

**REGULAR TOWN BOARD MEETING**

**MARCH 11, 2020**

The Pleasant Valley Town Board held their Regular Town Board meeting on Wednesday, March 11, 2020 at 7:00PM at Town Hall 1554 Main Street, Pleasant Valley.

**PRESENT:** Mary Albrecht      Councilwoman  
                 John DelVecchio      Councilman  
                 Frank Mazzella      Councilman  
                 Keith O’Hanlon      Councilman  
                 Frank Susczynski      Supervisor

**PRESIDING OFFICER:** Frank Susczynski, Supervisor

**RECORDING SECRETARY:** Mary Beth Muir, Town Clerk

Supervisor Susczynski opened the meeting with the Pledge of Allegiance.

**MONTHLY REPORTS:**

- 1) Town Clerk
- 2) Above Ground Storage Tank
- 3) Assessor
- 4) Building, Zoning, Planning & Fire Department
- 5) Recreation
- 6) Trial Balance

**CORRESPONDENCE:** All Official Correspondence is on file in the Town Clerk’s Office.

**ORAL/COMMITTEE REPORTS:**

County Legislator, Don Sagliano gave an update on different items going on in the county. The Department of Public Works is going to be working on replacing the Mill Lane Bridge. This project is slated to begin in the spring of 2020 and be completed by the fall of 2020. As of right now the current detour is still in place. If anyone has any questions the DPW can be called directly at 845-486-2925. He updated the latest information on COVID-19. As of right now there are no confirmed cases in Dutchess County. Anyone who feels they have symptoms are urged to call their medical provider for a telephone assessment, which would be followed up by a visit from the health department for testing. The Dutchess County Hotline is 845-486-3555. Updates of the county meeting from 03-09-20 are: resolution for the establishment of a “discovery” Bureau at the DA’s office, Legislature Appropriated-approximately \$600,000 to fund for 2020 out of contingency line. Unfunded mandate from NYS hiring 3 Assistant DA’s, 2 Program Assistants and 1 Investigator. The rest of business was perfunctory resolutions to support the county.

County Legislator, Deidre Houston reminded the residents of the upcoming Dutchess County Hazardous Waste Drop-Off date on Saturday, March 28, 2020. .

**OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:**

Motion by Councilman O'Hanlon, seconded by Councilman Mazzella the Town Board opened the meeting to the public for agenda items only, carried.

**Carol Campbell-Marshall Road:** stated she is aware of a petition being signed by the residents of Marshall Road to change the speed limit and while she respects their decision she feels the speed limit is just fine and believes the road is conducive to the 40mph speed limit as it is now.

**CLOSED MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:**

Motion by Councilman Mazzella, seconded by Councilman DelVecchio the Town Board closed the meeting to the public for agenda items only, carried.

**NEW BUSINESS:**

**Item 1- Approval of Minutes:**

Motion by Councilman Mazzella, seconded by Councilman O'Hanlon the Town Board approved the following minutes, carried:

- Workshop Meeting of 02-02-20
- Regular Town Board Meeting 02-12-20
- Special Town Board Meeting of 02-25-20

**Item 2 – Discussion to Lower Speed Limit on Marshall Road:**

Councilman Mazzella stated the Town of Pleasant Valley would have to pay to do a comprehensive engineering study and present it the Department of Transportation as a recommendation to get the speed limit lowered on Marshall Road. The outcome is not guaranteed and it can be costly to the tax payers. He noted he did find out that the town has every right to use the recommended “yellow” speed limit signs and this is something the Town Board is going to look into. The town’s Highway Superintendent, John Baxter, can get those signs made up.

Councilman DelVecchio noted he had meetings with the two gentlemen that live on Marshall Road who started the petitions. The biggest concerns are the farthest right hand turn and the turn on to Ruskey Lane, stating this is an extremely dangerous turn. The speed limit is not being adhered to and this is a concern. Councilman DelVecchio noted the residents liked the idea suggested “yellow” speed limit signs.

**Item 3 – Move Town Board Meeting Date from November 11<sup>th</sup> to November 18<sup>th</sup>, 2020:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 86/2020**

**RE: REVISE RESOLUTION 1/2020 TOWN BOARD MEETING SCHEDULE**

**BE IT RESOLVED**, that subject to the schedule set forth below the regular meetings of the Pleasant Valley Town Board will take place throughout the year 2020 on the second (2<sup>nd</sup>) Wednesday of each month at 7:00 PM in the main meeting room of the Town Hall, 1554 Main Street, Pleasant Valley, New York; and

**BE IT FURTHER RESOLVED**, that subject to the schedule set forth below the Town Board workshops will take place on the first (1<sup>st</sup>) Wednesday of each month at 7:00 PM in said meeting room, and that special meetings will be scheduled and advertised by posting the announcement on the front door entrance of the Town Hall, with notification to the press; and

**BE IT FURTHER RESOLVED**, the Town Board is revising resolution #1/2020 for the November 11, 2020 Town Board meeting date needs to be revised to Wednesday, November 18, 2020 as November 11, 2020 is Veterans Day; and

**BE IT FURTHER RESOLVED**, that the Town Board has revised the Town Board meeting date and the changes to the above-mentioned date will be posted at the Town Hall entrance as necessary and to the Town of Pleasant Valley's website:

January 8	Workshop Meeting
January 14	Regular Meeting (Tuesday)
February 5	Workshop Meeting
February 12	Regular Meeting
March 4	Workshop Meeting
March 11	Regular Meeting
April 1	Workshop Meeting
April 15	Regular Meeting
May 6	Workshop Meeting
May 13	Regular Meeting
June 3	Workshop Meeting
June 10	Regular Meeting
July 1	Workshop Meeting
July 8	Regular Meeting
August 5	Workshop Meeting
August 12	Regular Meeting
September 2	Workshop Meeting
September 9	Regular Meeting
October 7	Workshop Meeting
October 14	Regular Meeting
November 4	Workshop Meeting
<b>*November 18</b>	<b>Regular Meeting</b>
December 9	Workshop Meeting
December 16	Regular Meeting

**DATE:** March 11, 2020

**MOTIONED BY:** Councilman Mazzella

**SECONDED BY:** Councilman O'Hanlon

<b>ROLLCALL:</b>	<b><u>AYE</u></b>	<b><u>NAY</u></b>
Councilwoman Albrecht	<u>  X  </u>	_____
Councilman DelVecchio	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Councilman O’Hanlon	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____

Carried.

**Item 4 – Authorize Creation of Climate Smart Task Force:**  
 Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**RESOLUTION NO. 87/2020**

**RE: CREATING THE CLIMATE SMART COMMUNITIES TASK FORCE AND  
 COORDINATOR**

**WHEREAS**, the Town of Pleasant Valley Town Board’s Conservation Advisory Council (CAC) has undertaken a number of activities in support of the town’s Climate Smart Communities initiative including among other things, Climate Smart Resiliency Planning and Conservation of Natural Habitats. (Open Space Plan)

**WHEREAS**, NYS Department of Environmental Conservation has encouraged the creation of a local Climate Smart Task Force to provide the Town Board with information about establishing and implementing Climate Smart initiatives, proposing new ideas to the Town Board, and identifying funding sources for projects.

**RESOLVED**, the Town Board of the Town of Pleasant Valley authorizes:

1. The Town of Pleasant Valley Climate Smart Task Force is hereby created, to be initially coordinated by Ellen Kutner, with at least 10 members to be appointed by the Town Board on recommendation of the coordinator.
2. The Task Force shall initially develop and present to the town board a proposed statement of purpose and proposed activities. The Task Force shall meet at least quarterly.
3. This resolution shall take effect immediately.

**DATED:** March 11, 2020

**MOTIONED BY:** Councilwoman Albrecht

**SECONDED BY:** Councilman Mazzella

<b>ROLL CALL:</b>	<b><u>AYE</u></b>	<b><u>NAY</u></b>
Councilwoman Albrecht	<u>  X  </u>	_____
Councilman DeVecchio	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Councilman O'Hanlon	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____
Carried.		

**Item 5 – Appoint Budget Officer:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 88/2020**

**RE: APPOINTMENT OF BUDGET OFFICER AND ASSISTANT BUDGET OFFICER**

**WHEREAS**, Town Law Section 103(2) establishes the position of Budget Officer which is defined as the Town Supervisor, or any person other than a member of the Town Board, as appointed by the Supervisor to serve at his or her pleasure; and

**WHEREAS**, the Town Board has created the position of Assistant Budget Officer (or such other title as deemed appropriate by the Dutchess County Personnel Department) by Resolution 38/2015, to be appointed by and to serve at the pleasure of the Town Supervisor which is to be a temporary position; and

**WHEREAS**, the Town Supervisor has declared his intent to appoint a Budget Officer and an Assistant Budget Officer; and

**BE IT RESOLVED**, that Frank Susczynski, Supervisor does hereby appoint V. Melonie Fastiggi to the position of Budget Officer and Toni Ann Risucci to the position of Assistant Budget Officer for the year 2020.

**MOTIONED BY:** Councilman Mazzella

**SECONDED BY:** Councilwoman Albrecht

**DATED:** March 11, 2020

<b>ROLL CALL:</b>	<b><u>AYE</u></b>	<b><u>NAY</u></b>
Councilwoman Albrecht	<u>  X  </u>	_____
Councilman DelVecchio	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Councilman O’Hanlon	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____

Carried.

**Item 6 – Authorize Electronic Time Clock:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 89/2020**

**RE: AUTHORIZING THE IMPLEMENTATION OF AN ELECTRONIC TIME CLOCK SYSTEM FOR ALL TOWN EMPLOYEES**

**WHEREAS**, all employees of the Town of Pleasant Valley (“the Town”) presently record their time worked through the use of worksheets and/or time punch cards; and

**WHEREAS**, the Town has determined that the current system of recording employee hours worked has resulted in inaccuracies and potential abuse, which can create unnecessary payroll expense for the Town; and

**WHEREAS**, the Town has determined that an electronic time clock system available through Paychex (“Paychex system”) allows for much greater versatility and accuracy in recording employee hours worked; and

**WHEREAS**, the Town has determined that implementation of the Paychex system will result in a savings of payroll expenses; and

**WHEREAS**, the start-up expense for the Paychex system is \$300, which includes training for all managers; and

**WHEREAS**, after initial set-up, operation of the Paychex system will cost \$94 per month, except during the summer months when an additional \$9 per month will be incurred due to the employment by the Town of Pleasant Valley camp counselors; and

**WHEREAS**, the Town Board desires to implement the Paychex system; now, therefore, be it

**RESOLVED**, that the Town shall purchase and implement that Paychex electronic time clock system in accordance with the start-up and operation costs referenced above; and be it further

**RESOLVED**, that the Town Supervisor is authorized to execute any documentation necessary to effect the action approved by this Resolution.

**DATED:** March 11, 2020

**MOTIONED BY:** Councilman Mazzella

**SECONDED BY:** Councilwoman Albrecht

**ROLL CALL:**

	<u><b>AYE</b></u>	<u><b>NAY</b></u>
Councilwoman Albrecht	<u>  X  </u>	_____
Councilman DeVecchio	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Councilman O’Hanlon	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____

Carried.

**Item 7 – Authorize Dental Benefits Coverage:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 90/2020**

**RE: OFFERING A DENTAL BENEFITS COVERAGE PLAN TO ALL TOWN EMPLOYEES**

**WHEREAS**, presently the Town of Pleasant Valley (“the Town”) does not offer dental benefits coverage to its employees; and

**WHEREAS**, the Town Board desires to offer dental benefits coverage to Town employees; and

**WHEREAS**, after exercising due diligence, the Town has determined that it desires to offer the Carrington Dental Plan, which presently offers the following group benefit rates:

- Employee only - \$7.95 per month
- Employee plus one - \$12.95 per month
- Employee/family - \$15.95 per month; and

**WHEREAS**, for any employee who receives health insurance through the Town and who opts into the dental plan, the Town will pay the same percentage of the dental plan premium as it pays towards such employee's health insurance premium; and

**WHEREAS**, for any employee who does not receive health insurance through the Town and who opts into the dental plan, such employee will pay the entire dental plan; and

**WHEREAS**, the Town Board has determined that any increase in the cost of dental premiums will not result in any change of the contribution formulas set forth above, unless modified by Town Board Resolution; now, therefore, be it

**RESOLVED**, that the Town Board authorizes implementation of the Carrington Dental Plan in accordance with the terms and conditions set forth above; and be it further

**RESOLVED**, that the Town Supervisor is authorized to execute any documentation necessary to effect the action approved by this resolution.

**Dated:**

**MOTIONED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**ROLLCALL:**

**AYE**

**NAY**

Councilwoman Albrecht

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Councilman DeVecchio

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Councilman Mazzella

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Councilman O'Hanlon

\_\_\_\_\_

\_\_\_\_\_

Supervisor Susczynski

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*Motion by Councilman Mazzella, seconded by Councilman O'Hanlon the Town Board TABLED this resolution, carried.**

**Item 8 – Resolution Rates for Summer Camp:**  
Councilman Mazzella read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 91/2020**

**RE: ESTABLISHING THE RATES FOR THE PLEASANT VALLEY SUMMER SOCCER CAMP**

**WHEREAS**, the Town Board of the Town of Pleasant Valley intends to operate PV Soccer Camp for two (2) one (1) week sessions, Monday – Friday;

One (1) session to operate during the morning for 3.5 hours with the tuition rates as follows:

- \$55.00 per session for Pleasant Valley residents during early registration
- \$65.00 per session for Pleasant Valley residents during regular registration
- \$60.00 per session for non-residents of Pleasant Valley during early registration
- \$70.00 per session for non-residents of Pleasant Valley during regular registration

and

One (1) session to operate during the afternoon for 3 hours with the tuition rates as follows:

- \$45.00 per session for Pleasant Valley residents during early registration
- \$55.00 per session for Pleasant Valley residents during regular registration
- \$50.00 per session for non-residents of Pleasant Valley during early registration
- \$60.00 per session for non-residents of Pleasant Valley during regular registration

; and be it further

**RESOLVED**, that this is effective until further changed or modified by the Town Board.

**MOTIONED BY:** Councilman Mazzella

**SECONDED BY:** Councilwoman Albrecht

**DATED:** March 11, 2020

**ROLL CALL:**

**AYE**

**NAY**

Councilwoman Albrecht

  **X**

Councilman DelVecchio	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Councilman O’Hanlon	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____

Carried.

**Item 9 – Update Town of Pleasant Valley Procurement Policy:**  
 Councilman Mazzella read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**  
**TOWN BOARD RESOLUTION NO.: 92/2020**

**RE: AUTHORIZING THE PROCUREMENT POLICY FOR THE TOWN OF PLEASANT VALLEY**

**WHEREAS**, the Town of Pleasant Valley has an approved Procurement Policy as contemplated by the General Municipal Law of the State of New York; and

**WHEREAS**, the Town Board annually reviews said policy; now, therefore, be it

**RESOLVED**, that the Policy annexed hereto is hereby declared to be the Procurement Policy for 2020.

**DATED:** March 11, 2020

**MOTIONED BY:** Councilman Mazzella

**SECONDED By:** Councilman O’Hanlon

<b>ROLL CALL:</b>	<b><u>  AYE  </u></b>	<b><u>  NAY  </u></b>
Councilwoman Albrecht	<u>  X  </u>	_____
Councilman DelVecchio	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Councilman O’Hanlon	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____

Carried.

Councilman O’Hanlon noted this Procurement Policy has not been updated in a decade.

**Item 10 – Appoint Auditor for the Town of Pleasant Valley:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 93/2020**

**RE: APPOINTMENT OF AUDITOR TO THE TOWN**

**BE IT RESOLVED**, that Sickler, Torchia, Allen & Churchhill, CPA’s, PC is hereby appointed to serve as Auditor for the Town of Pleasant Valley in accordance with the proposal effective March 1, 2020; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor is hereby authorized to execute the engagement agreement with each respective provider accordingly as referenced herein.

**MOTIONED BY:** Councilman Mazzella

**SECONDED BY:** Councilwoman Albrecht

**DATED:** March 11, 2020

**ROLL CALL:**

	<u><b>AYE</b></u>	<u><b>NAY</b></u>
Councilwoman Albrecht	_X_	___
Councilman DelVecchio	_X_	___
Councilman Mazzella	_X_	___
Councilman O’Hanlon	_X_	___
Supervisor Susczynski	_X_	___

Carried.

**Item 11 – Ball Field Line Update:**

Councilman Mazzella reviewed what he discussed at last week’s Workshop Meeting in regards to the permanent ball field lines. He is hoping to have the ball field lines installed by Little Leagues opening day and thanked Highway Superintendent, John Baxter, and his highway crew, in advance, for their willingness to help get Baker Field ready.

**Item 12 – Abstract 3-2020:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD  
RESOLUTION**

**RE: 94/2020 AUTHORIZING PAYMENT OF ABSTRACT NO. 3 OF 2020**

**WHEREAS**, the Town of Pleasant Valley Town Board has audited the bills presented by the Town Clerk and an abstract has been compiled; now therefore be it

**RESOLVED**, that the Town Board hereby authorizes the Town Supervisor to pay all claims as follows:

1. Abstract 3 of 2020	General Fund Claims	\$ 102,383.57
2. Abstract 3 of 2020	Highway Fund Claims	\$ 24,776.00
3. Abstract 3 of 2020	Ambulance	\$ 10,415.00

**MOVED:** Councilman Mazzella

**SECOND:** Councilwoman Albrecht

**DATED:** 03-11-20

**ROLL CALL:**

	<u>AYE</u>	<u>NAY</u>
Councilwoman Albrecht	<u>  X  </u>	<u>      </u>
Councilman DelVecchio	<u>  X  </u>	<u>      </u>
Councilman Mazzella	<u>  X  </u>	<u>      </u>
Councilman O'Hanlon	<u>  X  </u>	<u>      </u>
Supervisor Susczynski	<u>  X  </u>	<u>      </u>

Carried.

**Item 13 – Abstract 3P – 2020:**

Supervisor Susczynski read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO.: 95/20**

**RE: AUTHORIZING PAYMENT OF ABSTRACT NO. 3P OF 2020**

**WHEREAS**, the Town of Pleasant Valley Town Board has audited the bills presented for consultant escrow fees as specified by Town Code § 82-15, §98-91, etc., by the Town Clerk, and an abstract has been compiled; now therefore be it

**RESOLVED**, that the Town Board hereby authorizes the Town Supervisor to pay all claims as follows:

- |                        |                        |                   |
|------------------------|------------------------|-------------------|
| 1. Abstract 3P of 2020 | Planning/Zoning Escrow | <b>\$4,052.17</b> |
|------------------------|------------------------|-------------------|

**MOTIONED BY:** Councilman Mazzella

**SECONDED BY:** Councilwoman Albrecht

**DATED:** 03-11-20

**ROLL CALL:**

	<b>AYE</b>	<b>NAY</b>
Councilwoman Albrecht	<u>  X  </u>	_____
Councilman DelVecchio	<u>  X  </u>	_____
Councilman O’Hanlon	<u>  X  </u>	_____
Councilman Mazzella	<u>  X  </u>	_____
Supervisor Susczynski	<u>  X  </u>	_____
Carried.		

**Item 14 – COVID-19 Update:**

Councilman Mazzella read the following resolution:

**TOWN OF PLEASANT VALLEY TOWN BOARD**

**TOWN BOARD RESOLUTION NO: 96/2020**

**RE: RESTRICTING USE OF TOWN PROPERTY IN RESPONSE TO COVID-19**

**WHEREAS**, the Town of Pleasant Valley offers the use of its properties to its residents; and

**WHEREAS**, the outbreak of COVID-19, AKA the Coronavirus is fast spreading; and

**WHEREAS**, in an effort to potentially protect our residents and limit their exposure to COVID-19 the Town Board wants to limit public exposure as much as it can; now, therefore, be it

**RESOLVED** that until further notice the Town Hall is closed to all activity outside of official business of the Town, and; be it further

**RESOLVED** that Town Board authorizes the Town Clerk to advise the organizations that use Town Hall that they will no longer be allowed to meet at the Town Hall until further notice.

**DATED:** March 11, 2020

**MOTION BY:** Councilman Mazzella

**SECONDED BY:** Councilwoman Albrecht

**ROLLCALL:**

**AYE**

**NAY**

Councilwoman Albrecht

X

Councilman DelVecchio

X

Councilman Mazzella

X

Councilman O’Hanlon

X

Supervisor Susczynski

X

Carried.

\*Councilman Mazzella noted things are changing very rapidly with COVID-19 and the town is following the guidelines and procedures very closely from Dutchess County Executive, Marcus Molinaro.

**OPEN MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:**

Motion by Councilman Mazzella, seconded by Councilwoman Albrecht the Town Board opened the meeting to the public, carried.

**Debbie Glynn – Traver Road:** wanted to thank the CAC and the Climate Smart Task Force for all their hard work and dedication.

**Carol Campbell – Marshall Road:** stated she would like to see the public get an opportunity to speak, at the Workshop meetings, after the agenda items are discussed as it is a working meeting.

**Rolando Ghedini – Arbor Hill Drive:** stated he feels when the public is speaking at town meetings there should be a limit to 5 minutes each person.

**CLOSED MEETING TO THE PUBLIC FOR AGENDA ITEMS ONLY:**

Motion by Councilman Mazzella, seconded by Councilman DelVecchio the Town Board closed the meeting to the public, carried.

**EXECUTIVE SESSION:**

Motion by Councilman Mazzella, seconded by Councilman DelVecchio the Town Board entered into Executive Session at 7:50PM, under Public Officers Law, Section 105.1(F) Personnel, carried.

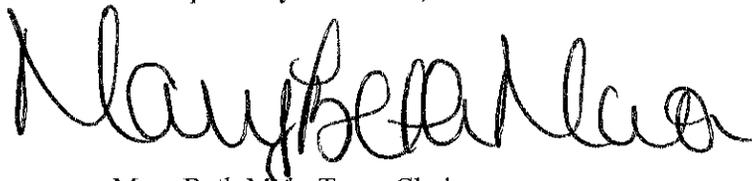
There was discussion in respect to a personnel matter and all Town Board members were in agreement.

Motion by Councilman Mazzella, seconded by Councilman DelVecchio the Town Board came out of Executive Session at 8:14PM, carried.

**ADJOURN:**

Motion by Councilman Mazzella, seconded by Councilman O’Hanlon the Town Board adjourned the meeting at 8:15PM, carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mary Beth Muir". The signature is written in a cursive, flowing style.

Mary Beth Muir, Town Clerk