Town of Barre Board Meeting July 10, 2019

Present:

Supervisor Sean P. Pogue, Excused

Councilman Richard Bennett

Councilman Lynn Hill Councilman Larry Gaylard Councilman Tom McCabe

Others present: Adrienne Daniels, Deputy Town Clerk; Dale Brooks, Highway Superintendent; Lance Mark, Town Attorney, Lee Preston, Bookkeeper, Robin Nacca, Alex Nacca, Neal Habig, Heritage Wind, Kirk Mathes, George McKenna, DVM, Kerri Richardson, Iva McKenna, Richard Cox, Judy Cox, Christine Loss, Jan Grabowski, Gary Palmer, Ted Palmer, Emily Barlow, Jerry Solazzo, Cat Mosley, Kelly Dudley, Scott Burnside, Brittany Maxwell, Mallory Diefinbach, Carmen O'Keefe, Jessica Walsh, Erik Janson, Craig VanAmeron, Tom Decker, Julie Myers.

Meeting was called to order at $7:00\,\mathrm{pm}$ by Deputy Supervisor McCabe with the salute to the flag.

Minutes

The minutes for June, 2019 Town Board meeting were submitted and approved.

SUPERVISOR'S FINACIAL REPORT

REVENUES: Major receipts were:

	Town Clerk Fees(May)	1,228.86
	Justice Fees(May)	3,913.00
	Metered Sales	2,174.25
	Maintenance Fees	449.11
	Water Penalty Fees	211.64
	Other Revenues	1,009.48
Total	receipts for the month were:	\$ 8,986.34

EXPENSES:

General Fund Townwide: Year to date expenses are \$247,687 Highway Townwide: Year to date expenses are \$386,350.63

TOWN CLERK'S REPORT

The monthly report was submitted to Deputy Supervisor McCabe, the check for the local share was submitted to Supervisor the prior week

HIGHWAY SUPERINTENDENT REPORT

Sign repairs completed, stake out request completed. Water samples and readings completed, equipment repairs completed as required. Shared services with the Village of Albion, Orleans County Highway, Towns of Albion, Gaines, Clarendon, Murray and Shelby. Paved sections of Hemlock Ridge, Crane, Culver and Thorpe.

ZONING OFFICER'S REPORT

There were 10 Building Permits issued in May.

ASSESSOR'S REPORT

No Report

BILLS

General Fund	ls	24,878.70
Highway		124,945.84
Barre Water	#1	65,046.73
Barre Water	#2	2,282.70
Barre Water	#3	2,490.24
Barre Water	# 4	3,527.84
Barre Water	#5	2,303.72
Barre Water	#6	1,867.68
Barre Water	#7	415.05
Barre Water	#8	830.08

PAY BILLS

RESOLUTION #29

Pay Bills

Larry Gaylard made a motion to approve and pay the bills, seconded by Lynn Hill. Vote 4-0, passed.

PLANNING BOARD

Kirk Mathes reported that the meetings were cancelled.

ZONING REPORT

Lee Preston reported that there will a Public Hearing next Monday for a resident on Oak Orchard Road in Elba.

PARK COMMITTEE

No Report

BOOKKEEPER'S REPORT

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Account General Fund	Ending Balance
Highway Fund	\$492,826.38 693,061.53
Highway Equip.	195,908.43
Water Dist. #1 Oper,	270,133.76
Water Dist. #2 Oper,	18,706.39
Water Dist. #3 Oper,	13,820.00
Water Dist. #4 Oper,	45,038.75
Water Dist. #5 Oper	49,014.64
Water Dist. #6 Oper.	25,445.04
Water Dist. #7 Oper.	15,719.19
Water Dist. #8 Oper.	15,260.91

BARRE BETTERMENT COMMITTEE

There was a square dance at the town park on June 22, 2019 from 6-9, around 150 people attended. There are plans for doing this again next year. Next meeting will be September 12, 2019. They are making plans for a "Hunters Breakfast", on the first day of hunting season.

OLD BUSINESS

Town Roof

Deputy Supervisor McCabe reported that the work on the new roof has been completed.

<u>Wind Turbine - Reimbursement Agreement - Tabled</u>

The board made the decision to wait to sign this agreement since there was not a full board present this evening and those present did not have time to review the updates.

OLD BUSINESS, Con't

Water District #9
RESOLUTION #30

Water District #9/Bond Resolution

A BOND RESOLUTION, DATED JULY 10, 2019, OF THE TOWN BOARD OF THE TOWN OF BARRE, ORLEANS COUNTY, NEW YORK (THE "TOWN"), AUTHORIZING A CAPITAL IMPROVEMENTS PROJECT WITHIN WATER THE TOWN AND NO. 9 IN DISTRICT CONSTRUCTION OF IMPROVEMENTS THEREIN, AT AN ESTIMATED MAXIMUM COST OF \$1,201,000 APPLICATION THE **AUTHORIZING** (A) APPROXIMATELY \$493,000 IN GRANT FUNDS FROM THE USDA - RURAL DEVELOPMENT AGENCY AND (B) THE ISSUANCE OF SERIAL BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$708,000 SUCH **OFFSET** BY ANY AMOUNT OF BONDS TO BE ADDITIONAL FEDERAL, STATE, COUNTY AND/OR LOCAL FUNDS RECEIVED BY THE TOWN, PURSUANT TO THE LOCAL FINANCE LAW TO FINANCE SAID PURPOSE AND DELEGATING THE POWER TO ISSUE BOND ANTICIPATION NOTES IN ANTICIPATION OF BONDS TO THE SALE OF SUCH THE SUPERVISOR.

WHEREAS, the Town Board of the Town of Barre, Orleans County, New York (the "Town"), pursuant to Article 12 of the Town Law, created a water district designated and known as Water District No. 9 (the "District"); and WHEREAS, the Town Board has determined to undertake a water system capital improvements project (the "Project") generally consisting of the construction of the infrastructure for the District; and WHEREAS, the Town received a Preliminary Funding Estimate for a grant in the amount of \$493,000 from the United States Department of Agriculture – Rural Development Agency for the Project; and WHEREAS, by Resolutions the Town Board took the following actions with respect to the Project: (a) prepared maps, plans and reports and identified the boundaries for the District and the Project, (b) held public hearings with respect to the Project, (c) determined that the Project would not have a significant adverse effect on the environment under Article 8 of the Environmental Conservation Law, (d) determined that the requirements of Article 12 of the Town Law had been satisfied with respect to the Project and further determined to undertake the Project and (e) received permission to establish the District from the New York State Comptroller; and

OLD BUSINESS, Con't

Water District #9
RESOLUTION #30

Water District #9/Bond Resolution, Con't

WHEREAS, the Town Board desires to issue obligations of the Town to finance the costs of the Project; NOW, THEREFORE, be it RESOLVED, by the Town Board (by the favorable vote of not less than two-thirds of all the members of the Board) as follows: SECTION 1. The Town is hereby authorized to undertake a certain capital improvements project generally consisting of (but not limited to) the construction and installation of approximately 27,000 linear feet of 8-inch diameter watermain along various roads in the Town, including land or rights in land, road crossings, furnishings, valves, hydrants, fittings, connections, fill, services, appurtenances and related site work and other ancillary work, as well as other such improvements as more fully identified in (or contemplated by) such map, plan and report prepared in connection with such Project, all of the forgoing to include all necessary equipment, apparatus and other improvements and costs incidental thereto and in connection with the financing thereof (collectively, the "Purpose"). The estimated maximum cost of the Purpose is \$1,201,000. SECTION 2. The Town Board plans to finance the estimated maximum cost of said purpose by a) the application of approximately \$493,000 of grant money from the United States of America, Department of Agriculture - Rural Development Agency and b) the issuance of serial bonds in an aggregate principal amount not to exceed \$708,000 said amount to be offset by the receipt of any additional federal, state, county and/or local funds received. Unless paid from other sources or charges, the costs for the establishment of the District will be by the assessment, levy and collection of special assessments from the several lots and parcels of land within the District, which the Town Board shall determine to be especially benefited by said District, so much upon and from each as shall be in just proportion to the amount of benefit which the District shall confer upon the same, to pay the principal of and interest on said bonds as the same shall become due and payable, except as provided by law. SECTION 3. It is hereby determined that said purpose is an object or purpose described in subdivision 1 of paragraph (a) of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is 40 years. SECTION 4. Current required to be provided prior to the issuance of the bonds authorized by this resolution or any notes issued in anticipation of the sale of said bonds. SECTION 5. It is hereby determined the proposed maturity of the obligations authorized by this resolution will be in excess of five years. SECTION 6. The faith and credit of the Town are hereby irrevocably pledged for the payment of the principal of and interest on such bonds (and any bond anticipation notes issued in anticipation of the sale of such bonds) as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds or notes becoming due and payable in such year. Unless paid from other sources or charges, the costs of said establishment of the District shall be paid by the assessment, levy and collection of special assessments from the several lots and parcels of land within the District which the Town Board shall determine and specify to be especially benefited thereby, so much

OLD BUSINESS, Con't

Water District #9

RESOLUTION #30 Water District #9/Bond Resolution, Con't

upon and from each as shall be in just proportion to the amount of benefit conferred upon the same, to pay the principal of and interest on such bonds or notes as the same shall become due and payable, except as provided by law. Should the assessments upon benefited real property be insufficient to pay the principal of and interest on such bonds, there shall annually be levied on all the taxable real property of said Town a tax sufficient to pay the principal of and interest on such bonds or notes as the same become due and payable.

SECTION 7. Subject to the provisions of this resolution and of the Local Finance Law. and pursuant to the provisions of Section 21.00 relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and of Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 62.10, Section 63.00, and Section 164.00 of the Local Finance Law, the powers and duties of the Town Board pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and details as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the Town Supervisor, the chief fiscal officer of the Town. Without in any way limiting the scope of the foregoing delegation of powers, the Town Supervisor, to the extent permitted by Section 58.00(f) of the Local Finance Law, is specifically authorized to accept bids submitted in electronic format for any bonds or notes of the Town. SECTION 8. The temporary use of available funds of the Town, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 1 of this resolution. The Town then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the earlier of (a) the date hereof or (b) the date of any earlier expression by the Town of its intent to reimburse such expenditures) with the proceeds of the bonds authorized by Section 2 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute the declaration (or reaffirmation) of the Town's "official intent" to reimburse the expenditures authorized by Section 2 hereof with such bond or note proceeds, as required by United States Treasury Regulations Section 1.150-2. SECTION 9. The Town Supervisor is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and may designate the bonds authorized by this resolution, and any notes issued in anticipation thereof, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3) of the Code. SECTION 10. Town Supervisor is further authorized to enter into a continuing disclosure agreement with the

OLD BUSINESS, Con't

Water District #9

RESOLUTION #30 Water District #9/Bond Resolution, Con't

initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934. SECTION 11. The Town has complied with applicable federal, state and local laws and regulations regarding environmental matters, including compliance with the New York State Environmental Quality Review Act ("SEQRA"), comprising Article 8 of the Environmental Conservation Law and, in connection therewith, duly issued a negative declaration and/or other applicable documentation, and therefore, no further action under SEQRA is necessary. SECTION 12. To the extent applicable, the Town Supervisor is hereby authorized to execute and deliver in the name and on behalf of the Town a project financing agreement prepared by the New York State Environmental Facilities Corporation ("EFC") (the "SRF Project Financing Agreement"). To the extent applicable, the Town Supervisor and the Town Clerk and all other officers, employees and agents of the Town are hereby authorized and directed for and on behalf of the Town to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved hereby, including, but not limited to, the SRF Project Financing Agreement. SECTION 13. In unavailability of the Town Supervisor, the Deputy Town Supervisor is hereby specifically authorized to exercise the powers delegated to the Town Supervisor in this resolution.

SECTION 15. The validity of said serial bonds or of any bond anticipation notes issued in anticipation of the sale of said serial bonds may be contested only if: (1)(a)such obligations are authorized for an object or purpose for which the Town is not authorized to expend money, or (b) the provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication; or (2) such obligations are authorized in violation of the provisions of the Constitution of New York.

SECTION 16. The Town Clerk is hereby authorized and directed to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of said Local Finance Law, in a newspaper having a general circulation in the Town and hereby designated as the official newspaper of the Town for such publication.

SECTION 17. This resolution is effective immediately. The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows: Councilman Larry Gaylard made a motion to pass the foregoing resolution; the motion was seconded by Lynn Hill. Vote: Councilman Bennett – Aye, Councilman Gaylard – Aye, Councilman Hill – Aye, Councilman McCabe – Aye.

NEW BUSINESS

RESOLUTION #31

Water District #10/Order for Public Hearing

ORDER FOR PUBLIC HEARING ON PROPOSED TOWN OF BARRE WATER DISTRICT NO. 10 PURSUANT TO § 193 OF THE TOWN LAW OF THE STATE OF NEW YORK

At a meeting of the Town Board of the Town of Barre, County of Orleans, State of New York, held at the Town Hall, West Barre Road, in said Town on the 10th day of July, 2019.

PRESENT: Richard Bennett, Councilman;

Lawrence Gaylard, Councilman Lynn Hill, Councilman; and

Tom McCabe, Councilman, Acting Supervisor

WHEREAS, a resolution was unanimously adopted by the Barre Town Board on May 9, 2018, to engage the services of MRB Group. of 145 Culver Road, Rochester, New York 14620 to determine the cost and feasibility of a proposed water district within the Town of Barre covering the following roads within the Town of Barre:

Angevine Road between Oak Orchard Road and East Barre Road, McNamar Road between Angevine Road and Transit Road, Transit Road between McNamar Roads and Mansfield Road; and

WHEREAS, pursuant to said resolution, the New York State licensed engineering firm of CHATFIELD ENGINEERS has completed its map, plans and engineering report of said proposed water district in such manner and detail as is satisfactory to the Barre Town Board; and WHEREAS, a petition for formation of Town of Barre Water District No. 10 was filed with the Town of Barre Clerk, which petition was signed by real property owners situate within the proposed district owning at least 50% in the aggregate of the assessed valuation of all the taxable real property of the proposed district, and signed by the resident owners owning taxable real property aggregating at least 50% of the assessed valuation of all the taxable real property of the proposed district owned by resident owners, as shown on the latest, completed assessment-roll of the Town, and WHEREAS, the petitions were otherwise in compliance with Section 191 of the Town Law; and WHEREAS, the Barre Town Board now desires to proceed with the steps necessary by law for the formation of a proposed water district within the Town of Barre to be known as Water District Number 10; and WHEREAS, said map, plans and reports have been duly filed with the Town Clerk of the Town of Barre on March 26, 2019, and are available for public inspection during normal business hours of the Town, and WHEREAS, prior to the publication of this Order, the Town Board has caused to be filed for public inspection with the Barre Town Clerk, a detailed explanation of how the estimated cost of hook-up fees, and the cost of the district to the typical property was computed.

NOW, on motion of Lynn Hill seconded by Lawrence Gaylard, all members present voting in favor thereof, it is FOUND, ORDERED AND DETERMINED that the boundaries of the proposed Town of Barre Water District Number 10 are as follows: SEE SCHEDULE "A" ANNEXED HERETO, and it is FOUND, ORDERED AND DETERMINED that the improvements proposed consist of the installation of approximately 23,350 linear feet of 8" water main, valves, hydrants, and appurtenances along the various roads set forth above. The proposed Water District will connect to the existing water mains in the Town of Barre Water District No. 3 near the intersection of Oak Orchard Road and Angevine Road as well as Water District No. 4 near the intersection of East Barre Road and Angevine Road.

NEW BUSINESS Con't

RESOLUTION #31 Water District #10/Order for Public Hearing, Con't

The Town of Barre receives its water from the Village of Albion. The source of the water for the Village of Albion is Lake Ontario. The cost of water charged to the Town of Barre by the Village of Albion is currently \$2.96 per 1,000 gallons. It is anticipated that the Town of Barre will charge property owners and residents of proposed Water District No. 10 the amount of \$ 5.00 per 1,000 gallons to cover the cost of purchasing water and associated operation and maintenance of the system; and an annual fee of \$ 60.00 (\$15.00 quarterly) as a reserve for painting the Town's water storage tank, and it is further FOUND, ORDERED AND DETERMINED that the method of proposed assessment within Water District Number 10 shall be on a benefit basis, except for those parcels, if any, that are exempt from assessment under the Agricultural and Markets Laws of the State of New York; and it is further FOUND, ORDERED AND DETERMINED that the total (maximum) estimated cost of constructing the proposed water district is \$ 1,101,000.00 of which \$ 601,000.00 would be derived from a United States Department of Agriculture (USDA) Rural Development Direct Grant. The approximate balance of \$500,000.00 would be financed in the form of loans from the USDA Rural Development Agency or the New York State Drinking Water Revolving Fund, or bond anticipation notes and bonds issued by the Town of Barre. Any bonds required to be issued by the Town for construction of the project would carry a 38-year repayment term at an estimated interest rate of 2.125% and it is further FOUND, ORDERED AND DETERMINED that the estimated cost to the typical property (including a typical one family home, there being no known two-family homes) within the proposed district is as follows:

- a. Estimated Debt Service per parcel of typical property (assumes \$ 601,000.00 USDA Rural Development grant) per year per parcel* \$ 508.16
- b. According to the computations of MRB Group, it is estimated that water usage would average 5,425 gallons per day for the District, and that the estimated number of non-exempt parcels within the district is 39 (EDU's). Non-exempt vacant land and land without a residence will be counted as one-half of a parcel. The average water usage per household is projected to be 60,000 gallons per year computes to 164 gallons per day per household at a cost to the typical family unit of \$0.835 per day at the current estimated usage charge of \$5.00 per 1000 gallons of water, for a total annual cost of \$300.00 per typical residential property which includes one-family households. Usage will naturally vary depending upon household size and other utilization factors. Vacant parcels will only incur the charge for debt service. The current estimated existing population in the proposed district is 83 persons, and estimated future population (assuming a 10% growth over 20 years), would be 91 persons. In addition, each benefitted parcel will be charged \$15.00 per quarter, or \$60.00 per year to cover future water storage tank painting. Total Cost to Average Residential User per year after first year: \$868.16*
- *Assumes annual amount of interest and principal for 38 parcels paying on 38-year bond at 2.125 %. In addition, hook up fees for a water meter would cost \$ 315.00, and hook up from the water main to the property is estimated at 100 linear feet times \$12.00 per linear foot: \$1,200.00, and Internal plumbing (est.) \$150.00 for a total estimated costs for the average residential user in the first year of \$ 2,533.16, and it is further FOUND, ORDERED AND DETERMINED that a public hearing shall be held by the Town to hear all persons interested in the subject of this Order and the State Environmental Quality Review (SEQR) for the proposed district project, which public hearing shall be held at 6:00 PM on August 14, 2019, at the Barre Town Hall, 14317 West Barre Road, Albion,

NEW BUSINESS Con't

RESOLUTION #31 Water District #10/Order for Public Hearing, Con't

New York, and the Town Clerk is hereby directed to cause notice of this Order and the public hearing to be published in the Batavia Daily News, the official newspaper of the Town of Barre on one (1) occasion at least ten (10) days and not more than 20 days prior to the date of said hearing, and the Town Clerk shall further cause a copy of this Order to be posted on the signboard of the Town within such time limits, all as prescribed under §193 of the Town Law of the State of New York; and it is further FOUND, ORDERED AND DETERMINED that a copy of this Order be attached to and made a part of the minutes of the Town Board of the Town of Barre.

Councilman Lynn Hill made a motion to pass the foregoing resolution, Councilman Larry Gaylard seconded. Vote 4-0, passed.

RESOLUTION #32 Budget Transfers Councilman Gaylard made a motion to authorize the following budget line transfers, seconded by Councilman Bennett. Vote 4-0, passed.

	General	Fund	
Transfer From: A1990.4 A2770	Transfer To:	Fund Contingency Miscellaneous	Amount \$2,983.00 30,797.64 33,780.64
	AA.3310.4 AA.5182.2 AA.8030.4	Traffic Control Street Lighting Research Con't	

Highway Fund				
Transfer From: DA5130.4 DA5142.1	Transfer To:	Fund Machinery Cont Snow Removal Services	Amount 1,130.00 3,543.00 4,673.00	
	DA.5142.4 DA.5148.1	Snow Removal Contr Services Other Gov't	1,130.00 3,543.00 4,673.00	

NEW BUSINESS Con't

RESOLUTION #32

Budget Transfers (Con't)

Water District #6 UNANTICIPATED REVENUE

Transfer From:Transfer To:FundAmountSW.2389Water Rents-Albion250.00

SW.8340.402 Trans & Dist.-Albion 250.00

Association of Municipalities Meeting

The monthly meeting of the Orleans County Association of Municipalities will be July 23, 2019, at the Orleans County 4H Fair. The guest speaker will be Michael Hitchcock, a representative from USDA to speak about the European Cherry Fruit Fly Program. There is a fear it could decimate the cherry crop on our area.

PUBLIC COMMENT PERIOD

Richard Cox - questions regarding the minutes on the website, he has only received the draft of the Solar Law.

Jan Grabowski - discussed the 3 elections next year, times will be 6AM to 9AM. No more primaries, early voting at the County Office Building for 9 days, 66 hours.

Iva McKenna - discussed the late notices for meetings, concerned about lack of trust regarding notifications, communication. She is asking the board to notify the community via regular mail whenever a major issue comes up.

A thank you to the Naccas for recording meetings, so Internet users have access to them.

George McKenna - The height for wind turbines in our town Zoning regulations is Max 500'. At a planning board meeting, if a proposal doesn't comply with local zoning, proposal is null and void.

PUBLIC COMMENT PERIOD Con't

Robin Nacca - she asked that the donated microphones be used for the meetings. It's hard to hear; people need access to hear all that's being said at meetings.

Kerri Richardson — she has concerns about the strings that are attached to the \$50,000.00 to the town with the Professional Fee Agreement for Reimbursement Agreement. She has asked that the town establish a Wind Ordinance committee to review personal for oversite. Of the towers up now, according to Apex in New York State 1,108 industrial towers produce 1.39% of proposed power.

Gary Palmer - We can do whatever we want with our property but, regulations have to be followed. Industrial wind towers are not effective. Cost - millions, output - minimal. Alternatives to towers, landfill gases, all green energy. Niagara Falls is running under capacity. We have a right to give our opinion on energy issue, exercise that right.

Kirk Mathes — he state that in 2008 there was a public hearing, low attendance, but people were afforded a chance to speak their minds way back then. The wind tower issue is not new now.

Executive Session

Councilman Gaylard made a motion to go into Executive Session for Highway Negotiations at 7:50pm, seconded by Councilman Bennett. Vote 4-0, passed. Out of Executive Session by 8:05pm.

Meeting Adjourned at 8:05pm

Respectfully submitted,

Adrienne Daniels, Deputy Town Clerk