

Select Board Meeting
Monday, August 2, 2021
Memorial Hall, Memorial Hall Library
2 North Main Street, Andover, MA 01810

I. Call to Order – 6:15 PM

The Chair called the meeting of August 2, 2021 to order at 6:15 P.M. Members in attendance: Laura Gregory, Alex Vispoli, Annie Gilbert, Dick Howe, and Chris Huntress.

Others in Attendance: Town Manager Andrew Flanagan, Deputy own Manager Mike Lindstrom, Town Counsel Tom Urbelis, and Atty. Kesten

II. Executive Session

Laura Gregory moved to vote to go into Executive Session pursuant to Purpose 3 for confidential communication with Counsel to discuss strategy with respect to litigation filed by William Fahey and that the Chair declare that an open session may have a detrimental effect on the litigation position of the Town, and to return to open session. Motion seconded by Alex Vispoli. The Chair so declared that an open session may have a detrimental effect on the litigation opposition of the Town. Motion passes 5-0.

Regular Session resumed at 7:00 PM

III. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence followed by the Pledge of Allegiance.

IV. Communications/Announcements/Liaison Reports

The Town Manager announced that the Ballardvale Green dedication will be held tomorrow at 12:00 PM in honor of Richard Bowen, who was the second Town Manager from 1963-1969 and who has been very involved with the care of the Ballardvale Green.

Austin Simko reported that the Town Yard Selection Committee is holding two meetings next week on Monday, August 9 and Thursday, August 12 at noontime to discuss the disposition of the Town Yard.

Annie Gilbert reported that she and Alex Vispoli attended the MASC Webinar on Public Meetings which was very well done and they discussed how communities handled the interactive hybrid public meetings.

Alex Vispoli announced that the Show and Shine Car Show Fundraiser will be held at the Playstead on September 26th to benefit the Andover Fire Fighter's Relief Association. The cost to register your car is \$20.00.

Chris Huntress thanked the Merrimack River Group who on July 24th hosted the first clean-up of debris trapped along the banks of the Merrimack River.

Health Director Tom Carbone, spoke about the status of Covid-19 in Andover. Today the Andover website was updated with new information for July and going forward they will produce information every 7-days. The stats today are where we were in April. Updates from the CDC on mask use encourage those who are not vaccinated to wear a face mask and to seek out a vaccine where available. Right now, mask use is highly unvaccinated recommended for anyone who has an immunity deficiency.

V. **Citizens Petitions and Presentations**

A group of well over 50 people were in attendance and who provided over an hour of commentary, sharing their opinions, asking pointed questions, and who pressed the Select Board and the Town Manager on the firing of Bill Fahey, Director of Youth Services. Residents expressed their disappointment with the Town's handling of this matter, it should have been handled much differently. There are sufficient gaps in the report, information has been intentionally used to discredit Bill Fahey's name and reputation.

Concerns included: The types of changes the Town Manager wants to make at AYS. It is the Board's responsibility to provide checks and balances.

How does the Town plan to uphold the AYS mission? The integrity and what AYS is what the public is worried about.

Chris Huntress said they are quite certain that they will uphold the values of AYS. They are working to find a suitable replacement for Bill Fahey

Under the leadership at AYS, kids have found a place of their own finding leadership, understanding and love, all qualities that help our youth. The Youth Service Model is not about creating a more 'clinical' setting, their model is unique. AYS has a full-time employee who is a licensed social worker who has gained the trust of many kids in this town and is an integral part of the team. AYS builds relationships with young people through productive programs, the work they do at AYS is preventative not clinical. That is what AYS has always been, meeting people where they are at.

The community is upset and the Board can change this direction, there are a lot of things that need to be done. Get us back on the course you know we could be on. There is work that has to be done and hopes the Board starts doing it. At the May 17th Select Board meeting following the news about the firing of Bill Fahey, the Select Board said they would do what they could to provide oversight and information. Citizens received a fully-redacted report. People can thankfully read the report thanks to the decision by the State Records Officer.

They hope that Glenn Wilson will be reinstated as the Director of Youth Services and that he is given the support he needs to do his job to help guide AYS through this very difficult time. What happened to Bill Fahey is unjust and unequitable. Bill has worked for 27-years to create a one-of-a kind youth development program.

AYS is clearly a place where students felt accepted and there is disagreement with Mr. Flanagan's belief that the Director of AYS should be a clinical person. Clinics and hospitals have their purpose and that is not what AYS is. We need to all work together to problem solve which has been a very unfortunate case of a person's reputation being maligned.

VI. Regular Business

A. 375th Anniversary Event One Day Liquor License on Town Property

Board to review and consider voting to approve a request from the 375th Committee for a one-day liquor license on town property for an End of Summer Party to be held in Municipal Lot 1 on August 19, 2021 as part of the 375th anniversary celebrations.

September 25th will be Community Day at lower Shawsheen Playground which will be a day full of education, classes, with 50 booths from local non-profits. An opening ceremony will begin the day. A list of the activities is available on the Town website. Buzz Stapchinski, former Town Manager, and Chairman of the 375th Anniversary Committee thanked the Committee and Ann Ormond for all of the work they have done. He talked about the September 25th day, Community Day, Classic Car Show on October 17th on Main Street and the First Night Event for families and adults. There will be more events coming into the New Year with a big celebration in 2022.

Alex Vispoli moved to approve the application of Andover Café LLC dba Larosa's, 7 Barnard Street, Andover, MA, for a Wine Beverage Only "One Day" license, under M.G.L. Chapter 138 Section 14, for an event on Town property to be held in Municipal Lot 1, Old Town Hall, 20 Main Street on August 19, 2021, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Laura Gregory. Motion passes 5-0.

Alex Vispoli moved to approve the application of Oak & Iron 18 Red Spring Road, Andover, MA, for a Malt Beverage Only "One Day" license, under M.G.L. Chapter 138 Section 14, for an event on Town property to be held in Municipal Lot 1, Old Town Hall, 20 Main Street on August 19, 2021, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Dick Howe. Motion passes 5-0.

VII. Consent Agenda

A. Appointments by the Select Board

Dick Howe moved that the following annual appointments and reappointments of election officers be approved as printed in the Consent Agenda and as recommended by the Town Clerk and further approve that the Town Clerk may from time to time appoint from among election officers such Wardens, Deputy Wardens, Deputy Clerks, Clerks, Inspectors, Deputy Inspectors, and Tellers as he deems appropriate. Motion seconded by Annie Gilbert. Motion passes 5-0

Former Select Board Member, Dan Kowalski asked why is it that we pay the poll workers under minimum wage and what it would cost to bring their pay up to the current

minimum wage amount. Austin Simko said he would like them to be paid more for what they do, but a legal determination was made that Election Officers are exempt from minimum wage. This rate actually reflects \$1.00 increase across the Board. Chris Huntress requested the Town Manager to provide a summary of what it would cost to bring the positions up to minimum wage and to provide information on what other Town's pay.

Department	Name	Position	Rate/Term	Date of Hire
Town Clerk	Judith T. Reghitto	Warden	\$12.25/hr	8/2/2021
Town Clerk	James J. Redmond	Clerk	\$12.25/hr	8/2/2021
Town Clerk	Elizabeth Anderson	Deputy Warden	\$10.25/hr.	8/2/2021
Town Clerk	Mary Jane Bausemer	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	David Berman	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Champa Bilwakesh	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Patricia M. Donahue	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Susan Fried	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Jack Hall	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Alexander Iannicelli	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Vicki Keene	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Martha B. Mahoney	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Ellen T. Marcus	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Kathleen M. Salvi	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Susan Schwarz	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Robert Decelle	Warden	\$12.25/hr	8/2/2021
Town Clerk	MaryRuth Luther	Clerk	\$10.25/hr	8/2/2021
Town Clerk	Lora Bates	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Patricia Boutin-Skene	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Cynthia Campbell	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Rajiv Chopra	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Betsey Couture	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Gail A. Demaso	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Rhonda Fisher	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Norma A. Gammon	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Ann Grecoe	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Lois Kelly	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Gerda Mosca	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Steven Rosenfeld	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Iris Roskell	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	James Sellers	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Patricia J. Simpson	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	James Stellakis	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Margaret Tenczar	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	George Thomson	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Kevin Twohig	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Nancy Vogel	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Myrna Zetlan	Pollworker	\$10.25/hr	8/2/2021

Town Clerk	Denise S. Doherty	Warden	\$12.25/hr	8/2/2021
Town Clerk	Peter H. Schwind	Clerk	\$10.25/hr	8/2/2021
Town Clerk	Calvin G. Perry	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Kristen Ahearn	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Rita T. Arsenault	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Barbara Ann Bourgeois	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Delores J. Cleland	Inspector	\$10.25/hr	8/2/2021
Town Clerk	John Doherty	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Kathleen Dolan	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Mary Mcgettrick	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Clinton Reiser	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	H. Francis Rittershaus	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Walter W. Salvi	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Suzanne Soo Hoo	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Sheila Wescott	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Sanders R. Witman	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Lenard Zohn	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Eleanor Everett	Warden	\$12.25/hr	8/2/2021
Town Clerk	Carol Hopkinson	Clerk	\$11.25/hr	8/2/2021
Town Clerk	Mary Kate Allard	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Constantine Bassilakis	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Sumana Behara	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Nancy Buckley	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Danielle Crompton	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Christine E. Curran	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Alice E. Friedenson	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Robert Friedenson	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	John Gardner	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Amanda Gasse	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Matthew Gosselin	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Susan Hunter	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Linda Kosinski	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Kenneth Ozoonian	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	William Profenna	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Nancy Simili	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Julianne Stein	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Kathy Vieira	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Alicia Wang	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Michael Wartman	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Susan Wartman	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Charles H. Heseltine	Warden	\$12.25/hr	8/2/2021
Town Clerk	Shiva Sheel	Clerk	\$11.25/hr	8/2/2021
Town Clerk	Mary D. Barry	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	David Cleary	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Scott W. Dianis	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Suanne C. Dillman	Inspector	\$10.25/hr	8/2/2021

Town Clerk	Maureen A. Finneran	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Wendy Cassidy-Grobick	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Geraldine Jacobson	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Phyllis A. Jardine	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Shirley E. Kountze	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Lynn M.R. Landry	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Joanne Lepine	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	John McCarthy	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Genee Morrissey	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	David C. Tomlinson	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Christine Hayward	Warden	\$12.25/hr	8/2/2021
Town Clerk	Judith F. Birtles	Clerk	\$11.25/hr	8/2/2021
Town Clerk	Tim Carter	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Cynthia Cohen	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Dianne E. DeLucia	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Alexandra Driscoll	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Abigail Harris	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Gal Kramer	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Brewster LaMacchia	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Ameera Mazraany	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Nancy Mulvey	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Tanner O'Sullivan	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Joy A. Sapienza	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Anthony Sofia	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Gisela Spreizer	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Cynthia Stoltz	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Judith T. Norton	Warden	\$12.25/hr	8/2/2021
Town Clerk	Charlotte Taylor	Clerk P.M.	\$11.25/hr	8/2/2021
Town Clerk	Helen Waldruff	Clerk A.M.	\$11.25/hr	8/2/2021
Town Clerk	Marian C. Bicking	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Patricia Fleming	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Nancy Earnley	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Marilyn Fulginiti	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Denise Gentile	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Yvette Goulet	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Jennifer B. Hickman	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Paul Hickman	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Dorothy Hollenbeck	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Amy Jaromin	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Elizabeth A. Kochakian	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Sharon Magnuson	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Sandra H. Minkkinen	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Dorothy S. Morrissey	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Jeanne S. Paskowsky	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Micheline M. Pelletier	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Tobias Rao	Pollworker	\$10.25/hr	8/2/2021

Town Clerk	Gail Ralston	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Evelyn A. Retelle	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Sarah Slaughter	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	David W. Brown	Warden	\$12.25/hr	8/2/2021
Town Clerk	Judith Lugas	Clerk	\$11.25/hr	8/2/2021
Town Clerk	Donna Cooper	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Donnabeth Dooley	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	George Fulginiti	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Amy Holland	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Suzanne Hornick	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Steven Knapp	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Deborah K. Moskal	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Sandra B. Morrison	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Matthew Murphy	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Pam Newman	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Marcia S. O'Donnell	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Howard Rabinowitz	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Susan Rice	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Catherine A. Robie	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Linda Salzman	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Gloria Wager	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Howard Zetlan	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Paul G. Ordman	Warden	\$12.25/hr	8/2/2021
Town Clerk	Remi Machet	Clerk	\$11.25/hr	8/2/2021
Town Clerk	Lisa L. Reid	Deputy Warden	\$10.25/hr	8/2/2021
Town Clerk	Amy Belscher	Deputy Clerk	\$10.25/hr	8/2/2021
Town Clerk	Melissa Danisch	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Sandra DiVincenzo	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Luan M. Giannone	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Jane Gifun	Inspector	\$10.25/hr	8/2/2021
Town Clerk	Joseph F. Gifun	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Phyllis E. Herskovits	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Adam Isbitsky	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	George Kakrides	Deputy Inspector	\$10.25/hr	8/2/2021
Town Clerk	Carolyn Page	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Mildred M. Raymond	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	John Saba	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Ruth N. Shapiro	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Evelyn Curley	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Bill Kettinger	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Eugenie Moffitt	Pollworker	\$10.25/hr	8/2/2021
Town Clerk	Betsy Streeter	Pollworker	\$10.25/hr	8/2/2021

B. Appointments by the Town Manager

Annie Gilbert moved that the following appointments by the Town Manager be approved as printed in the agenda. Motion seconded by Dick Howe. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
West Elementary School Building Committee	Joel Blumstein	Member		8/2/2021
Community Services – Recreation	Shishan Wang	Seasonal	\$21.00/hr	7/20/2021
Community Services – Recreation	Michelle Chouinard	Temporary Kitchen Assistant	\$19.20/hr	8/3/2021
Community Services – Recreation	Wilhem Jacques	Seasonal	\$14.00/hr	7/20/2021
Community Services – Recreation	Molly Owen	Seasonal	\$12.75/hr	7/20/2021
Community Services – Youth Services	Kelly McGowan	Seasonal	\$15.00/hr	7/20/2021
Information Technology	Joseph Fitzpatrick	Temporary Department Assistant	\$14.00/hr	7/19/2021

VIII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. May 17, 2021

Laura Gregory Moved to approve the Select Board Minutes of May 17, 2021 as submitted Motion seconded by Alex Vispoli. Motion passes 5-0

IX. Adjourn

At 9:55 PM on a motion by Dick Howe and seconded by Alex Vispoli, the Select Board adjourned from the meeting of Monday, August 2, 2021.

Respectfully submitted

Dee DeLorenzo
Recording Secretary

Rev. 8/10/21