JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, JULY 6, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker, Eben Patch, Paul Warden
Others: John Sutherland, Lydia Putvain, Carl Rogers (remote), Diana Osborn, Charles Gallanter, Doug Molde, Eric Nuse, Casey Romero, Michael Green, Lois Frey, Morna Flaum, Jessica Bickford, Charles Flaum

Note: All votes taken are unanimous unless otherwise noted.

1. ***Call to Order***
   Paul called the meeting to order at 6:30.
2. ***Consider Additions or Adjustments to Agenda***
   It was agreed to add a noise ordinance waiver request to the consent agenda. The request is from Carri Ferrari for a wedding at 2218 Rte 100C from 7:00 p.m. to 11:59 p.m. They will have a DJ who is hired until 11:00 p.m. but may stay later.
3. ***Public Comment***
   No members of the public wished to comment.
4. ***Selectboard Updates and/or Concerns***
   Paul said a meeting with VTSU leadership is tentatively scheduled for this Thursday at 6:00 p.m. if a space conflict can be resolved. If it cannot be resolved, the meeting will be postponed. The meeting is to discuss their plans for buildings at the college. They have asked for at least part of the meeting to be in executive session because some of the information is not public yet.

   Paul said at the joint meeting with the village trustees last week, they suggested that the selectboard mention the Hometown Hero banners they have put up. They suggested some committees or individuals may want to contribute to help pay for the banners. They are not being paid for with tax dollars. If anyone in town wants to honor someone who served in the military, they can apply to the village.

   Adrienne said the first Tuesday Night Live of the summer is this Tuesday and the first pizza oven bake is this Thursday.

   Adrienne said the article in the News & Citizen about the joint meeting with the trustees was mostly fine, but the author described the mill house as unoccupied space and said the food shelf might purchase it. The food shelf is currently using the building. They provide free food and services to people. She personally feels the food shelf deserves a better space than the mill house. She recommends adding the food shelf to the next agenda and inviting them to come and speak about their situation and possible solutions. Doug noted that the article had incorrect information about village and town jurisdiction regarding roads.

   Adrienne said Kyle Nuse was planning to run the Holiday Jubilee this year. She posted for volunteers and Adrienne and Lauren Philie volunteered, but Kyle has not been able to get any other volunteers. So currently her decision is not to run the Jubilee this year. Adrienne thinks the board's inaction in not creating an events committee is leading us to not have a Jubilee. She would like the board to take action on that and other committees. There might not be a Jubilee if we don't take action. Diana Osborn said the Holiday Jubilee was originally started by local business owners in order to get people shopping. Maybe that would be an alternative model and source of volunteers

5. ***Consent Agenda***
The consent agenda consisted of the minutes of June 15 and June 24, 2026, a liquor license renewal for Butternut Mountain Farm, a Johnson EATS appointment, a Planning Commission appointment, and Carri Ferrari's noise ordinance waiver

<u>The consent agenda was approved by consent.</u>

Eben clarified that the consent agenda included accepting the resignation of Gregor Novakowski from Johnson EATS, appointing Liz Kauffman to Johnson EATS, and appointing Mike King to the Planning Commission.

6. ***Clerk/Treasurer's Report: Warrants, Licenses and Any Action Items***
Lydia said she doesn't have year-end financials yet. Hopefully she will have them for the first meeting in August. Right now revenue is at 103% of budget and expenses are at 94% of budget.

Eben asked if we will be able to have the audit for FY26 done by November when the board starts working on the budget. John said the auditors are finishing up the FY25 audit and then we will start pushing them for FY26

Lydia said the library got a $60,000 donation today for the building project.

Eben asked if Lydia is working with Rosemary and/or John to make sure we receive grant reimbursements for the VEC project. John said he will be working on getting the grantor's questions answered so we can get reimbursement.

Eben said he thinks the revenue and expense for the Holmes Meadow project should both be in the same year, so the reimbursement should be shown in FY26.

7. ***Welcome and Appoint Lydia Beach Putvain***
<u>Eben moved to appoint Lydia Putvain as tax collector, delinquent tax collector and trustee of public money, Peter seconded and the motion was passed.</u>

8. ***RERC Steering Committee Grant Request***
John said the Recreation Economy for Rural Communities steering committee wants to apply for a grant that is available to communities participating in the RERC process. It would be a $15,000 grant with no community match. The grant is for outdoor recreation and public health. The intent is to use grant funds to be to purchase bikes to be lent out.

Eric Nuse said the steering committee is hoping to get about 25 bikes with the grant. The elementary school will run a learn to bike program and that will be enough to allow the entire class to participate. The majority of the grant funds will go towards bikes, helmets, bike locks, and a multi-bike rack to go on the school truck to transport bikes. People will be able to take a voucher from the library to Lamoille Valley Bike Tours to check out a bike. The bikes will primarily be at the school during the week. The steering committee learned that the Morrisville library had a bike loan program and they had trouble getting their bikes back. At first it will just be kids in the learn to bike program at the elementary school who will be able to check out the bikes. They will be motivated to return them because if their bike is not there they will not be able to ride. Some of the grant funds will be allocated for maintenance on the bikes and some for library staff who will be administering the grant and spending some time checking out the bikes. This fits the grant purpose because it is good for public health. It will encourage kids to get outside. Healthy Lamoille Valley knows of studies showing benefits to youth from this type of activity.

Jessica Bickford said it is helpful to get youth engaged in good leisure activities. This also promotes lifelong skills and perhaps access to work. Learning to ride a bike gives kids a sense of pride and self-efficacy which makes them less likely to use substances.

Doug Molde said the elementary school principal was involved in the discussions. The school will use these bikes in PE classes. It helps make the school more attractive. This is a good partnership between the elementary school, the library and Lamoille Valley Bike Tours. Lamoille Valley Bike Tours offered to house and maintain the bikes. The library trustees still need to vote on being the applicant for the grant but Aurora River feels sure they will approve it.

Paul asked if the request is for the town to be the fiscal agent. Doug said no, the library will do that. Eben said the RERC steering committee is a town group, but the library board could apply without town approval. **Eben moved to approve the grant application request from the RERC steering committee, with either the town or the library acting as the fiscal agent and the motion was seconded and passed.**

9. RERC Steering Committee Grant Request

Paul said Tom Galinat has offered the town a suspension bridge that is being removed in the town where he works. We have to decide if we want to accept it. Peter said he believes it is scheduled to be moved on July 9. He thinks we have a clear understanding that it will not work over the Lamoille River. He tried to find the research from 2003 that mentioned bridges over the Gihon, but could not.

Paul said the location previously identified for a footbridge was from the old co-op property across to Maplefields. Doug said he was pushing that idea back then. The genesis of the idea was that it would have been a connection to the college to be used by the student population. We don't have that problem anymore.

Peter said he thinks this was a wonderful offer and it was worth taking a look to see if there was any possibility we could use it. We still have concerns over things like liability, insurance and whether it will pass inspection. Eben said he thinks using the bridge would be a logistical nightmare. Adrienne said there are a lot of unanswered questions. Paul said his question about this was whether fit into the 2026 priorities of the board. He is not sure we have time to look into this. Mike said the bridge looks old. He feels it would be a logistical nightmare to get it here. And what are we going to do with it when it gets here? He is not in favor of accepting it.

Eben moved to deny the offer of the suspension bridge with thanks. Eben said he feels like if we accepted it, we would be trying to build a project around a gift that might not fit the needs of the community. **Mike seconded and the motion was passed.**

10. Gomo Forest Harvest Follow Up

John said forester Mike Green is here to answer questions. A proposed RFP for forestry services was included in the board packet.

Eben said his biggest question was whether the town would be liable for any costs to repair the road to access the site to harvest timber. Mike Green said it will probably be the logger who will bear the cost. It would be helpful if the town could provide some gravel. The spot that will be used as a landing area will be smoothed, seeded and mulched. When the logging is done, it could then be used as a parking area. The logging probably will not happen until this fall.

Eben asked if Mike Green has a sense of how many yards of gravel would be needed. Mike said someone would have to estimate it.

John asked what the estimate is of the income from the logging. Mike Green said he does not know.

Mike Green said there will be a $2,000 bond in case something happens. The work will probably start sometime in the fall.

Mike Green said he has some doubts about the Green Mountain Club easement request for the Gomo lot. He suggested selling a piece of the property to the Green Mountain Club.

Mike Green said the land on the Gomo lot is poor wildlife habitat now. It is mature hardwood with little food for wildlife. Logging would help wildlife. It would be great to have a parking area. That would make it more accessible to residents.

Paul said when this was described previously, he understood that improving the road would be part of the work the logger would be doing. Now Mike is asking for town help with road improvements? Does this proposal include fixing the road to get access? Mike Green said yes, right now it is up to them to do it. There is nothing in there saying the town will do it. It is usually up to the contractor, not the landowner, to fix roads. Paul asked if we are going to see something in writing to that effect. Mike said we could.

Mike Green explained that the logger will go to the mill offering the best price. Paul asked, Mike will take 20% for his services and 80% will go to the town to pay the trucker, etc? Mike said yes.

John asked Mike to explain stumpage. His understanding is that if the wood sold for $100/cord the stumpage might be $30/cord, and Mike would get 20% of that $30 and the town would get the other 80%. Mike explained that stumpage is the value of the tree before it is cut. Stumpage is what the logger pays to buy the tree.

Paul said he thinks the selectboard would like to see more details written down about the financial breakdown and who is responsible for developing the road.

Eben noted that if we put more gravel down, it improves our MRGP compliance. He would like to see an explanation of stumpage and what the town will get. It would be helpful to see the breakdown of where the money would go for an example $100 tree. And it would be helpful to know if there is anything we would need to buy, like a large culvert. Paul said he wants details on what will be done with the road.

11. ***Form Based Code Administrator***

Eben moved and Peter seconded to appoint John Sutherland as form-based code administrator pending a Planning Commission nomination.

Charlie Gallanter said the administrative officer is nominated by the Planning Commission according to form-based code and state statute. Paul said he understands that they did not have a quorum at their last meeting and could not make a nomination. He is hopeful they will do it at their next meeting. Eben said the motion makes the appointment pending a Planning Commission recommendation.

The motion was passed with Mike opposed.

12. Industrial Park Update

Carl said he is hoping for direction from the selectboard on proceeding with bidding on the industrial park project. The information sheet provided to the voters for the bond vote stated that the cost of the project would be $2,075,902. The bond question itself stated that the project would not exceed $2,085,903. This year as we were getting ready for bidding, we asked Mumley to provide an updated cost estimate. Their updated estimate with a 10% contingency was $3,014,448. They agreed that that is probably a high estimate and that a contractor who really wanted the job could bid quite a bit less. Carl sought a second opinion. The person who gave the second opinion came up with an estimate of $2,078,103 with a 10% contingency. John spoke with Luke from Mumley, who agreed that was a reasonable estimate. That estimate is still more than the amount of money the town has available. Eliminating paving would reduce the cost by about $150K. Eliminating the work on Road B would reduce it by about $182,862. Reducing the number of street lights from 9 to 4 would also reduce cost. Doing all those things would reduce the project cost to $2,091,549 or $2.3 million with a 10% contingency. Carl asked if NBRC could supply additional funds and the answer was that we would have to apply for an additional grant.

If we eliminate road paving we would have to pave the road as we sold lots and if the first lot sold was all the way at the end of Road A, we might have to pave all of Road A. We could do the paving through town general operating budget. The cost estimate without paving does allow for putting down 4-inch thick gravel and paving an apron at Route 15. If we eliminate paving and later want to use NBRC money for the work we would have to follow NBRC bidding and contracting requirements for paving, so it might be better to keep paving in the main contract so we do not have to go through those hoops. If we eliminated Road B, we would lose three lots totaling 1.36 acres. Considering the grade in that area, it is not a big loss. That might be our first choice to try to reduce cost.

Carl suggests putting the whole project out to bid but making it clear in the bidding documents that the town has the option of scratching Road B improvements or paving from the contract. The advice we are hearing is that we should get out to bid as quickly as we can and let the contract start this year but be flexible about the construction period, so the contractor has the option to wait until next spring. He has been told that 60 to 90 days, depending on the size of the firm, is a reasonable amount of time for the construction.

Mike said because of the industrial park going up in Morrisville, he questions if we will fill this park. If we could cut and run and not lose a lot of money he thinks we would be better off. Peter asked, isn't the Morrisville park held up right now? Mike said he doesn't think it will be held up for long.

Eben suggested including add alternates in the bidding instead of possible deducts. The town would have the option to add in paving and Road B. Carl asked, what about street lights? Eben suggested keeping the number at four. Other board members agreed with Eben's suggestion for having add alternates.

Diana Osborn asked if there has been any interest in the lots. The option to swap with the Pomerleau property was mentioned in the municipal plan. That is the only interest she is aware of that has been announced publicly. If there are people interested in locating there, maybe this would be a good time to get their input about lights, etc. And perhaps they could share the cost. Why is the town paying for infrastructure for private business?

Mike said a lot of towns have done that in the past. He noted that the Morrisville business park was not on the table when this project was first discussed. The price goes up every year but we are too far into it now to cut and run.

Diana said there are ongoing challenges regarding working with the village. There will be village infrastructure in the industrial park. Based on history, she thinks it would benefit the town to clearly delineate village and town responsibilities for each type of infrastructure before it goes in.

Paul said regarding the Sterling Market conversation, Ernie Pomerleau's interest in building on a site that was not on the main drag was very low.

Paul said at the last meeting we talked about getting a needs assessment from someone like Pat Ripley. Have we put in a request for a needs assessment? Carl said the needs assessment he recalls was regarding the RIDP program. To be eligible to apply for that program we would need such a study. But LEDC would have to be the applicant and they would have to have a stake in the project, so it seems like that won't fit what we are trying to do. Paul said he wonders if the Lamoille County Planning Commission might have any information.

Adrienne asked when we would reach the phase of reaching out to businesses that might be interested in being tenants at the industrial park. Could that happen now? Eben said it could happen at any time. He has spoken to business about their interest. John said it would be hard for them to make a commitment when the project could be two years out. If we were further along and we had lots available there might be more interest. Paul said he thinks it is not too early to start thinking about people we might approach.

Carl said bidding documents will be prepared based on direction from the board and the board can review them before they go out. The board needs to agree on the basis for the decision on making an award. We might want to consider qualifications and time needed to complete the work in addition to the bid amount.

Peter said if we choose not to develop Road B then there is a question of whether the lots on Road B are absorbed into the neighboring lots. Carl said if we choose not to develop Road B we could redo the subdivision to eliminate those lots and increase the size of the two lots that front on Road A. Or we could just say that the road B lots are on hold and that we will develop Road B at some point in the future. Peter asked, we don't need to decide that now? Carl said he doesn't think we do.

The board agreed to request bids on a smaller project with 4 street lights and add alternates for road paving and Road B.

Mike said when this project was sold to the public it was going to be a lot cheaper. He would like to cut and run. He believes the majority of the board will choose to go forward, but he is having second thoughts and he may vote in the negative on any more votes on the industrial park.

Carl said Tom Galinat called him today and asked him to relay to the selectboard that on Wednesday after the pre-construction meeting, he will have more information on the suspension bridge being offered to Johnson, specifically the tie-ins where the bridge cables connect to the abutments. Peter said he already relayed the board's decision regarding the bridge to Tom.

13. ***Julian Scott Task Force***

John named people who are interested in being on the Julian Scott House Task Force. **Eben moved to appoint Duncan Hastings, Doug Molde, Mary Jane Smith and Mike Mahnke to the Julian Scott House Task Force, Adrienne seconded and the motion was passed.** Adrienne asked John to let the committee members know that they can invite other people to join their task force.

14. ***Liquor License Renewal Process***

John said a previous board agreed that liquor license renewal for businesses with no known issues or violations could be approved by the town clerk and added to the consent agenda. A letter would go out to license holders advising them that the selectboard retains the right to revoke their license if violations occur. All new liquor licenses would go to the selectboard for approval.

Eben moved and Peter seconded that any liquor license renewal applications for businesses without violations can be signed by the town clerk and to approve the letter to be sent to license holders as presented.

Jessica Bickford asked what the threshold is for an issue. Eben said any issue would count. Jessica said the Department of Liquor and Lottery tracks any stores that don't pass compliance checks, but she doesn't know if they automatically send out that information. The town may need to manually check it. Adrienne asked if we can ask Susan to check that before she approves the licenses. Jessica said Healthy Lamoille Valley can do a training on how to check those records. She will clarify how the town can get that information.

Mike said he got a text from someone saying the meeting does not appear to be live. Adrienne said it isn't. It is on Zoom but it is not streaming live on YouTube. She texted GMATV but didn't get an answer from them yet. It will be on YouTube later.

The motion was passed.

15. ***Review Bicycle Rack Agreement***

John said the Rail Trail Committee purchased bike racks with grant funds and wants to install them at businesses around town. He put an agreement in the selectboard packet that could be used with businesses that have the bike racks on their property. The town attorney reviewed it and marked it up and John updated it as recommended. The agreement spells out who is responsible for maintenance and installation. Paul asked if the agreement has been run by any businesses or Rail Trail Committee members. John said he has talked to Doug Molde about it. He hasn't had a chance to reach out to businesses.

Adrienne asked if the Rail Trail Committee is hand picking the businesses. John said he thinks they reached out to businesses. Adrienne said she doesn't want them to favor some businesses over others.

Eben moved to approve the Town of Johnson Agreement to Install Bicycle Racks on Private Property, Peter seconded and the motion was passed.

16. Award the Skate Park Upgrade Project

John said at a previous meeting it was discussed that the Skatepark Committee is short about $14,000 of the money that will be needed for the concrete bowl project. The selectboard voted to spend up to $14,000 from the town budget. The board also reviewed two proposals to do the project. Both vendors were asked to reduce their pricing. Rampage asked the town to do more of the work in order to reduce the budget. Catamount offered to donate $28,000 worth of concrete and to help us fundraise up to $5,000. So the selectboard elected to use Catamount, pending funding. Now that funding is in place, the Skatepark Committee would like the board to award the contract to Catamount.

Casey Romero said today was the last day of the public notice period for the Act 250 permit. John said we will reach out tomorrow and see if any issues came up during the public notice period.

Eben moved and Peter seconded to award the flat bottom bowl project at the skatepark to Catamount Skate Parks for a total project cost of $200,155.

Adrienne said she has mixed feelings on this project. She doesn't want to hold it up but she doesn't want to see town funds going into properties in the flood zone for projects that do not have flooding in mind. Eben said there were features at the skatepark that were damaged in the flooding. This new concrete feature won't be damaged in future flooding. This is flood proofing the skate park. It does not involve adding material to the floodplain. Casey said structures like concrete bowls help increase resilience and the construction method, which involves taking dirt from elsewhere on the site for grass berms, lowers the grade in the sections where flood planners say it would be good to lower it. The project will increase flood resilience.

Mike asked if the motion should include where the money to make up the deficit is going to come from. Eben said the discussion on that will be in the minute. The skatepark committee is committed to fundraising a decent chunk of money. Casey said she sees that as a goal. The format of the fundraiser hasn't been determined yet. Catamount has given us a lot of value so far by providing sketches to help with the Act 250 process. She is confident and comfortable about fundraising.

The motion was passed with Mike opposed. Mike said he thought it would be cleaner to have in the motion where money to fill the funding gap will come from.

Eben said we are allocating up to $14,000. In his opinion that should be shown in the 2025-26 budget

17. Set Municipal Tax Rate for 2026-2027

Lydia handed out a sheet explaining how the amount to be raised by taxes was calculated. She also showed a sample tax bill showing the industrial park amount as a separate line item.

Eben moved to set a municipal tax rate of 0.9953 for fiscal year 2026-27, Peter seconded and the motion was passed.

18. Public Works Supervisor Job Description

John said he looked at the previous public works supervisor job description. He changed the font and added a bullet point about fostering a safe work environment. Mike suggested that “preferred” should be stricken from “High school education or equivalent preferred.” The board agreed to that.

Mike said he thinks we should go back to calling this department the highway department instead of the public works department. Calling it the highway department instead of the public works department would reduce the expectation that the department would do work for committees. Adrienne said she prefers calling it the public works department. Committees are volunteers for the town. They are helping the town with things. Without the Skatepark Committee, the work it is doing would fall to the public works department anyway. Mike said calling it the public works department gives committees a blank check to haul the employees away from working on roads.

Paul said he thinks the name of the department is a bigger conversation. Right now, we need to get the job description finalized and put out. It says both “public works” and “highway foreman,” so we are covered whatever the department is called. If we want to discuss what the department is doing, that is a separate larger issue.

Adrienne moved and Eben seconded to accept the public works supervisor/highway foreman job description as written.

Eben said he agrees that committees should budget for the work they need town employees to do. That just reduces the highway budget and increases committee budgets. The overall budget for the taxpayers is the same but it provides more accuracy.

Adrienne said if we had no committees, the selectboard would be discussing how to bring people to the rail trail, do beautification, etc. Committees are helping us by doing that work. Mike said committees can come up with all kinds of ideas and we have to pay for them. Adrienne said we have to approve any expenditures. She feels the system is working as it is.

The motion was passed.

19. Part Time Public Works Employee

John said Mark Lehouillier has applied to be a part-time employee. He worked for the Johnson public works department in the past and is an exceptional grader operator. He is now working for the Hyde Park public works department. He would like to come in one day a week to do grading. That would allow the public works crew to focus on other areas.

Eben asked if we have received any other applications. John said one person expressed interest but never applied.

John said Mark works for Hyde Park Monday through Thursday and would like to come to Johnson on Fridays to do grading.

Mike moved and Peter seconded to hire Mark Lehouillier to work part-time for the public works department.

Eben asked how long we had this position posted for. John said we didn't advertise for the position; Mark just applied.

Mike and Peter agreed to amend the motion to include that Mark will be paid $35/hour with no benefits, with the number of hours not to exceed 20 per week.

Adrienne said she has never met him so she will not vote in favor. **<u>The motion was passed with Adrienne abstaining</u>**

Eben said we talked about not exceeding 20 hours, but he wants to make sure we don't exceed the budget line he will be paid from. He suggested we could possibly hire a second part-time worker for 8 hours a week.

20. Kennel Agreement

<u>Eben moved to enter into the Municipal Town Operations Agreement with Hyde Park for the amount of $375 per month, authorizing the board chair, vice chair or town administrator to sign the agreement on behalf of the town. Adrienne seconded.</u>

Eben said under this agreement NCAL will provide kennel service, food, water and exercise. We budgeted $5,250 for kenneling expenses.

<u>The motion was passed.</u>

21. Update Personnel Policy

Eben said he likes the proposed update to the personnel policy. He asked board members; thoughts on eliminating the leave banks. He wouldn't support doing that unless we paid everyone for what they currently have in their banks. The bank system was put in place because short-term disability insurance was very expensive and this was a way of providing the equivalent. We have employees who have accrued large amounts of time. It is a liability that we have talked about budgeting for. Employees can accrue hours at one rate of pay and then if they get a pay increase they get paid for the hours at a higher rate of pay. He thinks the banks are too complicated and lead to too much expense for a future board not to know about.

Mike said he was sick during union negotiations. He doesn't know why the negotiation team from the board included the personnel policy in the union contract. He feels when people want to join a union the union contract should start from scratch. One employee recently got done and the town had to come up with $15K for accrued time. He thinks we need to change our system. He thinks we need to get rid of CTO time. We have had difficulty with the public works crew taking every Friday off using their CTO time.

Paul said we need to know what the costs are for getting out of the current system. This seems like a budget conversation. Eben said one possible solution would be to budget for paying for accrued time and put money into a fund for it. He thinks Paul is right that we need to know the cost implications. He would also like feedback from employees.

The board agreed to add a line saying that employees will be in VMERS Plan B as currently offered by the town.

Adrienne said she thinks the sexual harassment section needs some work. John said he eliminated language that requires the employee to be told certain behavior is unwanted, forbidding the behaviors in all cases instead. Adrienne said she thinks the sexual harassment section is confusing in places.

Paul asked if the personnel policy has been reviewed by an attorney. John said no. Eben suggested that VLCT may have standardized language for personnel policies. Paul said he thinks it would be good to check with VLCT.

Mike said he thinks it should be stated in the policy that whistleblowers are protected by the federal Whistleblower Protection Act.

The board agreed that we should check with VLCT.

Eben said he is interested in Lydia figuring out what it would mean financially to get rid of the leave bank system.

22. Executive Session – Personnel Matters

Eben moved to go into executive session as allowed by 1 V.S.A. § 313 Section 3 for personnel matters, inviting John to remain, Adrienne seconded and the motion was passed at 9:03. The board consented out of executive session at 9:13.

23. Adjourn

The meeting was adjourned at 9:13.

Minutes submitted by Donna Griffiths