



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, May 23, 2016

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1. Call to Order

Chairman, Dwight Brew called the meeting to order at 6:00 p.m.

Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Tom Grella, Nate Jensen, and Peter Lyon. Also present: Town Administrator, Jim O'Mara.

2. Non-Public Session (b)

Selectman Jensen moved to enter non-public session pursuant to NH RSA 91-A:3 II (b). Second by Selectman Panasiti. By roll call: Selectman Lyon - yes, Chairman Brew - yes, Selectman Panasiti - yes, Selectman Jensen - yes, and Selectman Grella - yes. Vote was unanimous, 5-0.

The Board entered non-public session at 6:01 p.m.

The Board of Selectmen and Town Administrator, Jim O'Mara, discussed the hiring of a public employee.

Selectman Grella moved to exit non-public session at 6:22 p.m. Second by Selectman Lyon. By roll call vote, the motion passed unanimously, 5-0.

Chairman Brew stated that in non-public session no motions were made and no votes were taken.

Chairman Brew called the public meeting to order at 6:32 p.m. Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Tom Grella, Nate Jensen, and Peter Lyon. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes.

3. Pledge of Allegiance – Resident, Steven Berube, led the pledge.

Chairman Brew opened time for public comment. No one came forward.

36 **4. Public Hearing – Courthouse Road Property Acquisition**
37

38 Selectman Grella moved, second by Vice Chairman Panasiti, to open the second public hearing on
39 the acquisition of property on Courthouse Road, Map/Lot 016-024-005. Motion passed
40 unanimously, 5-0.
41

42 Dick Lefebvre asked if the Board decided to accept the property, as is, who would be responsible
43 for the cost in completing the park. Gordon Leedy, landscape architect, and a member of the
44 Amherst Land Trust, said the plan is to complete the playground by the end of the week and have a
45 soft opening to use the playground. Fencing, the brick patio, shed and grading will take longer.
46 Mr. Leedy said the Amherst Land Trust (ALT) doesn't want to own an operating playground and
47 would prefer the town accept the property whole, recognizing that the ALT intends to complete all
48 plans for which funds were raised. Chairman Brew stated that the ALT was responsible for
49 following all town zoning ordinances.
50

51 Andrea Bowers said she served on the playground committee since the beginning. She has a three
52 year old and a five year old and is very familiar with the playgrounds in the area. She said this is
53 by far the best playground in the area. It is the safest and most comfortable and will serve the
54 community very well, and many have put their hearts and souls into this project in memory of
55 Joshua Savyon. Lisa Kaveney said hundreds of people have given to this project and urged the
56 Board to accept it.
57

58 Selectman Grella moved, second by Selectman Jensen, to close the public hearing. Motion passed
59 unanimously, 5-0. Selectman Lyon said he did not want to dismiss the comments from abutters
60 and tried to put himself in their shoes in making his decision. The outpouring of support for the
61 project has been amazing, and he will vote in favor of the proposal. Selectman Jensen said that he
62 was unhappy that the concerns raised by the abutters had not been resolved and felt their concerns
63 should have been addressed more constructively. He intends to support the proposal and thanked
64 the ALT. Vice Chairman Panasiti said he listened to both sides. He thanked the ALT and
65 volunteers and donors who have done an excellent job. He did question the timing for opening the
66 playground.
67

68 Selectman Grella said he accepts the proposal but wants five items completed at no cost to the
69 town: fencing, driveway, irrigation, restroom, planting. He said the town gets a gift and is
70 protected from any expenses. Chairman Brew said he believes that all voices were heard and the
71 Board can now vote on what is best for Amherst as a whole. He strongly supports the acquisition.
72

73 Gordon Leedy and Sally Wilkins responded to questions regarding the opening of the playground,
74 machinery, parking, grading and fill. Selectman Lyon moved, second by Selectman Grella, to
75 accept the acquisition of the property located on Courthouse Road, Map/Lot 016-024-005, as a gift
76 from the Amherst Land Trust pending upgrades to include fencing, driveway, irrigation, restroom,
77 and plantings effective on May 27th. Motion passed unanimously, 5-0. Selectman Lyon moved,
78 second by Vice Chairman Panasiti, to authorize Town Administrator, Jim O'Mara, to sign all
79 related documents. Motion passed unanimously, 5-0.
80

81 Chairman Brew took up **Agenda Item 5, Lions Club Presentation**
82

83 Charlie Vars of the Lions Club rose along with Joan Ferguson to present a gift of \$2,500 to the
84 Amherst Fire Rescue for the purchase of 50 luminescent jackets to replace those gifted ten years
85 ago which have become worn out. Mr. Vars said that the Lions Club is the largest in the district

86 and listed a number of ways the Lions Club has assisted many community members who are less
87 fortunate.

88 **Public Hearing – Ponemah Road Property Acquisition**

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90
91 Selectman Jensen moved, second by Vice Chairman Panasiti, to open the public hearing on the
92 Ponemah Road Property Acquisition. Motion passed unanimously, 5-0. There were no public
93 comments. Selectman Jensen moved, second by Vice Chairman Panasiti, to close the public
94 hearing. Motion passed unanimously, 5-0. Selectman Jensen moved, second by Vice Chairman
95 Panasiti, to accept the four acres of landlocked property located at Map 3, Lot 36-4 on Ponemah
96 Road. Motion passed unanimously, 5-0. Selectman Lyon moved, second by Selectman Grella, to
97 authorize Town Administrator O'Mara to sign all related documents. Motion passed unanimously,
98 5-0.

99 **Public Hearing – Revised OHRV Ordinance**

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101
102 Administrator O'Mara said changes to the Off Highway Recreational Vehicles (OHRV) ordinance
103 make the trails more “bike-friendly” and allow the Conservation Commission to control where
104 bicycles are allowed. Selectman Jensen moved, second by Selectman Lyon, to open the public
105 hearing on revising the OHRV. Motion passed unanimously, 5-0. There were no public
106 comments. Selectman Jensen moved, second by Vice Chairman Panasiti, to close the public
107 hearing. Motion passed unanimously, 5-0. Selectman Jensen moved, second by Selectman Lyon,
108 to accept the revised OHRV ordinance as written. Motion passed unanimously, 5-0.

109 **5. Lions Club Presentation – taken up earlier**

110 **6. Updates**

111 **6.1 Quarterly Reports: Library, Recreation, Fire Rescue**

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113
114 **Library:** Amy Lapointe, Librarian, provided the following information in her quarterly report [a
115 copy of the full report is included at the end of these minutes].

- 116 • Winter is the library's busiest time for adults programs. Highlights this winter included a
117 sell-out lecture on “the art of the con” with Anthony Amore, from the Isabella Stewart
118 Gardner Museum. A lecture with a Harvard University professor on the wonder of Pi (on
119 March 14th) brought out a lot of math buffs.
 - 120 • So far this fiscal year, the library has had 43 programs reaching 2500 adults.
 - 121 • Programming for the kids is ongoing five days a week. Fiscal year to date, the library has
122 offered about 350 programs for 6800 kids.
 - 123 • Overall circulation is down slightly. The most aggressive drop is media, specifically
124 DVDs. Digital media circulation is up.
 - 125 • New patron registration is also up which probably corresponds to the real estate market.
 - 126 • Technology remains an essential focus.
 - 127 • Continue to see an increase in digital media circulation.
 - 128 • Increased emphasis on staff training.
- 129
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133 Ms. Lapointe said much of the library success is dependent on relationships with other groups and
134 they are particularly indebted to the Friends of the Library this year. Friends funded two interior
135 projects and paid for the library's new café area. Librarian Lapointe asked the Board to like the
136 library on Facebook, come in to see the Student Art Show, and stay tuned for details about the
137 summer reading program for all ages.
138

139 Vice Chairman Panasiti said he has heard that the library is loud. Ms. Lapointe said that quiet
140 space is a challenge and they continue to find a resolution. In response to Selectman Grella, Ms.
141 Lapointe said the newsletter goes to about 3,000 people. Selectman Lyon said the library "is a
142 gem". All Board members agreed.
143

144 **Recreation:** Craig Fraley, Recreation Director, said his department has been quite busy. The
145 Baboosic Lake Beach program numbers for both camp and swim lessons are currently up 20
146 percent from 2015. To date, they have sold 105 beach passes. In 2015, 144 total passes were sold
147 and in 2014, 88 were sold. Adult trips have been a huge success with many selling out.
148 Destinations have been: Boston Flower Show, Garden in the Woods, Monthly Diner Trips, to
149 name a few. A family trip is being planned to see the Red Sox on June 21st.
150

151 Director Fraley said Maker Space classes have been going really well with most classes selling
152 out. A Maker Space board has been established and the group is working on creating a
153 membership program that allows access to equipment in the STEM wing at the Middle School.
154 This is the first Maker Space program in the state where a public facility has partnered with a
155 Recreation Department.
156

157 Director Fraley said the '02 account revenue is \$285,412 and expenses at \$218,269 and he is still
158 working on the '03 account. Also, his department and the Amherst Conservation Commission
159 have been working with the Nashua Regional Planning Commission on a mapping program that
160 will allow a mapping app for smart devices to be used on the trails to the park. They are in the
161 process of updating the mapping of Joe English trails and loading the points of interests. Other
162 items that Director Fraley reported are:
163

- 164 • Baboosic Lake Property: Recreation Department approved the idea of the proposal for
165 Baboosic Lake Road
- 166 • Pump Track Designer: Awaiting Design
- 167 • Disc Golf Course Proposals: 2 proposals in, expecting the third any day
- 168 • Garage doors are installed on the barn and working to get the well working for water on
169 site. Need a site name. One suggestion is Quarry Park.
- 170 • Bean Field: Another wash well was installed to keep water pressure up on the complex.
171 The field is experiencing too much use. There are eight different field markings on the
172 three fields. Demand for fields continues to increase and the need for additional fields
173 is there.
- 174 • Skating Rink was successful. Minor damage to the Davis Lane courts. The company is
175 aware of the issue and will repair at some point this summer. Recreation Department
176 offered ice skating lessons for beginners through intro to hockey. 60 kids were
177 involved in the programs.
- 178 • The ski program doubled in size, having 50 kids participating in the Thursday Night
179 Lights program and Director Fraley anticipates growth in 2017.
180

181 **Fire Rescue:** A copy of Fire Chief Matt Conley’s quarterly report is included at the end of these
182 minutes. Highlights include:

- 183
- 184 • Calls for service total 363: 239 EMS and 124 Fire
- 185 • The report included a breakdown of various education and training programs completed or
- 186 nearly completed by staff
- 187 • Fire Prevention breakouts: 84 inspections and plan reviews; 29 permits issued; 12 fire
- 188 drills; 20 information/consults provided; 10 car seats
- 189

190 Chief Conley also listed a number of projects and events undertaken by his department. Vice
191 Chairman Panasiti asked about renovating the 2nd floor. Chief Conley said the specs provided
192 were not “what we needed”. He responded to a number of questions from the Board about the
193 ambulance service. Chairman Brew asked that the Chief develop a schedule for getting the second
194 floor completed. Chief Conley will provide a schedule at the Board’s next meeting.

195
196 Chairman Brew moved up consideration of **Agenda Item 8.2 EMPG Grant Update.** Fire Chief
197 Conley, joined by AFR Deputy Chief Brady and Police Chief, Mark Reams, sought the Board’s
198 acceptance of an Emergency Management Performance Grant (EMPG) to convert the police and
199 fire radio systems to a fixed repeater system. Brady explained that the current radio network is
200 simplex which means someone using a radio can only be heard by other users that are within the
201 broadcast area of that radio. With this conversion, Amherst Police and Fire Rescue will be able to
202 communicate from unit to unit without the need to have dispatch relay. The entire project is
203 \$97,758.81 with 50 percent, or \$48,879.00, being covered with grant funds. The grant agreement
204 must be signed by the majority of Board members before it will be reviewed by the Governor &
205 Council (G&C) for final approval and then the project can begin. Deputy Chief Brady expects it
206 to come before G&C at its July meeting. Chief Reams noted what a “great job” Deputy Chief
207 Brady has done on the project.

208
209 Selectman Jensen moved, second by Vice Chairman Panasiti, to accept the EMPG grant in the
210 amount of \$48,879. Motion passed unanimously, 5-0. Selectman Lyon moved, second by
211 Selectman Jensen, to authorize the withdrawal of \$48, 879.81 from the Communications Capital
212 Reserve Funds. Motion passed unanimously, 5-0.

213 214 6.2 Finance Software

215
216 Finance Director, Lisa Ambrosio, stated that there have not been any changes made to the
217 schedule she provided about a month ago. She reminded the Board that she still did not have a
218 date for the tax implementation phase and the employee self-service portal has been postponed
219 until sometime towards the end of the fiscal year. Director Ambrosio said that training continues
220 on other portions of the HR module. Mary Guild is in training this week learning about the open
221 enrollment – benefit selection web interface. Director Ambrosio reported that Springbrook offered
222 a week of additional onsite training with their project manager and town will only be required to
223 cover the trainer’s travel time. She said she will review any final adjustments needed for payroll
224 and provide for direct time to review the core financial implementation. Director Ambrosio said
225 that progress continues towards finalizing the first two phases of this four phase implementation
226 plan excluding tax. Selectman Jensen asked if the program is providing the functionality expected
227 and how much has been spent to date that was budgeted for this software update. Director
228 Ambrosio said the program definitely provides greater functionality and will provide a cost
229 breakdown at the next Board meeting.

230
231 Chairman Brew then took up **Agenda Item 8.1 Art.31 Conservation Land**
232

233 Chairman Brew indicated that in February the town had the option to purchase 227 acres of
234 undeveloped land between Spring, County and Upham Roads for \$1 million. In March, voters
235 passed Article 31 which appropriated \$450,000 toward the purchase. \$50,000 was to come from
236 the Conservation Commission and \$500,000 from the Piscataquog Land Conservancy (PLC). The
237 PLC and the town established that the property was worthy of conservation, and signed a Purchase
238 and Sale agreement (P&S). The sellers chose not to sign the P&S so the project will not be going
239 forward. Administrator O'Mara said there was no tax impact, no money collected or returned.
240

241 **6.3 Stormwater**
242

243 Town Administrator O'Mara indicated that on April 13, 2016 EPA issued its final general permit
244 applicable to all "Small MS4 Communities" for Massachusetts, creating a host of new regulatory
245 mandates and discharge prohibitions. EPA's response to comments basically rejected all of the
246 legal/regulatory issues raised by the New Hampshire Stormwater group comments – confirming
247 that New Hampshire communities may expect to receive an identical permit. A challenge to
248 EPA's illegal rule amendments is necessary at this time to prevent imposition of the same
249 provisions in the NH MS4 permit. The estimated cost of federal litigation is projected at \$300,000
250 and may be shared equitably among the coalition communities. Amherst had previously
251 authorized the expenditure of funds toward this effort. Administrator O'Mara asked the Board to
252 reauthorize a larger amount and he will find out what the shared expense is expected to be.
253 Selectman Jensen asked if NH, like Massachusetts, would have 120 days to appeal. Administrator
254 O'Mara said he didn't know but would find out.
255

256 **6.4 Matrix/DPW Recommendations**
257

258 Administrator O'Mara stated that he and DPW Director Berry are going through the
259 recommendations and handling the "low hanging fruit". Crews now fill out tasks every day
260 including materials used and hours logged. The search for a Deputy Director continues.
261

262 **7. Board Goals Review – included in the Board packet.**
263

264 Chairman Brew mentioned that Kinder Morgan has formally withdrawn its FERC application.
265 Vice Chairman Panasiti noted that this does not mean that Kinder Morgan cannot file a new
266 application for a similar pipeline in the future; however, they would have to start all over at the
267 beginning of the FERC process if they do so.
268

269 **8. Town Administrator**
270

271 **8.1 Art. 31 Conservation Lane – taken up earlier**
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273 **8.2 EMPG Grant Update – taken up earlier**
274

275 **8.3 Fireworks Permit**
276

277 Selectman Jensen moved, second by Selectman Grella, to authorize Atlas selling Permissible Class
278 C fireworks in town and agree to sign the permit granting said authority. Motion passed
279 unanimously, 5-0.

280 **8.4 Hawkers & Vendors Application**

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282 Selectman Lyon moved, second by Selectman Jensen, to grant hawkers and vendors permit to
283 Brian Thompson to sell door-to-door financial services from May 23, 2016 through May 22, 2017
284 from Monday through Friday, 9:00 a.m. to 5:00 p.m. with holidays excepted and authorize the
285 Chair of the Board to sign said permit. Motion passed unanimously, 5-0.
286

287 Selectman Grella moved, second by Selectman Jensen, to grant hawkers and vendors permit to
288 Adam Rodloff to sell door-to-door solar panels and solar energy production from May 23, 2016
289 through May 22, 2017 from Monday through Friday, 9:00 a.m. to 5:00 p.m. with holidays excepted
290 and authorize the Chair of the Board to sign said permit. Motion passed unanimously, 5-0.
291

292 Selectman Lyon moved, second by Selectman Jensen, to grant hawkers and vendors permit to
293 Kelsey Kilpatrick to see Education Resource Books from May 23, 2016 through May 22, 2017
294 from Monday through Friday, 9:00 a.m. to 5:00 p.m. with holidays excepted and authorize the
295 Chair of the Board to sign said permit. Motion passed unanimously, 5-0.
296

297 **8.5 3rd Grade History Week**

298
299 Administrator O'Mara mentioned how enjoyable it is to see Bob Schaumann and have the third
300 graders visit Town Hall during their celebration of Amherst History Week.
301

302 **8.6 ASB/Recreation – discussion was included in Director Fraley's quarterly report.**
303 Director Fraley will re-visit the matter with the School Board.
304

305 **9. Approvals**

306 **9.1 Tax Collector – 2015 Tax Liens**

307 Selectman Jensen moved, second by Selectman Grella, to approved and sign the Notification of
308 Lien for the 2015 tax year dated May 13, 2016 as submitted by the Tax Collector. Motion passed
309 unanimously, 5-0. Chairman Brew noted that the 2015 tax lien shows the lowest number of
310 properties in the last decade and the smallest amount due.
311
312

313 **9.2 Tax Collector – Septic Warrants**

314 Selectman Lyon moved, second by Selectman Grella, to approve and sign the Quarterly
315 Maintenance Warrants for the Baboosic Lake Community Septic bills due July 1, 2016 as follows:
316 Phase I - \$4,326.48, Phase II - \$5,021.15, Phase III - \$5,567.73, and Phase IV - \$3,952.37. Motion
317 passed unanimously, 5-0.
318
319

320 **9.3 Assessing – Elderly Exemption**

321 Selectman Lyon moved, second by Vice Chairman Panasiti, to approve an Elderly Exemption for
322 Map/Lot 2-170-27 in the amount of \$107,000. Motion passed unanimously, 5-0.
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9.4 Assessing – Yield Tax Levy

Selectman Lyon moved, second by Vice Chairman Panasiti, to approve and sign a Yield Tax Levy for property located at Pavillion Road, Map/Lot 6-4 and 6-88 in the amount of \$453.59. Motion passed unanimously, 5-0.

9.5 Assessing – Gravel Excavation Tax Levy/Tax Warrant

Selectman Lyon moved, second by Selectman Grella, to approve Gravel Excavation Tax Levy for property located at 2 Howe Drive, Map/Lot 2-34 in the amount of \$177.28. Motion passed unanimously, 5-0.

9.6 Assessing – Levy of 2016 Tax Warrant

Selectman Lyon moved, second by Vice Chairman Panasiti, to approve, sign, and direct the tax collector to collect July 2016 taxes in the amount of \$20,852,972.00. Motion passed unanimously, 5-0.

9.7 Payroll Manifest

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll Manifest in the amount of \$183,730.73 dated May 12, 2016, subject to review and audit. Motion passed unanimously, 5-0.

9.8 Accounts Payable Manifests

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$34,629.90 dated May 17, 2016, subject to review and audit. (Town Clerk transfers to the State of NH). Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$178,357.51 dated May 17, 2016, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$42.43 dated May 18, 2016, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$2,146.00 dated May 23, 2016, subject to review and audit. Motion passed unanimously, 5-0.

**9.9 Previous Meeting Minutes – May 9, 2016 Public Session
May 9, 2016, May 10, 2016 Non-Public**

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen meeting minutes of May 9, 2016, as presented. Motion passed unanimously, 5-0.

375 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen
376 non-public meeting minutes of May 9, 2016, as presented. Motion passed unanimously, 5-0.
377

378 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen
379 non-public meeting minutes of May 10, 2016, as presented. Motion passed unanimously, 5-0.
380

381 **10. New/Old Business**

382
383 **10.1 Internet Connectivity Committee Charter**

384
385 Selectman Jensen moved, second by Selectman Lyon, to approve the Internet Committee Charter
386 as presented. Motion passed unanimously, 5-0. Selectman Jensen said seven individuals have
387 expressed an interest in serving on the committee. He will post the charter on the website and
388 immediately take steps to advertise for membership on the committee.
389

390 Selectman Panasiti moved to enter non-public session pursuant to
391 NH RSA 91-A: 3 II (b) & (d). Second by Selectman Jensen.
392

393 Roll Call: Lyon -yes, Brew-yes, Panasiti-yes, Jensen-yes, Grella- yes. Vote was unanimous 5-0.
394

395 The Board entered non-public session at 9:30 PM.
396

397 The Board of Selectmen and Town Administrator Jim O'Mara discussed the hiring of a public
398 employee.
399

400 Selectman Grella moved to exit non-public session. Second by Selectman Lyon. The vote was
401 unanimous 5-0.
402

403 The Board exited non-public session at 10:35 PM.
404

405 Chairman Brew stated that in non-public session no motions were made and no votes were taken.
406

407 **11. Adjournment**

408
409 Selectman Lyon moved to adjourn the meeting at 9:56 PM. Second by Selectman Grella.
410 The vote was unanimous 5-0.
411

412 The meeting adjourned at 9:57 PM.
413

414 **NEXT MEETING: June 13, 2016**
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424 Selectman Nate Jensen
Clerk, Board of Selectmen

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