

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
April 5, 2010
MINUTES**

Call to Order

5:30pm: Chairman, Steve Barry called the meeting to order.

Pledge of Allegiance to the Flag

Chairman Barry asked all to rise and pledge allegiance to the Flag.

Present: Stephen R. Barry, Chairman; Alan E. O'Neal, Vice Chairman; R. Andrew Robertson, John Reagan and Bill Perron, Selectmen

Also Present: Cynthia Heon, Town Administrator and Nese Farrell, Recording Secretary

Citizen's Comments:

Walter Hooker referred to the March 22, 2010 Minutes and stated that line three of paragraph one reads that he said "should", but he said "would".

He said in light of the Budget that was voted two weeks ago, it appears as though the Library Director's Budget is the same as last year. He asked if the Library Trustees bring forth information that awaits adjustment, will the Board of Selectmen (BOS) approve the ones for 2010, 2011 or not at all. He asked where the money would come from if approved and will the same apply to other departments that come back with information about area towns having wage ranges that are higher than Deerfield's.

He addressed the BOS Agenda for tonight's meeting and said he was not able to find it on the Town's website. Town Administrator, Cindy Heon will check with the IT person regarding this.

He referred to the Tax Rate estimate in the Voter's Guide and asked if the BOS has an official estimate. Chairman Barry confirmed that they do not have an official one at this time.

Opening of Bids

1. Highway Department

A. Paving- The Town of Deerfield is seeking bids for the paving of Reservation Road, Meetinghouse Hill Road, Nottingham Road and Church Street; per New Hampshire Department of Transportation (NHDOT) standards.

Advanced Excavation & Paving; bid approximately \$5.25 per square yard for Reservation Road, \$1.85 per square yard for Meetinghouse Hill Road, \$1.85 per square yard for Nottingham Road and \$2.00 per square yard for Church Street. Machine paving at \$70.50 per ton.

Suburban Paving; bid \$4.75 per square yard for Reservation Road/ \$69.70 per ton to be paved with 2 inch binder, \$1.50 per yard for Meetinghouse Hill Road/ \$69.70 per ton for paving, \$1.50 per yard for Nottingham Road/ \$69.70 per ton for paving, \$1.50 per yard for Church Street/ \$69.70 per ton for paving and \$69.70 per ton for Mountain Road to trim where needed.

Brox Industries; bid \$5.31 per square yard for Reservation Road, \$1.65 per square yard for Meetinghouse Hill/ \$67.70 per ton for paving.

Pike Industries; bid \$69.50 per ton for machine method paving, \$1.75 per square yard for Church Street, Meetinghouse Hill Road and Nottingham Road, \$69.50 per ton for paving of Reservation Road with mix cement/compaction.

Continental Paving; bid \$69.00 per ton for both types of asphalt paving, \$1.75 per square yard for reclaim and grade, \$3.25 per square yard for Portland cement.

All Paving Bids were given to Alex Cote, Highway Agent, who will return to the next Selectmen's Meeting with a recommendation.

B. Winter Sand- The Town of Deerfield is seeking bids for winter sand to meet NHDOT specifications.

Plourde Sand & Gravel; bid \$10.40 per ton for a delivered price (\$4.00 delivery charge and \$6.40 per ton FOB price).

Concord Sand & Gravel; bid \$4.25 per ton and \$7.75 per ton for a delivered price.

Brox Industries; bid \$13.50 per ton for a delivered price.

Merrill Construction; bid \$6.95 per ton for a delivered price.

All Winter Sand Bids were given to Alex Cote, Highway Agent, who will return to the next Selectmen's Meeting with a recommendation.

- C. Road Reconstruction Materials~ The Town of Deerfield is seeking bids for road reconstruction materials and processed gravel to meet the current NHDOT standards.

Plourde Sand & Gravel; bid \$9.75 per ton for 1 ½" crushed, \$9.75 per ton for ¾" crushed stone, \$9.00 per ton for 3" bank-run gravel, \$11.00 per ton for 1 ½" stone and \$11.25 per ton for ¾" stone

Concord Sand & Gravel; bid \$7.45 per ton for bank-run gravel, \$8.45 per ton for 3" minus bank-run gravel, \$10.75 per ton for 1 ½ " crushed gravel, \$10.75 per ton for ¾ " crushed gravel, \$12.75 per ton for 1 ½" stone, \$12.75 per ton for ¾" stone and \$12.75 per ton for erosion stone.

Rollins Excavation; bid \$8.25 per ton for ¾" crushed gravel, \$8.25 per ton for 1 ½" crushed gravel, \$8.10 per ton for 3" minus crushed gravel, \$11.50 per ton for ¾" crushed stone, \$11.50 per ton for erosion stone (delivery charge included).

Raymond Sand & Gravel; bid \$10.25 per yard for 1 ½" crushed gravel, \$9.75 per yard for ¾" crushed gravel, \$9.00 per yard for 3" minus bank-run gravel, \$11.75 per yard for 1 ½" stone, \$12.75 per yard for ¾" stone, and \$12.00 per yard for erosion stone (delivery charge included).

Brox Industries; bid \$9.75 per ton for NHDOT crushed stone/course grade, \$9.75 per ton for NHDOT crushed stone/fine grade, \$9.75 per ton for ¾" stone base ledge pack and \$13.50 per ton for 1 ½" crushed stone, \$13.50 per ton for ¾" crushed stone and all sizes of erosion stone at \$13.50 per ton (delivery charge included).

Merrill Construction; bid \$7.95 per ton for 1 ½" process gravel, \$7.95 per ton for ¾" process gravel, \$6.32 per ton for 3" minus bank-run gravel, \$10.20 per ton for 1 ½" stone, \$10.20 per ton for ¾" stone and \$11.95 per ton for erosion stone (delivery charge included).

All Road Reconstruction Materials Bids were given to Alex Cote, Highway Agent, who will return to the next Selectmen's Meeting with a recommendation.

- D. Roadside Mowing~ The Town of Deerfield is seeking bids for roadside mowing of approximately 68 miles of road within the Town.

Sanborn Industries; bid \$6,000.00 (will provide proof of insurance when bid is awarded).

All Roadside Mowing Bids were given to Alex Cote, Highway Agent, who will return to the next Selectmen's Meeting with a recommendation.

2. Government Buildings/ Mowing and Trimming of Town Grounds~ The Town of Deerfield is seeking bids for the lawn mowing and the trimming of the Town owned grounds (based on 2-years/ 40-visits).

Jason Markson; bid a weekly price of \$80.00 for George B. White Building, \$20.00 for Smokey the Bear, \$50.00 for the Town Hall, \$35.00 for the South Fire Station and \$16.25 for the Library (Totaling \$11,050.00 for two years), Transfer Station quote for 2-years/ 20-visits per year at \$85.00 per visit, Landfill quote for twice a year (June 1st and October 1st) totaling at \$520.00 per visit. Grand total of \$5,480.00.

Andrew Thomas; bid a total of \$13,400.00 for 2-years/ 40-visits for the George B. White Building, Town Gazebo, Town Library, Town Hall and the South Fire Station. Additional option of mowing and trimming around the building at the Transfer Station at \$40.00 per visit and \$460.00 for the mowing and trimming of the large former dump area (Note:

Pricing is based on gasoline not to exceed \$4.00 per gallon).

BMC General Contractors; bid \$290.00 per week for 6-locations totaling \$11,600.00 (George B. White Building, Town Gazebo, Town Hall, South Fire Station, Smokey the Bear and the Town Library), the Transfer Station at \$135.00 per visit and the Landfill at \$425.00 per visit.

Gold Star; bid \$430.00 per week (totaling at \$9,890.00 for a 23-mowing week year) for the Town Library, South Fire Station, Pavilion area, Town Hall, and the Smokey Bear area. Transfer Station at \$70.00 per week/ totaling at \$1,610.00 for a 23-mowing week year (contingent on being awarded the bid for the other locations). Prices good for 2010 and 2011. They would offer mowing on the Landfill area at \$500.00 per mowing for two years and they recommend a fertilization schedule.

All Mowing and Trimming Bids for Government Buildings were given to Mark Tibbetts, Building Maintenance Supervisor, who will return to the next Selectmen's Meeting with a recommendation.

Police Department/Longevity Award/ Douglas Trottier

Chairman Barry acknowledged the request from Chief Greeley to grant Douglas Trottier a 2.7% raise for his five year longevity (retroactive to last August); costing \$624.00 and his yearly salary would change to \$41,288.00.

Selectman Reagan asked if it's outside the normal schedule. Chief Greeley replied that it is a longevity increase by Town Policy. Vice Chairman O'Neal stated that the Town Policy states up to a 5% increase in salary, based on a previous five year's evaluations and asked Chief Greeley if he had the recap of the evaluations. Chief Greeley said he did not do a recap; he went through his evaluations and found nothing below normal on any of his evaluations.

MOTION: Selectman Robertson moved to grant the 2.7% pay increase to Officer Douglas Trottier and for it to be retroactive to August 2009.

There was no second. The Motion Failed.

MOTION: Selectman Robertson moved to grant the 2.7% pay increase (increasing his pay rate by .52 cents an hour) without retroactive portion.

SECONDED: Vice Chairman O'Neal seconded the Motion.

Vice Chairman O'Neal would like to see recaps of the past five years and he asked where the funding is coming from. Chief Greeley said there is extra money in there, as they haven't filled the other position yet. Selectman Robertson is comfortable with Chief Greeley's evaluations and recommendation.

VOTE: Chairman Barry called for the Vote.

It was a Vote in Favor; Yes-3 No-2.

Transfer Station/CRSWRRC Contract

Not addressed at this time.

Regular Business

1. Review of Outstanding Minutes/ March 22, 2010

MOTION: Selectman Robertson made a Motion to approve the Minutes of March 22, 2010 as written.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the Minutes as written.

It was a Unanimous Vote in Favor.

2. Vouchers (Payroll Manifest/Accounts Payable Manifest)
Payroll Manifest/\$ 41,619.46 (netting at \$31,534.82)
Accounts Payable Manifest/ Total of \$317,105.56

Payroll Manifest/ \$41,619.46

MOTION: Vice Chairman O'Neal moved to approve the Payroll Manifest in the amount of \$41,619.46.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the Payroll Manifest.
It was a Unanimous Vote in Favor.

Accounts Payable Manifest/ Total \$317,105.56

MOTION: Vice Chairman O'Neal moved to approve the Accounts Payable Manifest in the total amount of \$317,105.56.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the Accounts Payable Manifest.

It was a Unanimous Vote in Favor.

3. Signatures

A. Appointments to be Voted

1. Planning Board/Selectmen's Alternate

MOTION: Vice Chairman O'Neal moved for Bill Perron to be the Selectmen's representative for the Planning Board and John Reagan to be the Alternate to the Planning Board.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

2. MBC/Selectmen's Member

MOTION: Selectman Robertson moved for Steve Barry to be the Selectmen's representative for the Municipal Budget Committee.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

3. MBC/Alternate Selectmen's Member

MOTION: Selectman Robertson moved for Alan O'Neal to be the Selectmen's alternate representative for the Municipal Budget Committee.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

4. Appointment of Fire Chief (60-Day)/Mark Tibbetts

The Board signed the appointment form.

5. Parks & Recreation Commission Members/ Joseph Stone, Chad Woods, Dwight Barnes, Richard Pelletier and Frank Diaz

MOTION: Selectman Robertson moved to approve the appointment of the new members.

SECONDED: Vice Chairman O'Neal seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the appointment of the new Parks & Recreation Commission members. It was a Unanimous Vote in Favor

6. Cable Committee Member/ Scott Franz

MOTION: Vice Chairman O'Neal moved to appoint Scott Franz to the Cable Committee.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the appointment of the new Cable Committee member.

It was a Unanimous Vote in Favor

8. Warrant for Collection of Land Use Tax

Kori C. Marquis & Douglas Cotnoir/ Map 209/ Lot 029/ Sub 001

The Board signed.

9. Agreement/ George E. Sansoucy, P.E., LLC/ Engineering Consultant
Assessor for Public & Utilities (Contract amount of \$14,000.00)

MOTION: Vice Chairman O'Neal moved to approve the contract in the amount of \$14,000.00.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the contract.

It was a Unanimous Vote in Favor

10. Notice of Abatement Denial/ Kenneth Peterson/ Map 201, Lot 40

After a review by the assessor, they found the assessment is consistent and recommend denial of abatement.

MOTION: Vice Chairman O'Neal moved the assessor's recommendation to deny the abatement.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to deny the abatement.

It was a Unanimous Vote in Favor

11. Notice of Abatement Denial/ Richard & Nicole Tombs/ Map 207, Lot 29 & 30

After a review by the assessor, they found the assessment fair and recommend denial of abatement.

MOTION: Vice Chairman O'Neal moved the assessor's recommendation to deny the abatement.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to deny the abatement.

It was a Unanimous Vote in Favor

12. Application for Property Tax Credit Exemptions/ Veteran's Tax Credit/ Rachel & Brian Durst

MOTION: Vice Chairman O'Neal moved to grant the exemption.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to grant the exemption.

It was a Unanimous Vote in Favor

13. Request from Chase Home Finance/ Refund for Taxes/ David Buzzell/ \$4,296.00

MOTION: Vice Chairman O'Neal moved to approve the recommendation for the tax refund.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the tax refund.

It was a Unanimous Vote in Favor

14. Current Use Application/ Wyman Property

Chairman Barry said the application came in after the deadline and it does not qualify for last year, but suggested they file for this year.

MOTION: Selectman Reagan moved to deny the application for the 2009; asking them to apply for 2010.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to deny the Current Use application for 2009.

It was a Unanimous Vote in Favor

15. Notice of Intent to Excavate Earth/ Nellie Rollins

The Board signed.

15. Current Use/ Kelsey Property/ Map 407, Lot-25

Selectman Robertson stated that the assessor's recommendation states that the ground is disturbed because there is still a foundation in the ground. Selectman Reagan thinks the Board has the ability to override the assessor's decision. Selectman Robertson said they recommended the Board figure out what the homestead was. Vice Chairman O'Neal said it is in current use now and that they filed for a building permit.

MOTION: Selectman Robertson moved to allow Charles Kelsey to keep his land in current use without breaking out the allegedly disturbed portion.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Chairman Barry called for the Vote.
It was a Unanimous Vote in Favor

Review of Correspondence

A. Letter/ Joe Stone of the Historical Society/ Re: Remembrance of Willis M. Jones
Joe Stone asked that the Board forward the letter to the Parks & Recreation Department; to prepare a fitting remembrance for Willis Jones who initiated a little league baseball program in Deerfield.

B. Letter/ Peter Aubrey of the NH SAU-53/ Re: Fuel Bills for the School Emergency Generator
The Board verified that these bills, for the Deerfield Community School, are to be paid.

C. Memo/ Board of Adjustment/ Re: Appointment of Joshua Freed

MOTION: Selectman Reagan moved to approve the appointment of Joshua Freed for three years.

SECONDED: Vice Chairman O'Neal seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the appointment.

It was a Unanimous Vote in Favor

D. Memo/ Highway Department/ Re: Phase-2 of McCarron Project

Letter from Alex Cote regarding the Planning Board including in the plan of the Phase-2 of the McCarron project off Middle Road a street light installation. He stated that this has raised an area of concern for the responsibility of paying for the electricity and the maintenance responsibility of the street light. He has asked the Town Engineering firm to put this punch-list item on hold until he can hear from the Board on this matter.

Selectman Perron, Selectmen's Representative to the Planning Board, does not recall a street light on any plan he saw and he agreed to look into this on the next Planning Board meeting.

E. E-Mail/ EECBG Awardees/ NH EECBG

Announcements and Outline for Items to be completed for the Grant awarded for the Transfer Station and the School.

F. State of NH Office of Energy and Planning

Grant Denied for \$260,385/ Building Energy and Efficiency

Letter stated that the Town of Deerfield did not get the grant for wall insulation, restoration of historic windows/ doors and furnace replacement.

G. E-Mail/ Harriet Cady/ Re: Fire Chief Appointment

Harriet Cady's letter referred to RSA-154: 1, Section-1, at which the power of appointment of the Fire Chief, with the Selectmen, as the law allows. She requested the letters from the lawyers to the Selectmen on this matter and replies by the lawyer to understand what the legal reason of the change was. She said there will be petition to change this at the next town meeting.

Chairman Barry confirmed that the letters from the counsel are privileged correspondence and the Board cannot share them with her.

H. E-Mail/ FEMA Disaster Declaration

I. Letter/ Lauren Martin/ Thanking Avitar

J. Letter/ Mary Dillon/ Re: Thanks for Plowing

Mary Dillon wrote a letter of thanks to whoever plowed her road this year (Haynes Road).
The Board will pass this appreciation on to Alex Cote, the Road Agent.

K. Letter/ Alex Cote/ Re: Swamp Road

Road Agent, Alex Cote advised the Board that during the recent flooding event, he observed that on Swamp Road (just below the intersection of Mount Delight) that someone

cut all the red oak tress without permission from the Town. He tried to ask the abutters, but has not been able to contact anyone. He has spoken to the Code Enforcement Officer, Rick Pelletier and he is looking into it also.

- L. Request to waive fee at the Town Hall/ Leslie VanBurkum/ Coffee House fund raiser on April 10, 2010

MOTION: Selectman Robertson moved to waive the Town Hall rental fee.

SECONDED: Vice Chairman Robertson seconded the Motion.

VOTE: Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

- M. Lamprey River & Nomination Committee/ Request to waive rental fee
Request letter to waive the \$50.00 fee for the downstairs meeting room for a public meeting regarding the nomination of the Lamprey River to the New Hampshire River's Management Protection.

Selectman Reagan recommended they use the George B. White Building or pay the \$50.00 for the Town Hall.

2. Unfinished Business

Selectman Robertson mentioned the fuel prices for the School and stated that the difference in this year's oil prices were .54 cents a gallon. The Town's contract is more favorable than the School's (who have estimated that they are using over 14,000 gallons of fuel oil). He will present this with Peter Aubrey at the next School Board meeting.

3. Town Administrator's Report

- A. NH-EECBG Grant/ Award/ Transfer Station- Deerfield Community School work is proceeding on the grant awarded to the Town of Deerfield for Energy Efficiency and Conservation. Everyone involved is working on fulfilling all the requirements. A Public Hearing will be scheduled under RSA 31:95-b, III (a), unanticipated monies, on April 19, 2010 at 7:00pm.

- B. Boston Post Cane presentation to Gertrude Mann; the Board suggested going to her residence to present it to her. Maureen Mann stated that she does travel and suggested to present it to her at the Senior Luncheon this coming Thursday at the Church (12:00pm to 1:00pm). The Board agreed.

- C. BOS Contact List; the Board agreed the information was correct.

- D. Deerfield Rescue Squad's Captain, Chris Gamache is working to gather information on policies, as well as meet with the Rescue Squad members. He will schedule an appointment with the Board of Selectmen for either May or June.

- E. Appointment of Fire Chief, Mark Tibbetts; documentation has been submitted from Mr. Tibbetts that outlines the duties of a Fire Chief. Chief Tibbetts has provided copies of his certifications. The Local Government Center was contacted and information, such as Job Descriptions, will be sent to the Town. As of today, the information from the LGC has not been received.

- F. CRSWRRC (Single Stream Recycling); Rick Pelletier spoke with Liz Bedard who indicated the contract was being revised, due to typographical errors. Ms. Bedard anticipates the contract will be complete in two weeks. Mr. Pelletier spoke with Town Counsel and all questions were answered. The primary issue was that of having to appoint someone to monitor this process at the Transfer Station.

- G. 2009 Audit; Karen Snow of Melanson Health contacted the office and indicated she is a week behind where she wanted to be in terms of getting the Draft 2009 Audit Report to Deerfield. The draft is anticipated to arrive within the next two weeks.

- H. 2010 Revaluation/ Progress Report; the shaded areas on an attached tax map copy are the areas where the Revaluation has been completed. The areas in white are still being worked on. Assessing

Clerk, Penny Touchette spoke with Loren Martin of Avitar, who stated that because all the data is not yet entered, a definite number of houses "not entered" could not be achieved. Mrs. Martin explained it is typical that 30% of the homes are entered on the first go around, prior to the letters being sent. The date collectors reported this estimate appears to be accurate for Deerfield.

I. Avitar is scheduled to send letter out at the end of April. The Avitar Contract reflects:

- 1) Measuring and listing scheduled for January through April 2010.
- 2) Market Analysis by June 1, 2010.

J. David Hanson was asked to choose a day and time to conduct an exit interview, and as of today no date has been set.

K. Transfer Station; it was suggested the Board place something on the Town website thanking residents for their patience. The following is a draft:

To the Residents of Deerfield

The Board of Selectmen is extending their thanks to the residents of Deerfield for being patient and understanding during their visits to the Transfer Station this past month. Through their first hand experience, the Selectmen, volunteers and on-call employees have gained knowledge about the inner workings of the facility. It is the intent of the board of Selectmen to provide the service required with as much efficiency as possible.

Coming Soon..

- 1) *Hazardous Waste Day~ Tentatively scheduled for late May or June.*
- 2) *NH-EECBG Grant/ Waste Reduction grant from the Office of Energy and Planning, learn more at the Public Hearing to be schedule for April 19, 2010 at 7:00pm.*

4. Other Business

Vice Chairman O'Neal asked for an update on Cole Road. Carl Oehler of the Highway Department said they will form new blocks that would take approximately two weeks to make. They are going to form walls as everything has to be redone; approximately two to three days and then the crane come back and put the box back in. He said that two sections of bridge on the upstream side are actually hanging; they believe they are hanging by the support bolts. He said the recommendation from the contractor is to remove everything & start over. They are going to add a piece between 4-5 feet to widen it out, as it has taken some wing hits during plowing. He said they are looking at about a month.

Vice Chairman O'Neal asked how this would affect the estimate Alex Cote put together. Mr. Oehler did not have that answer.

5. New Business

None

Citizen's Comments:

Maureen Mann referred to the recycling of the bottles with necks and asked if milk cartons have necks. It was determined that soda, milk and juice bottles without necks do not qualify.

Harriet Cady referred to Alex Cote's concern about the right of way of the landowner on Swamp Road and stated that under the law the landowner has the right to cut in the right of way, as the road is not owned by the Town. Chairman Barry said that is why they've requested further clarification.

She said every week the Board of Selectman votes on the school vouchers to be paid after they has already been paid. The Board will look into this.

She said the appointments for the Parks & Recreation Commission seem to disagree with those that are already appointments at the Town Clerk's office and she feels that appointing all men is a little sexist. Chairman Barry said it was unintentional.

Kevin Chalbeck referred to the bridge's failure and asked what caused it. Carl Oehler said it will be well documented by the Town Engineer.

Adjournment:

6:55 pm

MOTION: Vice Chairman O'Neal made a Motion to adjourn.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

The April 5, 2010 meeting is adjourned.

*The Minutes were Recorded, Transcribed and Respectfully Submitted by Nese Farrell, Recording Secretary.
Pending Approval by the Board of Selectmen*