

Town of Montville Town Council
Regular Meeting Minutes
March 9, 2020, 7:00 p.m.
Town Council Chambers – Town Hall

1. Call to Order
Chairman May called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance followed by a moment of silence in honor of our military.
3. Roll Call
Present were Councilors Bunnell, Jaskiewicz, May, Pollard, and Rix. Absent were Councilors Caron, due to illness, and Rogulski. Also present was Mayor Ronald McDaniel.
4. Special Recognitions/Presentations
 - a. Presentation(s) from the Montville Economic Development Commission
In lieu of EDC Chairman Walter Hewitt, EDC Liaison Councilor Rix presented the Montville EDC Business Excellence Award to Dean Taylor of *Affordable Fabrics* for being an exceptional business and providing ongoing community support to the Town of Montville for the past 30 years. Mr. Taylor was congratulated by the Town Council.

Mayor McDaniel, who recently visited the business, stated that he was impressed by the number of individuals who enter and exit their business during such a short period of time.
5. Alterations to the Agenda – *none*
6. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of February 10, 2020
Motion made by Councilor Jaskiewicz, seconded by Councilor Bunnell, to approve the Town Council Regular Meeting Minutes of February 10, 2020. Discussion: None. Voice vote, 5-0, all in favor.
7. Executive Session
 - a. To Consider and Act on a Motion to enter into Executive Session for the purpose of interviewing a candidates for the Parks & Recreation Commission. Discussions to include members of the Town Council and Mayor Ronald McDaniel.

Motion made by Councilor Rix, seconded by Councilor Pollard. Discussion: None. Voice vote, 5-0, all in favor. Motion carried. Invited parties exited Chambers for Executive Session at 7:04 p.m. Chairman May resumed the meeting at 7:14 p.m. No votes were taken during Executive Session.
 - b. To Consider and Act on a Motion to enter into Executive Session for the purpose of discussion of strategy and/or negotiations with respect to collective bargaining, without prejudice to the Council's right to discuss the same in private pursuant to Connecticut General Statutes §1-200(2). Discussion to include members of the Town Council, Mayor Ronald McDaniel and Attorney Eileen Duggan.

Motion made by Councilor Rix, seconded by Councilor Pollard. Discussion: None. Voice vote, 5-0, all in favor. Motion carried. Invited parties exited Chambers for Executive Session at 7:14 p.m. Chairman May resumed the meeting at 7:25 p.m. No votes were taken during Executive Session.
8. Remarks from the public relating to matters on the agenda with a three-minute limit
Karl Sheflott, 59 Beechwood Road, Oakdale, an employee of A&B Tree Services, expressed his concerns regarding item 16(c) to waive the sealed bid requirement for tree removal, stating that waiving the sealed bid requirement could result in the Town's unnecessary expenditure of funds. He felt that, unless it was an emergency, there was no purpose to waiving the requirement.

9. Communications
 - a. Copy of the February 2020 budget report from Terry Hart, Finance Director
 - b. Copy of the legal bills from Halloran & Sage for the month of January 2020
 - c. Copy of the legal bills from Suisman-Shapiro for the month of January 2020
 - d. Copy of the Uncas Health District (UHD) Director of Health Patrick McCormack's March 3 PowerPoint presentation regarding the Coronavirus, COVID-19
At the Councilors' request, he is open to inviting UHD Director of Health McCormack to an upcoming meeting to provide any updates he might have regarding COVID-19. Presentations have been provided to Senior Centers and Superintendents in the area and discussions have ensued regarding the strategies and preparations to deal with the pandemic.
 - e. Councilor Rix reported that an e-mail was received from Chesterfield Fire Company Chief Keith Truex inviting the Councilors to an Informational Meeting on March 18.
10. Report from the Town Attorney on Matters Referred – *none*
11. Remarks from the Mayor and/or Administrative Department Heads to include Matters Referred
Spurred by a letter regarding a rate increase, he and WPCA Superintendent Derek Albertson attended a meeting with the MTUA (Mohegan Tribal Utility Authority) to ensure that the Town would continue to receive adequate water supply from Groton. The effects of the water rates and any adjustments that will need to be made are being investigated.
The Eastern Connecticut Workforce Investment Board, which supplies manufacturing pipelines to, primarily, Electric Boat, continues to receive accolades nationwide. The Board is currently expanding into the healthcare industry and is working to prepare students and its workers who lack a college education with the necessary training to work in the industry.
He had the honor of attending two Cub Scout Arrow of Light Ceremonies for eight of the Town's Cub Scouts. He also attended the Senior Center's Volunteer Recognition Day, where he handed out pins featuring the Montville Seal.
He also attended a presentation, hosted by the Uncas Health District and Hartford Healthcare, with Superintendent Laurie Pallin and Fire Marshal William Bundy regarding the Coronavirus. Unlike their emergency planning for mass power outages and storm events where the community comes together, emergency planning for this particular issue calls for the isolation of individuals and social distancing. Updates from the CDC (Center for Disease Control) and DPH (Department of Public Health) are being received daily through the Uncas Health District. To date, 56 tests have been conducted in the State of Connecticut, two of which have tested positive. They are advising that no mass gatherings over 100 people be held. Measures are being taken to ensure that the Town's water supplies are kept clean and uncontaminated. Should a student test positive, a two-week school closure is recommended. The polling stations for the upcoming primaries is also a concern. The Town does have fogging equipment to disinfect rooms, if necessary. The Town is instituting continuity plans from a public safety perspective. He urged everyone to use common sense practices of washing hands, avoiding large crowds, practicing social distancing, staying home if ill, disinfecting work areas, etc. The virus appears to be affecting the elderly and those with pre-existing conditions. In response to Councilor Rix regarding school closures, he stated that whether the school closure would involve a single school or the entire school district would be dependent upon the situation. Another aspect being considered is the school labor contracts should one school close and not the other(s). Part of the continuity plan includes ensuring that all of the residents have enough food and essential items should they be quarantined for an extended period of time. Should any resident(s) need help, they are encouraged to call 211 for a list of the available resources.

He recommended everyone visit one (or more) of the following websites: Uncas Health District (uncashd.org), State of Connecticut website (ct.gov/coronavirus), or Centers for Disease Control and Prevention (www.cdc.gov/coronavirus) for up-to-date information.

12. Reports from Standing Committees.

a. Town Administration/Rules of Procedure – Councilor Jaskiewicz

Items discussed include the proposed Noise Ordinance and WPCA position descriptions, both of which are on this evening's agenda.

b. Finance – Councilor Jaskiewicz

Items discussed include the BOE's request to add \$68,605.00 to their Non-Lapsing Educational Reserve Fund and the allocation of \$53,500 to replace the police vehicle that was involved in an accident – both items are included on this evening's agenda. The Committee also discussed a request that was received for a fixed tax rate for the Faria property.

c. Public Works/Solid Waste Disposal – Councilor Caron

Discussions included the waiving of the sealed bid requirement for the proposed tree cutting, which is on this evening's agenda; the upcoming road paving schedule; the historic Raymond Hill Church, and; an update on the Public Works Facility. Councilor Bunnell commended Public Works Director Donald Bourdeau, Jr., on a great job.

13. Reports from Special Committees and Liaison Councilors

a. Councilor Bunnell: Public Safety Commission, Youth Services Bureau

Public Safety Commission:

The Police Department received 1,490 Calls for Service for the month of January. One Officer has completed his Field Training Program and two Officers have begun the second phase of their Field Training Program. Councilor Bunnell commended the successful efforts of the two Officers who responded to a child choking call and were able to safely dislodge a small toy obstructing the child's airway. Preparations are being made to provide better coverage at Gardner Lake State Park and a proposal is being drafted. They are also in the process of reinstating the School Resource Officers.

The Fire Department received 241 Calls for Service. The Fire Marshal reported on the receipt of a \$19,231.00 Emergency Performance Management Grant and the submission of a \$49,000.00 Nuclear Emergency Safety Fund Grant. Thirty applications have been received for the three available paid positions. Councilor Bunnell commended the Mayor for his efforts negotiating the labor contract, which, he felt, drove the large pool of applications that were received.

Chesterfield Volunteer Fire Company Chief Truex reported that the new M-32 Tanker has been placed into service and voiced the need for additional coverage at the Fire Company, which serves a growing area. Councilor Bunnell, who understands the Chief's concern, noted that the three individuals who are to be hired would serve the entire Town rather than one specific area.

Councilor Bunnell aims to work with the Fire Chiefs to obtain the necessary numbers from each of the Fire Companies for the Fire Department Subcommittee, which is studying the Town's paid and volunteer firefighters in an effort to devise various ways in which they could maintain and recruit volunteers.

The Animal Control Officer received 95 calls during the month of January, totaling 655 for the year, and 3 calls for the Town of Salem in December 2019, bringing their total number of calls to 45.

The Youth Service Bureau will be serving Shamrock Shakes on Tuesday, March 17 from 3:00 to 5:00 p.m. at the Community Center. A Movie Fundraiser will be held on Friday, March 27 from 1:30 to 3:30 p.m. at the Community Center. For \$10.00, one can

enjoy a movie, pizza lunch, movie snacks and popcorn. The proceeds will benefit the Larry Pontbriant Athletic Safety Fund. He encouraged everyone to contribute to their annual Penny Drive during the months of February and March.

- b. Councilor Caron: Commission on Aging, Social Services – *not present*
Mayor McDaniel reported that he has been working with the Housing Authority to obtain a grant to fund a Social Services Resident Care Coordinator to handle the intake.
- c. Councilor Jaskiewicz: Board of Education (BOE)
Approximately 20 applications were received for the Athletic Director position. The BOE's proposed budget, which includes a 3.4% increase, was finalized at their March 3 Meeting.
- d. Councilor May: Water Pollution Control Authority, Conservation Commission
The WPCA had a lively start to their recent meeting where they discussed their non-operational expenses. They are also in the process of drafting the language for their rules and procedures.

Chairman May commended Conservation Commission Chairperson and Members, who he found to be a very active group. The Commission is hoping to post signage at the Conservation Center and creating a new map of the site. He has spoken with the Public Works Director who stated the availability of used sign posts.

- e. Councilor Pollard: Non-Profit Organizations
The New London Homeless Hospitality Center will be hosting a guided tour on Tuesday, March 10 at 5:15 p.m. Online registrations are being accepted for the 13th Annual Walk to End Homelessness which will be held at Parade Plaza on Sunday, April 19 at 12:00 p.m. Funding is needed to help those in need of shelter and help others avoid losing their current housing. Funds received by the United Way, their main source of funding, have been exhausted. Thanks to an anonymous donor, they are currently in the midst of a matching program. Donations may be sent to their administrative offices located at 730 State Pier Road, New London, CT 06320.
- f. Councilor Rix: Economic Development Commission, Parks & Recreation Commission
The Economic Development Commission has finalized their 2020-early 2021 list of EDC Business Recognition Awards. The Commissioners toured the vacant units at the property located in the old Beit Brothers strip mall.
The Parks & Recreation Commission held their elections and re-elected Chairperson Karen Perkins and elected Commissioner Danielle Butzgy as the Vice-Chairperson.
The Planning & Zoning Commission approved a conditional approval for a subdivision application for the property located on Dock Road. A Public Hearing is scheduled for Tuesday, March 10.

- g. Councilor Rogulski: Library Committee, Fire Fighters Relief Fund – *not present*

14. Appointments and Resignations

- a. To Consider and Act on a Motion to re-appoint Christopher DiNoto to the Conservation Commission with a term to expire on April 9, 2022.
Motion made by Councilor Rix, seconded by Councilor Pollard. Discussion: None.
Voice vote, 5-0, all in favor. Motion carried.
- b. To Consider and Act on a Motion to re-appoint Charles O'Bday III to the Inland Wetlands Commission with a term to expire on April 9, 2024.
Motion made by Councilor Bunnell, seconded by Councilor Jaskiewicz. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
- c. To Consider and Act on a Motion to re-appoint Jonathon Leonard to the Public Safety Commission with a term to expire on April 9, 2023.
Motion made by Councilor Rix, seconded by Councilor Pollard. Discussion: None.
Voice vote, 5-0, all in favor. Motion carried.

- d. To Consider and Act on a Motion to re-appoint William Wrobel to the Gardner Lake Authority with a term to expire on April 14, 2023.
Motion made by Councilor Bunnell, seconded by Councilor Jaskiewicz. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
- e. To Consider and Act on a Motion to re-appoint Anthony Tufares to Inland Wetlands Commission with a term to expire on April 14, 2024.
Motion made by Councilor Rix, seconded by Councilor Bunnell. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
- f. To Consider and Act on a Motion to re-appoint Brianne Messer to Youth Advisory Board with a term to expire on April 14, 2022.
Motion made by Councilor Jaskiewicz, seconded by Councilor Pollard. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
- g. To Consider and Act on a Motion to re-appoint William Carlos, Jr., to Conservation Commission with a term to expire on April 14, 2022.
Motion made by Councilor Jaskiewicz, seconded by Councilor Pollard. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
- h. To Consider and Act on a Motion to re-appoint Patty DiGioia-Evrett to Housing Authority with a term to expire on April 30, 2025.
Motion made by Councilor Jaskiewicz, seconded by Councilor Bunnell. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.

15. Unfinished Business – *none*

16. New Business

- a. **Resolution #2020-12. THE TOWN OF MONTVILLE HEREBY RESOLVES** to refund taxes due to overpayments and corrections in the amount of \$9,635.03 (nine thousand six hundred thirty-five dollars and three cents) as requested by the Tax Collector. (Councilor May)
Motion made by Councilor Jaskiewicz, seconded by Councilor Pollard. Discussion: None. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.
- b. **Resolution #2020-13. THE TOWN OF MONTVILLE HEREBY RESOLVES** to consider and act on a motion to introduce and set the date for a public hearing on an ordinance titled “Noise Control Ordinance” on Monday, April 13, 2020 at 6:30 p.m. The Public Hearing will be held in the Town Council Chambers. (Councilor Jaskiewicz)
Motion made by Councilor Rix, seconded by Councilor Pollard. Discussion: Councilor Rix commended the Town Administration/Rules & Procedures Standing Committee on a great job with the Ordinance. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.
- c. **Resolution #2020-14. THE TOWN OF MONTVILLE HEREBY RESOLVES** to waive the sealed bid requirement in Section 708(a) of the Town Charter for the tree removal as it is in the best interest of the Town. (Mayor McDaniel)
Motion made by Councilor Jaskiewicz, seconded by Councilor Pollard. Discussion: The Public Works Department requested five (5) bids expecting the cost to be below the required \$10,000.00 threshold for the sealed bid process. All five of the bids came in above the threshold. As such, the Public Works/Solid Waste Standing Committee is requesting that the sealed bid process be waived. The project will be offered to the lowest bidder. Councilor Rix expressed her appreciation to Mr. Sheflott for his comments and expressed her own reservations, but in light of the explanation, she is in favor of waiving the sealed bid requirement. Public Works Director Donald Bourdeau,

Jr., added that all five companies are local and have been hired by the Town for other projects. While the Department does cut down several trees throughout the Town, those deemed hazardous are done so by outside companies. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- d. **Resolution #2020-15. THE TOWN OF MONTVILLE HEREBY RESOLVES** to add \$68,605 the Board of Education Non-Lapsing Educational Reserve Fund account from fiscal year 2018-2019. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Rix. Discussion: The requested funds would derive from the previous year's unexpended funds; the Fund cannot be used for non-recurring costs. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- e. **Resolution #2020-16. THE TOWN OF MONTVILLE HEREBY RESOLVES** to transfer \$53,500 to the Police Car replacement line (#10960-54006) from the General Fund balance. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Pollard. Discussion: As previously stated (Item 12(b)), the funds will be used to replace a police vehicle that was involved in an accident. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- f. **Resolution #2020-17. THE TOWN OF MONTVILLE HEREBY RESOLVES** to Approve the Collection System Operator I, II and III Position Descriptions as recommended by the Water and Sewer Commission and the Town Administration/Rules and Procedures Committee. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Rix. Discussion: Mayor McDaniel stated that the approval of the position descriptions is a formality; the positions have been included in the Union contract for several years, but were never formally approved. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- g. **Resolution #2020-18. THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve the funds necessary to implement the written agreement, and the terms of the written agreement, between the Town of Montville and Water Pollution Control Authority Employees Local 1303-341 of Council #4 AFSCME, AFL-CIO for the period of July 1, 2020 - June 30, 2024. (Mayor McDaniel)

Motion made by Councilor Jaskiewicz, seconded by Councilor Pollard. Discussion: Mayor McDaniel stated that the terms of the agreement were discussed during their Executive Session and will renew their contract for four more years. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- h. **Resolution #2020-19. THE TOWN OF MONTVILLE HEREBY RESOLVES** to settle the Montville Station, LLC Tax Appeal, properly referenced as Docket Number HHB-CV-19-6056843-S. (Mayor McDaniel)

Motion made by Councilor Rix, seconded by Councilor Pollard. Discussion: Mayor McDaniel stated that the item is a negotiated settlement between the two parties and is in the best interest of the town. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- i. **Resolution #2020-20. THE TOWN OF MONTVILLE HEREBY RESOLVES** to receive as a gift and authorize Mayor Ronald McDaniel to enter into a 99 year ground

lease as Lessee for the parking area south of Dock Road and the Town Dock. (Mayor McDaniel)

Motion made by Councilor Jaskiewicz, seconded by Councilor Rix. Discussion: Mayor McDaniel stated that the Town has been utilizing the parking area for numerous years. Because the Town does not own the property, they have not been able to conduct any improvements to the area. The property was recently sold, the property descriptions and deeds were clarified, and the final language of the lease is in the process of being finalized by the Town Attorney. The lease will allow the Town to apply for grants and make any necessary improvements to the area. He commended former Town Attorney Matthew Willis, Attorney Tom Cummings, and Town Planner Marcia Vlaun for their hard work. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

- j. **Resolution #2020-21. THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize Mayor Ronald McDaniel to enter into an agreement with Bonnie Yacovetsky of Re/Max to represent the Town of Montville in the sale of 735 Fire Street.

Motion made by Councilor Jaskiewicz, seconded by Councilor Rix. Discussion: Mayor McDaniel explained that the 100-acre property with a single-family residence was taken over by the Town due to a foreclosure. In an effort to obtain the best selling price for the property, he engaged the services of UpNest to locate a Real Estate Agent. Based on the submitted proposal, commission structure, and market analysis, he recommended they hire Real Estate Agent Bonnie Yacovetsky. Roll Call vote, 5-0, all in favor. Voting in Favor: Councilors Bunnell, Jaskiewicz, Pollard, Rix, and May. Voting in Opposition: None. Resolution passed.

17. Remarks from the Public with a three-minute limit

Matt Suarez, 18 Cranberry Drive, spoke in support of the Noise Ordinance and expressed his concerns regarding the measurement of and devices that would be used to determine the noise levels. As a First Responder, he also expressed his appreciation of the ability to receive a warning regarding individuals who might have been infected with the Coronavirus, but encouraged them to investigate any stipulations with respect to the HIPAA (Health Insurance Portability and Accountability Act). He also questioned when the quarterly stipends would be received from the Firefighter Relief Fund as no stipends have been received to date. Lastly, he questioned whether the waiving of the sealed bid process for the tree cutting is a one-time occurrence.

In response, Councilor Jaskiewicz stated that there would be a procedure that must be followed to determine the noise level. He also stated that each resolution is independent from the others and confirmed that the sealed bid process is being waived for the one project. With regards to his concerns regarding the potential HIPAA violation, Mayor McDaniel stated that the individual would be asked whether he/she has traveled to an area of concern, which would not be a HIPAA violation.

18. Remarks from the Councilors and the Mayor

Councilor Bunnell stated that the Noise Ordinance is another tool for the Police to use to deal with both commercial and residential noises. The Ordinance and the levels indicated within the Ordinance are based upon those of other towns. The meter determining the noise level will be calibrated and each of the Officers will be properly trained on how to use the device. The waiving of the sealed bid process for the tree cutting was a way to save the Town some money from the process. He wished everyone a Happy St. Patrick's Day.

Councilor Pollard thanked everyone for attending the meeting and the American Heart Association for the pin and the bracelet. She also wished everyone a Happy St. Patrick's Day and for all to stay safe and healthy.

Councilor Jaskiewicz expressed his appreciation to the Councilors for their support on the items on the agenda and the team effort.

Councilor Rix commended the Animal Control Officer and Police and Fire Departments on saving the puppy that was trapped inside the well. She also thanked the Mayor for organizing the tour of the Corrigan-Radgowksi Correctional Center, which Councilors Rogulski, Pollard, and herself attended, and for keeping them updated regarding the Coronavirus. She also wished everyone a Happy St. Patrick's Day.

Mayor McDaniel stated that the Volunteer Firefighter stipends will be released at the start of the fiscal year (July 1), but should the firefighters be in need of the funds, he requested they contact one of the Chiefs. With regards to the tree bids, he confirmed that the waiving of the sealed bid is only for that one particular project, which is comprised of the cutting down of approximately 20 trees located in various areas throughout the Town. The bids received ranged from \$11,800.00 to \$29,900.00. He will continue to update the public regarding the Coronavirus and post the links on the Town website so as to avoid any confusion and ensure that everyone is receiving the same information. He thanked the Councilors for their support on the agenda items. The FY2020/21 budget will, most likely, be higher than expected. He encouraged everyone to attend and support Youth Services' Shamrock Shake event on St. Patrick's Day.

Chairman May congratulated the Montville Cheerleaders for winning the ECC (Eastern Connecticut Conference) Cheerleading Competition and placing 6th out of 21 at a recent Cheerleading Competition held at Hillhouse High School. He also congratulated the Boys Basketball Team who also won the ECC Division Championship and proposed the possibility of inviting the team members to their next Town Council meeting to personally and formally congratulate them. He stated that he is hoping to instill civility back into the WPCA meetings. He expressed his appreciation to and commended the Mayor and his staff for their hard work and accomplishments.

19. Adjournment

Motion made by Councilor Rix, seconded by Councilor Pollard, to adjourn the meeting at 8:27 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Montville

AN AUDIO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S WEBSITE LOCATED UNDER RESOURCES – FORM REPOSITORY – MEETING RECORDINGS