

Linda M. Hodge



First Selectman

**Board of Selectmen Regular Meeting Minutes  
Thursday, June 18, 2009  
Colchester Town Hall  
Meeting Room 1 – 7:00 p.m.**

RECEIVED  
COLCHESTER, CT  
2009 JUN 19 AM 11:14  
*Nancy A. Bray*  
NANCY A. BRAY  
TOWN CLERK

**MEMBERS PRESENT:** First Selectman Linda Hodge, Selectman Rosemary Coyle, Selectman Greg Cordova, Selectman Stan Soby, Selectman John Malsbenden (arrived at 7:06 p.m.)

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Mike Caplet, Gregg Schuster, Brian Smith, Dorothy Mrowka, Greg Plunkett, Andy George, Chuck Toal, Suzanne Maiksilo, Adam Turner, Ryan Blessing, Brenden Healy, and other citizens

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda:** R. Coyle moved to add a new item # 23 "Discussion and Possible Action on Police Department Administrative Assistant Job Description", a new item #24 "Discussion and Possible Action on Memorandum of Agreement Between the Town of Colchester and MEUI, Local 506, SEIU, AFL-CIO, CLC", and add a new item #25 "Discussion and Possible Action on Senior Center Grant Approval Request", a new item #26 "Discussion and Possible Action Regarding Cancellation of July 2, 2009 Regular Meeting", and to renumber the remaining items accordingly, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the June 1, 2009 Board of Selectmen Special Meeting:** S. Soby moved to approve the minutes of the June 1, 2009 Board of Selectmen Special Meeting as presented, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the June 4, 2009 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the June 4, 2009 Board of Selectmen Regular Meeting as presented, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments:** None
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations:** None
7. **Budget Transfers – Various Accounts to Snow Removal - Scheduling of Town Meeting for Transfer Approval:** R. Coyle moved to approve the budget transfer from various accounts to snow removal accounts, in the amount total amount of \$174,200.<sup>00</sup>, as presented in attachment (see attachment #1), and to schedule a town meeting to approve the transfer as soon as possible per the warning requirements of the Town Clerk, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
8. **Tax Refunds & Rebates:** After review, G. Cordova moved to approve tax refunds in the amount of \$79.06 to Dana McNaughton, and \$245.05 to Ronald Bruce, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

9. **Discussion and Possible Action on McDonald Road Land Acquisition:** Town Planner Adam Turner and Chuck Toal from the Colchester Land Trust presented on the proposed McDonald Road land acquisition. R. Coyle moved to approve the conveyance of the 31-acre piece of property located on McDonald Road adjacent to the Ruby Cohen property, to the Town by way of fee simple transfer through the estate of Mary-Claire Flemming, with the Town's share to be paid out of the Land Fee in Lieu account (\$40,000) and the Land Acquisition Account (\$100,000), as recommended by the Town Planner, and to authorize the First Selectman to sign all necessary documents, and to forward this item to a town meeting for approval to be scheduled as soon as possible per the warning requirements of the Town Clerk, seconded by S. Soby. Selectman J. Malsbenden joined the meeting as a voting member during discussion following the motion at 7:06 p.m. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Gavire Estates Subdivision, Bull Hill Road Colchester, Connecticut Plan prepared for Rodney Goldberg by Duth & Associates sheets 1 through 14 of 14, dated February 7, 2002, revised 3/29/04 – Bond Release:** S. Soby moved to release the original Subdivision Bond – Acstar Insurance Company Surety Bond No. F16696 in the amount of \$597,340.72 to the owner, as recommended by the Town Engineer, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Colchester Police Pension Plan:** Brenden Healy presented on the proposed amendments to the Colchester Police pension plan. R. Coyle moved to approve the proposed amended Police pension plan as amended with a reference URL for the IRS code added to section 14.01a(ii), and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Sprinkler System Service Bid Award:** S. Soby moved to award the Sprinkler System Service Bid to Fairfield Sprinkler Co. to provide service and repair for the sprinkler systems for the Town of Colchester for the 2009-2010 year, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Fire Alarm Service Bid Award:** G. Cordova moved to award the Fire Alarm Service Bid to American Alarm to provide service and repair of the fire alarm systems for all Town facilities, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Heating/HVAC Contract Bid Award:** G. Cordova moved to award the Heating/HVAC Contract Bid to Solo Mechanical to provide maintenance and repair of the heating and air conditioning for Town Hall, Senior Center, Youth Center, Cragin Memorial Library, and Fire Department, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Generator Service and Repair Bid Award:** S. Soby moved to award the Generator Service and Repair Bid to Atlantic Detroit Diesel-Allison to provide service and repair for the generators at Town Hall, Fire Department Company 1 and Company 2, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

16. **Discussion and Possible Action on Security System Service and Monitoring Bid Award:** G. Cordova moved to award the Security System Service and Monitoring Bid to American Alarm Company to provide security system service and monitoring for 2009-2010, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Fire Extinguisher and Exhaust Hood Service Bid Award:** G. Cordova moved to award the Fire Extinguisher and Exhaust Hood Service Bid to Roybal and Sons to provide exhaust hood cleaning and inspection for Fire Company 1, and to Roybal and Sons to provide fire extinguisher service and inspection at Town Hall, Youth Center, Senior Center, Fire Company 1, Fire Company 2, and Cragin Memorial Library, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby Unanimously approved. MOTION CARRIED.
18. **Discussion and Possible Action on Elevator Maintenance Contract Bid Award:** G. Cordova moved to award the Elevator Maintenance Contract Bid to Independent Elevator Co, LLC. to provide maintenance and repair of the elevators for the 2009-2010 year at town Hall and Cragin Library, as recommended by the Director of Facilities, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
19. **Discussion and Possible Action on Statement of Understanding with The American Red Cross:** G. Cordova moved to approve the Statement of Understanding between the town of Colchester, CT and the Charter Oak Chapter of Connecticut of the American Red Cross as presented, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
20. **Discussion and Possible Action on Fire Department Strategic Planning Committee – Proposed Composition: Fire Department Chief, Assistant Chief, Past Chief, First Selectman, Board of Finance Member, Board of Selectmen Member, (2)Business Owners, Fire Company Member, Board of Education Member, Long Term Care Facility Member, (2)Residents, and Firefighter:** R. Coyle moved to approve the creation of a temporary committee to be named “Fire Department Strategic Planning Committee”, to be composed of the Fire Department Chief, one Assistant Chief, a Past Chief, First Selectman, Board of Finance Member, Board of Selectmen Member, (2)Business Owners, Fire Company Member, Board of Education Member, Long Term Care Facility Member, (2)Residents, and Firefighter, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
21. **Discussion and Possible Action on Senior Center Study Group – Proposed Composition: Commission on Aging Rep., At-Large Senior Center Rep., AARP Rep., (2)Community At-Large Reps., Parent Rep., Youth Services Rep., Parks & Recreation Commission Rep., CBA Rep., Town Planner, and Senior Center Director:** R. Coyle moved to approve the creation of a temporary study group to be named “Senior Center Study Group”, to be composed of a Commission on Aging Representative, At-Large Senior Center Representative, AARP Representative, (2)Community At-Large Representatives, Parent Representative, Youth Services Representative, Parks & Recreation Commission Representative, CBA Representative, Town Planner, and Senior Center Director, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

22. **Discussion and Possible Action on Police and Youth Program Resolution:** S. Soby moved to approve the Police and Youth Program resolution as presented, and to authorize the First Selectman to sign all necessary documents, seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.
23. **Discussion and Possible Action on Police Department Administrative Assistant Job Description:** S. Soby moved to approve the amended Police Department Administrative Assistant job description as presented, and with the amendments to change “Department of Public Safety” to “Colchester Police Department”, and to change “1/2 hour lunch” to “1 hour unpaid lunch” per the contract, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
24. **Discussion and Possible Action on Memorandum of Agreement Between the Town of Colchester and MEUI, Local 506, SEIU, AFL-CIO, CLC:** S. Soby moved to approve the Memorandum of Agreement Between the Town of Colchester and MEUI, Local 506, SEIU, AFL-CIO, CLC as presented, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
25. **Discussion and Possible Action on Senior Center Grant Approval Request:** S. Soby moved to approve the Senior Center grant request as presented and as recommended by the Senior Center Director, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
26. **Discussion and Possible Action Regarding Cancellation of July 2, 2009 Regular Meeting:** R. Coyle moved to cancel the July 2, 2009 Board of Selectmen regular meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
27. **Citizen’s Comments:** Brian Smith asked for clarification regarding what the police pension plan item’s motion was, specifically. First Selectman L. Hodge noted that the motion was to approve the amendments to the plan. Brian commented that he didn’t believe it was immediately clear by listening to the motion as compared to how it would appear in the minutes.
28. **First Selectman’s Report:** First Selectman L. Hodge reported on the lunch for Ellen Yacono on her last day on July 2, 2009 from 12:00 – 2:00 p.m. at Town Hall in Room 3, the cake for Siobhan Grogan’s last day on June 26, 2009 from 3:00 p.m. to 5:00 p.m. at the library, decision of the Insurance Risk management Group to send both the policy and benefits counselor to bid next year, the CIRMA award won by the Health & Safety Committee, the progress in developing the continuity of operations plan (COOP), the progress on updating job descriptions for the Town Hall Union, the all staff meeting discussion on employee wellness, issues with the resident state trooper contract and why we’re not signing at this time, ongoing work on the purchasing policies, status of the police car, status of lawnmower repairs, work being done with Jodi Thomas during the state consolidation of probate courts to help Colchester’s court, the old firehouse grant, the community policing grant, the senior van grant, JAG grant process, the energy grant, firehouse construction/renovation grants, and the accident prevention grant progress.
29. **Liaison Reports:** Selectman Cordova reported on the Sewer & Water Commission. Selectman Malsbenden reported on the Conservation Commission, the Economic Development Commission, and the Planning & Zoning Commission. Selectman Coyle reported on the Commission on Aging, the Open Space Advisory Board, and the Colchester Hayward Volunteer Fire Department.

30. **Adjourn:** J. Malsbenden moved to adjourn at 8:00 p.m., seconded by G. Cordova.  
Unanimously approved. MOTION CARRIED.

**Attachments**

1. Budget transfer dated 06/15/09, from various accounts to snow removal accounts, with spreadsheet showing specific account transfers in the amount total amount of \$174,200.<sup>00</sup>
2. Memorandum dated 06/12/09, from Adam Turner to the Board of Selectmen, regarding "McDonald Road Land Acquisition"
3. Memorandum dated 06/16/09, from Salvatore Tassone to the Board of Selectmen, regarding "Gavire Estates Subdivision, Bull Hill Road Colchester, Connecticut Plan prepared for Rodney Goldberg by Duth & Associates sheets 1 through 14 of 14, dated February 7, 2002, revised 3/29/04 – Bond Release"
4. Proposed amendment to the Colchester Police Pension Plan
5. Police and Youth Program Grant proposed resolution
6. Parks & Recreation Program Fund Monthly Cash Flow and Balance for Fiscal Year 2008-09

Respectfully submitted,



Michael J. Caplet  
Executive Assistant to the First Selectman

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Snow Removal

Reason for Request: Significant number of snow/ice events during Winter 2008/2009 season

Reason for Available Funds: See attached document for individual account explanations

From:	Account Number	Account Name	Amount
		See attached document	

To:		See attached document	

Jun 15, 2009  
 Date Requested N. Maggie Cosgrove  
 Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove

Jun 15, 2009  
 Date Reviewed N. Maggie Cosgrove  
 Chief Financial Officer

6/15/2009  
 Date Approved Sum M. Hodge  
 First Selectman

Date Approved \_\_\_\_\_  
 Board of Selectmen Clerk

6/17/09  
 Date Approved May Jane Neale  
 Board of Finance Clerk

Town of Colchester				
Budget Transfer - Snow Removal Costs				
Account #	Department & Account Name	From	To	Explanation
11101-50900	BOF Contingency	40,000		Contingency funds included in adopted budget
11101-50950	BOF Contract Settlements	2,000		Funds budgeted for union contract settlements - balance available due to Police Officer resignation mid-year
11101-44275	BOF Annual Report	4,500		Annual report not submitted to outside vendor for printing & publication
11301-48416	Accounting - Office Equipment	2,100		Budget freeze - will not purchase folder/inserters
11411-40101	Planning & Code Administration - Regular Payroll	9,000		Budget freeze - part-time staff layoff
11411-40103	Planning & Code Administration - Overtime	2,500		Reduction in number of meetings of various Boards and Commissions
11411-40105	Planning & Code Administration - Cont, Temp Payroll	4,500		Budget freeze (vacation coverage) & less inspections performed by Deputy Fire Marshals in lieu of Fire Marshal
11411-41230	Planning & Code Administration - FICA & Retirement	3,500		Budget freeze
11411-43258	Planning & Code Administration - Prof. Memberships	1,000		Budget freeze
11411-44208	Planning & Code Administration - Prof. Services	5,000		Budget freeze - reduction in use of outside consultants for review of Historic Overlay Zone applications and review of Plan of Conservation & Development
11411-44230	Planning & Code Administration - Legal Notices	1,000		Reduction in activity due to economic downturn
11411-44232	Planning & Code Administration - Printing & Publications	4,000		Budget freeze
11411-45216	Planning & Code Administration - Telephone	1,000		Elimination of pagers
11411-46390	Planning & Code Administration - Vehicle Maintenance & Fuel	1,000		Significant decrease in price of unleaded gasoline during fiscal year
12101-40101	Police - Regular Payroll	11,000		Police Officer resignation mid-year
12101-41230	Police - FICA & Retirement	3,000		Police Officer resignation mid-year
12301-45216	Civil Preparedness - Telephone	1,000		Homeland Security grant funding
12301-46224	Civil Preparedness - Equipment Repairs	2,000		Homeland Security grant funding
13202-44223	Fleet Maintenance - Service Contracts	1,500		Budget freeze - oil & water separator cleaning not performed
13202-45221	Fleet Maintenance - Heating Fuel	3,500		Installation of waste oil burning furnace
13202-46390	Fleet Maintenance - Vehicle Maintenance & Fuel	4,100		Significant decrease in price of unleaded gasoline during fiscal year

Town of Colchester				
Budget Transfer - Snow Removal Costs				
Account #	Department & Account Name	From	To	Explanation
13601-40101	Transfer Station - Regular Payroll	1,000		Staff turnover
13601-40103	Transfer Station - Overtime	3,500		Budget freeze - elimination of 3rd person on Saturdays at transfer station
13601-42340	Transfer Station - Other Purchased Supplies	1,500		Budget freeze - did not purchase processed material
13601-43212	Transfer Station - Transportation	7,000		Operational changes resulting in fewer pulls for cans, bottles & plastics
13601-44208	Transfer Station - Professional Services	9,000		Budget freeze - mowing services being provided by Town Staff, reduction in number of grinding services
13601-46226	Transfer Station - Building Repairs	1,000		Budget freeze - postponed minor building repairs
14102-40105	Youth Services - Cont, Temp Payroll	2,000		Staff turnover - YSB Center Supervisors
15101-42342	Library - Books, Magazines & Periodicals	2,000		Budget freeze
15201-40101	Parks & Recreation - Regular Payroll	25,000		Staff turnover & Workers Comp
15201-41230	Parks & Recreation - FICA & Retirement	8,000		Staff turnover & Workers Comp
15201-44208	Parks & Recreation - Professional Services	5,000		Budget freeze - less than average need for repair services (plumbing, electrical), volunteer provided turf inspections, limited pesticide applications
15201-44237	Parks & Recreation - Equipment Rental	1,000		Budget freeze & limited staffing (hedge trimming)
15201-46226	Parks & Recreation - Building Repairs	1,000		Budget freeze & limited staffing (roof not repaired on dugout R5)
13204-40103	Snow Removal - Overtime		47,010	
13204-41230	Snow Removal - FICA		3,230	
13204-42333	Snow Removal - Sand, Salt, Gravel		85,740	
13204-42340	Snow Removal - Other Purchased Supplies		6,140	
13204-44208	Snow Removal - Professional Services		32,080	
	Totals	174,200	174,200	



To: Board of Selectman

June 12, 2009

From: Adam Turner

RE: McDonald Road Land Acquisition

**Introduction:**

The Town has been approached regarding the purchase of a 31-acre piece of property located on McDonald Road directly adjacent to the Ruby Cohen property. The land would be conveyed to the town by way of fee simple transfer through the estate of Mary-Claire Flemming.

**Property assessment:**

The property is 31-acres in size and is directly linked to the Ruby Cohen property nature preserve located at 86 McDonald Rd. The Ruby Cohen property and the surrounding town owned land totals about 142-acres.

The parcel considered for acquisition is almost entirely flat, wooded, with significant amount of wetlands including a stream which runs through the property. The parcel is within the town of Colchester's Aquifer Protection Zone and is within one of the towns "greenways" as identified in the Open Space Plan. Due to the large amount of undeveloped land in this area, there is an abundant amount of wildlife that resides on these properties.

The site is restricted to development due to the wetlands and the stream. If development was proposed, it is likely that no more than two houses and septic systems could be installed.

**Cost**

The property was assessed at \$220,000. The total proposed cost of purchase is \$182,000 which is proposed to be paid by the Town (\$140,000) and the Colchester Land Trust (\$42,000). No new funds are necessary for this purchase. The Towns share would be paid out of the Land Fee in Lieu account which has a balance of \$40,000 and the Land Acquisition Account which has a balance of \$100,000.

**Open Space Committee and Conservation Commission Action**


The proposed purchase of the 31 acre parcel was presented to the Open Space Committee on June 9, 2009. The purchase was recommended for purchase by a vote of 6-0. The proposed purchase was presented to the Conservation Commission on June 10, 2009. The Commission also unanimously recommended that the Town purchase the property.

June 16, 2009

Code Administration  
Building Official  
Fire Marshal  
Wetlands Enforcement



Planning and Zoning  
Planning Director  
Zoning Enforcement  
Town Engineer

To: Colchester Board of Selectmen  
Copy: Colchester Conservation Commission and Zoning & Planning Commission  
From: Salvatore Tassone P.E. – Town Engineer   
Re: Gavire Estates Subdivision, Bull Hill Road Colchester, Connecticut  
Plan prepared for Rodney Goldberg by Dutch & Associates sheets 1 through 14  
Of 14, dated February 7, 2002, revised 3/29/04

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As stated in the attached letter from Rogin Nassau LLC Attorneys at Law to Colchester Zoning & Planning Commission dated May 6, 2009, the owner of the referenced subdivision has decided not to go forward with his subdivision and has requested that the Zoning & Planning Commission act to expire his subdivision plans and take the necessary steps to release his subdivision bond. As evidenced on the attached "NOTICE OF DECISION" to Mr. Rodney Goldberg from the Colchester ZEO dated May 21, 2009 the Z&P Commission has taken the necessary action to expire the referenced subdivision.

To date, there has been no application for a Road Permit and based on a site inspection conducted on June 15, 2009, it does not appear that any construction activity/site disturbance has taken place at the site of the proposed subdivision, therefore; I recommend that the original Subdivision Bond – Acstar Insurance Company Surety Bond No. F16696 in the amount of \$597,340.72 be released to the owner.

**The Town of Colchester Police Department  
Pension Plan**

**Amendment No. 2 (2009-1st)**

**WHEREAS**, the Town of Colchester (the “Town”) maintains the Town of Colchester Police Department Pension Plan (the “Plan”) for the benefit of certain eligible employees; and

**WHEREAS**, the Town wishes to amend the Plan to comply with the Final Regulations issued under Internal Revenue Code Section 415.

**NOW THEREFORE**, pursuant to Section 10.01 of the Plan, the Plan is hereby amended, as follows:

1. Sections 14.01 through 14.06 are deleted in their entirety.
2. A new Section 14.01, Limitation of Benefits to Comply With Section 415, is inserted and reads as follows:

14.01 Limitation of Benefits to Comply With Section 415. Effective for limitation years beginning on or after July 1, 2007, and notwithstanding any Plan provisions to the contrary, in no event may the maximum annual retirement benefit payable to a Participant under the Plan and any other defined benefit plan of the Employer at any time within the limitation year exceed the limitations contained in Internal Revenue Code Section 415 and the regulations and guidance issued thereunder, which are hereby incorporated by reference, including, without limitation, the following definitions as set out therein:

- (a) The term “compensation” for purposes of compliance with the limitations under Internal Revenue Code Section 415 shall include the following:
  - (i) wages as reported for purposes of federal income tax on Form W-2;
  - (ii) elective deferrals as defined in Section 402(g)(3) of the Internal Revenue Code and salary reduction contributions of the Participant not

includible in his or her gross income by reason of Section 125 (including amounts not available to a Participant in cash in lieu of group health coverage because the Participant is unable to certify that he or she has other health coverage) or Section 132(f) of the Internal Revenue Code; and

(iii) compensation paid after severance from employment as set out in Treas. Reg. § 1.415(c)-2(e)(3).

(b) The term "limitation year" for purposes of this Section 14.01 means the Plan Year.

**IN WITNESS WHEREOF**, the Town of Colchester has caused this Amendment to be executed this \_\_\_ day of \_\_\_\_\_, 2009.

**TOWN OF COLCHESTER**

By \_\_\_\_\_  
Linda Hodge  
First Selectman

Linda M. Hodge



First Selectman

**RESOLUTION**

**RESOLVED:** That Linda M. Hodge, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality, a grant award for \$9,952 for the C'Town Crew program for the Police and Youth Program Grant.

IN WITNESS WHEREOF, the undersigned has affixed her signature and the town seal of the Town of Colchester this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Signature – Linda M. Hodge  
First Selectman

Town Seal

\_\_\_\_\_  
Nancy A. Bray  
Town Clerk

