

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
JULY 29, 2019**

**PRESENT:** JON OSBORNE, SELECTMAN; JAN SNYDER, SELECTMAN; FREDERICK W HIPPLER, CHAIRMAN; SHERRY BURDICK, SELECTMAN; JACK MEANEY, VICE CHAIR

**RECORDING SECRETARY:** Hannah Smith

**TOWN ADMINISTRATOR:** Naomi L Bolton

**GUESTS:** Jack Dearborn, Heleen Kurk, John Van, Nathan Smith, Donna Osborne, Judy Rogers, Don Rogers, Betty Straw, Frank Campana, Richard Butt, Bob Richards, Jeremy Chapman, Tim Matheson, Tom Clow, Police Chief Chris Moore, Neal Kurk, Brenda Cannon, Eileen Meaney

Members of the public joined the Board in the Pledge of Allegiance.

**PUBLIC COMMENT:** Frank Campana was present to inquire about the tardiness of previous meeting minutes posted on the website. Frank Campana followed up on his comments from the July 1<sup>st</sup> meeting regarding the lack of public hearings for the Police Chief's contract. Frank Campana had also reached out to Town Administrator Bolton regarding the contract and was surprised to learn it was an agreement. Frank Campana inquired regarding the intention of calling it an "agreement" rather than a "contract" and commented regarding public hearing requirement associated with contracts. Frank Campana inquired as to the appropriate public forum to ask the Board questions about an agreement – public comment or an agenda item?

Neal Kurk was present to inquire regarding the Police Chief's contract/ agreement and suggested the Board review with Town Counsel regarding the public hearing requirement. Neal Kurk also expressed concern with lack of termination date. The Police Chief can only be fired with just cause, and this may be disadvantageous to the Town. Upon termination for just cause, the Police Chief would receive an additional 3 months' salary. Neal Kurk also commented regarding the political signage policy discussion on the agenda for this evening and expressed concern with making a broad policy decision in response to a single group or issue. Neal Kurk expressed concern with unintentional applications of this policy change and suggested a public hearing prior to any decision.

Tom Clow was present to comment regarding the Town Hall sign replacement. Former Selectman Joe Fiala had received an estimate of \$2,500 to refurbish the top part of the sign, but as the bottom part of the sign is now deteriorating, Tom Clow would like permission to solicit estimates to replace the entire sign. Joe Fiala had suggested alternate funding such as the Trustees of the Trust Fund. Selectman Snyder reminded Tom Clow this project would be put off until next year. Chairman Hippler expressed concern with source of funds. Selectman Burdick reminded Tom Clow of the Town's purchasing policy of 3 bids, as the project will be over \$1,000. Selectman Snyder reminded the Board they will need an estimate for

budgeting purposes. Tom Clow will follow up with the Board in August. Tom Clow also commented regarding the political signage policy discussion – the group requesting this change is open to feedback regardless of political background.

Donna Osborne commented regarding school board meetings, where one has to sign in to speak, and suggested the Board consider this practice for their meetings.

Nathan Smith, president of East Shore Drive Association, was present to follow up on the discussion of the May 20<sup>th</sup> meeting. Nathan Smith followed up with Town Administrator Bolton in June and then with the Town attorney. As the Town owns East Shore Drive, the Town needs to survey it to determine the road boundaries and any present encroachment to resolve any potential homeowner disputes. Nathan Smith requested the Town review road maintenance requirements with him. Mr. Smith expressed concern with a permit recently issued by the zoning board as well as diminished emergency service and lack of guidance from the Town. Nathan Smith inquired regarding the estimated cost for maintaining the road, enforcement of Association requirements, and Association nonparticipation issues. Chairman Hippler suggested a work session; Nathan Smith suggested Road Agent Benji Knapp and Town Administrator Bolton attend as well. Selectman Osborne commented regarding iron pipe markers on the road; Nathan Smith commented regarding lack of enforcement and reminded the Board that Road Agent Knapp is not aware of the East Shore road boundaries. Selectman Burdick inquired regarding nonresponse from Town Attorney; Town Administrator Bolton confirmed.

**PUBLIC HEARING:** At 6:55 PM, Chairman Hippler opened a public hearing regarding the expenditure of up to \$48,000 from the Charles and Ethel Eastman Fund for the purposes of the road reconstruction project at Hillside Cemetery. Chairman Hippler recognized Betty Straw, chairman of the Mildred Hall Bequest Advisory Committee, who re-read her letter from the July 14<sup>th</sup> Board meeting. The total cost of the project is estimated to be at \$60,000. The Hillside Cemetery Association can contribute to 20% of these costs and the Mildred Hall Bequest Advisory Committee requests the Board approve an 80% contribution from the Charles and Ethel Eastman Fund

Jack Dearborn, president of the Hillside Cemetery Association, reviewed the materials he presented at the July 14<sup>th</sup> Board meeting. The intent of this project is to provide safe and long-term access, additional internment space, and preserving the maple trees.

Chairman Hippler opened the public hearing to public comment. Frank Campana was present to inquire as to how the Hillside Cemetery generates funds; Jack Dearborn confirmed the Hillside Cemetery Association is a 501(c) (3) nonprofit under the State and is recognized by the IRS. The Hillside Cemetery Association sells lots and accepts contributions. Perpetual care is listed in its deed. Chairman Hippler inquired regarding interest; Jack Dearborn confirmed investment on non-perpetual care funds.

Tim Matheson was present to request the Board's support for this project.

Richard Butt was present to read an excerpt of Mildred Hall's will. As Hillside Cemetery is a private cemetery, it doesn't meet the requirements of Article 4 (projects that will assist the Town). Richard Butt also commented regarding changing intents of the Mildred Hall Bequest Advisory Committee - previously had suggested only purchases of land for permanent benefits. The recent suggestion of the gazebo as a memorial to Mildred Hall's parents was unusual but satisfied the conditions of the will, as it is not a permanent benefit for the Town. While Hillside Cemetery does need repairs, this may not be an

appropriate source of funding. Mildred Hall also gave \$50,000 to the Hillside Cemetery. Richard Butt requested documentation the Mildred Hall Bequest Advisory Committee's criteria.

Tim Matheson was present to comment that this project is in the best interest of the Town. If the Hillside Cemetery Association ever dissolved, the Hillside Cemetery will become a ward of the Town. This issue needs to be addressed now to appropriately preserve the cemetery. The Hillside Cemetery Association has suggested naming this project the "Eastman Memorial Lane." The benefactors of two of the biggest trust funds in Town reside in the Hillside Cemetery.

Neal Kurk was present to express support for this project but agreed that Richard Butt raised valid concerns and suggested the Board check with Town Counsel to ensure this is a legitimate use of funds.

Jack Dearborn commented regarding the interpretation left open to Mildred Hall Bequest Advisory. The family of Mildred Hall is in the Hillside Cemetery. Mildred Hall's previous gift was used in perpetuity for annual maintenance. Jack Dearborn requested the Board make a decision tonight.

Betty Straw commented regarding her relationship with Mildred Hall and stated she was confident Mildred Hall would support this. Betty Straw reminded the Board of the history of the Hillside Cemetery and requested a decision without delay.

**At 7:20 PM, being that there was no further public comment, Chairman Hippler closed the public hearing.** Chairman Hippler opened the discussion to the Board. Selectman Burdick commented regarding Mildred Hall's \$1.6M donation to the Town and its substantial impact to preserve the "quaint"-ness of the Town. Selectman Burdick also commented that this project would be a minimal improvement to respect this family. Selectman Snyder commented regarding the funds left for Town Hall & Clinton Grove Academy. Vice Chair Meaney suggested the Board review Mildred Hall's will to ensure this is an appropriate use of funds. Vice Chair Meaney, Selectman Osborne, and Chairman Hippler commented that the Board should support this project out of respect to where Mildred Hall's family is interred. **Selectman Osborne motioned to approve an expenditure of up to \$48,000 from the Charles and Ethel Eastman Fund for the purposes of the road reconstruction project at Hillside Cemetery, Vice Chair Meaney seconded; passed 5-0-0.**

#### **DEPARTMENT HEAD/ COMMITTEE ITEMS:**

Library Update: Brenda Cannon was present to update the Board regarding the Library. The Library continues to operate within budget. None of the Library's warrant articles were approved. The Library has had several successful summer events and will have a wrap-up event with an ice cream social on August 1<sup>st</sup> at 6:30 PM. This event is open to all in Town and Brenda Cannon invited the Board and the public to attend. Brenda Cannon reminded the Board of the meet and greet event that will be held by Police Chief Chris Moore at 10:00 AM. Town Administrator Bolton inquired regarding water issues; Brenda Cannon unsure of the issue but hopes it will be resolved soon. Heleen Kurk informed the Board that it is a pump issue. Town Administrator Bolton has a call scheduled with the vendor as this problem is a public safety issues (affects Library, Town Hall, other buildings).

**POLITICAL SIGNAGE POLICY DISCUSSION:** Town Administrator Bolton has forwarded the Board the review provided by Town Counsel. Town Counsel referenced a previous court case in Gilbert regarding subject matter restrictions/ exemptions by a municipality. Town Counsel suggests the current policy be revoked or revise it to a "content neutral manner." Chairman Hippler expressed concern with revoking policy; Vice Chair Meaney agreed that revision might be the most appropriate course of action.

Chairman Hippler commented regarding possibilities for misinterpretation of policy and commented regarding other media available beyond lawn signs. Vice Chair Meaney suggested the Planning Board be included in the policy revision. Town Administrator Bolton suggested the Zoning Board be included as well; Vice Chair Meaney agreed that all policies and ordinances should be on the same page. Chairman Hippler expressed concern with a municipality exempting itself from its own rules and suggested the Board review Town Counsel's email and the Zoning Board/ Planning Board regulations, brainstorm, and follow up. Vice Chair Meaney inquired regarding the State RSA pertaining to political signage in State right-of-way; Chairman Hippler commented regarding the State Supreme Court decision. Town Administrator Bolton will send the Zoning Board and Planning Board regulations to the Board. Selectman Osborne suggested a work session; Vice Chair Meaney suggested it be included in the East Shore Drive work session. Chairman Hippler suggested the elected members of the East Shore Drive Road Association, DPW Director Benji Knapp, Police Chief Chris Moore, and Fire Chief Robert Vezina should attend. Town Administrator Bolton expressed concern with Nathan Smith's comment regarding diminished emergency service. Vice Chair Meaney commented regarding the Blake Road issue this past winter where the Town road crew maintained emergency vehicle access even though it is a Class VI road. Chairman Hippler requested a copy of all information on file regarding East Shore Drive and requested a written copy of Nathan Smith's comments.

**HOMETOWN HERO DISCUSSION:** Granite State Telephone presents this award to an individual or organization with an outstanding contribution to the Town through hands on volunteer work or political service. This award began in 2005 and alternates between Weare and Chester. The award is supposed to be a surprise and will be presented at an open house on September 14<sup>th</sup>. Selectman Snyder inquired regarding the deadline; Town Administrator Bolton confirmed ASAP, as the Board has to let Granite State know by August 26<sup>th</sup>.

**BEAR BAITING PERMIT:** Jeremy Chapman was present to inquire regarding a time-sensitive bear baiting permit for Lot 411-160 in the Town's conservation land. Steve Najjar of the Conservation Commission had asked for this topic to hold until the Conservation Commission is able to discuss, but as they won't meet until September 11<sup>th</sup>, Jeremy Chapman is requesting the Board's decision tonight because the permit has to be to Fish and Game by August 1<sup>st</sup>. Selectman Burdick inquired regarding bait; Jeremy Chapman confirmed. Selectman Burdick inquired regarding issues with bears bothering people; Jeremy Chapman confirmed not and clarified these permits are per NH Fish & Game Department. Selectman Burdick inquired regarding bear sex; Jeremy Chapman confirmed both male and female. Selectman Burdick inquired regarding a sow with cubs; Jeremy Chapman confirmed no law, but it is frowned upon. Selectman Burdick inquired regarding use of bear; Jeremy Chapman confirmed for food. Jeremy Chapman has hunted bears for 4 years and only successfully gotten 1. Chairman Burdick inquired regarding annual permit; Jeremy Chapman confirmed 1 per year. Chairman Hippler inquired if permit amounts are based on population; Jeremy Chapman confirm. Town Administrator Bolton requested confirmation regarding location; Jeremy Chapman confirmed top corner of property near pit, about a mile to the ball field. Bait would be set up and left through the 21<sup>st</sup> of September. Bait would then be cleaned up, but hunting continued until October 12<sup>th</sup>. Chairman Hippler reminded the Board that they have permitted other game activities. Vice Chair Meaney inquired regarding sub-permittees; Jeremy Chapman confirmed another local man. Selectman Burdick requested clarification; Jeremy Chapman confirmed 1 bear each under this permit. **Vice Chair Meaney motioned to authorize Chairman Hippler to sign a bear baiting permit for Lot 411-160 in the Town's conservation land to Jeremy Chapman for the 2019 season, Selectman Snyder seconded; passed 5-0-0.** Chairman Hippler signed the permit. Jeremy Chapman will follow up with Town Administrator Bolton after season.

## **APPROVAL OF MINUTES:**

Meeting Minutes 7/1/2019: The Board agreed to table the minutes of July 1<sup>st</sup> until the next meeting.

Meeting Minutes 7/15/2019: **Vice Chair Meaney moved to accept the minutes of July 15<sup>th</sup> as amended, Chairman Hippler seconded; passed 5-0-0.**

Meeting Minutes 7/24/2019: **Selectman Osborne moved to accept as written of July 24<sup>th</sup>, Vice Chair Meaney seconded; passed 5-0-0.**

**MANIFEST:** Chairman Hippler inquired regarding a payable for Big Foote Portable Rock Crushing – a credit added, or a credit subtracted? Town Administrator Bolton will request clarification from DPW Director Benji Knapp. Chairman Hippler requested this line item be removed for further discussion. The Board will approve the manifest after a nonpublic session at the end of the evening.

Town Administrator Bolton requested signatures for the Group II Position Certification Form, regarding future Fire Department hires. Selectman Snyder and Chairman Hippler inquired regarding the hiring authority; Town Administrator Bolton commented that the Board of Fire Wardens had inquired as well, and she will be following up with Town Counsel Laura Spector-Morgan.

Town Administrator Bolton presented the Board with a voucher request from the Trustees. There was a misunderstanding in the Bell Tower RFP (regarding crown molding, rakes, and returns). Selectman Burdick inquired regarding the original language of the RFP and commented that this was verbally discussed with Tom Walker. Chairman Hippler informed the Board that a resident has offered to take aerial photos of the Bell Tower for an appropriate RFP sometime in the future. Chairman Hippler will follow up.

Town Administrator Bolton presented the Board with another voucher request for the Trustees regarding expenditures of capital reserve funds requested (Library floor, Sentry Roofing at the Safety Complex, etc.).

Town Administrator Bolton presented the Board with 3 abatements have been approved by the Town assessors that require signatures from the Board.

## **GOVERNMENT BUILDINGS & MAINTENANCE PROJECTS:**

Town Hall List of Projects: Walker Roofing has taken pictures of the rotted returns and will be sending a quote for repair. Town Administrator Bolton inquired regarding soliciting a contractor; Chairman Hippler suggested rebidding rot repair as needed, by the hour.

Gordon Brown Buildings: Town Administrator Bolton has received 2 estimates for replacing the roof. Vice Chair Meaney inquired regarding roof repair or replacement. Town Administrator Bolton inquired regarding available materials for repair; Selectman Burdick suggested a silver tar-based paint. Tim Matheson clarified it is an asphalt-based roof paint. Town Administrator Bolton inquired regarding roof paint on old roof and sealer paint on other 2 roofs; Selectman Osborne suggested just roof paint on old roof, as sealer paint on the other two roofs are not necessary. Selectman Burdick commented regarding lack of screws. Town Administrator Bolton inquired regarding timeline of paint; Selectman Burdick confirmed short-term solution of less than 5 years. Tim Matheson clarified 7 years. Selectman Burdick commented regarding expense of new roof vs repair, and commented regarding dry rot. Selectman Osborne suggested the Town rents a lift and have the DPW member paint the roof; Town Administrator

Bolton reminded the Board that the DPW is already doing many other projects. Vice Chair Meaney suggested they inquire regarding available manpower.

Gazebo: A representative from Reeds Ferry came to review the gazebo today. Town Administrator Bolton, Building Inspector Kyle Parker, Selectman Osborne, and Vice Chair Jack Meaney reviewed the concerns of shakiness. Per the representative, this is normal, although some cross-bracing cable could be provided, as most gazebos only have one rail missing, rather than two. The representative confirmed a 30-year warranty and commented regarding potential settling. Chairman Hippler suggested the Board keep an eye on it and ensure the 30-year warranty is confirmed in writing.

Liability Waiver: Town Administrator Bolton had reached out to Primex regarding a liability waiver for potential vendors. Per the Primex representative, it was not advised because the Town would have to defend and pay for any claim if that was done.

Clinton Grove Underpinning: Selectman Burdick is following up on this project.

Town Administrator Office Ceiling & Walls: This project is on hold until the spring.

Air Conditioners: It is unclear what the issue is but the area around the AC units has been cleared. Three quotes were received (ranging from \$3532.50 to \$6610) but the project is on hold for now. There is also the option to add a heat pump to the unit for an additional \$300.

Water Issue in Town Buildings: There is a water issue at the Library, Town Hall, and stone building. Town Administrator Bolton, Librarian Mike Sullivan, and DPW Director Benji Knapp will follow up with Granite State Plumbing & Heating.

Propane Tank Conversion/ Installation: Irving will be coming with an installer later this week for another review to provide an estimate.

Town Hall Sign Replacement/ Repair: Tom Clow will follow up on this.

#### **ADMINISTRATOR'S REPORT:**

E-Subscribers to Website: As of July 24<sup>th</sup>, there are 163 subscribers; mostly staff.

Class VI Road Discussion: The last property of concern will be coming to a Board meeting after going to the Planning Board. Town Administrator Bolton and Kelly Dearborn-Luce have been discussing reconfiguring the approval route for this process.

Capital Improvements Schedule: CIP will be starting on September 17<sup>th</sup>. The Board should review projects to bring to their attention, such as the propane tank conversion, and AC replacement.

Tax Deeded Property Auction: The auction is scheduled for November 16<sup>th</sup> at 9:00 AM at the Middle School.

Security Camera Project: Jason Burdick stopped by the Safety Complex to check in on this project. Emily Dauphinais is the only one trained, although contract calls for 6 officers to be trained. In addition, the equipment shelf was never provided. Town administrator Bolton will follow up.

## **CORRESPONDANCE/ OTHER BUSINESS:**

Chairman Hippler inquired regarding Blake Road. Vice Chair Meaney had spoken to Kelly Dearborn-Luce; she is getting some headway. Town Administrator Bolton confirmed that Kelly Dearborn Luce and Building Inspector will be reviewing the property on Wednesday, but this may be a DES issue. Vice Chair Meaney expressed concern with encroachment. Selectman Burdick inquired regarding a junk car license.

Chairman Hippler received an email from DPW Director Benji Knapp requested that the Board read DPW-related letters in their entirety.

Town Administrator Bolton received a document from Comcast regarding to starting the renewal process, but the Town's contract doesn't expire until 2022, so it appears premature. Town Administrator Bolton stated that she would like to see the Board to hold a public hearing to get the residents input and feedback regarding Comcast and their service.

Town Administrator Bolton had forwarded a memo from Police Chief Chris Moore, requesting the Board's approval/disapproval. The Board was in consensus to approve.

Chairman Hippler commented regarding social media comments similar to a public comment earlier this evening. Chairman Hippler also commented regarding his own social media presence – informational rather than opinion. Town Administrator Bolton expressed support for Police Chief Chris Moore's social media presence. The Board agreed that Chairman Hippler could continue his social media presence. Eileen Meaney inquired regarding the Town's social media policy. Vice Chair Meaney confirmed nothing regarding representing Town. Police Chief Moore commented regarding social media engagement reports.

Town Administrator Bolton expressed concern with the public comment item of the agenda, as the Board often is unable to prepare and respond. In addition, public comment ran over into an agenda item tonight.

Chairman Hippler, commenting as a citizen and not the Chairman of the Board, requested that DPW Director Benji Knapp trim the trees on Quaker Street, as they have been damaging his antique vehicles and a neighbor's large trailer. Selectman Burdick commented regarding tree trimming on State roads but not Town roads. Vice Chair Meaney commented regarding Eversource's trimming. Vice Chair Meaney commented regarding the DPW's new mower.

Selectman Osborne inquired regarding a joint meeting with the Conservation Commission, regarding solicitations for the Town Forester position. Chairman Hippler suggested a reschedule.

Selectman Osborne commented regarding the Building Inspector's assistance in future RFPS, in light of the Town Hall issue.

Selectman Snyder and Town Administrator Bolton attended Governor Sununu's budget meeting and will provide a summary to the Board. Governor Sununu is requesting municipal support and direction regarding spending the surplus. Comments were made regarding the business surplus tax, the HB and the SB, and precedent of road funding. Governor Sununu has requested direct input from Town representatives. This was the first policy meeting since Governor Shaheen.

## **NONPUBLIC**

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 9:00 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c ). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 9:30 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0

Chairman Hippler moved, Vice Chairman Meaney seconded to enter into nonpublic session @ 9:31 p.m. pursuant to the authority granted in RSA 91-A:3II (c ). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

The Board discussed a payment arrangement of a tax payer.

Chairman Hippler moved, Vice Chairman Meaney seconded to exit this nonpublic session @ 9:35 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Hippler – yes; Selectman Burdick – yes; Vice Chairman Meaney - yes. Passed 5-0-0

**MANIFEST:**

Chairman Hippler moved, to order the Treasurer to sign the payroll and accounts payable checks dated August 1, as included in the following manifests:

|  |  |
|--|--|
| Payroll Manifest                       | \$ 61,040.78 (Weekly & fire monthly payroll) |
| Accounts Payable Manifest              | \$ 106,121.30                                |
| Supplemental Accounts Payable Manifest | \$ 17,703.30                                 |
| John Stark Regional Manifest           | \$ 600,000.00                                |
| Weare School District Manifest         | \$ 450,000.00                                |
| Total:                                 | <b>\$ 1,234,865.08</b>                       |

*The following manifests were previously ordered to sign at the July 15, 2019 Board of Selectmen meeting:*

|  |  |
|--|--|
| <i>Payroll Manifest</i>                          | <i>\$ 58,156.60 (Weekly payroll checks dated 07/25/19)</i> |
| <i>Supplemental Payroll Manifest</i>             | <i>\$ 910.00 (Fire Details checks dated 07/25/19)</i>      |
| <i>Accounts Payable Manifest</i>                 | <i>\$ 58,420.20 (Checks dated 07/25/19)</i>                |
| <i>Fire Department Accounts Payable Manifest</i> | <i>\$ 7,155.88 (Pre-approved by BOFW's)</i>                |

**As there is no Selectmen's Meeting scheduled for Monday, August 5, 2019**

Please vote:

**To order the Treasurer to sign payroll checks dated August 8, 2019 estimated to be about \$65,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$70,000.00 for accounts payables including Fire Department accounts payable approved by the Board of Fire Wards that cannot wait until the next scheduled meeting of August 12, 2019. Reports and actual**

check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting. Selectman Burdick seconded the motion. Passed 5-0-0

Being there was no further business to come before the Board, Vice Chairman Meaney moved to adjourn at 9:39 PM, Chairman Hippler seconded; passed 5-0-0.

#### ADJOURNMENT

A True Record.

A handwritten signature in cursive script that reads "Hannah Smith".

Hannah Smith  
Recording Secretary