

**Arundel Planning Board
Minutes**

January 28, 2016 at 7:00 pm
ML Day School Library 600 Limerick Road

Board Attendees: Rich Ganong, Tom McGinn, Marty Cain, John Der Kinderen, Jamie Lowery, and Tad Redway, Town Planner

Public Attendees: Debbie & Mike Harris, Pauline Fritz, Phillip Labbe, Paul Gadbois, PE; Manon Cote Sylvain Theriault, Richard Lessard, Kristen Woodward, Rick Licht, Joe Paolini, Kim White, Andrew Kaski, and Albert Frick

CALL TO ORDER: Chair Ganong called the meeting to order at 7:02 pm. Attendance was taken.

I. APPROVAL OF AGENDA:

MOTION: Mr. Der Kinderen moved and Mr. Cain seconded the motion to approve the agenda as written.

VOTE: Unanimous in favor.

II. APPROVAL OF MINUTES:

III. PUBLIC HEARING:

Item 1: **Ledgewood Meadows Subdivision: Major Subdivision Application- Final Review:** Proposed development of a 2-lot commercial subdivision and a four lot cluster subdivision on 20.76 acres located at 14 Ledge Cliff Drive, Tax Map 4, Lots 24 and 25B, in the CCN (AR) and the R4 zones. Phillip Labbe are the applicants and Paul Gadbois, PE is the owner's agent.

Paul Gadbois, PE provided a brief overview of the proposed subdivision. Richard Lessard of 749 Alfred Road asked and received confirmation that the project would be serviced on on-site wells. Mr. Lessard also asked how the new AR zoning designation affected the project. Mr. Gadbois explained that the project was grandfathered prior to the passage of the zoning change.

Mrs. Harris asked what impact the project would have on their existing home in terms of visual and blasting impact. Mr. Ganong stated that the residential neighbor hood would be located to the Harris' east of similar density and appearance as their home. In relation to the blasting, Mr. Labbe stated that the blaster would perform a pre-blast survey of every property within 500 feet of the blast location and would compensate or repair any damage to adjoining properties.

Chair Ganong closed the public hearing at 7:11 pm.

IV. PENDING APPLICATIONS

Item 1: Ledgewood Meadows Subdivision: Major Subdivision Application- Final Review: Proposed development of a 2-lot commercial subdivision and a four lot cluster subdivision on 20.76 acres located at 14 Ledge Cliff Drive, Tax Map 4, Lots 24 and 25B, in the CCN (AR) and the R4 zones. Phillip Labbe are the applicants and Paul Gadbois, PE is the owner's agent.

The Chair requested if the cost estimates were provided. The Planner confirmed and asked the applicant if the \$132 figure was market priced or included the operator's discount.

Findings of Fact and Approval Motion
Ledgewood Meadows Subdivision

WHEREAS, on May 28, 2015 the Arundel Planning Board received a preliminary Major Subdivision application from Phillip Labbe for the proposed development of a 2-lot commercial subdivision and a four lot cluster residential subdivision on 20.76 acres called *Ledgewood Meadows* and located at 14 Ledge Cliff Drive, Tax Map 4, Lots 24 and 25B, in the CCN and the R4 zones. On June 10, 2015 the two zoning districts were merged into the Alfred Road Business District (AR) at the Arundel Town Meeting;

WHEREAS, the Arundel Planning Board determined that the applicants had submitted their application and had undergone substantive review sufficiently to be regulated under the zoning provisions of the CCN and R-4 districts;

WHEREAS on June 11, 2015 the Planning Board conducted site walk of the proposed subdivision site;

WHEREAS the applicant modified their preliminary **Major Subdivision Plan** and resubmitted to the Board;

WHEREAS on December 10, 2015 the Planning Board granted the applicant a *Preliminary Subdivision Plan* approval, subject to the provision of Homeowner's Association Declarations and documents, easements granted to the Town of Arundel for access and maintenance rights to the proposed fire pond, and revised cost estimates;

WHEREAS on January 14, 2016 the applicant submitted a complete *Final Subdivision Plan* application to the Planning Board for consideration;

WHEREAS, on January 28, 2016 the Planning Board conducted a Public Hearing on the proposed project, after making all required public and abutter notifications;

WHEREUPON the Arundel Planning Board reviewed and gave due consideration of the applicant's amended application and has arrived at the following:

FINDINGS OF FACT

1. The owner with right title and interest of Tax Map 4, Lots 24 and 25B is Phillip Labbe.
2. The proposed development consists of a 2-lot commercial subdivision and a four lot cluster residential subdivision on 20.76 acres called *Ledgewood Meadows* and located at 14 Ledge Cliff Drive, Tax Map 4, Lots 24 and 25B in the AR district.
3. Primary access shall be from Route 111 via a 1,400 linear foot extension of the existing Ledge Cliff Drive.
4. The project is a cluster subdivision project with individual lot sizes ranging from one acre to 67,706 sf.
5. A total of 12.35 acres of permanent open space shall be created by the subdivision with the open space conveyed to the project Homeowner's Association.
6. The subdivision will be serviced by on-site wells and septic systems.
7. A 30,000 gallon fire pond located at station 10+10 of Ledge Cliff Drive will be fitted with a dry hydrant and easements provide to the Town of Arundel for maintenance.
8. The applicant has submitted plans and engineering drawings for the proposed subdivision in the following documents:
 - A hydrogeologic nitrate study prepared by R W Gillespie and dated October 2007
 - Final Subdivision Plan set for Ledgewood Meadows, prepared for Philip Labbe, prepared by Paul Gadbois, PE, dated 12-21 with revisions to 12-8-15. dated 9/26/2008 with revisions through to February 15, 2010.

- Maine Department of Transportation Traffic Movement Permit

CONFORMANCE WITH ARTICLE XI PERFORMANCE STANDARDS

After due review and consideration, the Arundel Planning Board has determined the *Final Subdivision Plan* application to be in conformance with the criteria of Article 11 of the *Arundel Subdivision Ordinance* as follows:

- 11.1 Water Pollution:** The proposed project will not discharge runoff directly into any water body and provides a method of disposal and treatment that will not require a license or permit from the Maine DEP and meets the Town water pollution control standards;

Motion: Mr. Der Kinderen moved that the application is in conformance with section 11.1. Seconded by Mr. McGinn.

Vote: Unanimous in favor.

- 11.2 Water Supply:** The proposed subdivision is not within 1,000 of a public water supply and therefore individual wells and on-septic systems will be installed for each residential and commercial lot. The applicant has demonstrated that the placement of on-site systems will meet State Plumbing Code standards.

To provide adequate water supply the applicant proposes to install a fire pond, as depicted on the approved plan set, with adequate capacity and dry hydrant fittings as approved by the Arundel Fire Chief.

Motion: Mr. Der Kinderen moved that the application is in conformance with section 11.2. Seconded by Mr. McGinn.

Vote: Unanimous in favor.

- 11.3 Impact on Existing Water Supplies:** The proposed project will not require and therefore not impact established water supplies or suppliers. Well logs from the surrounding properties indicate adequate water supply for individual wells.

Motion: Mr. Der Kinderen moved that the application is in conformance with section 11.3. Seconded by Mr. McGinn.

Vote: Unanimous in favor.

- 11.4 Soil Erosion Control Plan:** The applicant has submitted a plan demonstrating adequate soil erosion control measures to protect downstream properties and exposed slope during the construction process.

Motion: Mr. McGinn moved that the application is in conformance with section 11.4. Seconded by Mr. Der Kinderen.

Vote: Unanimous in favor.

- 11.5 Traffic Conditions:** Depending on the type of non-residential use that will be absorbed by the two commercial lots designated in proximity to Alfred Road, the trip generation of this project is anticipated to be less than 40 trips per day for the residential and 40 trips per day for the two non-residential lots. This will not result in a Level of Service E (LOS E) rating for the intersection of Ledge Cliff Road with Alfred Road during peak hours.

- Road geometry of the Alfred Road intersection meets the Standards for a medium volume road as specified in Section 7.7.D of the LUO.
- Since residential subdivisions are not permitted in the AR district, the Planning Board did not require the applicant to provide future road accesses to adjacent properties.

Motion: Mr. Der Kinderen moved that the application is in conformance with section 11.5. Seconded by Mr. McGinn.

Vote: Unanimous in favor.

- 11.6 Sewage Disposal:** Sewage disposal shall be accommodated by on-site septic systems. On site soil tests show that all lots have adequate soils to support such systems.

Motion: Mr. McGinn moved that the application is in conformance with section 11.5. Seconded by Mr. Der Kinderen.

Vote: Unanimous in favor.

11.7 Solid Waste: The proposed project will not generate undue solid waste volumes that will tax the Town's capacity to dispose of solid waste. The two commercial lots shall obtain contracts with waste disposal contractors and not contribute to the Town waste stream.

Motion: Mr. McGinn moved that the application is in conformance with section 11.5. Seconded by Mr. Lowery.

Vote: Unanimous in favor.

11.8 Impacts on Scenic Beauty Historic Sites and Rare Natural Areas: The applicants have designated a large portion of the property for permanent open space that will be retained and maintained by the Homeowner's Association.

- The limits of project forest land removal are delineated on the record plans.
- There are no archeological, historic, or critical shoreline areas identified on the site, nor are any areas identified by the Maine Natural Heritage Program on the site.
- A large ledge outcrop or cliff bisects the property. Although Ledge Cliff Drive will pierce this wall, the remainder of the cliffs and ledge outcrop will remain and be preserved as a natural feature to be enjoyed by the residents.
- The project is not located within 1,320 feet of any Deer wintering yard identified by the Department of Inland Fisheries and Wildlife.
- No portion of the Project is within a Resource Protection District.

Mr. Cain raised the issue that a historic cemetery exists on the site. Although not registered as a site of state-wide significance, Mr. Der Kinderen stated that the cemetery is a site of local significance. Mr. Redway stated that it is state law that the applicant preserve the site.

Motion: Mr. McGinn moved that the application is in conformance with section 11.8. Seconded by Mr. Der Kinderen.

Discussion: Mr. McGinn asked the source of the 1,320 foot setback from a Deer Wintering Yard. Mr. Redway stated that the setback requirement is cited in Section 11.8 with no references.

Vote: Unanimous in favor.

11.9 Conformance with the Comprehensive Plan: The project is in conformance with the 2014 Comprehensive Plan for the then CCN and R-4 districts. Since the applicant's substantive submission and review, the CCN and R-4 districts in this area have been combined in to the AR district in conformance with the 2015 Comprehensive Plan Revisions.

Motion: Mr. McGinn moved that the application is in conformance with section 11.9. Seconded by Mr. Lowery.

Vote: Unanimous in favor.

11.10 Financial & Technical Ability: Given the applicant's vocation as a Excavation and Road Building Company the applicant has demonstrated adequate technical capacity to complete the project in accordance with the approved plans.

- To insure the project is constructed in accordance with the approved plans, the applicant shall provide the Town with a performance surety in the amount of \$187, 500 and instrument approved by the Town Planner.

Motion: Mr. Der Kinderen moved that the application is in conformance with section 11.10. Seconded by Mr. McGinn.

Vote: Unanimous in favor.

11.11 Impact on Water Quality or Shoreline: The project is not located in the watershed of Brimstone Pond and therefore exempt from the standards of 11.11.

Motion: Mr. McGinn moved that the application is in conformance with section 11.11. Seconded by Mr. Der Kinderen.

Vote: Unanimous in favor.

11.12 Impact upon Ground Water Quality: A Groundwater and nitrate assessment was prepared by R.W Gillespie & Company indicating that the proposed project will not have a deleterious impact upon groundwater or potable water supplies on each of the subdivided lots.

Motion: Mr. McGinn moved that the application is in conformance with section 11.12. Seconded by Mr. Lowery.

Vote: Unanimous in favor.

11.13 Floodplain Management: The project is not located in any FEMA identified 100-year floodplain.

Motion: Mr. McGinn moved that the application is in conformance with section 11.13. Seconded by Mr. Lowery.

Vote: Unanimous in favor.

11.14 Freshwater Wetlands: The applicant has identified all freshwater wetlands on the project site and has designed the project to have minimal impact upon these resources.

Motion: Mr. McGinn moved that the application is in conformance with section 11.14. Seconded by Mr. Der Kinderen.

Vote: Unanimous in favor.

11.15 Stormwater Management: The applicant has presented a stormwater management plan complete with stormwater detention controls that achieve peak discharge rates for the 2, 5, 10 and 25 year frequency storms.

Motion: Mr. McGinn moved that the application is in conformance with section 11.15. Seconded by Mr. Lowery.

Vote: Unanimous in favor.

11.6 Reservation of Open Space, Common Lands, Fire Protection Facilities, and Private Way: The applicant has provided Homeowner's Covenants and Documents the reserve designated open spaces as perpetually undeveloped and owned in common by all property owners in the project. Clearing of vegetation within the designated common open space shall be limited to the provision of walking trails, and removal of hazard trees. Clearing for wildlife habitat enhancement shall require permits from the Code Enforcement Officer and Town Planner.

- A Road Maintenance Agreement has been submitted and approved and must be attached to each and every deed in the project assigning equal fiscal responsibility for maintenance of road and stormwater infrastructure and common property.
- An easement description of the fire pond has been delivered to the Planning Board and shall be executed upon this approval granting the Town of Arundel full access rights to use and maintain the dry hydrant and fore pond infrastructure.
- Ledgecliff Drive shall remain a private way owned and maintained by the Homeowner's Association and shall not be maintained in any way by the Town of Arundel.

Motion: Mr. McGinn moved that the application is in conformance with section 11.16. Seconded by Mr. Der Kinderen.

Vote: Unanimous in favor.

CONCLUSIONS OF THE PLANNING BOARD

1. The criteria of Title 30-A MRSA §4404 have been met.
2. The standards of the Arundel Subdivision Regulations have been met.
3. The standards of Section 8.4 of the Arundel Land Use Ordinance have been met.

THEREFORE BE IT RESOLVED that based on the above findings and conclusions the Arundel Planning Board hereby approves the Final Subdivision Plan of Philip Labbe for the development of a 2-lot commercial subdivision and a four lot cluster residential subdivision on 20.76 acres called *Ledgewood Meadows* and located at 14 Ledge Cliff Drive, Tax Map 4, Lots 24 and 25B, in the AR district as shown on the approved plans and subject to the following conditions:

1. The subdivision must be recorded in the York County Registry of Deeds within ninety days of the date upon which the plan is approved and signed by the Board otherwise it shall become null and void.
2. No changes, erasures, modifications, or revisions shall be made in any Final Plan after approval has been given by the Board and endorsed in writing on the Plan, unless the revised Final Plan is first submitted and the Board approves any modifications.
3. The approval by the Board of a subdivision plan shall not be deemed to constitute or be evidence of any acceptance by the municipality of any street, easement, or other open space shown on such plan.
4. Failure to complete substantial construction of the subdivision within 2 years of the date of approval of the Plan shall render the Plan null and void.
5. The fire pond shall be constructed and approved by the Fire Chief prior to the issuance of building permits for more than 50% of the lots in the subdivision.
6. At least five days prior to commencing construction of required improvements, the subdivider or builder shall:
 - a. Notify the Code Enforcement Officer and Town Planner in writing of the commencement of construction of such improvements, so that the Municipal Officers can cause inspection to be made to assure that all municipal specifications, requirements, and conditions of approval shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Board.
 - b. Deposit with the Municipal Officers a check for the amount of 2% of the estimated costs of the required improvements to pay for the costs of inspection. If, upon satisfactory completion of construction and cleanup, there are funds remaining, the surplus shall be refunded to the subdivider or builder as appropriate. If the inspection account shall be drawn down by 90%, the subdivider or builder shall deposit an additional 1% of the estimated costs of the required improvements.
7. Between November 1 and November 15 the Town shall, at the expense of the subdivider, have the site inspected by a qualified individual. By December 1 of each year during which construction was done on the site, the inspector shall submit a report to the Board based on that inspection, addressing whether storm water and erosion control measures (both temporary and permanent) are in place, are properly installed, and appear adequate. The report shall also include a discussion and recommendations on any problems that were encountered.
8. Upon completion of street construction the subdivider shall submit to the Town Planner "As built" plans of all infrastructure improvements.
9. The subdivider shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until their control is placed with a lot owners association.

10. The subdivider shall record a deed transferring ownership to the association within 45 days of final completion and inspection of the subdivision. A copy of the recorded deed shall be submitted to the Town Planner with 60 days of final approval.

So approved by the Arundel Planning Board this 28th day of January 2016.

Motion: Mr. Cain moved to approve the *Ledgewood Meadows Subdivision* in accordance with the Findings of Fact and Decision, as so read. Seconded by Mr. McGinn.

Vote: Unanimous in favor.

Item 2: Brookside Estates: Readings of Findings of Fact for Preliminary Subdivision Approval at December 10, 2015 meeting.- Proposal for a 10-lot cluster subdivision and age-restricted community on 11.98 acre lot located at 182 Log Cabin Road, Tax Map 32, Lot 14C in the R3 and Shoreland Overlay Districts. J Group LLC is the owner/applicant and the owner's agent is Walter Pelkey of BH2M.

Chair Ganong raised the issue that when the Planning Board granted a Preliminary Subdivision approval for the Brookside Estates on December 10, 2015, the Board failed to read a Findings of Fact and Basis of Decision for the action in violation of the Article 11.i of the Arundel Subdivision Ordinance. The Chair recommended a two-step remedial process:

1. Under Roberts Rules of Order, a motion by a member voting in the affirmative on December 10, 2015 can move to rescind the preliminary approval; and then
2. The Planning Board moves to approve the project at this meeting reading of the Findings of Fact.

In response to Mr. Der Kinderen's question, the Planner stated that he was unable to prepare a Preliminary Findings of Fact (FOF) because no such criteria is specified in the Subdivision Ordinance for a Preliminary application. If the Final Subdivision FOF criteria just applied to the preceding *Ledgewood Meadows* project were applied to the Brookside Subdivision, Brookside would fail and would have to be denied.

The Planner also advised the Chair that Roberts Rules of Order would not apply in this case, since a revocation of a previous action can occur only at the next regular meeting. Since the Board's next regularly scheduled meeting was January 14, 2016, the Planning Board has missed that procedural window of opportunity.

Chair Ganong agreed that the motion to rescind could not be exercised at this late time. However he maintained that the Ordinance required some Findings to be made. In response to Mr. Cain's request of Planning Board past practices, Chair Ganong observed that he could not remember the last Subdivision the Planning Board reviewed, but that did not absolve the Board from making some findings.

Mr. Redway noted that up to 2009, the Board never read a FOF at a Final Subdivision approval, but left the Planner to write the FOF and NOD *after the fact*.

Mr. Der Kinderen and Mr. McGinn expressed concern about changing the Board's past practices halfway through the review of this project.

Chair Ganong agreed, but stated that the Planning Board could not repeat this error in the future. A Preliminary Approval checklist must be developed and implemented so as to abide by the Subdivision Ordinance requirements.

Motion: Tom McGinn made a motion that the Brookside Preliminary Subdivision Approval be upheld based on past practices. Motion seconded by Mr. Der Kinderen.

Discussion: Mr. Cain proposed an amendment to require the Board to modify the Subdivision Ordinance accordingly. Mr. McGinn stated that that motion should be reserved for another time.

VOTE: Aye: Mr. McGinn., Mr. Der Kinderen. Mr. Cain, and Mr. Lowery. **Nay:** Chair Ganong.

Motion passes 4-1.

Item 3: Bentley's Campground: Conditional Use: Pre-application Sketch Plan- Proposal to expand the existing RV campground in five additional phases developing an additional 137 new sites with utility hookups and support facilities on 46.28 acres Tax Map 30, Lot 24 located at 1601 Portland Road in the DB-2 district. Bentley Warren III is the applicant and Rick Licht of Licht Environmental Design is the applicant's agent.

Rick Licht of *Licht Environmental Design* summated the outstanding issues that need Planning Board input before a formal Conditional Use application for the campground expansion is submitted:

Fire Protection: The Chair read the letter from Fire Chief Bruce Mullen stating that the proposed fire pond and dry hydrant would provide adequate protection. Mr. Cain objected and wanted a water line extended into the campground from Rte 1.

Construction Circulation: Construction vehicles will access the site from Route 1 but will create a staging area on Mr. Warren's adjacent private property via a new tote road.

Tote Road: Manon Cote and Sylvain Theriault complained that the existing tote road between Bentley's property and the campground is misused for hauling material, firewood, and is used as a contractor access. They state that the traffic adversely impacts the adjoining property and they wish the Board to close the road. Planning Board noted that this tote road is an essential link between the fire pond and the campground. Mr. Licht also informed the Board that Bentley Warren also uses it to access the Saloon and the campground from his personal residence. The Board stated that the road should stay but access should be severely limited.

RV On-Site Storage: Mr. Licht stated that the RVs currently stored on the site are Mr. Warren's personal property and should be exempt from removal. Chair Ganong stated that regardless of ownership, LUO section 8.3.A.3 does not permit long term occupancy of campsites or overwintering of RVs in the campground.

Mr. Licht and Mr. Frick asked why other campgrounds have long term occupancies. According to the Planner, the Code Enforcement Officer reports that semi-permanent RVs in Red Apple Campground preceded LUO 8.3. No report was provided regarding another campground. Mr. Redway conceded that such violations of LUO 8.3.A.3 are in fact a CEO enforcement issue, however the Planning Board should not consider applications that are in violation of the LUO by Selectman Policy. The Board conceded that Mr. Warren can store the units on his own property as long as they are not occupied.

Septic System: The applicant submitted the new septic design just before the meeting. Given that the designer, Al Frick was attending, the Board elected to review the plans.

Traffic Turning Lane: The Board renewed its advocacy for a center turning land in Rte 1. Mr. Licht reported that MDOT wanted to amass a accident history at the campground/saloon entrance before determining if the center lane meets the warrant. The Board questioned why a turning lane was mandated at the Cape Arundel project but not at Bentleys. Mr. Licht responded that the Eaton Traffic Study showed that there are differences in traffic loading and vehicle speed before the two sites. MDOT has not made a final decision yet.

IV: NEW APPLICATION

Item 1: Cape Arundel Cottage Resort: Revision of an Approved Subdivision & Conditional Use Permit: Sketch Plan Application: Application to replace approved maintenance area with four (4) additional cottage units in a 259 seasonal cottage resort on 294.3 acres located at 1976 Portland Road on Tax Map 11, Lot 9 & Map 12, Lots 6, 7, 9 and 13 located at 1976 Portland Road in the BI district and the RP district. Kennebunkport Cottage Preserve LLC is the owner and Joe Paolini is the applicant.

Rick Licht introduced the project to replace the existing designated maintenance area with four additional cottages to bring the total units of the Cape Arundel project to 263. In response to questions from the Board and the Planner, the developer, Mr. Paolini responded as follows:

- Snow plows, mowing units and other basic maintenance equipment will not be operated by the CASC Homeowner's Association but will be contracted out.
- The requisite golf carts will be stored off-site at a contracted facility. Tarp covers will be used by the residents for protecting the carts during inclement weather. No garage facilities will be permitted.

- The on-site Caretaker's Residence will be moved down to the Sales Office on the public side of the entry gate. Chair Ganong reminded the applicant that a live-in caretaker monitoring the site, especially during the off-season, was a condition of the original approval.
- The Planning Board responded favorably to the proposal provided that density maximums are not exceeded .
- The Planner requested a more defined turnaround area to accommodate Fire apparatus.
- The Board agree to Mr. Paolini's request to eliminate the approved sidewalk from the gate to Route 1. However the request to eliminate the sidewalk from Adams Lane to the Community Center was denied.

Applicant will prepare the formal application for submission.

V. LAND USE & SUBDIVISION ORDINANCE REVISIONS

Item 1: **Discussion:** Proposals to introduce fire protection measure in the Land Use and Subdivision ordinances.

Chair Ganong reviewed the decisions that emerged from the January 21, 2016 workshop with Chief Mullen and Deputy Chief Tardif that included:

- Instituting Requirement for sprinkler systems in new residences and business structures;
- Establishing an Impact Fee system to help pay for upgrading and maintaining existing cisterns and Fire Ponds, and to provide new facilities in unprotected parts of Town;
- Developing fire protection requirements in the LUO so that businesses, institutional uses, and residential uses exempt from the Arundel Subdivision Ordinance would be covered;
- Promoting the installation of fire hydrants along Rte 1.

Mr. Ganong will supply the Board with his original Fire Protection Ordinance as a reference.

VI: PLANNER'S REPORT:

The Planner gave a brief report on current land use activities in Town.

ADJORNMENT: Mr. Cain moved to adjourn at 9:40 pm, with Mr. Lowery seconding the motion, and it passed with all in favor.

Respectfully Submitted,

Tad Redway
Planning Board Secretary, Pro Temp