

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the workshop to order at 5:35 p.m.

Town Board Members Present

Alan VanTassel	Councilman (Arrived at 6:10 p.m.)
Gina LeClair	Councilwoman
Bob Prendergast	Councilman
Todd Kusnierz	Councilman
Gardner Congdon	Supervisor

Town Board Members Absent

None

Also present: Lisa Sperry, Deputy Town Clerk; Matt Dreimiller, Building Inspector/Code Enforcement Officer; Francine Thibodeau, Principal Account Clerk; Jeffrey Cruz, Principal Account Clerk; Reed Antis, Town Resident and Planning Board Member; John Hogan, Town Resident; Paul Joseph, Highway Superintendent

Supervisor Congdon started the meeting by thanking Fran Thibodeau for her hard work in putting the Tentative Budget together. He advised he reviewed it and pretty much agreed with everything there.

Francine Thibodeau stated we need to start with the Town Outside portion of the budget. Fran noted she was given direction from the Supervisor to use the 2017 Adopted Budget for the 2018 Tentative Budget.

The first item discussed was Account B1990 (Town Outside Village Contingent). Fran Thibodeau noted there was \$5000 in the 2017 budget that was transferred out during the year, possibly transferred to Drainage. Fran advised she put \$5,000 back into the B1990 account for 2018. There was no disagreement from the Board to keep this \$5,000 in B1990 account.

Councilman Prendergast asked if we ever did anything about the Dry Hydrants. Fran responded that was something Paul Joseph, Highway Superintendent, may talk about later in the Highway portion of tonight's budget workshop. It was noted \$2,400 was put into Account B3410 (Dry Hydrants) and is still there. Councilman Prendergast stated he has wanted the dry hydrants installed for ten years. He would like to not only see the money carried over to 2018, but he would also like to see it spent on the dry hydrants. He would like to see them get installed. It was agreed to discuss this item with Paul Joseph, Highway Superintendent, during the Highway portion of the budget workshop later in the evening.

There was a discussion on Account B3620.2 (Computer Software). Matt Dreimiller stated the Building Department has had some issues with the new update of their Integrated Property Systems software. Matt would like to have the software put on his computer and receive training for it. He also indicated there has been some glitches with the program. Sometimes it works fine and other times it does not. The cost to have the company come in for troubleshooting the software, adding the software to Matt's computer and training Matt, would be \$2,840. Councilwoman LeClair asked if there was money left in the budget for this. Fran Thibodeau advised we have \$9,775 left in the 2017 Budget. The Board approved the additional training for the current year (2017) and asked if Matt thought he would be able to do this before the end of the year. Matt stated he could.

The next discussion was regarding Account B3620.2 (Equipment). Matt Dreimiller advised the Board the brakes are failing in the Building Department's truck, 2005 Ford Ranger Extended Cab. The bed is rotting out and is not likely to pass inspection without putting more money into it. It was noted he would need a new single cab truck with 4-Wheel Drive. He has done some pricing through OGS and is confident he could find something under \$30,000, possibly even \$27,000. Matt stated he doesn't feel it is safe to drive the truck and would like money set aside for a new one in the near future.

Councilman Kusnierz asked why it wasn't in the proposed budget. Matt advised he didn't get the numbers to Fran in time and apologized for the delay. He would like to have the truck replaced within the next year. Councilman Prendergast asked that he get some prices to the Board and give a copy to Fran.

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

Fran Thibodeau asked Matt how much he thought it would be to at least get the truck repaired to where it would be safe. Matt indicated it would be at least \$2,000 for brakes and even more to get it to pass inspection.

Supervisor Congdon stated he would like prices and tentatively put \$30,000 in the budget for a new truck.

Councilman Prendergast asked what the Miscellaneous in B3620.2 \$2,500 was for. Francine Thibodeau advised she was told to use the 2017 Adopted Budget as the Tentative Budget. There was \$2,000 in the 2017 Adopted Budget that was for desks. However the desks were purchased in 2017, therefore she carried over the \$2,000 in Miscellaneous, keeping the B3620.2 Account at \$2,500. Councilman Kusnierz advised Fran to take the Miscellaneous \$2,500 out of the 2018 Preliminary Budget.

The conversation was directed back to the truck purchase. There was a discussion as to whether to put the estimated truck cost in the Preliminary Budget or get prices first. Councilman Prendergast stated we could put it in for now, we can always take it out later if we decide to. There was a brief discussion on the fact that this would have to come from the Fund Balance. Councilman Kusnierz noted we are way into our Fund Balance already. He would like to get prices on a truck before putting it in the Preliminary Budget. He feels we need to prioritize right now.

Matt Dreimiller verified he was ok with \$13,000 in Account B3620.4 (Contractual).

There was a discussion regarding Registrar of Vital Statistics Account B4020.4, however no changes were made.

There was a lengthy discussion regarding Account B5630.4 Bus Operations (Greater Glens Falls Transit). Overall, the Supervisor feels the bus is not being utilized enough to warrant the expense. The Supervisor asked John Hogan, based on his experience of driving the bus route in the past, for the number of people utilizing the Bus. John gave some insight on the daily run sheets and how they could be used to determine the number of South Glens Falls area residents using the bus. Councilman Kusnierz suggested we review the background on the contract, along with the daily run sheets, and come up with an amount of what the real numbers should be for this account.

The next account discussed was B8010 (Zoning). There was some concern as to why RFP Zoning Update and Comprehensive Plan was so high (\$29,000). Fran Thibodeau noted it was based on what was spent in 2016 and what was projected by year end (2017). There was a brief discussion regarding the Comprehensive Plan and Jim Martin's ten hours. Councilman Kusnierz stated he would like to know the year to date spent for Contractual. Fran Thibodeau advised she would get more information. No changes were made to this account at this time.

Account B8020 (Planning) was reviewed. It was noted Jim Martin was receiving \$57,200 for 8 hours a week (Planning and Zoning) versus Matt's full-time salary of \$52,000. Supervisor Congdon suggested we review the cost of Zoning. He would like the duties, workload, importance of position and pay reviewed.

Councilman Prendergast reminded the Board, part of the reason Jim Martin was brought in was because they were not totally satisfied with how things were handled in the past. He noted they are happy with how things are now. It is not just the workload that we need to look at, but how it is done. Councilman VanTassel suggested the Board should talk to Jim regarding what his proposed costs will be for 2018.

Councilman Kusnierz noted he understood Jim Martin would be going out on Code Violations, and providing guidance, but questioned whether he should be carrying the ball on them.

Councilman VanTassel explained when Matt Dreimiller was hired, he was hired as Building Inspector/Code Enforcement and Jim Martin was also asked to help with Code Enforcement.

Matt Dreimiller noted Jim Martin is a valuable resource and suggested we keep Jim Martin on board. Councilman VanTassel said he was in agreement with him but would like to see how we can cut Jim's costs in 2018. He suggested the Board check with Jim regarding his plans for how much he will bill for 2018.

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

Councilman VanTassel welcomed Jeffrey Cruz, Principal Account Clerk.

Fran Thibodeau asked if she should be moving all 2017 numbers forward in Account B8010 (Zoning) & B8020 (Planning). It was stated the \$6,500 was for the Planning and Zoning Board Members' pay.

Fran noted year to date, we have spent \$35,344 for Account B8010 and still have 3 months to go. We have only \$16, 915 left for 2017.

It was noted this may change if Jim Martin gives us a lower proposed cost for 2018.

Both Councilmen Prendergast and VanTassel gave credit for the great job Jim has done in putting the Building Department back in order and getting things moving more smoothly. All were in agreement that Jim has done a great job.

Matt Dreimiller advised they work together on a lot of permits. Matt indicated the permits go to Jim first, he goes through them making sure they are in order, checking the Zoning etc. before they come to Matt.

No changes were made to the 2018 Tentative Budget for B1010 or B1020. Subject to review of Jim Martin's anticipated 2018 costs.

Councilman Kusnierz asked, based on the Tentative Budget, if the Revenues for 2017 Building Permits (B1560) is expected to go down. Fran Thibodeau advised year to date (August) is only \$11,905.

There was a discussion about Mobile Home Park Fees (Revenues B2770) in 2016 as they were only \$503 in 2016. Fran Thibodeau indicated she did not think the Building Department billed for them in 2016, however, she would look into it.

Supervisor Congdon stated there are 680 units in our mobile home parks. Councilman Kusnierz noted that number should be fairly uniform year to year. Supervisor Congdon asked why it was not billed and collected in 2017. It was asked that we determine whether we billed for Mobile Home Parks in 2017.

This concluded the Building, Zoning & Planning portions of the budget workshop.

At 6:50 p.m. the Highway Superintendent, Paul Joseph, joined the budget workshop to review the Highway Portion of the 2018 Tentative Budget.

This portion of the budget began with Account A3310 (Traffic Control). The Highway Superintendent explained his increase of \$2000 for Road Striping (.499) was due to the County's pricing. The County indicated there has been an increase in the price of paint, therefore Paul increased this Account to \$34,000. The Board agreed to put \$34,000 in the budget for paint striping.

The next account discussed was A5510 (Highway Superintendent). Fran Thibodeau noted the Highway Superintendent's Salary contained a typing error and should read \$56,771. This is a 2% increase over last year.

The Highway Superintendent advised Account A5510.2 (Copier) can be lowered to \$400 as per his request as this was all he expected to need for 2018. Councilman VanTassel asked that this amount not be spent at the beginning of the year as he would like Mr. Cruz to do a review of all our printers and run a cost analysis. He would like the Town to consider going to a Managed Print Service where the Town would buy or lease printers annually from a print service company with the price including paper and toner. There was a brief conversation regarding how this type of service works, its potential cost effectiveness and the benefit of a fixed cost the Town could budget for.

The Highway Superintendent stated he has reviewed each line of his budget carefully to determine what is needed for the upcoming year. He noted Accounts A3010.402 (Postage) and A3010.404 (Printing) had been carried over from last year, making them \$10 higher than what he requested. Paul noted he doesn't

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

need those items increased. He did however need Account A3010.404 (Dues) to be increased to what he requested, \$250. The Board agreed to use Paul's requested numbers for the previous mentioned items.

There was a discussion regarding the Highway Superintendent's request for an increase to Account A5010.416 (Telephone). It was noted that a change in the type of phone and plan caused an increase in this account. Fran Thibodeau mentioned to the Board she would like to sit down and review the various cell phone plans we have. Councilman VanTassel added that Melissa Egdorf is a Verizon Rep. for municipalities that works with other towns. Fran also suggested the Town consider allowing those employees that rarely use their Town issued phone, to use their personal phone and receive a stipend. Councilman VanTassel suggested we get the Verizon Rep. in to talk with us and suggested we review all our cell phone plans.

Supervisor Congdon asked what the cost of a Fax line is. It was explained that a Fax line is subjected to the same costs as a regular phone (land line).

Fran Thibodeau brought up a problem we are having with Spectrum charging the Town a Telecommunication Excise Tax. Other phone companies do not charge this tax. The State Comptroller Office verified we are exempt. Fran stated she has been working on this for a few months, however, they are still charging the tax. Councilman Kusnierz asked Fran to call him on Wednesday, as he has a contact he can talk to about this. There was a brief discussion about looking into consolidating all the cell phones onto one plan.

After a brief discussion, it was agreed to use Paul's requested budget numbers for each line item of Account A5010.4 (Contractual). Specifically noting A5010.404 (Dues) will increase to \$250, A5010.416 (Telephone) will increase to \$1250, and A5010.476 will increase to \$600.

There was a discussion regarding Account A5010.476 (Computers) and what the \$600 included. Paul noted there are three computers: His, Maureen's and one in the parts room. Paul explained there are many new trucks without manuals, therefore they need to go online at times to read up on a vehicle that is being repaired. They also order parts from the shop computer. Fran felt the parts room computer should be under the DB Highway account, not the General Fund. It was agreed by the Board to keep it in the General Fund.

It was agreed again to use Paul's requested numbers for the Preliminary Budget.

The next item discussed was A5132 Highway Garage.

The Highway Superintendent advised Account A5132.415 (National Grid) should only be \$16,000 based on prior years. Fran Thibodeau advised the Board that National Grid is planning an 11% increase effective April, 2018. Paul Joseph stated the National Grid bill was for both gas & electric. It was noted that this bill includes both buildings, including space in the old garage that the Water Department uses. Councilwoman LeClair asked if we could split the billing out and bill a portion to the Water Department. Fran Thibodeau advised we could do that.

Paul Joseph advised Account A5132.472 (Building Repairs) is \$63,000 due to the old garage needing a new roof. He has a quote for \$62,000 for the repairs. Councilman Kusnierz asked if this was the same account we would use for repairs to the new garage. The Highway Superintendent verified it was the same account. Councilman Kusnierz indicated he would prefer we fix the roof on the new garage first. Paul advised they just had the old garage roof repaired this past spring and noted there is no more repair that can be done. Paul feels we need to replace the old garage roof first.

There was a lengthy discussion pertaining to the possibility of proportioning the expenses of the old garage to the Water Department. The Water Department uses Paul's old office and 2 1/2 bays of the old garage, approximately 1/3 of the garage per the Highway Superintendent. Per Councilman VanTassel, the operating and maintenance expenses could be proportioned by the square footage occupied. Fran Thibodeau asked if we could charge rent or bill as a voucher. If we charge for electricity and water we would have to then further break down the charges by water district. Councilman VanTassel suggested we charge them their allocated amount as a rent fee, if that is possible.

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

Supervisor Congdon stated he would take a look at the old garage roof to determine if we should repair it now or fix the new garage first.

The Highway Superintendent noted he asked for the old garage roof to be repaired four years ago. He recalled the plan was to put away \$15,000-\$20,000 per year but that never happened. The cost was \$51,000 back then, now it is \$62,000. He noted it costs \$1,500-\$2,000 every time they have to have it repaired, which is what they had to pay in repairs this past year.

Supervisor Congdon spoke about a company in Florida that uses a spray on foam that sets up hard to repair and prevent leaking.

The Supervisor left the meeting at 7:35 p.m.

Councilman VanTassel noted the Highway Superintendent did not have a requested amount in Account A5132.411 (Engineering). Paul advised that he didn't have any need for that item. This item was removed from the Tentative Budget.

It was agreed Account A5132.415 (Niagara Mohawk) would be ok at \$16,000 even with the anticipated 11% increase as the year to date spending is only \$6,900 leaving \$10,000. It was the consensus that \$16,000 would be okay for 2018 due to the expected balance remaining from 2017.

The next line discussed was A5132.416 (Telephone). It was agreed to use \$1,900 as per the Tentative Budget.

The Highway Superintendent advised the Fuel Tank Testing was a set fee of \$600. The requested budget amount of \$600 for Account A5132.420 (Fuel Tank Testing) would be used for the Preliminary Budget.

The next budget item discussed was Account A5132.450 (Supplies). Fran Thibodeau advised we have spent \$746 year to date, we have \$153 left. She also noted we moved \$200 into that account in 2017 which would make 2017's actual amount \$900. It was agreed to put \$900 in the Preliminary Budget.

It was also agreed that Account A5132.496 would stay as Paul requested at \$700 and we would allocate a portion of it to the Water Department.

Councilman VanTassel asked the Board who would be responsible for determining the formula for billing the Water Department its portion of the bills. There was no definitive answer to his question.

Councilman VanTassel asked the Highway Superintendent if he has seen a bid for repairing the roof. Paul replied he did not and other members of the Board also said they had not either. Councilman VanTassel advised we need to put it out for bid. He believes the Engineer, Gary Robinson, put together a bid request but did not believe it ever went out for a formal request. Paul Joseph recalled a few years ago he did a walk through with a gentleman from Texas who gave him an estimate of \$275,000 to replace the roof.

Councilman Kusnierz stated we have the bid specs, we need to put it out for bid. It was agreed by the Board that we had passed a Resolution to have our Engineer put the bid out. Councilman Kusnierz asked the Deputy Town Clerk to research the minutes for this resolution. He also asked the Board if they preferred to entertain a bid for the new garage or focus on the old garage. The Highway Superintendent indicated his priority is the old garage until he had numbers and money to repair the new building. Fran Thibodeau advised the repairs would be a General Fund item for either garage.

Councilman Kusnierz noted if we took the same amount out of Fund Balance as we did last year for General Fund, that would leave us with about \$650,000 in the Fund Balance of the General Fund.

Councilman Prendergast noted he would like to have the Town Attorneys look at any contract if they decide to replace the roof on the old garage.

The Highway Supervisor stated the \$62,000 quote he received was from Carruthers.

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

Councilman VanTassel recalled he had suggested in the past that we put a bid out for the repair/replacement of the roof for both garages to possibly get a better price with the economy of scale.

Fran Thibodeau asked if we could do an inter-fund loan. Councilman Kusnierz confirmed we could but thought they had to be repaid within a year.

The Board agreed to keep the \$63,000 in the Preliminary Budget for Account A5132.472 (Building Repairs) for the time being.

Regarding Account DB5112.480 (Miscellaneous- Surveyor Fees). The Highway Superintendent has requested \$2,400 for a survey to widen Tanglewood Drive four feet on each side from Jerome Lane to Feeder Dam Rd. He feels this is a good time to do this as the High School will be having their busses exit onto Tanglewood next year. He would like to make it safe for people to walk and to ride their bikes. The Board agreed to include \$2,400 in the Preliminary Budget for this survey. (This item was later corrected to \$2,600)

The next item discussed was Account B3410 (Dry Hydrants) This item was in the budget last year but was not spent. The Highway Superintendent would still like to see us purchase the Dry Hydrants. He has the specs and has had the funding in the past but it keeps getting held up. Per Paul, the County has to agree with the (Fire) Coordinator so they can put them on their bridges and sewers.

Councilman Prendergast left the meeting at 7:55 p.m.

The Account B8540.411 (Drainage-Stormwater Plan MS4) was discussed. Councilman Kusnierz questioned whether we needed the \$16,000 in this account. Fran Thibodeau noted in 2017 we added \$90,957 to our original budget of \$16,000. This gave a total for the account of \$106,957. It was unclear why the budget was increased last year, however it was also noted the spending year to date was only \$40,957. Councilman VanTassel asked what we expect in 2018 for MS4 costs. After some discussion regarding MS4 costs, Councilman Kusnierz asked that Fran Thibodeau reach out to LaBerge to determine expected costs for 2018.

Account DB1990 was discussed. There is usually \$30,000 in the Account DB1990.4 (Contingent). Fran Thibodeau advised we have only used \$345.10 year to date. It was agreed to leave only \$10,000 in this account for the Preliminary Budget.

After review of DB5110.4 (Highway General Repairs-Contractual), Councilman VanTassel suggested and the Board agreed, to go with the Highway Superintendent's requested numbers for the Preliminary Budget. His requested numbers were the same as the Tentative Budget except for the following: DB5110.450 (Drywells) \$3,600, DB5110.452 (Marking Paint) \$500, and DB5110.494 (Guardrails & Road Safety) \$13,500.

There was a brief review of Payroll DB5110.1. It was agreed to keep the Tentative Budget amount of \$315,000.

After review of DB5112 (Highway Improvements), it was agreed to use Paul's requested budget numbers for the Preliminary Budget. It was noted that the survey cost discussed earlier was actually \$2,600, not \$2,400 as previously mentioned.

The next discussion was on Account DB5130 (Highway Machinery). The Highway Superintendent prepared a detailed list of his requests for this account. After reviewing the list, the following items were approved by the Board to put in the Preliminary Budget:

Account DB5130.2 (Equipment)

- | | |
|---------------------------------------|---|
| 1. New Tandem Dump Truck w/plows | \$230,000 (paid out of current Equipment Reserve) |
| 2. 24' High Flow Planner (smooth cut) | \$16,250 |

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

- | | |
|--|----------------|
| 3. Tracks for Bobcat Skid Steer | \$3,890 |
| 4. 94" Angle Broom Loader for Skid Steer | <u>\$4,490</u> |
| | \$254,630 |

**Equipment Reserve/Fund Balance: \$70,000 **

Items from this account that the Board did not approve for 2018:

- New Mowing Tractor w/side & rear mowers or replacement mowers
- 34 Ton Flowboy Trailer

Account DB5130.2 Equipment for Garage)

- | | |
|---------------|---------|
| 1. Mig Welder | \$2,490 |
|---------------|---------|

Item from this account that the Board did not approve for 2018:

- Plasma Cutter

Account DB5130.405 (Equipment Repairs)

- | | |
|--|----------------|
| 1. Sander Chain-Truck #19 | \$1,420 |
| 2. Brooms-Johnson Sweeper | \$2,200 |
| 3. Plow Shoes (front & wings) | \$1,620 |
| 4. Plow & Wing blades | \$4,100 |
| 5. (26) Tires for trucks & equipment | \$10,240 |
| 6. Transmission Shift Valve work-Trk #12 | \$2,830 |
| 7. Rear Springs | <u>\$1,700</u> |
| | \$24,110 |

Item the Board did not approve for 2018:

- Emissions Muffler-Trk #11 (burn chamber)
(Only needed if new truck is *not* purchased)

The next discussion was regarding Account DB5140 (Highway Misc. Brush and Weeds). The Board agreed to use the Highway Superintendent's requested amounts for Accounts DB5140.457 (Landscaping) \$600 and DB5140.480.1 (Weed Control) at \$2400, keeping DB5140.480 (Miscellaneous) at \$2500 as per the Tentative Budget.

For Account DB5142 (Highway Snow Removal) the following amounts were approved by the Board for the Preliminary Budget:

DB5142.1 (Hwy. Union Employees)	\$315,000
DB5142.460 (Gasoline/Diesel/Oil- 6 mos.)	\$60,000
DB5142.490 (Road Salt)	\$160,000
DB5142.491 (Sand)	\$10,000

There was a brief discussion on Employee Benefits and Retirement. Fran Thibodeau advised the Board she needs to know what Health Insurance Plan the Town is going with. She used the plan she thought the Board would go with, but needed their decision. There were no changes to the Tentative Budget at this time.

Highway Revenues were reviewed. Councilman Kusnierz asked Fran why the Sales Tax was up approximately \$100,000 higher than last year. Fran advised the Board that the Supervisor asked her to increase the Sales Tax Revenues by 5%. Councilman Kusnierz didn't agree with this figure. He would

A budget workshop was held by the Town Board of the Town of Moreau on October 04, 2017 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

rather be conservative on the estimated revenues than optimistic. After further discussion, the Board agreed to a 2.5% increase to Sales Tax Revenue (DB1120) over last year's adopted budget. This would bring it to \$2,065,750.

Councilman Kusnierz asked if all Departments are within a 2% increase. He stated all departments should be within the 2% increase due to the tax cap, otherwise another department would have to pay the price for it. Fran indicated the 2% only affects the Fire Company and the General Fund.

Account B9901. (Transfer to Other Funds-Spring Brush Pick-up) was reviewed. The Board decided to decrease this Account to \$7,500 for the Preliminary Budget. This would also decrease the Revenue Account DB5031 (Highway Inter-fund Transfers) to \$7,500.

Councilwoman LeClair asked if there was an interest in Time Clocks. Councilman VanTassel stated he was interested in prices on time clocks, however, he would first like to look into the possibility of a payroll service. He would like to do a cost analysis with a company or two. A few companies mentioned were GTM, ADP and Paychecks.

Future Budget Workshops were scheduled for Wednesday, October 11th at 5:30 p.m. and Wednesday, October 18th at 5:30 p.m. Fran Thibodeau will schedule those attending the future meetings and let the Board know who will be in attendance prior to the meetings.

Councilman VanTassel asked Fran to have the Fire Company, the Rescue Squad and Moreau Community Center at the same meeting if possible.

The Budget Workshop concluded at 9:15 p.m.

Respectfully submitted,

Lisa Sperry
Deputy Town Clerk