

TOWN OF BRUNSWICK
REGULAR TOWN BOARD MEETING

July 09, 2026 7:00 P.M.

TOWN HALL

The following is a summary of the Town Board Meeting as recorded by the Town Clerk.

To view a recording of the full meeting, please see the YouTube link below:

[07-09-2026 Town Board Meeting](#)

Board Members Present: Supervisor Herrington, Councilman Cipperly and Councilman Balistreri, Councilman Sullivan, Councilman Christian.

Also Present: Town Attorney, Dave Gruenburg, Town Clerk, Alicia Saunders.

Supervisor Herrington called the meeting to order at: 7:05

The Pledge of Allegiance was recited.

Acknowledgements:

Supervisor Herrington began the meeting with how humbled the Town is to be able to celebrate and acknowledge 50 years of services by not only one but two of our Brunswick residents, which is an honor.

Supervisor Herrington invited Mr. Hoodack and his wife to stand in front of the panel while being recognized for their service. Councilman Cipperly read Resolution 57 which acknowledged Mr. Hoodack for his services.

Supervisor Herrington invited Mr. Curran and his wife to stand in front of the panel while being recognized for their service. Councilman Balistreri read Resolution 58 acknowledging Mr. Curran for his years of service.

Mr. Curran requested to address the board. Mr. Curran wanted to thank everybody for their efforts that they put into this for both Mr. Hoodack and himself, and for the efforts that they have made supporting the fire service for the last several decades.

Minutes of Previous Meetings:

Councilman Christian made a motion to accept the minutes of the regular Town Board meeting on June 11, 2026. Motion was seconded by Councilman Sullivan. Unanimously approved.

Reports by Elected Officials and Department Heads:

Town Clerk: Alicia Saunders

The Town Clerk's office processed, 140 fishing licenses, for a total of \$1,281, of which our share was \$72.65, 45 dog licenses for a total of \$285, and 11 EZ passes for a total of \$275, 14 Summer camp applications received to which we collected a total of \$8,950, 7 reservations made for the Community Center which brought a total of \$1,400 and 2 Pavilion reservations for \$200 collected.

The Town Clerk's office commissioned \$432.50 for Vital Statistics and \$106.87 in Bingo proceeds.

The office remitted \$15,465.82 to the Supervisors office, \$67.50 to the NYS Department of Health, \$51 to the NYS Ag & Markets, \$1,208.35 to the DEC and \$112.50 to the State Comptroller.

Motion to accept the report was made by Supervisor Herrington and seconded by Councilman Balistreri. Unanimously approved. A copy of the written report is on file in the Town Clerk's office.

Highway Superintendent: Michael Bayly

Mr. Bayly reported that one man did mowing at the ballfield for fourteen days, two men picked up bags for seven days, four men did patch work for one day, six men did brush pick up for seven days, one man did road side mowing for fourteen days, three men did banners for two days, two men did picnic tables for two days, five men did crack sealing for six days, four men did rock removal for water and gas at the new highway garage building for fifteen days and three trucks did paving in Nassau for two days which was a shared service with Rensselaer County.

Motion to accept the report was made by Councilman Sullivan and seconded by Councilman Christian. Unanimously approved. A copy of the written report is on file in the Town Clerk's office.

Water & Sewer: Bill Bradley

Mr. Bradley gave the report for June, stating they are continuing to monitor the outstanding Stormwater projects. The Quickchek project is wrapping up with a few remaining punch list items. The Sharpe Road development continues to be problematic with constant ongoing stormwater runoff problems.

Mr. Bradley stated he is continuing to work with the Town Supervisor to develop a plan for passing some of the routine stormwater tasks to a consultant.

The Water Department is currently doing water meter readings for the August billing period.

Mr. Bradley has interviewed several potential candidates for a laborer position in the Water Department and have settled on a gentleman who will start on the upcoming Monday, July 13th.

Mr. Bradley has also been working on a few Standard Operating procedures for the Water Department which will help to better define routine work tasks and shore up needed compliance items and calendar tasks required for the NYSDOH. With commitments particularly for compliance with the Cyber Security items and Lead and Copper goals.

Motion to accept the report was made by Councilman Christian and seconded by Councilman Balistreri. Unanimously approved. A copy of the written report is on file in the Town Clerk's office.

Building & Zoning Supervisor: Kevin Mainello

Mr. Mainello reported there were 119 building and property inspections, 430 active building permits, 30 permits issued and/or renewed, there were 11 meetings, 2 Planning board meetings and 1 combined with the Zoning board, 1 Zoning board meeting, there were no court cases, fire inspections or follow-up complaint, follow-up complaint inspections and follow up code call out inspections and other meetings and phone calls and letters. There were 2 code call outs or fire calls, 11 code complaints, 7 code complaints and code call out inspections or addressed, as well as vacant/abandoned properties (first time inspections) done by the Building Department, there were no vacant abandon properties identified or suspected with the Assessor's Department, 6 Planning board projects or agendas, 4 Zoning board projects or agendas. An exact number of FOIL request searches received as well as other searches were not on the report, however Kevin explained how Wendy has been bogged down with these requests.

Motion to accept the report was made by Councilman Balistreri and seconded by Councilman Christian. Unanimously approved. A copy of the written report in on file in the Town Clerk's office.

Town Historian: Tracy Broderick

Ms. Broderick gave the report for June, stating she is continuing her research on the men of Brunswick who served during the Revolutionary War and has now confirmed 67 of the 143 men identified through local records. Of those, at least 37 were Loyalists who remained loyal to the Crown and fought for the British during the War. Some familiar family names include Bonesteel, Clum, Hayner, Snyder and Wager. Researching these records is a time-consuming process, requiring each individual's military service to be verified through multiple historical sources.

Ms. Broderick stated she always tries to share an interesting historical tidbit in her report, and this month found one that may make us appreciate the summer weather a little more-even during these hot and humid days.

Over 200 years ago, in 1816, a massive volcanic eruption occurred in Indonesia. It was one of the largest eruptions in recorded history, sending enormous amounts of volcanic ash and gases high into the atmosphere. These particles blocked sunlight around the globe, causing temperatures to drop dramatically and leading to what became known as the “Year Without a Summer.” Some people even referred to it as “Eighteen Hundred and Froze to Death.” At first, 1816 seemed like a normal year. On June 5, the weather was typical for an early summer day. But by the next day, June 6, temperatures had plunged to near freezing. Snow fell in Brunswick, while areas just North of us received several inches. Throughout the summer, the warmest months of the year. By the end of July, frost had destroyed most vegetable gardens, and by August, corn and potato crops had been ruined. Repeated frosts throughout the summer, led to widespread crop failures, food shortages, and hardship across the Northeast and much of the Northern Hemisphere. The unusually cool conditions lingered into the following year, before finally returning to normal by 1818. The next time we find ourselves wishing for cooler weather in the middle of summer, it’s worth remembering the people who lived through “The Year Without a Summer”.

Motion to accept the report was made by Councilman Christian and seconded by Councilman Sullivan. Unanimously approved. A copy of the written report is on file in the Town Clerk’s office.

Recycling Coordinator: Thomas Engster

Mr. Engster was not present for the meeting.

Brunswick Community Library: Sara Hopkins

Ms. Rosbozom gave the report for the month of June. The library had 2,443 visitors, 338 reference questions, 117 Wi-Fi users averaging 17 per day, 352 study space users, 116 visitors helped with tech use and other assistance, and 14 new BRUN Patrons. There was a total of 3,412 services rendered. There were also 3,460 physical items checked out, 1,924 overdrive, 11 comics plus, 891 News Bank. The total items checked out across of the services was 6,286. There were 18 different programs. Ms. Rosbozom gave a brief overview of all of the upcoming events for the month of July.

Motion to accept the report was made by Councilman Christian and seconded by Councilman Balistreri. Unanimously approved. A copy of the written report is on file in the Town Clerk’s office.

Town of Brunswick Ambulance: Ryan French

Councilman Balistreri gave the monthly report for June. There were a total of 97 EMS calls in which 95 were the Town of Brunswick and 2 were the Town of North Greenbush. Of the 97 EMS calls, 93 arrived at the scene and 4 of the calls were canceled prior to arrival. The average response time for all 93 calls from mean dispatch to arrival was 9:04. These calls

consisted of 63 high priority calls with an average response time from mean dispatch to arrival being 8:28.

Councilman Balistreri also provided a report from January to June. There were a total of 557 EMS calls in which 529 were the Town of Brunswick, 22 were the Town of North Greenbush, 5 Hoosic Valley Rescue Squad and 1 Sand Lake Ambulance. Of the 557 EMS calls, 533 arrived at the scene and 24 of the calls were canceled prior to arrival. The average response time for all 533 calls from mean dispatch to arrival was 9:22. These calls consisted of 371 high priority calls with an average response time from mean dispatch to arrival being 8:22.

Motion to accept the report was made by Councilman Christian and seconded by Councilman Sullivan. Unanimously approved. A copy of the written report is on file in the Town Clerk's office.

RESOLUTIONS:

RESOLUTION NO. 54, 2026

RESOLUTION ADOPTING 2026 TOWN HIGHWAY PLAN

WHEREAS, there are funds allocated in the Adopted 2026 Annual Budget of the Town of Brunswick for highway repair, reconstruction, and maintenance; and

WHEREAS, the Town Highway Superintendent, in conjunction with the Supervisor, having prepared a proposed 2026 Highway Plan of the Town of Brunswick setting forth, in detail, the specific roads to be substantially reconstructed, repaired and/or resurfaced, and other highway work to be accomplished this year, as set forth in the annexed Schedule, which is made a part of this Resolution; now, therefore

BE IT RESOLVED, that, except as subsequently modified, at the discretion of the Supervisor and the Highway Superintendent, to add additional roads or portions thereof as a result of a fund balance at the completion of the Plan, or the receipt of additional funding, the Town Board does hereby approve and adopt the above-described 2026 Highway Plan of the Town of Brunswick; and be it further

RESOLVED, that the Supervisor and the Highway Superintendent be, and they hereby are, authorized and empowered to make arrangements for the performance of the work specified in the said Plan, such arrangements to be in full compliance with all applicable laws as well as the Town's Purchasing Policy.

The foregoing resolution, offered by COUNCILMAN SULLIVAN, and seconded by COUNCILMAN CHRISTIAN, was duly put to a roll call vote as follows:

COUNCILMAN CIPPERLY	VOTING <u>AYE</u>
COUNCILMAN CHRISTIAN	VOTING <u>AYE</u>
COUNCILMAN SULLIVAN	VOTING <u>AYE</u>
COUNCILMAN BALISTRERI	VOTING <u>AYE</u>
SUPERVISOR HERRINGTON	VOTING <u>AYE</u>

The foregoing Resolution was thereupon declared duly adopted.

RESOLUTION NO. 55, 2026

RESOLUTION SETTING THE SALARY FOR DEPUTY TOWN CLERK

WHEREAS, there has been a vacancy in the position of Deputy Town Clerk for a period of time; and

WHEREAS, the Town Clerk Alicia Saunders has posted requests for resumes, and has interviewed a number of prospective candidates; and

WHEREAS, the Town Clerk, pursuant to her authority under Section 30 of the New York State Town Law, has appointed Cheryl Knott as Deputy Town Clerk; and

WHEREAS, it is the duty of the Town Board to set and authorize the salary for said position;

NOW, THEREFORE, BE IT

RESOLVED, that the salary of the Deputy Town Clerk is hereby established as \$42,000 annually with her employment commencing on July 13, 2026.

The foregoing Resolution, offered by COUNCILMAN CHRISTIAN and seconded by COUNCILMAN SULLIVAN, was duly put to a roll call vote as follows:

COUNCILMAN CIPPERLY	VOTING <u>AYE</u>
COUNCILMAN CHRISTIAN	VOTING <u>AYE</u>
COUNCILMAN SULLIVAN	VOTING <u>AYE</u>
COUNCILMAN BALISTRERI	VOTING <u>AYE</u>
SUPERVISOR HERRINGTON	VOTING <u>AYE</u>

The foregoing Resolution was thereupon declared duly adopted.

RESOLUTION NO. 56, 2026

RESOLUTION AMENDING TOWN-SPONSORED AND ADMINISTERED LENGTH OF SERVICE AWARD PROGRAMS TO RAISE THE YEARS OF SERVICE FROM 40 TO 50 YEARS AND TO LOWER THE PAYOUT AGE FROM 62 TO 60

WHEREAS, the Town is the sponsor and administrator of three (3) separate and distinct Length of Service Award Programs (singularly a “LOSAP” or collectively the “LOSAPs”) on behalf of the Brunswick Fire Company No. 1, Inc., the Volunteer Fire Company of Center Brunswick, Inc., and the Mountain View Volunteer Fire Company, Inc., each adopted and administered in accordance with Article 11-A of the New York State General Municipal Law (GML) and effective January 1, 1996; and

WHEREAS, GML § 216 authorizes the Town to amend the LOSAPs; and

WHEREAS, the Town Board desires to increase the years of service from 40 to 50 years, and to lower the payout age from 62 to 60; and

WHEREAS, it is the sense of this Town Board that these changes are consistent with the intent of LOSAPs, which is to recruit, retain and reward volunteer firefighters;

NOW, THEREFORE

BE IT RESOLVED, that the Town Board of the Town of Brunswick, County of Rensselaer, as authorized by Article 11-A of the GML, approves an amendment to each of the three (3) LOSAPs sponsored by the Town, to increase the years of service from 40 to 50 years, and to lower the payout age from 62 to 60.

; and be it further

RESOLVED, that this Resolution is subject to a mandatory referendum of the qualified voters in each of the fire protection districts served by the Brunswick Fire Company No. 1, Inc. (the Brunswick Fire Company No. 1 (Sycaway) Fire Protection District), the Volunteer Fire Company of Center Brunswick, Inc. (the Center Brunswick Fire Protection District), and the Mountain View Volunteer Fire Company, Inc. (the Mountain View Fire Protection District), and said referendums shall be held on Monday August 10, 2026, between the hours of 12:00 Noon and 8:00 PM (prevailing time) at the Brunswick Town Office, located at 336 Town Office Road, in the Town of Brunswick; and be it further

RESOLVED, that the proposition placed before the qualified voters residing in the Brunswick Fire Company No. 1 (Sycaway) Fire Protection District shall read as follows:

THE TOWN BOARD OF THE TOWN OF BRUNSWICK, COUNTY OF RENSSELAER, IN A RESOLUTION ADOPTED JULY 9, 2026, APPROVED THE AMENDMENT OF THE LENGTH OF SERVICE AWARD PROGRAM ADMINISTERED BY THE TOWN AND ESTABLISHED FOR ACTIVE VOLUNTEER FIREFIGHTER MEMBERS OF THE BRUNSWICK FIRE COMPANY NO. 1, INC. TO INCREASE THE YEARS OF SERVICE FROM 40 YEARS TO 50 YEARS, AND TO LOWER THE PAYOUT AGE FROM 62 TO 60, EFFECTIVE JANUARY 1, 2027.

SHALL THE STATED RESOLUTION OF THE TOWN BOARD BE APPROVED?

; and be it further

RESOLVED, that the proposition placed before the qualified voters residing in the Center Brunswick Fire Protection District shall read as follows:

THE TOWN BOARD OF THE TOWN OF BRUNSWICK, COUNTY OF RENSSELAER, IN A RESOLUTION ADOPTED JULY 9, 2026, APPROVED THE AMENDMENT OF THE LENGTH OF SERVICE AWARD PROGRAM ADMINISTERED BY THE TOWN AND ESTABLISHED FOR ACTIVE VOLUNTEER FIREFIGHTER MEMBERS OF THE VOLUNTEER FIRE COMPANY OF CENTER BRUNSWICK, INC., TO INCREASE THE YEARS OF SERVICE FROM 40 YEARS TO 50 YEARS, AND TO LOWER THE PAYOUT AGE FROM 62 TO 60, EFFECTIVE JANUARY 1, 2027.

SHALL THE STATED RESOLUTION OF THE TOWN BOARD BE APPROVED?

; and be it further

RESOLVED, that the proposition placed before the qualified voters residing in the Mountain View Fire Protection District shall read as follows:

THE TOWN BOARD OF THE TOWN OF BRUNSWICK, COUNTY OF RENSSELAER, IN A RESOLUTION ADOPTED JULY 9, 2026,

APPROVED THE AMENDMENT OF THE LENGTH OF SERVICE AWARD PROGRAM ADMINISTERED BY THE TOWN AND ESTABLISHED FOR ACTIVE VOLUNTEER FIREFIGHTER MEMBERS OF THE MOUNTAIN VIEW VOLUNTEER FIRE COMPANY, INC., TO INCREASE THE YEARS OF SERVICE FROM 40 YEARS TO 50 YEARS, AND TO LOWER THE PAYOUT AGE FROM 62 TO 60, EFFECTIVE JANUARY 1, 2027.

SHALL THE STATED RESOLUTION OF THE TOWN BOARD BE APPROVED?

; and be it further

RESOLVED, that the LOSAPS shall continue to be administered by the Town of Brunswick, that all other provisions of the LOSAPs shall continue in full force and effect, and that the failure of one of the propositions herein set forth to be approved by the qualified voters of its fire protection district shall not impair the approval of the propositions by qualified voters in the other fire protection districts.

The foregoing Resolution offered by, **COUNCILMAN CIPPERLY** and seconded by **COUNCILMAN CHRISTIAN**, was duly put to a roll call vote as follows:

COUNCILMAN CHRISTIAN	VOTING <u>AYE</u>
COUNCILMAN SULLIVAN	VOTING <u>AYE</u>
COUNCILMAN BALISTRERI	VOTING <u>ABSTAIN</u>
COUNCILMAN CIPPERLY	VOTING <u>AYE</u>
SUPERVISOR HERRINGTON	VOTING <u>AYE</u>

The foregoing Resolution was thereupon declared duly adopted.

RESOLUTION NO. 57, 2026

RESOLUTION HONORING TIMOTHY J. HOODACK FOR 50 YEARS OF DEDICATED SERVICE TO THE RESIDENTS OF BRUNSWICK AND RENSSELAER COUNTY

WHEREAS, Timothy J. Hoodack has previously been honored by the Rensselaer County Legislature for his public safety and volunteer services; and

WHEREAS, much of that service has specifically benefited the Town of Brunswick, and should be recognized by the Town; and

WHEREAS, Timothy J. Hoodack joined the Eagle Mills Fire Department on March 1, 1976, beginning a monumental half-century journey of selflessness, bravery, and unwavering public service; and

WHEREAS, throughout his 50 years of distinguished service, Timothy J. Hoodack has demonstrated exceptional leadership within the Eagle Mills Fire Department, having commanded with distinction as 1st Assistant Chief, Captain, and Lieutenant, and having guided administrative operations as Vice President; and

WHEREAS, Tim is now a Life Member and serves as Treasurer and Director; and

WHEREAS, his dedication to operational excellence is reflected in his completion of numerous advanced training classes and his critical contributions to truck committee, ensuring his fellow firefighters were always safe and well-equipped; and

WHEREAS, he has fostered community, camaraderie, and remembrance by chairing the annual installation banquet countless times and serving as the solemn bell ringer for the County Memorial Service; and

WHEREAS, his compassion and duty knew no bounds when, following the tragedy of September 11, 2011, he participated in a community boot drive and personally traveled to New York City to deliver critical funds and supplies to first responders; and

WHEREAS, his profound expertise has left an indelible mark on Rensselaer County, where he currently serves as Senior Fire Investigator (Car 6-1) for the Rensselaer County Fire Investigation Unit and actively guides policy on the Fire Advisory Board; and

WHEREAS, he has elevated the standards of leadership across the region, serving as President, Vice President, Treasurer, and current Director of the Rensselaer County Fire Chiefs Association, while also lending his technical expertise to the Rensselaer County Radio Committee; and

WHEREAS, during a time of global crisis, Tim once again stepped forward to protect his neighbors by volunteering for many days at the regional COVID-19 vaccine clinic;

NOW, THEREFORE, BE IT

RESOLVED, that the Brunswick Town Board does hereby acknowledge and commend the outstanding efforts and service of Timothy J. Hoodack for his 50 years of dedicated service to the residents of Brunswick and Rensselaer County.

The foregoing Resolution offered by, **COUNCILMAN CIPPERLY** and seconded by **COUNCILMAN BALISTRERI**, was duly put to a roll call vote as follows:

COUNCILMAN CIPPERLY	VOTING <u>AYE</u>
COUNCILMAN CHRISTIAN	VOTING <u>AYE</u>
COUNCILMAN SULLIVAN	VOTING <u>AYE</u>
COUNCILMAN BALISTRERI	VOTING <u>AYE</u>
SUPERVISOR HERRINGTON	VOTING <u>AYE</u>

The foregoing Resolution was thereupon declared duly adopted.

RESOLUTION NO. 58, 2026

RESOLUTION HONORING JOHN A. CURRAN FOR OVER FIVE DECADES OF DEDICATED PUBLIC SAFETY AND VOLUNTEER SERVICE

WHEREAS, John A. Curran has previously been honored by the Rensselaer County Legislature for his public safety and volunteer services; and

WHEREAS, much of that service has specifically benefited the Town of Brunswick, and should be recognized by the Town; and

WHEREAS, John A. Curran joined the Eagle Mills Volunteer Fire Department on April 7, 1975, and has served with distinction to the present day, holding nearly every key leadership

role, including 1st Assistant Chief, 2nd Assistant Chief, Captain, Lieutenant, Safety Officer, Training Officer, Department President, Vice President, and Chairman of the Board of Directors; and

WHEREAS, his Departmental leadership extended to crucial community initiatives, including serving on the Town of Brunswick Public Safety Committee, chairing the Officer's Installation Banquets and the Membership Recruitment Committee, contributing to new fire truck purchase committees, and coordinating the town wide dryfire hydrant program to enhance local water access for firefighting; and

WHEREAS, his career is marked by specialized crisis deployments, including providing disaster assistance during the Saranac Lake Ice Storm in Franklin County in January 1998, and battling the Jennings Creek Forest Fire in Orange County in November 2024; and

WHEREAS, John A. Curran has achieved unparalleled expertise through rigorous training, earning certifications as a Firefighter Class II, Building Code Enforcement Officer, Certified First Responder, New York State Fire Academy Certified Fire Investigator, and completing hundreds of hours of advanced training from Federal, State, and Local authorities; and

WHEREAS, along with his volunteer fire service, John dedicated over forty years to the Rensselaer County Bureau of Emergency Services, serving in the Fire Unit from 1983 to 2019 to determine the origin and cause of fires, and leading the unit as Chief Fire Investigator from 2000 to 2017, where he supervised an eight-person team and managed annual reports and budget requests; and

WHEREAS, he went on to serve as the FIU Recordkeeping and Review Officer from 2017 to 2019, and as the Deputy Bureau Coordinator for the Bureau of Public Safety from 2019 to 2026, during which time he assisted multiple County Emergency Operations Centers through major weather emergencies and the COVID-19 pandemic; and

WHEREAS, John A. Curran continues his vital work today as the Deputy of Emergency Management for the Bureau of Public Safety, where he coordinates natural and manmade disaster logistics, counsels first responders through critical incident stress management utilizing training from the Vermont State Fire Academy, and spearheads the creation of the County Animal Response Team (CART) for large animal rescue;

NOW, THEREFORE, BE IT

RESOLVED, that the Brunswick Town Board does hereby acknowledge and commend the outstanding efforts and service of John A. Curran for his more than 50 years of dedicated service to the residents of the Town of Brunswick.

The foregoing Resolution offered by, **COUNCILMAN BALISTRERI** and seconded by **COUNCILMAN CIPPERLY**, was duly put to a roll call vote as follows:

COUNCILMAN CIPPERLY	VOTING <u>AYE</u>
COUNCILMAN CHRISTIAN	VOTING <u>AYE</u>
COUNCILMAN SULLIVAN	VOTING <u>AYE</u>
COUNCILMAN BALISTRERI	VOTING <u>AYE</u>
SUPERVISOR HERRINGTON	VOTING <u>AYE</u>

The foregoing Resolution was thereupon declared duly adopted.

OLD BUSINESS:

There was no old business discussed.

NEW BUSINESS:

There was no new business discussed.

WARRANTS:

The warrants were offered by Councilman Christian and seconded by Councilman Balistreri. Unanimously approved.

VISITORS WHO WISHED TO SPEAK:

There were no residents who wished to address the board this month.

EXECUTIVE SESSION:

Supervisor Herrington made a motion to enter into executive session to discuss possible contract for the conveyance of an easement for a piece of town land, seconded by Councilman Christian. Unanimously approved. The board entered into executive session at 7:51.

Councilman Balistreri made a motion to close executive session and resume regular session, seconded by Councilman Christian. There was no action taken during executive session,

ADJOURNMENT:

Councilman Balistreri made a motion to adjourn the meeting, seconded by Councilman Christian. Unanimously approved. The meeting adjourned at 8:21 p.m.

Respectfully,

Alicia Saunders
Town Clerk