

**1. Call meeting to order.**

Chairman Robert Aldrich convened the Board at 6:42 pm in the Nowak Room of the Town Office Building. Other members of the board present were: Town Manger Russ Dean, Selectman Don Clement, Selectman Matt Quandt, Selectman Frank Ferraro. Absent was Selectwoman Julie Gilman.

**2. Exeter Blue Hawks Recognition: 6:45 pm (girl's soccer, boy's football)**

Chairman Aldrich welcomes the Captain and Coach of the Exeter High School Division I Girls Soccer team. He is pleased to present a plaque to the team in recognition of their successful season and their offers recognition of their hard work and dedication leading them to the State Championships. The plaque is presented to the team on behalf of the Board of Selectman and the Town Manager.

Chairman Aldrich welcomes the Captains and Coach of the Exeter High School Division I Boys Football team. He is pleased to present a plaque to the team in recognition of their successful season and their offers recognition of their hard work and dedication leading them to the State Championships. The plaque is presented to the team on behalf of the Board of Selectman and the Town Manager.

**3. Public Comment - None**

**4. Minutes and Proclamations**

**A. The regular meeting minutes for November 28, 2011 are not ready for this evening.**

**5. Appointments - None**

**6. Department Reports - None**

**7. Discussion/Action Items**

**A. New Business**

**1. Tax Deeding**

Chairman Aldrich indicates there has been a reduction in the number of deeds. There are ten this evening, of which only one is occupied. Within the next 2 meetings the agenda will reflect how The Board wishes to deal with the properties. The two options being by Auction or Sealed Bid.

Chairman Aldrich asks The Board for a **Motion to accept the tax deeds and authorize the Town Manager as the tax collector to execute the tax deeds and have them recorded with the registry of deeds for the following ten properties: 51 Alder St., 221 Exeter River Landing, 1015 Exeter River Landing, 29 Hampton Road, 14 Hilton Ave., 66 Hilton Ave., 84 Hilton Ave., 11 Icey Hill, 49 Lindenshire Ave., 10 Peach St., 1 Plum St., and 6 Plum St.**

**So moved by Mr. Quandt, seconded by Mr. Clement. The vote is Unanimous. Motion Carries**

Chairman Aldrich asks The Board for a **Motion to authorize The Town Manager to execute and sign eviction proceedings for 29 Hampton Rd., on behalf of The Town of Exeter. So moved by Mr. Clement, seconded by Mr. Quandt. The vote is unanimous. Motion Carries.**

A preliminary discussion is held indicating the need to decide whether the deeds should be handled by Public Auction or Sealed Bids. Mr. Clement requests that at some point, a complete list from a month ago, through this evening is compiled. Chairman Aldrich feels that the deeds should all be approached in the same way. Either all at Auction or all by Sealed bid. There are a total of eighteen properties, of which six are with eviction. Mr. Ferraro would like an explanation as to the pros and cons of each approach.

Don Woodward, of 5 Hemlock Drive comes forward. Mr. Woodward lives in a Co-operative with many of these properties in it. He feels a lien from the town could make it more difficult for lending to take place for prospective buyers. He implores The Board to approach the Co-Operative Home Owners Association for a fair and equitable agreement. Chairman Aldrich expresses his preference to treat all of the properties the same way. He plans, over the next week or two to have a discussion and decide what the options are and what the next steps may be. Mr. Walter (no last name given) comes forward. It is his opinion that there are only two options, Public Auction or Sealed Bid. This would be short of specific authorization from a Town Meeting Vote. Mr. Clement notes that all Sealed Bids will need to come before The Board as opposed to an Auction House where The Board would not be directly involved.

## **2. Brentwood Selectmen Re: Pine Road Posting**

Chairman Aldrich informs The Board and Residents that Pine Road is ready to post, as of tomorrow. Mr. Bryan from the Brentwood Board of Selectman approaches. Mr. Bryan feels reconsideration is in order. He expresses concern that posting Pine Road in Exeter will create new or heavier traffic and accidents. He reminds The Board that there are five towns that use this road for school transportation. He reminds The Board that a survey will be completed December 15<sup>th</sup>. Mr. Bryan is prepared to present the study results to the board the following Monday night. The safety study would include a recommendation for short and long term solutions and repairs. Mr. Ferraro feels the study would need to be reviewed by The Board before any presentation by the contractor. He reminds Mr. Bryan that in August, when he met with Mr. Greenwood, the planner and the Board of Selectmen in Brentwood, they all agreed a study would need to be done, quickly. He reminds Mr. Bryan that he urged the Town of Brentwood to complete the survey in 45-60 days. Upon Mr. Ferraro sending Exeter's comments on the draft RFP in August, Mr. Greenwood had said that he was going to send out the RFP that same day. The Town of Exeter never saw a final RFP. Several times, the Town of Brentwood was contacted via email by Mr. Ferraro. We have asked, more than once for the proposal set forth by Mr. Greenwood. The Town of Exeter has made every effort to be involved. The Town of Exeter now has to be concerned with the safety of its residents. Mr. Ferraro feels that due diligence was done. Mr. Bryan reminds the Board that this posting will cost the town much more than the \$20,000 initially spent. He points out that the posting will impact the Town of Brentwood economically. Mr. Ferraro suggests that The Town of Brentwood should manage the situation with traffic safety control officers posted at various locations. He reminds Mr. Bryan the decision was not made based on money, it was mad based on the safety risk of the residents of The Town of Exeter. Mr. Ferraro does not feel that the traffic situation in the Town of Brentwood is in the control of the Town of Exeter Board of Selectman. Chairman Aldrich calls for thoughts on delaying the posting of Pine Road. Mr. Ferraro feels that if Exeter waits for the study to be issued on December 15<sup>th</sup> it will force Exeter to wait for the posting until January. Mr. Quandt feels that the Town of Exeter has asked for the study, he is not opposed to waiting another month in order to see what it concludes. Mr. Clement feels that he would be inclined to wait, but not for an undetermined amount of time. He would be satisfied waiting if there were a completion date on the table. Chairman Aldrich reminds The Board that there is an alternative action at play as well. The Board can choose to stay with its

current decision and agree to reconsider if the survey comes back with a short term solution that can be implemented. Mr. Clement feels that allowing the posting will reroute the trucks to 111A, making it a Town of Brentwood responsibility. He questions if a new safety issue is being created where one is currently being addressed? Mr. Ferraro disagrees. He does not feel the Town of Exeter is trading one safety issue for another. He feels it can be managed in Brentwood. Chairman Aldrich feels the posting protects the investment and also resolves the safety issue in the Town of Exeter. He feels this is a Brentwood safety issue, as Brentwood has allowed the development in that area. Chairman Aldrich asks The Board if there is a motion. **Mr. Quandt makes a motion to delay implementing the posting until The Board has the opportunity to review the Survey. Mr. Clement seconds.** Mr. Ferraro reminds The Board that the area has been identified as a safety hazard. Not posting the area could present good cause for someone involved in an accident there to sue the Town of Exeter. He implores The Board to enforce the standards of safety. **Mr. Quandt and Mr. Clement are in favor of the motion. Mr. Ferraro is opposed. Chairman Aldrich is opposed. Motion fails.**

Chairman Aldrich suggests to Mr. Bryan, if the survey comes back with something that can be implemented, bring the proposal to this board for possible reconsideration.

### **3. Review Final Budget Committee Recommendations.**

Chairman Aldrich indicates it appears as though \$640,000 was reduced by the budget committee from the general fund. This is \$250,000 below the 2011 budget. A breakdown is available.

### **4. Selectman Budget Review Schedule.**

Chairman Aldrich would like to see the Selectman Budget finished before the Christmas Break. It should come before The Board next week. Chairman Aldrich does not find it necessary for each department head to represent their needs and answer any questions. He indicates he will clear the agenda for next week and The Board will review the general fund and water and sewer budgets next week. He advises The Board could go through it category by category next week and The Board can review all of the warrant articles the following week. This will allow for the first two meetings in January to make any changes. Mr. Ferraro reminds The Board and the public that this is a 2012 proposed budget. This means it is coming for review, it does not mean it's approved. Chairman Aldrich indicates that any or all department heads who wish to weigh in on reductions will have a chance to do so.

### **5. Review Bond/warrant Articles**

Chairman Aldrich has already indicated the warrant articles will be reviewed at the Selectman's Meeting in two weeks.

### **6. EMS Revolving Fund Discussion**

Town Manager Mr. Dean refers to the memorandum for the Proposed EMS Fund. The proposal would allow for reallocation of all EMS expenses to the revolving fund beginning January 1, 2012. He indicates an anticipated return of 95% of the surplus to the general fund. This proposal would in turn, provide a funding source for leasing a new ambulance if the revenue stream projected by the Fire Department is realized. The intention would be to monitor the revolving fund over a year and see how it performs. The lease payment for the new ambulance 2 would be built into the budget. The lease would be a three and five year cycle lease. The fund has been authorized and can be implemented, as it has already been voted on by the Town of Exeter. Chairman Aldrich inquires if the lease would be similar to the Parks and Recreation revolving fund. Mr. Dean indicates it would

be very similar. As the revolving fund has worked for Parks and Recreation in the past, he expects that this will also be effective. Mr. Ferraro feels that the voters should have the right to vote on whether a new ambulance should be leased. Mr. Dean advises The Board that the fund is non-appropriated, and there is no need for a vote. Mr. Ferraro feels that taking the right to decide on an ambulance purchase away from the voters could be counterproductive. He raises the point that the net effect is a bookkeeping situation. He feels that this sort of revolving fund could lead to other departments looking for the same type of revolving fund such as DPW. The general fund is co-mingled; expenses should be reviewed and approved. Chairman Aldrich reminds The Board that there are State Laws that regulate what can and cannot be set up for revolving funds. He questions if a warrant article is necessary for the purchase. Mr. Dean indicates that revolving funds fall under the jurisdiction of The Board, as these are non appropriated funds. Chairman Aldrich refers to the revolving fund for Parks and Recreation, sighting this as an opportunity. As with Parks and Recreation, 5% of the balance can be returned to the general fund allowing the balance to grow for unexpected expenses. Mr. Dean reminds The Board that revolving funds are designed for when other revenue streams are tightening. Chairman Aldrich points out that the philosophy is targeting that revenue. This revolving fund has appeared before the voters and they have approved the Fund. Mr. Ferraro expresses concern that the voters don't have the opportunity to decide if the money should be spent on an ambulance. In effect, the 5% of the surplus will need to be replaced by tax revenues, in essence raising taxes. He believes the community should have the right to vote through a warrant. Fire Chief Comeau for the Town of Exeter comes forward. He advises the board there are two advantages to the revolving fund. First it will reduce the fire department budget. He feels the reduction in budget will allocate enough for The Board to use the balance to reduce the tax rates in the Town. Mr. Dean reminds The Board that the real question is if this fund could cause a negative impact. Again, the point of the Parks and Recreation revolving fund is brought up. Chairman Aldrich calls for thoughts from The Board. Mr. Quandt indicates he would support the revolving fund. Mr. Ferraro is undecided. He recognizes that the Parks and Recreation revolving fund is successful. He also recognizes that the Parks and Recreation fund is used to create revenue, new streams of revenue. Chairman Aldrich feels the Parks and Recreation fund is an excellent example of how the fund can work. He feels if it's managed at the appropriate level, it can work.

Harry Thayer, of Hampton Falls Road comes forward. He feels ambulance service should be paid for by the users, as opposed to the tax payers. This would be the first time in over fifty years an ambulance was purchased out of tax dollars. In 2007, a vote to adopt an ambulance revolving fund was approved in a 3:1 ration. The warrant asked to approve \$175,000 of tax dollars. Mr. Clement agrees and remembers the same points made at a recent budget committee meeting. Mr. Ferraro reminds Mr. Thayer that the revenue from the ambulance service goes to the general fund. It is co-mingled with all other revenue streams and sources. To say that its tax payer dollars going to the ambulance is not entirely correct. It's not all tax money in the general fund. The users of the service are paying for the budget of the EMS now, as are the tax payers. Mr. Dean reminds The Board that the warrant article was approved. Appropriation of money is done by process. In a revolving fund, nothing is appropriated. Mr. Thayer proposes The Board consider a cap on the 5%. This process is one that the Town has used before and it does work. **Mr. Quandt moves to implement the revolving fund effective January 1, 2012. Seconded by Mr. Clement. In Favor, Mr. Quandt and Mr. Clement. Opposed, Mr. Ferraro. Motion carries.**

## **7. EMS Billing Implementation**

The Fire Department Assistant Chief Ken Burke comes forward. A discussion begins in follow-up to

some changes to the contract proposed by Certified Ambulance Group out of Connecticut in regards to the lease of a new ambulance. The primary changes were presented for Article 2C, in regards to efforts to maintain a timely payment. Article 4C, the audit liability was changed to \$2,500. This will amount of two to three transports that may come into question. Article 6I, the one year early termination of contract fee was negotiated to 12.5%. Chairman Aldrich reminds the board that the Seacoast Chiefs performed this inquiry together. He inquires how all of the other Fire Chiefs base their decisions. Mr. Burke indicates that many of the competitive carries reduced their rates in response to the bidding. Many of them stayed with their current provider as the rates were able to be negotiated. Chairman Aldrich inquires when the new billing would be ready for implementation. Mr. Burke indicates it will be ready for January 1, 2012. It will take time for the first two months, with rate swap over rates for Medicare, but it should be fully effective and functional by February or March. Assistant Fire Chief Ken Burke recommends implementing the new EMS Billing. **Mr. Quandt moves to authorize the Town Manager to sign the contract and Implement it for January 1, 2012. Mr. Clement seconds. The vote is unanimous, motion carries.**

### **8. Preliminary List EOY 2011 Encumbrances**

Chairman Aldrich refers to The Planning Department memorandum. The Planning department has come forward with two projects in progress. Most of their projects will be done by December 31, 2011. He recognizes the Rider Property Warrant Article is not on the agenda and needs to know if there are others. Mr. Dean indicates it should be a special carryover article. The list is being determined currently and is not available to date. Mr. Dean believes the complete list will include one from Bruce Mayberry to update the impact fee ordinance. Chairman Aldrich requests a finalized list prior to December 19<sup>th</sup>, 2011. Mr. Dean indicates he will work to have it for December 12, 2012.

### **9. Mobile Communications Policy**

Mr. Dean has provided a proposed policy in regard to Mobile Communications for Town of Exeter Employees. In summary the policy has history, as the evolution of cell phones has grown over the years. Verizon is the main carrier for most plans. This proposed policy would not look to Verizon as the primary plan holder. The Town of Exeter would not be paying all of the bills of each Employee. He proposes The Town adopt a system of allowances for approval based upon business expectance. The policy would allow for exceptions and could be assigned on an as needed basis. An Annual review form is included for the Departments to submit business related expense for communication usage.

Mr. Quandt has no recommendation and would like to hear what the department heads have to say about the proposed policy. Mr. Clement seeks clarification. Currently, individuals have cell phones on paid for by the budget. With this new proposed recommendation, each department would have to make a case for an individual to have a cell phone. The responsible party for the bill would be the individual and the town would subsidize the cost. Mr. Dean indicates the new proposed policy could be different funding for each individual. The Town would essentially no longer be carrying the plans. Mr. Ferraro expresses surprise at the proposal going in the direction of no longer carrying individual plans. He feels the net effect, financially would not be much different than the current cost. He raises the idea of approaching different providers of service and looking for a multi-plan discount rate. Most carries will offer a discount for multiple business accounts, as an added benefit that discount can be extended for personal phones to employees for personal accounts. He inquires if this option has been explored. Mr. Clement feels that more analysis is required. He would prefer to see a list of which employees have phones, which carrier they use, and what plan they are on. He feels The Board should move forward on one concept or the other. Mr. Dean indicates the available

carriers in the area are Verizon or Nextel. He points out that the count is closer to twenty-five contracts, not one thousand. Chairman Aldrich agrees. A list of what is actually needed would be helpful. Current list and list of what it should be. We need to know what we actually need. The Chairman summarizes the proposal as a subsidy for an individual plan, an allocated amount for a qualified and justified reason. The Board prefers to leave this topic open for discussion again, down the road.

## **B. Old Business**

### **1. Harry Thayer comes forward.**

He thanks The Board for their decision to move forward with the new Waste Treatment Facility on Larry Lane as opposed to Gilman Park. He urges The Board to pursue purchasing Gilman Park from the Gilman Park Trustee's. Chairman Aldrich indicates The Board is working toward that.

## **8. Regular Business**

### **A. bid openings**

#### **1. Qualifications**

Bid Opening for the grant administrator for the CDBG Exeter and Hampton Co-Op project. Essentially, the administrator's proposals come to The Board and we pass it along to the people applying for the grant. The first bid is from Donna Lane, CDBG Consultant for the CDBG project and it is her administrative proposal. The second is from Amoskeag Architectural Group in Manchester. Allen Yeaton submits. **Mr. Quandt moves to pass the bids to the Co-op for review. Mr. Ferraro seconds. The vote is unanimous, the motion carries.**

#### **2. Water and waste water chemicals for 2012 bid opening.**

The items bid on are item 1, Sodium Hypochlorite, per gallon. Item 2, Activated Carbon, per pound. Item 3, Potassium Permanganate, per pound. Item 4, Sodium Hydroxide, per gallon. Item 5, Liquid Sodium Bisulfite, per gallon. The following companies bid on each item separately:

Monson Companies in Leominster, MA.  
Item 1 - no bid  
Item 2 \$1.39/lb  
Item 3 \$2.74/lb  
Item 4 -no bid  
Item 5 \$01.8315 only if 3,000 gallons are ordered

Christine Water Solutions, Waukegan IL  
Item 1 - No bid  
Item 2 - No bid  
Item 3 - No bid  
Item 4 - No bid  
Item 5 - No bid

Emily Chambers, Searsport ME  
Item 1 \$2.20/gallon  
Item 2 No bid  
Item 3 No bid  
Item 4 \$1.50/gallon

Item 5 No bid

Astro Chemicals, Springfield MA  
Item 1 No bid  
Item 2 \$0.99/lb  
Item 3 \$2.64/lb  
Item 4 No bid  
Item 5 No bid

JCI Chemicals  
Item 1 \$0.743/gal  
Item 2 No bid  
Item 3 No bid  
Item 4 \$0.942/gal  
Item 5 \$1.63/gal

Holland Co., Adams MA  
Item 1 No bid  
Item 2 No bid  
Item 3 No bid

Item 4 No bid  
Item 5 \$1.92/gal

USA, Providence RI  
Item 1 \$0.7268/ gal  
Item 2 No bid  
Item 3 No bid  
Item 4 \$0.8213/gal  
Item 5 \$1.8866/gal

PVS Technologies, Detroit MI  
Item 1 No bid  
Item 2 No bid  
Item 3 No bid  
Item 4 No bid  
Item 5 \$1.86/gal

Boarden & Remington, Fall River MA  
Item 1 \$0.7655/gal

Item 2 No bid  
Item 3 \$3.7086/gal  
Item 4 \$0.8983/gal  
Item 5 No bid

Coin Chemical, Corodyn PA  
Item 1 No bid  
Item 2 \$1.59 - \$1.66/lb  
Item 3 \$2.3998/lb with a minimum of 36 drums  
Item 4 No bid  
Item 5 No bid

Harcros Chemicals, Nashua NH  
Item 1 \$0.7630/gal  
Item 2 No bid  
Item 3 \$3.25/lb  
Item 4 \$1.0443/gal  
Item 5 No bid

**Mr. Quandt moves to refer the bids to DPW for review. Mr. Ferraro seconds. The vote is unanimous, motion carries.**

#### **B. A/P and Payroll Manifests**

**Mr. Ferraro moves to accept and approve an A/P warrant for checks dated 12/2/11 in the amount of \$116,582.27. Mr. Clement seconds. The vote is unanimous, motion carries.**

**Mr. Ferraro moves to accept and approve an additional A/P warrant for checks dated 12/2/2011 in an amount of \$34,214.39. Mr. Quandt seconds. The vote is unanimous, motion carries.**

**Mr. Ferraro moves to accept and approve an A/P warrant for a check dated 12/1/2011 in the amount of \$2,052,363.00 to the Exeter Regional Co-Op and the Exeter School District. Mr. Quandt seconds. The vote is unanimous, motion carries.**

**Mr. Ferraro moves to accept and approve and additional warrant for a check dated 12/2/2011 in the amount of \$16,225.95. Mr. Quandt seconds. The vote is unanimous, motion carries.**

**Mr. Ferraro moves to accept and approve a weekly payroll warrant for checks dated 11/30/2011. Mr. Quandt seconds. The vote is unanimous, motion carries.**

#### **C. Budget Updates - None**

#### **D. Tax abatements and Exemptions - None**

#### **E. Water / Sewer Abatements - None**

Mr. Ferraro recognizes there are no abatements to discuss but brings the matter of deduct meters up for discussion. A discussion regarding the use of deduct meters is currently mandated for use in private single family residential properties only. He feels the ordinance is being violated and action needs to be taken. Mr. Clement offers a solution of Mr. Jeffers or Ms. Perry writing a policy on deduct meters for irrigation or commercial property owners. Mr. Ferraro feels the policy needs to be changed or enforced. **Mr. Ferraro moves for The Board to comply with The Board's own policy. No second. Motion fails.**

**Mr. Ferraro moves to ask The Water Department to investigate deduct meters for authorization records for deduct meters already installed. No second. Motion Fails.**

Chairman Aldrich agrees to add the item to the agenda in the future for discussion on the policy.

#### **F. Permits**

Mr. Dean presents permit requests for the following (all requests are for the Town Hall):  
Festival of Trees for the Town Hall 2012 is planned for November 26, 2012 - November 30, 2012.  
Musical arts group performances of 1776 planned for July 18, 2012 - July 22, 2012 rehearsals on the 20<sup>th</sup> and 21<sup>st</sup>.  
Oyster River Players annual performances at town hall planned for rehearsals July 1-8, 2012 shows on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>.  
Exeter Parks and Recreation for a concert sponsored by Parks and Recreation on April 13, 2012

**Mr. Quandt moves to approve the permits as presented. Mr. Clement seconds. The vote is unanimous, motion carries.**

#### **G. Town Managers Report**

Mr. Dean extends a generous thank you to The Exeter Area Chamber of Commerce for the tree lighting ceremony. The event was a huge success and was enjoyed by many. The children's fund did well with donations and auctions for trees. Several employees bid on trees unsuccessfully. Mr. Dean also recognizes the Holiday Parade Committee for a job well done again this year. He reminds The Board this is a volunteer effort, first and foremost and extends a thank you to the folks who helped to put it all together. The parade was recorded by Channel 98 and reruns will be available soon. Mr. Ferraro asks for an update on the progress and success of moving the receptionist location. Mr. Dean indicates it is working out pretty well so far. There is a weekly meeting for minor changes or modification requests. It has been only a limited amount of time, but the training is happening and seems to be satisfactory at this point. It has had a positive impact on the office of deeds and is freeing up assistance to complete tasks. There is no negative reaction to date, and a sign of some sort can be placed in the current reception area redirecting anyone coming into the Town Office that needs reception or guidance.

#### **H. Legislative Update - None**

#### **I. Selectmen's committee reports.**

Mr. Ferraro has two Planning Board actions

Mr. Quandt has nothing to report.

Mr. Clement has ADC meeting, EEDC meeting, Swasey Trustee's Meeting.

### **J. Correspondence**

Chairman Aldrich recognizes an email from Mr. Ferraro to Mr. Jeffers in regard to the deduct meters which will be placed on the agenda for a later time and discussion. There was an invitation to participate in the Holiday Parade, and an invitation to the Holiday Open House for December 8, 2012. An email from a resident was received in response to emails previously received in regard to the Waste Treatment Facility. The Exeter Council on Aging Newsletter was received. The Senior Center calendar of activities for December 2011 was received. An email from Mr. Clement regarding the Harbormaster. An email from Jennifer Perry in response to an email from Mr. Ferraro regarding the street sweeper. An email from Municipal Advocacy Committee and Committee on Government Affairs regarding legislative proposals for the upcoming legislation changes. An email from Mr. Ferraro regarding Collections Operations. An email from Lief Friedrichs regarding the thoughts and concerns of the health of Great Bay.

Mr. Clement summarizes his email for The Board. The harbormaster asked him to go look at the town launch on the Swampscott River. There is a need for a permit to get authorization to prevent any new river erosion at the site. Mr. Dean recommends referring the request to the DPW. Chairman Aldrich agrees to refer this issue to Jennifer Perry.

### **9. Review Board Calendar - None**

### **10. Non Public Cession - Land Acquisition**

**Mr. Quandt moves to go to private session to discuss land acquisition. Mr. Clement seconds. The vote is unanimous, motion carries.**

The meeting is adjourned to non-public session as of 8:54pm.

Respectfully Submitted,

Jennifer Pond  
Recording Secretary