

**WALWORTH TOWN BOARD - ORGANIZATIONAL MEETING
4 JANUARY 2007**

Presiding Supervisor Plant called the organizational meeting, held at the Walworth Town Hall, 3600 Lorraine Drive, to order at 7:30 P.M.

Board members present:	Thomas Yale	Councilman
	Daniel Keyes	Councilman
	Patti Marini	Councilwoman
	Suzi Hawkins-Mance	Councilwoman
Town employees present:	Susie Jacobs	Town Clerk
	Michael Frederes	Highway Superintendent
	Debra Germain	Parks & Recreation Director
	George Schaller	Sewer Superintendent
	Karen Ambroz	Assessor
	Ed Parrone	Parrone Engineering

SWEARING IN OF SUSAN HAWKINS-MANCE AND LOUISE WELLER:

Supervisor Plant adjourned for one minute while Suzi Hawkins-Mance and Louise Weller were sworn in.

MINUTES:

Motion by Councilman Yale to approve the Minutes of December 21, 2006, as presented.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

MINUTES:

Motion by Councilman Yale to approve the Special Meeting Minutes of January 3, 2007, as presented.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

CORRESPONDENCE:

Susie Jacobs read a letter from the Walworth Food Pantry, thanking all Town Staff for their generous donations to the Christmas sharing program. Job well done, thank you to all.

PUBLIC PARTICIPATION:

No one present offered any comments.

AUDITED CLAIMS NUMBERED 1951-2036:

1. GENERAL:

Motion by Councilwoman Hawkins-Mance to authorize payment of audited vouchers for General Claims totaling \$87,026.24.

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

2. HIGHWAY:

Motion by Councilman Yale to authorize payment of audited vouchers for Highway Claims totaling \$8,914.31.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

3. HIGHWAY GARAGE PROJECT:

Motion by Councilman Yale to authorize payment of audited vouchers for Highway Garage Claims totaling \$1,034.68.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

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3. SEWER DISTRICT # 1:

Motion by Councilman Keyes to authorize payment of audited vouchers for Sewer District Claims totaling \$21,451.31.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

4. WALWORTH CONSOLIDATED DRAINAGE:

Motion by Councilwoman Marini to authorize payment of audited vouchers for Walworth Consolidated Drainage Claims totaling \$26.00.

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

6. WATER EXTENSIONS:

Motion by Councilman Keyes to approve payment of the following Water Extension Claims TOTALING \$36,575.50:

Albright/Bushwood/Henn Ext. #12:	\$8,105.00
County Line Road Ext #17:	\$7,802.00
Daansen Road Ext #5:	\$1,728.38
Kutt/Canandaigua Ext#15	\$7,492.12
Mildahn Road Ext #16	\$5,088.00
Plank Road Ext #18	\$6,360.00

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

7. PARKVIEW GREEN PARK DISTRICT:

Motion by Councilwoman Marini to authorize payment of audited vouchers for Parkview Green Park District Claims totaling \$446.64.

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

8. PARK SPECIAL REVENUE FUND:

Motion by Councilwoman Marini to authorize payment of audited vouchers for Park Special Revenue Claims totaling \$32,155.00.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

PUBLIC HEARING 7:45 PM – ORCHARD VIEW DEVELOPMENT:

Susie Jacobs read the Legal Notice.

Councilman Yale stated that the Public Hearing for Orchard View Subdivision Modifications is for the purpose of improvements and not a hearing on details.

Mr. Larry Heiningger gave a brief synopsis of the approved modifications for Phase 3A of the Orchard View Subdivision.

Dolores Hart posed a few questions relating to lot size, setback from the street and tree buffers related to houses on Orchard Street.

Richard Hart requested information on the date and time of the Planning Board meeting so that other concerns could be addressed then.

NEGATIVE DECLARATION:

Michael Cook stated that if the Town Board was not aware of some of the previous fallacies regarding this subdivision, how could an accurate decision be made to submit to the Planning Board. The lack of sales and incomplete lots in other sections of this subdivision are areas that should be addressed before moving forward.

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Motion by Councilman Yale to close the public hearing.
Seconded by Councilwoman Marini.
Time: 8:10 PM.
Adopted: Vote Ayes 5 Nays 0

ORCHARD VIEW DEVELOPMENT RECOMMENDATIONS:

Motion by Councilman Yale offering that the Orchard View subdivision modifications to the cluster plan be approved and rendered back to the Planning Board for final hearing.

Seconded by Councilwoman Marini.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Motion carried.

Councilman Yale commented that the questions asked were good questions and advised interested residents to attend the Planning Board meeting on Monday, January 8, 2007.

DEPARTMENT HEAD REPORTS:

HIGHWAY DEPARTMENT –

Ready for winter!

PARKS & RECREATION – TOWN TOPICS FLYER:

Parks & Recreation Director, Debora Germain, requested \$775.48, payable to the Walworth Post Office, for the postage for the Spring *Town Topics* Flyer. Debora Germain also requested \$2531.66, payable to Quality Printers, for the printing of the Spring Flyer, from the Budget as follows: \$590.56 from Line A1670.41 and \$1941.10 from Line A7310.45.

Motion by Councilwoman Marini authorizing payment of \$3,307.14 for the following expenditures for the *Town Topics* Spring Flyer, payable as follows:

Printing:	\$ 590.56	from A1670.41	payable to Quality Printers
	1,941.10	from A7310.45	payable to Quality Printers
Mailing:	775.48	from A7310.45	payable to Walworth Post Office

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

PARKS & RECREATION – GINEGAW PARK USE BY BOY SCOUTS PACK 167:

Motion by Councilman Yale to approve the use of Ginegaw Park for more than 100 people on January 27, 2007, by the Boy Scouts Pack 167, for the “Polar Panic” winter event, if conditions are appropriate. Decision will be made by Parks & Recreation Director Debora Germain.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

SEWER DEPARTMENT-

Nothing reported at this time.

ASSESSOR – HOMEOWNERS’ EXEMPTION FORMS:

Karen Ambroz, Assessor, stated that all exemption forms have been mailed out to homeowners; filing deadline is March 1, 2007 for all exemptions.

ENGINEERING DEPARTMENT –

Nothing reported at this time.

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TOWN CLERK –
Nothing reported at this time.

COMMITTEE REPORTS:

Councilman Yale reported that he has received notice from the State of New York Office of Real Property Services that the Town of Walworth has demonstrated completion of annual reassessment on your 2006 assessment roll, the Town will benefit from \$18,360.00 in State Aid. This is the fifth year in a row that the Town has received this credit. Congratulations to the Assessment Office, a job well done!

TOWN CLERK'S SOFTWARE SUPPORT CONTRACT:

Councilwoman Marini authorized the Supervisor to sign the Annual Software Support Contract with Williamson Law Book Company for the Town Clerk Plus program, as budgeted from A1410.45, for an amount not to exceed \$550.00.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

COPIER PURCHASE FOR COURT CLERK:

Diane Hermanet, Court Clerk, presented the following quotes for the purchase of Xerox C20 copier, including additional paper tray and maintenance agreement contract, in the Court Clerk's Office:

Xerographic Solutions -	\$2,124.00
The Write Source -	\$1,939.00
Xerox – State Bid -	\$1,907.00

Motion by Councilman Yale authorizing the purchase of a new Xerox C20 copier, including additional paper tray and maintenance agreement contract, at a cost not to exceed \$2,000.00, for the Court Clerk's Office.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

2007 TOWN OFFICES EMPLOYEE HOLIDAY SCHEDULE:

Councilwoman Marini stated that the proposed Employee Holiday Schedule for 2007 mirrors the Wayne County Holiday Schedule, with the exception that the following schedule includes one extra day.

2007 TOWN OFFICES HOLIDAY SCHEDULE

JANUARY 1	MONDAY	NEW YEAR'S DAY
JANUARY 15	MONDAY	MARTIN LUTHER KING
FEBRUARY 19	MONDAY	PRESIDENT'S DAY
MAY 28	MONDAY	MEMORIAL DAY
JULY 4	WEDNESDAY	4 TH OF JULY
SEPTEMBER 3	MONDAY	LABOR DAY
OCTOBER 8	MONDAY	COLUMBUS DAY
NOVEMBER 6	TUESDAY	ELECTION DAY
NOVEMBER 12	MONDAY	VETERANS DAY
NOVEMBER 22	THURSDAY	THANKSGIVING
NOVEMBER 23	FRIDAY	THANKSGIVING
DECEMBER 24	MONDAY	CHRISTMAS
DECEMBER 25	TUESDAY	CHRISTMAS

Motion by Councilwoman Marini to approve the above proposed 2007 Holiday Schedule for Town Office employees.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

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2007 HIGHWAY AND SEWER EMPLOYEE HOLIDAY SCHEDULE:

JANUARY 1	MONDAY	NEW YEAR'S DAY
*FEBRUARY 19	MONDAY	PRESIDENT'S DAY
MAY 25	FRIDAY	FLOATER
MAY 28	MONDAY	MEMORIAL DAY
JULY 4	WEDNESDAY	4 TH OF JULY
AUGUST 31	FRIDAY	FLOATER
SEPTEMBER 3	MONDAY	LABOR DAY
OCTOBER 8	MONDAY	COLUMBUS DAY
NOVEMBER 12	MONDAY	VETERANS DAY
NOVEMBER 22	THURSDAY	THANKSGIVING
NOVEMBER 23	FRIDAY	FLOATER
DECEMBER 25	TUESDAY	CHRISTMAS

Shut down June 29, July 2, 3, 5 & 6

*Superintendent will substitute another day if called to work by 6:00AM that day.

Motion by Councilman Yale to approve the above proposed 2007 Holiday Schedule for Highway and Sewer employees.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

APPOINTMENTS:

Motion by Councilman Yale to approve the following appointments:

Assessment Review Board	Ronald Soucy	term expires 12/31/2011
Zoning Board:	James Hinz	term expires 12/31/2011
Zoning Board Counsel:	Arthur Williams	term expires 12/31/2007
Planning Board	Larry Ruth	term expires 12/31/2011
Planning Board Counsel:	Arthur Williams	term expires 12/31/2007
Town Historian:	Eugene Bavis	term expires 12/31/2007
Rabies Responders:	Charles Phalen	term expires 12/31/2007
	George Charnitski	term expires 12/31/2007
	Robert Farmen	term expires 12/31/2007
Dog Control Officers:	George Charnitski	term expires 12/31/2007
	Charles Phalen	term expires 12/31/2007
Attorney for the Town:	Arthur Williams	term expires 12/31/2007
Sewer Superintendent:	George Schaller	term expires 12/31/2007
Budget Officer:	Robert Plant	term expires 12/31/2007
Assoc. of Towns Delegate:	Phil Williamson	term expires 12/31/2007
Sewer Collection Clerk:	Susie Jacobs	term expires 12/31/2007
Fire Marshall:	Norman Druschel	term expires 12/31/2007
Code Enforcement Officer:	Philip Williamson	term expires 12/31/2007
Justice Court Clerk:	Diane Hermanet	term expires 12/31/2007
Kennel Custodian:	Orchard Kennels	term expires 12/31/2007
Building Inspector:	Norman Druschel	term expires 12/31/2007
Deputy Highway Supt:	Kevin Switzer	term expires 12/31/2007
Recreation Committee	Aimee K Phillips	term expires 12/31/2008
Parks Committee	Jeffrey Emerling	term expires 12/31/2009
Recreation Committee	Michael A Dermady	term expires 12/31/2011
Town Engineer	Parrone Engineering	term expires 12/31/2007

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

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LEGAL PAPER DESIGNATION:

Motion by Councilwoman Marini designating the *Times of Wayne County* as the legal paper for the Town for 2007.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

COMMITTEE APPOINTMENTS:

Supervisor Plant appointed Council members to the following Committees -

Councilwoman Marini:

Recreation
Zoning
Sewer
Drainage
Personnel Chair

Councilman Keyes:

Insurance
Sewer Chair
Town Clerk
Drainage Chair
Cable TV
Water

Councilwoman Hawkins-Mance:

Public Safety
Highway
Library
Animals
Cemeteries

Councilman Yale:

Assessment
Building
Planning
Highway Chair
Development Review Chair
Personnel

APPOINTMENT OF SECRETARY:

Supervisor Plant appointed Barbara Kuelling as Secretary to the Supervisor.

ASSOCIATION OF TOWNS CONFERENCE:

Motion by Councilwoman Marini authorizing the designated attendees to attend the Association of Towns Conference in New York City, February 18-21, 2006, at an amount not to exceed \$1,200.00 per attendee.

Phil Williamson - Code Enforcement Officer & Town Delegate

Susie Jacobs - Town Clerk

1 member Town Board

1 member Planning Board

1 member Zoning Board

Councilwoman Marini stated that Karen Ambroz, Town Assessor, will attend the NYS conference and was not budgeted to; this amount will be transferred to her budget.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

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JUSTICE COURT:

Motion by Councilwoman Hawkins-Mance authorizing Justice Court to be held at the Walworth Town Offices as follows:

Every Tuesday: Regular Court at 7:30 PM

1st Tuesday: A.D.A Court at 1:00 PM

4th Tuesday: A.D.A Court at 1:00 PM

No Court on 5th Tuesday

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

SUPERVISOR EXPENDITURE RESOLUTION 01-07:

Councilman Yale offered the following Resolution **01-07** and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED that the Supervisor be authorized to expend up to \$1,000.00 without Town Board approval.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

RECREATION DIRECTOR EXPENDITURE RESOLUTION 02-07:

Councilman Yale offered the following Resolution **02-07** and moved its adoption.

Seconded by Councilman Keyes to wit:

BE IT RESOLVED that the Recreation Director be authorized to expend up to \$1,000.00 without Town Board approval.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

HIGHWAY SUPERINTENDENT EXPENDITURE RESOLUTION 03-07:

Councilman Yale offered the following Resolution **03-07** and moved its adoption.

Seconded by Councilwoman Marini to wit:

BE IT RESOLVED that the Highway Superintendent be authorized to expend up to \$2,500.00 without Town Board approval.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

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TOWN CLERK EXPENDITURE RESOLUTION 04-07:

Councilman Yale offered the following Resolution **04-07** and moved its adoption.

Seconded by Councilwoman Marini to wit:

BE IT RESOLVED that the Town Clerk be authorized to expend up to \$200.00 without Town Board approval.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

SEWER SUPERINTENDENT EXPENDITURE RESOLUTION 05-07:

Councilman Yale offered the following Resolution **05-07** and moved its adoption.

Seconded by Councilman Keyes to wit:

BE IT RESOLVED that the Sewer Superintendent be authorized to expend up to \$2,500.00 without Town Board Approval.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

OFFICIAL DEPOSITORIES RESOLUTION 06-07:

Councilman Yale offered the following Resolution **06-07** and moved its adoption.

Seconded by Councilwoman Marini to wit:

BE IT RESOLVED that the following banks be declared official depositories for Town Officials:

SUPERVISOR – Fleet Bank, HSBC, Chase Lincoln First, M&T Bank

JUDGE YOUNG – M&T Bank

JUDGE WOLFE – Charter One

TOWN CLERK – M&T Bank

RECEIVER OF TAXES –M&T Bank

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

CHECK SIGNING RESOLUTION 08-07:

Councilwoman Hawkins-Mance offered the following Resolution **08-07** and moved its adoption.

Seconded by Councilwoman Marini to wit:

BE IT RESOLVED that Supervisor Plant and Deputy Supervisor Yale be authorized to sign checks for monies deposited at the above-listed banks.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

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MILEAGE ALLOWANCE RESOLUTION 07-07:

Councilman Yale offered the following Resolution **07-07** and moved its adoption.

Seconded by Councilwoman Marini to wit:

BE IT RESOLVED that Town Employees be reimbursed 48.5 cents per mile, or current IRS rate, when his or her personal vehicle is used for Town business.

BE IT FURTHER RESOLVED that the Town Vehicle be used when available.

BE IT FURTHER RESOLVED that reimbursements have prior Town Supervisor approval.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

**TRAINING REQUIREMENTS FOR PLANNING AND ZONING BOARD
RESOLUTION 09-07:**

Councilwoman Marini offered the following Resolution **09-07** and moved its adoption.

Seconded by Councilman Yale to wit:

WHEREAS, the New York State Legislature approved a bill to establish minimum training requirements for municipal planning and zoning officials. The legislation requires a minimum training standard of four (4) hours annually for members of local planning boards, zoning boards of appeal and county planning board; and

WHEREAS, the Walworth Town Board supports the education of our employees and board members;

NOW, THEREFORE, BE IT RESOLVED that all Town Planning and Zoning Board members shall be required to meet or exceed the minimum training standard of four (4) hours by May 31, 2007, and submit written documentation of completion of said training to the Supervisor. Training sessions will be available in the Wayne County and Monroe County area. Failure to comply with the minimum training requirement will be deemed to be a resignation from the Planning Board or Zoning Board of Appeals.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

EAGLE SCOUT PROJECT – SHERBURNE ROAD PARK:

Ed Parrone discussed the proposed project and concluded that the Eagle Scout's proposal was incomplete. The plan will be presented to Debora Germain and the Parks Committee for conceptual approval. No Building Permit is required for this project.

TOWN HALL MEETING ROOM USE REQUEST:

Thomas Sawyer requested the use of the Town Hall Meeting Room for a memorial service to be held on January 27, 2007, for more than 100 people.

Motion by Councilman Yale **denying** the request for the use of the Town Hall Meeting Room on January 27, 2007, for the purpose of a memorial service.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

EXECUTIVE SESSION:

Motion by Councilwoman Hawkins-Mance to enter into Executive Session to discuss a matter of litigation.

Seconded by Councilwoman Marini and unanimously carried.

Time: 8:55 PM

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RECONVENE:

Motion by Councilwoman Hawkins-Mance to reconvene the scheduled organizational Town Board Meeting.

Seconded by Councilwoman Marini and unanimously carried.

Time: 9:10 PM.

FINANCIAL TRANSACTION – RESOLUTION 10-07:

Councilwoman Marini offered the following Resolution **10-07** and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED that the Account Clerk be authorized to transfer the following:

\$15.85 from A1010.41 Assoc of Towns to A1220.42 Office Expense.

To cover year-end expenses.

\$146.39 from A1330.42 Rec. of Taxes Conferences to A1330.21 Equipment.

To cover cost of window installation.

\$352.42 from A1410.43 Town Clerk Codification to A1410.42 Office Expense.

To cover year end expenses.

\$532.67 from A1420.42 Town Counsel Contractual to A1420.42 Litigation.

To cover year-end legal bills.

\$117.41 from A1620.41 Utilities to A1620.22 Town Office Equipment.

To cover final cost of window installations.

\$77.49 from A1620.41 Utilities to A1620.41 Copier/Office Supplies.

To cover year-end expenses.

\$132.69 from A1440.42 Engineer Printing to A3620.44 Building Office Expense.

To cover year-end expenses.

\$1,423.00 from SD1 Fund Balance to SD1-8540.41 Maintenance of Drainage.

To cover year-end Parrone Eng. bills.

\$429.00 from A1110.22 Justices Equip. Maintenance, \$726.00 from A1110.43 Justices

School, \$429.00 from A1110.46 Justices Library, \$250.00 from A1110.45 Justices

Litigation Fees to A1110.21 Justices Equipment for a total of \$1,834.00.

To cover cost of copier purchase.

Roll call vote: Councilman Keyes	Aye
Councilwoman Marini	Aye
Councilwoman Hawkins- Mance	Aye
Councilman Yale	Aye
Supervisor Plant	Aye

Resolution carried.

ADJOURNMENT:

Motion by Councilwoman Marini to adjourn. Seconded by Councilwoman Hawkins-Mance and unanimously carried.

Time: 9:12 PM.

Respectfully Submitted,

Susie C. Jacobs
Town Clerk