

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

**PRESENT:** Brendan McNamara, Planning Board (MPIC Chair)  
Ward Galanis, Planning Board (MPIC Vice Chair)  
Anne Marie Galanis, Budget Committee Representative  
Rusty Bridle, Selectmen Representative  
Donald Bliss, Resident-At-Large  
Jay Diener, Conservation Commission Representative  
Alex Loiseau, HBAC Representative  
Rayann Dionne, Seabrook-Hamptons Estuary Alliance  
John Nyhan, Hampton Area Chamber of Commerce  
Lily Cragg, Resident-At-Large  
Jeffrey Grip, Resident-At-Large  
Bob Ladd, Hampton Beach Village District  
Jason Bachand, Town Planner

**ABSENT:** Erica DeVries, Zoning Board Representative  
Danielle Albright, Resident-At-Large  
Frank DeLuca, SAU90 Representative  
Laurie Olivier, Office Manager/Planning

**I. CALL TO ORDER**

Brendan McNamara (Chair) commenced the meeting. The Pledge of Allegiance was said. The MPIC members introduced themselves.

**II. PUBLIC COMMENT**

Tom Bassett, 12 Gentian Road, appeared. He discussed priorities of the neighborhood regarding the resilient items. He has lived here 20 years. This area has chronic flooding. In his 20 years there, it has become more frequent and more intense. This month, there have been 6 significant floods. Five due to the full moon. The sixth day was last week with torrential rain. 1.2 inches in one hour. This flooding goes up to King's Highway also.

Mr. Bassett said the neighborhood has been active about this. A warrant article was passed. The North Beach area and Hampton area around Hobson Avenue, Island Path, and engineers provided a report that recommended what the problems are and solutions. One of the

**TOWN OF HAMPTON  
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

solutions is to improve the drainage system; it's dysfunctional. Water is supposed to flow out to Meadow Pond. The pond level is higher than the street.

Adding rain or a Nor'easter, it can be dramatic. In an intense rainstorm, the depth of water was one foot recently.

They are working with DPW to get a warrant article passed in 2023 for a grant that the Town received for a force main drain. It's through DES. It's about \$2.7 million.

They have looked at the action items. He handed out their (neighborhood) top 10 priorities. Improving drainage. Water flowing from pond to streets; maybe a berm at some point. Residents want to elevate their homes. Making people more aware of risks and adaptation processes.

Controlling development in high-risk areas. Future-looking recommendations. Investing in infrastructure. We need financing. Stormwater utility fee – increase conservation areas.

**III. APPOINTMENTS**

None.

**IV. OLD BUSINESS**

**Preliminary Action Item Evaluation and Prioritization:**

**• Continued Prioritization of “Connected” Action Items**

Mr. Bachand discussed responses to the survey. He wants to focus on the text and numeric responses. Year 1 is being considered March 2024 to 2025. This makes sense as the committee format changes over time. Anticipated time frame – action items can take years to implement; some take less time. There could be many competing priorities. They will bring in stakeholders as well.

Mr. Bachand discussed considering action items being marked as “High” or Year 1. This is a long-range plan.

Mr. Bachand discussed the Open Space Network items. 3.21, that action item is create a strategic recreation plan for Hampton. 10 of 13 find that a high priority. Year one priority for many; most Year 2.

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

Mr. Bachand discussed the “high” recommendation. 6 out of 13. He asked if there was agreement or adjust or discuss. High Priority, Year 1.

Mr. Bachand discussed 3.22. Create a checklist for land acquisition. Eight rated this High and 6 rated as Year 2 and 4 as Year 1. Ms. Dionne thinks this can be a bi-product of the one above. There’s good work going on with the Conservation Commission. SHEA has done work to identify parcels for migration. It may not be a heavy lift. Mr. Bachand said some may be merged once we get this all together. Keep it as High, Year 1 to go together. It was noted there is a lot of information out there. Many items will be similar. As they come together it may be easier to implement. This list could shrink rapidly.

A checklist was asked about. Mr. Bachand said land acquisition. It could be through mitigation, another builder, etc. We’re getting a \$300,000 payment from the State because of the highway. That’s the kind of pool this comes out of and where is it spent was asked.

List of what is in Master Plan; who will grab it. It could be an outside entity; Conservation Commission, etc. We need to collect monies and take mitigation and preserve more Conservation land in Town.

Parcels have been identified; they are prioritized (Conservation Land); some of this is in the process.

Mr. Bachand discussed 3.23. Continue to pursue opportunities, open space in Hampton. 8 out of 13 consider it High and 5 out of 13 make it Year 1 with 4 saying Year 2; 4 saying Year 3. Some of the Conservation material repeats itself. A lot of these look alike, but there are reasons to be in a different spot.

Ms. Dionne said it is a continue to pursue; things are already underway. For SHEA, it is helping each of the Commissions on wildlife habitat; saltmarsh migration, etc. It is already underway. It remains high for her. Mr. Bachand concurs. It is high.

3.24. Identify and inventory lands – freshwater wetlands – tangible benefits. Looks like a clear majority on both parts. All concurred. This is being stayed at 2, but this is ongoing, and we’ll come back to these. It is Year 2 for now.

3.25. Create and implement stewardship plans/open space parcels. This is a medium priority from 9 out of 13. Clear majority. The Conservation Commission 3 years ago started a plan with a summer intern to monitor all Town’s Conservation parcels. They do write up, etc. It is

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

something already being done. This may be for maybe 150 parcels; some are small; some are clumped together. Some are large enough that some get reviewed by the Southeast Land Trust.

3.26 Devise a funding strategy for future conservation. Funds to increase funding and resources. 9 out of 13 consider this a High and 8 out of 13 consider this Year 2. It could be Year 2 but could fall under 3.21 per Ms. Dionne. Make note it could be combined.

3.27 Add a line item for open space acquisitions to develop a Capitol Reserve Fund. This seems to make sense to have this be a Warrant Article. The CIP Plan is overseen. We may talk to the Chairman of the CIP Committee. Conservation may have to request it. Mr. McNamara is not sure. Mr. Bachand said for Year 1 it is too late as CIP was due last week. It could be added for future years. Ms. Dionne said it could be low hanging fruit. Would this be a separate fund was asked by Mr. McNamara. There is already a Conservation Fund per Mr. Diener. Why does a line item need to be added. It's different than CIP fund. Mr. Diener said the fund is inadequately funded. Most funds allow for a down payment. By adding this to the CIP, we will look for funding separately than what we have for the Town. Yes, that sounds correct. Adding it to the CIP, it raises the visibility. Mr. McNamara said we (he and Jason) can be in touch with the CIP Committee to add a line item. Mr. McNamara and Mr. Bachand will consult. There will be a CIP summary meeting probably in October or November per Mr. Bachand. It's a 5-year plan. Ms. Dionne sees this bringing Conservation in to participate. High and Year 2 for now.

3.28 Assess future recommendations to provide flood water run-off; climate change impacts. 8 considered Medium and 7 people out of 13 consider it Year 3-5. Everyone was fine with 3-5.

3.29 Track expansion of invasive species. 7 out of 13 said Medium; 6 out of 13 consider Year 3-5. Some feel Year 2. Phragmites expanding, etc. It maybe has to be year to year. This is being tracked by others. DES is tracking pepperweed for example. It may be a matter of getting information and being up to date in case we need to allocate resources. Mr. Bachand is stating Year 2, but will note it is being tracked by others.

3.30 Partner with the community to protect the Piping Plover. 6 consider this Medium; 5 consider it High and 6 consider this Year 1. 3 consider it Year 2. High or Medium per Mr. Bachand. Ms. Dionne asked how much is on Town owned land; a lot of it is State. She supports this. Vernal pools were discussed. Most feel that piping plovers are on the State beach. Medium is fine. Medium 2 and State issue. Other people are looking. Maybe clarify what the Town's role would be. The Town has no say – not negotiable per a member. We just need to communicate to the Town what is going on.

We are now beginning the “Resilient” Section.

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

**V. NEW BUSINESS**

**Preliminary Action Item Evaluation and Prioritization:**

- **Survey Results and Prioritization of “Resilient” Action Items**

Mr. Bachand acknowledged Erica DeVries for setting this all up. We received 13 responses to the first 12 “Resilient” items; and 12 responses for items 13 through 58.

4.1-4.12 Economic Resilience.

4.1 Develop an Economic Development Plan - detailed assessment of short and long-term impacts. 11 out of 13 consider this a high priority; it is a 5 to 5 tie for Year 1 and Year 2. We are looking at this as part of a NOAA Grant. A letter was submitted to CAW and they will submit a package. The letter of intent for the NOAA Challenge Grant was discussed. We had an economic study considered to be part of this. It was among the items noted per Mr. Bachand. SHEA is working with NOAA as well – Seabrook Hampton Estuaries Alliance. Property taxes, employment, business activity. Mr. Bachand considers this a High and Year 1, but he will follow up on that. CAW is a regional entity. It talks about a Hampton Harbor Flood Study. Mr. Bachand asked if this made the cut (NOAA grant). One way or another this is a High, Year 1 priority. It was asked about homeowner insurance. NOAA works with SHEA - will take a look at property lost and a look at property taxes. The first survey was discussed and flood insurance was addressed there as well. Some homeowners will have to choose certain kinds of flood insurance. We are looking at a Floodplain Management Ordinance Amendment now. We can call it High, Year 1. It was agreed.

4.2 Continue to support the HBAC and HBVD – 11 say high priority and a majority says Year 1. It is clearly ongoing. Nothing controversial.

4.3 Extend Utility Services. Land Use Regulations. 8 consider it Medium; 10 people consider it Year 3-5. Majority on both. Putting this off 3-5 years, especially sewer and water at the west side of Town, was discussed. Residents have come on an annual basis asking for some type of relief. Putting this off is not a good idea to share with residents of the west side of Hampton. We are going to have to take this to Town Meeting. Year 2 would be 2025 to 2026. Mr. McNamara thinks 2025. There are studies into the pollution of Taylor River. None of those places have Town sewer. Some systems have been there longer than anyone here. The legal agenda (timeframe) is getting tight for Ordinances. Mr. Bachand thinks Year 2 makes sense. It could be on

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

the ballot for 2026. Year 2. Mr. Bachand said we will be bringing in Department Heads. Jen Hale (DPW) would be good to talk with about this one – we should get her thoughts. We need to know if we have capacity to handle additional. It could be broken into two parts (do a study first). Medium, Year 2 and it begins with a study. Maybe a year from March's ballot. We'll communicate with DPW. Medium, Year 2 and begins with a study was confirmed.

- 4.4 Partner with Hampton Chamber of Commerce-merging and growing industries. 6 consider this a high priority; 6 consider medium. 6 consider it Year 3-5; 3 votes for year 1 and 3 votes for year 3. Extending utility services was discussed. Land to be developed is on the west side of Town. It requires water, sewer and utilities. There's already ongoing discussions with the Town to develop Liberty Lane in these categories. Growing industries were discussed; research development; healthcare; technology. These could be brought into Hampton. Beneficial for high quality highly paid professionals who could afford housing. Why is this medium was asked. One member thinks we are already doing this. She feels it is a high priority and ongoing. What does partnering mean. Partnering is with the Town of Hampton. One voice is this group. Work with developers, businesses. There are many hurdles developers have to go through. Planning/Zoning. Partner with the Chamber of Commerce to expedite. Impacts were discussed. Mr. Nyhan discussed residential housing going along with business housing at Liberty Lane. It was a good presentation in his opinion. The Board did not like the outside look of the building. It was our architectural design standards. It was a preliminary consultation-what can we do better was asked. We don't like flat roofs was noted by a member. It was an identification of what is in our Regulations per Mr. Bachand. There are the design standards. Mr. Nyhan said some of these things are out of our control because of an existing Ordinance which we maybe should start looking at – should we revise some of the Ordinances that will make it more business friendly was asked. Sometimes hands are tied because of an Ordinance. It was noted that is a good point. With the Liberty Lane project, one year ago we put in a Liberty Lane Overlay District ordinance so they can do things that were not allowed by Zoning before.

We want the white-hat companies; the best of the best. Even from a marketing standpoint. It's wise we have a unified front. Mr. Loiseau discussed zoning changes; we were holding off until we finished the Master Plan. We want to incentivize to bring the type of development we want in Town. If we want multi-family downtown, we will go with extra freeboarding; extra height, it could be forthcoming.

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

Setbacks were discussed. This may hinder a project in the general area. If the Board and Towns can get in another building, it's cooperative assistance they try to bring in. It's a juggling match and some have to go to the Selectmen.

Some projects are beyond the capacity of Building Department. Is there any way to have a developer to pay people to hire from Town's perspective. Mr. Bachand said we have the Planning Board engineers review large projects. Our engineers see it before PRC meetings. Mr. Bachand thinks we should plug it in here; it could be subject to change.

It was noted 4.5 seems to have some good support and would seem to support what Mr. Nyhan is discussing. When Ms. Dionne looked at opportunities, us figuring out a way to change our Regulations. She doesn't like the Town being under pressure to make something work. She would like developers to work within our Ordinance. This is moved up to high priority. Also for 4.4.

It was noted 4.6 - Continue to use economic strategies to retain and grow business and development. 9 people see this as a high priority; 6 see it as Year 2 and four see it as a Year 1. Clearly a high priority. This is continuing. It is already underway. We left this as a 2.

Onto 4.7. Short term rental market and the impact on the community. 6 say high priority; 4 as a medium; 5 as Year 1 and 5 as year 3-5. This has a substantial impact on our housing supply. People are buying up homes to use as short-term rental properties. We adopted a short-term rental ordinance recently. Mr. Loiseau thinks some of the other towns have not had short-term rentals. Hampton's always had this. He does not see a lot of short-term rentals popping up around Town. He thinks it is supply and demand. Short term from the beach is different from other areas in Town. Building Department approval was discussed. Special Exceptions that go before the Zoning Board was discussed. Some areas are outside the customary areas for short-term rentals. Under 30 days; something in the definition. Mr. Loiseau said he didn't think it was allowed before – it was considered under Lodging House. We were making an ordinance fit; making something definitive.

Mr. Bachand said it is high priority by 6 out of 13. Does it need further study was asked. Mr. Loiseau asked if we will change anything. We are a vacation Town. High or Medium is fine by Mr. Bachand. Are we looking to change something was asked. People thought it (the short-term rental ordinance) was pretty comprehensive. It used to be 180 days. Mr. Loiseau discussed Air B&B's and the overlay district. Mr. Bachand discussed it may not be an immediate emergency. It is well defined. Maybe Medium for now; Year 2.

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

Onto 4.8. Study occupancy and vacancy rates of hotels/affordable housing. 6 votes as Medium and 8 as Year 3-5. It would take some time. Mr. Loiseau got a call from a developer from Colorado to do just this. There is a demand for it. It will be cheaper than brand new condos. People needing places to live was discussed. Mr. Bachand thinks it's a clear Medium. Year – Year 3-5 was the overwhelming majority but keep it on the radar. Mr. Bachand said there should be a study; hire a consultant to see what the need is. It may also tie in with the HOP grant work. Our ongoing work may help to refine this.

This is tied to parking. How this plays out at the beach was discussed. Rentals units do not have a turnover. There have been discussions of hotels turning into condominiums. That is a tragedy. If we have a hotel, they may rent out long-term housing in older hotels, it may not hit the vacancy rates. Long term housing means people will in the wintertime go to the businesses that are open. Maybe half a dozen. People like to explore uptown. Businesses in October almost turn into a ghost town. If there aren't enough over-nighters, we need to be aware of this. Affordable housing was discussed. Business opportunities to people's needs were discussed. Serving people was discussed. There are a lot of year-round residences at the beach. Many go south for five months. Mr. Bachand has this as a Medium.

On 4.9 expand programs in high school. Pathway programs. Scholarships. 6 people have this as High and 6 Medium. Year 2 and 4 have it as 3-5. Mr. Nyhan said this is a great one to combine 4.9 and 4.10. We're saying the same thing. Mr. Nyhan made it high but put it into 2 years. He has a contract the next 3 years taking kids from Winnacunnet High School through a trades program. This is an important component of the future. Some trade folks – 60-65 year old are working double time and they are selling their businesses because they can't find people. High priority and Year 2. Mr. McNamara discussed the NH School of Mechanical Trades.

Mr. Bachand said take 4.9 and 4.10 and make them both High priority, Year 2. Noting the Chambers effort underway. This deals with SAU – what is Town's role on this was asked. It's driven by the Chamber. Mr. Nyhan said the school could not apply for grant money so he is the fiscal agent/coordinator. Six other high schools in the Seacoast and Manchester as well. How does the Town expand this was asked. Would we want more money into the school budget was asked. It's more about informing the public. The career pathway program was explained. It could be an electrician, fire fighter; public works; nursing. How do we support the Town of Hampton with our shortages. How do we get police officers, firefighters, etc.

There is an SST program in Exeter. Those are both High, Year 2.



**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

On 4.11-Support Grown of Home-Based Business/Protect Quality of Neighborhoods. 9 have this as Medium and 5 have this as Year 2 and 4 have it as Year 3-5. Medium seems clear here. 3-5 makes sense and most concurred. There is a lot of zoning involved. This is Medium – 3-5.

On 4-12. That could also be Medium and 3-5.

There was a check on the current time. Coastal Resilience covers items 4.13 through the rest of it. Do we tackle a few more or stop here and pick up again in September. Mr. McNamara said we could stop at this point; have further discussion and take it back up next month and not discuss much as we go along. By December, we'll be ready to ramp up. Mr. Bachand said it (this evaluation and prioritization process) is dry, but we have had good discussions. The last two items from the survey are "Innovative" and "Collaborative". Those are currently available for those who have not done them yet. They are shorter.

Continue or pick up at the next meeting was asked.

Let's do a couple more "Resilient" (items) was noted. Ms. Dionne would like to go forward. Everyone agreed to go another 15 minutes.

On 4.13 – Review Land Use Regulations and identify and make amendments. 10 people say this is a High priority and 7 say Year 1. Seems clear cut. We are doing these things now. That makes sense. High and Year 1.

It was noted that it reads funny. Using Amendments. We're not amending it. We're using it.

On 4.14. 4.13, just the first page. Mr. Nyhan noted that we have this group making a high priority on a number of these. It could cut down on the conversation. Most agree we are on the same page. 4.20 through end of the page was noted. Mr. McNamara agrees with Mr. Nyhan that there are many we can all agree on.

Mr. Bachand discussed 4.14 is a high priority, but the year is subjective. Year 2 or 3-5 was asked. Mr. Diener discussed not putting off sewer and water on west side due to this. Year 2 sounds good.

On 4.15, Rezoning revised to facilitate. 7 had it Medium; 7 had Year 3-5. All agree.

On 4.16 - Adopt state building codes for design. We already do that. High, 1, and is ongoing.

On 4.17 - Volunteer Transfer of Rights – Target Areas. Medium – pretty clear on results.

**TOWN OF HAMPTON**  
**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

On 4.18 - Update property assessment practices – 6 have it as Medium, but there is a split. 8 have it as 3-5. Medium – 3-5.

On 4.19. Develop Process for Staff and Departments – Climate Change – 8 have this as a High priority and 5 have it as Year 1; Year 2 split. It's important. Maybe High, Year 2.

On 4.20 – Protecting Roads and Utilities Designated as Connectors. High priority; 8 have it as Year 2.

On 4.21 – Same. Very related. Resilient hubs. 10 as High priority; 6 as Year 2. We'll go with that.

On 4.22-Implement site structural and protection measures at risk zones. 8 have it as a High priority; 7 have it as Year 3-5. If we could get this into Year 2. It takes time; that's why she put 3-5. If earlier; great.

Mr. Bachand discussed 4.23 Critical Facility Floodplain Standards. We are actually doing this now as part of Floodplain Ordinance revisions. 10 have it as High and Year 1. We'll have it at that. It was asked about review. Mr. Bachand said we're making amendments under the Floodplain Management Ordinance – adding some Higher Standards. Some others will be looked at in future years. They all can't come forward now. It is being discussed.

Mr. Bachand discussed 4.24. Establish a Coastal Hazard Overlay District. 8 is High priority; 6 have it as Year 1; 3 have it 3-5 This was one part of the Floodplain Ordinance discussion. It requires more study. It is an amendment that can be brought on its own. Cutting this one in half and calling it Year 2 makes sense. Maybe Year 2. It makes sense to Ms. Dionne. Re-zoning was discussed. Should we do both of them. Maybe keep the other one close by. They shouldn't conflict with each other. She is more in favor of overlay district. Those two could be in conflict with each other. This is Year 2 but don't have one conflict with the other. All agreed.

On 4.25. Create a Community Resilience Incentive Zone. This is split 6/6 High and Medium. Year 2 or 3-5. This will be critical in explaining to the voters. It will be a tough sell. It requires study, preparation, etc. Do we know of other communities who do this. Rye may have talked about it. Legislation was discussed. People have been slow to take advantage of this. Mr. Bachand thinks this requires a lot of research. Medium/3-5 for now. We have a lot of 2's and 1's in here (among all the action items). Keep it on the radar.

On 4.26. It is similar. Mr. Bachand would keep it Medium 3-5. Investigate the feasibility. Who else has done this was asked. It should be looked at sooner rather than later. It could be high. Investigate. Keep it as a Medium – but put it before 4.25. Medium/Year 2 was confirmed.

**TOWN OF HAMPTON  
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

**DRAFT MINUTES**

**August 23, 2023 – 7:00 p.m.**

On 4.27 – Establish a Stormwater Utility Fee. 5 have it as High; 4 as Medium; 7 have 3-5. The year seems pretty clear. There have been discussions about this. Ms. Dionne thinks Dover implemented this. It's Year 3-5. It can be a High priority.

We'll pick up with 4.28 at the next meeting.

- **Assignment for Next Meeting**

Mr. Bachand asked the members to complete the “Innovative” and “Collaborative” survey items. If you need help, please let Mr. Bachand know. We will finish “Resilient” next time. The link for the survey is in the email previously sent.

**VI. CONSIDERATION OF MINUTES of July 26, 2023.**

**MOVED** by Mr. Galanis.

**SECOND** by Mr. Bridle.

**VOTE: 8 - 0 - 4 (Diener, Grip, Loiseau, Nyhan) MOTION PASSED.**

It was noted that the reviewed minutes included a discussion of burying utility lines. There was a discussion on Page 4. Last two lines. There was a \$25,000 study that was done a couple of years ago. We brought Unutil in. From Galley Hatch to Old Salt. It would be a combination of burying poles, but the price tag was over \$12 million. From Galley Hatch to Old Salt. It's not going to happen. Newmarket did the entire downtown.

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

**MOTION** by Mr. Diener to adjourn.

**SECOND** by Mrs. Galanis.

**VOTE: 12 – 0 – 0**

**MOTION PASSED.**

**MEETING ADJOURNED: 8:55 p.m.**

Respectfully submitted,

Laurie Olivier, Office Manager/Administrative Assistant

**\*\*PLEASE NOTE\*\***

**ITEMS NOT CALLED OR IN PROGRESS BY 9:00 P.M.  
MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING**