having to wait another month to have this addressed. Hutwelker said that in the long run, Grant is better off to make sure he has a clear title if he wanted to sell the house. Before leaving Grant complained about the presence of dogs at Wilson Pond. Grant left the meeting at 6:10 p.m.

### **Search Committee for new Superintendent of Schools**

Resident Bob Mitchell spoke to the Board about the Search Committee being instituted for a new Superintendent for the Monadnock Regional School District. He said that Chairman Thackston would like to compose that Committee by next Tuesday, August 12, 2014. Mitchell said he has proposed his name for the Committee. Mitchell asked for a collective or individual endorsement for that Committee. Mitchell left the meeting at 6:13 p.m.

### **Capital Improvements Program Committee (CIP) Notices**

Resident Rebecca Hays asked when the Board would be reviewing the architectural presentation and was told by O'Keefe that the CIP meeting with the Board would be on the agenda for next week, August 12, 2014.

Hays said she was concerned about the lack of posting of the meetings. She said it was not on the calendar on the door. Colby informed Hays about the decision of the Board regarding posting: two legal places to post, one at Town Hall, and the other online and this conforms to the regulations of the State of New Hampshire. Colby mentioned that there is a plan for a new posting board outside. O'Keefe noted the recent CIP meeting was posted on August 31, 2014, which was Thursday. Hays said that she didn't see it.

She then raised the issue of having a meeting end with a Continuance which would not necessitate a meeting notice. Colby explained that a Continuance can be voted on at any board or committee meeting. Colby said that no one is trying to hide anything.

### **OLD BUSINESS**

#### **Bonding of Safford Drive project**

Swanzy Revenue Development District Advisory Board (SRDDAB) members Glenn Page and Steve Bittel met with the Board to discuss final steps toward securing the bond for the Safford Drive extension project. On March 18, 2014 the Board voted to authorize Steve Bittel to contact banks on the bond and report back to the Board. The Board met with Page and Bittel to discuss and authorize how much to borrow through bonding and, at the advice of bond counsel, to allow the Town to reimburse itself from bond proceeds for previous project expenditures. Once offers to purchase the bond are in hand, Page and Bittel will return to the Board for final approval.

It was noted that on July 22, 2014 the SRDDAB voted "to recommend to the Selectmen to issue bonds of \$2.1 million to finance the Safford Drive project and recommend the resolution as stated in the "Resolutions of the Board of Selectmen Regarding User of Bond Proceeds to Reimburse the Town for Expenses Related to the Extension of Safford Drive in the Swanzy Revenue Development District".

Page updated the Board about the construction work being done on the Safford Drive Extension project. He said the contractor is ahead schedule.

Bittel explained the numbers to help the Board makes the decisions needed for funding. Discussion occurred regarding contingency of 10% for unexpected work that might need to be done. Page said he felt that the construction firm knows what they are doing and the 10% contingency is fine. The only add-on item to date pertains to removing trees for utility pole placement. Bittel spoke to the issue of limiting the rate and term of a bond to minimize the debt service of the Town. Using conservative numbers, the deficit would be approximately less than \$3,000 which is minimal.

Hutwelker **moved** that is the intent of the Town to reimburse itself from proceeds of the Bonds for the payment of the Safford Drive extension project any or all expenses that it may pay, on an interim basis, from existing Revenue Development District funds; and, that these resolutions shall constitute an expression of the Town's "official intent", so called, pursuant to the provisions of Internal Revenue Code Regulation 1.150-2, to enable the Town to reimburse itself, to the maximum extent possible, from proceeds of the Bonds for previously paid project expenses without adversely affecting the tax exempt nature of the Bonds. There was a second by Davis. There was no further discussion. All were in favor. **Motion passed.**

Davis **moved** to set the amount of the Series 2014 Bonds for the Safford Drive extension project at \$2,100,000 to be structured to have the minimum amortization period as allowed by final fixed rate and available annual tax increment revenues. There was a second from Hutwelker. There was no further discussion. All were in favor. **Motion passed.**

Page and Bittel left at 6:44 p.m.

## **NEW BUSINESS**

### **Authorize expenditure – Recycling Center**

Solid Waste Manager Bob Osterhout researched replacement of the oldest of three balers at the Recycling Center, and recommends purchasing a reconditioned unit costing \$9,400. It is noted that there is 50% grant funding available for this purchase. Osterhout received pricing from two New England companies and compared pricing between them. One had the reconditioned baler and there was also a possibility of renting a baler. Osterhout said he would like to purchase a reconditioned unit and keep the oldest baler as a backup. Hutwelker asked about the disconnect box, which is additional cost.

As the net cost of the proposed purchase falls below the \$5,000, a formal solicitation process pursuant to the Purchasing Policy would not be required. O'Keefe noted that the balance in the Recycling Center Revolving Fund is approximately \$308,000. Discussion occurred regarding the age of the reconditioned baler and whether staff is skilled in maintenance of balers and Osterhout said they are.

Hutwelker **moved** to 1) accept the proposal from Miller Recycling for a reconditioned baler for the Recycling Center in the amount of \$9,400; 2) authorize expenditure of up to \$10,000 for this purchase, to be paid from the Recycling Center Revolving Fund; and, 3) authorize the Solid Waste Manager to sign any documents necessary to obtain the approved product and services. There was a second from Davis. There was no further discussion and all were in favor. **Motion passed.**

### **Use of Town recreational facilities by business owners**

Judy Bohannon joined the meeting at 6:57 p.m. Bohannon said that former Town Administrator Beth Fox would write a note to allow business owners to show at the gate of Richardson Park. If the person

has some proof, then they would be allowed in. Colby said he was unaware that Fox had done this in the past. Bohannon also mentioned the Bed & Breakfast businesses also had letters for their guests to be able to use Richardson Park. Bohannon noted that in the past some behavior was questionable and posting someone at the gate helped mitigate the situation. A discussion was held regarding allowing Town employees into the park. Bohannon said that employees of businesses, unless they live in town, should not be allowed in. It was agreed that the principal tax payer in the town and his/her family will be allowed to use the park with a letter that provides proof of owning property or a business in Town. The letter should be a form letter that can be duplicated. Colby suggested someone in the Town Clerk's office could provide the letter. Bohannon suggested the Tax Collector might be the right person to provide the letter. O'Keefe said he will work it out with staff.

### **Approve Cemetery Rates**

The Board was asked to approve a consolidated list of all cemetery rates. Public Works Director Lee Dunham met with the Board to discuss this matter. There was a discussion about cemetery rates and housekeeping necessary to correct rates to be the same on different rate sheets.

Hutwelker **moved** to approve 2014 fee schedule department as attached. Davis seconded the motion and all were in favor. **Motion passed.**

### **Capital Improvement purchase discussion – Backhoe**

Dunham asked to table this matter to the next meeting pending further pricing details. The Board agreed.

### **Acceptance of gift(s) of personal property per RSA 31:95-e**

The Board was asked to accept a gift of personal property from the Mr. Peter Johnson, specifically a new door for Whitcomb Hall, with a value estimated at \$900. Mr. Johnson will also arrange for installation of the door at the rear of the building.

Davis **moved** to accept the gift of a door for Whitcomb Hall from the Peter Johnson, with an estimated value of \$900, for installation and use in Whitcomb Hall, and to authorize the Town Administrator to execute any documentation necessary to accept this very generous gift. There was a second to the motion from Hutwelker. All were in favor. **Motion passed.**

## **OLD BUSINESS**

### **Cresson Bridge Project**

Dunham noted that the bridge is closed and they have started the fire suppression work. Dunham mentioned one wing wall at the southeast corner of the bridge needs work and a discussion was held about the cost. Dunham has an estimate of \$18,760 from the project contractor as an add-on. Dunham said this is the time to do it and Dunham said his staff can perform the task at minimal expense. The Board was amendable to this arrangement.

### **Main Street Project Update**

Dunham mentioned that engineering contractor SVE Associates met with the Main Street Advisory Committee and the survey is about 90% complete. The right of way mirrors the sidewalks on both sides.

### **Update on West Swanzey Park**

Chairman Colby and Dunham briefed the Board on recent efforts to make improvements to the riverfront park space on Main Street at the former location of the West Swanzey Athletic Association. Discussion was held regarding re-doing the sidewalk and removing a concrete ramp and putting in a new concrete retaining wall from the bridge up to the driveway. Sidewalk and retaining wall needs to be done at the same time. Dunham was to get a second price for the fence. The fencing will go onto the top of the concrete. Colby spoke about removing some of the old pavement and squaring off the parking area. Colby said he thought it is worth the extra expense to extend the fence. Dunham said the sidewalk committee will pick up the cost of the cement for the wall and the sidewalk.

Discussion occurred regarding the property line/pin and the existing driveway, which means that the driveway would be moved a little to the east. Dunham said he also heard from another fence company. He had a ballpark figure of \$8,200 if he uses 20-8 foot panels, \$8,600 for 21 panels. The fence Dunham spoke about is an ornamental black steel fence with three rails and pickets. The only cost to the Town is for the fence. Loaming and seeding can be done by Public Works staff without additional expense.

Colby said he would like to have agreement from the Board to proceed with a goal of completion by Labor Day, weather permitting, including the fence. There will be no pavilion and no rain garden this year. For a minimum expense of \$10,000, the park will be 75% done he stated. Discussion was held regarding erosion taking place at the site along the riverbank. Colby recommended that Dunham come up with a solution that is agreeable to everyone concerned. Colby said he has commitments for benches. At the next meeting Dunham will present bids for fencing and provide a report from the Sidewalk Committee on the proposed sidewalk

### **Facilities Maintenance position**

Dunham spoke about the position description and said it is good enough for what he wants but its supervisory responsibilities must be added. He said that this position oversees one full-time person with some part-timers. Dunham said he isn't willing to require a college degree for this position. The equipment is basic hand tools and mowers, standard maintenance equipment, plus some computer work. Computer skills are a definite plus. O'Keefe suggested that the Board review a final version of the description next week. It was agreed to hold off advertising the position until final approval by the Board.

### **Crosswalk**

It was noted that striping of the crosswalks and stop line has been completed, and Town Hall parking lot has new lines. Discussion was held regarding the Town owning a painting machine for striping. Dunham said having a contractor do the work costs about \$1,500. Dunham said that the contractor is more efficient and Colby said he doesn't think it is cost effective for the Town to own a paint machine. O'Keefe mentioned the opportunity to co-own the equipment with neighboring towns to reduce costs. Colby said to put the idea of purchasing the equipment to bed.

### **Ash Hill Road**

Dunham said tree cutting will happen in the autumn. Dunham said he is planning on the repair to the portion of the road which heaves every winter. A change is needed in the base of the road.

### **Safford Drive Project - Gate to the Fairgrounds**

Dunham said the Town has responsibility for removing the gate. The trees may be removed next week.

**NEW BUSINESS**

**Purchase of heating fuel for Town facilities**

O’Keefe noted that he had sent out an Invitation to Bid for No.2 heating fuel for Town facilities and several responses were received. O’Keefe opened the bids and read them aloud to the Board. The lowest price per gallon was from Discount Oil for \$3.1590 per gallon. Emergency off-schedule delivery was most expensive from Discount Oil at \$125. This bid includes both facility fuel and general assistance fuel and general assistance might need off-schedule delivery. The cost to prime the tank is \$25.00. Swanzey Oil bid was for \$3.2125 per gallon but there is no charge for emergency off-schedule delivery. After analyzing how many general assistance calls might require off-schedule delivery, the Board decided that there was not an advantage to award the bid to Discount Oil since there would be additional costs for off-schedule delivery. Coates said that it is a plus for her to be able to call for the oil without worrying about an emergency off-schedule delivery. It would cost a few dollars more, but lower her stress and Swanzey Oil is a Swanzey-based company. The Board agreed.

Hutwelker **moved** to accept the fixed coast heating fuel price proposal from Swanzey Oil and to authorize the Town Administrator to execute any contractual documents necessary to secure the proposed products and services. There was a second to the motion from Davis. No further discussion. All were in favor. **Motion passed.**

**Electricity supply contract authorization**

At present the Town is under a one-year contract with Integrys Energy Services, Inc. to supply electricity up until November 29, 2014 at .0699/kWh. Through a consortium of towns and school districts lead by the Town of Peterborough, of which Swanzey has been a member for some years, O’Keefe noted that another contract will soon be offered.

The history of our contracts, and consortium membership, is as follows:

<b>TERM</b>	<b>SUPPLIER</b>	<b>RATE</b>
8/11/2011 – 6/19/2012	Constellation NewEnergy, Inc.	.0765/kWh
6/19/2012 – 6/20/2013	Constellation NewEnergy, Inc.	.0634/kWh
6/20/2013 – 11/19/2013	Constellation NewEnergy, Inc.	.0711/kWh
11/19/2013 – 11/29/2014	Integrys Energy Services, Inc.	.0699/kWh
<b>Other consortium members:</b> Towns of Peterborough, Rindge, Jaffrey, Dublin, Temple, Francestown, Hancock, as well as the Conval School District, SAU 47, and the Monadnock Economic Development Corporation.		

O’Keefe stated that all predictions indicate that the price of electric power will be rising as we get closer to fall. The consortium’s broker, Bob Hayden of Standard Power, has looked at numerous pricing scenarios. The best pricing for 2015 looks like a split service with 3 months from PSNH (Jan-Mar) and 9 months (Apr-Dec) with another 100% renewable supplier. This would give the consortium a blended rate between the split of something in the mid \$0.08s/kwh. PSNH will be about \$0.0987/kwh and the 3rd party supplier will be mid \$0.07s/kwh. The broker is also pricing out a 2nd year, 2016, with a similar scenario. After consideration, the Board agreed to execute a contract once the price is set by the consortium.

Davis **moved** to authorize the Town Administrator to execute an energy purchase contract once the price is set by the Town’s buying consortium, subject to subsequent ratification by the

Board. There was a second to the motion from Hutwelker. No further discussion and all were in favor. **Motion passed.**

**Request for abatement of Land Use Change Tax assessment – Arnie Filipi, Map 31, Lot(s) 26 & 27**

The property owner requested an abatement of the Town's April 22, 2014 assessment of a Land Use Change Tax of \$10,790, based on 10% of an assessed value for the two lots of \$107,900. The appellant claimed that only one of the two lots was developable at the time of purchase (and removal from current use status) and that the assessed value used by the Town is high. The Town based its value on a per lot value of \$59,800 divided by the 1.108 equalization ratio, which comes to \$53,971 per lot (rounded to \$53,950).

The Board asked for an opinion from the Town Attorney on the basis for taxation. On July 17, 2014, Town Attorney Gary Kinyon provided to the Board a written opinion on the matter which in summary states that "it is appropriate for the Town to consider the value of the two parcels as two building lots, rather than just one". After consideration of the Town Attorney's letter of opinion the Board moved as follows:

Davis **moved** to DENY the request from Arnie C. Filipi for abatement of the Land Use Change Tax previously approved by the Board on April 44, 2014, and to authorize the Town Administrator to convey the Board's decision to Mr. Filipi in writing on behalf of the Board. The motion was seconded by Colby. All were in favor except Hutwelker who abstained. **Motion passed.**

**Non-public session(s) per RSA 91-A:3II(c), Reputation – Medical**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation – Medical. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:28 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, Human Services and Resources Coordinator Edna Coates, Town Administrator Shane O'Keefe and Recording Secretary Bernard.

**Motion** was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:32 p.m.

**Motion** was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

**Non-public session(s) per RSA 91-A:3II(a), Personnel Matter(s)**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:33 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, Human Services and Resources Coordinator Edna Coates, Town Administrator Shane O'Keefe and Recording Secretary Bernard.

**Motion** was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:50 p.m.

**Motion** was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

**Non-public session(s) per RSA 91-A:3II(a), Personnel Matter(s)**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:51 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, Human Services and Resources Coordinator Edna Coates, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

**Motion** was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 9:22 p.m.

**Motion** was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

Coates left the meeting at 9:20 p.m.

**159 Cobble Hill Road**

O’Keefe informed the Board that the sale of 159 Cobble Hill Road closed today.

**Capital Improvements Program Committee**

Some discussion was held regarding the CIP project and the options available for Town Hall, Fire Department, Police Department, and DPW and Recycling Center. It was noted by O’Keefe that the CIP Committee is scheduled to meet with the Board at the next meeting.

**Non-public session(s) per RSA 91-A:3II(c), Reputation – Lien interest waiver**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation – Lien interest waiver. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 9:40 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

**Motion** was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 9:46 p.m.

**Motion** was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

**Non-public session(s) per RSA 91-A:3II(c), Reputation – Lien**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation – Lien. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 9:47 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

**Motion** was made by Davis to leave non-public session and return to public session. The motion was seconded by Hutwelker, with all in favor. **Motion passed.** Non-public session ended at 9:48 p.m.

**Motion** was made by Davis to seal the minutes of the non-public session. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

**CONSENT AGENDA**

**Motion** was made by Davis to approve the Consent Agenda and authorizing the chair to sign where necessary. Second was made by Hutwelker. There was discussion regarding making a change about interest does accrue – Coates said a new document mentioning all the charges that would ensue should they receive assistance has been created. All were in favor. **Motion passed.**

- Release of Lien – 39 Anthony Circle (Map 87, Lot 2-5039)
- Veterans Tax Credit, Wayne Schwindt (Map 23, Lot 17)
- Veterans Tax Credit, Richard Spash (Map 30, Lot 5)
- Veterans Tax Credit, David Drawing, Sr. (Map 18, Lot 99)
- Veterans Tax Credit, John Boudreau (Map 37, Lot 50)
- Veterans Tax Credit, David Forcier (Map 87, Lot 2-5080)
- Veterans Tax Credit, David Page (Map 18, Lot 112)
- Veterans Tax Credit, Gerald Boggis (Map 58, Lot 65)
- Veterans Tax Credit, Gary Duplissie (Map 20, Lot 128)
- Veterans Tax Credit, Lawrence Goodale (Map 57, Lot 84)
- Veterans Tax Credit, Philip Tacy (Map 32, Lot 19-16)
- Veterans Tax Credit, William Proctor (Map 79, Lot 6-3120)
- Veterans Tax Credit, Mary Griffin-Bales (Map 61, Lot 52)
- Veterans Tax Credit, Carolyn Iborg (Map 79, Lot 6-314) (DENIAL)

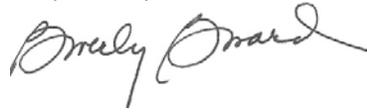
In addition to items discussed as part of the agenda, the Board received the following documents:

- Copy of Management Response letter from Town to Auditor, dated 8/1/2014.
- Letter from Howard C. Shaffer, III P.E, resident of Enfield, NH, requesting consideration for Governor Hassan’s appointment to Vermont’s Nuclear Decommissioning Citizens Advisory Panel.
- Final 2013 Audit.

**ADJOURNMENT**

**Motion** to adjourn was made by Hutwelker, second by Davis. All were in favor. **Motion passed.** Adjournment occurred at 9:52 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Beverly Bernard". The signature is written in a cursive style with a large initial "B".

Beverly Bernard, Recording Secretary

Approved on August 12, 2014, and amended on August 19, 2014