

**STATE CODES AND STANDARDS COMMITTEE  
MINUTES**

**March 13, 2013**

1. The Chair called to order the regular meeting of the State Codes and Standards Committee. The meeting was held in the third floor conference room (room 348) at 1111 Country Club Road, Middletown, Connecticut.

2. **In Attendance:**

- Henry Miga, Chair
- Christopher Cozzi
- Thomas DiBlasi
- Louis Free
- Donald Harwood
- George Iskra
- David McKinley
- Michael Musco
- Glenn Neilson
- Andrew Rizzo, Jr.
- Marjorie Shansky
- Michael Sinsigalli
- Fred Wajcs, Jr.
- William Zoeller

**Also Present:**

- Joseph Cassidy, OSBI
- Daniel Tierney, OSBI
- Joseph Kingston, OSFM
- Terry Brouwer, OSFM
- Jenna Padula, Esquire, DCS Legal
- David Bebrin, CL & P
- Bruce Spiewak, AIA CT

3. Attendance was taken and a quorum was present. A motion was made and seconded to accept the minutes of the January 9, 2013 meeting. All in favor. None opposed. Motion carried. The February 13, 2013 was cancelled.

**4. COMMUNICATIONS**

- a. **Correspondence received from John Jackman resigning from the Codes and Standards Committee effective January 9, 2013. John held the Fire Marshal position. The Committee wished him well.**
- b. **A-18-12. Correspondence re appeal from Sandra and David Biller re North Haven Fire Marshal's decision re 154 State Street, North Haven, CT. See**

**Appeal Hearings Section 8.e.**

- c. **A-2-13. Request for appeal from Gerald Farrell Sr. re State Fire Marshal's decision re FM-0273-12 re Wallingford Center Associates, 373 Center Street, Wallingford, CT. Panel consists of Michael Sinsigalli, Panel Chair; Louis Free and Fred Wajcs, Jr. Marjorie Shansky will be the alternate. On February 27, 2013, letter sent to appellant requesting clarification re whose decision is being appealed (local Fire Marshal or the State Fire Marshal). On March 6, 2013 appellant responded that he is appealing the State Fire Marshal's decision (FM-0273-12 re 373 Center Street, Wallingford). Hearing was set for Wednesday, April 10, 2013 at 10:00 a.m. in room 348.**
- d. **A-4-10 and C-1-11. Correspondence received from Steven Edelman re:  
A-4-10. Appeal from Steven Edelman re Windham Building Official's decision re 202 Scotland Road, Windham, CT.  
C-1-11. Complaint request for revocation from Steven Edelman re Windham Building Official (Donald Schultz).  
See Appeal Hearings Section 8.a. (A-4-10) and 8.i. (C-1-11).**
- e. **A-3-13. Request for appeal from Ryan Hagler re State Fire Marshal's decision re: a) FM-0364-12; b) FM-0367-12; c) FM-0370-12; d) FM-0373-12; e) FM-0376-12; f) FM-0379-12; g) FM-0384-12; h) FM-0386-12; i) FM-0390-12; j) FM-0393-12; k) FM-0396-12; l) FM-0401-12m) FM-0405-12; n) FM-0408-12; o) FM-0411-12; p) FM-0414-12; q) FM-0418-12 re Huntington Woods, 200 Blakeslee Street, Buildings 2 thru 18, Bristol, CT. Panel consists of Michael Sinsigalli, Panel Chair; Donald Harwood and Christopher Cozzi. Louis Free will be the alternate. Hearing was set for Wednesday, April 10, 2013 at 9:00 a.m. in room 348.**
- f. **A-34-04. Correspondence from Steven Edelman re State Building Inspector's decision re 9/1/04 State Building Inspector's decision under 29-252(d) CGS. Reconfirmed recusal: Butkus, Free, Hanbury, Harwood, Iskra, Musco, Neilson, Shansky. Refer to Legal Counsel.**
- g. **A-14-12. Correspondence forwarded from Daniel Veronick re appeal from Peter Springsteel re Deputy State Building Inspector and Office of Protection and Advocacy's decision re W-33-12RR re Preston Ridge Vineyard, 100 Miller Road, Preston, CT. See Appeal Hearings Section 8.b.**

- h. **A-4-13. Request for appeal from Stephanie McLaughlin, Esquire, re Stamford Fire Marshal's decision re 200 Strawberry Hill Avenue, Stamford, CT. On February 26, 2013, appellant requested 30 day extension of time pending possible resolution [after March 28, 2013]. Hold on agenda.**
- i. **A-5-13. Request for appeal from Michael Dowley, Esquire, re Portland Building Official's decision re 102 Great Hill Pond Road, Portland, CT. Panel consists of Glenn Neilson, Panel Chair; Thomas DiBlasi and Michael Musco. Henry Miga will be the alternate. Hearing was set for Wednesday, April 10, 2013, at 12:00 p.m. in room 348.**
- j. **C-2-12. Correspondence from Geoffrey Woods re complaint request from Geoffrey Woods re Fairfield Building Official (James Gilleran). Shansky, Free, Harwood and Wajcs are recused. See Appeal Hearings Section 8.n. Discussion was held regarding ex-parte communication. Refer to Legal Council.**
- k. **A-18-12. Correspondence received from Timothy Lee, Esquire, re appeal from Sandra and David Biller re North Haven Fire Marshal's decision re 154 State Street, North Haven, CT. See Appeal Hearings 8.e. On February 13, 2013 appellant's attorney requested postponement.**
- l. **C-2-12. Correspondence received from Geoffrey Woods re complaint request from Geoffrey Woods re Fairfield Building Official (James Gilleran). See Appeal Hearings 8.n.**
- m. **A-14-12. Correspondence received from Peter Springsteel re appeal from Peter Springsteel re Deputy State Building Inspector and Office of Protection and Advocacy's decision re W-33-12 re Preston Ridge Vineyard, 100 Miller Road, Preston, CT. See Appeal Hearings 8.b. On February 26, 2013 appellant withdrew appeal.**
- n. **A-6-13. Request for appeal from Joseph Versteeg re Deputy State Building Inspector's decision re M-53-13B re 43 Windsor Avenue, Meriden, CT. Panel consists of Henry Miga, Panel Chair; William Zoeller and Louis Free. Fred Wajcs, Jr. will be the alternate. Hearing was set for Wednesday, April 24, 2013, at 11:30 a.m. in room 348.**
- o. **Correspondence received from Andrew Rizzo, Jr. resigning from the Codes and Standards Committee effective March 29, 2013. Andy held the Building Official position. The Committee wished him well.**
- p. **A-7-13. Request for appeal from Louis Pittocco, Esquire, re Greenwich Fire Marshal's decision re Buildings 2, 12, 13, and 15 Armstrong Court, Greenwich, CT. Refer to the Office of the State Fire Marshal (OSFM).**

- q. **C-2-12. Correspondence from Geoffrey Woods re complaint request from Geoffrey Woods re Fairfield Building Official (James Gilleran). See Appeal Hearings 8.n. On March 7, 2013 Daniel Tierney, OSBI, forwarded an email sent to him from Geoffrey Woods.**
- r. **A-18-12. Correspondence received from Robert Ross, OSFM, re appeal from Sandra and David Biller re North Haven Fire Marshal's decision re 154 State Street, North Haven, CT. See Appeal Hearings 8.e.**

## **5. SUBCOMMITTEE REPORTS**

### **Codes Amendment Subcommittee: (Free)**

This subcommittee met on February 27, 2013. Meeting will be held today immediately following the Codes and Standards monthly meeting.

A public hearing regarding the *Amendment to the 2005 State Building Code to adopt the 2009 International Residential Code and 2011 NFPA 70 National Electrical Code* is scheduled for **Wednesday, April 10, 2013 at 2:00 p.m. in room 348** and will be held at the Department of Construction Services. A tentative adoption date is October, 2013.

Next meeting will be held on **April 10, 2013**.

### **Ethics/Procedural Regulations Subcommittee: (Shansky)**

This subcommittee met on October 10, 2012 to discuss future proposals and procedures of grievement. The issue of grievement remains open for discussion. Discussion will include: Procedures of grievement; submittal of OSBI/OSFM documents to appeal panel (i.e. Request for Modification form); and the process of revocation. The meeting scheduled for February 13, 2013 was cancelled.

Next meeting is set for **Wednesday, May 8, 2013 at 12:00 p.m.**

## **6. OLD BUSINESS**

There was nothing to report.

## **7. NEW BUSINESS:**

### **a. Staff Report**

Dan Tierney discussed public interest in the Codes Amendment Subcommittee. He also discussed the proposed 6 year code adoption process. Terry Brouwer discussed fire marshal certification. Terry also advised that several Office of the State Fire Marshal (OSFM) responsibilities will be returning to the Department of Emergency Services and Public Protection (i.e. fire and explosives investigations, etc.).

- b. **Fire Prevention Code Advisory Committee** (Harwood/Shansky/Jackman)  
Don Harwood advised a meeting was held on March 14, 2013.
- c. **Joint Fire Marshal Training Council (Harwood)/Building Code Training Council (Musco) (aka Joint BCTC/FMTC)** Don Harwood advised a meeting was held several weeks ago with Craig Russell, the new Office of Education and Data Management (OEDM) Director. The subcommittee voiced concerns regarding the Continuing Education Credit vs. other states' requirements, the complexity of today's codes and the time and cost requirements of training. A discussion was held regarding OEDM reviewing and the possibility of developing on-line courses.
- d. **Report on Bills**
  - 1. **Proposed Bill No. 6296**  
An Act Adopting the National Electrical Code, the International Plumbing Code, the International Mechanical Code, and the International Fuel Gas Code.
  - 2. **Proposed Bill No. 5749**  
An Act Concerning Revisions to the State Building Code. This is in the process of being withdrawn.
  - 3. **Proposed Bill No. 6079** Chapter 15 Roof Assemblies and Rooftop Structures  
An Act proposing legislation to eliminate ½" slope requirement for school roofs.
  - 4. **Proposed Bill No. 6301** regarding a 3 year adoption cycle was withdrawn.
  - 5. **Proposed Bill No. 6160** A discussion was held regarding carbon monoxide detectors in homes. Bill requires property owners to get proof from the local fire authorities that their one- or two-family homes have been inspected and have smoke alarms and carbon monoxide detectors within 120 days of transferring title.
- e. **Fire Marshal Vacancy** (previously held by John Jackman) Joe Cassidy advised that he is working with Acting Commissioner DeFronzo regarding the two vacancies (Fire Marshal and upcoming Building Official vacancy) on the Codes and Standards Committee.

## 8. APPEAL HEARINGS

- a. **A-4-10. Appeal from Steven Edelman re Windham Building Official's decision re 202 Scotland Road, Windham, CT.** On June 21, 2010 a postponement was granted as a result of appellant's request for a stay of the proceedings. On January 24, 2013 correspondence received from appellant. **Hold on agenda.**
- b. **A-14-12. Request for appeal from Peter Springsteel re Deputy State Building Inspector and Office of Protection and Advocacy's decision re W-33-12 re Preston Ridge Vineyard, 100 Miller Road, Preston, CT.** \*Panel consists of Andrew Rizzo, Jr., Panel Chair; Glenn Neilson and Marjorie Shansky. \*David McKinley will be the alternate. **\*On January 7, 2013, panel was changed (due to**

**schedule conflict) to Glenn Neilson, Panel Chair; Marjorie Shansky and David McKinley. Andrew Rizzo, Jr. will be the alternate.** Hearing was held on September 12, 2012 and recessed pending possible resolution. On October 15, 2012 certified letter sent to appellant requesting status of appeal and to respond in writing by October 29, 2012. On October 31, 2012 correspondence received from appellant advising they wished to continue the appeal process. **Continuation hearing was held on January 9, 2013. Continuation date set for February 27, 2013 was not held; on February 26, 2013 appellant withdrew appeal. Remove from agenda.**

- c. **A-16-12. Request for appeal from Hongbin Yu re Deputy State Building Inspector's decision re M-738-12 re 4 Red Barn Lane, Brookfield, CT.** Panel consists of Glenn Neilson, Panel Chair; Louis Free and Thomas DiBlasi. Christopher Cozzi will be the alternate. Timeliness hearing was set for Wednesday, November 14, 2012 at 12:00 noon in room 348. If good cause is shown, then an appeal hearing may immediately follow. On October 16, and 31, 2012 correspondence received from appellant. Hearing was held on November 14, 2012; briefs are to be filed by close of business on Wednesday, December 12, 2012. **On December 12, 2012 briefs were received from appellant. Deliberations were held on January 9, 2013. Decision will be sent out within 90 days [by April 9, 2013]. Decision was sent out on February 1, 2013. Remove from agenda.**
- d. **A-17-12. Request for appeal from Andrew Clark re Hartford Building Official's decision re 286 Sargeant Street, Hartford, CT.** Panel consists of Henry Miga, Panel Chair; Christopher Cozzi and William Zoeller. Anthony Bruno will be the alternate. On October 25, 2012 correspondence received from appellant. **Hearing was held on January 9, 2013 and January 23, 2013. Decision will be sent out within 90 days [by April 23, 2013]. Hold on agenda.**
- e. **A-18-12. Request for appeal from Sandra and David Biller re North Haven Fire Marshal's decision re 154 State Street, North Haven, CT.** Panel consists of Michael Sinsigalli, Panel Chair; Fred Wajcs, Jr., and George Iskra. Donald Harwood will be the alternate. Hearing set for December 12, 2012 was postponed; on December 6, 2012 appellant's attorney, Timothy Lee, requested postponement. On December 10, 2012, letter sent to appellant's attorney advising him that hearing could not be set until a copy of decision letter is received. On December 11, 2012, a copy of the Office of State Fire Marshal's closing investigative report was received. Hearing was set for Wednesday, February 13, 2013 at 10:00 a.m. in room 348. On January 18, 2013 the Office of the State Fire Marshal provided a copy of North Haven Fire Marshal's inspection report. On February 13, 2013 appellant's attorney requested a second postponement. **Timeliness hearing was rescheduled and held on February 27, 2013. On February 27, 2013 referred to the Office of the State Fire Marshal (OSFM) for review. On March 8, 2013 correspondence received from Robert Ross, OSFM. Hearing was set for Wednesday, April 10, 2013, at 11:00 a.m. in room 348.**

- f. **A-19-12. Request for appeal from Douglas Bellfy re Deputy State Building Inspector's decision re 947 Hopewell Road, South Glastonbury, CT.** Panel consists of Glenn Neilson, Panel Chair; Robert Hanbury and Louis Free. Thomas DiBlasi will be the alternate. **Hearing was held on January 9, 2013. Decision will be sent out within 90 days [by April 9, 2013]. Hold on agenda.**
- g. **A-20-12. Request for appeal from John Orzel re Wallingford Building Official's decision re Valenti Chevrolet, 399 North Colony Street, Wallingford, CT.** Panel consists of Michael Musco, Panel Chair; George Iskra and Henry Miga. Andrew Rizzo, Jr. will be the alternate. **Hearing was held on December 12, 2012. Decision will be sent out within 90 days [by March 12, 2013]. Hold on agenda.**
- h. **A-21-12. Request for appeal from Walter Milardo re State Fire Marshal's decision re FM-0237-12 re Harpo's Bakery, 908 Main Street, South Glastonbury, CT.** On January 8, 2013 additional information received from appellant. Panel consists of Michael Sinsigalli, Panel Chair; Robert Hanbury and George Iskra. Donald Harwood will be the alternate. **Hearing was held on February 13, 2013. Decision will be sent out within 90 days [by May 13, 2013]. Hold on agenda.**
- i. **A-22-12. Request for appeal from Peter Jay Alter re State Fire Marshal's decision re FM-0087-12 re 2928 Main Street, Glastonbury, CT.** Panel consists of Henry Miga, Panel Chair; Glenn Neilson and Louis Free. Thomas DiBlasi will be the alternate. **Hearing was held on March 13, 2013. Decision will be sent out within 90 days [by June 13, 2013]. Hold on agenda.**
- j. **A-1-13. Request for appeal from Bruce Spiewak re Greenwich Fire Marshal's decision re YMCA of Greenwich, 50 Putnam Avenue, Greenwich, CT.** On January 28, 2013 referred to Office of State Fire Marshal for review. **Hold on agenda.**
- k. **C-1-10. Correspondence from Mark Sommaruga, Esquire, re complaint request for revocation investigation re Shelton Building Official's license (Elliot Wilson) aka Hearing Pursuant to CGS 29-262(d).** Panel was set on November 10, 2010. Panel consists of Donald Harwood, Panel Chair; Louis Free and Andrew Rizzo, Jr. John Butkus will be the alternate. On February 8, 2010, letters were sent to Robert Ross (Director, Division Fire Emergency and Building Services) and Attorney Dawn Hellier (Dept. Public Safety Legal Affairs) requesting staff assistance to conduct an investigation. On February 24, 2010, Barry Rickert, Deputy State Fire Marshal, advised an investigator (Sgt. Christopher Guari) had been assigned to this investigation. On February 26, 2010, correspondence received from Attorney Hellier, DPS, advising staff assistance was granted to conduct an investigation. As of October 13, 2010, no additional information received. On October 13, 2010, Barry Rickert, OSFM, advised investigation is on-going.

On November 10, 2010, Rob Ross submitted the Office of State Fire Marshal's investigative report regarding the Shelton Building Official [re C-1-10] to Codes and Standards for appropriate action. Barry Rickert advised the Committee that his office is working on an addendum to this report and should provide it approximately the first or second week of December. Janet Ainsworth advised a compliance conference (per CGS 4-182(c)) should be scheduled prior to a hearing. Barry Rickert advised that Investigator John Sawyer, OSFM, will do the compliance conference and Barry will notify John Sawyer of same. As of January 18, 2011, no additional information received. On January 19, 2011 Barry Rickert, OSFM, advised that OSFM's report was complete and could be forwarded to the appeal panel. On January 26, 2011, letter sent to Barry Rickert, OSFM, requesting clarification if a compliance conference had occurred. On February 9, 2011 the Committee verbally requested Barry Rickert, OSFM, to respond in writing to their January 26, 2011 letter re compliance conference. Janet Ainsworth advised that the Office of the State Fire Marshal sent a letter to the appellant. Appellant has until March 15, 2011 to respond regarding a compliance conference. If no response is received by that date, then Codes and Standards can proceed. On March 25, 2011 correspondence forwarded from Barry Rickert from appellant. On May 11, 2011 Barry Rickert advised the compliance conference was held. On May 23, 2011 correspondence received from Barry Rickert. On February 17, 2012 certified letter sent to appellant's attorney (John Keyes) requesting status of complaint. As of April 10, 2012 no additional correspondence received. On April 18, 2012, certified letter sent to appellant's attorney requesting status and to respond in writing by May 2, 2012. On May 9, 2012, it was decided that the Office of the State Fire Marshal will hold the compliance conference. On May 15, 2012 correspondence sent to Robert Ross, State Fire Marshal, requesting the Office of the State Fire Marshal to conduct a compliance conference. On May 30, 2012 correspondence received from Robert Ross advising compliance conference was set for June 7, 2012. Compliance conference was held on June 7, 2012. As of June 13, 2012 C&S was waiting for compliance conference report from Rob Ross, State Fire Marshal. On June 21, 2012 correspondence received from Rob Ross advising formal license revocation hearing should go forward. Effective August 8, 2012 John Butkus will replace Irving Moy as alternate. Hearing date to be set and coordinated by the Department of Construction Services (DCS) and Attorney General's Office. **Hearing was held on November 7, 2012 and adjourned for 30 days [to December 7, 2012] to allow submission of briefs. Briefs were to be filed by 12:00 Noon on Friday, December 7, 2012. Hearing continuation date needs to be set, and should include Assistant Attorney General Matt Beizer and Attorney Roberta Avery. Hearing continuation was held on March, 13, 2013. Decision will be sent out within 90 days [by June 13, 2013]. Hold on agenda.**

1. **C-1-11. Correspondence from Steven Edelman re complaint request for revocation from Steven Edelman re Windham Building Official (Donald Schultz).** John Butkus, Louis Free, Robert Hanbury, Donald Harwood, Michael Musco, Glenn Neilson and Marjorie Shansky are recused. On September 22, 2011 correspondence received from appellant. On September 23, 2011 corrected correspondence received from appellant. On October 3, 2011 correspondence received from appellant. On October 17, 2011 referred to Legal Counsel for review. On October 17, 2011 correspondence received from appellant. On November 15, 2011 a follow-up letter was sent to appellant requesting additional information. On March 20, 2012 certified letter sent to appellant requesting clarification and to respond in writing by April 3, 2012. On April 2, 2012 correspondence received from appellant. On April 11, 2012, pending legal review by staff counsel. Procedures will be discussed at meeting of legal counsel, Attorney General's Office, Office of State Building Inspector and Office of State Fire Marshal the week of May 14, 2012. **Motion was made and seconded to refer to the Office of State Fire Marshal for investigation. All in favor. None opposed. Motion carried. On June 15, 2012 referred to the Office of State Fire Marshal for investigation. On June 27, 2012 letter sent to appellant advising case was referred to OSFM. On July 5, 2012 correspondence received from appellant (he had also sent it to Rob Ross, OSFM). As of October 10, 2012 OSFM's investigation is on-going. On January 24, 2013 correspondence received from appellant. As of March 13, 2013 OSFM's investigation is on-going. Refer to legal counsel.**
  
- m. **C-1-12. Complaint request for revocation from Adam McNiece re Waterford Building Official's license (Frank Hoagland III).** Marjorie Shansky, Andrew Rizzo, Jr., Robert Hanbury, George Iskra and Michael Sinsigalli are recused. **Compliance conference panel consists of John Butkus, Compliance Chair; Anthony Bruno and Fred Wajcs, Jr., Louis Free will be the Compliance Conference alternate.** Forward to Legal Counsel for review and send letter to appellant advising same. On April 18, 2012, pending legal review by staff counsel. On April 24, 2012 letter sent to appellant advising complaint was referred to staff counsel for review. As of May 8, 2012 no additional information received. Procedures will be discussed at meeting of legal counsel, Attorney General's Office, Office of State Building Inspector and Office of State Fire Marshal the week of May 14, 2012. Motion was made and seconded to refer to the Office of State Fire Marshal for investigation. All in favor. None opposed. Motion carried. On June 15, 2012 referred to the Office of State Fire Marshal for investigation. On June 27, 2012 letter sent to appellant advising case was referred to OSFM. On August 6, 2012 correspondence received from Rob Ross, OSFM, requesting clarification on investigation. Compliance conference set for August 22, 2012 was postponed per C&S Legal Counsel. On August 17, 2012 correspondence sent to Frank Hoagland advising him of complaint. On August 17, 2012 correspondence sent to Rob Ross, OSFM, advising his office to proceed with investigation. On August 28, 2012 Freedom of Information request received from Robert Avena, appellant's attorney.

As of October 10, 2012, no report from OSFM was received. On December 5, 2012 correspondence received from appellant requesting hearing go forward (copy sent to OSFM). **On January 8, 2013 letter sent to appellant advising him of status of appeal and that panel is awaiting information from the Office of the State Fire Marshal. Daniel Tierney, Deputy State Building Inspector, met with the Waterford First Selectman regarding resolution. As of March 7, 2013 Daniel Tierney is still working with the First Selectman regarding resolution. On March 11, 2013 telephone call from appellant requesting the hearing definitely go forward and requested a hearing date to be set as soon as possible. As of March 13, 2013 OSFM's investigation is on-going. Hold on agenda.**

- n. **C-2-12. Correspondence from Geoffrey Woods re Complaint request from Geoffrey Woods re Fairfield Building Official (James Gilleran).** Panel consists of Marjorie Shansky, Panel Chair; Louis Free and Fred Wajcs, Jr. Christopher Cozzi will be the alternate. A discussion was held. This Committee has no statutory authority regarding this issue. On November 14, 2012 letter sent to appellant stating same. On November 28, 2012 letter sent to appellant. On December 5, 2012 correspondence received from appellant.

On December 12, 2012 appeal panel was set. On December 18, 2012 letter sent to appellant requesting him to complete the *Request for Appeal to Codes and Standards Committee* form and to submit whatever documentation is relevant to his appeal. **On February 7, 2013 correspondence received from appellant. On February 19, 2013 correspondence received from appellant. On March 7, 2013 correspondence received from appellant. A discussion was held regarding ex parte communication and the direct contact by an appellant to the members of an appeal panel. Refer to legal counsel for review and formal response. Hold on agenda.**

## 9. GOOD OF THE ORDER

A retirement reception will be held for John Jackman on March 18, 2013. Andy Rizzo, Jr. is retiring as the New Haven Building Official. He will be resigning from the Codes and Standards Committee effective March 28, 2013. His farewell reception will be held on March 28, 2013.

**10. ADJOURNMENT**

There being no further business, a motion to adjourn was made, seconded and approved unanimously. The meeting was adjourned.

The next Codes and Standards Committee meeting is set for **April 10, 2013 at 1:00 P.M.** in room 348.

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David McKinley, Secretary