

# TISBURY BOARD OF SELECTMEN MEETING AGENDA

Tuesday, July 15, 2014

Tisbury Town Hall – 5:30 PM

Jonathan V. Snyder, Chairman

Tristan R. Israel

Melinda F. Loberg, Clerk

## TOWN ADMINISTRATOR'S REPORT

LED Street Light Program

Energy Manger Grant – Authorization for Town Administrator to Execute Contract with Commonwealth

## DEPARTMENTAL and OTHER REPORTS

Cabinet Meeting – Mid-September

Finance Director re: Internal Borrowing for DPW Equipment and Park & Ride Lot Gated System (\$475,000)

Firefighters Annual Classic Car Show - August 31, 2014 – Main St. Closed to Traffic: 1-5 PM- (Rain Date 9-1)

## DISCUSSION SESSION

MassDOT Plans for Retention Basin Plan at the Lagoon Pond Bridge Project

## BOS APPOINTMENTS

Dredge Committee – Lynne Fraker

## ADMINISTRATIVE SESSION

License Renewals: Lodging Houses (9) (If all inspections are complete)

Common Victuallers: Black Dog Bakery, 11 Water Street; Amity, LLC d/b/a Porto Pizza, 36 Water Street

Approval of Treasury Warrants

Payroll Warrant #7-07-2014	\$29,727.55
Payroll Warrant #7-08-2014	\$208,291.93
Payroll Warrant #7-08-2014 (Misc.)	\$135.04
Bills Payable Warrant #7-02-2014	\$71,160.29
Bills Payable Warrant #7-08-2014	\$235,050.32
Bills Payable Warrant #7-14-2014(FY14)	\$132,828.55
Bills Payable Warrant #7-14-2014(FY15)	\$2,105,235.08
Bills Payable Warrant #7-14-2014(FY15)	\$117,947.77

Approval of Minutes

May 6, 2014 – Executive Session

May 20, 2014 – Executive Session

\*June 3, 2014 – Regular Session

June 3, 2014 – Executive Session

Merit Reviews

Eerik Meisner, Lieutenant – Tisbury Police Department

Audrey Tilton, Companion to Elders – Council on Aging

Kyle Gatchell, Paramedic – Ambulance/EMS

## NEW BUSINESS

Harbor Management Committee re: New Freight Vessel Design; Waterways Regulations; Pump-out Facilities

Grant Opportunities

## OLD BUSINESS

## PUBLIC COMMENT

## EXECUTIVE SESSION

Vote to go into Executive Session to discuss strategy with respect to litigation and contract negotiations, (not) to reconvene in Open Session.

The Board of Selectmen met in a Regular Session on Tuesday, July 15, 2014 in the Tisbury Town Hall.

Present: Jonathan V. Snyder, Chairman, Tristan R. Israel and Melinda F. Loberg, Clerk;; John W. Grande, Town Administrator and Aase M. Jones, Assistant to the Town Administrator.

Call to order: 5:30 p.m. by Jonathan Snyder.

Town Administrator's Report: was taken up first. Mr. Grande addressed the following matters:

Participation Agreement for Cape Light Compact LED Street Light Retrofit Full Conversion Project: was presented by Town Administrator Jay Grande who reported that there will be 2 amendments to the agreement specifically addressing concerns in Tisbury, as follows: (1) Street lights in the William Street Historic District will be reviewed by the Town with the so-called "Admiral Hat" fixtures to be specially treated; and (2) All decorative street-lights and light fixtures along the bike path on Beach Road will remain as is, as well as "Admiral Hat" fixtures outside the historic district will remain as is, with only the bulb changed.

Mr. Grande acknowledged that Mr. David Stanwood brought this possibility to the attention of the Town as this is what is being done in West Tisbury.

Mr. Grande noted that the agreement will later involve a P & S Agreement to own the fixtures and an agreement for operation and maintenance (O & M) of the fixtures with Siemens for 3 years with a 2-year option to extend the O&M agreement.

Mr. Israel inquired if the Cape Light Compact will only change the bulbs on the poles. Mr. Grande explained that the Cape Light Compact has agreed to provide a specific type of bulb and that the "Admiral Hat" fixtures will be held to the same standard.

Mr. Grande commented that the special light fixtures along the bike path on Beach Road are showing some wear and tear with peeling paint etc., which may have to be addressed. Some discussion followed on that aspect, and it was noted that the same type poles on Main Street, that are more recent, are not showing signs of peeling paint. Mr. Grande pointed out that these special poles are expensive to replace and will need to be painted on Beach Road.

Mr. Grande further noted that so-called "cobra head" fixtures will also be changed and that the post-mounted lights on Main Street may be going underground.

Mr. David Stanwood, who was present then presented a sample of the new LED 12-15W bulbs that will be used in West Tisbury, where the historic fixtures will be kept, only the bulbs, which can be fitted into the existing fixtures, will be changed.

Mr. Grande pointed out that the standard Agreement that is being discussed refers to all fixtures, which will have to be changed due to the exclusion of the historic district and "Admiral Hat" fixtures within the historic district and in other locations. He noted that special language addressing the Town's concerns about the historic district and "Admiral Hat" fixture will require an amendment to the agreement to be reviewed by Town Counsel.

Some discussion followed on the O & M agreement to follow the signing of the Agreement to implement the LED Street Light Retrofit Conversion Project and what the role of the Town will be vs. NSAR and Siemens.

Mr. Grande noted that NSTAR will own the poles, not the fixtures or the bulbs, adding that the Town will take ownership of the light fixtures once the amended agreement is signed - in September.

It was agreed that many questions remain before the Selectmen will proceed to sign the proposed agreement.

Mr. Lobdell, in the audience, commented that in the past light intrusion from lights on beach Road has been a problem for boaters on the harbor, suggesting that this would not occur if the fixtures are mounted to shine down.

Mr. Israel asked Mr. Grande if a vote of the Board is expected at this time. Mr. Grande acknowledged that there are several questions that need to be answered suggesting that the Board wait for some answers before signing the agreement, which also needs to be reviewed by Town Counsel.

Mr. Snyder agreed suggesting the Board defer voting until August. The Board concurred and no action was taken.

Energy Manager Grant - Authorization for Town Administrator to Sign Grant Documents: was requested and approved by the Board. M/s/c.

Mr. Grande explained that the grant to fund a position as Grant Manager was filed jointly by Tisbury, Oak Bluffs and Edgartown as participants, with Tisbury as the lead Town and approved with a grant for a full-time Energy Manager of \$50,000. Mr. Grande explained further that the position involves the management and planning of energy programs and initiatives, as well as advise communities and help implementation of the so-called "Stretch Code" in the Building Code/Regulations. Mr. Grande noted that he is developing a job description which will be sent to the MMA for evaluation and classification. After a brief discussion,

Motion: That Town Administrator Jay Grande be authorized to be the signatory and execute contract documents related to the Energy Manager Grant, as discussed. M/s/c.

Cabinet Meeting in Mid-September: Chairman Jonathan Snyder apologized for not attending the Cabinet meeting held July 10, noting that he went to the Town Hall and missed the meeting which was scheduled at the Vineyard Haven Public Library. He suggested and it was agreed that another Cabinet meeting would be held in mid-September - promising to attend! Mr. Snyder expressed support for these meetings which provide a forum for review of issues of mutual concern, including financial issues such as budgets, expenditures and overdrafts, capital facilities planning and individual departmental needs. A memo will be sent announcing the next Cabinet meeting to all parties.

Finance Director Tim McLean re: Internal Borrowing of \$475,000 for DPW Equipment and Park & Ride Lot Gated System: as voted at Town Meeting on 4-29-2014 under Articles # 7 and #9, was approved after a brief explanation provided by Mr. McLean, who noted that this will become part of a larger bond issue later. M/s/c.

Firefighters' Main Street Classic Car Show: scheduled for 8-31-2014 from 1-5 p.m., was presented by Fire Dept. Captain Ken Maciel who noted that this event is a fundraiser for the Firefighter's Association and that last year, this event, held on Main Street, attracted over 4,000 visitors. Mr. Maciel requested permission to block off Main Street to parking from 1-5 p.m. on the date of the show, but noted that traffic coming down Spring Street would be able to exit through Norton Lane to Water Street.

Mr. Snyder inquired if the firefighters have spoken with Main Street businesses, and was informed that this is in process, but that not everyone has been contacted yet. Mr. Maciel stated that the crowds are drawn to this event creating business for Main Street merchants even with the street closed to through traffic and parking.

Mr. Israel commented that the event held last year was "great", but added that he would like to see a public process with the merchants on Main Street polled if they favor this event, as he recalled that some businesses complained last year, suggesting that it be ascertained if the business community supports this event.

Ms. Loberg noted that the Tisbury Business Association is no longer active and suggested that the BOS defer acting on this request until the next meeting of the Board, July 29<sup>th</sup>, and in the interim invite comments to the Board of Selectmen.

Michael Jampel, in the audience, suggested not waiting until the last minute to approve this event as planning takes time. Mr. Gomez pointed out that at that time of year there will be a big crowd around. A brief discussion followed on the Street Fair Banner, which is no longer in use on Main Street, having been replaced by smaller flags on poles along Main Street.

In conclusion, Mr. Snyder asked for public comment on the proposed Car Show and closing off of Main Street from 1-5 p.m. on August 31<sup>st</sup> and agreed that the vote will be taken by the Board on July 29<sup>th</sup>.

SSA New Freight Vessel Single-ended Design: was addressed next at the request of the Harbor Management Committee, which had discussed the new vessel design at its meeting on May 14<sup>th</sup> and submitted a letter summarizing the position of the committee in opposition to the new vessel design, citing the new design as in violation of the Waterways Regulations which require any vessel over 150' to be a double-ended vessel.

Present: Harbor Management Committee Members Jim Lobdell, Bill McConnell, Polly Brown, and Michael Jampel.

Mr. Lobdell pointed out that the Waterways Regulations - Ferries and Large Vessels, #6, stipulates that: "Any new ferries over 150' in length must be double-ended", which he stated will not be the case with the new ferry under construction and is in direct contradiction of the approved Waterways Regulations.

Mr. Israel commented that it has been reported that a double-ended ferry such as the one now under review would cost an additional \$10 million, adding that the SSA is citing special design features of the new vessel that will preclude the bottom wash-away of traditional single-ended ferries.

Discussion followed on SSA issues with the *Shenandoah* and its anchorage location.

Ms. Loberg inquired if the Steamship Authority will be required to submit to local regulations with regard to the design.

Mr. Israel commented that the SSA will state that it is not subject to local regulations etc.

Mr. Lobdell informed those present that the Steamship Authority has an agreement with the port of Hyannis regarding the size of vessels and other matters used in that port. Mr. Wilbur inquired why regulations in Hyannis are more restrictive than in Tisbury.

Mr. Snyder questioned how our regulations can be ignored and/or trumped.

Mr. Wilbur questioned why the SSA is complying with Hyannis regulations but not ours.

Mr. Israel suggested that the Selectmen ask the question again, adding that we have done this before, and suggested a letter to the Steamship Authority expressing the Board's concern for our Harbor, stating that the Selectmen would like to see a double-ended ferry design, etc.

Mr. Snyder asked for a motion and Mr. Israel so moved. Motion was seconded for discussion by Mr. Snyder.

Comments from the following in support of such a letter to the Steamship Authority were made by Ms. Liz Wild, Nat Benjamin of Gannon and Benjamin, Bill McConnell, and Jim Lobdell, the latter commenting that he does not want to entertain a request from the Steamship Authority that the moorings of the schooners the *Shenandoah* and the *Alabama* moved due to the size of the new vessel.

Mr. Israel commented that the design and planning for the new vessel were already more than 50% complete before the plans were presented to the Selectmen.

Mr. Clarence "Trip" Barnes, in the audience, requested that a copy of the Harbor DCPC be sent to Michael Jampel, noting that the Steamship Authority agreed to comply with the DCPC process at the time that the Harbor DCPC was adopted.

Mr. Israel commented that the SSA should have come to the Harbor Management Committee for a Harbor Use Permit.

Mr. McConnell asked how the SSA is able to do this without public review. Mr. Wilbur stated that he found it "insulting".

Voting on the Motion: That a strong letter of opposition to the new single-ended ferry design be sent to the Steamship Authority with copies to our representatives in the legislature. M/s/c.

Mr. Israel commented that he has ongoing issues with the SSA on how the Town is expected to expend Embarkation Fee revenue, noting that the SSA wants the Town to spend these funds to pay for the transportation/bus service to and from the Park & Ride Lot. Mr. Snyder suggested that this be placed on the next Selectmen's agenda for discussion.

Mr. Israel made a brief comment on the proposed rebuilding and relocation of the Woods Hole SSA administrative offices and terminal

building, questioning why the administrative offices could not be located on-Island.

Wastewater Planning Issues: were discussed briefly. It was noted that Ms. Loberg and Mr. Snyder attended a meeting of the Lagoon Pond Association last Saturday during which continuing wastewater planning issues facing the Lagoon were discussed. It was agreed that at some future Selectmen's meeting this matter and setting of priorities will be brought up for further discussion. Ms. Loberg suggested a joint meeting of the Selectmen and the Wastewater Planning Committee.

Mr. Israel noted that as a former member of the Wastewater Planning Committee he remembers many discussions on this topic.

Clean Vessel Act Grant Program for Waste from Pump-out Facilities: was taken up for discussion next.

Mr. Grande noted that Steve McKenna from Coastal Zone Management (CZM) is the lead on this program for private entities, noting that the deadline date for applications is September 11, 2014. Mr. Grande stated that he and Harbormaster Jay Wilbur can help with the application process through the CZM office in Hyannis where Mr. McKenna works. Mr. Grande noted that these grants are 75% funded, require a 25% match, and also that the applicant meet certain conditions to qualify for the grant and participate in the program as well as compliance with the specific terms of the grant after award.

Mr. Grande noted that this program, specific for commercial vessels through a public/private partnership under Town auspices, allows private entities to benefit from available grants. Mr. Grande stated further that the contract entered into between CZM, the Town and the private business entity is binding on the latter.

Mr. Wilbur pointed out that only one business entity in Tisbury has commercial capacity carrying passengers, which is the Black Dog.

It was noted that Mr. McKenna has stated that this program through CZM does not cover charter vessels carrying up to 6 passengers, but would include inspected/documented vessels, all depending on how many passengers the vessel could carry, with the commercial vessels covered defined as larger boats with capacity to carry more than 6 passengers.

Mr. Lobdell inquired if the SSA would qualify for such grants. Mr. Wilbur responded that he would find out, adding that the Hy-Line ferries do qualify

Mr. Grande stated that this must get underway to meet the January 1, 2015 deadline to provide pump-out services as required under an amendment to the Tisbury Waterways regulations adopted January 22, 2013. Mr. Grande further cautioned that the conditions and terms for acceptance of CZM funds for pump out facilities under the CZM or Clean Vessel Act (CVA) grant programs to build land-based pump out facilities require compliance with the specific terms and conditions outlined, noting that the type of facility for recreational vessels is funded by the CVA through a tax on fuel. It was noted that the pump-out program in Tisbury is currently and has been funded for the past several years from a CVA grant.

Mr. Grande continued by stating that approval of a private entity's grant application to the CZM for installation of a commercial pump-out facility must be done in conjunction with approval of the Town and the DPW, especially if new infrastructure is involved.

Mr. Grande informed the Selectmen that the DPW oversaw the design and installation of the new holding tank at Owen Park, noting that this is not a case of "one size fits all".

Mr. Wilbur confirmed that it is up to the Selectmen to approve such a private/municipal cooperative venture, adding that the own will be expected to maintain and help by accepting "materials" from the pump-out facility although privately operated. He concluded by reiterating

Mr. Israel expressed support for the concept, but added that he wants to know what is involved.

Ms. Loberg commented that we know that there are a couple of pump-out facilities in Town operated by a commercial business entity.

Mr. Wilbur stated that commercial vessels are not entitled to use the pump-out facilities that some businesses have installed and are operating.

Mr. Snyder commented that one large commercial vessel could generate more sewage than a large number of small recreational vessels, adding that commercial vessels are not entitled to the use of the facilities that are intended for smaller recreational vessels.

Motion (Mr. Israel): That the Selectmen will support the administration of a pump-out facility grant application to the CZM for commercial vessels. M/s/c.

At this point Harbormaster Jay Wilbur explained that the Clean Vessel Act (CVA) pump-out program is for recreational vessels - not for commercial vessels. He commended Mr. Ralph Packer for offering to assist through the facility he has at his wharf, taking 400 gallons of sewage daily from the *C.W. Morgan* when the vessel was in port recently, disposing of it at the pump-out facility where it was pumped into the sewer collection system at his dock.

Mr. Morgan Douglas questioned the role of the private marinas in complying with the new regulation requiring these establishments to provide pump-out services to their customers after January 1, 2015.

Mr. Wilbur explained that the Town's pump-out program funded through a CVA grant was intended to service recreational vessels on moorings - not commercial vessels with passenger capacity over 6, such vessels not necessarily being tied to a dock. He added that in other places docks traditionally provide pump-out services to vessels tied up at the dock, and stated that he feels this is what should be done here in Vineyard Haven Harbor as well.

Mr. Wilbur continued by stating that it is difficult for his staff to operate and handle the small pump-out boat and service the multi-million dollar yachts at dockside of some marinas, which now have sewers and could have their own pump-out facilities. A discussion followed on the differentiation between the two types of vessels requiring pump-out and the sources of funding for each type of service - commercial pump-outs through CZM grants and recreational pump-outs through CVA grants.

Mr. Wilbur stated that the Town has shown its commitment to resolve the problem without having hook-ups to the Town's sewer collection system, not available at Owen Park, while the private marinas all have the opportunity to tie into the Town's sewer collection system on Beach Road and have not done so, except for Mr. Ralph Packer at Tisbury Wharf.

After a brief discussion it was agreed that this topic will be brought up for further discussion again this fall.

MassDOT Plans for Retention Basin Plan at the Lagoon Pond Bridge Project: was discussed next.

Ms. Loberg stated that she had hoped that a redesign of the area would provide more accessibility and a more park-like setting for the public, adding that she was told that a 4' fence would be required. She continued by asking that the Board support getting Building and Zoning Inspector Ken Barwick involved to interface with the Bridge Committee in this matter.

The Board expressed its support and so moved. M/s/c.

It was noted that former engineer for the Lagoon Bridge Project, Steve McLaughlin is no longer involved in his former capacity with the project.

BOS Dredge Committee Appointments: were discussed next. It was noted that the Board appointed Nevin Sayre, Danielle Ewart and Harbormaster John M. "Jay" Wilbur, III, and Rick Karney, (non-voting), on July 1, 2014, and that the Board interviewed Ms. Lynne Fraker at that time but did not appoint her to the Dredge Committee.

A discussion followed on whether Ms. Fraker could serve on the Dredge Committee while she at the same time is doing a small assignment related to the Spring Pond Dredging Project

Mr. Grande noted that following discussions with Town Counsel the Selectmen can appoint Ms. Fraker to the Committee provided she files a disclosure with the Town Clerk regarding her involvement with the Spring Pond Dredging Project, where she is providing some professional consulting services.

Motion: That Ms. Lynne Fraker be appointed to the Dredge Committee until 6-30-2015, subject to filing a disclosure with the Town Clerk as discussed. M/s/c.

Common Victualler's License Renewals were approved as follows:

Black Dog Tavern Co., Inc. d/b/a The Black Dog Bakery, 11 Water Street; R. Douglas, President. M/s/c.

Amity, LLC d/b/a Porto Pizza, 36 Water Street; Jiri Pavelka, Pres. M/s/c.

Approval of Treasury Warrants: Payroll Warrants #7-07-2014, #7-08-2014, and 7-08-2014 (misc.); Bills Payable Warrants #7-02-2014; #7-08-2014, #7-14-2014; #7-14-2014 (FY2014); #7-14-2014 (FY2015); and #7-14-2014 (FY2015), were approved and signed. M/s/c.

Approval of Minutes: None.

Minutes Deferred: May 6 and 20, 2014, Executive Sessions; June 3, 2014, Regular and Executive Sessions.

Merit Review - Eerik Meisner, Lieutenant, Tisbury Police Department: Lt. Meisner has been reviewed by his supervisor Chief Daniel Hanavan



and recommended for an annual step increase per the Managerial and Professional Classification Plan and Lt. Meisner's employment contract to go from M-9, Step 5 to Step 6, effective July 1, 2014, with a new rate of \$49.05/hr. M/s/c.

Merit Review - Audrey Tilton, Elder Companion, Council on Aging: was approved following review by Ms. Stiles-Tucker, Director, Council on Aging. Ms. Tilton will go from Step 4 to Step 5 on her grade level retroactive to May 5, 2014, the nearest Monday, to her anniversary date of hire, 5-3-2010, with a new rate of pay of \$18.82. M/s/c.

Merit Review - Kyle Gatchell, Paramedic, Ambulance/EMS Department: was approved following review by Supervisor Tracey Jones and Department Head Chief John Schilling. Mr. Gatchell will go from Step 1 to Step 2 on his grade level retroactive to May 4, 2014, the nearest Monday, to his anniversary date of hire, 5-1-2013, with a new rate of pay of \$25.85. M/s/c.

Public Comment: At this point the Chairman recognized Fire Chief John Schilling in the audience. Mr. Schilling reported that last night the only Town resident serving as a paramedic for the ambulance service suffered an off-duty injury removing him from service. Mr. Schilling described the situation providing paramedic service coverage as "going from bad to worse" due to the manner in which the Town pays for such services.

A discussion followed on paying stipends instead of per diem for the paramedic service, and the fact that the Town-funded position of full-time paramedic is a union position.

Mr. Israel commented that the Selectmen discussed this matter prior to the summer season and at that time considered how to address manpower issues. He requested that the Board revisit this issue now to try to resolve this situation which appears to recur from time to time, describing this as a "chronic" issue within our EMS service. Mr. Israel continued by commending Town Administrator Jay Grande for his research into this issue prior to this new incident.

Mr. Grande commented that the difficulty is to maintain the level of service and quality required, adding that some of the proposed solution may be referred to as "draconian" and suggested that the Town may not want to go in that direction. He commented further that the Tri-own Ambulance service has difficulties with staffing similar to ours, with training and retention ongoing issues, noting that a period of mentoring by other personnel is part of the training according to State and hospital mandates. Mr. Grande continued by stating that looking at shared services and personnel could lead to a more creative solution, which could become part of an informal agreement with other ambulance services. He acknowledged the problem arising from the fact that full-time EMT's and the paramedic position are covered by a union agreement which complicates the sharing of services and personnel for Tisbury. Mr. Grande added that a strategy for how to get to a solution is needed and agreed that the Town must revisit this issue again and that now only short-term solutions are available.

Mr. Israel commented on the fact that there is considerable competition between the various Island ambulance services for

trained personnel as well as utilization of the ambulance services urging that options be discussed further.

Ms. Loberg, who is also a volunteer EMT, commented that this crisis is only for perhaps 4-6 weeks, noting that the Town has mutual aid contracts with the other Towns adding that we could ask for this coverage for the next 4-6 weeks on a temporary basis. She concluded by stating that the Town must take "dramatic" steps to lighten the work-load.

Mr. Israel commented that shared night-time paramedic coverage was used for a while in the past, suggesting further conversations about this matter.

Public Comment: At this point Chairman Snyder recognized Clarence A. "Trip" Barnes, III, in the audience, BOS Community Preservation Committee representative.

Mr. Barnes brought to the attention of the Board his concerns about the development of the property at 6 Water Street, donated to the Island Housing Trust for development of 6 one bedroom affordable housing units. Mr. Barnes stated that he is here to suggest that this property could have as many as 9 units on this lot, noting that he attended the Land Use Planning Committee of the Martha's Vineyard Commission last night and observed that these units will each have 600 sf., with no parking available on site for prospective tenants.

Mr. Barnes suggested that if raising the roof of the building, 3 additional units could be created on this property, noting that he is present at this meeting to bring this to the Board's attention, but also cited building codes and congestion in the area.


Mr. Israel, as an Island Housing Trust member, noted that he feels this is not a good location for affordable housing apartments and a discussion followed. Mr. Israel commented that if the Selectmen want to discuss this further with Philippe Jordi, Executive Director of the Island Housing Trust, a meeting could be arranged, adding that funding authorities will closely review this project.


Ms. Loberg commented that affordable housing units in this area is not a good idea, adding that any visit to the location will hold up traffic.

A brief discussion followed on access for delivery vans and emergency vehicles to the apartments, including UPS, FedEx, etc., which will likely interfere with traffic flow in the already congested area at Five Corners. It was noted again that there will be no parking on site for residents of the apartment complex.

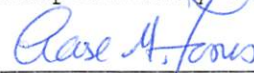
There being no further business and not need for an executive Session,

Motion for Adjournment: 7:30 p.m. M/s/c.

  
Jonathan V. Snyder, Chairman

  
Tristan R. Israel

Respectfully submitted,

  
Aase M. Jones, Asst. to Town Adm.

  
Melinda F. Loberg, Clerk