

**ORGANIZATIONAL MEETING
TOWN OF RIPLEY TOWN BOARD
JANUARY 14, 2021**

Supervisor Bowen opened the Organizational Meeting of the Town of Ripley, Town Board at 7:00 p.m. with the Pledge of Allegiance. The following were present:

Supervisor: Douglas Bowen
Council: Patricia Hathaway – Absent
Michael Rowe
John Trevelline – speaker phone
Philip Chimera
Clerk: Rebecca Rowe Carvallo
Guests: Dale Davis

At this point in the evening the Zoom link was not working.

2021-1. RESOLUTION – Official Undertaking

Whereas, Public Officers Law #11(2) provides that in lieu of any individual undertaking as required by Town Law Section 25,

Whereas, the Town Board may approve the procurement of a blanket undertaking from any duly authorized corporation surety covering the officers, clerk and employees, to include but not limited to the Supervisor, Deputy Supervisor, Town Clerk, Deputy Town Clerk, Highway Superintendent, Deputy Highway Superintendent, Water & Sewer Superintendent, Deputy Water & Sewer Superintendent, Receiver, Collector of Taxes, Constable, Town Judges, Court Clerk, Enforcement Officer, other Officers and Employees,

Whereas, such blanket undertaking shall indemnify against loss caused by the failure of the officers and employees to faithfully perform their duties or by their fraudulent or dishonest acts,

Whereas, the Town has entered into an agreement with Trident Insurance Brokerage through Mayville Tremaine,

Therefore, be it resolved, that the Town Board authorizes the Supervisor to endorse the Trident agreement and pay Mayville Tremaine for said coverage.

2021-2. RESOLUTION Designation of Depositories

Whereas, certain Town Officials shall deposit all monies, other than approved petty cash funds, and security, if any, into a depository,

Whereas, each account shall not exceed the insured FDIC value of \$100,000.00 unless the depository has given a collateral agreement securing the Town deposits,

Therefore, be it resolved that the Town Board directs the Supervisor, Town Justices, Town Clerk and other officers use Community Bank, N.A. as the Town's depository,

Furthermore, the Supervisor is fully authorized to invest excessive funds not required for immediate use into securities utilizing investment types, which are on the approved NYS list and having terms consistent with cash flow needs of the town.

2021-3. RESOLUTION Accountant Services

Whereas, a contract has been executed by Bahgat-Laurito & Bahgat and the Supervisor for services to include payroll, bookkeeping, monthly and annual reporting,
Whereas, said contract is consistent with the budget appropriation,
Whereas, the Supervisor must have professional help in maintaining financial records in accordance with the State of New York Office of the Comptroller,
Therefore, be it resolved, that the Town Board supports the Supervisor's decision.

2021-4. RESOLUTION Payroll Authorization

Whereas the payroll must be timely,

Therefore, be it resolved, that the Town Board authorized the Supervisor to sign payroll checks and reports as required by procedures acceptable to the NYS Audit and Control office of the Comptroller.

2021-5. RESOLUTION Utilities Payment

Whereas, the Town Board does not want to pay late charges on utility and waste management bills when the timeliness is usually not in favor of Town Board meetings,

Therefore, be it resolved, that the Town Board authorizes the Supervisor to sign checks and pay all utility and waste management bills as required by procedures of the NYS Audit and Control office of the Comptroller.

2021-6. RESOLUTION Water/Sewer Postage

Whereas the water and sewer bills are mailed ahead of the regular board meeting,

Therefore, be it resolved that the Town Board authorize the Supervisor to prepay the postage and present the voucher at the next regular board meeting.

2021-7. RESOLUTION Petty Cash Funds

Whereas the Town Clerk, Supervisor, Water Department Superintendent, Highway Superintendent, Zoning Board Chairman, and Planning Board Chairman have occasional needs for miscellaneous supplies,

Therefore: be it resolved, that the Town Board sets the Petty Cash funds as follows:

Tax Collector \$100

Supervisor \$100

Town Clerk \$100

Planning Board Chairperson, Zoning Board Chairperson, Historian, Highway Superintendent, Water and Sewer Superintendent, Assessor and Unified Code/Building Code Officer, a total amount of \$200, administered by the Town Clerk

Summer Youth Program \$100

Justice Courts \$140

2021-8. RESOLUTION Expenditure Authorization

Whereas, the Town Board shall increase control in order for expenditures and commitments for expenditures to stay within the Town Budget,

Whereas, the Town Board authorizes final payment of all expenditures,

Therefore, be it resolved that the Town Board requires all officials/and or employees who make future expenditures receive approval of the Town Supervisor or Deputy Supervisor prior to committing any funds to order, commit to order, purchase, commit to purchase or indicating to any vendor or supplier for any service or equipment if such exceeds \$1000. In case of emergency, the department head, as determined by the department head, may commit up to \$1750 with such department head seeking approval as soon as possible.

Furthermore, the Town Board requires the Highway Superintendent to receive approval of the Town Supervisor or Deputy Supervisor prior to committing any funds to order, commit to order, purchase, commit to purchase or indicating to any vendor or supplier for any service or equipment if such exceeds \$2000. In case of emergency, the Highway Superintendent, as determined by the Highway Superintendent and Water/Sewer Superintendent as determined by the Water/Sewer Superintendent may commit up to \$2500, seeking approval as soon as possible.

2021-9. RESOLUTION Unified Zoning/Building Code Officer Fee Collection

Whereas fees are collected for building permits and zoning regulations and the Town Clerk can provide the accounting for fee collection through the normal monthly report,

Therefore, be it resolved that the Town Board authorizes collection of said fees, the maintenance of a complete record of source, application and amount in accordance with Policy #1 – Financial Unified Zoning/Building Code Enforcement Officer as approved 1-8-98 and modified 6-11-99.

Furthermore, the Unified Zoning/Building Code Officer shall furnish a monthly summary report to the Town Board of all new building code applications and zoning violations.

2021-10 RESOLUTION Bad Check Policy

Whereas the town receives charges for returned checks and should recover charges received,

Therefore, be it resolved that the Town Board authorized the Supervisor to collect an additional payment of \$25 for any bad checks received.

2021-11 RESOLUTION Investment Policy

Whereas, the NYS Comptroller's office has issued guidelines for an investment policy, Therefore, be it resolved the Town Board hereby reaffirms Town of Ripley Investment Policy #2003-11 adopted 2-10-2000.

2021-12 RESOLUTION Insurance

Whereas: Town Law #64(3,4); General Municipal Law #52 prescribes the securing of full and adequate insurance to protect the property of the town against fire and theft, to protect the town for the many exposures to liability for tort damage and other claims which exist today,

Whereas: suitable and competitive insurance is available from Trident Insurance Brokerage and Russell Bond & Co., Inc., through Mayville Tremaine.

Therefore, be it resolved, that the Town Board hereby authorizes the Supervisor to execute the Trident contract and the pay Mayville Tremaine and Russell Bond & Co., Inc. (Pollution Coverage) for said coverage.

Resolutions 2021-1 through 2021-12

Moved by: Supervisor Bowen, seconded by Councilman Chimera. ROLL

CALL VOTE:

- Mr. Chimera YES
- Mr. Trevelline YES
- Mr. Rowe YES
- Mrs. Hathaway YES
- Mr. Bowen YES

2021-13 RESOLUTION Board of Assessment Review.

Whereas the Board of Assessment Review will have a vacancy as of September 30, 2021 and: Michael Probst has expressed interest in serving.

Therefore, be it resolved that the Town Board appoints: Michael Probst to the Board of Assessment Review beginning October 1, 2021 through September 30, 2025.

Whereas the Board of Assessment Review annually appoints a member to serve as chairperson for the Board for the year,

Therefore, be it resolved the Town Board hereby acknowledges and supports the Board of Assessment Review’s selection of the member who will serve as their Chairperson for 2021.

2021-14 RESOLUTION Planning Board Vacancy

Whereas the Planning Board has a vacancy as of 12/31/20, and Rey Dyer has expressed an interest in serving,

Therefore, be it resolved that the Town Board appoints Rey Dyer to the Planning Board for a term beginning 1/1/21 to12/31/25.

2021-15 RESOLUTION Planning Board Chairperson

Whereas, the Town annually appoints the Chairperson to the Planning Board and Shelly Spacht has expressed an interest in serving in this position,

Therefore, be it resolved that the Town Board appoints Shelly Spacht as Chairperson of the Planning Board for 2021.

2021-16 RESOLUTION Zoning Board of Appeals Vacancy

Whereas, the Zoning Board of Appeals has a term vacancy as of 12/31/20, and Helen Camp wishes to serve in this position,

Therefore, be it resolved that the Town Board appoints James Tolan to the Zoning Board of Appeals for the term of 1/1/21 to 12/31/26.

2021-17 RESOLUTION Zoning Board of Appeals Chairperson

Whereas, the Town Board annually appoints a Chairperson to the Zoning Board of Appeals, and Cliff Hubbard has expressed interest to serve,

Therefore, be it resolved that the Town Board appoints Cliff Hubbard as Chairperson to the Zoning Board of Appeals for 2021.

2021-18 RESOLUTION Town Board Audit Committee

Whereas, the Town Board must have an Audit Committee to review all abstracts before the board meeting.

Therefore, be it resolved that the Town Board will be considered the audit committee and it is encouraged that all Town Board members audit all vouchers.

2021-19 RESOLUTION Registrar of Vital Statistics

Whereas, the Town is a Registrar of vital statistics, and the Town Clerk serves as such Registrar,

Therefore, be it resolved that the Town Board reaffirms this responsibility and that all fees collected shall be turned over to the Supervisor for recording and the Supervisor then returns all monies over to the Town Clerk for pay in handling the vital statistics responsibilities.

2021-20 RESOLUTION Deputy Registrar of Vital Statistics

Whereas, the Deputy Town Clerk serves as the Deputy Registrar of Vital Statistics in absence of the Town Clerk,

Therefore, be it resolved that the Town Board reappoints the Deputy Town Clerk as the Deputy Registrar of Vital Statistics under the direction of the Town Clerk.

2021-21 RESOLUTION Records Management Officer

Whereas, the Town Board must maintain all records for a required period of time, and all Town Records must be organized for legal access for citizens who file Freedom of Information Requests,

Therefore, be it resolved that the Town Board designates the Town Clerk to be its Records Management Officer and all officials of the Town shall deliver legally required materials to the Town Clerk for safe keeping.

2021-22 RESOLUTION Receiver of Taxes and Assessments

Whereas, the Town Clerk has served as Receiver of Taxes and Assessments

Therefore, be it resolved that the Town Board appoints the Town Clerk as Receiver of Taxes and Assessments and the Deputy Town Clerk as Deputy Receiver of Taxes and Assessments.

2021-23 RESOLUTION Fair Housing Officer

Whereas, the Town has a need for a Town Fair Housing Officer for all community development programs in order to carry out all local town obligations relating to Fair Housing opportunities.

Therefore, be it resolved that the Town Board appoints the Town Clerk as Fair Housing Officer.

2021-23b RESOLUTION Section 3 Coordinator

Whereas, the Town has a need for a Section 3 Coordinator for all community development programs in order to carry out all local town obligations relating to items that fall under Section 3.

Therefore, be it resolved that the Town Board appoints the Town Attorney as Section 3 Coordinator.

2021-23c RESOLUTION Labor Standards Compliance Officer.

Whereas, the Town has a need for a Labor Standards Compliance Officer for all community development programs in order to carry out all local town obligations relating to Labor Standards Compliance.

Therefore, be it resolved that the Town Board appoints the Town Attorney as the Labor Standards Compliance Officer.

2021-24 RESOLUTION Unified Zoning / Building Code Officer

Whereas, the Town has a zoning law,
Whereas, the NYS Building Code must be administered,
Whereas, Ms. Melanie Eddy has been appointed,
Whereas, Ms. Melanie Eddy has extensive experience in this area,
Whereas, the Town Board wishes to work positively with the Unified Zoning / Building Code Officer,

Therefore: be it resolved, that the Town Board supports Ms. Melanie Eddy in her responsibility.

2021-25 RESOLUTION Town Historian

Whereas, the Supervisor annually appoints an Historian and Dr. John Hamels wishes to serve as Historian,
Therefore, be it resolved that the Town Board appoints Dr. John Hamels as Town Historian for 2021.

2021-26 RESOLUTION Deputy Supervisor

Whereas, the Town Board has established the position of Deputy Supervisor,
Whereas, the Deputy Supervisor shall act in the absence of the Supervisor,
Whereas, the Supervisor has stated his designation of Mr. Rowe as Deputy Supervisor
Therefore, be it resolved that the Town Board supports the Supervisor's decision to appoint Mr. Rowe as Deputy Supervisor.
Further, that the Deputy Supervisor shall carry out all powers and duties of the Supervisor under the direction of the supervisor or in the absence of the Supervisor shall carry out all powers and duties vested by law in the Supervisor.

Resolutions 2021-13 through 2021-26

Moved by: Supervisor Bowen, seconded by Councilman Chimera. ROLL

CALL VOTE:

Mr. Chimera	YES
Mr. Trevelline	YES
Mr. Rowe	YES
Mrs. Hathaway	YES
Mr. Bowen	YES

2021-27 RESOLUTION Drug Testing- CDL

Whereas, Drug Testing is required for all CDL NYS licensed drivers driving Town vehicles over certain gross weights,

Whereas, the Town has been using Lakeshore Testing Services, Inc. for the required testing, and a drug program manager must be identified,

Therefore, be it resolved that the Town Board appoints the Town Supervisor as program manager.

2021-28 RESOLUTION Workman’s Compensation Payment

Whereas, the Town provides Workman’s Compensation for its employees and certain work-related accidents result in reduced payments to injured employees

Whereas, the employee is paid full compensation for the full time off and charge Sick Leave for said time allowing them to collect full pay,

Therefore, be it resolved that the Town Board authorize the Supervisor to apply for reimbursement for said applicable unemployment benefit and furthermore that the benefit accrue to the Town as partial offset of the cost of Sick Pay.

2021-29 RESOLUTION Set Retirement Credit

Whereas, it is the responsibility of the Town Board to set standard days of credit for retirement program purposes,

Therefore, be it resolved that the Town Board hereby sets the following positions are credited as follows:

Town Clerk	20 days per month
Supervisor	20 days per month
Highway Superintendent	20 days per month
Water/Sewer Superintendent	20 days per month
Assessor	See note, below.
Building/Zoning Code Enforcement Officer	See note, below.
Town Justice	See note, below.
Councilperson	See note, below.

Note: Retirement credit is determined by dividing hours worked by the number of hours in a standard workday. See Attachment A

2021-30 RESOLUTION Wages

Whereas, the Town budget is set for 2021 and the Town Board is to fix salaries for elected and appointed officials and determine time of payment,

Therefore, be it resolved that the Town Board set the salary as follows retroactive to January 1, 2021:
(See Attachment B)

2021-30b AUTHORIZING FOR HOURLY WAGE PAY DIFFERENTIAL

WHEREAS, the Town Board is currently considering the creation of additional temporary employment duties for its existing and/or future employees whereby such employees will undertake additional and extraordinary duties relating to the construction of proposed Facilities in Town Water and/or Sanitary Sewer Districts.

WHEREAS, the Town Board wishes to comply with recommendations made by State and Federal Funding agencies in relationship to self help construction of public facilities which involve the use of prevailing wage rate for public employees working in the construction process.

WHEREAS, the Board has identified two prevailing wage job descriptions to cover the expected project duties as follows: Operating Engineer-Heavy & Highway/Chautauqua County - Laborer – Heavy & Highway/Chautauqua County/Ripley – each position will be paid according to the then current wage scale as set forth in the New York State Prevailing Wage Determinations and Regulations of the New York State Department of Labor or their current set pay rate whichever is greater.

NOW, THEREFORE, BE IT RESOLVED, The Boards hereby adopts the two prevailing wage job descriptions stated above for its use in making wage determination for its employees involved in construction activities for Water District and Sanitary Sewer District expansions.

BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately upon passage by the Board.

2021-31 RESOLUTION Personnel Policy

Whereas, the Town of Ripley has an existing Personnel Policy dated 1/22/98 as amended through 01/01/17.

Therefore, be it resolved that the Town Board confirms that Policy #2 is reaffirmed as the Town's Personnel Policy.

Resolutions 2021-27, through 2021-31.

Moved by: Supervisor Bowen, seconded by Councilman Rowe. ROLL

CALL VOTE:

Mr. Chimera	YES
Mr. Trevelline	YES
Mr. Rowe	YES
Mrs. Hathaway	YES
Mr. Bowen	YES

2021-32 RESOLUTION Mission Statement

Whereas, Town Government has been working with the Mission Statement for several years,

Therefore, be it resolved that the Town adopt the following Mission Statement for 2013:

The Town Board of Ripley will concentrate its efforts to unite and promote our community (officials, employees and citizens) to work together and take positive actions that make our community a more affordable place to live without having a major change to our rural way of life.

2021-33 RESOLUTION Water/Sewer Billing

Whereas, the New York State Comptroller’s Office recommends the Water/Sewer Billing system identify responsibility,

Therefore, be it resolved that the Town Board authorizes Policy #6 Water/Sewer Billing continue to be utilized.

2021-34. RESOLUTION Private Vehicle Insurance and Mileage Allowance

Whereas, the Town Board wishes to reimburse for miles traveled and the Supervisor has given pre-approval for use of a private vehicle for Town business,

Whereas, the vehicle authorized for use provides a certificate of insurance for minimum property liability coverage and minimum bodily injury liability coverage of \$300,000 for each occurrence. Also, the vehicle authorized provides a certificate of insurance for all New York State mandated coverage,

Therefore, be it resolved that the Town Board will approve the authorized person to be reimbursed \$0.53 for each mile for which pre-approval has been given.

2021-35. RESOLUTION Certificate of Officials State Department of Audit and Control

Whereas, the Town Clerk is to file a list of all officers, elected or appointed,

Therefore, be it resolved that the Town Board instructs the Town Clerk to re-file the certificate for 2020.

2021-36. RESOLUTION Regular Meeting

Whereas, the Town Board must set a regular monthly meeting night,

Therefore, be it resolved that the Town of Ripley Town Board meeting will be held at 7:30 P.M. on the second Thursday of each month. The meetings will be held at 14 North State Street Ripley New York.

2021-37. RESOLUTION Official Newspaper

Whereas, the Town Board has certain legal advertisements required to be published in a newspaper having a general circulation throughout the Town,

Therefore, be it resolved that the Town Board designates the Jamestown Post Journal as its official newspaper.

2021-38. RESOLUTION State Comptrollers Report in Lieu of

Whereas, the financial records of the Town are a matter of Public Record,

Therefore, be it resolved that the Town Board authorizes the Supervisor to issue a copy of the Report to the NYS Comptroller and to the Town Clerk and the Town Clerk issue notice within 10 days of receipt of said report in accordance with Town Law.

2021-39. RESOLUTION Freedom of Information

Whereas, it is important to treat all persons the same when requesting official information from the Town and the Freedom of Information Law protects the rights of all,

Therefore, be it resolved that the Town Board instructs all employees, officials and volunteers to provide only information using the Freedom of Information Regulations through the Records Management Officer.

Furthermore, the Records Management Officer shall follow the Freedom of Information Regulations as stated in the Freedom of Information law and as amended by Town Resolution 49-2012.

2021-40. RESOLUTION Municipality Agreement

Whereas, the Town Board appropriates certain funds to community service organizations, which provide much needed programs for the Town,

Therefore, be it resolved that the Town Board will require the Ripley Hose Company, VFW and the Senior Citizens to sign a municipality agreement.

2021-41. RESOLUTION Certificate to the County Clerk

Whereas, the Town Clerk is to certify to the County Clerk appointive Town Officers together with certain other information,

Therefore, be it resolved that the Town Board instructs the Town Clerk to re-file this certificate for 2020.

2021-42. RESOLUTION Town Officers and Association Publications

Whereas, it is important to keep informed,

Therefore, be it resolved that the Town Board request the Town Clerk to send that names and mailing addresses of all Town officers to the Association of Towns, Albany, New York. Also, the Town Board requests the Town Clerk to remove all former Town officials.

2021-43. RESOLUTION Youth Program Support

Whereas, the Town supports recreation programs for its citizens and the Commissioners, Coaches and other volunteers work in these programs to benefit the community,

Therefore, be it resolved that those individuals (Commissioners, Coaches, and other volunteers) be recognized as part of these programs and thus are to be covered by the Town's General Liability Insurance. The Programs are as follows:

T-Ball
Youth Baseball
Babe Ruth League
Youth softball
Indoor soccer
Outdoor soccer
Youth Gymnastics
Jr. Olympic Wrestling
Summer Wrestling
Youth Basketball
Summer Basketball
Midget Football
Youth Golf
Youth Volleyball
Youth Community Services
Youth Agriculture Programs
Youth Out Door Adventure
Youth Running Program
Youth Weight Lifting and Cardio

2021-43b. RESOLUTION Adult Program Support

Whereas, the Town supports recreation programs for its citizens and the Commissioners, Coaches and other volunteers work in these programs to benefit the community,

Therefore, be it resolved that those individuals (Commissioners, Coaches, and other volunteers) be recognized as part of these programs and thus are to be covered by the Town's General Liability Insurance. The Programs are as follows:

Adult Physical Fitness
Adult Weight Lifting & Cardio
Adult Basketball
Adult Volleyball
Adult Ripley Beautification

2021-44. RESOLUTION Installation Culvert Pipe

Whereas, the Town Board has adopted Policy #4 for the purpose of culvert pipe installation by any department of the Town,

Therefore, be it resolved that all Town Departments follow this policy and that the Highway Department will no longer act as a supplier of culvert pipe.

2021-45. RESOLUTION Trash Financial Control, Policy #5

Whereas, trash collection will remain the 2nd and 4th Saturdays of every month and the Town Board has set a policy for the sale of trash bags,

Therefore, be it resolved, that the Town Board continue this policy as adopted.

2021-46. RESOLUTION Community Park/Pavilion Area Reservations

Whereas, the Town Board has adopted Policy #8 stating the rules and regulations for using the Community Park/Pavilion area as amended,

Whereas, The Town Board wishes to continue the practice of charging \$50.00 per rental and returning \$25.00 after a satisfactory inspection.

Therefore, be it resolved that the Town Board reaffirms Policy #8, Community Park/Pavilion Area Reservations

Resolutions 2021-32, through 2021-46.

Moved by: Supervisor Bowen, seconded by Councilman Rowe. ROLL

CALL VOTE:

Mr. Chimera	YES
Mr. Trevelline	YES
Mr. Rowe	YES
Mrs. Hathaway	YES
Mr. Bowen	YES

2021-47 RESOLUTION Highway Contract

Whereas, the Highway Law #284 requires the Highway Superintendent and a majority of the Town Board to enter into a written agreement and the agreement must identify the uses for the fund appropriations,

Therefore, be it resolved that the attached agreement (Attachment C) for the expenditures be implemented.

2021-48 RESOLUTION Sports Recognition Policy

Whereas, many towns recognize individual and/or team excellence and the Town Board wishes to encourage and support such endeavors,

2021-50 RESOLUTION Two Dollar Penalty

Whereas, NYS Real Property Tax Law (Section 987 (1)) makes the charge for sending delinquent tax notices optional with each local government and each Town must adopt a resolution to charge for delinquent notices,

Therefore, be it resolved that the Town Board hereby authorizes the collection of \$2.00 per notice and instructs the Tax Collector to notify Chautauqua County of this action by sending a copy of this resolution to the Director of the Real Property Tax Agency.

2021-51 RESOLUTION Town Board Liaisons

Whereas, it is important for the Town Board to stay informed and up to date by various departments and committees,

Therefore, be it resolved that the Councilpersons will serve as liaisons to the following departments:

Personnel	Mr. Bowen and Mr. Rowe
Highway	Mr. Bowen
Water/Sewer	Mrs. Hathaway
Assessor	Mr. Rowe
Planning Board	Mr. Chimera
Zoning Board of Appeals	Mr. Trevelline
Citizens /Beatification’s/Community	Mrs. Hathaway and Mr. Rowe
Recreation	Mr. Rowe
Buildings & Grounds	Mr. Chimera
Sheriff	Mr. Bowen
Garbage	Mr. Chimera
Code Enforcement Officer	Mr. Trevelline
Railroad Advisory	Mr. Chimera
Property & Liability Ins.	Mr. Bowen
Ripley Central School	Mr. Bowen
East Ripley Cemetery	Mr. Chimera

Resolutions 2021-48, through 2021-51.

Moved by: Supervisor Bowen, seconded by Councilman Chimera. ROLL

CALL:

Mr. Chimera	YES
Mr. Trevelline	YES
Mr. Rowe	YES
Mrs. Hathaway	YES
Mr. Bowen	YES

Supervisor Bowen moved to adjourn the Organizational Meeting at 7:11 p.m. This was seconded by Councilman Rowe and carried unanimously.

Rebeca Rowe Carvallo
Town Clerk