

1 **BENNINGTON SELECT BOARD MEETING**

2 **130 RIVER STREET**

3 **BENNINGTON, VERMONT 05201**

4 **JANUARY 10, 2022**

5 **MINUTES**

6 **SELECT BOARD MEMBERS PRESENT:** Jeannie Jenkins-Chair; Jeanne Conner-Vice Chair; Bruce
7 Lee-Clark; Jim Carroll; Tom Haley; and Sarah Perrin (via Zoom).

8 **SELECT BOARD MEMBERS ABSENT:** Gary Corey.

9 **ALSO PRESENT:** Stuart Hurd-Town Manager; Dan Monks-Assistant Town Manager; Jonah
10 Spivak-Communications Coordinator; Dr. Trey Dobson-SWMC Medical Director; David White-
11 White + Burke President (via Zoom); Bill Colvin-BCRC Asst. Director, Community Development
12 Program Coordinator; Steve Love-Love, Cody and Company, CPA’s; Jenny Dewar-BBC Executive
13 Director; Rose Telford; 10 citizens; Jim Vires-CAT-TV; and Nancy H. Lively-Secretary.

14 At 6:00pm, Chair Jeannie Jenkins called the meeting to order.

15 **1. PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.

16 **2. VISION STATEMENT**

17 Ms. Conner read the Town’s Vision Statement that was adopted by the Select Board on
18 August 24, 2020:

19 “Bennington is a welcoming, engaged, inclusive, resilient community where everyone
20 regardless of identity shares in our vitality and benefits from an outstanding quality of life.”

21 **3. CONSENT AGENDA**

22 **A. MINUTES OF DECEMBER 27, 2021**

23 **B. WARRANTS**

24 ***Bruce Lee-Clark moved and Jim Carroll seconded to approve the Minutes of December 27,***
25 ***2021 amended as follows:***

26 ***Line 10, Change “Manger” to “Manager”***

27 ***The motion carried with Gary Corey absent.***

28 ***The Minutes of December 13, 2021 were previously approved at the December 27,***
29 ***2021 meeting amended as follows:***

30 ***Lines 11, 109, and 170, Change “Washbun” to “Washbum”***

31 *Line 204, Change "Interface" to "Interfaith"*

32 *Line 235, Change "three" to "free"*

33 *Line 246, Change "Conners" to "Conner"*

34 **4. COVID UPDATE**

35 Dr. Trey Dobson, SVMC Medical Director, did the following presentation:

- 36 • We have had increasing cases of COVID over the past two weeks and are
37 concerned about the next two weeks.
- 38 • There are 108 hospitalizations in the State and 14 hospitalizations at SVMC with
39 650,000 measured cases throughout the country.
- 40 • There are two things for improvement in the community - get boosted if you're 5
41 months out and do not attend any gatherings if you are over 65 and/or have a
42 compromised immune system.
- 43 • Models show that the prevalence of the virus will drop by the end of March.
- 44 • Long term we expect - without any changes - that COVID will exist as does the flu
45 and pneumonia.
- 46 • We have received, and dispersed, 20 doses of the oral medicine that we received
47 to vulnerable people. We will be getting more.
- 48 • And, we receive ~12 infusion medications weekly that we disperse to keep
49 people out of the hospital.

50 *Board questions/comments answered by Dr. Dobson:*

51 Ms. Conner: How are we doing with staffing at SVMC and do you think the actual number of
52 positive cases is higher because people are now testing at home and not reporting it? Staffing
53 at SVMC as of today is "hanging on pretty well", and yes, home testing or not testing at all, are
54 positive cases that we aren't aware of.

55 Mr. Carroll: Are the patients in the hospital principally unvaccinated? The 85%-90% of patients
56 in the ICU are unvaccinated. The others with COVID in the hospital are vaccinated and
57 vulnerable, and there are those that test positive but are actually in the hospital for another
58 reason.

59 Ms. Perrin: Should we be more concerned about the hospitalization numbers or the positive
60 test result numbers? The hospitalization numbers effect the health care sustainability so they
61 carry more importance. The positive cases are still important to follow because of the
62 economic impact they have.

63 Ms. Jenkins: We will be discussing the 45-day recommended mask resolution at our next
64 meeting. Once the numbers go down, mitigation will still be important at least until mid-spring.

65 Mr. Lee-Clark: Could you be specific concerning mitigation? Getting boosted, don't attend
66 family gatherings if you're vulnerable, and continue to mask.

67 **5. INITIAL REPORT OF ECONOMIC DEVELOPMENT - STRATEGY AND INFRASTRUCTURE**

68 Dan Monks, Assistant Town Manager, did the following presentation:

- 69 • Bennington's share of The American Rescue Plan Act (ARPA) is \$3.9M and "the
70 Committee" was charged with putting together a preliminary prioritization of projects
71 list as how to utilize this money, as well as, other funding sources.
- 72 • The Economic Development and Infrastructure Committee (the Committee) was
73 comprised of Ms. Jenkins, Ms. Conner, and Mr. Corey from the Select Board, the Asst.
74 Executive Director of the BCRC, the Executive Director of the BBC, the Town Manager,
75 and Asst. Town Manager.
- 76 • The list is a work in progress.
- 77 • The criteria for the projects were that they had to be a high priority project to be
78 constructed or implemented within the next few years - "as close to shovel ready as
79 possible".
- 80 • The Committee categorized the projects - 1. Economic Development Projects; 2.
81 Infrastructure and Town Operations Projects; and 3. Other Projects.
- 82 • White + Burke and Dominic Cloud evaluated the Economic Development Projects with
83 their expertise and their report included a strong recommendation to extend our Tax
84 Increment Financing (TIF) and that there is limited availability of ARPA funds for
85 economic development.
- 86 • The Infrastructure and Town Operations Projects were discussed with the appropriate
87 department heads and were basically on how we can spend the ARPA funds.
- 88 • The work of the Committee has been posted online and includes the Prioritized List, the
89 summaries of the Projects, the White + Burke report, the eligibility requirements, and
90 how the public can make comments.
- 91 • The Committee reviewed the ARPA availability and uses for the Town and other funding
92 sources.
- 93 • ARPA Funds -
 - 94 ○ The \$3.9M comes directly to the Town and must be allocated by the end of
95 2024 and spent by the end of 2026 or it goes back to the federal government.
 - 96 ○ There are 4 categories of eligibility:
 - 97 ■ Response to public health emergency or negative impacts.
 - 98 ■ Premium paid to essential workers.
 - 99 ■ Provisions for government services to the extent of the reduction in
100 revenue due to COVID 19.
 - 101 ■ Investments in water, sewer, or broadband infrastructure.
 - 102 ○ The bottom line is anything that is traditionally a government expenditure as
103 long as it's not used to reduce debt or the tax burden.

- 104 ○ There are extensive reporting requirements on the use of the money.
- 105 ○ More information on ARPA is available at www.VLCT/ARPA .
- 106 • The Projects were organized in a tiered system:
- 107 ○ Economic Development Projects Tier I -
- 108 ▪ Project within 1-2 years.
- 109 ▪ Stakeholders at the table.
- 110 ▪ Clear role for the Town.
- 111 ○ Economic Development Projects Tier II -
- 112 ▪ Couldn't define a clear role for the Town at this time.
- 113 ○ Economic Development Projects Tier III -
- 114 ▪ Speculative and couldn't define a clear role for the Town at this time.
- 115 ○ Infrastructure and Town Operations Projects Tier I -
- 116 ▪ High priority projects that appear to be ARPA eligible.
- 117 ▪ May be constructed or implemented within 2-4 years.
- 118 ▪ Estimated cost shall not exceed ARPA funds.
- 119 ○ Infrastructure and Town Operations Projects Tier II -
- 120 ▪ All projects that we need to do some day.
- 121 ▪ May not be ARPA eligible.
- 122 ▪ May be, or likely to be, funded from other sources.
- 123 ▪ Not shovel ready enough to be constructed within 4 years.
- 124 ▪ Cost may exceed ARPA funds.
- 125 • The recently passed \$1T Act may offer funds for infrastructure projects through the
- 126 State.
- 127 • Economic Development Tier I Projects, for now, are:
- 128 ○ Benn High (former Middle School)
- 129 ○ Downtown Food Market
- 130 ○ Putnam Block Phase 2
- 131 ○ Capitalization of Revolving Loan Program
- 132 • Infrastructure and Town Operations Tier I Projects, for now, are:
- 133 ○ Willow Park Playground Replacement
- 134 ○ County Street/Benmont Avenue Sewer Line Upgrades
- 135 ○ South Street/Union Street Stormwater Management Improvements
- 136 ○ Premium Pay/Benefits to Eligible Workers
- 137 ○ Construction of Skate Park and/or Outdoor Skating Rink (synthetic ice)
- 138 ○ Digitization of Land Records
- 139 • Next Steps -
- 140 ○ Get written public comments online, in the mail, or in the drop box until January
- 141 21, 2022.
- 142 ○ At Select Board meeting on January 24, 2022 -
- 143 ▪ Select Board will review public comments.

- 144 ▪ Finalize the Preliminary Prioritization Projects and authorize Town Staff
145 to begin working on the Tier I projects.
- 146 • Next Steps for Staff -
- 147 ○ Working with consultants, engineers, and attorneys.
- 148 ○ Procurement and bidding, design, construction, and administrative oversight.
- 149 ○ We have to be ready for changing conditions and emergent opportunities.

150 *Board questions/comments answered by Mr. Monks:*

151 Ms. Conner: Can you speak to how the money is coming to us and will that affect the project
152 choices? We have already received half of the \$3.9M and the other half is expected in
153 September 2022 or earlier and will not affect the projects that we do.

154 Ms. Conner: Will partnering with other agencies aid us in using the ARPA funds? Yes, the best
155 way to use the funds is to leverage them.

156 *Public questions/comments answered by Ms. Jenkins:*

157 Rose Telford: Is there any money available for the Seniors? Seniors are definitely part of the
158 priority list and the packet can be viewed online or a hard copy is at the Library. Mr. Carroll
159 gave Ms. Telford a hard copy with all of the information.

160 **6. TIF EXTENSION**

161 David White, White + Burke President, did the following presentation:

- 162 • Explained that White + Burke has been in business for 30 years with an area of
163 their expertise being community development.
- 164 • We have set up 6 out of the 7 TIF Districts that have been set up in Vermont,
165 including Bennington.
- 166 • Establish a district - TIF District - with specific boundaries and properties and the
167 original taxable value (OTV).
- 168 • All of the OTV dollars are allocated as they always have been.
- 169 • The concept is that the municipality borrows money by using the TIF District to
170 invest in very specific infrastructure projects where there is a link between the public
171 investment and the private development that is anticipated to occur.
- 172 • A portion of the new incremental taxes generated goes to pay the debt service.
- 173 • The key to a TIF District is that you're not doing it on a project by project basis,
174 but collectively as a whole district.
- 175 • In Bennington, 70% of the taxes that would go to the State's education fund get
176 allocated to the TIF District and are available to the Town to pay debt services for the
177 borrowing that was done to make the investments.
- 178 • And after the debt is paid off, that money is still there making it "a windfall down
179 the road".

- 180 • If the first borrowing is done within 5 years of the establishment of the TIF
- 181 District, you get an automatic 5-year extension.
- 182 • Bennington’s TIF District was established in 2017 and the deadline to incur the
- 183 first TIF debt is March 31, 2022.
- 184 • An application for substantial change to the Town’s TIF district to VEPC can be
- 185 done to extend the debt incurrence window to March 2029 - if approved.
- 186 • Prior to the application, the following must be done:
- 187 • Prepare an updated TIF District Plan.
- 188 • Prepare an updated TIF District Finance Plan.
- 189 • Warn and hold at least one public hearing.
- 190 • Request Select Board approval for the revised plans and submission to VEPC.
- 191 • File the updated District Plan and updated District Finance Plan with the
- 192 municipal clerk.
- 193 • You can retain the education increment for a 20-year period beginning when you
- 194 incur your first debt.
- 195 • In many cases of economic development, the cost of development exceeds the
- 196 value.
- 197 • The key to success is to take the initiative to be pro-active in seeking the
- 198 public/private partnerships and how they’re put together. Benn High, Putnam Block
- 199 Phase II, Friendly’s, People’s Bank, and Catamount School are good examples of where
- 200 this would work.
- 201 • Before and after photos of Hartford, VT were shared because they have added
- 202 82% to their Grand List in 10 years.

203 *Board questions/comments answered by Mr. White and Mr. Monks:*

204 Ms. Conner: Does the application have to be completed by March or just in process? In process.

205 Ms. Jenkins: Does the public hearing need to be done by March? Yes, and staff have a lot of

206 work to do prior to that, as well. “It is a tall order in a short amount of time.”

207 ***Jim Carroll moved and Bruce Lee-Clark seconded to contract with White + Burke to***

208 ***prepare and apply to VEPC for substantial change to the Town’s TIF District as presented not***

209 ***to exceed \$15,000.00. The motion carried with Gary Corey absent.***

210 **7. ENERGIZER RE-USE STUDY**

211 Bill Colvin, BCRC Asst. Director, did the following presentation:

- 212 • BCRC and Camoin Associates completed a feasibility study for the reuse of the
- 213 former Energizer manufacturing facility in late September 2021.
- 214 • The study consisted of many parts, including the review and analysis of existing
- 215 planning materials, existing conditions, inventory analysis, environmental condition,

- 216 land use, maps and photos, site analysis with infrastructure and physical constraints,
217 redevelopment of the property, and a significant markup study.
- 218 • The cost of the Re-Use Study was ~\$67,000 funded by a \$20,000 EPA Planning
219 Grant, \$22,000 from a municipal planning grant, \$8,000 from Shires Housing, and
220 \$17,000 in-kind BCRC staff time. No funding came from the Town.
 - 221 • A Steering Committee from all areas of the community was formed.
 - 222 • The facility is ~300,000 SF on the 1st floor, 140,000 SF on upper floors, ~9 acres in
223 4 separate parcels in a primarily residential area.
 - 224 • The zoning designation is mixed use 2 district.
 - 225 • With only administrative review, uses could be housing with no unit limitations,
226 food, drink, and entertainment, lodging, personal and professional services, and retail.
 - 227 • Other uses with DRB approval could be residential care facilities, educational
228 facilities, child care, and manufacturing.
 - 229 • No public parking or transit facilities are allowed.
 - 230 • Much demographic analysis information was shared showing housing as a
231 promising reuse of the property.
 - 232 • Bennington is in need of 600 renter households and 450 homeowner households
233 which can be made up of new units, rehab units, and/or retro fitting units.
 - 234 • The highlights of a housing redevelopment concept are as follows:
 - 235 ▪ 60-70 market rate apartments.
 - 236 ▪ 45-50 Senior independent living units.
 - 237 ▪ 30 workforce-level apartments.
 - 238 ▪ 30 low-income apartments.
 - 239 ▪ 20-25 townhouses (new build).
 - 240 ▪ 5,000 SF of neighborhood retail.
 - 241 • Energizer is in good shape structurally.

242 *Board questions/comments answered by Mr. Colvin:*

243 Mr. Carroll: Where is this being advertised? This is a privately owned facility marketed by a
244 national real estate entity. We are not advertising it.

245 Ms. Conner: In addition to the shortage, was the location also a reason that housing rose to the
246 top? Generally in this type of redevelopment, housing usually “pays the bills”. Energizer is
247 surrounded by residential areas, and housing brings the availability of subsidy in a variety of
248 forms.

249 Mr. Lee-Clark: What did you find in remediation on the property, itself? Energizer did
250 everything they were asked to do by the EPA so we are optimistic about the property. However,
251 if any clean-up is necessary, and as long as Energizer is still in business elsewhere, it will be their
252 responsibility to do the clean-up.

253 **8. AUDIT**

- 254 Steve Love, from Love, Cody and Companies, CPA's, did the following presentation:
- 255 • The finances of the Town lies with the Town Manager and the Select Board to comply
 - 256 with accounting principles and internal controls.
 - 257 • The auditor's job is to express an opinion on the financial statements and we found that
 - 258 the financial statements for FY21 were presented fairly in all material respects and in
 - 259 accordance with general accepted account principles (GAAP) and there were no
 - 260 material weaknesses in internal controls.
 - 261 • The statements are split between governmental and business activities.
 - 262 • All the assets and liabilities of the Town are reported on the governmental side.
 - 263 • The general fund doesn't show long term debt or capital assets.
 - 264 • The Town had net capital assets of \$18.2M and cash is up at \$9.4M.
 - 265 • On the business side, assets went up to \$44M - a significant increase due to the addition
 - 266 of PFOA water lines.
 - 267 • Pension liabilities is up \$1M but is out of the Town's control.
 - 268 • Bond liabilities are up because of the borrowing for the pumper and highway
 - 269 equipment.
 - 270 • Under governmental, highway and roads are the largest expenditures followed by
 - 271 police.
 - 272 • Property taxes are the largest source of revenue with total revenue increasing by \$900K.
 - 273 • It is recommended to bring the proprietary parking fund of \$20,000 into the general
 - 274 fund because we are no longer using parking meters or charging to park.
 - 275 • General fund cash is up due to receiving the dollars for the ladder truck, but not having
 - 276 to pay for it, and liabilities remain level.
 - 277 • Restricted fund balance is \$3.2M and committed is at \$247K.
 - 278 • All significant transactions have been recognized in the statements.
 - 279 • All adjustments that took place after the books were closed were made and there were
 - 280 no disagreements with management.

281 ***Jim Carroll moved and Bruce Lee-Clark seconded to move the Parking Fund to the***
282 ***General Fund in FY22 as recommended by the auditors.***

283 Mr. Hurd agrees with this action.

284 ***The motion carried with Gary Corey absent.***

285 **9. PUBLIC COMMENT**

286 The following Public Comment Practices to make the experience for all involved a
287 productive and informative use of the Public Comment period at Select Board meetings was
288 placed on the podium for those that wish to make Public Comments to reference:

- 289 1. Public Comment is to allow residents an opportunity to share information or
290 make announcements that benefit the community at large.
291 2. The topic should **not** be related to an agenda item. If a member of the public
292 wants to comment on an agenda item they can do so during the discussion of
293 that item.
294 3. Comments should be 3 minutes or less.
295 4. You are required to state your real name and town of residence.
296 5. Sharing comments, announcements and concerns are encouraged rather than
297 asking questions. Public Comment is not a time for discussion. If you have
298 specific questions it is best to call the Town Manager to get a full explanation
299 and accurate information.
300 6. If the topic requires much discussion the item will be considered as an agenda
301 item at a future meeting.

302

303 Jenny Dewar, BBC Executive Director:

- 304 • Apologized for referring to Walgreens as Rite Aid.
305 • The BBC is leaving the holiday decorations up until the end of January as a sign of
306 hope.
307 • A few shops are almost ready to open including the Coffee Bar and the Village
308 Garage Distillery. Also, the 514 Pop Up Shop is extending its stay.
309 • Hemmings Cruises are coming back on Main Street this year one
310 Thursday/month from May through August. More to come on the actual dates and
311 street closures.

312 **10. MASK RESOLUTION DISCUSSION**

313 Ms. Jenkins stated we will be coming up to our review of our Mask Resolution so we will
314 be discussing whether we let it expire, renew and change it for 30 days, or renew as is for 30
315 days at the next meeting on January 24th. It is disappointing in the number of business who did
316 not put up the mask recommendation signage.

317 Ms. Perrin added that there is a bill being discussed in the Legislature on this so their
318 decision may be helpful to us.

319 **11. IMPLEMENTING THE TOWN'S VISION**

320 Ms. Jenkins reported the following:

- 321 ○ The Procedures for the spring policies should be going up soon and the Chief of Police
322 will let us know this week what that timeline is like.
323 ○ The Task Force has one more meeting and will then be putting together their
324 recommendations.

325 **12. MANAGER'S REPORT**

326 Mr. Hurd reported the following:

327 • *Certificate of Highway Mileage 2022* - Annually we must review our highway
328 mileage and note any changes. This year we discontinued two short roadways,
329 Brookside Drive, so called, and TH29, the Foothills, so called. I have noted the changes
330 and seek Board signatures.

331 ***The Certificate of Highway Mileage 2022 was circulated for signatures.***

332

333 • *Nationwide Settlement with Three Large Distributors and Janssen* - In mid-
334 December our attorneys discussed a potential nationwide settlement with the above-
335 referenced companies. If towns and villages joined the settlement in sufficient
336 numbers, Vermont would receive approximately \$65 million. The Town's amount is
337 determined by a percentage of the Vermont payment, 2.485%, or \$1.6 million. When
338 we receive these dollars, and we don't know when that will be, we will put it in a
339 reserve account for treatment recovery housing. The monies in this case are paid over
340 18 years in the distributors' case and 9 years in the Janssen case. A total of \$26 billion
341 will be paid; \$22.8 billion of that will be available to states and their political
342 subdivisions. Given the time constraints, I have authorized our attorneys to settle on
343 our behalf.

344 ***Jim Carroll moved and Bruce Lee-Clark seconded to ratify the Manager's***
345 ***decision to settle on the Town's behalf. The motion carried with Gary Corey absent.***

346 • *Municipal Policies and Codes Compliance* - The Vermont Community
347 Development Department requires that participating towns adopt the attached policies.
348 We have, of course, in the past. However, they were amended by the Department this
349 past year requiring a re-adoption.

350 ***Jim Carroll moved and Tom Haley seconded to adopt the following policies and***
351 ***sign where noted:***

- 352 ***1. Equal Employment Opportunity Policy (required by 24 CFR 570.904 and modeled on***
353 ***the State of Vermont's State Government EEO Plan for FY2017)***
- 354 ***2. Fair Housing Policy (required by 24 CFR 570.904 and modeled on 24 CFR Part 6)***
- 355 ***3. Use of Excessive Force Policy (42 USC sec. 5304(I))***
- 356 ***4. Policy on the Use of VCDP Funds for Federal Lobbying (Byrd Anti-Lobbying***
357 ***Amendment, 31 U.S.C. 1352 and 43 CFR part 18, New Restrictions on Lobbying.***
358 ***Submission of an application also represents the applicant's certification of the***
359 ***statements in 43 CFR part 18, appendix A, Certification Regarding Lobbying)***
- 360 ***5. Code of Ethics for Administration of Vermont Community Development Program (24***
361 ***CFR 570.489(h))***
- 362 ***6. The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.)***

363 **7. Subrecipient Oversight Monitoring Policy (required by Uniform Guidance, 2 CFR Part**
364 **200)**

365 **8. Whistleblower Protections**

366 **9. Texting While Driving Policy (Executive Order 13513, Federal Leadership on Reducing**
367 **Text Messaging While Driving)**

368 ***The motion carried with Gary Corey absent.***

369 • *2021 Equalization Study Results* - We have received the results from the State for
370 Bennington and North Bennington. The crazy housing market has had its impact. Our
371 Common Level of Appraisal (CLA) dropped from 94+% to 85.41% for Bennington and
372 85.5% for North Bennington. The Coefficient of Dispersion (COD) is at 17.63% up from
373 +/-16% a year ago. A reappraisal is triggered if the CLA drops below 80% and/or the
374 COD rises above 20%. We may be facing a reappraisal if the market stays like this, and if
375 so, we have the money to pay for it in reserve.

376
377 • *Additional questions/comments:*
378 There will be a hard copy of the Board packets, including the agendas, at the Library.

379 **13. UPCOMING AGENDA**

380 January 24, 2022 - Discussion on Economic Development Priorities.

381 January 24, 2022 - Discussion on Mask Resolution.

382 January 24, 2022 - Adopt the Budget and Sign the Warrant.

383 January 24, 2022 - Police Department Presentation.

384 February 14, 2022 - Declaration of Inclusion Next Steps

385 **14. OTHER BUSINESS**

386 Mr. Carroll: Offered his condolences to the Jareckie family to acknowledge the passing of Grace
387 Jareckie noting what a wonderful person she was.

388 Mr. Lee-Clark: Given the very cold temperatures, Harvest House will open tomorrow at 7:00am
389 for those who need to warm up. If you know of anyone in need, call 211 and GBICS and the
390 Homeless Coalition have reached out to the folks that they know. Mr. Carroll added that
391 vouchers are still available if you call 211 and GBICS also has backpacks with roll up mattresses
392 and sleeping bags.

393 Ms. Perrin: Get vaccinated or get boosted and stay in if you're compromised. Be careful.

394 Ms. Jenkins: Reminded everyone of the River Walk on Saturday, January 15th, at 10:00am,
395 starting at the Bennington Station in recognition of the 1st anniversary of Emily's death.

396

397 ***At 8:41pm, Jim Carroll moved and Bruce Lee-Clark seconded the adjournment of the***
398 ***meeting. The motion carried with Gary Corey absent.***

399

400

401

402

403 Respectfully submitted,

404 Nancy H. Lively

405 Secretary