

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

January 13, 2014 – 5:15 PM – Old Town Hall Meeting Room

**Call to Order:** 5:15 PM by Chair, Bob Powers

Present: Bob Powers, Dianne Holden, Todd Abbott, Judi Carll, Roger Macomber, Tim Neill and Town Planner Tom Ursia. Guests: Sel. Dave Woodsome. Members Absent: Dave Barker, Andy Cote and Mesha Quinn.

**Review & Accept Agenda:** Roger made the motion to accept the agenda. Judi seconded. Voted, passed.

**Minutes:** Judi made the motion to accept the minutes of December 9, 2013 as written. Bob seconded. Voted, passed.

**Announcements:** Bob & Tom reported that the Jan. 7, 2014 presentation to the Board of Selectmen went well.

**Correspondence:** Wright Pierce has been contacted by the Planning Board to work on cistern guidelines. Their fee will be \$750., and there is \$600. consulting monies in the PB budget. Dianne made the motion for the 20/20 Committee to pay the additional \$150. for the work to be completed. Roger seconded. Voted, passed.

**Old Business:**

Update on status of revisions to the East Waterboro conceptual (graphics) plan: Tom reported that he contacted three schools to help with this project. He believes he has found someone at MIT and is waiting for an agreement and cost of the work; which he expects to receive within 10 days.

Receive information, review information and provide in-put on Town Planner's existing and future land use mapping/zoning strategies for Sector One (East Waterboro): Tom reported that the Future Land Use Chapter will be mostly graphics. Sites will be depicted as to what has already been approved and what's coming. The Town doesn't have a 'sunset clause' for plans already on the books. Discussion on an example; Ford Pond Estates subdivision, which includes wetlands and was approved with 15 ft. pavement on Aug. 14, 2002. As of today, nothing has been done with it. It is an engineered, not planned, grandfathered subdivision, but the better future use would be as open space. Tom handed out a talking points paper for 20 to 30 years out in regards to Sector One and its future land use considerations/needs. In regards to gravel pits, the Town has its own reclamation plans in place.

In response to the Planning Board's request:

- Tim made the motion to recommend a new zone in the East Village and to have a new business zone , possibly mixed use, along a Planning Board prescribed Rte. 5 corridor from the junction of Rte. 202 to Jellerson Road; and to accept Tom's handout. Roger seconded. Voted, passed. Tom stated that there shouldn't be an overlay in the Village Zone.
- Tim made the motion that the next area to work, would be Rte. 5, from Rte. 202 to Little Ossipee Lake. This area would also include Roberts Ridge Road to the Lyman line; and, Rte. 202/4 west to Cook's Brook. And, recommend to the Planning Board that the possibilities of business zoning should be explored. Todd seconded. Voted, passed.
- Discussion on Enterprise Plan: could contain certain acreage; infrastructure layout, etc. Todd made the motion to recommend to the Planning Board that the possibilities of a Business Enterprise Zone should be explored. Bob seconded. Voted, passed.

Review status of Economic Development Chapter and set date for joint meeting with 20/20 & EDC: Tom will schedule with the EDC to have the 20/20 Committee attend the EDC Feb. 12, 2014 meeting. (5:30 PM – Selectmen's Meeting Room)

Sub-Committee members report on status of progress of Chapters: Tabled

Other Unfinished Business, if any: None

#### **New Business:**

Discuss and vote on 20/20 operational budget for 2014-15: Judi made the motion to request \$5,000. Todd seconded. Voted, passed.

Review Committee tasks for 2014 and confirm and/or revise meeting dates: Tabled

**Adjournment:** Todd made the motion to adjourn at 8:22 PM. Judi seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

**Approved: February 10, 2014**

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

March 24, 2014 – 5:15 PM – Central Fire Station

**Call to Order:** 5:15 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker, Andy Cote, Tim Neill and Todd Abbott; and Sel. Dave Woodsome. **Absent:** Judi Carll and Roger Macomber

**Review & Accept Agenda:** Todd made the motion to accept the agenda. Dave B. seconded. Voted, passed.

**Minutes:** Andy made the motion to accept the minutes of February 10, 2014. Todd seconded. Voted, passed.

**Announcements:** Bob reported that the EDC met on March 12<sup>th</sup>, and he is impressed with the enthusiasm and work they are doing on the Economic Development Chapter. Tom stated that all the draft sections are to be in for review at their meeting on Wednesday night, the 26<sup>th</sup>. The completed drafts should be done in April. Tom will ask the EDC to send draft to the 20/20 for their review before completing the final version of the Chapter.

**Correspondence:** On April 15<sup>th</sup>. at 6 PM, the Board of Selectmen will conduct a workshop, asking for reports from all the committees. Bob will attend and Committee members are invited also.

Tom reported that the proposed Town Policy Regarding Use of Cisterns for Fire Protection, that the Planning Board and 20/20 partnered on, has been received from Wright-Pierce and passed copies out to the members to review.

The Waterboro Water District Superintendent contacted Tom in regards to a grant they were pursuing in regards to ascertaining where their next water extension should be, is there enough water available, well testing, best standpipe location, etc. The State has \$130,000. to be split between applicants. The WWD should know in April or May if they have been awarded any of the money. In a move to build a relationship between the Town and the WWD, Bob and Tom signed a letter to the State in support of the WWD's efforts. Tim made the motion that the 20/20 Committee retroactively endorsement the letter written in regards to the WWD grant application. Dave B. seconded. Voted, passed.

**Old Business:**

Future Land Use Planning: Sector Two Mapping (NW on Route 5 to Center Village): Tom provided an aerial map of the area for discussion purposes. Discussion included, but not limited to: how to protect and promote parcels; would it be best not to mix uses; geo-thermal and

cleaner, new technology; where would the best location for a mobile home park be; any benefit to being proactive and providing a wellhead protection zone for future use; the Town's natural resources need to be protected-which ones and how to protect; and there needs to be more conversation in regards to land use in the Town.

Discussion of what the final Chapter would like, Tom stated it would be 80% graphics, covering 4 sectors of the Town. The sectors are talking points, for ideas only. It would include planimetrics and actual recommendations to the Planning Board. The PB and the 20/20 should hold Visioning Sessions together. The narrative 20% part of the Chapter would be at the end and would include concepts and transect drawings to show possibilities. Discussed doing 2 Sessions, including 2 sectors each and have the ID Manager tape them for showing on the Municipal Channel. Tom provided the members with a narrative copy for Sector Two, which was reviewed for Tom to give to the PB.

Bob stated he would like to see the Comprehensive Plan finished for November.

Presentation of Draft Hospitality & Tourism Chapter: Tom handed out a draft copy for the members to take home with them and review.

Other Unfinished Business, if any: None.

#### **New Business:**

Review and vote on letter to Sara Flanagan, Drink Water Program, regarding the Waterboro Water District Grant Application: See Correspondence, above.

Sub-Committee members report on status of progress on Chapters: Todd needs to meet with Tom for map information.

Other New Business, if any: None

**Adjournment:** Todd made the motion to adjourn at 7:47 PM. Dave B. seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Approved April 14, 2014

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

April 14, 2014 – 5:15 PM – Central Fire Station

**Call to Order:** 5:15 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker, Judi Carll, Tim Neill and Todd Abbott; and, Sel. Dave Woodsome and Town Planner, Tom Ursia. Absent: Andy Cote and Roger Macomber

**Review & Accept Agenda:** Todd made the motion to accept the agenda. Dave B. seconded. Voted, passed.

**Minutes:** Tim made the motion to accept the minutes of March 24, 2014. Todd seconded. Voted, passed.

**Announcements:** None.

**Correspondence:** e-mail from Andy; he will not be attending tonight's meeting.  
e-mail from Town Hall; reminder of Bos workshop on April 15<sup>th</sup>. requesting committee reports.

**Old Business:**

Review, possibly revise and vote on Hospitality & Tourism Chapter: Committee reviewed draft chapter. Discussion in regards to #4 of the Action Plan on starting a local Chamber vs. the Economic Development Committee's view of having a regionalized Chamber, with other town(s), would work in a rural area. Tim made the motion to delete #4. Dave B. seconded. Voted, passed. Tom reported that updated State stats on tourism will be available by the end of June. Dave B. made the motion to approve the content of the draft chapter on Hospitality & Tourism as presented, and for Tom to complete the chapter with up to date June stats before printing. Judi seconded. Voted, passed.

Other Unfinished Business, if any: None.

**New Business:**

Discuss the April 9 meeting which consisted of members of the 20/20 Committee; the Economic Development Committee; Gary Lamb, Town Administrator; and Chuck Morgan of Southern Maine Planning & Development Commission AND take action, if any, that the 20/20 Committee deems appropriate regarding the Economic Development Chapter: Bob reported that the EDC was in good hands and very pleased with their work and thank them for their efforts.

Sub-Committee members report on status of progress on Chapters: Todd will meet with Tom for map information. Discussion of over-lap material already in other Chapters. Agreed that it will happen.

Discuss the 20/20 Committee's presentation to the Board of Selectmen on April 15<sup>th</sup>: On April 15<sup>th</sup>. at 6 PM, the Board of Selectmen will conduct a workshop, asking for reports from all the committees. Bob will attend and Committee members are invited to attend also.

Other New Business, if any: Tom noted that he will have Sector 3 – Future Land Use on the May 12, 2014 agenda for the 20/20 Committee to review.

**Adjournment:** Todd made the motion to adjourn at 6:38 PM. Dave B. seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Approved: May 12, 2014

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

July 1, 2014 – 5:15 PM – Central Fire Station

**Call to Order:** 5:15 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker, Judi Carll, Roger Macomber, and Tim Neill; and Town Planner, Tom Ursia. Guest: Frank Allen. Absent: Todd Abbott and Andy Cote

**Review & Accept Agenda:** Roger made the motion to accept the agenda. Judi seconded. Voted, passed.

**Minutes:** Roger made the motion to accept the minutes of May 12, 2014. Dave B. seconded. Voted, passed.

**Announcements:** Bob reminded the members that their tenure had been extended to June 30, 2015 and if they haven't take their Oath of Office, they should do so asap.

Frank Allen was in attendance to see if fire/police safety was going to be addressed by the 20/20 Comprehensive Plan. Bob stated that he felt it should be addressed under the Governance Chapter. Tom agreed, whereas it's an asset, it should be viewed as a capital investment. Bob stated that in the past, in a discussion with the Board of Selectmen, it was agreed that there should be a needs assessment done by the Town.

**Correspondence:** None.

**Old Business:**

Review information received from the State that will be included in the Hospitality & Tourism Chapter: This report will be given at the next 20/20 meeting.

Other Unfinished Business, if any: None.

**New Business:**

Receive, review and possibly take action on draft of the Governance Chapter: A draft written by the Town Administrator was handed out and reviewed by the members. Bob suggest using the first five (5) paragraphs; suggests that the sixth and seventh paragraphs be rewritten by the Town Administrator; rewrite paragraph eight to be impersonal; include the bullet points provided by the Committee; create a revised organization chart for the Charter – including volunteers; and that the Committee write a conclusion to include action planning strategy. Roger made the motion to have Bob talk with the Town Administrator and give him all the

recommendations above made by the Committee and to have the new draft completed by the end of September, 2014. Dave B. seconded. Voted, passed.

Take action, if any that the 20/20 Committee deems appropriate regarding the Economic Development Chapter: Bob reported to Committee his and Tom's efforts to have the 20/20's \$8,000. +/- of unused funds on June 30<sup>th</sup>. be carried over and applied to the EDC for the Tourism Marketing Study. They were told it could not be done, but there may be a Special Town Meeting in the near future where monies can be appropriated to the EDC.

Sub-Committee members report on status of progress (hopefully receive draft) on Open Space and Natural Resources Chapter: Todd, Dianne No report.

Set and vote on calendar dates for July through December: Tim made the motion to hold 20/20 meetings on the following dates: August 11, September 8, October 20, November 17 and December 29, 2014. Roger seconded. Voted, Passed. The goal is to finalize all the Chapters by December and hold meetings with different sections of Town in 2015.

Other New Business, if any: None.

**Adjournment:** Dave B. made the motion to adjourn at 6:50 PM. Roger seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Approved July 1, 2014



Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

July 1, 2014 – 5:15 PM – Central Fire Station

**Call to Order:** 5:15 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker, Judi Carll, Roger Macomber, and Tim Neill; and Town Planner, Tom Ursia. Guest: Frank Allen. Absent: Todd Abbott and Andy Cote

**Review & Accept Agenda:** Roger made the motion to accept the agenda. Judi seconded. Voted, passed.

**Minutes:** Roger made the motion to accept the minutes of May 12, 2014. Dave B. seconded. Voted, passed.

**Announcements:** Bob reminded the members that their tenure had been extended to June 30, 2015 and if they haven't taken their Oath of Office, they should do so asap. Frank Allen was in attendance to see if fire/police safety was going to be addressed by the 20/20 Comprehensive Plan. Bob stated that he felt it should be addressed under the Governance Chapter. Tom agreed, whereas it's an asset, it should be viewed as a capital investment. Bob stated that in the past, in a discussion with the Board of Selectmen, it was agreed that there should be a needs assessment done by the Town.

**Correspondence:** None.

**Old Business:**

Review information received from the State that will be included in the Hospitality & Tourism Chapter: This report will be given at the next 20/20 meeting.

Other Unfinished Business, if any: None.

**New Business:**

Receive, review and possibly take action on draft of the Governance Chapter: A draft written by the Town Administrator was handed out and reviewed by the members. Bob suggest using the first five (5) paragraphs; suggests that the sixth and seventh paragraphs be rewritten by the Town Administrator; rewrite paragraph eight to be impersonal; include the bullet points provided by the Committee; create a revised organization chart for the Charter – including volunteers; and that the Committee write a conclusion to include action planning strategy. Roger made the motion to have Bob talk with the Town Administrator and give him all the

recommendations above made by the Committee and to have the new draft completed by the end of September, 2014. Dave B. seconded. Voted, passed.

Take action, if any that the 20/20 Committee deems appropriate regarding the Economic Development Chapter: Bob reported to the Committee his and Tom's efforts to have the 20/20's \$8,000. +/- of unused funds on June 30<sup>th</sup>. be carried over and applied to the EDC for the Tourism Marketing Study. They were told it could not be done, but there may be a Special Town Meeting in the near future where monies can be appropriated to the EDC.

Sub-Committee members report on status of progress (hopefully receive draft) on Open Space and Natural Resources Chapter: Todd, Dianne No report.

Set and vote on calendar dates for July through December: Tim made the motion to hold 20/20 meetings on the following dates: August 11, September 8, October 20, November 17 and December 29, 2014. Roger seconded. Voted, Passed. The goal is to finalize all the Chapters by December and hold meetings with different sections of Town in 2015.

Other New Business, if any: Future discussion: Facilities Needs Study

**Adjournment:** Dave B. made the motion to adjourn at 6:50 PM. Roger seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Approved August 11, 2014

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

September 8, 2014 – 5:15 PM – Selectmen's Meeting Room @ Town Hall

**Call to Order:** 5:20 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker, Judi Carll, Roger Macomber, and Tim Neill, members. **Absent:** Todd Abbott and Andy Cote, members.

**Review & Accept Agenda:** Tim made the motion to accept the agenda. Dave B. seconded. Voted, passed.

**Minutes:** Dave B. made the motion to accept the minutes of August 11, 2014. Roger seconded. Voted, passed.

**Announcements:** Bob acknowledged the receipt of the Land Use e-mail in regards to Shoreland. Tim, Planning Board Chair, reported that restrictions on docks has been lifted; no permits are needed and there is no length limit.

**Correspondence:** None.

**Old Business:**

- A. Status Report on Hospitality & Tourism Chapter: Bob reported that the Chapter is at the printers and should be completed soon; and, that Tom had incorporated the State info into the Chapter as instructed.
- B. Status Report on Economic Development Committee Activities Related to Economic Development Summit: Bob reported that Tom, Sel. Dave and himself attended an EDC meeting with Gary to discuss a business community facilitated meeting. There will be two facilitators, it will be held on November 21<sup>st</sup>. at the Grange Hall. The EDC meeting is Wednesday and they will vote on approval of the 3-4 hour morning event.
- C. Status Report on Governance Chapter: Bob handed out an updated version given to him by Gary Lamb, Town Administrator. The following suggested changes were noted: 1.) 3<sup>rd</sup> line, 1<sup>st</sup>. paragraph 'Town Manager' needs to be changed to 'Town Administrator'; 2.) 4<sup>th</sup>. paragraph, 7<sup>th</sup>. line, prior to 'Presently', Gary should add a line to do with annual reporting to Board of Selectmen and all Committees having Mission Statements; 3.) Last paragraph first page, 5<sup>th</sup>. line 'segregated bathroom' should be changed to 'separated bathrooms'; 4.) An updated organizational chart should be included; 5.) How the Town interfaces with other Committees/Boards and related entities (ie: RSU 57, LAC,

Water District, County Government, neighboring Towns, etc.) What are the goals being shared and strategies being used? Also address communications and reporting between agencies etc.

- D. Status Report on Open Space and Natural Resources Chapter: Dianne & Todd – No Report.
- E. Other Unfinished Business, if any: None

**New Business:**

Other New Business, if any: Dave B. suggests that there be information in the Comprehensive Plan in regards to promoting the Town's website, GIS, etc. that is available.

**Adjournment**: Roger made the motion to adjourn at 6:25 PM. Judi seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Approved Oct. 20, 2014

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

October 20, 2014 – 5:15 PM – Central Fire Station

**Call to Order:** 5:15 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker, Judi Carll, Roger Macomber, Todd Abbott and Tim Neill, members. Town Planner: Tom Ursia, Town Administrator: Gary Lamb, and Selectmen Dave Woodsome. Absent: Andy Cote, member.

**Review & Accept Agenda:** Roger made the motion to accept the agenda. Dave B. seconded. Voted, passed.

**Minutes:** Roger made the motion to accept the minutes of September 8, 2014. Dave B. seconded. Voted, passed.

**Announcements:**

- A. Planning Board Chairman Tim Neil reported that the PB were reviewing In-Law Apartments and Design Standards. Tom suggested looking at Barrington NH for design standards. Tim reported that Aroma Joe's has been approved for the corner of Rte 5 & 202.
- B. Tom & Gary reported that the timeline of the population history and projections has been framed and mostly likely will be hung in the hallway at Town Hall.
- C. Today's Journal Tribune had an article in regards to the Town of Wells Comprehensive Plan and their development of an on-line questionnaire. Tom will make contact to obtain a copy of it.

**Correspondence:** None.

**Old Business:**

- A. Status Report on Economic Development Committee Activities Related to Economic Development Summit to be held November 21<sup>st</sup>. & the Economic Development Chapter:  
Tom reported that the EDC has chosen the facilitating company Good Group Decisions to conduct the Business Summit. It will be held on Friday, Nov. 21<sup>st</sup>. beginning at 8 am at the Grange Hall. Business stakeholders have to attend for it to be an effective/productive meeting. The draft of the meeting outcome will be used by the EDC to complete the EDC Chapter for the Comprehensive Plan, and will be a great tool for them to use in creating their work plan.

- B. Receive and review draft of Governance Chapter and provide input and formulate remaining procedures for completing the Governance Chapter: Bob provided an overview of the history of the creation of the Chapter up to this point. Bob did a mockup of the Charter, which includes the Town Administrator and Board of Selectmen write up on how they envision Waterboro operating now and in the future; included an appendix of the Chapter; and a Summary, including, action planning strategies. He suggests using different colored paper for the Town Administrator/Selectmen's portion of the Chapter. He would like to see colored pictures being placed thru out the document. Town Administrator Lamb provided the committee with Version 5 draft of his and the Selectmen's input. The committee discussed and went over changes to the draft; also discussed was the first paragraph and the draft organizational chart provided by Adm. Lamb.
- C. Status Report on Open Space and Natural Resources Chapter: Todd spoke on different sections that the Chapter will include: Trails; maps; Little Ossipee Lake; natural resources; road infrastructure; outline of the Town; several old maps (original survey and proprietorship); where Waterboro started vs. where we have now; the need to draw businesses back to town; hunting; Planning Board and their need to work on the Village Chapter ideas, design guidelines, keep rural character and action planning strategies. Judi spoke on the Town needing a non-motorized trail and action planning strategies. Selectmen Abbott is helping Todd with the writing; Tom will get artwork, graphics, maps, etc. to Todd; and Sel. Dave will help with writing after November 4<sup>th</sup>. Todd will send a draft of what he has completed to the Secretary who will forward it to the members.
- D. Other Unfinished Business, if any: None.

**New Business:** Discussed work still to be completed: Chapters: Governance, Economic Development and Open Space & Natural Resources. The 20/20 Committee will work on a final summary and insert postscripts of items in the draft Comprehensive Plan that have been completed.

**Adjournment:** Roger made the motion to adjourn at 7:08 PM. Judi seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Town of Waterboro  
**20/20 Master Planning Committee**

Minutes

November 17, 2014 – 5:15 PM – Central Fire Station

**Call to Order:** 5:15 PM by Chair, Bob Powers

**Present:** Members - Bob Powers, Dianne Holden, Dave Barker and Judi Carll, members. Town Planner: Tom Ursia, Town Administrator: Gary Lamb, and Selectmen Dave Woodsome.

**Absent:** Andy Cote, Roger Macomber, Tim Neill and Todd Abbott members.

**Review & Accept Agenda:** Dave B. made the motion to accept the agenda. Judi seconded. Voted, passed.

**Minutes:** Judi made the motion to accept the minutes of October 20, 2014. Dave B. seconded. Voted, passed.

**Announcements:** Planning Board member, Judi reported that the PB is looking at Design Standards. Also, she stated that Dollar General was approved.

**Correspondence:** E-mails from Tim and Roger stating they could not attend this evenings meeting.

**Old Business:**

- A. Status Report on Economic Development Committee Activities Related to November 21 Economic Development Summit & the Economic Development Chapter: Tom encouraged the 20/20 committee members to attend the Summit and invited business people to also attend.
- B. Status Report on Governance Chapter and formulate procedures for completing the Governance Chapter: Bob handed out a draft package of documents to be included in the Governance Chapter. He suggested using copying the Board and Town Administrator's pages on colored paper or using different print to set them apart from the 20/20 pages. He also suggested perhaps copying the Charter on a buff colored paper. "Conclusions and Recommendations" changes: A) #3 delete "n unpaid" B) Add #5: "Explore the benefits of various forms of social media as a positive vehicle for both internet and community-wide communications." Opening Statement changes: grammar corrections made and delete bottom two lines. Dave B. made the motion to accept as corrected and have it go to print as soon as the Board and Town Administrator's signatures are obtained. Judi seconded. Vote, passed.

- C. Status Report on Open Space and Natural Resources Chapter: Bob spoke to Todd and gave suggestions in regards to the format of the chapter. Tom is willing to work on the map portion of the chapter. Bob will talk with Todd about getting the chapter completed as soon as possible.
- D. Other Unfinished Business, if any: Bob reported that he has started a draft for an executive summary of all the chapters for the Comprehensive Plan.

**New Business:** None.

**Adjournment**: Judi made the motion to adjourn at 6:33 PM. Dave B. seconded. Voted, passed.

Respectfully submitted,

Dianne Holden  
Committee Secretary

Approved: December 29, 2014