



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601  
www.town.barnstable.ma.us



Office: 508-775-2020  
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Frank Sanchez, Jr., Airport Manager

Barnstable Municipal  
Airport Commission:

Daniel W. Santos, P.E.  
Chairman

John T. Griffin, Jr.,  
Vice Chairman

Robert L. O'Brien,  
Commissioner, Clerk

Donald E. Megathlin,  
Commissioner

Michael A. Dunning,  
Commissioner

Ronald Persuitte,  
Commissioner

Timothy R. Luizetti,  
Commissioner

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, September 16, 2008**

**Commissioners Present:**

Daniel W. Santos P.E, Chairman; John T. Griffin, Jr., Vice Chairman; Robert L. O'Brien, Clerk; Michael A. Dunning, Donald E. Megathlin, Ronald Persuitte and Timothy Luizetti. The meeting was held at the Barnstable Municipal Airport in the Gourley Conference Room.

**Yarmouth Representatives Present:**

Robert Howard

**Airport Staff Present:**

Frank Sanchez, Asst. Airport Manager and Diane Sweeney, Principal Assistant

**Public Members:**

Hank Farnham, Barnstable Town Council; David Chamberlain, Jacobs, Edwards & Kelcey; Bill Richardson, Jacobs, Edwards & Kelcey; Art Kimber; Robin Anderson, Barnstable Town Employee; Bruce Gilmore, Attorney.

**Call To Order:**

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 6:05 p.m. Attendance roll call was taken. There was a quorum present.

Introduction of new commissioner Tim Luizetti.

**Minutes of the previous meetings:**

Chairman Santos motioned to approve the minutes of the August 19, 2008 Airport Commission Meeting as written. This was seconded by Commissioner Griffin and approved unanimously.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

**Correspondence and Communications from Staff:**

None

Presentation to Art Kimber by Chairman Santos to comemorate his dedicated years of service to the Airport Commission. He was presented with a gift and said a few words of praise for the Barnstable Municipal Airport Commission and the Airport Staff. Commissioner Griffin honored him with some heartfelt memories and a congratulatory speech.

~~to the Town Attorney to inquire if the Police Department and Town Parking Enforcement could~~  
~~The Town parking plan is under revision. If has been suggested to include both the former Chili's and the Mitchell's properties in the new plan. If so, it must be advertised by the Town Manager.~~

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**PD0109-01 Public Relations Discussion Update:**

Discussion on the options we have available for a regular quarterly news letter was discussed.

Comment Column in the Patriot Newspaper

Town of Barnstable News Bulletin published monthly and sent out via email.

We have a trial publication being printed within the month in the Patriot Newspaper and the Register.

Action: Further research needed by Airport staff.

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**PD0206-01 Marketing Consultant:**

Proposals from Handouts from Sixel Consulting Group, Inc. and RLM regarding Small Community Air Service Development Grant applications were given to subcommittee members to review and discuss. The grant application for the SCASDG deadline is The Grant application request deadline is late March/early April. Final date for submission is late May/early June 2008. It was SuggestedThereThere was some discussion concerning the hiring of a Marketing Consultant in light of the new terminal, and overall growth of the airport. Manager Mosby proposed that it would be proposed a public relations initiative whereby the Airport establish a budget that would fund a monthly publication of an article in the local newspaper that would give the citizens information on airport "happenings, events, project updates, etc. general consensus viewed this as a positive and a favorable suggestion. if any, such new This item will obviously require more investigation and

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~~dialog with other commissioners by subcommittee that staff members for staff to research consulting groups regarding statistically how many Grant applications have been submitted, and of the submittals, out of them how many have been approved? In addition, the subcommittee would like to know: how the Grant money is to be can be used. Manager Mosby felt that this information could be gathered, disseminated, and a recommendation made to proceed at the Have this information ready to present and vote on in the March Full Commission mMeeting.~~

~~Action: Recommended to March 2008 Full Commission Meeting discussion.~~

New Discussion:

PD0308 01 Review the MAC approved Minimum Standard Document:

~~Subcommittee discussed accepteding and approving ed the Minimum Standards Document and recommended putting this item be placed on the March Full Commission mMeeting agenda.~~

~~Action: Recommend to March 2008 Full Commission mMeeting for approval, response from the Town Attorney and funding and construction FAA AIP for non-airport related businesses es , along with the Town , would need to collaborate on possibly funding the access road construction~~

Adjournment: Meeting was adjourned at 9:00 am.

Next meeting scheduled for April, 2<sup>nd</sup>, 2008.

Robert L. O'Brien, Chairman \_\_\_\_\_ Date  
Planning & Development Subcommittee

BARNSTABLE MUNICIPAL AIRPORT COMMISSION  
MINUTES FOR THE REAL ESTATE SUB COMMITTEE  
MEETING \_\_\_\_\_ May 5 July 7 April 7  
8:30:00am

Wednesday, November 3<sup>rd</sup>, 2004

Commissioners Present:  
Margarete Maillho, Chairman  
Robert O'Brien, Commissioner

Airport Staff Present: 8:30:20am  
Quincy "Doc" Mosby, Airport Manager  
Mary Roberts, Administrative Assistant

Public members Present:

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See attached list.

**RE11-01 Call to Order:**

Michael A. Dunning and Cand Donald E. Megathlin  
chairman, Margarete Maillho called the Real Estate subcommittee meeting of the  
Barnstable Municipal Airport to order at 8:10 a.m.

Commissioner Michael A. Dunning

RE11-02 Minutes of the previous meeting: Asst. Airport Manager, ; Administrative Ass Executive  
Assistant, Regina Hill and Noise Abatement Officer, Christina Sullivan

Chairman Arthur Kimber and Yarmouth Representative, Robert Howard, joined the meeting at  
9:33 am, to the Airport Manager, Suzanne Kennedy, and Noise Abatement Officer, Christina  
Sullivan.

Regina Hill the June 2 April 7 March 3fff

Upon reviewing minutes Chairman Maillho referred minutes to the Full Commission due to  
the reconstituted membership.

**RE11-03 RFP for Mildred's:**

RFP has been sent to Town Manager, for review and approvals along will set up meeting with  
Airport Manager Mosby informed the Commissioners that he had received the Mildred's RFP  
from the Town of Barnstable Procurement Office, and would do the ground work for the RFP.  
This would enable the airport to advertise the RFP so as not to lose the interested parties who  
have expressed a serious interest in the property.

Action required by Subcommittee: None

**RE11-04 Blackburn Property Acquisition:**

Airport Manager Mosby updated the Commissioners that the owner of the Blackburn property is  
solely responsible to meet the Consent Order that MEPA (Massachusetts the Department of  
Environmental Protection Association) has issued. The Airport will not be involved with any 21E  
cleanup actions. Joe Longo of Horsley & Witten, Inc. was present for questions and will  
coordinate a meeting with MEPA officials and the airport to clear up any  
must begin within of site plan review. assumptions that the airport would be involved with any  
cleanup.

Action None required by Subcommittee; Commissioners asked Manager Mosby to schedule  
meeting with MEPA as stated above.

**RE11-05 Silvia & Silvia Lease:**

All documents regarding the Silvia & Silvia Lease were mailed out to all commission members.  
Mosby recommended that the Lease be referred to the full commission for approval at the  
November 15<sup>th</sup>, 2004 meeting

Aviation a charter service and expects to be using three twin engine aircraft.  
Manager Mosby informed the commissioners that once the Inter-modal parking project is  
completed, the now gravel road behind AMA will be paved, which will facilitate parking for  
Arbie customers. Further POV airside access will no longer be allowed.

Action required by Subcommittee: Recommend approval of Lease to the full commission.  
Arbie's location to the

**RE11-06 Rectrix Aerodrome, Inc.:**

Laura DeStella, owner of Diane's Gift Shop, presented the commissioners a proposal for  
expansion of her gift shop operation;

Richard Cawley, President of Rectrix Aerodrome, Inc. attended the meeting to advise the sub-  
committee of the firms upcoming and long range plans. Mr. Cawley presented the following:

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~~—Rectrix recommended having the airport manager produce a copy of the airport layout plan to show what property was available on the airport for lease.  
Action required: Manager Mosby stated he would compile an airport diagram for interested airport tenants as suggested. Commissioner Maillho stated it was important for any parties using such a list to be aware that the information contained would be based on information available to date and no reliance should be made by outside parties for planning purposes. All information was subject to change without notice. Rectrix's would like to lease an additional 90' (Mary please supply figures for current apron space and additional apron space—square foot amount or dimensions 90' x X').  
This would impact the service road. Rectrix will pay for relocation of the portion of the road which would be impacted by the additional apron space. Mr. Cawley stated that Rectrix Aerodrome is fully aware of that an FAA Form 7460 (Mary is this the correct form #?) must be filed with the FAA.  
Action required: Action required by Subcommittee: Manager Mosby will draft new lease for additional portion of space and advise additional revenue to be expected at next Full Commission meeting.~~

~~RE11-07 Arbie Aviation:~~

~~Representing Arbie Aviation was Joe Longo of Horsley & Witten, Inc. Joe informed the Commissioner's that Arbie Aviation is seeking to build a small aircraft hanger on the East ramp. The new hangar would be constructed between the AMA Lumber and Delamar Hangar lease lines. Arbie Aviation will present more details of the requested facility at a later date.~~

~~Action required by Subcommittee: None at this time.~~

~~RE11-08 Diane's Gift Shop:~~

~~Owner of Diane's Gift Shop was scheduled to appear before the sub-committee, but failed to show. No further discussion.~~

~~Action required by Subcommittee: None at this time.~~

~~RE11-08 Adjournment:~~

~~Upon motion duly made, and seconded the meeting was adjourned at 8:45am.~~

~~Margarete Maillho, Chairman~~

~~\*DRAFT — FOR REVIEW ON would require of her~~

~~— Laura formally requested to lease the space adjacent to the gift shop where vending machines are currently located. This space is approximately 96 square feet. Manager Mosby mentioned vending machine space is being used, but is not being leased by Semprini. The vending machines can be moved and it will not affect Café' at the Airport's vending revenue.~~

~~— Laura also briefed the commissioners that she would like to obtain a package store liquor license only to sell wine as a packaged gift combination, and provide same wine and beer gift combination to corporate jets frequenting the airport. She requested the commissioner's support for this endeavor.~~

~~— The Town of Barnstable's Licensing Department would require Diane's Gift Shop to get permission from the Airport Commissioner's prior to applying for such a license. Laura is willing to have restricted language written into her current lease to govern sale of these items as gift baskets only, as the Gift shop does not desire to operate as a package store to sale beer~~

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and wine to the public at large. Her request is a mere convenience and service to airport passengers and tenants.

LY:

fSenator Kennedy, Congressman Delahunt, and their staff fully support the new Air Traffic Control Tower. Both government leaders would like letters of support from the Airport Commission, Town Manager of Town Council, and the FAA to support their request for federal funding from the Congressional Appropriations Office in April 2005.

Jim Crocker, Barnstable Town Council, was present and would facilitate obtaining whatever documentation would be required to support the control tower effort. is f that the required letter be drafted, Old

PD0754.01 Cape Cod Commission DRI ApplicationGrowth Incentive Zone Update;

Manager Mosby updated the sub committee on the proposed Growth Incentive Zone for the Airport. A meeting was held with the Town of Barnstable Growth Management Department regarding this matter and they support creating a Growth Incentive Zone for the Airport. The Cape Cod Commission favors this idea as well. displayed map of potential growth incentive zone for airport.

Action: The Airport Manager will continue to pursue this concept with the Town of Barnstable Growth Management Department and the Cape Cod Commission to further this idea.

The airport property line and fence along Mary Dunn Road would be moved, and controlled access would be installed to stop illegal dumping and protect well heads for Water Dept. The commissioners would like to see proposed land use for this area from the Town of Barnstable.

Action: Request meeting with Patty Daly and Paul Niedzwiecki in May. Manager Mosby will contact FAA about FAA regulations of disposal of surplus property, and revenue realized to purchase other property.

Yarmouth Representative, Robert Howard joined the meeting.

New Business:

Manager Mosby advised the Sub Committee that all input has been received by Horsley & Witten, whom are preparing final application for submission. DRI application should be filed by April 14, 2006

Action: None

PD0754.02 Minimum Standards UpdateIsland Air Airport Noise Abatement Program:

After a presentation of various noise concerns by the Commissioner Don Megathlin it was recommended to defer the noise issues to the Adhoc Committee. (See an attached copy of the noise presentation.)

Action: The Adhoc Committee will make recommendations at the Full Commission meeting on July 18, 2006.

New Business:

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PD07-03 Earth Tech Terminal Reprogramming

Airport Manager Mosby updated the Commission on the re-programming of the new terminal building by Earth Tech. The building has been reduced by 6,750 sq. ft., which could result in cost savings of \$1.5-2.5 million. (See an attached copy of the Earth Tech report.)

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Action: Airport Manager will update the Commission on the final terminal size upon completion of the Cape Cod Commission DRI process. The sizing of the terminal building will become more precise as work commences on the design phase of the project.

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Commissioner Megathlin dispersed handout, see attached. Discussion of possible solutions to early morning flights prior to 6:00 am. Commissioner Griffin stated that legally the airport cannot enforce a "curfew", technically it is termed "quiet hours". Possible suggestions: require use of Runway 33 for flights departing prior to 6:00 am, consider non-renewal of lease, possible peak hour pricing for early morning flights.

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Action: Meet with Island Air about the early morning passenger flights, and gather information with noise monitoring system at perimeter fencing.

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Manager Mosby advised the Sub-Committee that the FBO draft standards are completed; Introduction documents are completed; Manager Mosby should have final documents by June 15, 2006

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Action: None

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5.Noise Abatement Lease Language Manager Mosby stated that Donna Witte, FAA received legal opinion from Washington D.C. and the noise abatement language in the Wiggins Operating Agreement was acceptable.

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Contact Donna Witte, FAA, for clarification on language regulations and if it can be included in all future leases.

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New Business

5.Terminal Funding Alternatives Airport Staff and Mark Milne, Town of Barnstable Finance Department, met with SH&E. The financial analysis will be complete in June. Earth Tech will redo plans with downsized pre-approved square footage specifications. Bonding and Bonding Procedures for the new terminal were discussed. SH&E will meet with the full commission to advise of proposed rate increases. Must increase revenues by 1.3 million per year to fund the first five years of terminal construction bond. Carried forward to the June sub-committee meeting.

and results are expected to be received sometime within the next few weeks at 2005 m; a Runway 15 Loan Appropriation Order in the amount of Draft copy attached.

Action: Recommend approval to permit Airport Manager to prepare Loan Appropriation Order as attached. 379:53.

Next meeting scheduled for August 4 June 2 May 5, 2006

## **Reports from Sub-Committees.**

### **Finance Sub-Committee (Commissioners Megathlin, Dunning, Pursuite)**

The Finance subcommittee met on Tuesday, September 2, 2008. Sub-Committee Chairman Megathlin reported the following items discussed:

- **CIP** budget submitting approvals:
  - 1). Terminal: \$31M includes design, terminal design, infrastructure, access road, land acquisition, apron project. Airport Management will need to verify sources of funding. Discussion on deleting Sullivan access road from the project; there are not enough funds for acquisition of the McGregor property (Pet Grooming). Regarding the aircraft apron project it was decided not to include FAA discretionary funds.
  - 2). In the matter of the three (3) 20,000 gallon jet fuel tanks: this is a high priority and Commissioner Pursuite suggested looking at installations by other installers and comparing.
  - 3). Construction of taxiway A – looking at source of funding
  - 4). Taxiway C - lower priority-needs to be brought back to committee

**ALP** – 1). Improve the FAA Tower 2). Land acquisition – acquisition of two parcels owned by Hubbard Oil. Finance committee will provide budgets for both items before coming to the Full Commission in October. Relate CIP to pro forma, has to agree with ALP and submissions to FAA and MAC.

- **Parking:** Chris Howley, president of Republic Parking will be present at next finance subcommittee to be held October 14, 2008 to talk about automation, existing parking and proposed parking. We may lose parking to Cape Air due to the access road because they will have to move and Griffin Avionics will lose aircraft parking. The committee will be looking at all these factors at this next meeting. All commissioners are invited as the parking issue transcends all the committees.

### **Real Estate & Contracts Sub-Committee: (Commissioners Dunning, Megathlin, Pursuite)**

The Real Estate Sub-Committee met on Tuesday, September 2, 2008. Sub-Committee Chairman Dunning reported the following items discussed:

- Rectrix – acknowledged receipt of a letter from the Airport Commission as to what would be expected for information in support of the application to add on to their tarmac area. Rectrix asks what technical information would be needed and the answer was the same that was requested of them in a letter dated back in March 17, 2008.
- Volta Oil – did not appear. A letter should be sent to them by staff re: they must execute the tenant-at-will lease retroactive to July 1<sup>st</sup> or the lease will be terminated.
- Griffin Avionics – ramp lease; Griffin would be interested in acquiring part of the Colgan leasehold; tarmac space only since they will lose some space due to the access road. Commissioners went on a Windshield Tour/site visit and now know what the site looks like and can make proper advisements.

Page 3  
BMAC  
September 16, 2008

- Two Seas – no appearance for lease proposal. Made site visit to this location.
- Hyannis Air – lease agreement renegotiation extension proposal. Outline request for a two-story 8,000 sq. ft. addition to the hangar currently being leased from the Town. Discussion on how to address parking issues. Site visit to this location also.

**Environmental Sub-Committee (Commissioners Griffin, O'Brien, Santos)**

The Environmental subcommittee met on Wednesday, September 10, 2008. Sub-Committee Chairman Griffin reported the following items discussed:

- Early morning flights/Noise Report for August 2008/Noise Monitoring Report
- Horsley & Witten Report of the Blackburn's property site: soil batching was completed Sept. 5<sup>th</sup>. Ground water sampling results all below DEP standards. Loam is clean and usable. No contamination on site.
- Atlantic Engineering will be submitting the draft DEP closure report for review by Horsley & Witten.
- All DEP requirements are on track for dates.
- Joe Longo of Horsley & Witten met with Cape Cod Commission regarding DRI requirements re: moving Sullivan property access road. Traffic studies to compare the positive and negatives.
- Horsley & Witten is working with EarthTech on the 30% design for completion by October 20<sup>th</sup>. Chairman Santos has asked Management to track DRI to see that the Cape Cod Commission stays on schedule.
- Windshield Tour is scheduled for Friday, September 19, 2008. Committee to see various catch basin, storm water building, environmentally sensitive.

**Planning and Development Subcommittee: (Commissioners O'Brien, Griffin, Santos)**

The Planning & Development subcommittee met on Wednesday, Sept. 10. Sub-Committee Chairman O'Brien reported the following items discussed:

- Development Agreement (DRI requirement). Copies of LCP in tonight's packet. Draft addition has been printed and is before the Town Council for a Second reading on Thursday, Sept. 16, 2008. Commissioner O'Brien going to meeting with the Growth Management Dept.
- Master Plan discussed– Committee will take look before passing it on to Full Commission for review
- Brief discussion – Hilton Garden Hotel being built across the street from the airport. FAA approval.

**Terminal Building Committee: (Commissioners Santos, O'Brien, Megathlin)**

The Terminal Building committee. Sub-Committee Chairman Santos reported the following items discussed: Committee did not meet.

RFP for Construction Manager at Risk is out. Will be getting responses the 21<sup>st</sup> of October.

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**Unfinished Business:**

**BMA 0808-03 – Jacobs Scope of Work/Access Road**

**ORDERED**, that the Barnstable Municipal Airport Commission approve the renegotiated fee for the Scope of Work for Jacobs Edwards & Kelcey for the engineering design phase only of the terminal access road. The Commission's approval of the Scope of Work shall be subject to the

URS Independent Fee Estimate being within the 10% guidelines as required by the FAA. .  
**SPONSOR:** Terminal Sub-committee (**May be acted upon**)

This agenda item was moved and read by Commissioner O'Brien, and seconded by Commissioner Dunning. There being no further discussion, the motion was approved with a roll call vote as follows:

Santos	Yes	Griffin	Yes
O'Brien	Yes	Dunning	Yes
Megathlin	Yes	Persuitte	Yes
		Luizetti	Yes

**New Business:**

**BMA 0908-01 – Airport ALP & Master Plan Public Relations**

**ORDERED**, that the Barnstable Municipal Airport Commission approve the expenditure of funds, not to exceed \$4,000.00, to hire public relations person to assist the Commission with informing the public of the Airport's ALP & Master Plan.

**SPONSOR:** Planning & Development Sub-committee. (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded by Commissioner Dunning.

Chairman Santos will be working with Towns of Barnstable and Yarmouth and their departments and neighbors rather than tax the airport staff. The public relations person serves as an assistant to the Chairman. This PR person will identify stakeholders that are affected by the airport and set up sessions to get input for the master plan. Bill Richardson from Jacobs, Edwards & Kelcey stated that Jacobs is willing to help in any way they can to get the word out and support in public relations.

**Yarmouth Representative's Report:**

Mr. Howard stated that he looks forward to Chairman Santos' presentation to the Yarmouth Selectmen on the September 21<sup>st</sup>.

**Assistant Airport Manager's Report:**

- Busy end of year: CIP, Budget and FAA financials
- Asst. Airport Manager, Frank Sanchez will be attending an FAA conference Oct 28 – 30 in Bedford, MA.
- Noise Abatement Officer, Christina Lounsbury is attending a training session on new flight tracking system – ERA Airscene Training Conference 9/14 – 9/19 in Las Vegas, NV.
- World II aircrafts B17, B24, B25 September 10 – 12. Successful visit.

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**Announcements - Commissioner's Comments:**

None

Chairman Santos called for a motion for the Airport Commission to go into Executive Session under provisions of M.G.L. Chapter 39, Section 23B of the Open Meeting Laws for the purpose of (a). purchasing real property and (b). developing strategy to negotiate litigation. The regular session of the Airport Commission meeting will reconvene after the executive session for the sole purpose of adjournment. The motion was made and seconded, and a role call vote was taken to go into executive session at 7:00 pm.

Daniel Santos	Yes	John Griffin	Yes
Robert O'Brien	Yes	Michael Dunning	Yes
Donald Megathlin	Yes	Ronald Persuitte	Yes
		Timothy Luzietti	Yes

The next meeting will be held on Tuesday, October 21, 2008.

**Adjournment:**

The Regular Session of the Barnstable Municipal Airport Commission reconvened at \_\_\_\_ p.m., immediately followed by a motion to adjourn the meeting by Commissioner O'Brien; it was seconded by Chairman Santos and approved unanimously. The meeting was adjourned at \_\_\_\_ p.m.

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ROBERT L. O'BRIEN, CLERK

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