



PLANNING BOARD
Town of East Kingston
New Hampshire

2007-2008
David F. Sullivan, Chairman
Edward Warren, Vice Chairman

MINUTES
(Public Hearing of 18 December 2008)
6:00pm

AGENDA:

- ◆ Call to Order
- ◆ Review of the Workforce Housing Ordinance
- ◆ Public Hearing for change recommendation to East Kingston Zoning Ordinance Article II – Definitions.
- ◆ *Discussion* with Patricia Downey, regarding speed limit and private road signs for Cricket Hill.
- ◆ *Design Review* for a site plan for Larry and Karen Bean, 4 Powwow River Road MBL 10-03-10 regarding change of use.

CALL TO ORDER: The regular meeting of the East Kingston Planning Board was called to order at 6:16PM.

ROLL CALL: Mrs. White called the roll.

Members present – Dr. RA Marston, Mr. R Morales, Mr. D Sullivan, Mr. E. Warren and Mr. D Pendell, ex-officio.

Alternate members present –Mr. J Cacciatore and Mr. R Forrest.

Advisors present – Dr. Jill Robinson, PhD., Planner, Rockingham Planning Commission (RPC)
Raymond R. Donald, Building Inspector
Dennis Quintal, Conservation Commission Chairman

Voting members – Just as the meeting began, Mr. Warren was summoned for a fire call. Chairman Sullivan appointed Mr. Cacciatore as a voting member until Mr. Warren returned.

Board Business

- Mr. Sullivan noted the passing of Lawrence Smith, Conservation Chairman, would leave a large hole in the community as he had done much for East Kingston in the area of Conservation and will be sorely missed. Mr. Sullivan also pointed out Mr. Quintal had been elected to fill the chair vacated by Mr. Smith's passing. Mr. Quintal stated Larry's were large shoes to fill, but he would give the Town his best. He noted that Mr. Smith's meticulous record keeping would make it easier to follow along where he left off.
- Mr. Sullivan reminded everyone that conversation pertaining to hearing topics or board business should only take place at the meetings, and nothing was to be talked about between members outside the auspices of a public meeting. The members agreed that was the correct procedure.
- Mr. Sullivan mentioned there had been a problem between Mr. Pendell and Mrs. White in the office, and asked Mr. Pendell to explain what had happened. Mr. Pendell stated that there had been a comment after the last meeting about expanding the commercial zone and he had stated he would take on writing something for that.

When he did not have time, he sent a message to Mrs. White asking if she could do it before the December 11th meeting. Mrs. White stated Mr. Pendell had come in to the office and seemed upset that the work had not been already done, even though she had only received the message the evening before. Mrs. White stated she had had no prior knowledge of what Mr. Pendell's message referred to, since the comment about expanding the commercial zone had been made after the meeting was concluded.

Mr. Pendell explained that if he had come across that he was upset that the work was not done, he did not mean to give that impression and apologized to Mrs. White. Mr. Sullivan explained that Mrs. White reported to him, and suggested that in the future, such requests be routed through him or the Vice Chairman and they would contact Mrs. White.

Review of the Workforce Housing Ordinance

Mr. Sullivan turned over the floor to Dr. Robinson, who explained that since the last meeting, she had formatted discussed areas of the ordinance into a bulleted or numerical format, which made it easier to read. She stated that one of the main goals the Board would need to make at this evening was to decide where to allow the workforce housing. Dr. Robinson had also asked Ben Frost for more information on the lien the Town would hold, but he had not gotten back to her as of yet.

She reminded the Board that workforce housing would need to be allowed in at least 51% of the Town to comply with the law. Multifamily housing did not need to be allowed in all areas of the 51%, but workforce housing did. Some towns have allowed it where they allow conservation subdivisions, and some allow it everywhere they allow residential development.

Mr. Cacciatore asked if the 51% was of only of presently available land. Dr. Robinson explained that it was 51% of the land area in East Kingston that was zoned residential. This includes land and parcels that are not developed, as well as those that are already developed.

Mr. Morales noted that any proposed development would still need to come before the Board and go through the approval process; builders would still need to conform to the rules. Mr. Forrest asked if an overlay district could be used; Dr. Robinson stated it could. Mr. Morales stated that the entire Town, with the exception of the industrial zones, was zoned residential/agricultural.

Mr. Morales asked how this ordinance would be handled under SB2, as this is the first year the Town would be operating in that capacity. Dr. Robinson stated that the ordinance would have a first public hearing, and if there were no changes made, it would be presented as a warrant article as written. If there were changes made at the first public hearing, there would need to be a second public hearing and then it would go as a warrant article.

Mr. Pendell noted that if all the areas presently zoned residential were included, no one could think that certain areas were being targeted, and if the commercial areas were ever expanded, they would still be covered since there would still be the 51% to comply with the ordinance. Mr. Donald likened it to the fact you could not have a mobile home park in East Kingston, but you could put a mobile home anywhere that was zoned residential. If you took the same stand with workforce housing and did not lock out any areas, there could be no remarks about "snob zoning".

Mr. Morales asked if the Town Center District or the commercial areas were expanded; would they still comply with the ordinance? Dr. Robinson stated that as long as there was still 51% of the residentially zoned area open to workforce housing, they would still comply.

Mr. Morales and Mr. Cacciatore both thought it would be a good idea to have some explanation of just how this ordinance was going to work and what the 51% was comprised of so the voters would not be confused and have a clearer picture of how this ordinance would work. They suggested a comment or note could go along with the warrant article to explain it. Mrs. White informed them that now that the Town was SB2, comments are not allowed to be included with the warrant articles.

Dr. Robinson noted that one point to clarify with the new law to the townspeople is that the Town would still apply all of its normal site plan and subdivision regulations, as well as environmental and safety regulations. She had added that information on page 8 of the ordinance under XI.A. to point out that the workforce ordinance would not nullify any other Town ordinances.

Mr. Cacciatore opined that they might begin to see developers who were not able to build 55 + developments try to flip that housing over to workforce housing. He noted they were affordable housing size.

It was the consensus of the Board that the fairest way to handle workforce housing was to allow it in all areas of Town that was zoned residential.

Dr. Robinson stated the next decision the Board needed to make was the permitted uses. Did they want to allow every type of housing in all the residential areas, or did they want to restrict multi-family housing to a certain area? The Board realized they needed to have all the rules defined when the ordinance went into effect.

Mr. Cacciatore asked who would enforce it to make sure affordable housing would stay affordable? Dr. Robinson stated that most towns did not want to take on the administrative responsibility, so there are provisions to work with New Hampshire Housing Finance Authority, who have agreed to administer the ordinance. The Town can designate the Housing Authority to take care of that responsibility, and they have agreed to do it for free. Mr. Cacciatore asked what would happen if they home buyer financed through another entity? Or would they only be able to finance through the housing authority? Dr. Robinson stated she was certain potential buyers could get their financing wherever they chose, but the monitoring part of it to make sure they qualified would still be taken care of by the NHHFA.

Mr. Donald enquired about X.A. & B., which refer to the Certificate of Occupancy. He explained that according to the rules of the Residential Building Code, the Certificate of Occupancy is given when a house has been constructed and meets the requirements of the codes for construction, and for nothing else. He stated there should be a way to distinguish between a *building* Certificate of Occupancy and the allowable occupancy for the tenant. Dr. Robinson agreed that was a good point. She suggested changing it to read that the Building Inspector and the Planning Board must sign the Certificate of Occupancy, and all requirements of the building code must also be met.

After Board discussion, it was the consensus to allow single family housing everywhere it is presently permitted, and multi-family housing would be only allowed in the Town Center District.

Dr. Robinson reviewed the three items the Board discussed changing on the ordinance.

1. Workforce housing will be allowed in all areas where there is residential zoning.
2. Single-family will be allowed everywhere, and multi-family will be allowed wherever it is currently allowed and in the Town Center District.
3. Under Certificate of Occupancy, Dr. Robinson will add: "The Certificate of Occupancy will be signed by both the Building Inspector and the Planning Board, and all requirements in the Building Code must be met before it is signed."

Dr. Robinson asked if there were any other questions or changes the Board had to suggest. Mr. Quintal asked for clarification on some points.

➔ IV.A states "*...a developer shall file a written statement of such intent...*", and IV.B. states "*...that failure to file such statement shall constitute a waiver of the applicant's rights...*"

Dr. Robinson explained that the law contains a Builder's Remedy, which allows a builder to seek relief through the Superior Court if a town puts such conditions on him that he could not complete the development or it would not be economically viable. The builder can only seek this relief if he has stated at the onset of the site plan that the development he is intending on building is Workforce Housing.

- ➔ V.B.2. states "...allow the applicant to review...". Mr. Quintal noted that V.B.1. already states that "...the applicant shall submit evidence...", and he was questioning why in B. they would now need to review it. After discussion, it was decided to change the wording to read "...present and review the evidence..."
- ➔ V.C.1. states, "*The Board shall not issue its final decision on the application before such meeting unless the applicant fails to submit the required evidence within the period designated by the Board, in which case it may issue its final decision any time after the expiration of the period.*" Mr. Quintal questioned if unless was the correct word to use in that sentence.

Mrs. White suggested perhaps two separate sentences would make it clearer. After discussion, it was decided to change the wording to read: "*The Board shall not issue its final decision on the application before such meeting. If the applicant fails to submit the required evidence within the period designated by the Board, then the Board may issue its final decision any time after the expiration of the period.*"

- ➔ VI.B. "*Multiple housing units specifies 5 or more dwelling units.*" Mr. Quintal asked if the developer could build 3 or 4 units instead of only 5 units. Dr. Robinson explained that any configuration of units could be built, but the new law states to qualify for Workforce Housing, it would need to be 5 or more units. Mr. Cacciatore offered that anything over 4 units if considered commercial.

Mr. Morales stated that the Town does not allow multi-family units anywhere unless they are grandfathered, and that the last page under XI.A., it states that if there are more restrictive ordinances, they would take precedence. He noted that unless the ordinances were changed, multi-family would not be allowed.

Mr. Sullivan interrupted the review of the Workforce Housing Ordinance to allow the Discussions and Public Hearings to open. The Board would come back to this discussion later.

DISCUSSION WITH PATRICIA DOWNEY, REGARDING SPEED LIMIT AND PRIVATE ROAD SIGNS FOR CRICKET HILL.

Mr. Sullivan opened the discussion. Mrs. Downey had supplied information to the Board concerning the speed limit and private road signs they wanted to install in Cricket Hill. They wanted to know if what they wanted to do would be acceptable. Mrs. White had distributed copies of Mrs. Downey's information to the Board members.

Mrs. White had contacted New England Barricade to find out what the size of "official" highway signs was, which is 24x30. The signs proposed by Cricket Hill are 18x24. The Selectmen's office offered that the Private Road sign should not include the "no thru traffic" portion. Mrs. Downey asked if they could put "Residents Only". The Board discussed the fact that since it was a private road, they should be able to install any signs they wanted to, but Mrs. Downey said they Condo Association wanted to make sure they were proceeding according to the Planning Board's satisfaction.

The Board opined that it could be fine to install the signs, but that they might not be enforceable. They did not want to make a hardship on the Police Department with residents calling every time someone who did not live there or a truck drove down the road. Mrs. Downey stated that at the present time, they took phone numbers off the trucks and called and asked the companies politely to not have the trucks cut through their road. So far, that has seemed to work.

Mr. Warren did not think this decision was a Planning Board issue, since it was a private road. Mr. Morales noted the elderly housing ordinance, Article XII. 18. states: "*The Planning Board retains the right to approve the specific road structure layouts for the purpose of the health, safety and welfare of the Town as well as for the efficiency and aesthetic variety and quality of design.*"

It was decided that Mrs. White would call the LGC to find out: 1) If it is legal for them to put up the signs, and 2) If they would be enforceable.

MOTION: Mr. Pendell **MOVED** the Planning Board allow the residents of Cricket Hill to install the proper signs based on the answer from the LGC. Mr. Morales seconded. Mr. Warren was opposed. The motion passed.

Mrs. Downey thanked the Board for their time.

PUBLIC HEARING FOR CHANGE RECOMMENDATION TO EAST KINGSTON ZONING ORDINANCE ARTICLE II – DEFINITIONS.

Mr. Donald had felt very strongly that this definition needed to be changed to prevent any problems with accessing values. Mrs. White read the new wording the Board had agreed to.

LIVING SPACE: Living space shall be defined as any space in the unit which could be used for sleeping, working, dressing, cooking, dining, or other normal life activities. Hallways, closets, storage space, bathrooms, lofts, bedrooms, and all other rooms or areas shall be included in living space. Unfinished basements and unfinished attics shall not be included as living space.

Mrs. White asked Dr. Robinson if the Board needed to rescind the previously approved definition with a separate motion, or if it could be rescinded and the new definition voted on in the same motion. Dr. Robinson stated it could be handled in the same motion.

MOTION: Mr. Pendell **MOVED** the Planning Board rescind the previously approved definition for living space and approve the new definition as read above to be placed on the 2009 warrant. Mr. Warren seconded. The motion passed unanimously.

Mrs. White passed around the sheet to sign.

BOARD BUSINESS

Subdivision Regulation Section VII Sprinkler Assessment Fee

Mr. Morales asked about the sheet Mrs. White had distributed in reference to SR Section VII and the Fire Chief's home sprinkler information. Mrs. White stated that the Selectmen's Office had asked the LGC if it was legal to charge an assessment fee as stated in this paragraph. According to the LGC, under the Building Code/Building Inspector fees, it is illegal to assess the fees as proposed. It is only legal for fees to cover administrative costs.

Mrs. White was not sure if there was time to schedule another public hearing to make the change to this paragraph, or if it would need to go into the ordinance book as approved and the assessment fee would not be enforceable. Dr. Robinson looked at the calendar and ascertained that there was time to fit in a public hearing to change this paragraph. This public hearing will be scheduled for January 6.

Trash Pickup for Elderly Housing

Mr. Morales also asked about the notation on the same sheet pertaining to the trash pickup for the elderly housing developments. Mrs. White explained that the question asked of the LGC on that sheet only applies to the elderly housing developments going forward. A proposed ordinance change for this could go on next year's warrant and would apply to trash pickup for any future elderly housing.

Mr. Pendell had gotten a different answer, as his question was if the Selectmen could decide to provide trash pickup to the elderly housing developments not changing the ordinance; this would apply to those developments existing at the present time.

Growth Management

Mr. Morales had contacted Mrs. White and asked about the review of the Growth Management ordinance, as he remembered it was to be reviewed annual or it went away. He was concerned they had not reviewed it in the timeframe necessary to keep it from expiring. Mrs. White had originally thought it to be part of the Master Plan, but found it was part of the ordinances under Article XIII.

Mrs. White read from page 54 that: *“The Planning Board shall track actual growth in the number of residential dwellings in Town, applicable regional growth patterns, town property valuation and tax impacts, and the data pertinent to findings of fact. It shall compare these data with original findings of fact to assess the growth management ordinance article’s continued utility.*

This ordinance article shall expire at Town Meeting 2010, unless in 2009 the Planning Board conducts a review, and an annual review thereafter, which a public hearing to establish the need to retain or revise it. The review and public hearing shall be concluded after the necessary data are gathered, and in time to propose any correctives to the legislative body. If there are not proposed changes, the ordinance is found to still have utility, it shall remain in effect for another year, but to be subject to subsequent annual reviews.”

It appears there is sufficient time to review this ordinance and not have to try to squeeze it in with the tight time-frames for the present warrant articles. This item will be slated for a meeting in 2009, after Mrs. White and Dr. Robinson have time to gather the needed figures to update the charts.

DESIGN REVIEW FOR A FOR A SITE PLAN FOR LARRY AND KAREN BEAN, 4 POWWOW RVER ROAD, EAST KINGSTON (MBL 10-03-10), REGARDING CHANGE OF USE.

Mr. Bean was not present and Mrs. White explained to the Board that before proceeding any further, Mr. Bean needed to know if his existing plans would be accepted by the Board since there was a difference in scale, or if he needed to have new plans made up. East Kingston ordinances stated plans were not to be less than 1” = 60’ and Mr. Bean’s previous plans were 1” = 50’. He would like to know if the Board could waive that requirement so he would not need to have new plans made up. Mr. Quintal noted that the regulation called for *not less* than 1” = 60’, and Mr. Bean’s plan was 1” = 50’ feet, which is larger. So there would be no need for a waiver.

Mrs. White explained that Chip Dodge had run a carpentry business in a building on the other side of Mr. Bean’s property, and now Mr. Bean would like to rent out part of his barn on Haverhill Road to Mr. Dodge to run the same business. Mr. Donald noted that even though it is zoned commercial, since there has never been a business there, a site plan review would be required.

CONTINUED BOARD BUSINESS

Citizen’s Petition

The Selectmen’s Office had noted that since the citizen’s petition was for a change to a Zoning Ordinance, it would be presented on the warrant as a Planning Board warrant article. The Board does not need to do anything with it.

Mr. Warren asked if anyone knew why it was from Willow Road to North/South Road and not from the Kingston town line to the Kensington town line. Mr. Morales ascertained it was because Mr. Musso only was concerned with his stretch of property from Freeman Street to North/South Road. The existing Town Center District runs from Willow Road to Freeman Street. Mr. Warren asked if the petition could be amended, and Mr. Pendell stated it could be amended at the deliberative session. Mr. Warren thought it would be appropriate to amend the petition so it would read commercial zone and not Town Center District.

Mr. Pendell's Proposed Warrant Articles

What Mr. Pendell had wanted to do was write a warrant article to extend the commercial zone almost from Town line to Town line in each direction. His thought was that each part of the extension could be presented as a separate warrant article so some of them would pass. Mrs. White noted she had attached some pages from the ordinance book pertaining to the commercial district and the Town Center District and pointed out that in the Town Center District, commercial activity was allowed as per Article 3.F.4, which referred to Article IV.B. Mr. Morales stated their intent was to make the other areas commercial, and not to extend the Town Center District over such a large area. Mr. Warren asked how this proposal would fit in with the Master Plan and the existing residential/agriculture zoning of the Town. Mr. Morales explained it would be an overlay district, just like the Town Center District.

Mr. Warren asked if the ordinances were strong enough to restrict types of business the Town does not want. He felt they should have something in place before they attempt to make such a large area commercial. Dr. Robinson also stated that there could be concern for certain types of business that would not be welcomed in the Town. Mr. Quintal noted that legally those undesirable businesses could not be kept out, but they could only allow them within a certain area. Mr. Donald agreed that they needed to have strong ordinances in place before trying to expand the commercial area. Mr. Warren cautioned that the Board needed to look at this proposal as a developer looking to come in and not a resident of East Kingston.

Some members recognize that expanding the commercial zones as suggested would change the whole character of the Town and they were not sure the Town was ready for that to happen. Dr. Robinson suggested that the Board needed to take a look at what their concerns were, what did they want to achieve with the commercial area, and what are the things that they did not want. She suggested some of the things they needed to do is consider balancing local businesses, adult businesses and signage, plus many more potential problems. The end result was that Board members realized they needed to have much more information before they proceeded. As there really is not time to do the investigation needed, this will be tabled to work on in 2009.

Mrs. White noted that Newton had tiered commercial zones, and offered to share that information with the Board for review. She will distribute that information to the Board before the January 6th meeting.

Continuation of Review of the Workforce Housing Ordinance

The Board took up where they left off in this discussion on the multi-family housing question.

Mr. Cacciatore explained that in looking at the note of page 4, 3-4 family units would be considered multi-family for non-commercial use (residential) and 5 or more would be considered commercial. Banks will only give a commercial loan for 5 or more units. Mr. Donald interjected that there is an International Commercial Code for building which had changes in the areas of fire protection, etc. These multi-family homes would not need to be built in a commercial zone, but the buildings would need to be built under commercial standards, which would require sprinklers, etc.

If the Town were to say they allow affordable multi-family housing, it would have to have 5 or more units to qualify as workforce housing.

Mr. Quintal's next question was on the Density Bonus.

➔ VII.A states "...a 10% bonus." Is that the maximum percentage?

Dr. Robinson answered it is the maximum bonus, and will add the word maximum both in paragraph A. and in the chart.

→ Mr. Quintal asked for a definition of *vetted* and *incentivize* from the paragraph at the top of page 6.

Dr. Robinson explained that *vetted* meant discussed, and *incentivize* is what they were giving to the builders as an incentive. This paragraph is really just for the Board and Dr. Robinson will take it out when the ordinance is presented at public hearing.

Dr. Robinson stated since there were no more comments, there should be a motion for Dr. Robinson to incorporate the points as discussed into the Workforce Housing Ordinance.

MOTION: Mr. Warren **MOVED** the Planning Board have Dr. Robinson incorporate the discussed changes into the Workforce Housing Ordinance. Mr. Morales seconded. The motion passed unanimously.

Dr. Robinson also suggested there be a motion to put the ordinance to public hearing.

MOTION: Mr. Morales **MOVED** the Planning Board schedule the Workforce Housing Ordinance for a public hearing on Tuesday, January 6th, 2009 at 6:00 pm. Mr. Warren seconded. The motion passed unanimously.

Mrs. White brought up a statement made by Mr. Pendell on Page 5 of the November 10th Selectmen's minutes in which he stated that she had been asked to find out if it was necessary for the Recreation Committee to come before the Planning Board to present their improvements for the Foss-Wasson field to the Planning Board. The minutes stated she had checked with Past Chairman Roby Day, and he had said it was not necessary for the Rec Committee to do so. She agreed she had done so.

In the past, entities such as the Library and the Elementary School have come before the Board as a courtesy and an FYI to let them know their plans. Mrs. White wanted to know if the Board wished her to send a letter to the Recreation Committee asking them to present their plans for improvements to the Board, or would they like to make the request through Mr. Pendell who is a member of that Committee.

Mr. Pendell elaborated that the Rec committee had been pushing for the improvements to be completed in 2007. They had a fundraiser, and had someone in Town who does engineering to donate their time. Since the time was donated, it was pushed off to the next year - 2008.

Mr. Pendell had contacted Mrs. White to find out and Mr. Day had stated it was not necessary for the Rec Committee to come before the Board. They suggested they speak to the Conservation Commission, who had heard the plan and they have no issues since wetlands are not involved. About a month ago, they spoke to the Selectmen and it was mentioned that since it was Town land, like the library, they felt they should present it to the Planning Board. They have the money to complete the improvements in 2009 and would like to know if the Planning Board is interested in hearing about the improvements they have for Foss-Wasson Field.

The Board decided they would like to see the plan the Recreation Committee has for the Foss-Wasson Field. Mr. Quintal offered he had done a design for a recreation field in Atkinson and had presented it to both the Planning Board and the Conservation Commission, who discussed issues like safety issues and parking. Mr. Warren thought it would be a good example to the Town that the various committees talk to each other and keep apprised of what each is doing.

Dr. Robinson stated that RSA 675.54 that states that for Town-owned land, there should be notice to the Planning Board. The Planning Board has the option of having a hearing, but usually just discusses it at a meeting since they can only issue non-binding written comments. Mr. Quintal reminded the Board that in the past with development of Town property, abutters have been in the dark about what was going on and were not happy they had not been notified. He suggested as a courtesy abutters be notified.

Mrs. White asked if the Board wanted to make a motion for her to send a letter to the Rec Committee to present their improvement plan for Foss-Wasson Field to the Planning Board, and when did they want to schedule it to come before the Board? Mr. Pendell suggested they ask the Rec Committee when they would be ready to present to them.

MOTION: Mr. Morales **MOVED** the Planning Board send a letter to the Rec Committee asking them to present their plan to the Planning Board. Mr. Pendell seconded. The motion passed unanimously.

Granite State Gas

Mr. Donald updated the Board that Granite State Gas has installed the fence and is in the process of installing the monuments. They will call when they are ready for him to inspect everything and sign off on it.

HANDOUTS TO THE BOARD

- **Dr. Robinson's** latest version of the Workforce Housing Ordinaries for review.
- **Patricia Downey's** sign information.
- **Mr. Pendell's proposed** Commercial Zoning ordinance.
- **Cheryll's handwritten notes** from the LGC regarding assessment fees and elderly trash pickup.
- **Planning Board Meeting Minutes** of November 13th and November 20th.
- **Selectmen Meeting Minutes** of November 10th and November 24th.
- **RPC Memo** regarding Senate Bill 342.
- **Citizen's Petition** to change Article III-A, paragraph G.
- **Housing** article
- **Windpower** article
- **REDC Memo** regarding Planning grants
- **December Selectmen's calendar.**
- **Note from Mrs. White** regarding a possible change (page 44) for the Elderly Housing ordinance in 2009.

Mr. Sullivan asked for a motion to adjourn.

MOTION: Mr. Pendell **MOVED** the Planning Board adjourn. Dr. Marston seconded. The motion passed unanimously.

Mr. Sullivan closed meeting at 9:00pm.

Respectfully submitted,

Barbara A. White
Recording Secretary

David Sullivan
Chairman

Minutes approved _____