

**Pembroke Planning Board  
Minutes of Meeting  
(Adopted)  
Tuesday, October 28, 2008**

**MEMBERS PRESENT:** Robert Bourque, Chairman; Alan Topliff, Vice Chairman; Kevin Krebs; Kathy Cruson; Todd Terrien; Mark Zydel

**ALTERNATE PRESENT:** Brian Seaworth

**EXCUSED:** Cindy Lewis, Selectmen's Representative

**STAFF PRESENT:** Stephanie Alexander, Interim Planner and Jocelyn Carlucci, Recording Secretary

Chairman Bourque opened the meeting at 7:00 p.m. and noted that Selectmen's Rep. Lewis was ill and would not be in attendance.

**Old Business** - None

**New Business**

**1. Minor Site Plan. Foy Insurance. Case #08-108.** Map 634, Lot 45 at 570 Pembroke Street in the Limited Office (LO) District, Aquifer Conservation (AC) District Overlay, and Architectural Design (AD) District Overlay. The applicant, Northpoint Engineering, LLC, on behalf of owners JM Foy Family, LLC, is proposing site improvements, including an expanded parking area. *Board to review for plan acceptance.*

Kevin Leonard of Northpoint Engineering, representing Jeff and Mike Foy of JM Foy Family LLC reviewed the plans and stated that the existing structure had a site plan approval in 2002. He has striped the Existing Conditions Plan as approved on the 2002 plan as requested by Ms. Alexander. The 2002 site plan has 9 parking places and 1 handicapped parking place. The existing building consists of a 2,171 sq. ft. building with a 96 sq. ft. porch.

The Applicant proposes to construct a lower parking lot consisting of 10 spaces. They have landscaped the space between the existing parking lot and lower parking lot. The Applicant proposes to remove the existing stairwell in the rear of the building, enclose the existing porch, create an interior stairwell, and door at the rear of the building for staff. They will add an internally illuminated sign. The new sign will not be in the right of way. Mr. Leonard said that the Zoning Board of Adjustment granted the Applicant a variance for the front entrance which will consist of an added roof structure over the existing steps. There is more than adequate parking and snow storage on the property. Parking lot will be a sheet flow to an infiltration basin (shallow pond area with a stone and pipe trench).

Mr. Leonard reviewed the following items:

1. Change of Use: Applicant feels that a Change of Use is unnecessary since the property will continue to be a professional use (formerly a CPA office, and now an insurance agency).
2. Handicapped parking space: The 2002 approved handicapped parking space was located adjacent to the retaining wall. The Applicant proposes moving the handicapped space closer to the road and the front door. The regulations have a 5' setback for parking lots. Applicant has identified that the existing parking space is 1.8' to the front property line and does not conform to the 5' setback. The existing site is non-conforming. The Applicant is proposing to not change the parking area. If the Applicant changed the parking to accommodate the 5' setback rule, the Applicant would lose a parking space, although it would continue to have adequate parking for the building.

3. The Applicant has submitted a sign rendering for the Board's approval.
4. A Special Use Permit for the Aquifer Protection District may be required.
5. Applicant submitted an application to the Sewer Commission and said that the Commission is satisfied with the change of use.
6. Applicant obtained an amended DOT driveway permit.
7. The regulations call for screening between business and residential uses. Craig Keeler spoke with Ms. Alexander and indicated that he is not concerned about the screening and would prefer it to remain as it presently exists.

The Board discussed the outstanding items:

1. Submit a check for \$25 for LCHIP fees at the Merrimack County Registry of Deeds.
2. Revise the spelling of "District" in Note 6.
3. Change of Use. Board agreed it was not necessary.
4. Department comments:
  - a. The Board acknowledged the Police Department Chief's comment regarding left turning traffic leaving the site but felt that very little could be done to correct it. (Mr. Leonard confirmed that there is 18' between the handicapped parking space and the head of the parking lot.)
  - b. Sewer Department: Harold Thompson, Sewer Commissioner, acknowledged the approval of the Applicant's application which is forthcoming.
  - c. Conservation Commission: The Commission would like to see a permeable surface as opposed to a standard paved surface. The Applicant understood the Commission's concern with run-off, and has proposed an infiltration system but felt that its proposed parking surface is best for them.
5. ADA parking spaces: Mr. Leonard said that the requirement is one handicapped space for under 25 parking spaces and they meet that regulation. With regard to the Town Engineer's opinion that zoning requires the parking space to be 5' from the property line, the Board was of the opinion that it was an existing condition, therefore, the Applicant would not be required to make the alteration.
6. Special Use Permit: Ms. Alexander said that the Health Officer has signed off.

**MOTION:** Chairman Bourque moved to accept the application as complete. Seconded by Vice Chairman Topliff.

**VOTE:**            Robert B. – Y                    Mark Z. – Y                    Kevin K. – Y  
                          Kathy C. – Y                    Alan T. – Y                    Todd T. – Y

**MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 6-0 VOTE.**

Chairman Bourque opened the public hearing at 7:20 p.m.

There being no comments or questions, Chairman Bourque closed the public hearing at 7:21 p.m.

Vice Chairman Topliff stated that since the ADA parking space was an existing condition, he did not feel it necessary to require any changes. There are two issues regarding the ADA parking space: (1) the grade is greater than 2%; and (2) the closeness of the ADA parking space to the property line. The three spots nearest the building (including the existing ADA parking space) are more level but the grade leading to

the front door is 7%. Mr. Leonard stated that the Applicant is planning to move the ADA parking space to the best, and overall more level location on the property.

**MOTION:** Vice Chairman Topliff moved to not require any changes to the parking lot nor to the handicapped parking space and that the 5' zoning requirement setback from the property line be waived. Seconded by Member Terrien.

**VOTE:** Robert B. – Y                      Mark Z. – Y                      Kevin K. – N  
                 Kathy C. – Y                      Alan T. – Y                      Todd T. – Y

Member Cruson commented that the Board is not being frivolous about the handicapped parking area, but realizes that some existing buildings have few options and it would be different if this building was being newly constructed.

**MOTION TO NOT REQUIRE ANY CHANGES TO THE PARKING LOT NOR TO THE HANDICAPPED PARKING SPACE AND THAT THE 5' ZONING REQUIREMENT SETBACK FROM THE PROPERTY LINE BE WAIVED PASSED ON A 5-1 VOTE.**

**MOTION:** Chairman Bourque moved to issue a Special Use Permit. Seconded by Member Zydel.

**VOTE:** Robert B. – Y                      Mark Z. – Y                      Kevin K. – Y  
                 Kathy C. – Y                      Alan T. – Y                      Todd T. – Y

**MOTION TO ISSUE A SPECIAL USE PERMIT PASSED ON A 6-0 VOTE.**

The Board agreed that the Applicant should apply for a sign permit and discuss the sign requirements with the Code Enforcement Officer.

**MOTION:** Chairman Bourque moved to approve the Application with the following conditions: (1) Revise the spelling of "District" in Note 6; (2) Submit a copy of the Sewer Commission approval letter for business change; (3) Submit a copy of the approved sign permit by the Code Enforcement Officer. Seconded by Member Terrien.

**VOTE:** Robert B. – Y                      Mark Z. – Y                      Kevin K. – Y  
                 Kathy C. – Y                      Alan T. – Y                      Todd T. – Y

**MOTION TO APPROVE THE APPLICATION WITH THE FOLLOWING CONDITIONS: (1) REVISE THE SPELLING OF "DISTRICT" IN NOTE 6; (2) SUBMIT A COPY OF THE SEWER COMMISSION APPROVAL LETTER FOR BUSINESS CHANGE; (3) SUBMIT A COPY OF THE APPROVED SIGN PERMIT BY THE CODE ENFORCEMENT OFFICER PASSED ON A 6-0 VOTE.**

**2. Minor Subdivision. Curley-Cushman. Case #08-07.** Pembroke Map 265, Lot 3 at 755 Robinson Road in the Rural/Agricultural Residential (R3) District and Chichester Map 2, Lot 50 near Horse Corner Road. The applicant, FWS Land Surveying, PLLC, on behalf of owners Burton H. & Fernande H. Curley and David E. Sr. & Sylvia A. Cushman, is proposing a lot line adjustment to adjust Lot 3 from 4.202 acres to 2.716 acres and Lot 50 from 69+/- acres to 70.5+/- acres. *Board to review for plan acceptance.*

J. Webster Stout of FWS Land Surveying PLLC represented the applicants, Burton E. Curley, Fernande H. Curley, David E. Cushman, Sr., and Sylvia Cushman. Mr. Stout described the property and its proposed lot line adjustment. The lot line adjustment will decrease the Curley property from 4.202 acres to 2.716 acres thereby increasing the Cushman property from 69 acres to 70.5 acres and allowing the Cushman property access to Robinson Road. The only other possible road access is hindered by a very large beaver pond.

The applicant is asking for three waivers pertaining to the Plan: (1) to not show the topography; (2) to not show the soil types; and (3) to not show test pits, borings, and percolations.

Mr. Stout stated that his first submittal was erroneous because it showed a small jog in the line – the new line guaranteed that the pond remains on the Curley property and, therefore, the line was straightened.

The width of the property line being abandoned between the large lot and the small lot is approximately 130’.

Mr. Stout discussed the following items:

1. Letter of authorization will be submitted.
2. Check for \$25 for LCHIP fee will be submitted.
3. The street address of “755” to Robinson Road in the title block has been completed.
4. The zoning requirements for Chichester were added.
5. The typographical errors of “Fernande H.” in Note 1, “Higgins” in Note 1 and on Sheet 3 on Lot 50, “benefit” in Note 5 were made.
6. Applicant has made application to Chichester and will appear before them on November 6, 2008.
7. Driveway permit: Mr. Stout said that originally there were two driveway permits issued but one driveway was accidentally omitted from the permit. The Public Works Department is in the process of issuing the permit.
8. The driveway extending from Robinson Road to the Chichester town line was not shown because the Applicant is not sure if it will be built.
9. The leach field of Lot 3 has been displayed on the existing lot.
10. The Board will consider declaring this a development of regional impact in accordance with RSA36:54-58.
11. Departmental comments: Public Works Department comments are being addressed. Other departments have no comments.
12. They have displayed the setback lines for the R3 District on Lot 50.
13. They have displayed the open space percentage for Lot 3
14. The waivers for soils, topography, and soil test pits, borings, and percolations will be discussed.
15. Other items to appear on the plan:
  - A. The Applicants do not feel it is necessary to display their telephone numbers on the plans since they are on the application.
  - I. Topography: A waiver is being sought.
  - J. The tree line has been shown and the existing ponds, but the slopes have not been shown because the Applicant is asking for a waiver from the topography.
  - K. The Applicant is not proposing new culverts.
  - N. Soil types: A waiver is being sought.
  - O. Soil test pits, test borings, and percolation test pits: A waiver is being sought.
  - U. Mr. Stout submitted a letter that the Applicant received from NH DRED in 1999. An updated letter (in e-mail format) received prior to this meeting indicates that NH DRED does not prepare reports on lot line adjustments.

- V. A note will be added to the plan regarding Lot 3 designation as prime agricultural land if requested by the Board.
  - Y. Copy of the approved driveway permit is in the process of being completed.
16. The explanation why the owner of Lot 50 cannot access the lot through Lot 56 was previously discussed.

Mr. Stout stated that the intent of the smaller parcel is to be used for access to the 70 acres.

Ms. Alexander stated that one of the criteria for the development of regional impact is that the project may have impact on an adjacent municipality. This situation is a lot line adjustment between two communities. An abutter notification from Chichester was received.

**MOTION:** Vice Chairman Topliff moved to find this application a development of regional impact. Seconded by Chairman Bourque.

<b>VOTE:</b>	Robert B. – Y	Mark Z. – Y	Kevin K. – Y
	Kathy C. – Y	Alan T. – Y	Todd T. – Y

**MOTION TO FIND THIS APPLICATION A DEVELOPMENT OF REGIONAL IMPACT PASSED ON A 6-0 VOTE.**

Chairman Bourque stated that the Board cannot accept the application until the Chichester hearing.

**MOTION:** Member Zydel moved to grant waivers for topography, soil types, soil test pits, test borings, and percolation test pits. Seconded by Chairman Bourque.

<b>VOTE:</b>	Robert B. – Y	Mark Z. – Y	Kevin K. – Y
	Kathy C. – Y	Alan T. – Y	Todd T. – Y

**MOTION TO GRANT WAIVERS FOR TOPOGRAPHY, SOIL TYPES, SOIL TEST PITS, TEST BORINGS, AND PERCOLATION TEST PITS PASSED ON A 6-0 VOTE.**

The Board agreed to wait to hear from Chichester before accepting the application.

Mr. Stout clarified that originally in 1998 there was permission for a driveway permit given but never written. The Road agent recalled the error and will be issuing the driveway permit. The original driveway will no longer service the smaller lot, it will only service the 70 acre lot.

Chairman Bourque asked that the Plan show the abandoned driveway. Mr. Stout agreed to cross hatch the abandoned driveway.

Mr. Stout will review the prime agricultural land map in the Planning Department.

The Applicant will return to the Board on November 25, 2008 at 7 p.m.

- 3. Exempt Minor Site Plan Under RSA 674:54 Governmental Land Uses. Strong Foundations School. Case #08-109.** Map 632, Lot 18-9 at 715 Riverwood Drive in the Commercial/Light Industrial (C1) District and Aquifer Conservation (AC) District Overlay. The owner, Strong

Foundations Elementary School, Inc, is proposing to construct a 60'x60' addition and relocate the playground. *Board to hold public hearing.*

Beth McLure, Principal and founder of Strong Foundations Charter School reviewed the plan of the proposed 60' x 60' addition to the existing 60' x 100' building. The purpose of the addition is to allow more room for existing students and not to increase the number of students. There will be no additional plumbing, sinks or restrooms in the addition. They propose to relocate the playground back on the property while keeping the existing size of the playground area. The remainder of the property will be the same.

The addition will consist of two classrooms and a flexible multipurpose space. Ms. McLure has reviewed the plans with the Code Enforcement Officer.

Ms. McLure discussed the following items:

1. Regarding the Special Use Permit, Ms. McLure spoke with Geoff Ruggles, former Town Administrator, and Ms. Alexander who agreed that the Applicant is exempt from applying for a Special Use Permit.
2. The Applicant will add the Aquifer Conservation District to the zones in Note 5.
3. A note will be added to the plan stating that the Strong Foundations School is exempt from municipal land use regulations per RSA 674:54 and include in the note that schools are not a permitted use in the C1 Zoning District.
4. They will display the New England Telephone and Telegraph easement on both plans.
5. Department comments: The location of the playground and fence will be shown on the plan per the Code Enforcement Officer. Ms. Alexander suggested that Ms. McLure contact the Pembroke Water Works Department and inform them that she does not anticipate exceeding their existing water use.
6. Applicant will depict the relocation of the playground and fence on the registered site plan.
7. Applicant will correct the typographical error "spaces" on both plans.

Vice Chairman Topliff explained that the reason for the Special Use Permit is to document that the use will not jeopardize the Town's water supply.

Chairman Bourque opened the public hearing at 8:10 p.m.

Shannon Desilets of 203 Meadow Lark Lane announced that she supported the school's addition and as a mother of one of its students, felt that the school was a great addition to Pembroke. Sarah Carrier of Pembroke agreed with Ms. Desilets.

Brian Gamache, 611 Buck Street said that the school is an outstanding addition to the community and felt that the Town had a vested interest in seeing it grow and prosper.

There being no further questions or comments, Chairman Bourque closed the public hearing at 8:12 p.m.

Jeff Staples said that the new structure would match the existing building.

Dan Cotnoir said that the new entrance will hide the transition to the addition.

Ms. McLure agreed to provide the Board with a set of revised plans for their file.

## **Conceptual Consultation**

### **4. Change of Use Site Plan. Thayer Corporation, Riverwood Drive.**

Ken Champagne, Vice President of Operations for Thayer Corporation in Auburn, Maine said that Thayer Corporation is operating at 718 Riverwood Drive and are leasing the rear portion of the building from Craig Cole. Thayer Corporation is an HVAC service business and employ four service technicians. In Maine, they sell maintenance contracts regarding replacements of air conditioning and heating systems. The Pembroke branch may periodically fabricate specialty fittings, by hand operated equipment. Their service business is light commercial and small residential. They do not handle or store containers of hazardous material.

Ms. Alexander said that the current property is listed as a vacant warehouse on the tax assessor's records. The approved 2004 site plan lists the future building as 25% office and 75% warehouse. The existing building was approved for retail and warehouse.

Mr. Champagne said that that is currently the way that they are operating. Dusty Libby, Operations Manager of Thayer Corporation in Pembroke said that Mr. Cole has a mezzanine on the second level which is presently occupied as office space.

Mr. Champagne said that the small sheetmetal shop is in the rear portion of the building primarily used for warehouse space. The business purchases most of their products. They do very little fabrication. The majority of the space is used for staging for jobs and parts. Less than 5% of their work is fabrication and 95% is storage for jobs. They have a service department and an installation department.

Vice Chairman Topliff said that because of the sensitivity of the aquifer, it would be best to record the type of operation and what it entails, thereby making the Applicant aware of the regulations regarding hazardous material and the aquifer.

Ms. Alexander suggested that the Applicant contact the original designers (TFM Civil Engineers) to utilize the existing data, revise the notes as required, and update the plan. Since it is a new site plan, the same application form would be required for site plan review along with abutter notification, escrow, etc. but since it is a change of use, they should not have to incur the engineering costs.

Mr. Champagne said that when he approached the Code Enforcement Office in April, he was under the impression that their business fit the criteria for the area. Vice Chairman Topliff said that because the Applicant is processing sheetmetals, it is no longer warehouse or office space. He explained that by going through the Town process, the Town will have a clear understanding of what the Applicant is doing and the Applicant will be aware of Pembroke's regulations in light of the aquifer.

Ms. Alexander suggested that the applicant fill out a Special Use Permit and a minor site plan application.

Chairman Bourque said that the application should describe their work and how the space is utilized (such as 95% of the space is used as staging for jobs and 5% fabrication as needed). Member Zydel suggested that they also define sheetmetal process, the fuel that is used for machinery, fuel storage, and any hazardous products that may be used or stored.

Ms. Alexander also suggested that the Applicant consult with the Code Enforcement Officer to determine the category that the business would fall under in the Table of Uses (Industrial Use Table) in case a Special Exception is required from the Zoning Board.

## Minutes

### **5. Review and Approve Meeting Minutes of October 14, 2008**

**MOTION:** Vice Chairman Topliff moved to accept the October 14, 2008 Meeting Minutes as amended. Seconded by Member Krebs.

**VOTE:**            Robert B. – Y                      Mark Z. – Y                      Kevin K. – Y  
                         Kathy C. – Y                      Alan T. – Y                      Todd T. – Y

**MOTION TO ACCEPT THE OCTOBER 14, 2008 MEETING MINUTES AS AMENDED PASSED ON A 6-0 VOTE.**

Chairman Bourque clarified that the Zoning Board of Adjustment asked that the Planning Board revise the three regulations that were discussed at the last meeting.

He asked that Ms. Alexander inform KV Partners that, with regard to Grace Capital Church, the plans should be referred to as Plans A, B, or C rather than Plans 1, 2, and 3 in order to be consistent with Grace Capital Church's references. He also suggested that Frederick Mock, PE of McFarland-Johnson, Inc. date any copies of the Plans for further clarification.

## Miscellaneous

### **6. Mylar Review – HP Fairfield**

There was no mylar to review.

### **7. Correspondence**

- Department of Transportation, *Corridor News*, Fall 2008
- The Municipal Law Lecture Series of the Government Center have concluded and are selling hardcopies of the lectures for \$10 each: Land Use Regulations of 2008, Effective Use of Code Enforcement Tools, and the Revised Comprehensive Shoreline Protection Act.
- CTAP Local Government Cluster Workshop on impact fees will be held at the Pembroke Library on November 17, 2008 from 6-8 p.m. at Library. Ms. Alexander will e-mail a reminder to all Board members.
- A reminder card from the University of New Hampshire to send in the questionnaire about the NH Water Resource Plan.
- NH Town and City Magazine is here for review.
- Innovative Land Use Techniques Handbook will be available to each community in the state. It has great ideas for new regulations regarding stormwater protection management, developments, etc. and will be available in the Planning office.

## 8. Committee Reports

Alternate Member Seaworth reported that the Road's Committee met with the Board of Selectmen last week. There will be a special meeting on November 5, 2008 to discuss the Broadway project. The project may be stretched out as an annual expenditure.

Member Cruson asked Alternate Member Seaworth to inquire as to why the truck route was changed to Broadway rather than Main Street. Alternate Member Seaworth said that the proposed plans removes the island from the Broadway/Main Street intersection.

## 9. Other Business

- Work Session Agenda 11/11 – Grace Capital Public Hearing

Chairman Bourque said that there has been correspondence between Pastor Pete and Ms. Alexander. Pastor Pete indicated that the Planning Board is making demands on him. Ms. Alexander informed Pastor Pete that the Board is merely following the Town process. Ms. Alexander stated that the Applicant has received Fairpoint's letter. She has had no correspondence with PSNH, and does not know if they have received Plan C. Ms. Alexander will send PSNH a copy of KV Partner's letter. She had a discussion with Mr. Mock today which indicated that he wanted to make sure that he had all necessary documentation into the Town by the appropriate date. He indicated that PSNH was waiting for the signoff from KV Partners.

Chairman Bourque received a telephone call from John O'Connor, a field technician for Construct Build of the PSNH Hooksett area work center. He asked for Chairman Bourque's opinion about Grace Capital Church and the detention pond. Chairman Bourque told him that he cannot discuss the matter because he is the Planning Board Chairman and he would have to speak with Chairman Bourque's boss, Scott Burlo, Civil Engineer. As of last Thursday, Mr. O'Connor had not received the Plan from Grace Capital Church.

Ms. Alexander said that the deadline for material submission was moved to Friday, October 31, 2008 as long as they met the public hearing deadline, which they did. KV Partners did not address the 3-to-1 slope in its original letter and has agreed to write a letter clarifying the details behind his findings -- primarily that the Town regulations did not have any guidance as to what constituted an acceptable slope and, therefore, KV Partners defaulted to NH DES regulations. Ms. Alexander also asked KV Partners to compare the slope to the original plan, which was the approved plan, which also had a 3-to-1 slope.

Chairman Bourque stated that the slope had not changed but the detention pond depth had changed. It is shallower and the overall volume is larger than the original detention pond. Chairman Bourque said that he is comfortable that the detention pond meets the regulations and maximum slopes but feels that a recommendation to install a mesh to hold the soil in place may be appropriate.

Ms. Alexander said that Selectmen's Rep. Lewis was concerned that the contour lines shown on the plans appear to encroach on the Town right of way. Ms. Alexander asked the Board if she should e-mail Town Counsel and ask for her opinion regarding that subject.

Ms. Alexander said that Grace Capital Church was filing an amended site plan. The Board reviewed the fees: The application fee, notification fee, newspaper advertisement cost, recording fee, the LCHIP fee, and the minor site plan escrow of \$500. They agreed to waive the site plan application fee. The Board instructed Ms. Alexander to notify the Applicant that their present escrow balance must be paid by

October 31, 2008 and pay an additional \$500 toward future expenses by November 7, 2008. All bills must be paid prior to final approval.

Chairman Bourque asked Ms. Alexander to also include in the note to Grace Capital Church that as of October 23, 2008, PSNH field personnel had not received a copy of the new detention pond. Ms. Alexander will send the digital drawings to Diane Montieth for distribution.

- Planner Items - None
- Board Member Items

Member Krebs said he contacted NH DES regarding the North Pembroke Road property clearing. NH DES sent him a form to be filled out. When the Board gave her the application to complete, Ms. Alexander recommended that someone familiar with the violation complete the form and attach a copy of the minutes to show the Board's support. Member Krebs, Chairman Bourque, and Selectmen's Rep. Lewis will coordinate the photos and data and provide them to Ms. Alexander for her to complete the complaint.

Chairman Bourque said that the Applicant cut the trees and brush behind the wetlands medallions. Ms. Alexander spoke with Mike Vignale who indicated that he and Carol Murray, Interim Town Administrator visited the site and noted the erosion, the fencing placed in the wrong place, and silt run off. Mr. Vignale asked Ms. Alexander to send him a copy of the site specific permit to verify any date sensitive conditions. He is also monitoring the road construction. Ms. Murray was notifying the land owner and tell them that they should have contacted the Town to inform them of what they were trying to do. Ms. Alexander said that the Applicant filed a bond a year ago.

### **Adjournment**

**MOTION:** Member Terrien moved to adjourn. Seconded by Member Zydel.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 9:23 p.m.

Respectfully submitted,  
Jocelyn D. Carlucci, Recording Secretary