

Minutes of the Town Board Organizational Meeting Held On January 4, 2005 at 7:00PM at the Town Hall in Slaterville Springs, NY

Board Member Present: Supv. Don Barber  
Clm. Ed Cope  
Clm. Barry Goodrich  
Clm. Todd Schmit  
Clm. Tim Seely

Board Members Absent: None

Visitors: None

**RESOLUTION #1-2005** Appointments

Supv. Barber Offered the Following Amended Resolution and Moved its Adoption. Resolved, the Town Board Hereby Makes the Following Appointments:

Town Historian: Barbara Kone  
Town Building Official: Debra DeAugustine  
Town Hall Custodian: Kim Whittaker @ \$11.25/hr not to exceed 2hrs/wk.  
Voting Machine Custodians: Tim Larkin and Jeff Phoenix  
Youth Service Coordinator: Cornell Cooperative Extension of T.C.  
Dog Control Officer: SPCA of Tompkins County  
Building Code Enforcement Officer: Lee Knuppenburg  
Deputy Town Historian: Pat Brhel

Seconded by: Clm. Schmit Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #2-2005** Town Bookkeeper

Clm. Cope Offered the Following Resolution and Moved its Adoption. Resolved, the Supervisor is Authorized to Designate a Town Bookkeeper. Further Resolved, the Supervisor is Authorized to List the Bookkeeper On the Town Surety Insurance Policy.

Seconded by: Clm. Goodrich Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #3-2005** Deputy Supervisor

Supv. Barber Offered the Following Amended Resolution and Moved its Adoption. Be it Resolved, the Caroline Town Board Establishes the Position of Deputy Supervisor, to Act for and in Place of the Supervisor in His or Her Absence.

Seconded by: Clm. Goodrich Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #4-2005** Deputy Highway Superintendent

Clm. Seely Offered the Following Resolution and Moved its Adoption. Resolved, the Town Board Establishes the Office of Deputy Highway Superintendent.

Seconded by: Clm. Schmit Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #5-2005** Deputy Town Clerk

Clm. Goodrich Offered the Following Amended Resolution and Moved its Adoption. Resolved, the Town Board Establishes the Office of Deputy Town Clerk I at a Pay Rate of \$10.14/hour, and the Office of Deputy Town Clerk II at a Pay Rate of \$9.27/hour, and be it Further Resolved, that the Responsibilities of these Offices are to Assist the Town Clerk in Records Management, Tax Collection, Recording and Producing Meeting Minutes, and Act for and in Place of, during the Absence of the Town Clerk, and Assist the Building and Highway Departments with Clerical Functions.

Seconded by: Supv. Barber Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #6-2005** Reimbursed Mileage Rate

Clm. Schmit Offered the Following Resolution and Moved its Adoption. Resolved, the Reimbursement Rate Paid to Town Officials and Employees for the Use of Their Personal Vehicles for Town Business is: \$.405 per mile.

Seconded by: Supv. Barber Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #7-2005** Town Board Meeting Dates

Clm. Cope Offered the Following Resolution and Moved its Adoption. Resolved, the Town Board Shall Meet and Hold its Business Meetings Throughout the Year 2005, in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the Second Thursday, After the First Tuesday, of Each Month at 7:00PM Unless Otherwise Specified by Official Resolution, and Further Resolved, the Town Board Shall Meet and Hold its Abstract and Committee Reports Meeting Throughout the Year 2005 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the First Tuesday of Each Month at 7:00PM Unless Otherwise Specified by Official Resolution.

Seconded by: Clm. Goodrich Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #8-2005** Official Newspaper

Clm. Goodrich Offered the Following Resolution and Moved its Adoption. Resolved, the Ithaca Journal, a Newspaper Regularly Published and Having General Circulation in the Town, is Hereby Designated as the Official Newspaper of the Town of Caroline.

Seconded by: Clm. Schmit Passed as Follows:  
Ayes: Clm. Cope, Clm. Goodrich, Clm. Harrington, Clm. Schmit  
Nays: None  
Absent: Supv. Barber

**RESOLUTION #9-2005** Minutes of Meetings

Clm. Seely Offered the Following Resolution and Moved its Adoption. Resolved, Copies of the Official Minutes of the Town Board Meetings, Prepared by the Town Clerk, Shall be Distributed to Each Town Board Member, Town Justices, Highway Superintendent, Code Enforcement Officer, Chair of the Subdivision Review Board, Chair of the Planning Board, County Representative, TNT Market (Brooktondale), Dandy Mini Mart (Slaterville), Speedsville Grocery, Town Bookkeeper, Attorney for the Town, and posted on the Notice Board (outside and inside the Town Hall), and Posted on Website: townofcaroline.org

Seconded by: Clm. Schmit Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #10-2005** Official Bank and Depository

Clm. Schmit Offered the Following Resolution and Moved its Adoption. Resolved, the Tompkins Trust Company, a Bank Doing Business in Tompkins County is Hereby Designated as the Official Bank and Depository of the Town.

Seconded by: Supv. Barber, Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #11-2005** Investment Policy

Supv. Barber Offered the Following Resolution and Moved its Adoption. Resolved, That the Objectives of the Investment Policy of the Town of Caroline are: to Minimize Risk; to Ensure that the Investments Mature When the Cash is Required to Finance Operations; and to Ensure a Competitive Rate of Return. In Accordance with this Policy, the Supervisor is Hereby Authorized to Invest all Funds Including Proceeds of Obligations and Reserve Funds in:

- Certificates of Deposits Issued by a Bank or Trust Company Authorized to do Business in New York State,

- Time Deposit Accounts in a Bank or a Trust Company Authorized to do Business in New York State,
- Obligations of New York State,
- Obligations of the United States Government, and/or
- Repurchase Agreements Limited to Obligations of the United States or Agencies of the United States Where in Principal and Interest are Guaranteed by the United States of America.

All Other Local Government Officials Receiving Money in Their Official Capacity Must Deposit Funds in Negotiable Order of Withdrawal Accounts.

All Investment Made Pursuant to this Investment Policy Shall Comply with the Following Conditions.

### 1. Collateralization

- a. Certificates of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporations or by obligations of New York State or Obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States or obligations of New York State local governments.

Collateral shall be delivered to the Town of Caroline or to a custodial bank as designated by the Town of Caroline. The Market value of collateral shall at all times equal or exceed the principal amount if the certificate of deposit. Collateral shall be monitored no less frequently than quarterly.

- b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

### 2. Delivery of Securities

- a. Payment shall be made by or on behalf of the Town of Caroline for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposits, and other purchased securities upon delivery thereof to the custodial bank. All transactions shall be confirmed in writing.

### 3. Written Contracts

- a. Written contracts may be required for the purchase of all certificates of deposit.

4. Designation of Custodial Bank

- a. The Tompkins Trust Company, chartered by the State of New York, is designated to act as custodial bank for the Town of Caroline's investments.

5. Financial Strength of Institutions

- a. All trading partners must be credit worthy. Their financial statements shall be reviewed annually by the Supervisor to determine satisfactory financial strength. The Supervisor may rely on Credit Rating Agencies to determine credit worthiness.
- b. Investments in time deposits and certificates of deposits are to be made with banks or trust companies. Their annual reports should be reviewed by the Supervisor to determine satisfactory financial strength.

6. Operations, Audit and Reporting

- a. The Supervisor shall authorize the purchase or sale and execute contracts for certificates of deposits on behalf of the Town of Caroline.
- b. Within 61 days of the end of the fiscal year or at such other times as requested by the Caroline Town Board, the Supervisor shall prepare and submit to the Town Board an investment report detailing current investments and income and such other matters and as the Supervisor deems appropriate.

At least annually, at the Organizational Meeting of the Caroline Town Board, the Board shall review and amend, if necessary, these investment policies.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Seconded by: Clm. Cope

Passed as Follows:

Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely

Nays: None

Abstentions: None

**RESOLUTION #12-2005** Procurement Policy

Cm. Cope Offered the Following Amended Resolution and Moved its Adoption. Whereas, Section 104-b of the General Municipal Law (GML) Requires Every Town to Adopt Internal Policies and Procedures Governing all Procurement of Goods and Services Not Subject to the Bidding Requirements of GML, Section 103 or Any Other Law,

Now, Therefore Be it Resolved, that the Town of Caroline Does Hereby Adopt the Following Procurement Policies and Procedures:

- Guideline 1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract.
  
- Guideline 2. Once that determination is made, a good faith effort shall be made to determine whether it is known or can be reasonably projected if the aggregate amount to be spent in a fiscal year on the item, supply, or service would make it subject to competitive bidding. The information gathered and conclusion reached shall be documented and attached to all vouchers related to the purchase of this item, supply, or service.
  
- Guideline 3. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances, however, documentation to this effect must be attached to the voucher for subsections a,c,d,e,h below:
  - a. Items to be purchased under an existing State or County contract
  - b. Acquisition of professional services
  - c. Emergencies
  - d. Sole source items
  - e. Goods purchased from agencies for the blind or severely handicapped
  - f. Goods purchased from correctional facilities
  - g. Goods purchase from another governmental agency
  - h. Goods purchased at an auction
  
- Guideline 4 All purchased of items, services, supplies or equipment which will exceed \$10,000 in a fiscal year and/or public works contracts that exceed \$20,000 shall be formally bid pursuant to Section 103 of GML.

- Guideline 5 All purchases of items, services, supplies or equipment:
- a. Less than \$10,000 but greater than or equal to \$5,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
  - b. Less than \$5,000 but greater than or equal to \$2,000 require verbal or faxed quotes from 2 vendors.
  - c. Documentation of quotations for items less than \$2,000.00 in value as left to the discretion of the purchaser.
- Guideline 6. All purchases of public works contracts:
- a. Less than \$20,000 but greater than or equal to \$10,000 require a written request for proposal (RFP) and written/fax quotes from 3 vendors.
  - b. Less than \$10,000 but greater than or equal to \$3,000 require verbal or faxed quotes form 2 vendors.
  - c. Documentation of quotations for items less than \$3,000 in value as left to the discretion of the purchaser.
- Guideline 7 Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax oral quotes have been requested and written/fax oral quotes received. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.
- Guideline 8 A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made to obtain proposals and attach such documentation the voucher for this purchase. In no event shall the inability to obtain the number of proposals or quotations be an impediment to the procurement.
- Guideline 9 The lowest responsible proposal or quotation shall be awarded, unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make the award to other than the lowest bidder. Such written justification shall be attached to the voucher for purchase. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the voucher for purchase.
- Guideline 10 This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon after as is practical.

Seconded by: Clm. Goodrich  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

Passed as Follows:

**RESOLUTION #13-2005** Petty Cash

Clm. Goodrich Offered the Following Resolution and Moved its Adoption. Resolved, the Town Clerk's Petty Cash Fund of \$200.00 is Extended for the Year 2005 and Further Resolved, the Court Clerk's Petty Cash Fund of \$200.00 is Extended for the Year 2005.

Seconded by: Clm. Seely  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

Passed as Follows:

**RESOLUTION #14-2005** Payment of Utility and Medical Insurance Premiums Prior to Audit

Clm. Seely Offered the Following Resolution and Moved its Adoption. Resolved, the Supervisor is Authorized to Pay Utility Bills and Insurance Premiums to Blue Cross/Blue Shield and NYS Teamsters Fund Without Audit by the Town Board to Avoid Late Charges, and Further Resolved, the Town Clerk Shall Show the Details of Said Bills at the Audit Following Their Payment so the Board May Remain Aware of Their Contents and Totals.

Seconded by: Clm. Schmit  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

Passed as Follows:

**RESOLUTION #15-2005** Detailed Invoices Accepted in Lieu of Certified Vouchers

Clm. Schmit Offered the Following Resolution and Moved its Adoption. Resolved, the Town of Caroline Does not Require Certified Vouchers From any Vendor Submitting Detailed Invoices to the Town for Payment

Seconded by: Supv. Barber  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

Passed as Follows:

**RESOLUTION #16-2005** Annual Audit Meeting

Supv. Barber Offered the Following Resolution and Moved its Adoption. Resolved, the Caroline Town Board Shall Hold a Special Meeting on January 22, 2005, at 8:30AM at the Caroline Town Hall for the Purposes of Auditing the Supervisor's, Clerk's, and Justice Court Books for the Year 2004.

Seconded by: Clm. Goodrich Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #17-2005** Court Clerk and Stenographer

Clm. Cope Offered the Following Resolution and Moved its Adoption. Resolved, the Town Justices are Authorized to Employ the Services of a Court Clerk to Assist in Administration and Bookkeeping, Further Resolved, the Town Justices are Authorized to Employ the Services of a Court Stenographer for Trial Purposes Whenever Deemed Necessary.

Seconded by: Clm. Goodrich Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit  
Nays: None  
Abstention: Supv. Barber

**RESOLUTION #18-2005** Resolution to Accept the Supervisor's Annual Report to the Comptroller in Lieu of an Annual Financial Report

Clm. Goodrich Offered the Following Resolution and Moved its Adoption. Resolved, that the Town Board Authorizes the Supervisor to Submit a Copy of the Annual Report to the State Comptroller's Office as Soon as Available in Lieu of Filing a Financial Report; and, Further Resolved, that the Town Clerk Shall Cause to be Published in the Official Newspaper a Notice That a Copy of Such Report is on File in the Town Clerk's Office and is Available for Public Inspection.

Seconded by: Clm. Seely Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #19-2005** Appoint Delegates to Association of Towns Meeting

Clm. Seely Offered the Following Amended Resolution and Moved its Adoption. Resolved, the Town's Delegate to the Annual Association of Towns Meeting Shall Be Supv. Barber. The Alternate Delegate Shall Be Clm. Ed Cope, and, Further Resolved, the Town Board Authorizes the Attendance of Any Town Officer At This Meeting and the Payment of the Actual and Necessary Expenses in Doing So.

Seconded by: Clm. Goodrich Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #20-2005** Payroll Periods

Clm. Schmit Offered the Following Resolution and Moved its Adoption. Resolved, the Caroline Town Board Establishes the Following Payroll Periods:

- Weekly: Supervisor, Town Clerk, Highway Superintendent, Justices, Court Clerk, Code Enforcement Officer, Bookkeeper
- Bi-weekly: Deputy Town Clerk and Highway Department Staff
- Semiannually: Council Persons
- Annually: Historian
- Voucher: Town Hall Custodian, Voting Machine Custodians, Election Inspectors, and all other employees, if any, not listed above

Seconded by: Supv. Barber Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #21-2005** Establish Standard Workday and Pay Rates for Elected and Appointed Personnel

Supv. Barber Offered the Following Amended Resolution and Moved its Adoption. Resolved, the Caroline Town Board Establishes the Following Standard Workdays as Required for Determination of Retirement Benefits for Town Officials, and Their Annual Salaries:

Supervisor	6 hour day	5 days/week	\$9,150
Bookkeeper	6 hour day	3 days/week	\$7,000
Court Clerk	6 hour day	3 days/week	\$11,400
Councilmen	6 hour day	5 days/week	\$1,710
Town Justice	6 hour day	5 days/week	\$8,120

Highway Supt.	8 hour day	5 days/week	\$43,500
Town Clerk	8 hour day	5 days/week	\$17,000
Historian	6 hour day	3 days/week	\$ 810
Code Enforcement Officer	8 hour day	5days/week	\$34,153

Seconded by: Clm. Cope Passed as Follows:  
 Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
 Nays: None  
 Abstentions: None

**RESOLUTION #22-2005** Seasonal Limited Use Highways

Clm. Cope Offered the Following Resolution and Moved its Adoption. Resolved, that this Town Board hereby accepts the following list of seasonal limited use highways upon the recommendation of the Highway Superintendent. These roads will not be plowed or maintained from November 2005 through May 2006. The roads will be posted with the appropriate signs and the Town Clerk shall post such notice at the Town Hall, and

Further Resolved, seasonal limited use highways must be posted by November 1<sup>st</sup>, as provided in Highway Law Section 205-a.

Seconded by: Supv. Barber Passed as Follows:  
 Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
 Nays: None  
 Abstentions: None

Clm. Cope Offered that this Resolution be Tabled until the Town Board receives a list of roads from Supt. Whittaker, Seconded by Supv. Barber.

**RESOLUTION #23-2005** Designation of Electrical Inspector

Clm. Cope offered the following resolution and moved its adoption. Resolved, the Town Board hereby designates the New York Board of Fire Underwriters and Atlantic- Inland, as the Electrical Inspectors for the Town.

Seconded by: Clm. Goodrich Passed as Follows:  
 Ayes: Supv. Barber, Clm. Cope, Clm Goodrich, Clm. Schmit, Clm. Seely  
 Nays: None  
 Abstentions: None

**RESOLUTION #24-2005** Returned Check Fee

Clm. Goodrich Offered the Following Amended Resolution and Moved its Adoption. Resolved, the Town Board Imposes a Charge of \$20 for Each Check Tendered as Payment and Returned for Insufficient Funds.

Seconded by: Clm. Seely Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

**RESOLUTION #25-2005** Health Insurance

Clm. Seely Offered the Following Amended Resolution and Moved its Adoption. Resolved, the Town Board Offers Blue Cross/Blue Shield Health Insurance Coverage to the Individuals in the Offices of Town Clerk and Highway Superintendent at No Cost to These Officers,

And Further Resolved, that All Other Elected Officers and Officials Can be Added to This Policy at Their Own Expense. And, Further Resolved, that Family Coverage for Town Clerk or Highway Superintendent Can be Added to This Policy at Their Own Expense.

Seconded by: Clm. Schmit Passed as Follows:  
Ayes: Supv. Barber, Clm. Cope, Clm. Goodrich, Clm. Schmit, Clm. Seely  
Nays: None  
Abstentions: None

Establishment of Offices

Supv. Barber asked Clm. Cope if he would like to continue to be Deputy Town Supervisor and he agreed.

Supv. Barber would like Dianne McFall to continue to be Town Bookkeeper.

**AGENDA**

1. Public Hearing: Haeefe Cable TV Franchise Agreement
2. Traffic Safety Street Lights
3. Seasonal Roads Resolution
4. Court Clerk Resolution
5. Attorney for the town: Discuss Contract Provisions

**Town of Caroline  
2005 Committee Appointments**

For all committee's listed below, please feel free to consider interested citizen and not resident experts for your committee.

**Buildings and Grounds -Barry Goodrich-Chair, Tim Seely**

**General Responsibilities**

- 1) Oversee the maintenance, repairs and improvement of the various Town buildings and property.
- 2) Identify and recommend to the Town Board 10-year plan of actions to maintain and improve Town buildings and properties.
- 3) Point of contact for questions concerning the use of Town facilities.

**Emergency Services –Barry Goodrich-Liaison**

**Public Works –Ed Cope-Chair-Don Barber**

**General Responsibilities**

- 1) Initial point of contact between Highway Superintendent and Town Board.
- 2) Establish and update 5-year Equipment purchase plan.
- 3) Establish policy and program for monitoring equipment maintenance and predicting replacement time.
- 4) Work with the Highway Superintendent to establish a five-year road Capital Improvement plan and 284 Agreement (RMS operations?).
- 5) Recommend budget input and modification concerning public works.

**Watershed's Committee- Todd Schmit-Chair, Barry Goodrich**

**Responsibilities**

- 1) Liaison to Caroline Watershed's Committee
- 2) Oversee completion of Barille Project
- 3) Recommend and follow through local stream bank stabilization projects
- 4) Implement MS4 Plan

**Liaison to Youth Services Commission: Tim Seely**

**Liaison to the Caroline Library Steering Committee: Todd Schmit**

Present marketing plan

**Town of Caroline  
2005 Committee Appointments**

**Town Board's Representative on the Austin MacCormick Center's Citizens' Advisory Board: Ed Cope**

**Town's Representative on Recreational Partnership Board: Todd Schmit  
Alternate: Tim Seely**

**Negotiating Team for Collective Bargaining Agreement: Ed Cope and Tim Seely**

**Planning Board Liaison: Ed Cope**

**Website Development: Tim Seely**

The Meeting Was Adjourned at 8:59 PM From a Motion From Clm. Cope, Seconded By Clm. Harrington, Carried.

Respectfully Submitted,

Mary Clark Walls  
Deputy Town Clerk