

Town of Simsbury Board of Selectmen – “Subject to Approval”
REGULAR MEETING MINUTES
Monday, March 14, 2016 at 6:00PM
Simsbury Town Offices – Main Meeting Room
933 Hopmeadow Street, Simsbury, Connecticut

PRESENT: First Selectman Lisa Heavner, Selectmen Sean Askham, Cheryl Cook, Christopher Kelly, Elaine Lang and Michael Paine.

ABSENT: None.

The Board of Selectmen Regular Meeting Budget Workshop was called to order at 6:32PM.

1. PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

2. PUBLIC AUDIENCE:

Ms. Joan Coe of 26 Whitcomb Drive declared her congratulations to the Charter Revision Commission adopting a town manager for Simsbury and expressed concerns with the need to hire outside council regarding 200 Hopmeadow Street. She also voiced opposition with a concert, Slightly Stoopid, that is scheduled at the Simsbury Performing Arts Center.

Mr. Robert Kalechman of 781 Hopmeadow Street also spoke about the charter revision work and voiced opposition to the purchase of a new Cushman for the Simsbury Performing Arts Center.

3. PRESENTATIONS:

No business discussed.

4. FIRST SELECTMAN’S REPORT:

Ms. Heavner noted that this Board has held two budget workshops this month already and will hold, if necessary, additional meetings on Wednesday, March 16, 2016 at 5:30PM and Saturday, March 19, 2016 at 8:00AM. She reported that the meetings held previously may be viewed on Simsbury Community TV. Additionally, Ms. Heavner reported that the Board of Selectmen will present its budget to the Board of Finance on March 29, 2016 at 5:45PM. She further noted that the Board of Finance will hold a budget hearing on April 6, 2016 at 6:00PM at the Simsbury High School Amphitheatre followed by a likely referendum on May 10, 2016. She noted that budget information can be obtained on the town’s website at www.simsbury-ct.gov, explaining that all budget information can be accessed through the “HOW DO I...?” (top part of webpage, first tab on left).

Ms. Heavner also encouraged folks to take advantage of the tax assistance program through the Simsbury Public Library, a program providing trained and certified tax volunteers free of charge. She noted appointments may be booked through phoning the Simsbury Senior Center at (860) 658-3273.

MOTION: Ms. Elaine Lang, Mr. Sean Askham second, **to amend the agenda to add an agenda item, Financial Authorizations, after agenda item ‘G’; unanimously approved.**

5. SELECTMENT ACTION:

A. Approve Tax Refunds.

MOTION: Ms. Cheryl Cook, Mr. Christopher Kelly second, **to approve tax refunds in the amount of \$1,705.01; unanimously approved.**

B. Appointment of Special Legal Counsel – Land use Commissions for development associated with 200 Hopmeadow Street.

Director of Planning and Community Development Jamie Rabbit addressed the Board, explaining that there is a potential conflict of interest with town counsel with matters associated with 200 Hopmeadow Street. He noted that Attorney Mike Zizka is a well-respected land use attorney and the author of "What's Legally Required?", a reference guide widely used by planners, zoning enforcement officers, and wetlands agents throughout the state.

MOTION: Mr. Kelly, Mr. Michael Paine second, **to permit the First Selectman to enter into a contract with Mr. Zizka of Murtha & Cullina for legal matters associated with 200 Hopmeadow Street; unanimously approved.**

C. Review and discuss waiver of \$290 Zoning Application Fee.

Mr. Fergusuon Jansen, a representative of the Simsbury Performing Arts Center, to respond to questions regarding this application, noting that this group is a non-profit group.

MOTION: Mr. Kelly, Mr. Askham second, **to waive the \$290 Zoning Application Fee for a Special Exception of the Zoning Regulations regarding the sale of alcohol at the Performing Arts Center; unanimously approved.**

MOTION: Ms. Lang, Mr. Askham second, **to amend the agenda to let Mike Long speak to the notion of body cameras; unanimously approved.**

D. Review and discuss Body Cameras;

Police Commission Chairman Mike Long appeared before the Board to discuss the capital non-recurring budget appropriation of ±\$59K for body cameras for the police officers. He noted that Police Chief Peter N. Ingvertsen and Lieutenant Fred Sifodaskalakis were also present.

Mr. Long explained the rationale behind the planned purchase of body cameras, noting that the commission began contemplating the idea about the same time that cameras were installed on patrol cars. He noted that these function as a tremendous training aid as both rookie and veteran officers alike learn new or better ways in conducting traffic stops. He noted that they also function well as diffusers, in incidences where people are tempted to file a complaint about a given officer as viewing themselves through video is often enlightening to how events truly play out. Mr. Long explained that cell phone cameras and go-pro cameras have become ubiquitous in society, particularly among youngsters who are very likely to film anything. He noted that the videos often seen of police officers through the media are generally never from the perspective of the officer. Mr. Long reported that the commission deliberated on how to protect both the officers and the Town from distorted portrayals of potential liability type situations. He noted that body cameras will function to provide the full story, providing a fair representation to all parties in a dispute. He noted that Tasers have also been added to the department's non-lethal weapons, that Tasers tend to further increase the use of other's cameras, and noted that the commission deems the exposure even larger now. He noted that the department being an early adapter to the use of body cameras will be in a position to formulate model policies and procedures for use by regulators.

Ms. Lang noted concern with body cameras and the possible implications as a result of Freedom of Information. Ms. Lang explained that there are currently no policies in place and has concerns with sensitivity. Mr. Long explained that this is precisely why the ability to acquire the cameras should be in place, so that the necessary time to adopt the policies and procedures is allowed. Ms. Cook expressed concern with the technology changing by the time that the policies and procedures are in place. She also expressed concern with the associated costs with the cameras beyond the costs of the purchase, such as data storage and copies. Mr. Long noted that part of the request does include additional storage space. Ms. Heavner noted that while it may take six to eight months to develop the necessary policies for the body cameras, a year from now would be March which would still be within FY2017. Mr. Askham explained that he did not disagree that cameras could mitigate liability instead noting that he challenges the assumption that there is even a great deal of liability in the first place because of the officers and the type of community that Simsbury is. Mr. Kelly noted that because the commission has decided that they want to do this, he opined that it is the right time to budget for them and is confident that the polices and regulations will get

developed appropriately. Ms. Heavner reported that CCM (Connecticut Conference of Municipalities), COST (Connecticut Council of Small Towns), and CRCOG (Capitol Region Council of Governments) have all indicated that the use of body cameras by police officers will be a mandate next year or the year after.

E. Review and discuss waiver of fees for the Simsbury Light Opera Company Event at Eno Hall.

A representative from Simsbury Light Opera Company appeared before the Board seeking a waiver of rental fees for this groups rehearsal and performance times for Eno Hall on April 4, April 6, April 8, April 9, April 10, April 16, and April 17 of this year.

MOTION: Ms. Cook, Mr. Askham second, **to waive the rental fees for Eno Hall for the dates outlined in the Board's packet with the exception of custodial fees; unanimously approved.**

F. Review and discuss waiver of fees for the Theatre Guild of Simsbury Event at Eno Hall.

Ms. Kristen Pomeroy of the Theatre Guild of Simsbury appeared before the Board seeking a waiver of fees for a fundraising event to benefit the scholarship fund for two graduating seniors from Simsbury. Ms. Lang recused herself from voting on this application, noting that her daughter is involved with this group and exited the Meeting Room.

MOTION: Ms. Cook, Mr. Askham second, **to waive the rental fees for Eno Hall for the dates outlined in the Board's packet with the exception of custodial fees; Motion passed with Ms. Heavner, Ms. Cook, Mr. Askham, Mr. Payne, and Mr. Kelly voting aye while Ms. Lang abstained.**

G. Approve Public Gather Permit Applications for 2016 Events.

Culture, Parks, and Recreation Director Gerry Toner appeared before the Board reporting that a Public Gathering Permit meeting was held on February 23, 2016 for organizations interested in securing permission for events held on town owned property.

MOTION: Mr. Askham, Ms. Cook second, **to approve the public gather permits for the PAC site for Simsbury Flea Market/Smorgasbord for April 30, 2016, Lions Club Journey for Sight on May 7, 2016, My Best Friend's 5K Road Race for May 14, 2016, Slightly Stoopid Concert for July 24, 2016, Summer Music Festival on August 11, 2016, Summer Music Festival on August 26, 2016, Septemberfest for September 9-11, 2016, Women's Club Arts and Crafts Festival for September 16-18, 2016, and Chamber of Commerce Chili Festival for September 18, 2016 and October 29, 2016; unanimously approved.**

MOTION: Mr. Askham, Mr. Paine second, **to hold the dates for the Arts Center events for Friday, June 24, 2016, Wednesday, July 20, 2016, and Wednesday, September 7, 2016; unanimously approved.**

Ms. Heavner requested that Mr. Toner advise the Performing Arts Center that they will need to return to the Board for final approval regarding these last three dates. Mr. Toner confirmed.

H. Approve Payment of \$850 to U.S. Treasury for Friends of Simsbury Farms 501(c)3 status.

Gerry Wetjen from the Friends of Simsbury Farms appeared before the Board reminding them that this is a group formally formed in November, 2015. He explained that in order to fundraise the group needs to apply for nonprofit status through a 501(c)3 application. Mr. Wetjen reported that if a group is likely to raise in excess of \$10K over four years, the application fee is \$850 whereas if that threshold was likely to not be reached, the filing fee is \$400.

MOTION: Mr. Askham, Ms. Cook second, **to approve the \$850 payment to U.S. Treasury for Friends of Simsbury Farms 501(c)3 status; unanimously approved.**

I. Financial Authorizations.

MOTION: Ms. Lang, Mr. Askham second, **to adopt the following resolution: Be it resolved that the officer(s) named in Section II (see attached document) or any one of them is (are) hereby authorized to buy, sell, assign and endorse for transfer, certificates representing stocks, bonds, or other**

securities now registered or hereafter registered in the name of the Organization named in Section I; unanimously approved.

J. Approve Resolution authorizing the Town of Simsbury Defined Contribution Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance.

MOTION: Mr. Askham, Ms. Cook second, to approve the attached Resolution authorizing the Town of Simsbury Defined Contribution Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA):

*Action by Unanimous Consent of Government Entity
Restatement of Qualified Retirement Plan*

The undersigned as the persons entitled to make decisions on behalf of the Town of Simsbury ("Employer") hereby consent to the following resolutions:

WHEREAS, the Employer has maintained the Town of Simsbury Defined Contribution Plan ("Plan") since 7-1-2013 for the benefit of eligible employees;

WHEREAS, the Employer has decided to restate the above-referenced Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance;

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Town of Simsbury Defined Contribution Plan as a complete restatement of the prior Plan, to be effective 1-1-2016.

RESOLVED FURTHER that the Employer is authorized to execute the restated Plan document and perform any other actions necessary to implement the adoption of the Plan restatement. The Employer may designate any other authorized person to perform the actions necessary to adopt the Plan restatement. A copy of the Plan shall be retained in the business office of the Employer.

FURTHER RESOLVED that the Employer will act as the administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan.

FURTHER RESOLVED that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the Plan.

Unanimously approved. The resolution was then passed around to the board to gather each and every signature of the Selectmen.

K. Approve entering into a contract with BlumShapiro to Perform an Assessment of the IT Operations of the Town and School District of Simsbury.

Ms. Heavner referred the Board to the proposal within their packages, noting that it includes a review of IT strategies, roadmaps and plans, core functions, and support and maintenance processes, including information security and privacy practices. Additionally, BlumShapiro would be charged with reviewing current IT organizational leadership and staffing, job descriptions, roles and responsibilities, with reviewing methods used to prioritize, schedule and resource technology projects, according to Ms. Heavner. She also noted that the purpose of their work would include realizing efficiencies and economies of scale through shared resources or purchasing power, to document findings and any gaps observed as part of the discovery efforts, and to provide constructive and practical recommendations to achieve potential change. Ms. Heavner noted after taking a high level look, this is an opportunity to take a deep level look and noted that BlumShapiro comes highly recommended.

MOTION: Mr. Kelly, Mr. Paine second, to approve entering into a contract with BlumShapiro to Perform an Assessment of the IT Operations of the Town and School District of Simsbury; unanimously approved.

M. Budget Discussion and Possible Action.

Simsbury Public Library Director Lisa Karim appeared before the Board and provided a power point presentation regarding the Library's proposed FY2017 budget. Using the theme of livability, Ms. Karim noted that the state is really focusing on this because Connecticut has an aging population. She explained that Simsbury has an aging population, too. Ms. Karim peppered her presentation with library patrons holding signs, sharing the dollar value achieved through the use of the library. She noted that the dollar value was derived from Library Use Calculator created by the Massachusetts Library Association and adopted by the American Library Association. Ms. Karim addressed the return on investment in terms of library dollars, reporting that for every tax dollar invested in the Library, residents received \$5.47 in materials, programs, and services. She noted that last year the Library received 361,547 visits to the library which was up 15% from the previous use year. Ms. Karim reported that since 2013, there has been over 100,000 more visitors per year coming to the Library, explaining the increase in Building and Cleaning Supplies request. She reported that the number of programs provided last year was up 43% and attendance was up 44% over the preceding year, noting that 38,600 people attended programs. She also shared the benefits received from improvements to the Library including the Business Resource Center, the new wall installed in the Teen Space, the new computers provided for the Teen Space, a picnic table received from Ensign Bickford, a Mini Makers Space, Printer-On (a remote printer), Mango Languages (an online language learning tool), and Foundation Center (helps non-profits to find grants). Ms. Karim provided an overview of the many different and varied programs offered by the Library.

Ms. Karim noted her concern with maintaining service levels at the reference desk, reporting that she had requested an additional appropriation of \$8,800, but had it cut to \$4,400. In response to a question from Mr. Askham regarding the breakout of increases between contractual increases and additional hours, Ms. Karim noted that contractual increases bring them to 1.8% whereas when coupled with the additional hours, the increase is at 1.9%. It was noted that the Board may want to review including \$8,800 for 6 hours of added part-time help for the entire year rather than only six months.

The Board took a ten-minute break at 8:00PM.

Ms. Heavner noted that a memorandum from Town Engineer Jerome F. Shea, P.E. dated March 14, 2016 regarding his FY2017 Budget Request for an engineering support position was included in the Board's package.

Mr. Rabbit addressed the Board regarding the capital proposal and what those expenditures are. He noted that of the \$222,500 requested, which will include the Plan of Conservation and Development, the Weatogue Zoning Regulations Form Based Code, Regulatory Review and Update to Land Use Regulation. He noted that he had discussed Educational Programs with the Commissions and has added this in formally. Mr. Rabbit reported that Development of Project Studies, Development of Concept Plans, Urban Design and Architecture for key projects within Simsbury Center Code District, the Route 10 Hopmeadow Corridor, both south and north of Simsbury Center as well as developing design guidelines and architectural standards for the form based codes. He noted the dollar amounts attributed to each of these.

Interim Finance Director Sean Kimball reviewed through an excel worksheet, projected for all to see, noted as operating impact or CNR (capital non-recurring) or capital budgetary items the Board had deemed worthy of reconsideration.

Ms. Heavner reported that she had been invited to the Board of Finance meeting the following evening, March 15, 2016, and urged fellow board members to join her.

Mr. Kimball gave a brief budget status report, noting that the town is tracking on trend.

6. OTHER BUSINESS:**A. Update on Senior Community Center Project.**

Ms. Heavner reported that the Senior Community Center Project is back at building, awaiting a space design concept to see another option if the building is attached.

7. APPOINTMENTS AND RESIGNATIONS:

A. Reappoint Richard Ostop (D) to the Hartford Area Cable Television Advisory Council with an expiration date of June 30, 2017.

MOTION: Ms. Lang, Mr. Paine second, **to reappoint Richard Ostop (D) to the Hartford Area Cable Television Advisory Council with an expiration date of June 30, 2017; unanimously approved.**

B. Reappoint Kenneth N. Picard (D) to the Hartford Area Cable Television Advisory Council with an expiration date of June 30, 2017.

MOTION: Mr. Paine, Mr. Askham second, **to reappoint Kenneth N. Picard (D) to the Hartford Area Cable Television Advisory Council with an expiration date of June 30, 2017; unanimously approved.**

8. REVIEW OF MINUTES:

A. Regular Meeting of February 22, 2016 – Public Hearing.

B. Regular Meeting of February 22, 2016.

C. Regular Budget Workshop Meeting of February 29, 2016.

No changes were made to the Regular February 22, 2016 – Public Hearing Meeting Minutes, the Regular February 22, 2016 Meeting Minutes or the Regular Budget Workshop February 29, 2016 Meeting Minutes.

9. SELECTMEN LIAISON AND SUBCOMMITTEE REPORTS:

A. Personnel.

No business was discussed.

B. Finance.

No business was discussed.

C. Welfare.

No business was discussed.

D. Public Safety.

No business was discussed.

E. Board of Education.

No business was discussed.

10. ADJOURN:

MOTION: Ms. Lang, Mr. Askham second, **to adjourn at 8:52PM; unanimously approved.**

Respectfully submitted,

**Pamela A. Colombie
Commission Clerk**

Entity Information

Non-Corporate Resolution

NCR

Account Number

Rep ID

Instructions: This form must be submitted when opening an account for an association or other non-corporate organization. This form designates individuals who are specifically authorized to give instructions on behalf of the organization. Please attach a photocopy of the ID document listed in Section I. For non-profit organizations a copy of the most recent IRS Form 990 may be submitted in lieu of the Articles of Incorporation, Business License, etc.

Not to be used when opening accounts for corporations, partnerships, LLCs, sole proprietorships, or incorporated non-profits.

Please Fax the completed form along with ID documentation to New Accounts at (858) 202-8325.

Section I: Organization Information

Name of Organization <input type="text"/> Town of Simsbury		Type of Organization <input type="text"/> Municipality	
Name of Governing Body of the Organization <input type="text"/> Board of Selectmen		Name of Document under which Organization Operates <input type="text"/> Charter of the Town of Simsbury	
Document Type: <input type="radio"/> Articles of Incorporation <input type="radio"/> Business License <input type="radio"/> Partnership Agreement <input type="radio"/> Certificate of Good Standing			
Document Number (Tax ID/SSN not acceptable) <input type="text"/>	Place of Issuance <input type="text"/>	Document Issuance Date <input type="text"/>	Document Expiration Date (if applicable) <input type="text"/>
Is this account for a government entity? <input checked="" type="radio"/> Yes <input type="radio"/> No			

Section II: Authorized Officers Information

1. Primary Authorized Officer Information

Authorized Officer <input type="text"/> Sean M. Kimball - Interim Director of Finance/Treasurer	Social Security Number <input type="text"/>	Date of Birth <input type="text"/>	ID Number <input type="text"/>
Residence Address (no P. O. Boxes) <input type="checkbox"/> Same as mailing address <input type="text"/>	Country of Citizenship <input type="text"/>	ID Type <input type="text"/>	ID Issuance Date <input type="text"/>
<input type="text"/>	Home Phone <input type="text"/>	ID Place of Issuance <input type="text"/>	ID Expiration Date <input type="text"/>

Mark here and complete the below information if a FINRA employee or person associated with a broker/dealer or municipal securities dealer has a financial interest in, controls trading in, or has discretionary authority over this account (e.g., accounts for minor children). This includes situations where you are employed by FINRA or associated with a broker/dealer or municipal securities dealer. This also includes situations where your spouse, domestic partner, or other immediate family member is employed by FINRA or associated with a broker/dealer or municipal securities dealer.

LPL will notify FINRA, the broker/dealer, or the municipal securities dealer regarding this account and may transmit duplicate statements, confirmations and other information concerning the account. By completing and signing this new account application, you authorize LPL to provide transactional data as listed above to FINRA, the broker/dealer, or municipal securities dealer as applicable.

Full Name of Person Associated with Firm or FINRA <input type="text"/>	Relationship to Account Holder of Person Associated with Firm or FINRA <input type="text"/>	Name of Associated Firm (if FINRA, list FINRA) <input type="text"/>
Address of Person Associated with Firm or FINRA <input type="text"/>	Corporate Compliance Mailing Address of firm <input type="text"/>	

Mark here if you or any member of your immediate family has been a corporate officer, director, or owner of 10% or more of any public corporation within the past three months. Name of Corporation(s)



2. Secondary Authorized Officer Information

Authorized Officer Lisa L. Heavner - First Selectman	Social Security Number	Date of Birth	ID Number
Residence Address (no P. O. Boxes) <input type="checkbox"/> Same as mailing address	Country of Citizenship	ID Type	ID Issuance Date
	Home Phone	ID Place of Issuance	ID Expiration Date

Mark here and complete the below information if a FINRA employee or person associated with a broker/dealer or municipal securities dealer has a financial interest in, controls trading in, or has discretionary authority over this account (e.g., accounts for minor children). This includes situations where you are employed by FINRA or associated with a broker/dealer or municipal securities dealer. This also includes situations where your spouse, domestic partner, or other immediate family member is employed by FINRA or associated with a broker/dealer or municipal securities dealer.

LPL will notify FINRA, the broker/dealer, or the municipal securities dealer regarding this account and may transmit duplicate statements, confirmations and other information concerning the account. By completing and signing this new account application, you authorize LPL to provide transactional data as listed above to FINRA, the broker/dealer, or municipal securities dealer as applicable.

Full Name of Person Associated with Firm or FINRA	Relationship to Account Holder of Person Associated with Firm or FINRA	Name of Associated Firm (if FINRA, list FINRA)

Address of Person Associated with Firm or FINRA	Corporate Compliance Mailing Address of firm

Mark here if you or any member of your immediate family has been a corporate officer, director, or owner of 10% or more of any public corporation within the past three months. Name of Corporation(s)

3. Tertiary Authorized Officer Information

Authorized Officer	Social Security Number	Date of Birth	ID Number
Residence Address (no P. O. Boxes) <input type="checkbox"/> Same as mailing address	Country of Citizenship	ID Type	ID Issuance Date
	Home Phone	ID Place of Issuance	ID Expiration Date

Mark here and complete the below information if a FINRA employee or person associated with a broker/dealer or municipal securities dealer has a financial interest in, controls trading in, or has discretionary authority over this account (e.g., accounts for minor children). This includes situations where you are employed by FINRA or associated with a broker/dealer or municipal securities dealer. This also includes situations where your spouse, domestic partner, or other immediate family member is employed by FINRA or associated with a broker/dealer or municipal securities dealer.

LPL will notify FINRA, the broker/dealer, or the municipal securities dealer regarding this account and may transmit duplicate statements, confirmations and other information concerning the account. By completing and signing this new account application, you authorize LPL to provide transactional data as listed above to FINRA, the broker/dealer, or municipal securities dealer as applicable.

Full Name of Person Associated with Firm or FINRA	Relationship to Account Holder of Person Associated with Firm or FINRA	Name of Associated Firm (if FINRA, list FINRA)

Address of Person Associated with Firm or FINRA	Corporate Compliance Mailing Address of firm

Mark here if you or any member of your immediate family has been a corporate officer, director, or owner of 10% or more of any public corporation within the past three months. Name of Corporation(s)



4. Quaternary Authorized Officer Information

Authorized Officer []	Social Security Number []	Date of Birth []	ID Number []
Residence Address (no P. O. Boxes) <input type="checkbox"/> Same as mailing address []	Country of Citizenship []	ID Type []	ID Issuance Date []
[]	Home Phone []	ID Place of Issuance []	ID Expiration Date []

Mark here and complete the below information if a FINRA employee or person associated with a broker/dealer or municipal securities dealer has a financial interest in, controls trading in, or has discretionary authority over this account (e.g., accounts for minor children). This includes situations where you are employed by FINRA or associated with a broker/dealer or municipal securities dealer. This also includes situations where your spouse, domestic partner, or other immediate family member is employed by FINRA or associated with a broker/dealer or municipal securities dealer.

LPL will notify FINRA, the broker/dealer, or the municipal securities dealer regarding this account and may transmit duplicate statements, confirmations and other information concerning the account. By completing and signing this new account application, you authorize LPL to provide transactional data as listed above to FINRA, the broker/dealer, or municipal securities dealer as applicable.

Full Name of Person Associated with Firm or FINRA []	Relationship to Account Holder of Person Associated with Firm or FINRA []	Name of Associated Firm (if FINRA, list FINRA) []
----------------------------------------------------------	-------------------------------------------------------------------------------	-------------------------------------------------------

Address of Person Associated with Firm or FINRA []	Corporate Compliance Mailing Address of firm []
--------------------------------------------------------	-----------------------------------------------------

Mark here if you or any member of your immediate family has been a corporate officer, director, or owner of 10% or more of any public corporation within the past three months. Name of Corporation(s) []

Section III: Certification

Be it resolved that the officer(s) named in Section II or any one of them is (are) hereby authorized to buy, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of the Organization named in Section I.

We hereby certify that the foregoing is a true copy of a resolution duly adopted by the governing body of the Organization, at a meeting, duly called, held on:

March 14, 2016

At this meeting a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the document under which the Organization is operating.

We further certify that the following are the signatures of the officers authorized by the foregoing resolution to act for this Organization:

Officer's Signature	Sean M. Kimball	Officer's Name (print)	Date
Officer's Signature	Lisa L. Heavner	Officer's Name (print)	Date
Officer's Signature		Officer's Name (print)	Date
Officer's Signature		Officer's Name (print)	Date

In witness whereof, I have hereunto set my hand and affixed the seal of said organization this day:

Corporate Seal (If there is no Corporate Seal, Write "None.")

[]

Secretary or Appointing Officer's Name (print)
(write "none" if there is no other officer)

Secretary or Appointing Officer's Signature

(Authorized signer and secretary or officer appointing authorized signer may not be the same). If there is only one officer named in Section II and he is the organization's only authorized officer, the officer hereby certifies that the officer is the sole owner of the organization identified in Section I and there is no one else having any right, title or interest therein. As the sole owner of the organization, the officer hereby authorizes you to accept checks for credit to the officer's personal account that are drawn on this organization. As the sole owner of the organization, the officer is the only person authorized to sell, assign, or endorse for transfer certificates representing stock, bonds, or other securities registered in the name of or on behalf of said organization.

Account Number

[]	[]	[]	[]	[]	[]	[]	[]
-----	-----	-----	-----	-----	-----	-----	-----

