

Town of Hamilton Regular Board Meeting Minutes
Thursday, February 8, 2018 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Peter Darby, Mary Lee Dinski Chris Rossi, Eve Ann Shwartz. Absent: David Holcomb. Others Present: Sue Reymers, Jason Florenz, Brynley Wilcox.
Public: Jodi Palmer, Kathleen Palmer.

Call to order & Welcome: The meeting was called to order at 6:35 p.m.

Public Comments: None

DEPARTMENT REPORTS:

Highway Superintendent – Jason Florenz

Poolville Signs – Solar Powered Radar Speed Sign

Council reviewed some price options. Prices range \$3,200 to about \$5,000. Board discussed the two locations identified that would be good for signs like this – Willey Road in Poolville Hamlet and Quarterline Road in Hubbardsville. They have been known to be effective. There is one in Cazenovia. Jason will talk to Madison County Highway about sharing the costs and potentially installing them and Eve Ann will follow-up with them as well.

GARAGE:

- Firehouse Extinguishers inspected all the extinguishers in the shop and equipment
- Relocated the hydraulic machine and fittings from upstairs to down on the new work bench

GENERAL REPAIRS:

- Met with Madison County Soil & Water regarding various culvert pipe projects for 2018

EQUIPMENT:

- A new 730gal brine tank was delivered from Central Equipment for the 2018 F550
- #16 (2011), #17 (2017) and #18 (2013) have new LED roof lights
- Took #15 (2015) to Stadium International, Syracuse for an engine light that was on

SNOW REMOVAL:

- Hauled six (6) loads of stone dust from the Village

There was a brief discussion on benefits of stone dust. More expensive, but does not clog up shoots and does not make slop on roads. Sand gets wet. Cleaner for spring time. Cleaner on vehicles. Cleaner in shop. Works well with brine. Madison, Village of

Hamilton, and Lebanon uses it. County sometimes use it. The board agreed that we should give it a try to see how it goes.

- Hit the bridge on Larkin Road with a wing – County came and fixed it
- Planning to haul sand from White Eagle next week
- Made 39 runs between January 12th and February 8th
 - Used approximately 1,981 yards of a 1:3 salt/sand mix
 - 10,750 gallons of salt brine
- Waiting on 1,018.16 miles to be reimbursed by the County (approximately \$18,800)

OTHER:

- Met with City Suburban about geothermal heating for the garage
- Met with Upstate Spray Foam about insulating the garage ceiling

Mr. Darby requested that we discuss the Clean Energy Grant. Needed to find a new project to fund with the \$50,000 grant. The application needed to be sent by February 6. Looked at a couple different options including geothermal for the garage. Two companies came in to do a proposal. It's efficient but expensive to install, so it's not something we would do with our own money. Both applications to fully replace oil were too expensive, so we put in an application for half the system. In the end, we applied for 2, 5 ton units. If this is approved, in the request for proposals, we will need to get the most amount for our money. It's possible that we could afford to put in 2, 6 tons for higher capacity. We will need to word that for not to exceed or something similar.

Supervisor Shwartz stated that the town needs to decide how much of our money to spend on it. There are incentives from NYSERDA, 2, 5 tons units would give us up to \$15,000 worth of credit or incentive. NYSERDA offers incentives that are \$1,500 per ton up to \$10,000 then \$1,200 up to 10 tons, which goes to the installer which reduces the cost to install it. Between the grant and the incentives, we would have \$65,000 towards the project to spend. Discussion turned to the wells, vertical drilled wells would be better as horizontal wells take up more space. Overall, we need a good long-term plan for the site because you don't want to put in horizontal wells if you need that space to build on in the future. NYS wants municipalities to reduce their carbon footprint. Amanda Mazzoni was a great help with the grant application. Mr. Darby continued that one of the benefits with geothermal is that it can be used on a new building eventually, where insulation would be wasted. Supervisor Shwartz recommends that the town move forward with the evaluation of the garage, which we had in the budget to spend. Upstate foam gave an estimate for insulation on the ceiling and 2 inches on outer wall, which as \$30,500. It's not practical for walls unless put in outside walls with new siding. We need an idea of the soundness of the building, what it would cost to insulate it so we can begin to understand the value of that building versus a new building versus a new building plus keeping that building. We need to look at all the

options. The highway committee needs to get together to look at the proposal from a few years ago. They are not comparable so we may need to put out a simple RFP.

RESOLUTION 2018-20: Authorization for Supervisor to get quotes for Garage Evaluation

On a motion of Councilmember Rossi, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the Town Supervisor be authorized to get quotes to evaluate the highway garage.

Bridge NY Program

Jason shared that he met with (Madison County) Soil and Water to discuss culverts, including the Williams Road culvert. Jerry thinks there is a possibility that it could be replaced with a new culvert instead of a Bridge which would lower the costs. Clerk Reymers shared that she spoke with Steve Lorraine today to see if they heard back from the DEC on the requirements, but they have not heard back yet. Typically, culverts need to be 1.25 times the width of the stream. The Bridge NY wants you to base the project on 1.5 times the width to make sure you have enough funds. The application this year is more technical. Mr. Darby recalled that the story of the culvert was that the crack showed up after they installed it, so they cleared it off and put another concrete slab on top of it. It's not really changed since then. It looks worse in the photo than it really is. It has been stable for years. Clerk Reymers has been watching the webinars and reading up on the grant because it is different this time around. Again, it is requiring a lot more technical information and more planning. We are a lower priority and in comparison across the state, we are small potatoes. We need to determine if we need a bridge or if it can be a culvert. Chris Rossi reminded everyone that there is another funding opportunity this June from Climate Smart Communities. There is a possibility to get funding from several grants. Clerk Reymers went back to the Bridge NY funding guidelines. If you exclude costs in the grant, it will not get covered so you need to be thorough. Culverts are funded at 100% while bridges are covered at 95% with a 5% local match. Supervisor Shwartz discussed the 2 options, we could hire an engineer or use the Soil and Water. Clerk Reymers shared that Steve said that they cannot design a culvert or bridge over 20'. Also, there is an option to have the culvert bundled by NYSDOT - they would design and let the project if we opted to do so. The town will still do the preliminary research and engineer work and predict the costs and timeline. It mandatory to get it pre-reviewed by BridgeNY which is due March 15. Discussion over planning, hiring an engineer and meeting the requirements of the application. Jason and Sue will be attending the Syracuse training and talk to Brad Newman and Steve Lorraine.

RESOLUTION 2018-21: Authorization for Supervisor to Hire an Engineer for the Design of the Williams Road Culvert Replacement if Necessary

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the Town Supervisor be authorized to hire an engineer for the design of the Williams Road culvert replacement if necessary for the purposes of the application.

Supervisor/Bookkeeper - Brynley Wilcox

Ms. Wilcox reported that Peter has a copy of the AUD for review. It's a page turner.

2017-2018 SNOW & ICE AGREEMENT:

- \$7,198.53 was received from the County
 - 389.32 lane miles; Plow Dates: 12/20/17 - 12/25/17
- \$13,552.43 was received from the County
 - 732.96 lane miles; Plow Dates: 12/26/17 - 12/31/17
- 2018 YTD: \$ 20,750.96
- BUDGET: \$ 110,000.00

VILLAGE OF HAMILTON 2017 PILOT:

- \$548.39 was received for the Madison Lane Apartments PILOT agreement
- BUDGET: \$ 525.00

2012 WHEELED EXCAVATOR:

- \$21,875.00 was received from the Town of Smithfield
 - Town of Lincoln has already sent in their first payment
 - Two additional payments of \$21,875 (one from each town) and a reimbursement of insurance premium are still pending

Update: Town of Smithfield sent in 2nd check and received in February and will be on next report.

END OF YEAR REQUIREMENTS:

- W-2's and 1099's were mailed out and W-3 and 1096 were filed (with the SSA and IRS, respectively) by the end of January.

2017 AUD:

- The 2017 AUD is ready to be submitted pending Board review. Due April 1.

The bills this month include all of our donations to the various organizations around town, except payments we give to the village. It also includes the three (3) fire departments - tax levies.

RESOLUTION 2018-22: Funds Transfer

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that \$260,000 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover the February abstract and February/March payroll:

A	Money Market to Checking in the amount of \$	65,000.00
B	Money Market to Checking in the amount of \$	16,029.00
SF	Money Market to Checking in the amount of \$	173,271.00
SL	Money Market to Checking in the amount of \$	5,700.00

RESOLUTION 2018-23: Audit of Claims

On a motion of Councilmember Rossi, seconded by Councilmember Dinski the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the bills contained on Abstract #2 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	35	<i>through</i>	78	35,404.65
General Fund B	No.	3	<i>through</i>	13	36,317.10
Highway Fund DB	No.	14	<i>through</i>	33	31,359.76
Lighting Districts	No.	3	<i>through</i>	4	436.04
Street Fire - SF	No.	1	<i>through</i>	3	173,271.00
Prepays					4.71

Town Clerk - Sue Reymers

WEBSITE:

- New Historian webpage under Departments/Officials which has the annual reports from the historian.

LEGAL NOTICES:

- Annual meeting notice was published with new meeting dates.

RECORDS RETENTION and ORGANIZING CLERK OFFICE:

- We continue to make progress on re-organizing the office and files. We ordered a 3 drawer filing cabinet for the deputy's files to finish clearing out the fire file cabinets to make way for archives and files that need better protection.
- Deputy and I are taking webinars from NYS Archives on Records Retention.

CLEANING COMPANY:

- Hired a cleaning company to clean the office weekly during the winters and then monthly in the summer/warmer months.

TRAINING:

- Mark, Elisa, Darrell and I are attending the Onondaga County Planning Federation's Annual Planning Symposium on March 1. There is a session on Solar Ready Communities that Mark and I plan to attend.
- Elisa and I are each attending conference in April.

NYSERDA CLEAN ENERGY COMMUNITIES GRANT:

- Application was submitted on Monday, February 5 for geothermal for the garage for \$50,000.

BRIDGE NY:

- Funding has been announced. Applications are due in April, with previews due in March. I will be attending a training on February 22 in Syracuse with Jason to learn more.

PLANNING & ZONING BOARDS:Alternates for Planning Board and Zoning Board of Appeals:

Last month, Supervisor Shwartz said that we were looking at ways to recruit members and to ensure that we understood their responsibilities. From the 2017 Local Law on Alternate Members:

- Alternate members are appointed by the Town Board for a term of three (3) years.
- Alternate members would be required to attend meetings and meet training requirements.

The Fee Schedule for Planning and Zoning Fees has been updated to include language from the Zoning Law - Article 2, Section 2.8 Fees, which cites that applicants are responsible for costs for professional consultants if needed to review their application via an escrow account. Every applicant that brings forth an application will see this on the fee schedule. Upon payment of fees (excluding escrow), the applicant receives a copy of the schedule reflecting payment of the fees for their files. We've been doing this for years anyways, but again now it has the other potential fee for professional services on it for on-going reference.

That being all said and done, the Planning Board has not needed to meet in 2 months for lack of activity. However, several potential applications are anticipated.

CHARTER (AKA SPECTRUM (FORMERLY TIME WARNER) FRANCHISE AGREEMENT:

I contacted Paul Lutwak from the County. He suggests that we add in clauses (or amendments) that:

1. Set expansion terms. (possibly expansion in areas where the density of houses is of a certain density per sq. mile)
2. Specify Internet terms. This agreement is just for cable.

He also thinks we should consider a sliding cost scale for lower income families.

I contacted Michael Caton of Computel who assisted us in the past. He reviewed the letter from Charter and suggests that we contact Charter right away and ask for a draft of the renewal agreement. He will review it let us know which items are negotiable, along with specific suggestions for changes to the language in order to maximize franchise fee payments. He said there are other boilerplate things to change as well. He would not charge the town for this service.

Councilmember Rossi asked for more background information on franchise agreement. Supervisor Shwartz explained that the agreements is their right to operate here. It's the rules governing their right to operate. They have a franchise agreement with each jurisdiction that they operate in. A portion of the agreement is governed by the Public Service Commission (PSC). There is some element of negotiation as well. We don't

know if the town negotiated in the past. Paul Lutwak suggested that the towns come together collectively and negotiate. That's one of the conversations that we are going to have next month at the County board meeting. Ms. Shwartz is the new chair of Public Utilities Committee (PUC). The PUC's focus this year is on the lack of internet access in areas of the county. This is one aspect of what the committee might do. Supervisor Shwartz is going to ask for expiration date of each contract (franchise agreement) from each town to get a better idea of when they all expire. Ours does not expire until 2019 or 2020, so there is time. To organize all of the towns will be a political movement. Also learned that Spectrum has its own special deal with NYS. When they got permission to merge (Charter and Time Warner) they were challenged if it was an interference with commerce to make sure they were not creating a monopoly. To get past that, they had to agree to certain things with the different states. They entered into an agreement with NYS, but that agreement is sealed with NYS and access is not available. So there is this secret agreement between Charter and NYS as to where they are to invest in and where they are to expand in NYS, but it's not shared with the towns or counties. So there is more to learn and Supervisor Shwartz wants to know more before negotiating with them. Clerk Reymers let the Supervisor know that if any action is needed to let her know.

DOG CONTROL REPORT: December 2017

There were two (2) calls – one was actually in Lebanon and referred out; other dog abandoned in freezing cold, taken to Village Vet by DCO (Village Vet had their own funding for this treatment), dog was euthanized because it was not responding to treatment.

Ms. Rossi shared that she had a dog in her yard and had to call the DCO and that he was wonderful to work with.

RESOLUTION 2018-24: Approval of Minutes for January 11, 2018

On a motion of Councilmember Dinski, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the minutes from January 11, 2018 be approved with a correction.

Codes Enforcement Officer

Town Board reviewed his report. There were two new building permits.

COMMITTEE REPORTS:

Town Office Building Committee

Mr. Darby handed out a floor plan for the board to review. The general feel of the committee was that we are abandoning the option of the modular construction. Mr. Darby went to visit Westchester for more information on modular. This particular one would not work out at all because the longest structure they build is 60', which probably has to do with the size of their factory. Mr. Darby described how the process

of their modular building works. It has the same kind of restriction in height because they need to take it down the road. The bottom line is that if we want this to work in any way to resemble the old railroad station, the only way to build in modular is in two stories. We've determined that we like the one floor with everything on the same floor. Then we are getting into something more significant and more expensive because it's four boxes rather than two boxes. So this is at a point where it can be sent to Dave Secor to see what he thinks about the idea. (Referring to the floor plan.) What we have here is a ground floor plan which is all the office space and a notional floor plan with what you could do with the attic. The board reviewed the plans.

Supervisor Shwartz stated that if we go to this plan, which will be more expensive because it's bigger and not being built in a factory. Mr. Darby chimed in that what was interesting is when they gave their initial pitch, they were selling themselves as an upscale. They were not pitching savings. Mr. Darby has been talking with the Village on their project and how it was handled.

EAS been researching the legal side of this project and spoke with Jim Hughes who cautioned us that the design build concept and process's weakness is the details. You are not specifying the details. The more details you specify, the more control over the project. He also cautioned the town that Secor would be in their best-selling mode when they are talking to you. They are promising A, B, C and not necessarily what they would deliver. If we do as town and not as Local Development Corporation (LDC), we are subject to prevailing wage and Wicks Law and to low bidder as best value law does not work here. Ms. Shwartz has been looking into creating an LDC or see if we could use another one. There is the PCD, the other is the County's LDC, which is called the Capital Reserve Corp. The County created it in order to provide alternative funding to issue bonds. They issued all the bonds for the hospital project in Oneida and Hamilton, and two of the largest building projects in Colgate in the last 5 years. They've never done something for a town. So this is new territory to them. Supervisor Shwartz pointed out that this could be good as other towns could use it. This would take a very long time to use that and could be very political, but they are contacting their attorney to see if it's possible. Also consulted with Harry Sickerman who provides consulting for the PCD. They are very familiar with LDC and they have an attorney on their staff. So far, pretty good idea that it could avoid Wicks Law, but not prevailing wage. If it has its own set of procurement policy, such as best value is the way of this organization and not low bid, then it's acceptable. Still a possibility of doing that.

Ms. Rossi asked what the benefit would be to have an LDC manage a project like this? How does it work? Ms. Shwartz responded that the town would create the LDC or say link with PCD. We might be running the project ourselves, but legally having them hold the project. Be the owner of the building. The town might continue to own the land. They own building and be in charge of the construction, and the town could loan them the money to pay for the building and we would pay them rent over time so they

could pay off the bond. Discussion on some of the complexities of what that would look like. Supervisor Shwartz stated that we really don't know how this bid design process really works. Whether we can do it and satisfy NYS law about bidding and that we are doing it properly. Biggest concern is getting a quality project. Jim Hughes felt that Bell & Spina would want to make good on the project. The next step is to talk to Jason Fleming to talk about the process, look at our drawing, and help us decide what to do with it before sending to Secor. Jason is a local engineer and worked with a larger engineer firm and went out on his own. He is well respected by the Village.

Mary Dinski reported on funding from private foundations. Not all have gotten back to her. We are in a holding pattern because they will want to know what it's for and how much it will cost.

- CNY Community Foundation: highly recommend applying for a capital grant. They won't fund 100%, but we have matching funds. They have two grant cycles. Will continue to talk to them and set up a meeting when we get closer. Should be part of a community room.
- Gifford: won't do capital, but they will consider funding a municipality at a smaller level \$5-15,000 for furniture or technology after we build. Capacity building.
- Mid-York Foundation: no to municipalities as applicant needs to be 501c3. Clerk Reymers wondered if we could apply through the PCD. Online easy application and due in November. Might be able to do furnishings, technology.
- Gorman Foundation: waiting to hear back. Likely to do capital.
- Allyn Foundation: does not fund Madison County.
- Jon Ben Snow: foundation does not fund municipalities, but their trust money could cover – waiting to hear back.
- Stardust: just added to list to investigate.
- Excellus BlueCross BlueShield: looking into. Related to health.

Ms. Dinski will create a google doc to share the information.

SOMAC

Board reviewed the 2017 year-end report and the January 2018 call data sheet. Supervisor Shwartz reported that SOMAC added another ambulance and a fly car, doing more transfers, more Colgate volunteers. Call volume is going up, but not always needed as they could drive themselves. Overall they are doing well. Town can invite ask Vinny and Kyle can come to the meeting to give a report if we wanted on the numbers and budget. Ms. Reymers will invite them to the March meeting.

Supervisor Shwartz reported that on Tuesday night, the County held a meeting sponsored by Emergency Management (EM). They invited all the different ambulance services to come together and they had ten supervisors there. The topic of conversation

was, what are we going to do to improve the response time and care in certain areas? There is a big discrepancy in differences between territories. Places like Eaton, Georgetown, parts of Fenner, parts of Lebanon, and Smithfield versus what's happening in places like SOMAC territory, Madison territory, greater Lenox and Cazenovia. Northern part of the County, Hamilton and Cazenovia are well taken care of but there are other parts that there is not enough volume and there are almost no volunteers left. Some departments are run by just 10 or 2 people/volunteers. EM Department officials don't want to impose a solution. Yet, it's clear that patients' care is not going first. No answers yet. Fire Department Ambulance Service in Eaton is meeting with Smithfield/Eaton Ambulance Corps to talk about combining in some way or another and create a taxing district, but still not enough calls, about ~400-500, not enough to be solvent. There was a discussion on whether or not the County should step in and how it should step in. Whether we should take money from the whole county to help support the areas that don't have the population or tax base to support it. It's as important as bridges and roads. We all pay for that, so shouldn't we all pay for this? That is the question. They are making progress. They are changing mutual aid. Instead of each service deciding who gets the call - if you can't show up and provide ambulance service, you decide who gets called next, so if you don't like the other service, even if it's closer, they have them call who they like. Madison County is changing that and it's based on availability.

Partnership for Community Development

Mr. Darby reported that PCD is working with Colgate's Thought into Action. Looking at expansion of a co-working space which would be open to the public, not just Colgate. It will include fiber optic internet, 2 computer stations equipped with Microsoft Suite and printing capability, a conference room for meetings, AV equipment, a small kitchenette, and on-going programs. Will help people trying to start up a business. PCD received a \$54,755 grant for Chenango towpath. They are putting on a workshop for farmers to provide SNAP benefits. Housing down payment assistance grant which provides a 100% forgivable loan to assist in purchase (down payment) and repair/rehab of a home. The total for each grant is \$24,750. Fruit of the fungi has been awarded a launch grant. PCD is managing money for the dog park and will collect small fee for admin. Getting good return on investment. There was a question on the housing study. Mr. Darby was not sure when the RFP for housing is coming back.

Recreation and Youth Committee

Ms. Dinski reported that she has been looking at the Comprehensive Plan. She met with Rachel Amann-Burns. She wants to form a committee but was looking for recommendations. Need someone from Colgate. The board named a few people. Supervisor Shwartz shared that the County Youth Bureau has money, \$10,000, would give to municipalities. RFP goes out in December.

Zoning Update Committee

Ms. Rossi reported that they are still working on solar regulations and a Right to Farm Law. Nan sent a law that is commonly used and the group is looking at it. It's pretty boilerplate. The committee lost a member and is looking for new person. There are a couple of suggestions.

Green Team: Climate Smart Communities (CSC)/Clean Energy (CE)

Ms. Rossi reported that the Town, Village and Colgate are working together. There are Colgate students helping the town with benchmarking liability. They are pulling the information we need to go forward in creating that report. An application went in to Colgate Upstate Institute Summer Fellow to assist us in understanding the Climate Smart Communities application form so when we complete an action, we can log it with them so the state has record with what we have been doing. It's multilayered and very complex so having someone to just do that filing and paperwork and pulling together resources will be very helpful. It's a shared services application with the Village.

OLD BUSINESS:

Clean Energy Grant – already discussed.

Alternate Members for Planning and Zoning Board of Appeals – already discussed.

NEW BUSINESS:**Comprehensive Plan & Action Plan – Annual Review**

The town board reviewed the action plan. Ms. Rossi went down the list to update the board what has been done and what is in process. Overall, they are working on regulatory review listed on page 2, Right to Farm Law from Page 1. On page 3, town promoted energy conservation with Colgate Student last summer. Under Recreation, Mary is in the midst of getting the committee going. Those are solid actions we have done. Jodi Palmer asked about NYS Certified Ag Districts. This program is done through the County. Ms. Reymers told Jodi to contact the town office as we have information on it the program there. Determined that we need to put an article in the paper about it. Sue will work on it. Ms. Rossi continued that under Economic Prosperity we have intensified our work with the PCD. Under Governance, we should develop a Capital Improvement Plan (multi-year) with professional assistance. It was determined that Ms. Rossi would ask Nan for suggestions of someone to work with to develop a plan. There are grants for planning or we can budget for it.

Clerk Reymers updated the town board about the multi-housing requests that Mark Miller, CEO has been getting. The town staff are going to speak to Scott Chatfield about it. Our town Zoning Law does not speak to it. Supervisor Shwartz asked Mark to contact Scott to clarify in a letter. The Zoning Update Committee will need to review it. There was a discussion on the various topics that the Zoning Update Committee will need to address, many of them are housekeeping, but some take thought.

RESOLUTION 2018-25: Planning Board Chair Appointment

On a motion of Councilmember Dinski, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that Darrell Griff is Chair for the Planning Board for 1/1/2018-12/31/2018.

RESOLUTION 2018-26: Zoning Board of Appeals Chair Appointment

On a motion of Councilmember Rossi, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that Harmon Hoff is Chair for the Zoning Board for 1/1/2018-12/31/2018.

Earlville Free Library's 100th Celebration is on Saturday, February 17, 2018.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities: already reported on.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Dinski, the meeting was adjourned at 9:09 p.m. Carried unanimously.

Respectfully submitted,
Sue Reymers
Town Clerk