



**LYNNFIELD CENTER WATER DISTRICT**

**The Commonwealth of Massachusetts**

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***Minutes of the Annual District Meeting***  
**April 1, 2019**

Pursuant to the Warrant with return of service attached thereon, the legal voters of the Lynnfield Center Water District in the Town of Lynnfield, Massachusetts met in the auditorium of the Lynnfield High School at 275 Essex Street in said town on Monday, April 1, 2019.

The meeting was called to order at 7:07 P.M. by Mr. Philip Crawford, Vice-Chairman of the Board of Selectmen of the Town of Lynnfield who announced that the meeting was being recorded for the purpose of producing the minutes of the meeting.

Selectman Crawford requested permission for the following nonmembers of The District to be admitted but would not be able to vote:

Nicholas Couris, Lynnfield Center Water District Foreman  
District Counsel, Attorney Christopher Casey  
Annemarie Vendola  
Members of the Press

The following voting members of the District will serve as tellers and be able to vote:

Susan Lambe  
Jennifer Welter

There being no objection, the above-named individuals were admitted.

Selectman Crawford read so much of the Warrant as precedes the Articles set forth within and announced that unless there was an objection, he would dispense with reading of the Articles until they could be taken up individually. There being no objection, he then stated that he holds in his hand the Return of Service certifying that the Warrant has been posted in accordance with the by-laws of the Lynnfield Center Water District and announced that without objection, he would waive the reading of the signature page and Return of Service. There was no objection. He then announced that typically, this meeting would proceed by considering the articles on the warrant in the order in which they were written on the posted warrant. However, to provide for the service of a District Clerk according to the enabling act, he asked for a motion to proceed to article 2 to choose a clerk of the district. Commissioner Almy made a motion which was duly seconded and unanimously approved by a voice vote to take Article 2 out of order.

Selectman Crawford then read Article 2. On a motion by Commissioner Almy which was duly seconded, it was unanimously

VOTED by a voice vote: That Stefan S. Taschner be elected Clerk of the District for a term of one year and that since there is only one qualified nominee for the office that Mr. Taschner be elected by acclamation. Selectman Crawford cast one ballot in accordance with the vote and declared that Stefan S. Taschner was duly elected Clerk of The Lynnfield Center Water District for a term of one year by acclamation.

Mr. Taschner was duly administered the Oath of Office by Selectman Crawford.



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Clerk Taschner then read Article 1 of the Warrant. On a motion made by Commissioner Almy, which was duly seconded, it was unanimously

VOTED by a voice vote: That Richard J. O'Neil, Jr. Esquire be chosen and sworn in as Moderator of this Annual Meeting.

Attorney O'Neil was duly administered the Oath of Office by Selectman Crawford.

The Moderator then read Article 3. On a Motion made by Commissioner Almy which was duly seconded, it was unanimously

VOTED by a voice vote: That James S. Alexander be elected Treasurer of the District for a term of one year and that the Moderator be authorized to cast one ballot for said election. The Moderator cast one ballot in accordance with the vote and declared that James S. Alexander was duly elected Treasurer of The Lynnfield Center Water District for a term of one year.

The Moderator then recognized Clerk Taschner to explain the procedure to be followed for Articles 4 and 5 to elect one Water Commissioner each. Clerk Taschner introduced the three nominees for the two seats. Each nominee briefly addressed the District to outline their background, explain why they wanted to be a Commissioner, and to ask for the District's vote.

The Moderator then read Article 4. On a Motion made by Treasurer Alexander which was duly seconded, it was unanimously

VOTED by a voice vote: That if there are more than one remaining qualified nominees, that one of the remaining qualified nominees; Joseph T. Maney, or Michael Walsh be elected a Water Commissioner by ballot, to fill the vacant unexpired second and third years of a three year term, and that the Moderator be authorized to determine either directly or through tellers, by a count of said ballots cast, which nominee received a majority of the legal votes cast for said election, and that the Moderator must repeat the ballot process if necessary until one single nominee receives a majority of the legal votes cast by either a shift in counts of votes cast for each nominee, eliminating the nominee with the least votes cast, or the voluntary withdrawal by a nominee, or if there is only one remaining qualified nominee that said nominee shall be elected by acclamation and that the Moderator be authorized to cast one ballot for said election.

DISCUSSION: A ratepayer inquired if she would have an opportunity to speak on behalf of or in opposition to any of the individual nominees. The Moderator ruled that she would not as the three nominees had made their presentation and thereby obviating the need for a political debate.



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The Moderator asked for a motion to proceed to Article 6 so the meeting may continue while the ballots of article 4 are being tallied. It was so moved, duly seconded, and unanimously approved by a voice vote. The Moderator then allowed time for the ballots to be distributed, marked by the voters, and then collected in a ballot box. It was moved, duly seconded and unanimously voted by a voice vote to appoint Jennifer Welter and Susan Lambe as tellers to count the ballots. The meeting proceeded to Article 6 while the tellers tallied the votes.

The Moderator then read Article 6 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: To update the existing District by-law number 4 by renumbering it as number 4a, and to adopt a new District by-law by inserting in between number 4a and number 5 the following, "4b The District Superintendent, or any other District employee with fiscal, decision making, or supervisory authority is not eligible to be nominated as a candidate for election, be elected to, or to hold the District office of either Commissioner or Treasurer, concurrent with their term of District employment. Adopted April 1, 2019."

The Moderator then recognized Clerk Taschner to explain the procedure to be followed for the operating expense budget Articles 7 and capital initiatives Articles 9 through 30. All voters received an information package with the Warrant, Motions, Budget Request, and Funding Recap. The two-page operating budget request worksheets and the one page source of funding for capital initiatives worksheet were reviewed.

The Moderator then read Article 7 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the budget for the Fiscal Year 2020 period July 1, 2019 through June 30, 2020, as adopted by the Water Commissioners to cover the maintenance and operating expenses, debts, interest charges and installations and that the sum of \$1,838,000 be appropriated to cover said budget. Said sum to be expended substantially in accordance with the estimates of the Water Commissioners and include the salary of the Chairman of the Board at \$2,900.00, the salaries of the other members of the Board at \$2,400.00 each, the salary of the Clerk of the District at \$200.00, the salary of the Treasurer at \$7,140.00, and this appropriation shall be met by raising the sum of \$1,838,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator announced that 120 ballots were cast for the

ELECTION of Article 4: Mr. Joseph Maney received 72 votes and Mr. Michael Walsh received 48 votes. The Moderator declared that Mr. Joseph T. Maney having received a majority of the votes cast was elected a Water Commissioner by ballot, to fill the vacant unexpired second and third years of a three year term.



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The Moderator then read Article 5. On a Motion made by Treasurer Alexander which was duly seconded, it was unanimously

VOTED by a voice vote: That if there are more than one remaining qualified nominees, that one of the remaining qualified nominees; Michael Walsh, or Anders Youngren be elected a Water Commissioner by ballot, for a three year term, and that the Moderator be authorized to determine either directly or through tellers, by a count of said ballots cast, which nominee received a majority of the legal votes cast for said election, and that the Moderator must repeat the ballot process if necessary until one single nominee receives a majority of the legal votes cast by either a shift in counts of votes cast for each nominee, eliminating the nominee with the least votes cast, or the voluntary withdrawal by a nominee, or if there is only one remaining qualified nominee that said nominee shall be elected by acclamation and that the Moderator be authorized to cast one ballot for said election.

The Moderator then allowed time for the ballots to be distributed, marked by the voters, and then collected in a ballot box. The same tellers, Jennifer Welter and Susan Lambe tallied the ballots while the meeting inadvertently proceeded to Article 9 rather than Article 8.

The Moderator then read Article 9 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$18,000 be appropriated to the Installation and Replacement of Services Account 7005 to cover the cost of Installation and Replacement of Services and that this appropriation shall be met by raising the sum of \$18,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator then read Article 8 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the District authorize the Treasurer, with the approval of the Water Commissioners, to borrow money from time to time in anticipation of the revenue for the twelve month period beginning July 1, 2019 in accordance with the General Laws, Chapter 44, Section 4, and acts and amendments thereof, and including in addition thereto, Chapter 849 of the Acts of 1969, as amended, by issuing a note or notes payable within one year and to renew any note or notes as may be given for a period of less than one year in accordance with the General Laws, Chapter 44, Section 17.

DISCUSSION: In response to a ratepayer's question Treasurer Alexander noted there is no current short term debt nor has there been any in the past 25-years. The only existing debt service is the 14-year, \$1.6M, long term notes from 2013 for the Phillips Road Treatment Plant and Well Field upgrade and expansion project that fully mature in 2028. The notes are retired at the annual rate of \$115,000.



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The Moderator then read Article 10 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$8,775 be appropriated to the Backflow Preventer Services Account 7125 to cover the cost of Backflow Preventer Services and that this appropriation shall be met by raising the sum of \$8,775 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

DISCUSSION: A ratepayer asked to clarify what a backflow preventer is and what it does. Commissioner Almy explained the purpose of the device and that they are required by code to prevent contamination of the public water supply. The devices must be inspected and certified every six months.

The Moderator then read Article 11 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: To transfer the sum of \$75,000 from Surplus Funds (Free Cash) to the Reserve Fund Account 7030.

The Moderator then read Article 12 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$12,000 be appropriated to the Audit Account 7010 to cover the cost of engaging a private auditing firm to conduct an Audit of the Lynnfield Center Water District and that this appropriation shall be met by raising the sum of \$12,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

DISCUSSION: In response to a question Commissioner Almy stated that the audit is performed annually and the District has a three-year agreement with the current Public Accounting Firm and the cost for this audit is \$12,000. The account has a credit balance to pay for the prior year's audit.

The Moderator then read Article 13 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$20,000 be appropriated to the Building Infrastructure Account 7090 to cover costs such as; engineering services, construction, building materials, permit fees, legal fees, testing and other related expenses for property and / or building infrastructure repairs, additions and / or improvement and that this appropriation shall be met by raising the sum of \$20,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.



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The Moderator then read Article 14 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$50,000 be appropriated to the Station / Well Infrastructure Account 7075 to cover costs such as; engineering services, construction, materials, installation, telemetering equipment / software, SCADA Equipment / Software, repairs, drilling, permit fees, legal fees, testing and other related expenses for pumping station and / or well field infrastructure repair and / or improvements. Said sum shall be met by transferring the sum of \$26,652.12 from the Reinstate Fluoridation Account 7155 and by raising the sum of \$23,347.88 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator announced that 115 ballots were cast for the

ELECTION of Article 5: Mr. Michael Walsh received 48 votes and Mr. Anders Youngren received 67 votes. The Moderator declared that Mr. Anders Youngren having received a majority of the votes cast was elected a Water Commissioner by ballot for a three-year term.

The Moderator then read Article 15 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$75,000 be appropriated to cover costs such as; engineering services, construction, materials, permit fees, legal fees, testing and other related expenses for water main infrastructure repair and or improvements. Said sum shall be met by transferring the sum of \$75,000 from Surplus Funds (Free Cash) to the Water Main Infrastructure Account 7040.

The newly elected officers, Treasurer James Alexander, Commissioner Joseph Maney, and Commissioner Anders Youngren were duly administered the oath of office by Selectman Crawford.

The Moderator then read Article 16 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$25,000 be appropriated to the Infrastructure Replacement Account 7045 to cover costs such as; engineering services, construction, materials, permit fees, legal fees, testing and other related expenses for infrastructure replacement and / or improvements. Said sum shall be met by raising the sum of \$25,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.





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The Moderator then read Article 17 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$150,000 be appropriated to cover costs such as; engineering services, exploration, excavation, site work, construction, drilling, legal fees, testing and other related expenses for additional water supplies. Said sum shall be met by transferring the sum of \$150,000 from Surplus Funds (Free Cash) to the Additional Water Supply Account 7015.

The Moderator recognized Ms. Patricia A. Campbell of 7 Patrice Lane who rose to make a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the Moderator wave the reading of the remaining Warrant Articles as the voters have a written copy, merely announce the Article, and then allow for the motion to be made for the article in order to expedite the remainder of the meeting. District Counsel Casey noted that this was acceptable.

The Moderator then announced Article 18 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$13,650 be appropriated to the Leak Detection and Services Account 7150 to cover costs such as; engineering services, consulting services, leak detection testing and / or investigation, leak detection equipment / software / materials, and other related expenses for leak detection equipment and services. Said sum shall be met by raising the sum of \$13,650 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator then announced Article 19 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$7,500 be appropriated to the Alarm / Security Infrastructure Account 7091 to cover costs such as; engineering services, construction, materials, installation, telemetering / telecommunications equipment / software, SCADA Equipment / Software, repairs, permit fees, legal fees, testing and other related expenses for alarm / security infrastructure repair and / or improvements. Said sum shall be met by raising the sum of \$7,500 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator then announced Article 20 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the District vote that the sum of \$60,000 be appropriated to cover costs such as; purchasing replacement water service meters, inspection, replacement, repair and / or calibration of existing water service meters,



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purchase of water service meter testing and reading equipment, and other related expenses for maintaining or making improvements to the quality and accuracy of the water service metering infrastructure. Said sum shall be met by transferring the sum of \$60,000 from Surplus Funds (Free Cash) to the Metering Infrastructure Account 7140).

The Moderator then announced Article 21 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$5,000 be appropriated to the Billing Infrastructure Account 7141 to cover costs such as; purchase and installation of water meter reading and billing system software and hardware, and other related expenses for maintaining or making improvements to the quality and accuracy of the water service billing infrastructure. Said sum shall be met by raising the sum of \$5,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator then announced Article 22 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$3,000 be appropriated to the Code Red/Reverse 911 Account 7175 to cover up to one-third of the costs such as; purchasing telecommunication and / or computing equipment, software, services, and other related expenses for implementing, maintaining or making improvements to the quality and accuracy of the Emergency Customer Notification Infrastructure to be shared between the Lynnfield Center Water District, The Lynnfield Water District and the Town of Lynnfield. Said sum shall be met by raising the sum of \$3,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator then announced Article 23 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$36,500 be appropriated to the Transfer to post employment liability Account 7190 to cover future post-employment benefit liability cost such as retired employee's health insurance. Said sum shall be met by raising the sum of \$36,500 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

DISCUSSION: A discussion ensued relative to the post-employment retiree's Medicare supplemental health insurance future liability (50% of BCBS Medex Bronze cost) versus 85% of the active employee's current year Blue Cross Blue Shield Health Insurance benefit cost that is listed as line item 14 account number 6260 of the operating expense budget that was voted in Article 7 earlier. It was





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explained that this article is needed in order to pay down the unfunded future liability each year over time until the liability is fully funded in a trust.

The Moderator then announced Article 24 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$20,000 be appropriated to the Hydraulic Model Account 7210) to cover costs such as; engineering services, field work, research, drafting, cartography, labor, materials, testing and other related expenses for running, updating, interpreting and tuning the Districts distribution system hydraulic model and operational analysis including, maps, report of findings, and recommendations for improvements to be made to extractions from water sources and the distribution system. Said sum shall be met by raising the sum of \$20,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

The Moderator then announced Article 25 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$5,000 be appropriated to the Real Estate Acquisition and Cost Account 7100 to cover costs such as; engineering services, inspection, preparation of reports and proposals, purchase of real estate property, legal fees and other related expenses for acquiring Real Estate / land for the access to, and / or protection of, ground water sources, recharge areas, and / or distribution system infrastructure. Said sum shall be met by raising the sum of \$5,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

DISCUSSION: Commissioner Almy responded to a question that there is no specific property being considered. The funds are available to start the legal and survey process should a need or opportunity arise.

The Moderator then announced Article 26 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: To indefinitely postpone action on Article 26 (Septic System).

The Moderator then announced Article 27 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$17,000 be appropriated to cover costs such as; water saving devices for resale at cost, educational materials and / or programs, advertising, and printing for the Enhanced Conservation Plan to support efforts towards meeting the performance standards for residential per capita water use



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and seasonal water use, as required by the Department of Environmental Protection Special Condition 8 of the Ipswich River Basin Water Withdrawal Permit. Said sum shall be met by transferring the sum of \$17,000 from the Reserve for System Development and Conservation Account (3910) to the Enhanced Conservation Plan Account 7105.

The Moderator then announced Article 28 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$2,300 be appropriated for the Water Bank Rebate Program Account with the purpose to conserve at least two gallons of water for every gallon of water demand added to the system, as required by the Department of Environmental Protection Special Condition 1 of the Ipswich River Basin Water Withdrawal Permit. The water bank will fund a rebate program to distribute rebates to residential district customers for a portion of the cost for the replacement of qualified water saving appliances or fixtures. The water bank is funded by collecting service connection fees for new or changed-use connections. All funds collected and disbursed will flow through the Reserve for System Development and Conservation account. Said sum shall be met by transferring the sum of \$2,300 from the Reserve for System Development and Conservation Account (3910) to the Conservation Rebates Account 7170.

The Moderator then announced Article 29 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$50,000 be appropriated to the new Residential Filter Rebate Account 7### to cover the costs of reimbursement to effected eligible ratepayers for the approved installation of a residential water filter, and to authorize the Commissioners to expend such funds pursuant to a rebate program as may be implemented and granted pursuant to Article 3 as approved on February 25, 2019 by vote of the Special District Meeting. Said sum shall be met by raising the sum of \$50,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.

DISCUSSION: Commissioner Almy responded to a question explaining that this is the funding for expanding the existing rebate program that had been recommended by the voters in a Special District Meeting in February 2019. While the voters had authorized up to \$80,000 of total expenditure, this Article provides that \$50,000 is to be available in the first year. The new Board will work to develop the program as one of the first initiatives in the next few weeks. If additional funding is required in the future it will be addressed at that time. This is not funding for either of the ongoing engineering studies for the Glen Drive green sand filter, or the alternative sources of water. The new board will be working with the consulting firms and the Lynnfield Water District to evaluate those alternatives and be reporting back to the ratepayers in the near future.



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The Moderator then announced Article 30 of the Warrant. Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: That the sum of \$65,000 be appropriated to cover the costs of acquisition of a vehicle to replace a 2005 dual rear wheel 4x4 vehicle with a one ton 4x4 dual rear wheel truck with extended cab and utility body, and related equipment and costs for said truck such as; configure, emergency lighting, radio, outfit, paint, purchase accessories, and other related expenses, and to turn in the old truck towards the purchase price or otherwise recover the residual value of the turn-in truck. Said sum shall be met by transferring the sum of \$65,000 from Surplus Funds (Free Cash) to the new Replacement Maintenance Truck Account 7####.

DISCUSSION: Commissioner Almy responded to a question that the appropriation amount is sufficient based upon the pricing obtained from dealers for the specified configuration.

Commissioner Almy extended gratitude and appreciation to the retired Superintendent and Commissioner Kenneth Burnham and retired Commissioners Constance Leccese and Richard Lamusta for their service to the District. The ratepayers in attendance joined in with a round of applause.

Commissioner Almy made a motion which was duly seconded and it was unanimously

VOTED by a voice vote: To adjourn Sine Die.

The meeting adjourned accordingly at 8:51 P.M.

Respectfully submitted,

STEFAN S. TASCHNER, Clerk  
Lynnfield Center Water District

A true copy, Attest \_\_\_\_\_