

**City of Rochester CIP Committee**  
Thursday, February 8, 2024  
Department of Public Works  
209 Chestnut Hill Road, Rochester, NH 03867  
*(These minutes were approved on February 15, 2024)*

**Members Present**

Keith Fitts  
Sheila Colson  
Don Hamann  
Dan Fitzpatrick  
Dave Walker  
Rick Healy  
Peter Bruckner

**Members Absent**

James Hayden, *excused*

Staff: Shanna B. Saunders, *Director of Planning & Development*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. They may be copied for a fee.)

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**I. Call to Order**

The Chair called the meeting to order at 6:00pm.

**II. Roll Call**

Director of Planning and Development, S. Saunders, conducted the roll call.

**III. Communications from the Chair**

There were no communications from the Chair.

**IV. Approval of minutes:**

**A. January 18, 2024**

**B. January 25, 2024**

*A motion was made by Mr. Hamann to approve the minutes from January 18, 2024, and January 25, 2024, and seconded by Mr. Fitts. The motion carried unanimously.*

**V. Department Presentations**

**A. Water and Sewer**

Mr. Peter Nourse, Director of the Department of Public Works presented the CIP applications for the Water and Sewer Departments. Mr. Nourse presented the Committee

Members with information packets of each of the projects that he would be discussing including how each of the projects relate to the nine CIP criteria.

Mr. Walker noted that the project priority is listed as mandatory and that the project spans the entirety of the City of Rochester.

Mr. Nourse asked if there were questions pertaining to the project titled "Lead and Copper Rule Revisions Compliance". There were no questions.

Mr. Nourse discussed the project titled "Cocheco Well Treatment Upgrades". Mr. Nourse stated that he did not recommend this project be advanced until manganese is primary contaminant. Mr. Nourse recommended to hold the project until external funding available.

Mr. Hamann asked when the project would be pushed to. Mr. Nourse responded to have the project pushed to Fiscal Year 2026.

Mr. Nourse asked if there were questions pertaining to the project titled "Drinking Water System Cyber Security Resilience".

Mr. Walker stated that he felt anything relating to Cyber Security should be considered mandatory.

Mr. Nourse stated that this project would be eligible for federal funds and that he discussed this project in detail to the Public Works Committee in September. Mr. Nourse also stated that cyber-attacks are on the rise globally and provided information and examples regarding cyber-attacks to wastewater treatment facilities in recent years. Mr. Nourse provided examples of what cyber-attack preventive measures were recommended to be taken.

Mr. Hamann asked about the criteria regarding mandatory projects. Mr. Walker stated that at a previous meeting it was discussed that mandatory projects would be elevated.

Mr. Hamann expressed his support for cyber security and gave an example of recent cyber-attacks and their results.

Mr. Walker asked why the project is listed as a bond and not cash. Mr. Nourse explained that the project is not infrastructure proper and that it is a service. Mr. Nourse stated that he would verify that the funding source is listed correctly.

Mr. Nourse discussed the project titled "Industrial Way Water Main Replacement II". Mr. Nourse stated that this project is in relation to a past project for replacements and how the previous funding was meant to be allocated. Mr. Nourse stated that half of the water main requires replacing and this request is for the additional funds to replace about 1,100 feet of the water main line with plastic piping to prevent corrosion.

Mr. Nourse explained the project titled "Milton Rd/SFR/Amarosa Dr. Inter Improvements". Mr. Nourse stated that this project is for the water component of the project and explained the status of the pipe and replacement reasons.

Mr. Walker asked if the location of this project is where the future roundabout will be located. Mr. Nourse said yes.

Mr. Hamann asked if the upgrade will include tying into other businesses. Mr. Nourse responded that the upgrade includes all business or facilities that are on that water line.

Mr. Walker asked how far on Milton Road the project would run. Mr. Nourse stated that he did not have the exact measurements on hand but is close to 300 feet.

Mr. Nourse discussed the project titled "Round Pound Augmentation". Mr. Nourse stated that the project information is shown in the CIP book and that this project has been in process for 10 years to raise the operational level of the City's largest reservoir. Mr. Nourse explained the progress that has been made. Mr. Nourse explained the current stage of the project what future request may come. Mr. Nourse stated that there would be a more detailed presentation of the project at the upcoming Public Works Committee meeting.

Mr. Walker asked if this request was for the first installment of the project. Mr. Nourse responded yes.

Mr. Walker for explanation of the timeline for this project. Mr. Nourse stated that the permitting for the project can take up to a year and how the project funding will be spread.

Mr. Nourse discussed the project titled "Salmon Falls Booster Pump Station Rehab II". Mr. Nourse stated that the project is to replace the original station from 1985. Mr. Nourse explained the increased development of the surrounding area of the pump station. Mr. Nourse explained how funds from outside sources were received.

Mr. Nourse discussed the project titled "Service Connection Program – Water". Mr. Nourse stated that this request is submitted annually to provide funds for public tie in. Mr. Nourse stated that customers pay the funds back.

Mr. Nourse discussed the project titled "Vehicle Replacement Program – Water". Mr. Nourse reviewed the vehicles that are requesting replacement.

Mr. Walker asked if the vehicles are only replacements. Mr. Nourse explained the vehicles for replacement and explained the new vehicles for additional positions.

Mr. Nourse discussed the project titled "Water Distribution Upgrades". Mr. Nourse stated that this request is submitted annually for waterwork contracts for work that is beyond the capabilities of the City's Public Works. Mr. Nourse provided examples of projects that required contracts.

Mr. Nourse discussed the project titled "Water Meter Replacement Program". Mr. Nourse stated that a recommendation from the water audit that was conducted was to update water meters after a certain age. Mr. Nourse stated that the water meters are under-registering and costing the City money in missed usage readings. Mr. Nourse explained that this portion of the project was to replace large meters.

Mr. Nourse discussed the project titled "Watershed Protection". Mr. Nourse explained that the purpose of the project is to conserve watershed.

Mr. Nourse discussed the project titled "WTP Hydraulic Capacity Analysis". Mr. Nourse explained that the purpose is to improve the operational production efficiency of the surface water plant; originally built in 1984. Mr. Nourse explained that this project will also be presented at the upcoming Public Works Committee meeting. Mr. Nourse stated that the plant is currently unable to provide the maximum daily demands of the City in upcoming years.

Mr. Walker asked if this was equipment. Mr. Nourse responded that these upgrades were for the plant as a whole. Mr. Nourse stated that the purpose of the project is to upgrade the plant to handle projected future water demands.

Ms. Saunders asked if this proposal was for the analysis or equipment. Mr. Nourse responded that the request is for the design and study.

Mr. Fitzpatrick asked if the request was pertaining to the water facility itself or the distribution system. Mr. Nourse responded that this request was for the Surface Water Treatment Facility.

Mr. Nourse discussed the project titled "Asset Management Program – Sewer".

Mr. Walker asked if this proposal was for computer software. Mr. Nourse responded that the proposal is mostly comprised of software.

Mr. Nourse discussed the project titled "Collections System Upgrade". Mr. Nourse stated that this was an annual request for deep emergency repairs. Mr. Nourse provided examples of locations that these funds have been used in the past.

Mr. Nourse discussed the project titled "Colonial Pines Sewer Construction". Mr. Nourse stated that this request is for Phase 4 of the construction and that Phase 4 was split due to age of homes, creating a final stage 5. Mr. Nourse stated that the funds being requested are for the new Phase 4 and explained that construction costs have increased greatly.

Mr. Walker asked if Phase 4 would include connected to homes or just for the main line. Mr. Nourse stated that the Phase is for full connections.

Mr. Nourse discussed the project titled "WWTF Aeration Basin Mixers". Mr. Nourse stated that the purpose of this request is to reduce nitrogen.

Mr. Nourse discussed the project titled "WWTF Filament Control System". Mr. Nourse explained complications with bacteria and stated that this system is meant to separate other materials that can contain bacteria such as grease, oils, and fats that can cause the City to be out of compliance with its permit. Mr. Nourse explained the purpose of the funds.

Mr. Walker asked if this proposal contained software. Mr. Nourse stated that the proposal consisted of only hardware.

Mr. Walker asked about the funding sources stating Bond for some projects and cash for the current project. Mr. Nourse stated that he would verify funding sources.

Mr. Mark Sullivan, City of Rochester Finance Director, explained bond versus cash funding sources. Mr. Sullivan explained that the CIP book is a draft book and that the funding sources have not been reviewed comprehensively or made changes to items that may have different funding sources. Mr. Sullivan gave examples of projects that will have different funding sources. Mr. Sullivan explained that, once scoring is submitted by the CIP Committee and reviewed that the City Manager will review what funding sources will require changes. Mr. Sullivan stated that a challenge may come with similar scoring totals.

Mr. Nourse discussed the project titled "Milton Rd./SFR/Amarosa Dr. Inter Improvements". Mr. Nourse stated that this request is for the sewer portion of the intersection improvements and stated that the sewer line does not reach the inspections and this proposal is to expand the line to the north.

Mr. Nourse discussed the project titled "NPDES Permit Technical/ Legal Support of Compliance". Mr. Nourse stated that this is an annual request for legal and technical support regarding EPA environmental regulations.

Mr. Nourse discussed the project titled "PLC Instrumental Upgrades/Pump Station Monitoring". Mr. Nourse stated that this request provides continuous remote dialoging to ensure that pump stations are running as required. Mr. Nourse stated that this is a compliance requirement.

Mr. Nourse discussed the project titled "Post Aeration Blowers and Tank Baffles Replacement". Mr. Nourse stated that the current equipment is original to 1999-2000 and require replacement.

Mr. Nourse discussed the project titled "Pump Station Replacement Program". Mr. Nourse stated that this is an annual request to replace, upgrade, or maintain, as necessary, any of the 28 pump stations. Mr. Nourse stated that the City of Rochester has more than any other municipality.

Mr. Nourse discussed the project titled "Rt. 11 Capacity and Safety Improvements II – Sewer". Mr. Nourse stated that the City commissioned a Water and Sewer Capacity Study for Granite Ridge Development District, which resulted in pending water results and stated that the sewer pipe in Route 11 is undersized for full build out.

Mr. Walker asked if the proposal was paid for by state funds. Mr. Nourse responded no.

Mr. Nourse discussed the project titled "Sewer System Master Plan (SSMP)". Mr. Nourse explained that the proposal will be stretched over multiple years and explained the benefits of master plan studies and review. Mr. Nourse stated this the funds request for Fiscal Year 2025 will fund the initial construction efforts.

Mr. Nourse discussed the project titled "Union Street Parking Lot Reconstruction – Sewer". Mr. Nourse stated that there may not be much sewer work required of this project.

Mr. Nourse discussed the project titled "Vehicle Replacement Program – Sewer". Mr. Nourse explained the proposed vehicle replacements and additions.

Mr. Nourse discussed the project titled "Wastewater System Cyber Security Resilience". Mr. Nourse explained that this request is the Sewer portion of the Cyber Security discussed previously.

Mr. Nourse discussed the project titled "Wastewater Treatment Plant Upgrade to meet permit". Mr. Nourse stated that the City received their individual permit and what the status of negotiations. Mr. Nourse stated that the permit has a very stringent phosphorus limit. Mr. Nourse explained the upgrades that will need to take place.

Mr. Nourse discussed the project titled "WWTF and Pump Station HVAC Upgrades". Mr. Nourse stated that this request was to satisfy an EPA audit requirement for heating.

Mr. Nourse discussed the project titled "WWTF Lagoon 1 Solids Removal". Mr. Nourse stated that the project has costed more in the past and will continue to cost as upgrades move forward.

Mr. Nourse discussed the project titled "WWTF Pavement Rehabilitation". Mr. Nourse stated that the pavement was originally done in 2000 and this proposal is to complete repairs as necessary.

Mr. Nourse discussed the project titled "WWTF Ultraviolet Disinfection Equipment Replacement". Mr. Nourse stated that the current system is from 1999. Mr. Nourse stated that a waiver was submitted to the EPA for having temporary disinfection while the system is replaced, but that he does not expect the waiver being granted.

Mr. Nourse discussed the project titled "WWTF Plant Water System Construction". Mr. Nourse stated that the plant uses roughly 1 million treated gallons of water per year and explained the reason for those uses.

### **C. Granite State Business Park TIF**

Mr. Nourse discussed the project titled "Innovation Drive New Sidewalks and Lighting II". Mr. Nourse stated that funds for this project were approved in a previous year. Mr. Nourse explained that this proposal is for the addition of streetlights through the newly built sidewalks. Mr. Nourse provided a visual aid of the lighting plan.

Mr. Bruckner asked if the lighting would affect any aircraft landing. Mr. Nourse responded stated that the lighting would be verified with the FAA.

### **D. Granite Ridge TIF**

Mr. Nourse discussed the project titled "Granite Ridge Public Infrastructure". Mr. Nourse explained that the city must design and support public infrastructure of the Granite Ridge Phase II development. Mr. Nourse stated that this proposal's funds would be added to already procured funds for the total project.

### **E. Public Works**

Mr. Nourse discussed the project titled "American with Disabilities Act Compliance". Mr. Nourse stated that the recommended these upgrades through compliance reviews. Mr. Nourse stated that

ADA requires cities with over 50 employees to be in compliance for accessibility and noted that this is a federal law. Mr. Nourse stated that the proposal would cover a review of the city to identify deficiencies and recommend possible changes.

Mr. Walker asked if the project would be city-wide. Mr. Nourse responded yes.

Mr. Nourse discussed the project titled "Bridge Joint Repairs". Mr. Nourse stated that the committee can disregard this proposal due to recent supplemental appropriations that were received to repair 4 different bridges within the city.

Mr. Nourse discussed the project titled "Columbus/Summer Intersection". Mr. Nourse explained that the project is currently in design and that the proposal is for additional funds to move onto construction. Mr. Nourse stated that the intersection was ranked Number 10 for the number of crashes.

Mr. Nourse discussed the project titled "Corrective Drainage". Mr. Nourse explained that this proposal is for funds for repairs that are beyond the City's capability and require outside contracting. Mr. Nourse provided examples of where and how the funds have been used in the past.

Mr. Nourse discussed the project titled "EPA MS4 Stormwater Permit". Mr. Nourse explained the overview pertaining to this proposal and stated that the permit allows the city to remain in good standing with the EPA.

Mr. Nourse discussed the project titled "Estes Rd/ Walnut St (Rte. 202A) Int Improvements". Mr. Nourse explained that the proposal was to study, design, and improve the intersection regarding known issues.

Mr. Walker asked if this pertained to state jurisdiction. Mr. Nourse responded that the state currently does not view the intersection as a priority and that the state will not assist with funding but must approve any proposed changes.

Mr. Nourse discussed the project titled "Flat Rock Bridge Salmon Falls Intersection Improvement". Mr. Nourse explained that the exact right-of-way is unknown, and that this proposal is to start with surveys and designs concepts. Mr. Nourse stated that the intersection improvement is not considered a high priority at this time.

Mr. Nourse discussed the project titled "Guardrail Improvement Program". Mr. Nourse stated that these funds are requested every year for replacing old guardrails with new, compliant guardrails. Mr. Nourse explained that insurance companies do not cover guardrail replacement if it is damaged by a vehicle.

Mr. Nourse discussed the project titled "Milton Rd/SFR/Amarosa Dr Int Improvements". Mr. Nourse explained that this request is for additional funds to be added to Capital Funds to enable the project to move on to construction. Mr. Nourse explained the funds that have been required for this project and the current and future needs of the project.

Mr. Fitzpatrick asked about the dedicated revenue listed. Mr. Nourse stated that there is a contribution for this improvement from Sig Sauer per their agreement with the City of Rochester. Mr. Nourse briefly explained the amount that was listed to be contributed from Sig Sauer from the original agreement.

Mr. Nourse discussed the project titled "Evans Road Paving". Mr. Nourse stated that the project was originally brought up to the City by the residents living on the road. Mr. Nourse stated that the project was not recommended for funding in past years. Mr. Nourse stated that  $\frac{3}{4}$  of the road is gravel and

the remaining is paved and that 15 homes are on the road. Mr. Nourse stated that, according to a survey he conducted, 11 of the 15 homeowners preferred a paved roadway. Mr. Nourse explained the current maintenance that is provided on the road and stated that the roadway does flood. Mr. Nourse stated that a paved road would lessen burden on the Department of Public Works.

Mr. Walker asked for an approximate cost of current maintenance provided yearly by the Department of Public Works. Mr. Nourse stated that the approximate cost is \$2,000.00. Mr. Nourse explained the reason that the project has been passed over for funding in past years. Mr. Nourse stated the concern of speeding on the road if it were paved.

Mr. Fitts asked if there was an alternative to the expensive project. Mr. Nourse stated that an alternative is to build the road up to a proper gravel road by adding material.

Mr. Nourse discussed the project titled "Pavement Preservation Program". Mr. Nourse stated the funds are requested every year and are used for crack sealing.

Mr. Nourse discussed the project titled "Pavement Rehabilitation Program". Mr. Nourse explained what the funds are used for and that 2 million dollars is requested, and 1 million dollars is typically rewarded.

Mr. Nourse discussed the project titled "Pedestrian Safety Improvement Program". Mr. Nourse explained that the funds are requested annually and are used for safety enhancements, such as lit, or flashing signs, for pedestrian walkways.

Mr. Nourse discussed the project titled "Portland Street Sidewalks TAP Grant". Mr. Nourse provided a visual aid for this project to the Committee members. Mr. Nourse explained that the DOT provide 80% of funds through their TAP program and stated that the purpose of the proposal is to construct approximately 6,000 feet of new sidewalks along Portland Street. Mr. Nourse explained the predicted total costs of the project. Mr. Nourse stated his plan to have the project started in Fiscal Year 2026 and he has received support from the DOT.

Mr. Nourse discussed the project titled "Repair/Replace Rochester Neck Rd Bridge". Mr. Nourse stated that the bridge is in less-than-optimal condition and explained the current and future projected cost of the project.

Mr. Walker asked if the bridge was "red listed". Mr. Nourse stated that the bridge is not currently on the list but is getting worse.

Mr. Nourse discussed the project titled "Rt 11 Capacity and Safety Improvements II". Mr. Nourse stated that this proposal is for additional funds to add to funds previously allocated to get the project under construction.

Mr. Nourse discussed the project titled "Sidewalk Extension Program". Mr. Nourse explained that the requested funds are used to construct new sidewalks and provided examples of past projects completed with the funds.

Mr. Nourse discussed the project titled "Sidewalk Improvement/Replacement Program". Mr. Nourse stated that the proposal is to reconstruct deteriorated sidewalk and that funds are requested annually.

Mr. Nourse discussed the project titled "Stormwater Management Project". Mr. Nourse stated that the City has a list of approximately 60 city-owned sites where stormwater quality can be improved. Mr. Nourse explained that this proposal ties in with the Great Bay General Permit for Nitrogen. Mr. Nourse stated that the requested funds would be used for study and design of a construction project



to treat stormwater. Mr. Nourse stated that the City is recommended to act in good faith efforts to address improvement needs.

Mr. Nourse discussed the project titled "Stormwater Pond Maintenance". Mr. Nourse stated that the City owns approximately 80 stormwater ponds, and many are associated with subdivisions and roads that the City has accepted and have not been maintained due to staffing issues. Mr. Nourse stated that the requested funds are for the ability to have the ponds cleaned and then maintained.

Mr. Walker asked if some of the ponds were owned by HOAs. Mr. Nourse responded that these funds are only for City-owned ponds.

Ms. Saunders asked if pond ownership had been reviewed. Mr. Nourse stated that he has surveyed the city to verify the ponds that are City owned.

Mr. Nourse discussed the project titled "Traffic Signal Upgrade Program". Mr. Nourse explained that this proposal is to replace traffic signals as needed and that some of the City's traffic signals are from the 1980s. Mr. Nourse stated that the upgraded signals reduce wait times and emissions Mr. Nourse explained other communities that have adopted a similar program.

Mr. Nourse discussed the project titled "Union Street Parking Lot Reconstruction". Mr. Nourse explained that this proposal is for additional funding to move the project to the construction phase.

Mr. Nourse discussed the project titled "Vehicle Replacement Program – DPW". Mr. Nourse stated that this proposal is requested annually and rather than the requested funds for the replacement of 2 dump trucks, the Department of Public Works has only been awarded the funds for the replacement of 1. Mr. Nourse explained that the request also includes the replacement of a sidewalk tractor, trench box, and Cat Yard loader that has been unusable for multiple years and is aged 40 years.

## **E. Public Buildings and Community Center**

Mr. Nourse discussed the project titled "Basketball Court Resurfacing". Mr. Nourse stated that the basketball court is resurfaced approximately every 5 years, and that this proposal is to repair cracks that have occurred since the last resurfacing in 2018.

Mr. Nourse discussed the project titled "Library Walkway Replacement". Mr. Nourse stated that this proposal is to replace the existing brick walkway with a concrete paved walkway.

Mr. Nourse discussed the project titled "Vehicle Replacement Program – Public Buildings". Mr. Nourse explained that this proposal is to replace vehicle number 102, a vehicle used daily and used for plowing that is approximately 10 years old.

Mr. Nourse discussed the project titled "School Admin Offices HVAC Upgrades". Mr. Nourse stated that the school may take on the project.

Mr. Walker asked why the school will take on the project if the City owns the building. Mr. Nourse responded that more information is needed from the school, but the scope of work is unknown.

Mr. Nourse discussed the project titled "Restroom Upgrades Second Floor". Mr. Nourse stated the restroom on the first floor was upgraded and that the second-floor restroom has fixtures and design from 1975.

Mr. Nourse discussed the project titled "City Clerk Office Relocation". Mr. Nourse stated that the proposal is to relocate the City Clerk's Office to the Community Center to utilize the current City Clerk's Office space for other departments in City Hall. Mr. Nourse explained the reason that this

relocation is necessary including stating that space for records have been exceeded and need for space has increased.

Mr. Nourse discussed the project titled "City Hall Annex Renovation". Mr. Nourse explained the renovation needs and stated that the proposal is to increase capacity for needs of staff through multiple departments as the City's grow. Mr. Nourse read the justification for the project proposal and stated that current use of the facility.

Mr. Walker stated that there is no listed fund amount request for the project. Mr. Nourse stated that his rough estimate of the project is \$750,000.00. Ms. Saunders stated that a consultant is on board to review the building.

## **F. Recreation**

Ms. Lauren Krans, Director of Rochester Recreation and Arena, introduced herself and the Assistant Director of Rochester Recreation and Arena, Mr. Steve Trepanier.

Ms. Krans discussed the project titled "Squamagonic Bridge". Mr. Trepanier provided the Committee members with an image of the bridge. Ms. Krans reviewed the project and how it relates to the nine CIP criteria. Ms. Krans listed how the project works with the City's various Master Plans. Ms. Krans explained that the proposed bridge would provide additional safety and gave examples of the consequences of not constructing the bridge. Ms. Krans explained the importance of access for E911 use and maintenance team members. Ms. Krans explained the strong volunteer base that is used to help maintain recreation areas. Ms. Krans explained the complicated access to the public disk golf spaces. Ms. Krans provided examples of how the spaces are provided additional revenue to the City of Rochester. Ms. Krans explained the origin of the project and stated that a wetlands scientist recommended the bridge be designed by an engineer.

Mr. Walker expressed his support and stated that he understood the Squamagonic recreational areas have had increased traffic through the years.

## **G. Arena**

Ms. Krans discussed the project titled "Arena Dehumidifier Replacement". Ms. Krans and Mr. Trepanier reviewed the project and how it relates to the nine CIP criteria. Mr. Trepanier explained the importance of being able to remove the moisture from the arena. Mr. Trepanier explained the consequences of not replacing the dehumidifier. Ms. Krans explained the importance of the Rochester Ice Arena and stated that the Arena attracts people from all through New England.

Ms. Krans discussed the project titled "Arena Facility Assessment and Design Plans". Ms. Krans requested that the cost amount be increased from \$100,000.00 to \$200,000.00 after speaking with consultants. Ms. Krans reviewed how the project relates to the nine CIP criteria. Ms. Krans explained an initiative started in 1990 called "Save Hockey in Rochester". Ms. Krans stated that the building was originally built in 1972 and has required increased upgrades and repairs. Ms. Krans explained that the restrooms are not in ADA compliance. Ms. Krans stated that the lack of sprinklers in the facility limits event capacities and creates a safety concern.

## **VI. Other Business**

Mr. Saunders explained the time and agenda of the upcoming CIP meeting and stated that scoring is required to be turned in on February 22, 2024, and total score will be reviewed at the February 29, 2024, meeting.

## **VII. Adjournment**

*A motion was made by Mr. Bruckner to adjourn the meeting at 7:43pm and seconded by Mr. Healey. The motion carried unanimously.*

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Respectfully submitted,

Jaclyn Millard,  
*Administrative Assistant II*

and

Shanna B. Saunders,  
*Director of Planning & Development*