

Conservation Commission

Meeting Minutes

Town Hall Lower Conference Room

24 Perry Ave., Buzzards Bay, MA 02532

August 16, 2018

I. Call to order

Chm. Gray called to order the meeting of the Conservation Commission at 7:00 PM on August 16, 2018. Chm. Gray explained all reviews, unless otherwise stated, are joint reviews. Applications will be processed pursuant to the Massachusetts Wetlands Protection Act, M.G.L. c. 131, § 40 and pursuant to Article 3.7 of the Town of Bourne Wetlands Protection Bylaw.

Note: Chm. Gray addressed the audience and explained the 5, 5, 5 rules; which allow the applicant / representative five minutes to make a presentation to the Commission members, Commission members will take five minutes to seek clarification if needed, the Conservation agent will also give a report and five minutes of public input is allowed. He asked for all to silence their cell phones.

Note: The meeting was being recorded anyone in the audience who was recording, or videotaping was asked to acknowledge such to the Commission. The proceeding listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may be discussed to the limited extent permitted by the Open Meeting Law. All items within the meeting agenda are subject to deliberation and vote(s) by the Conservation Commission.

Members Present: Robert Gray, Thomas Ligor, Paul Szwed, Melvin P. Holmes and Associate Member, Greg Berman.

Excused Members: Rob Palumbo, Elise Leduc and Susan Weston.

Also Present: Sam Haines, Carol Mitchell, John Lavelle, Pedro Martinez, Richard Selby, Matt Porter, Brendan Mullaney, Amanda Houle, Jack Landers-Cauley, Brian Butler, Annie Curtis and Bruce Wenzel, Richard Selby and Mike Ball.

Request for Determination of Applicability:

1) Applicant: MA Army National Guard Military Division
File Number: CC18-28
Representative: Oxbow Associates, Inc.
Hebert Road, Camp Edwards

To repair a portion of a dirt road within 100 feet of a Wetland Resource Area.

Materials Reviewed – Site Photographs, Site Plan of Record and DEP Wetlands Change Mapping.

(Jurisdictional under Bylaw only)

Bryan Butler along with Annie Curtis and Col. Porter addressed the members. Mr. Butler stated both Chm. Gray and Mr. Haines performed a site visit, then explained that the proposed project is to perform maintenance on some of the training roads. He stated several of the training roads have puddles caused by the tires on training vehicles and many of the puddles support Agassiz's Clam Shrimp, a rare endangered freshwater invertebrate. He said it seems that the shrimp are transported from puddle to puddle by treads and undercarriages of military vehicles. He noted that Ms. Curtis, through her research, has found the same species as far west as Fall River as well as in numerous other locations. Mr. Butler then described the proposed project.

Board Comment – Mr. Berman asked if the species is state or federally listed as endangered. Mr. Butler said they are state listed.

Mr. Ligor asked for detailed information as to how the puddles will be repaired. Mr. Butler stated the ruts will be brought back to near grade with fill material. Mr. Ligor referred to site photographs and a brief discussion transpired regarding the size and depth of the some of the puddles.

Mr. Holmes questioned whether the clam shrimp will be relocated to another area of the base. Ms. Curtis stated they will. A brief discussion ensued.

Mr. Ligor asked what type of fill is being proposed. Mr. Butler stated trap rock and a gravel surface.

Mr. Ligor asked what types of military vehicles travel the roads and questioned whether the vehicles will damage the roads again after they've been repaired. Col. Porter stated all types of military tactical vehicles travel the roads and the intent is to maintain the roads once the repairs have been performed. Mr. Ligor asked if these roads are plowed in the winter. Col. Porter stated most of the roads are not plowed.

Mr. Haines asked if the topography is relatively flat. Mr. Butler stated specific to this site, yes.

Agent Comment – Mr. Haines said he has been working with the Camp Edwards Natural Resource Department for some time. He stated ordinarily, because this is a very small wetland, it would be a straightforward approval; however, because there is rare fauna in the pools, he thought the proposed project should be brought before the commission. He performed a site visit and inspected all of the puddles needing to be repaired. He stated they do not contain wetland plants or hydric soils and hold water for a relatively short period of time so they don't meet conventional wetland standards. A written statement from The Natural Heritage & Endangered Species Program was received that states they do not consider these roadway puddles as vernal pools or essential habitat. Mr. Haines doesn't feel that the resurfacing of the roadway, as long as the BMPs that are shown on the plan are utilized, will have any more adverse impact on the wetland than what's existing. It is Mr. Haines's opinion after several site visits that the Commission should not take jurisdiction of the puddles as bylaw jurisdictional wetland. He doesn't believe that is the intent of the bylaw and feels that Natural Heritage should take the lead on this project.

Board Comment – None.

Public Comment – None.

Chm. Gray entertained a motion. **Mr. Holmes moved, Mr. Ligor seconded a Negative Three Determination.** With no discussion the motion carried. 5-0-0.

2) Applicant: Massachusetts Maritime Academy

File Number: CC18-29

Representative: Baxter Nye Engineering and Surveying
101 Academy Drive., Buzzards Bay

To remove and replace existing concrete pad and sidewalk; remove and replace sewer manhole and sewer line and installation of new catch basin with leaching basin; as well as associated grading and erosion control measures within an AE Flood Zone and V Flood Zone.

Materials Reviewed – Site Photographs, Site Plan of Record, Storm Water Standards Certification and DEP Wetlands Change Mapping.

Mr. Szwed recused himself from discussion and vote.

John Lavelle and Pedro Hernandez addressed the members. Mr. Lavelle explained that due to safety concerns with students walking in the roadway, the school is seeking to install a sidewalk along Nantucket Way, the roadway that services the kitchen. The proposed project would also widen an existing sidewalk located between the library. Mr. Lavelle explained there's an increase of approximately 1,200 sq. ft. of impervious area, so a catch basin is proposed to be added. He stated there aren't any building modifications being proposed or buffer zone disturbance to any Resource Areas.

Board Comment – Mr. Ligor asked how the existing concrete pad and sidewalk will be removed. Mr. Lavelle stated a contractor will use either a backhoe, Bobcat or jackhammer. Mr. Ligor asked how close it is to the canal. Mr. Lavelle stated the 100-foot buffer zone is approximately 200 feet from the nearest point of work to the top of the canal bank.

Agent Comment – Mr. Haines stated since they are expanding existing sidewalks, he asked the representative to provide the Commission with a certification that the project meets storm water standards. This has been provided. Within the V Zone, he didn't see dramatic grade changes that would have any adverse impact. The only recommendation he has is that down draining catch basins are bagged with filter fabric; as done in the past. Mr. Haines stated he does not have any issues with the project.

Mr. Lavelle stated silt sacks will be used in the catch basins and they are listed on the existing plan.

Public Comment – None.

Chm. Gray entertained a motion. **Mr. Ligor moved, Mr. Holmes seconded a Negative Two Determination.** With no discussion the motion carried. 4-0-0.

Mr. Szwed returned to the meeting.

3) Applicant: Colonial Gas Company

File Number: CC18-30

Representative: Tighe & Bond Engineers & Environmental Sciences

4 Brom Dutcher Road, Buzzards Bay

To install a residential gas service line from within an AE Flood Zone and 100 feet of a Wetland Resource Area.

Materials Reviewed – Site Photographs, Revised Site Plan of Record and DEP Wetlands Change Mapping.

Amanda Houle addressed the members. She distributed a revised site plan which depicts adjustments made to the limits of the Coastal Bank. Ms. Houle then discussed the proposed project.

Board Comment – None.

Agent Comment – Mr. Haines stated he has been administratively approving a lot of these gas line installation requests; however, because this property is located within a Flood Zone and is not within a roadway, the standard exemption for the buffer zone doesn't apply. His only issue was the placement of the Coastal Bank on the original plan. Not so much for this project, but for future acceptance. He feels the revised plan is now accurate based on his site visit and state mapping. He added that he feels the erosion controls that are proposed on the plan will be sufficient for the minor work that will be performed.

Public Comment – None.

Chm. Gray entertained a motion. **Mr. Holmes moved, Mr. Ligor seconded a Negative Two Determination.** With no discussion the motion carried. 5-0-0.

Notice of Intent

1) Applicant: Gerhard Bottcher

File Number: SE7-

Representative: J.E. Landers Cauley PE Civil Environmental Engineering
11 Bayhead Shores Road, Buzzards Bay

To approve deck and retaining wall already constructed and remove septic tank and leaching field and replace with a new Title V system within an AE Flood Zone and within a Wetland Resource Area.

Materials Reviewed – Site Photographs, Revised Site Plan of Record and DEP Wetlands Change Mapping.

Mr. Landers-Cauley addressed the members. He stated he has been working on the project in conjunction with Warwick & Associates who previously came before the board approximately two years ago; however, due to complications, the project was stalled. Mr. Landers-Cauley stated he's hoping to obtain approval of the retaining wall, the deck

that's attached to the garage, abandon the former septic system and replace with new. He described the proposed project.

Board Comment – Mr. Ligor asked who built the unpermitted deck. Mr. Landers-Cauley stated it was built by Mr. Bottcher.

Mr. Ligor opened a brief discussion regarding vegetation that will need to be removed to install the proposed septic system.

Mr. Landers-Cauley explained since the matter needs to be continued for a DEP file number, he would like to discuss mitigation the board will require as a result of the unpermitted retaining wall and deck. He also needs to discuss removing debris being stored on the property.

Agent Comment – Mr. Haines stated the project has several issues needing to be resolved by several town departments. He stated to him, the existing deck appears to meet code requirements; however, it wasn't permitted. The retaining wall was constructed without a permit and two dwellings were illegally created on the property. There is a separate Order of Conditions, SE7-1534 which has an open order but has not received a COC because of these outstanding issues. A garage structure was approved under that order. The plan at that time did not show a secondary Coastal Bank. Mr. Haines spoke with the health agent and given the current design of the septic system, the retaining wall is not an integral part of the septic system so the Commission should consider the retaining wall as such and not as a Title V requirement. Mr. Haines doesn't know that the wall impacts the functions and values from a storm damage prevention aspect and will leave that to the Commission to determine. The unpermitted structure is a violation of the building code. He feels the Commission should not approve anything that they know does not meet code. If the Commission feels the location isn't a violation of the Wetlands protection Act, a condition could be placed on the Order stating the Order is not valid until the applicant receives a Building Permit from the Town of Bourne and that the structure meets Massachusetts State Building Code. His biggest concern with this site is the amount of debris being stored on the property. The property is located within V and AE Flood Zones and he is concerned the debris could become floating debris. Because work was performed within a jurisdictional bank and because they have an after-the-fact filing, he feels it is appropriate to ask for mitigation; which could be removal of some of the potential floating debris. Another issue he'd like to have worked out prior to the September 6th meeting is the parking issue.

Board Comment – Mr. Berman asked if the construction of the retaining wall created a secondary Coastal Bank. Mr. Haines indicated no. A brief discussion transpired regarding the secondary bank, the existing septic system and the proposed septic system. Mr.

Landers-Cauley discussed his desire to present the Commission with a mitigation plan at the next hearing.

Public Comment – None.

Mr. Landers-Cauley requested the matter be continued to September 6, 2018. Chm. Gray entertained a motion to continue the matter. **Mr. Ligor moved, Mr. Holmes seconded to continue the matter to September 6, 2018.** With no discussion, the motion carried. 5-0-0.

2) Applicant: George and Penelope Munsey
File Number: SE7-2025
Representative: Bracken Engineering, Inc.
5 Fabyan Way, Bourne

To construct a landing and set of coastal access stairs, extend the existing deck and maintain walking path within a V Flood Zone and within a Wetland Resource Area.

Materials Reviewed – Site Photographs, Revised Site Plan of Record, Letter from The Natural Heritage and Endangered Species Program and DEP Wetlands Change Mapping.

(Continued from 8/2/18)

Chm. Gray recused himself from discussion and vote. Mr. Holmes chaired the hearing.

Brendan Mullaney addressed the board. He stated there were a couple of issues to be addressed based on the review at the previous hearing. He explained the main reason for the continuance is because he was awaiting a response from The Natural Heritage and Endangered Species Program. A no take response has been received. Also, revisions to the plan were made as a result of input from the Commission; i.e., the landing was reduced from 8'x 8' to 4'x 8' and the proposed single sonotube at the corner of the deck extension was removed. Three sonotubes at the 50-foot setback from the Coastal Bank are now proposed and the deck will be cantilevered for the extension. Mr. Mullaney asked for consideration to remove the post and rail fence; which was part of a previous Order, and replace it with survey markers. He explained that the Munseys, who just moved into the property full-time, have found they are limited to using their back yard due to the buffer plantings that were installed and the fence.

Board Comment – None.

Agent Comment – Mr. Haines feels the representative touched upon all issues that needed to be addressed. Mr. Haines agreed that the fence is prohibiting the new property owners from utilizing their backyard. He stated he is fine with allowing for the removal of the fence and replacing it with survey markers.

Public Comment – None.

Mr. Holmes entertained a motion to close the public hearing. **Mr. Ligor moved, Mr. Szwed seconded to close the public hearing.** With no discussion, the motion carried. 4-0-0.

Mr. Haines stated he would like to add the following additional Special Conditions to the Draft Order of Conditions; ASC (1) this Order will allow for the maintenance of the 4' wide walking path within the 50-foot no touch buffer. It was conditioned under a previous Order SE7-1521 which allows for the seasonal mowing of this path only. The path shall never be finished with any materials which would alter the permeability of the site. ASC (2) the risers on the coastal access stairs must remain open to allow for light penetration below the stairs, ASC (3) no storage of boats or other materials is allowed on the saltmarsh, Coastal Bank or within the 50-foot no-touch buffer outside of the approved 4' pathway. No boats or other materials are allowed to be tethered to the stairs or moored, ASC (4) the Order allows for the fence which was originally conditioned under SE7-1521 to be replaced with survey markers to demarcate the limit of the 50-foot no-touch buffer, ASC (5) no footings for the deck expansion are allowed within the 50-foot setback to the Coastal Bank.

Mr. Haines - Draft Order of Conditions: All General Conditions, Special Conditions pursuant to M.G.L. Chapter 131, Section 40 numbers; 1, 2, 3, 7, 9, 10, 12, 15, 18, 19, 21, 22, 27, 28, 29, Special Conditions pursuant to the Bourne Wetlands Protection Bylaw Article 3.7 numbers; 2, 3, 4, 6, 7, and the additional special conditions stated previously. Special Condition 3, which pertains to the setback, will continue in perpetuity.

Mr. Holmes entertained a motion to move the Draft Order of Conditions to the Final Order of Conditions. **Mr. Szwed moved, Mr. Ligor seconded to move the Draft Order of Conditions to the Final Order of Conditions.** With no discussion, the motion carried. 4-0-0.

Chm. Gray returned to chair the meeting.

3) Applicant: John Ross

File # SE7-

Representative: Same
Off Mashnee Dike, Mashnee

For an aquaculture grant permit within a V Flood Zone and within a Wetland Resource Area.

Materials Reviewed – Site Photographs, Revised Site Plan and DEP Wetlands Change Mapping.

(Continued from 8/2/18)

Chm. Gray stated because a DEP file number still hasn't been issued nor has a response from The Natural Heritage and Endangered Species Program, the matter will have to be continued to September 6, 2018.

Mr. Holmes moved, Mr. Ligor seconded to continue the matter to September 6, 2018. With no discussion, the motion carried. 5-0-0.

4) Applicant: Richard Selby
File Number: SE7-2027
Representative: Richard Selby
134 Wings Neck Road, Pocasset

Invasive Species Management within a V Flood Zone and within a Wetland Resource Area.

Materials Reviewed – Site Photographs, Site Plan, Common Reed Location Diagram prepared by Nick Crawford, Invasive Species research materials and Wetlands Change Mapping.

(Continued from 8/2/18)

Chm. Gray recused himself from discussion and vote. Mr. Holmes chaired the hearing.

Mr. Haines stated the matter was continued because the Commission was waiting for DEP to issue a file number, for a Coastal Bank delineation and for additional research data to be provided.

The property owner, Richard Selby, addressed the members. He provided a summary of the proposed project that was presented at the previous meeting. He submitted information prepared by Nick Crawford, an expert on invasive species management, and discussed his request to mow an area of his property four times per year rather than the current mowing schedule of every other week during the five-month growing season; which he feels this has been effective in preventing the growth of Phragmites on his

property. Additionally, Mr. Selby discussed the possibility of chemically treating the area in conjunction with mowing.

Board Comment – Mr. Ligor questioned what type of machinery has been and will be used to perform the cutting. Mr. Selby stated currently a standard mower is used; however, he is flexible to use any machinery that the Commission feels would be minimally intrusive to the saltmarsh; i.e., wider tires, dry surface, cutting at a height of four inches etc.

Mr. Ligor asked how he'll protect the saltmarsh while he's cutting. Mr. Selby replied that he will be mowing less frequently which will be an improvement. The marsh had been mowed approximately ten times per year, the proposal calls for four times per year; which will be beneficial because there will be less activity on the marsh. Mr. Selby stated he intends to only mow when the marsh is dry, will maintain the mowing height as required by the Commission and will only use the required equipment as desired by the Commission.

Mr. Ligor asked if Mr. Selby will be on-site when the mowing occurs. Mr. Selby stated he is happy to supervise the mowing and will be personally accountable for all aspects of the mowing to ensure that it complies with the Commission's guidance and recommendation.

Mr. Selby provided additional information on the use of glyphosate.

Agent Comment – Mr. Haines asked if Nick Crawford has submitted any information that states two to four mowings per year is the appropriate method. Mr. Selby stated he will provide that information. Mr. Haines said he would like Mr. Crawford to submit in writing what he prescribes as the proper treatment method. A discussion ensued. Mr. Haines recommended that an Invasive Species Management Plan be submitted.

Mr. Haines said he feels some of the reference material submitted by Mr. Selby was cherry picked from the literature and read some of literature aloud to support his statement. A brief discussion transpired regarding the literature Mr. Selby submitted.

Mr. Haines noted the Commission has not yet received the Coastal Bank transects that were requested. Mr. Selby stated he is still working on that.

Mr. Haines reminded Mr. Selby that he is in violation of the Wetlands Protection Act by mowing the saltmarsh without permission from the Commission. He reiterated that he'd like to see the expert's opinion in writing.

A brief discussion transpired regarding the approved maintenance on the O'Keefe property, Mr. Selby's neighbors. Mr. Berman argued that the O'Keefe property was overrun with Phragmites and Mr. Selby's is not.

Mr. Szwed stated there needs to be a balance of minimizing impact vs. accomplishing the objective.

Mr. Holmes stated the Commission needs to receive an expert's opinion on the methodology and frequency as well as a Coastal Bank delineation prior to making a decision on the matter. A discussion ensued.

Public Comment – None.

With no further discussion, Mr. Holmes entertained a motion to continue the matter **Mr. Ligor moved, Mr. Szwed seconded to continue the matter to September 6, 2018.** The motion carried. 4-0-0.

Chm. Gray returned to chair the meeting.

4) Applicant: Joseph and Karen Moore
File Number: SE7-2026
Representative: Holmes and McGrath, Inc.
65 Winsor Road, Cataumet

To construct a third-floor expansion and kitchen addition; to include improvement to existing sewage system and all associated excavation, grading and landscaping within an AE Flood Zone and within 100 feet of a Wetland Resource Area.

Materials Reviewed – Site Photographs, Site Plan and Wetlands Change Mapping.

(Continued from 8/2/18)

Chm. Gray asked if the matter had been continued because DEP had not issued a file number yet. Mr. Haines stated yes and a file number has since been issued.

Board Comment – None.

Agent Comment – None.

Public Comment – None.

Chm. Gray entertained a motion to close the public hearing. **Mr. Holmes moved, Mr. Ligor seconded to close the public hearing.** With no discussion, the motion carried. 5-0-0.

Mr. Haines - Draft Order of Conditions: All General Conditions, Special Conditions pursuant to M.G.L. Chapter 131, Section 40 numbers; 1, 2, 3, 4, 5, 7, 9, 10, 11, 12, 14, 15, 16, 18, 19, 21, 22, 24, 26, 27, 28, 29, Special Conditions pursuant to the Bourne Wetlands Protection Bylaw Article 3.7 numbers; 4, 6, and 7.

Chm. Gray entertained a motion to move the Draft Order of Conditions to the Final Order of Conditions. **Mr. Holmes moved, Mr. Ligor seconded to move the Draft Order of Conditions to the Final Order of Conditions.** With no discussion, the motion carried. 5-0-0.

Request for Certificate of Compliance:

1) Applicant: Melanie S. Summer & Amantha T. Butler
File Number: SE7-1893
Representative: Sullivan Engineering
67 Pasture Rd., Scraggy Neck

To reconstruct existing licensed stone groin within a V Flood Zone and within 100 feet of a Wetland Resource Area.

(Continued from 8/2/18)

Agent Comment – A site review was performed on August 7, 2018. The groin appeared to be rebuilt within the permitted footprint. Mr. Haines expressed his satisfaction with the vegetation restoration and recommended issuing the certificate.

Chm. Gray entertained a motion **Mr. Holmes moved, Mr. Ligor seconded to grant the Certificate of Compliance.** With no discussion, the motion carried. 5-0-0.

Other Business:

- 95 Tahanto Road – Violation for unpermitted tree clearing within Riverfront Area, 100 feet of a Wetland Resource Area and AE Flood Zone. – Mr. Haines stated he provided details regarding this violation at the previous hearing but the homeowners were not able to be present then. He explained that the violation is the result of unpermitted tree clearing within a Riverfront Area and within the 100-foot buffer to the Resource Area.

Mr. Wenzel addressed the members and explained he cut the trees down because they had grown into the power lines and the root systems weren't stable. He was afraid during severe weather they would be uprooted and damage his home; so he cut them. He stated he was unaware that this work required Conservation Commisison approval; otherwise, he would not have cut them down.

Chm. Gray asked the property owners how they plan to resolve the matter. Mr. Wenzel stated he hired a professional to develop a planting plan. The professional is Mike Ball.

Mike Ball addressed the members and discussed the property owner's desire to file a Notice of Intent for work they'd like to perform in addition to the mitigation for the tree removal. He stated they will file the NOI within sixty days.

Chm. Gray asked where on the property the trees had been located. Mr. Ball referred to the site plan to pinpoint the location of the trees. Mr. Haines elaborated further.

After a brief discussion, it was decided that the representative would be in contact with the agent for further input before filing a Notice of Intent.

- 93 Gilder Road – Violation for mowing Coastal Dune vegetation. – Mr. Haines stated he spoke with the homeowner who apologized profusely. The homeowner stated the landscaper performed the mowing and it won't happen again. Mr. Haines will monitor the site and if the mowing happens again, he will move forward with enforcement.

- 83 Gilder Road - Violation for mowing Coastal Dune vegetation. – Mr. Haines stated he spoke with the homeowner who apologized profusely. The homeowner stated the landscaper performed the mowing and it won't happen again. Mr. Haines will monitor the site and if the mowing happens again, he will move forward with enforcement.

- Vote excused absent members, if necessary –**Mr. Ligor moved, Mr. Holmes seconded to excuse the absent members.** With no discussion, the motion carried. 5-0-0.

- Acceptance of Previous Meeting Minutes – Chm Gray entertained a motion to approve the minutes of the June 28, 2018 meeting. **Mr. Holmes moved, Mr. Ligor seconded to approve the minutes of the June 28, 2018 meeting.** With no discussion, the motion carried. 5-0-0.

Chm Gray entertained a motion to approve the minutes of the July 12, 2018 meeting. Mr. Haines noted revisions. **Mr. Holmes moved, Mr. Ligor seconded to approve the minutes of the July 12, 2018 meeting as revised.** With no discussion, the motion carried. 5-0-0.

- Report of the Conservation Agent – Mr. Haines stated DEP has received a request for a Superseding Order regarding the 165 Jefferson filing. He stated the Commission has not yet received a request for an appeal but that will likely happen. Mr. Haines will be meeting with Town Counsel on August 20th to discuss the matter. Chm. Gray said he doesn't feel the abutter's representative hasn't cited any performance standards the Commission should have enforced but didn't. He feels the representative has issues with FEMA, Building Code Standards and Title V issues; not of which fall under the Commission's jurisdiction. A discussion ensued.

A brief discussion transpired regarding the language for the storm damage prevention definition.

- Public Comment Period on Non-Agenda Items – None.

- Questions and Answers re: M.G.L. Chapter 131 §40 and 310 CMR 10.00-10.99 – None.

- Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16 – None.

II. Adjournment

Mr. Ligor moved, Mr. Holmes seconded to adjourn. With no discussion, the motion carried. 5-0-0. The meeting adjourned at 9:00 PM.

Minutes submitted by: Carol Mitchell