

The July 15, 2015 Regular meeting was called to order at 7:00 pm by Supervisor Tollisen in the A. James Bold Meeting Room at the New Town Hall with the following members present:

Kevin J. Tollisen, Supervisor  
Paul L. Hotaling, Councilman  
Daphne V. Jordan, Councilwoman  
John P. Wasielewski, Councilman  
Jeremy W. Connors, Councilman  
Lyn A. Murphy, Town Attorney  
Cathy L. Drobny, Deputy Town Attorney  
Lynda A. Bryan, Town Clerk

## **PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

### **COMMUNITY EVENTS:**

Park Avenue Playground, Mechanicville will be serving Free Summer Meals for kids and teens on Mondays, Wednesdays and Fridays from July 6<sup>th</sup> through August 21<sup>st</sup> between the hours of 11:00 – 1:00. Town Hall Foyer has a donation box for individually wrapped items if you would like to help supplement children's lunches.

Movie Night in the Park: July 17<sup>th</sup> "Weather Permitting" at Dusk in the Town Park  
Game Night for the Kids before the movie starting at 6:00

OutPast9 "Pop Cover Band" August 13<sup>th</sup> from 6:30 – 9:00pm in the Town Park with Fireworks to follow

Red Cross Blood Drive at Town Hall on Mon Aug 17<sup>th</sup> from 1:00 – 6:00

Movie Night in the Park: August 21<sup>st</sup> "Weather Permitting" at Dusk in the Town Park

Good Karma 5K Walk/Run September 12<sup>th</sup> at 9:30 at Halfmoon Town Park for All India Movement for Seva, Inc.

Fall Festival in the Town Park September 19<sup>th</sup> from 1:00 – 5:00 pm

### **TOWN MEETINGS:**

Town Board Meetings: 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of month at 7:00 pm except May 7<sup>th</sup> at 2:00pm

Zoning Board of Appeals: 1<sup>st</sup> Monday of month at 7:00 pm.

Planning Board Meeting: 2<sup>nd</sup> & 4<sup>th</sup> Monday of month at 7:00 pm.

Board of Assessment Review: 4<sup>th</sup> Tuesday in May

Senior Center Business Meeting: 1<sup>st</sup> Wednesday of month at 1:00 pm

Halfmoon Historical Society: Last Tuesday of month at 7:00 pm

Zoning Review Committee: 3<sup>rd</sup> Thursday of month

Open Space & Trails Committee: February 9<sup>th</sup>, April 20<sup>th</sup>, May 18<sup>th</sup>, July 20<sup>th</sup>, September 21, & November 16<sup>th</sup>.

Resident Relations Committee: Wednesday July 22<sup>nd</sup> at 7:00 pm

Business & Economic Development Committee:

## **REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY**

Kevin J. Tollisen (Town Supervisor)

**Paul Hotaling (Deputy Supervisor):** (1) Chair of Parks & Recreation, Infrastructure (Water, Highway, Building & Maintenance), (2) Co-Chair of Character Counts, (3) Chair on Committee on Baseball/Athletic Organizations, (4) Chair of Personnel Committee, (5) Co-Chair of Zoning Review Committee

I just wanted to comment on a great event that happened in the community this week at the Park Playground in Mechanicville. They redid their basketball courts and launched their Summer Lunch Program for the kids at the park. It is a great program.

I received a phone call today that our new senior bus is on the way and we might receive it Friday or Monday. That is all that I have for this evening.

**John Wasielewski (Town Board Member):** (1) Chair of Ethics Committee, (2) Chair of Committee on Emergency Services and Public Safety (Emergency Corps, Fire Department, Police);(3) Chair of Committee on Resident Relations, (4)Co- Liaison to Planning Board

**Resident Relations:** Just one thing this evening Mr. Supervisor, the Residents Relations Committee is ready and assembled. We will be meeting next Wednesday July 22<sup>nd</sup> at 7:00 pm. We should be knocking on doors within the next week or so.

That is all that I have this evening, thank you.

**Daphne Jordan (Town Board Member):** (1) Chair of Business and Economic Development (2) Chair of Insurance (Liability and Medical) (3) Liaison to Open Space and Trails Committee, (4) Co- Liaison to Zoning Board

I have no report this evening.

**Jeremy Connors (Town Board Member):** (1)Zoning Board Liaison 2) Co-Liaison Planning Board; (3) Co-Chair of Zoning Review Committee (4)Chair of Animal Control Committee (5) Chair of Committee on Not for Profit Organizations; (6) Co-Chair of Character Counts

I would just like to report Mr. Supervisor that we have had 6 applicants for the Planning Board open seat. We will be starting interviews soon and applications have since closed out as of today.

That is all that I have, thank you.

**Supervisor Tollisen:** Ms. Bryan you have a total of 6 applications?

**Clerk Bryan:** Yes, a total of 6.

**Supervisor Tollisen:** Mr. Wasielewski, you and Mr. Connors are going to take care of the interview process with respect to the Planning Board vacancy?

**Councilman Wasielewski:** That is correct. We would both like to meet with Chairman Ouimet.

**Supervisor Tollisen:** Very good.

**Lynda Bryan (Town Clerk):** (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives

I have nothing to report this evening, thank you.

**Lyn Murphy, Esq., (Town Attorney)**

**Supervisor Tollisen:** I have one item, just a housekeeping item. We have some fax lines that are still being processed by Cornerstone. Our IT person, Mr. Mikol has recommended that we switch from Cornerstone to Time Warner Cable. The lines with them would be ported and the cost would be substantially reduced. The price per month with Time Warner Cable would be \$30.00 per line and we are currently being charged \$35.00 per line plus a line charge of \$90.00 and a charge per call. So this would be \$30.00 with unlimited calling. I would need a resolution to sign that contract with Time Warner Cable, subject to review and approval of the Town Attorney

#### **RESOLUTION NO. 229**

**Offered** by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board authorizes the Town Supervisor to sign the contract with Time Warner Cable for town fax lines, per the review and approval of the Town Attorney.

**Supervisor Tollisen:** With respect to the budget, I will just make a note for the Town Board meeting, the town budget for this year remains on track. In analyzing the reports of revenues versus expenditures through June 30<sup>th</sup>, which is half of our fiscal year, it appears to me that we are on budget, which I am happy to report. Last year at this time, I was telling you just the opposite and we needed to cut significantly. Our budgeted that was adopted was a lot more conservative and reasonable and seems to be in line with the revenues and expenses that we have. I will caution that the budget is coming up for 2016 and will be starting that internally next month. We will be looking at the highway budget and looking at ways to significantly help improve the highway budget so we can continue to improve our infrastructure long term for the town.

**PUBLIC COMMENT (for discussion of agenda topics)** No one came forward

#### **DEPARTMENT REPORTS- Month of June**

1. Town Clerk Total fees submitted to the Supervisor \$13,057.99

#### **CORRESPONDENCE**

1. **Received** from the Town Zoning Board Resolutions approving the following: Area Variance for Mr. Aurentz, 21 Lape Road and can now proceed to the Planning Board for subdivision of his property. They scheduled a Public Hearing for Mr. Giroux, 11 Jennifer Drive for an Area Variance for August 3, 2015.

*Received & Filed*

2. **Received** from the NYS Department of State notification that Local Law #5-2015 to modify the Local Law for the Vending, Hawking, Peddling and Soliciting Licenses has been filed in their office on June 19, 2015.

*Received & Filed*

**Supervisor Tollisen:** Please make sure that Code Enforcement has a copy of that.

3. **Received** from the NYS Department of State notification that Local Law #6-2015 for the Falcon Trace PDD Amendment has been filed in their office on June 20, 2015.

*Received & Filed*

**Supervisor Tollisen:** Please make sure that Planning has a copy of that.

4. **Received** from United States Postal Service, a letter about the findings of their review of the impacts associated with the establishment and denial of a Zip Code for the Town of Halfmoon.

***Received & Filed***

**Supervisor Tollisen:** Just for the Board's review in respect to the denial for our request for a zip code, I am going to follow up with the Senator's office and follow up with the Post Office. Currently, with the Clifton Park's zip code, 12065, there is the ability for residents that live in the Town of Halfmoon but have a Clifton Park mailing address, they can write Halfmoon, 12065. The Mechanicville, Waterford and Round Lake zip codes cannot. I am going to ask that they can at least allow that to occur at this point. I am going to follow up with that.

5. **Received** from the NYS Department of State notification that Local Law #7-2015 relating to Roadway and Infrastructure Dedication Procedures was filed in their office on July 3, 2015.

***Received & Filed***

**Supervisor Tollisen:** Send that to the Planning Department, please.

6. **Received** from the NYS Department of Environmental Conservation, a Notice of Public Statement Hearing and Deadline for Petitions for Party Status for MPM Silicones, LLC., 260 Hudson River Road, Waterford. The hearing will be held on August 25<sup>th</sup> at 1:00 pm at the Waterford Town Hall.

***Received & Filed***

## **OLD BUSINESS**

### **RESOLUTION NO. 230**

**Offered** by Councilman Wasielewski, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

WHEREAS, the Town was awarded a Grant for The Erie Canal Towpath Community Connector Project, PIN#1757.68

WHEREAS, the Erie Canal Towpath Community Connector project will connect the Town of Halfmoon with the Town of Clifton Park, and

WHEREAS, on May 2, 2015, the Towns conducted a solicitation for Expressions of Interest to all the Engineering Firms and Consultants approved by New York State Department of Transportation Region 2 for Construction Management and Inspection Services for the project, as well as the Reporting and Reimbursement process pursuant to NYSDOT guidelines, and

WHEREAS, the Towns of Halfmoon and Clifton Park formed a rating board to score the Expressions of Interest according to the relevant NYSDOT guidelines, and

WHEREAS, the ratings panel determined that Greenman-Pederson Engineers and Construction Services scored highest according to Guideline Criteria, and

WHEREAS, the Town Board accepts the recommendation of the ratings panel, and wishes to engage the services of Greenman-Pederson Engineers and Construction Services consistent with the Expression of Interest, NOW THEREFORE, BE IT

RESOLVED, that the Town Board accepts the bid of Greenman-Pederson Engineers and Construction Services, Babylon, NY for Construction Management and Inspection Services for the Erie Canal Towpath Community Connector project, and be it FURTHER

RESOLVED, that Greenman-Pederson Engineers and Construction Services is directed to prepare a scope of work and estimated cost schedule consistent with NYSDOT Guidelines.

**POLL OF THE BOARD:**

Councilman Connors	Aye
Councilwoman Jordan	Aye
Councilman Wasielewski	Aye
Councilman Hotaling	Aye
Supervisor Tollisen	Aye

**NEW BUSINESS**

**RESOLUTION NO. 231**

**Offered** by Councilwoman Jordan, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board approves and orders paid Vouchers numbered 1426 through 1564 as detailed.

**===== FUND TOTALS =====**

10 GENERAL FUND	\$103,649.01
20 HIGHWAY FUND	\$31,991.98
25 SPECIAL REVENUE	\$12,103.80
30 CONSOLIDATED WATER	\$22,851.97
35 MISC CAPITAL FUNDS	\$43,246.23
65 LIGHTING DIST	\$464.73
70 WATER DISTRICT #1	\$11,419.41

<b>ABSTRACT TOTAL:</b>	<hr/> <b>\$225,727.13</b>
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**RESOLUTION NO. 232**

**Offered** by Councilman Hotaling, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board approves the minutes of Town Board meeting of, July 1, 2015, as presented.

**RESOLUTION NO. 233**

**Offered** by Councilman Connors, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board appoints Gregory Burke as Clerk to the Town Justice at Grade 4 Step Base \$35,304 effective August 1, 2015.

**RESOLUTION NO. 234**

**Offered** by Councilman Hotaling, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board approves the Water Report for the July 2015 billing, as submitted by the Director of Water.

**Resolution** that the Town Board appoints Nick Godino as Seasonal Parks Laborer at \$8.75 per hour.

**Supervisor Tollisen:** I don't know if we need a resolution for number 5. I believe that we did a blanket resolution for all parks laborers.

**Attorney Murphy:** Is this a number exceeding the amount budgeted?

**Supervisor Tollisen:** At the last meeting we did a resolution to appoint any and all Beautification and Park's laborers that need to be hired for the summer to be paid out of 2015 funds.

**Attorney Murphy:** Yes, Ok as long as it was accounted for in the budget.

**Councilman Wasielewski:** So there are no additional expenditures with this appointment, correct?

**Supervisor Tollisen:** It is within budgeted funds.

**Councilman Wasielewski:** Very good.

#### **RESOLUTION NO. 235**

Offered by Councilwoman Jordan, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board authorizes renewing its membership with Saratoga Economic Development Corporation (SEDC) for 2015 annual member investment of \$618.00.

**Councilwoman Jordan:** I would just like to make comment that SEDC Dennis Brodsen as President has been an invaluable resource to the Business & Economic Development Committee.

#### **RESOLUTION NO. 236**

Offered by Councilman Hotaling, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board authorizes renewing its membership with the New York State Town Clerk's Association for the annual membership investment of \$75.00.

#### **RESOLUTION NO. 237**

Offered by Councilman Connors, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board appoints Charles Sherman as Part- time Court Officer at Grade 6 Base Pay \$17.29/hr. effective immediately, per completion of pre-employment testing.

**Supervisor Tollisen:** Motion has been made and seconded and it would be based off of the scheduled grid that we have.

**Councilman Hotaling:** This would be a fill in position and not a created position, correct?

**Supervisor Tollisen:** Correct

**RESOLUTION NO. 238**

**Offered** by Councilman Connors, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board approves entering into a formal Assessment Agreement between the Town of Halfmoon and BBC Development for the following parcel: 1525 Route 9 SBL NO.: Section 278-2-26 Block 2 Lot 26 from \$528,750 to \$428,750.

**Councilman Connors:** I guess I am a little bit confused as to where this is

**Supervisor Tollisen:** We need to make motion first and seconded and then we can discuss it.

**Councilman Connors:** Yes, I guess I am a little bit confused as to where this is and what it was before.

**Deputy Attorney Drobny:** It is over where Papa John's used to be. I believe it is Will's Nails and Sprint. A part has been vacant since they built it and the small part where Papa John's was occupied has been vacant

**Councilman Connors:** So we are looking to change the assessment?

**Deputy Attorney Drobny:** Yes

**Councilman Wasielewski:** For the record, a new, rather large business for that shopping plaza was approved just this past Monday night at the Planning Board

**Deputy Attorney Drobny:** When you do property tax assessment, what you are doing is you are looking at the status of the property as of March 1<sup>st</sup>. So in this case, they filed in 2014-15, so you look at the parcel as of March 1<sup>st</sup>, 2014-15 and on that date it was vacant and then you value it the July before. It is confusing. There is a property tax law that says that if your vacancy changes by either up or down by 25%, you are allowed to change the assessment. Usually, it is a 3 year freeze with property assessments, but there are exceptions. So I do know that the timing is a little off, but next year but if that vacancy goes in, you can change the assessment, because at that point he is occupying more than 25%.

**Councilman Wasielewski & Councilman Connors:** Thank you for that clarification.

**Supervisor Tollisen:** Poll the board

**POLL OF THE BOARD:**

<b>Councilman Connors</b>	<b>Aye</b>
<b>Councilwoman Jordan</b>	<b>Aye</b>
<b>Councilman Wasielewski</b>	<b>Aye</b>
<b>Councilman Hotaling</b>	<b>Aye</b>
<b>Supervisor Tollisen</b>	<b>Aye</b>

**RESOLUTION NO. 239**

**Offered** by Councilwoman Jordan, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board authorizes the Supervisor to accept the Town of Halfmoon's share of the 2016 Sales Tax revenue in cash from Saratoga County Real Property Tax Services.

**Supervisor Tollisen:** Believe it or not, we do have to answer that question.

#### **RESOLUTION NO. 240**

**Offered** by Councilman Wasielewski, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board authorizes the expenditure for Hope Energy Group to do the upgrades to the lighting in the Town Park in the not to exceed amount of \$7,225.50 to be paid from the recreation upgrades per the review and approval of the Town Attorney. The result would be savings of about \$3900 per year in the lighting costs.

**Supervisor Tollisen:** Basically, this is the finalization of the upgrades to the lighting transferring to LED and quite a good savings in the future years and pay for themselves with these upgrades.

#### **RESOLUTION NO. 241**

**Offered** by Councilman Connors, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board approves the Supervisor's Report for the month of June 2015, as presented.

#### **RESOLUTION NO. 242**

**Offered** by Councilman Wasielewski, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board accepts for Road Dedication, Hunter Run and Roger Lane in Cardin Acres, Phase I, as all of the standards as set by the Town of Halfmoon Roadway Dedication Procedure have been satisfied, subject to the review and final approval of the Town Highway Superintendent for the road improvements and the Town Attorney for the deed descriptions, closing papers, title insurance, letters of credit and all related or required documents, said documents to be executed by Town Attorney. The Town shall not issue certificates of occupancy or maintain, plow or otherwise care for the roads until proof of recording of all necessary documents with the County Clerk's office are received.

#### **RESOLUTION NO. 243**

**Offered** by Councilwoman Jordan, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board authorizes the Supervisor to make the attached Creation of Appropriations

A resolution is needed to create the following budget amendment of appropriations and revenues in the Special Revenue Fund for engineering fees for on-site quality inspections. These funds are developer's monies held in escrow by the Town in a regular checking account and used for the payment of costs for that particular project. This resolution is necessary to comply with proper accounting procedures as set forth by NYS Department of Audit and Control.



Information Only: The above was derived from the following breakdown of charges to be paid on the July Abstract for engineering and related fees

NAME	AMOUNT
Cardin Acres PDD Hodoroski	\$11,632.00
<b>Total</b>	<b>\$11,632.00</b>

There being no further business to discuss or resolve, on a motion by Councilman Connors and seconded by Councilman Wasielewski, the meeting was adjourned at 7:27 pm.

**RESOLUTION NO. 244**

**RESOLVED**, that the Town Board reopen the Town Board meeting of July 15, 2015

**Supervisor Tollisen:** We have a proposal from Barton & Loguidice. There are three grants that the town would like to undertake. The grants need to be submitted by the end of the month so we need to move on this. Don, please come up and give a short summary of the three that we are looking to do. Basically what has happened in the last few weeks is that Rob Murphy from Barton & Loguidice has been working with Kim trying to prioritize what grants we are going to do this year and what we're not going to do. What we have decided is that we are not going to undertake larger projects that require significant amounts of resources from the town as far as a match goes. Secondly, we have a number of projects that are currently in process that we need to work on and finalizing, first. With that, we have decided to undertake three smaller types of projects and I will let Don Fletcher talk about them.

**Don Fletcher Barton & Loguidice:** Thank you. The three that we looked at with the town; one is a purchase of trails equipment application, that you would be able to maintain the trails. One is the Crescent Park Boat Launch, which would be a second application under the LWRP and the Canal way Programs. The third is a connections trail, a railroad pedestrian crossing application, which again would be under the LWRP, canals and the recreation trails program through the parks.

**Supervisor Tollisen:** If you recall, with the railroad pedestrian trail, one of the grants we had and Daphne you know this with the Open Space and Trails Committee, the project that is down by the Champlain Canal trail that is going

from Lower Newtown Road to Brookwood Road and eventually end up at the Lighthouse Park. A certain amount was put in the grant for improvements to the railroad that they require. When the railroad came back, it was about triple or quadruple what was originally in there. We are short and with this one grant, we are looking to loop that hole with grant funding.

The Crescent Park Boat Launch that is something that in talking with the Director of the Canal Corp when we had the Canal Sweep is very important to them and we feel we can get. It falls in line with the Canal Corp's vision for our community.

Don, I will let you describe the first one.

**Don Fletcher:** The purchase of trail equipment that does not come that often.

**Supervisor Tollisen:** Basically, we work with the Parks Department and the purchase of trail equipment or anything that will help our Parks Department with some of the maintenance to the trail. Those are what I would call smaller projects that we think that we can undertake and be successful at or take our best shot. Don and Rob both have met with us and gone these smaller projects but again all working towards the goal of cleaning up of the other projects that we have so we can get more funding.

**Don Fletcher:** From the budget line item standpoint, the three grant applications total \$9,800 and the line item for the town, I believe for the year for the services that we have been providing is \$20,000, about half of that so far, we have spent about \$10,450

**Supervisor Tollisen:** At this point, there are budgeted funds for these projects. I think I sent you an e-mail

**Don Fletcher:** Yes

**Supervisor Tollisen:** to follow up on that. One of the things that we had talked about is that we have in the budget the \$20,000 maximum for Barton & Loguidice. This is going to eat up a lot of those monies. We are still within budgeted funds but some of these monies that they are getting paid are actually able to be reimbursed to the town and we do believe that some of these monies coming in will be reimbursed during this fiscal year.

**Don Fletcher:** Halfway through, we have spent half of the budgeted funds; \$10,450 of the \$20,000 and about half of that, \$5,560 will be reimbursable. So, we spent about half and half of that will be reimbursed and then have this \$10,000, with the track that we are on we feel we will be right at the \$20,000 budget for the town.

**Supervisor Tollisen:** Is everyone OK with this? We need a motion to move forward with these three projects with Barton & Loguidice, subject to the review and approval of the Town Attorney

**Attorney Murphy:** and for the Supervisor to execute any documentation as required pursuant to the grant requirements for the Town of Halfmoon.

#### **RESOLUTION NO. 245**

**Offered** by Councilman Wasielewski, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

**RESOLVED**, that the Town Board approves moving forward with the proposed three grant applications with Barton & Loguidice and to be paid for with budgeted funds and allow the Supervisor to execute any documentation as required pursuant to the grant requirements.

**Supervisor Tollisen:** Don, thank you very much for coming tonight. I did not know that you were coming for that reason, but I appreciate it.

There being no further business to discuss or resolve, on a motion by Councilman Wasielewski and seconded by Councilman Hotaling, the meeting was adjourned at 7:30 pm.

**Respectfully Submitted,**

**Lynda A. Bryan, Town Clerk**