

Board: Select Board / Water Commissioner's Meeting
Date: Monday, November 15, 2021
Location: Online Video/Audio Conference Pursuant to Massachusetts General Law, in Response to the COVID-19 Pandemic

Select Board Present: Jacob Smith, William Bembury, Scott Bastarache

Planning Board: Debra Smith

Also, Present: Bryan Smith, Glenn McCrory, Robert Holst, Mariah Kurtz, Keith Waters, Jean Daley, Brandon Breault, Devon Gaudet

Press: Kathleen Nolan, Montague Reporter

At 6:33 PM **Chairman Smith** called the meeting to order.

Chairman Smith explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

Discussion Regarding Town Response to COVID-19

Chairman Smith discussed reviewing recent COVID-19 case counts for Erving and other towns in Franklin County, noting that counts appear to be stable. Bryan Smith, Town Administrator, agreed and noted that Erving has experience two (2) cases per week for the last reporting period as well as the need to remain vigilant. Bryan also informed the Select Board that the Vax Bus, provided by the Massachusetts Department of Public Health, is scheduled to be in Erving on November 23, 2021 to provide vaccinations.

Discussion Regarding July 18, 2021 State of Emergency

Bryan informed the Select Board that Glenn McCrory, Highway Superintendent, and the Highway Department staff worked alongside A. Martin & Sons Construction to complete the temporary repair of Poplar Mountain Road. Bryan also explained that the Town has received communication from Senator Comerford that announced \$7.5 million in funds for communities impacted by the July 18, 2021 storm that has been included in a spending bill for surplus State funds. Bryan explained that guidance is not available on how communities will access the funds. **Chairman Smith** asked about if there is a sense of the total cost to address all of the damage experienced throughout the Commonwealth. Bryan stated that he doesn't have that information. **Selectman Bembury** asked to obtain that information from the Massachusetts Emergency Management Agency (MEMA). Bryan will follow up with Philip Wonkka, Fire Chief and Emergency Management Director.

Glenn joined the meeting and explained that he has been working with MassDOT to adjust the barricades on North Street and Swamp Road to restrict access to the former site of the Swamp Road Bridge. Glenn explained that additional signage has been altered related to the bridge closure and traffic detours.

Library Construction Project Update & Review of Change Order Requests

Bryan explained that he has requested that the engineers review the Public Library's electric usage and the power generation from the solar array. Bryan explained that the engineers have compared the facility's electricity usage to the initial modeling and the usage seems to follow the model. Bryan explained that the engineers are still reviewing the ten (10) months of available data to assess the power generation of the solar array to see if it aligns with the modeling. Lastly, Bryan explained that the Town's Architect and Owner's Project Manager attended the site visit last week and are working on the response to the door manufacturer.

Review of Arch Street Force Sewer Main Change Order Requests

The Select Board reviewed proposed change orders for Aqua Line Utility, Inc. related to the Arch Street force sewer main replacement project. Bryan reviewed proposed Change Orders #4, 5, and 7 explaining that the recommendation is to approve them as presented. **Chairman Smith** explained that proposed Change Order #7 was for additional gravel installation on an extension of the Crescent Street layout to keep the new sewer line layout maintained. **Chairman Smith** explained that he had reviewed the proposal with Bryan and Peter Sanders, Wastewater & Water Superintendent, and gave approval to proceed with the work. The Select Board members discussed having no concerns with approve proposed Change Orders #4, 5, and 7 as presented. **Selectman Bastarache** made a motion to approve the Arch Street sewer force main replacement Change Order #4 in the amount of \$3,100, Change Order #5 in the amount of \$1,550, and Change Order #7 in the amount of \$4,957. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Bryan reviewed proposed Change Orders # 1, 2, 3, and 6 including the request from Aqua Line Utility and the recommendations from Tighe & Bond. Bryan explained that PCO #1 is related to the interconnection at the wet well and that the final cost is not known at this time. Regarding PCO's #2, 3 and 6, Bryan explained that Aqua Line Utility is requesting additional compensation for rock and concrete removal that Tighe & Bond maintains is addressed in the contract specifications and should be billed as quantities under the billable item in the contract. **Chairman Smith** asked about what is necessary to proceed. Bryan explained that he needed to review the formal requests with the Select Board and to understand whether guidance has changed. **Selectman Bastarache** expressed support for following the provisions of the contract and Tighe & Bond's recommendation. **Selectman Bembury** expressed agreement but noted concern if the amount of rock removed is greater than the estimates. Bryan explained that it is his understanding that the procurement asked bidders to carry 600 cubic yards of rock removal in their bid and that to date the rock removal quantities remain less than 250 cubic yards. **Selectman Bastarache** discussed concern with agreeing to rate changes for bid items that are covered by the contract, as that could have changed the bid outcome. Bryan discussed bid law and the price agreement. The Select Board members expressed agreement with responding to Aqua Line Utility with the recommendations from Tighe & Bond for proposed Change Orders #2, 3, and 6 and asked Bryan to follow up and confirm that the rock removal quantities have not exceeded the carried amount. **Chairman Smith** asked if the sewer system has been transitioned to the new force sewer main. Bryan explained that the Erving Center sewer system was transitioned by Aqua Line Utility to the new force sewer main on Friday and that on Saturday the company removed the old sewer line from Keyup Brook. Bryan explained that there is some final work to complete and that Aqua Line is preparing to demobilize for the season.

Discussion Regarding Traffic Control in Erving Center Impacted by Church St. Bridge

Chairman Smith asked if there has been follow up with MassDOT regarding plowing of the Church Street Bridge. Bryan explained that follow up with MassDOT is still necessary. Bryan explained that the office has received public feedback asking the Select Board to consider the installation of a traffic signal at the intersection of Route 2 and North Street and a second request is to consider closing the Church Street Bridge. **Selectman Bastarache** discussed support for closing the Bridge if people are driving the wrong way over it. **Selectman Bembury** discussed support for closing the Bridge. **Selectman Bembury** discussed the appreciation for the work being done by the Police Department staff to address traffic concerns in the neighborhood but noted the increase in traffic and speed on Church Street. **Chairman Smith** explained that he is open to considering the closure of Church Street Bridge but that he wants to understand the data and explained the concern about making a quick decision if it is not supported by the data.

Selectman Bembury discussed a proposal to schedule detail officers up to two (2) days a week for patrolling North and Church Streets. **Selectman Bembury** discussed wanting to demonstrate that the Town is serious about enforcing traffic related matters in the neighborhood. **Chairman Smith** discussed needing to follow up with Robert Holst, Chief of Police. The Select Board members discussed the increased Police Department presence and enforcement effort. **Selectman Bembury** discussed the preference for a dedicated detail officer to focus on enforcement. **Chairman Smith** stated that he will follow up with Chief Holst to understand what a plan for a detail office could look like. The Select Board members discussed the need to ensure that the detail officers are authorized to issue citations in the Town of Erving for the proposal to be effective. **Chairman Smith** also discussed the need to understand the budgetary impact for a long-term detail and articulating clear goals to be achieved. **Selectman Bastarache** asked if the Town could obtain traffic counts for North Street and Church Street after the Bridge closure to compare to earlier traffic patterns. **Selectman Bembury** explained that overall traffic had decreased on Church Street since the traffic detour was implemented and expressed his belief that additional studying is not necessary. **Selectman Bembury** restated the issue with motorists not obeying the signage and traffic pattern. **Selectman Bembury** expressed support for closing the Church Street Bridge to all traffic. **Chairman Smith** explained that closing the Bridge may improve traffic concerns on Church Street but does not address concerns on North Street. **Selectman Bastarache** discussed needing to understand the scope of the issue. **Chairman Smith** again expressed concern about forcing all traffic to the intersection with Route 2 and North Street.

Devon Gaudet, North Street resident, joined the meeting to discuss the proposal for the closure of the Church Street Bridge and a proposal to consider a traffic light at the intersection of Route 2 and North Street. Devon discussed appreciation for the efforts being made by the Police Department staff to enforce traffic issues on North Street. Devon discussed support for closing the Church Street Bridge or suggested installing a camera for traffic enforcement. Regarding the intersection of Route 2 and North Street, Devon explained he has observed an increase in traffic after the traffic detour was implemented and explained that motorists tend to accelerate quickly upon turning northbound on North Street. Devon discussed the challenges with larger vehicles at the intersection needing to cross the double yellow line to facilitate a turn and the impact that it has on other vehicles trying to use the intersection. Devon noted that the proposal for a traffic light would likely need to be studied because of issues with traffic backups and slow downs on Route 2. **Chairman Smith** explained that the Town has discussed the option of installing a traffic signal at the intersection with MassDOT and the Town's engineers. **Chairman Smith** explained that the narrow layout of the intersection requires crossing the yellow lines for larger vehicles and that it was confirmed with the turn radius analysis that had been conducted. **Chairman Smith** explained that when the option was last discussed with MassDOT, it was conveyed that a traffic signal at the intersection would need to be requested through a highway permit. **Selectman Bastarache** asked for a cost estimate for temporary traffic control systems. Bryan will follow up with MassDOT and work to obtain a cost estimate for the use of traffic control signal system.

Chairman Smith discussed the need to revisit the Church Street Bridge conversation and make a decision about replacing it or not. **Chairman Smith** thanked members of the public for the feedback.

Review Surplus Property Request – 18 Pleasant Street- 3rd Reading

The Select Board conducted a third reading of the surplus property request for the disposal of the former Graded School at 18 Pleasant Street. The Board members discussed having no concerns with the request as presented. **Selectman Bastarache** made a motion to surplus 18 Pleasant Street, building and grounds, with an estimated value of \$638,200. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding Proposed Zoning Amendment Request

Chairman Smith explained that members of the Planning Board had been invited to attend to discuss this topic and that the meeting was posted as a joint meeting with the Planning Board if a quorum of members decided to attend. **Chairman Smith** noted that a quorum of Planning Board members was not present therefor a joint meeting was not called to order. Debra Smith, Planning Board member, and Mariah Kurtz, Assistant Town Planner, joined the meeting. **Chairman Smith** explained the Town had worked under the assumption that the parcels at 18 Pleasant Street and 17 Moore Street are zoned Central Village but in fact they are zoned Village Residential. Bryan explained that it is his understanding that the Planning Board had already discussed support for a Zoning Bylaw amendment that would update the Use Table to allow multi-unit dwellings by special permit in the Village Residential Zone. The first option would be for the Select Board to vote to support a proposal to amend the Use Table or a second option would be for the Select Board to vote to request the Planning Board consider adjusting the Central Village Zone to include these parcels. Mariah reviewed a summary memorandum that she prepared that outlines the Planning Board's proposal to update the Use Table to allow multi-family development by special permit in all zones as well as two-family development by right in all zones. Mariah also discussed a recommendation to modify the definition of multi-family development to that changes the word "family" to "unit" and to remove the limit of four (4) total units so that it reads three (3) units or greater. Mariah explained that the Select Board can submit the proposed Zoning Bylaw amendments for consideration to the Planning Board which will trigger the scheduling of a public hearing. **Chairman Smith** discussed the option to consider a Zone change proposal from Village Residential to Central Village. The Select Board members discussed the option to propose the Use Table, definition, and Zone district changes to the Planning Board. Bryan discussed the commercial building code requirements that are triggered with three (3) or more dwellings in a structure. Bryan also discussed support for the special permit process and definition changes to address housing needs, noting that the Town does not currently meet its affordable housing requirements and as a result a developer could appeal to the State for relief from the Town's Zoning restrictions for an affordable housing project. Bryan advised that maintaining local control with a special permit process would likely serve the Town best.

Selectman Bastarache discussed support for the proposed amendment regarding the definition change for multi-unit and the proposed Use Table revisions that had been proposed by the Planning Board. **Selectman Bastarache** explained that he is not well versed on the potential impacts of changing the Zone changes from Village Residential to Central Village to make that recommendation tonight. **Selectman Bembury** discussed agreement with **Selectman Bastarache** and discussed general support for requiring a special permit for any project with three (3) or more units.

Selectman Bembury asked for an explanation of the impact on the current request for proposals (RFP) process for the sale of 18 Pleasant Street and the potential sale of 17 Moore Street. Bryan discussed the option to extend the RFP deadline to provide developers more time to prepare proposals and to give the Town time to work with the Planning Board to schedule a public hearing. Mariah discussed retroactive approval or proposed Zoning Bylaw changes to public hearing date if approved at Town Meeting. **Chairman Smith** discussed the option to extend the deadline and/or including a term in the RFP that the acceptance of a proposal can be conditional on approval of the proposed Zoning changes. Bryan confirmed that the Town can include a term that makes the acceptance conditional on action at Town Meeting. The Select Board members decided to extend the RFP deadline to mid or late January 2022.

The Select Board members reviewed proposed Zoning Bylaw amendments. **Selectman Bastarache** and **Selectman Bembury** both discussed support for the proposed amendments. **Chairman Smith** made a

motion to submit the proposed Zoning Bylaw amendments for residential dwellings, updating the definitions and the use table. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Proposed Pleasant Street Road Layout

The Select Board members reviewed a draft layout of Pleasant Street that incorporates the remainder of the former North Street layout and what has been commonly referred to as Maple Street. Bryan reviewed the proposed layout and explained that sections of the former North Street had been abandoned in the 1980's and the remainder had been generally incorporated into Pleasant Street without a formal adoption at Town Meeting. Bryan added that a review of the original Select Board layout of Pleasant Street from the early 1900's states that the layout begins at Prospect Street, which would incorporate what is known as Maple Street. Bryan explained that the proposed layout incorporates all existing metes and bounds and does not take or abandon any property. **Selectman Bembury** asked if there would be any impact to 911 response services if the change is made. Bryan explained that both Glenn McCrory, Highway Superintendent, and Richard Newton, Town Clerk, have reviewed that concern and there are no addresses or utility pole references on Maple Street. The Select Board members discussed having no concerns with presenting the proposed layout at Town Meeting to the voters. Glenn added that new stop signs are being installed at the intersection of Central Street and Pleasant Street as had been previously approved. Bryan will draft a Town Meeting warrant including an article for the Pleasant Street layout.

Building & Ground Maintenance Position Screening Committee- Appointment

The Select Board reviewed a memorandum from Bryan requesting the appointment of Jean Daley, Interim Library Director, to and the removal of Natane Halasz from the Building & Ground Maintenance Screening Committee. Glenn explained that the search period for the position ran longer than originally anticipated and that with Natane's departure the Committee would benefit from representation from the Public Library. Glenn expressed support for the recommendation to appoint Jean Daley. **Selectman Bembury** made a motion to appoint Jean Daley, Interim Library Director, to the Building & Grounds Maintenance Screening Committee and to rescind the appointment of Natane Halasz. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Arch Street Force Sewer Main Change Order Requests (revisited)

The Select Board members reviewed the procurement memorandum regarding the hauling of contaminated soils removed from the easement at 15 East Main Street during the Arch Street force sewer main construction project. Bryan explained that the Town has worked with Tighe & Bond engineers and sought quotes from four (4) vendors that customarily provide the service of loading and transporting materials such as contaminated soils. Bryan explained that the Town estimates that 30 cubic yards need to be loaded and transported to the disposal site. The following four (4) quotes were obtained:

Vendor	Address	Cost
Aqua Line Utility, Inc	1283 Washington Street, Weymouth, MA 02189	\$315 /CY (approx. \$9,450)
Davenport Trucking	130 Colrain Street, Greenfield, MA 01301	\$75 /Ton (approx. \$3,375)
Goulet Trucking	PO Box 259, South Deerfield, MA 01373	\$3,500 + \$20/Ton (approx. \$4,400)
Western Mass Environmental	93 Wayside Ave, West Springfield, Ma 01089	\$2,500 lump sum

Bryan explained that there was no concern about any of the vendors ability to conduct the work, so the recommendation is based on cost. Bryan recommended to award the procurement to Western Mass Environmental of West Springfield, MA in the amount of \$2,500. The Select Board members discussed

having no concerns proceeding. **Selectman Bastarache** made a motion to award the procurement for contaminated soil loading and transport from the Arch Street Sewer Project to Western Mass Environmental of West Springfield, MA in the amount of \$2,500 and to authorize Bryan Smith, Town Administrator, to execute all necessary agreements. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding Live Broadcasting of Meetings

Chairman Smith discussed the delay in the filming for Select Board meetings and live broadcasting by Bernardston – Northfield Community TV (BNCTV). Bryan discussed the status of the work with BNCTV and Comcast. Bryan discussed the proposal for in-person meetings and the COVID-19 protocols that would be followed. **Chairman Smith** discussed the use of the Senior & Community Center and the option to do a trial run with BNCTV to setup the equipment. The Select Board members discussed beginning the live recordings on November 29, 2021. **Chairman Smith** asked Bryan to follow up with Otis Wheeler, Operations Manager of BNCTV, about scheduling a recording of the Select Board meeting on November 29, 2021. **Selectman Bembury** discussed support for moving forward with an in-person meeting and recording on November 29, 2021. **Selectman Bembury** asked to review the COVID-19 protocols. Bryan discussed the protocols currently in place in most Town facilities that follows CDC guidelines. **Chairman Smith** clarified that the use of masks is recommended but not yet required and asked what the Select Board members wanted to do. **Selectman Bastarache** discussed support for following the CDC guidelines. Both **Chairman Smith** and **Selectman Bembury** expressed agreement.

Review of Meeting Minutes for January 11, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for January 25, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for February 08, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for March 01, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for March 08, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for April 26, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for May 03, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for June 14, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for August 16, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for September 13, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for September 20, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for September 27, 2021

The Board passed over this agenda item.

Review of Meeting Minutes for October 04, 2021

The Select Board members reviewed the meeting minutes of Monday, October 04, 2021. **Selectman Bembury** made a motion to approve the meeting minutes of October 04, 2021, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes for October 18, 2021

The Select Board members reviewed the meeting minutes of Monday, October 18, 2021. **Selectman Bastarache** made a motion to approve the meeting minutes of October 18, 2021, as written. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes for November 01, 2021

The Board passed over this agenda item.

Review Surplus Property Request- Assessors & IT Department- 1st Reading

The Select Board conducted a first reading of the surplus property request from the IT Department for the disposal of the following equipment: one (1) Dell black & white laser printer, one (1) HP DTW5500 printer (broken) w/4 toner, five (5) HP Inkjet printers, one (1) Dell AIO computer, two (2) Dell computers, and two (2) Acer computers. **Chairman Smith** explained the request and the recommendation to recycle the equipment. The Board members discussed having no concerns with the surplus request. **Selectman Bastarache** requested that equipment is made available in the Around Town Newsletter after the surplus designation before being recycled. The Select Board will conduct a second reading at the next meeting.

Review of IP Mill Force Sewer Main & Pump Station Project Change Order Requests

The Select Board members reviewed the proposed Change Order #1 for the IP Mill force sewer main and pump station project for Baltazar Contractors Inc. Bryan explained that the change order is for the purchase and installation of a construction project sign and for the removal and proper disposal of a section of asbestos concrete pipe that was encountered during the installation of the new sewer line. Bryan explained that he recommends approval of the proposed change order as presented, in the amount of \$9,775.37. The Select Board members discussed support for proceeding. **Selectman Bembury** made a motion to approve Change Order #1, with items 1 and 2, in the amount of \$9,775.37. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

8th Water Commitment for FY2022

The Water Commissioners reviewed the 8th Water Commitment for water use charges in the amount of \$40.00. **FY2022 Chairman Smith** motioned to approve the 8th Water Commitment for FY2022 for water use charges in the amount of \$40.00. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Review of Two-Year Guarantee Proposal from Massachusetts Interlocal Insurance Association

Bryan explained that the Massachusetts Interlocal Insurance Association (MIIA) has asked the Town to consider a proposal to commit to property and liability insurance coverage for Fiscal Years 2023 and 2024. Bryan explained that the proposal includes no rate increase for FY2023 and up to a 2.5% rate increase for FY2024. **Selectman Bembury** explained that he has no concerns with committing for FY2023 and FY2024. Both **Selectman Bastarache** and **Chairman Smith** expressed agreement. **Chairman Smith** made a motion to authorize Bryan Smith to sign the commitment to MIIA for insurance for FY2023 and FY2024. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Discussion Regarding Select Board Meeting Schedule

Chairman Smith opened discussion regarding the Select Board's tentative meeting schedule, noting the goal to meet biweekly and the upcoming holidays that impact Mondays. **Chairman Smith** discussed the scheduled meeting on Tuesday, November 16, 2021.

Chairman Smith asked if the Select Board members wanted to schedule a site walk for Gunn Street to review the status of the sidewalk construction project. **Chairman Smith** discussed the status of the project and the previous decision by the Select Board to want to review the Gunn Street sidewalk once the contractor had finished clearing brush and loam from the old sidewalk. Bryan confirmed that the Select Board had asked to be notified when the site was clear so that they could determine the exact alignment and width of the new sidewalk. **Selectman Bembury** explained that he had previously visited the site and raised concern about constructing the sidewalk and leaving a narrow grass belt to be maintained. **Selectman Bembury** spoke in favor of constructing a slightly wider sidewalk without the narrow grass belt and giving Glenn and Bryan the authority to proceed without scheduling a site visit. **Selectman Bastarache** and **Chairman Smith** both expressed agreements.

The Select Board members agreed to meet on Monday, November 29, 2021, Monday, December 13, 2021, and then Monday, January 03, 2022. The Select Board members discussed the option to schedule a meeting in between those dates if an urgent matter arose.

Discussion Regarding FY22 Rural & Small-Town Development Capital Grant Award

Chairman Smith explained that the Town has been notified that it has been awarded a \$60,000 grant through the Rural & Small-Town Development grant program to work on a review of the Town's Zoning Bylaw and that Mariah was able to attend the recent grant award event in Montague, MA. Bryan noted that members of the Planning Board had previously requested support for a comprehensive review of the Zoning Bylaw. Bryan expressed appreciation to Mariah for her work on the grant application that secured the funding for this project. Mariah discussed the importance of seeking professional consulting services to review the Bylaw and to provide analysis that reflects best practice and current case law. Mariah explained that she is looking forward to meeting with the Planning Board and discussing potential support. The Select Board members thanked Mariah for this work.

Discussion Regarding Proposal for Sale of Surplus Wastewater Truck to FCSWMD

Bryan explained that the 2012 Ford F150 truck in the Wastewater Department had been replaced in 2020 but had not been sold because the Police Department had used it to send officers to the Training Academy. Bryan explained that the Town is prepared to sell the vehicle and that the Franklin County Solid Waste Management District (FCSWMD) is actively seeking a used truck. Bryan explained that the FCSWMD has made the Select Board an offer to purchase the truck for \$6,000. **Chairman Smith** added that the truck requires some repair work and that the FCSWMD is interested in purchasing the vehicle as is and will complete the necessary repairs. The Select Board members discussed support for selling the vehicle to

the FCSWMD. **Selectman Bembury** made a motion to deem the 2012 Ford F150 (VIN 1FTMF1EMXCKE08712) as surplus equipment for sale to the Franklin County Solid Waste Management District in the amount of \$6,000.00. Further, Bryan Smith, Town Administrator, is authorized to sign all necessary agreements and documents to approve the sale and transfer title. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Adjournment

At 8:44 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryan Smith". The signature is fluid and cursive, with the first name "Bryan" and last name "Smith" clearly distinguishable.

Bryan Smith
Town Administrator