

The March 11, 2020, Regular Meeting of the Woodbridge Board of Selectmen was convened at 5:00 p.m. in the Town Hall Main Meeting Room by First Selectman Beth Heller.

Present: First Selectman Beth Heller; Deputy First Selectman Mica Cardozo, Joseph J. Crisco, Jr.; Joseph S. Dey, III; Dwight Rowland; and Sandra T. Stein.

Present for Staff: Anthony Genovese, Administrative Officer/Director of Finance; Gerald Weiner, Town Counsel; Betsy Yagla, Assistant Administrative Officer; and Mrs. Shaw, Clerk.

Ms. Heller opened the meeting with a "Point of Personal Privilege". *"In accordance with the Governor's and Quinnipiac Valley Health District's request for "social distancing" that members of the public sit apart from one another, not shake hands or indulge in the usual friendly contact. If the room becomes crowded you may wait in the hall – come in and give your comment and then leave."* She also added that, depending on the length of the virus crisis, the Town may ask residents to e-mail their public comments.

### **PLEDGE OF ALLEGIANCE**

Ms. Heller led those in attendance in the pledge of allegiance.

### **WOODBIDGE BOARD OF EDUCATION – Superintendent Robert Gilbert**

Mr. Gilbert reported that:

- Enrollment stands at 861
- COVID-19 – he said that the school is receiving information from the Town, QVHD, the State Offices, and Superintendents are communicating with one another
  - There will be a late opening on Monday, March 16, 2020 to allow for staff training
  - State is recommending schools close and make up time instead of utilizing on-line studies
  - Restrictions have been placed on all out-of-building activities and programs
  - Staff is continuing communications with parents and staff
- 2020 Budget is currently projecting a surplus of \$30 – \$40K
- The Woodbridge School District (Beecher Road School) received a very positive accountability report
- Alisa Sherman (a graduate of the Woodbridge and Amity District systems) is named the new principal of Beecher Road School
- Community input is sought as work continues on the strategic

### **FIRST SELECTMAN'S REPORT**

Ms. Heller reported on the following:

Thomas Darling House – *"Following our February 25<sup>th</sup> Special Board of Selectmen meeting, per the approved motion, I will establish a Thomas Darling House Ad Hoc Oversight Advisory Group. Attorney Weiner and I toured the property and the out buildings and the main house yesterday. Architect Rick Weis, resident Dick Blackwell, AWHHS President Alexia Belperron, and Todd Levine from the State Department of Economic and Community Development ("DECD"), responsible for the Good to Great Grant were also present. Todd has agreed to help us work with the Society. He will make sure that the charge is to protect and preserve the property.*

*My goal is and always has been to protect the property and we have no intent of turning it into a party venue or a wedding venue or a tourist destination.*

*Presently, I have agreements from Town Plan Zoning member and farmer Chris Sorensen, Historical Preservationist and someone who is intimately familiar with the house, Leland Torrence, Town Clerk Stephanie Ciarleglio as she is responsible for and the "keeper" of all Town records, and resident and*

*interested person Richard Blackwell. I have asked Alexia for her recommendation of whom they would like to serve. I will keep you posted.*

*Coronavirus – This morning I convened a follow-up meeting with Town department heads to review their department's specific needs and plans. We had good dialogue and a helpful Q and A discussion. As we have done already, we will continue to post all current information we receive on our Town Website for residents, and internal staff memos.*

*We have decided to cancel all programming for the Library, Human Services and Recreation from March 14 to March 28. We will continue to monitor the situation and may need to extend or repeal the cancellation.*

*Last week I convened a meeting for Town and school staff to hear from the Quinnipiack Valley Health Department interim director regarding Coronavirus Disease (COVID-19).*

*I was joined by the superintendents and nursing staff from the Woodbridge and Amity school districts and representatives from the Police Department, Human Services Department, and Registrars of Voters.*

*QVHD Interim Director Rick Matheney, who will be joining us later this evening, explained that QVHD is in regular contact with the State Department of Public Health and the Federal Center for Disease Control.*

*As I want our staff and residents to be as prepared as possible, I will continue to be in touch with the health district and our first responders, and share any updates or additional guidance as we receive it. In the interim I asked that anyone who is ill MUST stay home. It is imperative that we all practice good hygiene and above all – WASH YOUR HANDS with soap and hot water.*

*She then read the following recommendations from the Governor's Office:*

- *People are at higher risk for COVID-19 if they have symptoms of the virus (cough, fever, shortness of breath) AND they were in contact with a positive case of COVID-19 (or have traveled to countries with community transmission, such as China, Italy, South Korea, Iran, and Japan).*
- *Someone is considered a contact if they have had direct, face-to-face contact with a person with COVID-19.*
- *People who think they have COVID-19 should call their healthcare provider. These people should not go directly to a healthcare facility without first calling a healthcare provider (unless they are experiencing a medical emergency).*
- *If you haven't already, get your flu shot and make sure the people around you do the same.*
- *Wash your hands thoroughly and often throughout the day. Use warm water and soap. If soap and water are not available, use an alcohol-based hand gel.*
- *Cough or sneeze into your elbow. Viruses can spread by coughing or sneezing on other people or into your hands.*
- *Stay home from work or school if you are sick.*
- *Avoid touching your eyes, nose, or mouth. Germs spread this way.*
- *Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious foods.*
- *Keep surfaces (especially bedside tables, surfaces in the bathroom, and toy for children) clean by wiping them down with a household disinfectant.*

*For the most up-to-date information from the State of Connecticut, as well guidance and other resources, visit [ct.gov/coronavirus](http://ct.gov/coronavirus) or you can always look at the CDC website. The Town views the CDC website every day.*

2030 TASK FORCE – I'm putting together a new committee: The Woodbridge 2030 Task Force will include representatives from the Board of Selectmen (me), Board of Finance, and Economic Development Commission, Town Plan & Zoning and a few residents and business owners.

*My goal is to grow our Grand List and make sure Woodbridge is fiscally stable. There are a lot of good ideas – some are already in the works – that I'd like the committee to take a look at. I think we need a comprehensive, big picture plan for how to move forward and grown our grand list.*

*As you know the plan for developing part of the former Country Club of Woodbridge is off the table and we just completed revaluation in which our grand list was reduced. We need a bold plan. I think this committee will have a valuable contribution.*

*We need to lower taxes and become more attractive to new businesses, help our current businesses grow and succeed and diversify our housing stock. I envision this committee recommending new policies, changes in our zoning regulations, a marketing campaign, capital infrastructure and things I haven't even come up with yet.*

*We need big thinking, grounded in reality.*

*In that context, tonight we will hear from the Economic Development Commission later on the agenda."*

#### **LIAISON REPORTS**

**Ms. Stein:** Library Commission – the reception for retiring Assistant Library Director Lynn Serra is scheduled for March 31<sup>st</sup>, 4-6 p.m. in the Library Community Room.

Community Council – is preparing a "Welcome to Woodbridge" packet. The packet, containing Town information and items from sponsors, will be delivered to new residents. Plans include quarterly gatherings of newcomers.

**Mr. Crisco:** Town Plan and Zoning Commission – the Commission held a special meeting on March 2, 2020 to review possible scribe errors in the revised zoning regulations.

Police Commission – introduced a new Police Officer; 2020 budget is on target; two officers participated in the Special Olympics Penguin Plunge; there are 64 call descriptions; there will be a new IT service beginning June 30, 2020; the Commission is concerned that the two vacancies will not be filled.

Traffic Authority – the Authority determined that it had no authority regarding the widening of the entrance to the Fitzgerald Property.

**Mr. Cardozo:** Recreation Commission – expanding Camp Hero to two weeks; the skating rink was open only five days due to the warm weather; the tennis courts are opening soon.

**Mr. Dey:** No report

**Mr. Rowland:** Inland Wetlands Agency – It was determined that the Amity Turf Field did not fall under the Agency's regulations.

Human Services Commission – the Commission voted unanimously to refer the person chosen as the new Director to the Board of Selectmen for consideration; the cost of senior lunches to non-residents will be increased by \$1.00 beginning July 1<sup>st</sup>; the 8<sup>th</sup> grade Mardi Gras was very successful; the volunteer tea is scheduled for April 25<sup>th</sup>.

**MASSARO FARM – Executive Director Caty Poole**

Ms. Poole was present to give the Board the quarterly report on the Massaro Farm activities. This is the farm's 11<sup>th</sup> season and what began as four acres has expanded to 12 acres under cultivation. The year-round staff of four expands to 13 to 16 seasonally. During the 2019 growing season there were 230 families enrolled and 6,250 lbs. of food donated to food banks and senior centers.

Upcoming events include the May 17<sup>th</sup> "Celebrate Spring" day and Annual Meeting – followed by participation in Sustainable Woodbridge Day; Dinner on the Farm; educational programs; after school Pre-K and other programs through-out the year. Due to the COVID-19 crisis, the Winter Concert is postponed and the Board is evaluating other programs.

**QUINNIPIACK VALLEY HEALTH DISTRICT ("QVHD") – Public Information Officer Alisa Mulvihill, Interim Director Rick Matheney**

Alicia Mulvihill – enumerated some key points from the CDC explaining that COVID-19 is an upper respiratory infection with no preventative or treatment vaccine. The most vulnerable are individuals with underlying health issues and those over 60 years of age. The best method to contain the virus is social distancing, no congregating, washing hands often, and use of an anti-bacterial gel when necessary. She noted that as of 5:00 p.m. today there are 3 confirmed cases of COVID-19 in Connecticut.

Rick Matheney – is serving as QVHD Interim Director. He is the retired Director of the Farmington Valley Health District. He informed the group that he participated today in the CCM Podcast – Municipal Voice. According to the State epidemiologist, Connecticut is days away from moving from the current pre-epidemic approach to an epidemic approach and that community transmission is inevitable. Yale New Haven Hospital is in the process of constructing a receiving area on its grounds. To access the testing area, people should call their family care provider, not go to the emergency room or to their doctor's office. He said that currently the State lab has two people able to run about 30-40 tests per day. More staff members are being trained and the plan is to run three eight hours shifts by next week. People are being asked to self-monitor, pay attention to their health and take their temperatures daily. Mr. Matheney said that QVHD will stay in touch with the district's towns as new directions and/or restrictions are issued by the CDC, the State Department of Public Health and the Governor's Office.

**PUBLIC COMMENTS**

Prior to the start of public comments, Ms. Heller made the following statement:

*"Tonight at Public Comment ask that you follow a practice that New Haven is instituting at their budget hearings. If you are here for public comment, share your thoughts and then please feel free to leave and watch the rest of the meeting on TV. At future meetings for the duration of this public health emergency we plan to allow people to submit public comments via e-mail."*

Alexia Belperron, President of the Amity-Woodbridge Historical Society (AWHS"), 478 Main Street, Portland CT – stated that Ms. Heller's motion, approved by the Selectmen at the February 25<sup>th</sup> meeting was in conflict with the Agreement signed two years ago that named the AWHS as the Town's agent for the management of the house and all the buildings per the map attached to the agreement – which encompasses 10 acres. She said that Mr. Weiner agreed. Ms. Belperron noted that the current agreement was a legal document, still in place, as the new agreement has not been signed. She claimed that when she asked Mr. Weiner what would happen if the Society could not sign the new agreement – he stated that then the Town would probably vote to evict the Society.

Mr. Weiner stated that he never said the Town breached the agreement, that the resolution that was passed was looking towards negotiations between the Town and the Historical Society for a new agreement – just as the Historical Society presented a new agreement to the Town to negotiate many months ago. The resolution was the Town’s response to that [proposed agreement]. He further said that he expects and hopes that [the Town and the Society] will be able to negotiate a new agreement and in his opinion there is nothing in the current agreement that prevents the Town from creating an ad hoc committee to supervise and give advice to the Board of Selectmen. Mr. Weiner said that he never said that the Town would evict the Society if there was no new agreement. He further empathized that there was no breach of the agreement at all by the Town.

Cathy Wick, 181 Rimmon Road – regarding the former country club property. She requested that the Town seek input from the residents to establish criteria for a professional land use analyst to use in a study of future use. She also urged that the Town no longer consider any dense development on the property.

Phyllis Genel, 30 Richard Sweet Drive - regarding the Dog Park and the expanded parking on the Fitzgerald Property: she asked why it wasn’t built on the CCW property where there was ample room and parking. She also asked who was paying for construction of the expanded area. Ms. Genel said that the Town should concentrate on refurbishing the Fitzgerald property walking trails.

Charles (Chuck) Pyne, 162 Center Road – read the following Republican Town Committee resolution into the record: *“The Republican Town Committee opposes the establishment of the advisory committee to the Darling House and finds it to be in conflict with the existing agreement between the Town and the Amity and Woodbridge Historical Society. The Republican Town Committee supports the Historical Society as the agent of control with respect to all the property and outbuildings that make up the Darling Museum.”*

Bob Hill, 68 Acorn Hill Road – he also is opposed to an oversight committee for the Darling House Museum. Regarding the former Country Club of Woodbridge, he said that base parameters should be flushed out before the Town starts any negotiations.

Michael Broderick, 5 Old Still Road – re contract negotiations with proposed developer of the former Country Club of Woodbridge property – he said that the administration spent \$14,000 on contract negotiations and refused to listen to others who knew the proposed developer was not equipped to handle the project. Dr. Broderick also claimed the Town let the club house deteriorate when it should be preserved as an architectural treasure to be used as a senior center and a recreation facility. He also urged the Town to work with the developers in the business district.

Rebecca Harlow, 1087 Johnson Road - expressed criticism of the Board’s interaction over the past year with the AWHs regarding the caretaker issue, and failure to sign the new proposed agreement. She accused the First Selectman of postponing the requested meeting regarding the caretaker cottage and management of the Darling Museum in order to have Mr. Cardozo available and get a positive vote on Mr. Blackwell’s proposal.

Ms. Heller stated that she felt it was very important that all the Selectmen be present for the important presentations and resulting decision.

Mr. Cardozo, said that Mr. Blackwell’s proposal did not address the caretaker’s facility – there was no vote on his proposal. Instead the Town combined the AWHs presentation, Mr. Blackwell’s proposal, and input from other members of the AWHs to reach the Town’s proposal.

Ms. Harlow read into the record a portion of a letter Mr. Blackwell sent to the First Selectman stating that *"Mica can be there February 25<sup>th</sup> and he is onboard with the attached based on my discussion with him today. We had a great lunch on Thursday"*. She insisted that the Town did not care about the AWHs's position or proposal and the establishment of the ad hoc oversight committee was the Town's way of gaining control of the museum. She also criticized the Committee's membership stating that Leland Torrence's inaction over the past two years was the reason for the current state of the outbuildings.

Adrienne Micci-Smith, 17 Ansonia Road – thought the AWHs's February 25<sup>th</sup> presentation was very professional and did not understand the need for a separate/additional oversight committee.

Mr. Weiner explained that in the Resolution passed by the Board on February 25<sup>th</sup> the AWHs received the three major points they requested: The caretaker has been told to vacate the cottage, the AWHs has control of the Caretaker Cottage and the museum building. Mr. Weiner stated that the only part of the resolution that did not address the AWHs request is the establishment of the oversight committee. Mr. Weiner continued that at the March 10<sup>th</sup> meeting at the Darling House, Todd Levine of the DECD expressed his opinion that the oversight group for the outbuildings was fine, fair, and reasonable.

Mary Dean, 8 Mulberry Road, AWHs Vice President – said the AWHs needs to see the proposed agreement, the membership of the oversight committee and the charge to the committee before it can move forward.

Ms. Heller and Mr. Weiner reminded Ms. Dean that Mr. Levine of DECD is drafting language to be included in the agreement that protects both the Society and the Town.

Ms. Dean said that she wanted to reassure the Board and the Town that the Darling House outbuildings are not falling down and the AWHs is aware of their condition and have plans to improve their condition in a manner approved and endorsed by the State Historic Preservation Commission. Ms. Dean stated, and Ms. Heller agreed, that the AWHs and the Town need to work together in the preservation of the buildings and the property.

#### **ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE'S REPORT**

Monthly Report - Mr. Genovese reported that as of February 29, 2020, he is projecting a budgetary surplus of \$187,000 at the end of the fiscal year (June 30, 2020) resulting in a fund balance of \$6.1M or 12.21% of annual projected expenses.

#### **FUNDING REQUESTS**

Mr. Genovese said that Funding Request #1920-16 would be acted on following one of the executive sessions.

The Board of Selectmen **VOTED** to recommend the following funding request to the Board of Finance:

#1920-17 – Interdepartmental Transfer Amount: \$ 3,000

To: Parks Overtime (1520-00/50410) \$1,500  
Parks Maintenance (1520-00/55130) \$1,500

From: Revenue – Donations (-06-100/46410)

For: Transfer donation from Beth-Wood Baseball to the Parks Department Budget

(Heller – Crisco) Unanimously Approved

#### **HISTORIC DOCUMENTS PRESERVATION PROGRAM GRANT – 2020 CYCLE I**

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Cardozo) to adopt the following resolution.

**RESOLVED:** That Stephanie Ciarleglio, Woodbridge Town Clerk, is hereby authorized to submit an application for the *“Targeted Grant FY 2020 – Historic Documents Preservation Program”* to the State of Connecticut Library, Public Records Administrator for the Grant Contract Period, July 1, 2020 – June 30, 2021 in the amount of \$5,500.

**MEMORANDUM OF UNDERSTANDING – GREATER NEW HAVEN TRANSIT DISTRICT**

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Crisco) to authorize the First Selectman to execute the April 1, 2020 through March 31, 2021 Memorandum of Understanding with the Greater New Haven Transit District.

**ELECTRICITY RATES**

Mr. Genovese explained that due to the fluctuating oil market there may be an opportunity to revisit electric rates.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Cardozo) to authorize the First Selectman and the Administrative Officer/Director of Finance to lock in electricity rates advantageous to the Town.

**ECONOMIC DEVELOPMENT COMMISSION TAX INCENTIVE RECOMMENDATION** – Tobi Nwngwu, Shawn Flynn, Clio Nicolakis

Mr. Nwngwu explained the Commission’s proposal for a tax incentive to stimulate development in the Business District and retain existing businesses. The proposal is in accordance with Section 12-65b of the Connecticut General Statutes.

The Board requested that the group report back at the April 7<sup>th</sup> meeting with data from other towns, a list of available developable plots in the district, and the flow of businesses over the last five years. The Board also agreed it would hold a special meeting specific to the proposal once the information is received. The Selectmen recommended that the proposal also be presented to the Board of Finance.

**PERSONNEL COMMITTEE REPORT**

Human Services Director – Mr. Genovese reported that after the appointment of the Interim Director a statewide search was conducted seeking applicants for the Human Services Director position. Of the several applications received – five were interviewed. Following the interviews the search committee unanimously agreed to recommend to the Personnel Committee that Jeanette Glicksman (the current Interim Director) be offered the permanent position at a salary of \$72,000/year. The search committee felt that, based on the number, and background of applicants interviewed, Ms. Glicksman was the most qualified and the right fit for Woodbridge.

Ms. Davidson, Chair of the Human Services Commission said that Ms. Glicksman stood out among the candidates for the various positions she has held in the Department and her ability in budget preparation and grant writing skills. Ms. Davidson said that the other candidates had very limited – if any at all – experience in that aspect of the position. The Human Services Commission voted unanimously to support her for the position. Ms. Davidson also contacted two members of the Commission who were not present and said that they were very pleased that the Commission supported Ms. Glicksman.

The Board of Selectmen **VOTED UNANIMOUSLY** (Stein – Crisco) pursuant to the recommendation of the Personnel Committee and the unanimous vote of the Human Services Commission that effective immediately Jeanette Glicksman be named Human Services Director at a salary of \$72,000.

Library Staffing: Mr. Genovese explained that the Assistant Library Director is retiring after 20 years of service. Library Director Eric Werthmann is taking this opportunity to reorganize some staffing and not

fill the Assistant Library Director's position but recommends that the Town hire a Head of Technical Services.

Mr. Werthmann's recommendation is an internal one and has been approved the Library Commission. The Commission recommends that effective April 9, Elena Fernandez, currently Head of Adult Services, assume the new position of Head of Technical Services at a salary of \$53,000/year.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) that pursuant to the recommendation of the Personnel Committee and the unanimous vote of the Library Commission that effective April 9, 2020, Elena Fernandez assume the position of Head of Technical Services at a salary of \$53,000/year.

#### **EXECUTIVE SESSION**

At 7:15 p.m. the Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Stein) to move into executive session pursuant to section 1-200(6)(C)(E) to consider a Public Safety matter and invite Mr. Weiner, Mr. Genovese, and Mr. Michael Boucher to attend.

At 7:25 p.m. the Board of Selectmen moved out of executive session and returned to the regular session.

Ms. Heller stated that no motions were made nor votes taken in executive session.

#### **ACTION ON MATTER HEARD IN EXECUTIVE SESSION**

The Board of Selectmen **VOTED UNANIMOUSLY** (Crisco – Rowland) to engage the services of Michael Boucher in accordance with the proposal presented this evening.

#### **FUNDING REQUEST**

#1920-16 – Allocation

Amount: \$ 4,900

To: Board of Selectmen General Professional Services (1110-00/52100)

From: Board of Finance Contingency (1170-00/56800)

For: Complete evaluation of the Town of Woodbridge Dispatch Center Public Safety Answering

Point (PSAP)

(Heller – Crisco) Unanimously Approved

#### **ASSISTANT ADMINISTRATIVE OFFICER'S REPORT**

Ms. Yagla reported:

Economic Development Commission/Business District Beautification Plan – revamping original plan with input from businesses; sending out a shortened version of the CERC survey for data gathering.

Trail Volunteers – held a training session for trail volunteers; reviewed new handbook created in collaboration with the Conservation Commission, Woodbridge Park Association, Woodbridge Land Trust, and the Trail Master (Andy Danzig). Maintenance of trails is being standardized to improve experience of users. A marketing program is also planned. Future training sessions are postponed due to the Coronavirus.

#### **TOWN COUNSEL'S REPORT**

Mr. Weiner reported that in accordance with the Board's vote on February 12<sup>th</sup> the Town has entered into a ten month extension (to December 31, 2020) of its agreement with American Medical Response. Terms are the same with the exception of a 2% increase in fees. This extension gives the Town additional time if it chooses to file a petition with the State to retrieve the Town's PSAP license from AMR.

#### **ACKNOWLEDGE RECEIPT OF THE TOWN CLERK'S REPORTS**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Dey) to acknowledge receipt of the Town Clerk's reports for the Month ending February 29, 2020 and cumulative from July 1, 2019 thru February 29, 2020.

**MINUTES**

The Board of Selectmen **VOTED** to approve the following minutes:

January 28, 2020 – Joint Boards of Finance/Selectmen – Budget – (Heller-Crisco) Approved. Mr. Cardozo  
Abstained

February 12, 2020 – Regular Meeting – (Heller – Crisco) Approved. Mr. Cardozo, abstained.

February 25, 2020 – Special Meeting – (Heller – Crisco) Unanimously Approved.

**RESIGNATION**

The Board of Selectmen **VOTED UNANIMOUSLY** to acknowledge receipt of Donald Menzies' resignation as the Woodbridge representative on the West Rock Ridge State Park Advisory Council.

**APPOINTMENT**

Conservation Commission - The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Cardozo) to appoint Kate Rozen to fill the vacancy on the Conservation Commission for a term ending June 30, 2023.

Cable Advisory Council II - The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to re-appoint Cindy Gerber as the Board of Selectmen representative on the Cable Advisory Council II for a term ending June 30, 2021.

**EXECUTIVE SESSION**

At 7:45 p.m. the Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Dey) to move into executive session pursuant to Section 1-200(6)(B) 1-210(b)(4) to discuss the Ardito litigation and invite Town Counsel Gerald Weiner and Administrative Officer/Director of Finance Anthony Genovese to attend.

At 7:52 p.m. the Board of Selectmen moved out of executive session. No motions were made nor votes taken in executive session.

**ADJOURNMENT**

On a non-debatable motion by Ms. Heller, seconded by Mr. Crisco, the meeting adjourned at 7:52 p.m.

Respectfully submitted,  
Geraldine S. Shaw, Clerk