

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MAY 27, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Chief Administrative Officer/Development Officer John Ferguson; and, Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Booth

Seconded by Councillor MacEachern

110/13

**THAT** the Agenda be approved with one addition as Item 17. to consider a motion to move into closed session to discuss two financial matters as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, and the former Item 17. ADJOURNMENT becomes 18. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Sculpture Saint John – Diana Alexander, Symposium Chair, Sculpture Saint John, presented information on the New Brunswick International Sculpture Symposium which began in 2012, with the next one scheduled between August 7 – September 20, 2014 and the goal is to create an International Sculpture Trail between New Brunswick and Maine.

If the Town is interested in participating next year, the cost would be \$15,000, with \$7,500 due early June of 2013 and the remaining \$7,500 payable in January of 2014.

Mayor Quartermain thanked Ms. Alexander for her presentation and stated that Council will discuss the matter and will advise her in the near future of its decision.

**MINUTES  
REGULAR COUNCIL  
MAY 27, 2013**

2

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Maxwell

Seconded by Councillor Harding

**111/13** **THAT** the Minutes of the Regular Council meeting held on April 22, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor MacEachern

Seconded by Councillor Booth

**112/13** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2013 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Maxwell

Seconded by Councillor Harding

**113/13** **THAT** the paid bills in the amount of \$671,694.24 (six hundred and seventy-one thousand, six hundred and ninety-four dollars and twenty-four cents) be received.

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Harding

Seconded by Councillor MacEachern

**114/13** **THAT** Communication for Information, note and file, be adopted. **CARRIED**

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Booth

Seconded by Councillor MacDonald

**115/13** **THAT** the Minutes of the Committee of Council meeting held on May 3, 2013 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 116/13 **THAT** the Minutes of the Committees meeting – Public Works; Finance and Administration; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on May 15, 2013 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Harding

Seconded by Councillor Booth

- 117/13 **THAT** the following staff reports for the month of April 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**BY-LAW NO. S-12.1 – “A BY-LAW TO AMEND BY-LAW NO. S-12, BEING A BY-LAW RESPECTING DANGEROUS OR UNSIGHTLY PREMISES” – SECOND READING – SECTION NUMBERS ONLY**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

- 118/13 **THAT** By-Law No. S-12.1 – “A By-Law to Amend By-Law No. S-12 , being a By-Law Respecting Dangerous or Unsightly Premises” – be given Second Reading – Section Numbers Only. **CARRIED**

**BY-LAW NO. S-12.1 – “A BY-LAW TO AMEND BY-LAW NO. S-12, BEING A BY-LAW RESPECTING DANGEROUS OR UNSIGHTLY PREMISES” – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 119/13 **THAT** By-Law No. S-12.1 – “A By-Law to Amend By-Law No. S-12 , being a By-Law Respecting Dangerous or Unsightly Premises” – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding

Seconded by Councillor Booth

- 120/13 **THAT** the Royal Canadian Mounted Police (RCMP) April 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

**ADVERTISEMENT – PROGRESS MAGAZINE**

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

- 121/13 **THAT** the Council of the Town of St. Stephen approves the unbudgeted expenditure in the amount of \$5,000.00 (five thousand dollars), plus HST, to Progress Magazine of Halifax, Nova Scotia for the cost associated with the future promotion of St. Stephen and neighbouring communities. **CARRIED**

**DONATION - ELECTRIC VEHICLE CHARGER**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 122/13 **THAT** the Council of the Town of St. Stephen accepts the donation of one (1) electric vehicle charger (CS-90, 90 amps, wall mounted), valued at \$2,099.00 (two thousand and ninety-nine dollars), plus HST, from Sun Country Highway in order to promote economic and environmental sustainability, with installation completed by May 31, 2013 and to be located in the vicinity of the Garcelon Civic Center.

**AND FURTHER THAT** the Council authorizes the unbudgeted installation fee of approximately \$1,000.00 (one thousand dollars), plus HST, and agrees to provide free charging to all electric vehicle owners for a period of at least one (1) year.

**CARRIED**

**FORESHORE PROPERTY**

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 123/13 **THAT** the Council of the Town of St. Stephen authorizes a survey to obtain clear delineation between the properties described in the Option to Purchase Agreement between The Town of St. Stephen and Spur Line Properties Ltd, and any administrative costs which may be involved with Foreshore Property such as legal fees, appraisal fees and, if necessary, registration fees, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on May 3, 2013. **CARRIED**

**ICE RESURFACER – THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 124/13 **THAT** the Council of the Town of St. Stephen authorizes the purchase of a Zamboni ice resurfacer for the Garcelon Civic Center from Saunders Equipment Ltd. of Fredericton, NB, in the amount of \$151,436.25 (one hundred and fifty-one thousand, four hundred and thirty-six dollars and twenty-five cents), plus HST, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on May 3, 2013.

**AND FURTHER THAT** Council authorizes the payment of the ice resurfacer from a potential Federation of Canadian Municipalities grant; otherwise authorizes payment from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund. **CARRIED**

**ENERGY MODELLING – THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 125/13 **THAT** the Council of the Town of St. Stephen authorizes an energy model on the Garcelon Civic Center by MCW Maricor of Moncton, NB, in the amount of \$10,000.00 (ten thousand dollars), plus HST, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on May 3, 2013, subject to the condition of input recommended and approved by E. A. Farren, Limited.

**AND FURTHER THAT** the Council authorizes the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund for the payment of the cost of the model. **CARRIED**

**PURCHASE OF BANQUET QUALITY TABLES AND CHAIRS – THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER**

Moved by Councillor MacDonald  
Seconded by Councillor Booth

- 126/13 **THAT** the Council of the Town of St. Stephen authorizes the purchase of banquet quality tables and chairs for the Garcelon Civic Center from a potential Federation of Canadian Municipalities grant; otherwise authorizes payment from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on May 3, 2013.

**AND FURTHER THAT** Council authorizes the Chief Administrative Officer, or his designate, to proceed with the tender process for the purchase of the banquet quality tables and chairs to be approved by Council at a later date. **CARRIED**

**LED LIGHTS – THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER**

Moved by Councillor Harding

Seconded by Councillor MacDonald

**127/13** **THAT** the Council of the Town of St. Stephen authorizes the expenditure to DORA Construction Limited of Dieppe, NB, for the installation of LED lights at the Garcelon Civic Center, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on May 3, 2013, subject to The Town of St. Stephen’s Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and subject to the Garcelon Civic Center Design-Build Contract specific to change order provisions.

**AND FURTHER THAT** Council authorizes the payment of the LED lights from a potential Federation of Canadian Municipalities grant; otherwise authorizes payment from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund. **CARRIED**

**FINANCIAL CONTRIBUTION – TEAM NEW BRUNSWICK**

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

**128/13** **THAT** the Council of the Town of St. Stephen authorizes retroactively the unbudgeted expenditure in the amount of \$250.00 (two hundred and fifty dollars) to Team New Brunswick as a contribution to the 2013 Team NB Canada Summer Games Rally and Salute being held at the University of New Brunswick campus in Fredericton on June 1 and 2, 2013. **CARRIED**

**FINANCIAL CONTRIBUTION – ATLANTIC EDUCATION INTERNATIONAL INC.**

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

**129/13** **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditures in the amount of \$200.00 (two hundred dollars) each to Cheyanne Trainor and Abby Cote, St. Stephen High School students, chosen to attend a Summer Camp in China for the month of July 2013 through the Atlantic Education International program. **CARRIED**

**FINANCIAL CONTRIBUTION – LOST FISHERMEN’S MEMORIAL ASSOCIATION**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

**130/13** **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$500.00 (five hundred dollars) to the Lost Fishermen’s Memorial Association of Lubec, Maine as a contribution to the erection of a Memorial Wall in honour of those lost at sea. **CARRIED**

**SCOTIABANK BORROWING AUTHORITY**

Moved by Councillor Booth

Seconded by Councillor MacEachern

131/13

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$310,795.00 (three hundred and ten thousand, seven hundred and ninety five dollars), to meet current expenditures of the Corporation for the year 2013. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

**THAT** the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source. **CARRIED**

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

- 132/13 **BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2013, the sum of \$1,111,394.00 (one million, one hundred and eleven thousand, three hundred and ninety four dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the said sum of \$1,111,394.00 (one million, one hundred and eleven thousand, three hundred and ninety four dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next. **CARRIED**

**REQUEST – ST. STEPHEN HORSESHOE PITCHERS CLUB**

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 133/13 **THAT** the Council of the Town of St. Stephen, to assist with the bid process, agrees in principle with the authorization of a future grant to the St. Stephen Horseshoe Pitchers Club to meet their needs to cover the cost for rental space at the Garcelon Civic Center should they be successful with their bid to host the Canadian Horseshoe Pitching Championships in July of 2015.

**AND FURTHER THAT** the grant application will meet the requirements set out in the proposed Garcelon Civic Center Events and Promotions Grant Policy which will be drafted by the Chief Administrative Officer and reviewed at a future Finance and Administration Committee meeting prior to Council approval. **CARRIED**

**PROPOSED GARCELON CIVIC CENTER EVENTS AND PROMOTIONS GRANT POLICY**

Moved by Councillor MacDonald  
Seconded by Councillor MacEachern

- 134/13 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to draft a policy which deals with financial requests from individuals, groups and organizations, who plan to use the Garcelon Civic Center, and applicants will be reviewed on a case-by-case basis and in a fair and consistent manner with careful consideration given to the budgetary process, and such policy will be reviewed at a future Finance and Administration Committee meeting prior to Council approval.

**CARRIED**

**STAFF APPRECIATION BARBECUE**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 135/13 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure up to a maximum of \$500.00 (five hundred dollars) for the purchase of necessary supplies in order to hold a staff appreciation barbecue of hot dogs and hamburgers on Friday, June 21, 2013 from 12 noon – 2:00 p.m. at the home of Councillor Debbie MacDonald. **CARRIED**

**VOLUNTEER FIREFIGHTER POSITION**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding

- 136/13 **THAT** the Fire Chief's recommendation to recruit William Euloth as a volunteer firefighter subject to successful completion of the appropriate testing during a six month probationary period be accepted. **CARRIED**

**SIGNAGE – INTERSECTION OF KING/QUEEN STREETS (TIM HORTONS)**

Moved by Deputy Mayor Ames  
Seconded by Councillor Maxwell

- 137/13 **THAT** the Council of the Town of St. Stephen authorizes the erection of three (3) signs approved by the Department of Transportation and Infrastructure to assist with the traffic congestion at the intersection of King and Queen Streets, near Tim Hortons, as follows:

- One (1) sign with an arrow pointing north at the eastern intersection of Queen Street East and King Street on King Street;
- One (1) sign at the curb near the turn into Tim Hortons on King Street with an arrow pointing south; and,
- One (1) sign on the island between the other two (2) signs pointing north and south on King Street. **CARRIED**

**PEDDLER'S LICENSE – SETH WOODSIDE**

Moved by Councillor Booth  
Seconded by Councillor MacEachern

- 138/13 **THAT** the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Seth Woodside which will expire on the 31<sup>st</sup> day of December, 2013, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers". **CARRIED**

**OUT-OF-PROVINCE TRAVEL: ASSISTANT DIRECTOR, PARKS, RECREATION AND PROPERTY MANAGEMENT**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 139/13 **THAT** the Council of the Town of St. Stephen retroactively approves the attendance of the Assistant Director, Parks, Recreation and Property Management, at a National Board of Directors meeting of the Lifesaving Society in Prince Edward Island on May 24 – 26, 2013, with all expenses paid by the Lifesaving Society. **CARRIED**

**REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD**

Moved by Deputy Mayor Ames  
Seconded by Councillor MacEachern

- 140/13 **THAT** Mary Hill be reappointed to the Board of Trustees of the St. Croix Public Library for a two (2) year term effective June 1, 2013 and expiring May 31, 2015. **CARRIED**

**TOWN REPRESENTATIVE – CHARLOTTE COUNTY ALTERNATIVE TRANSPORTATION ASSOCIATION BOARD**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

- 141/13 **THAT** the Council of the Town of St. Stephen authorizes that Deputy Mayor John Ames be the Town's representative to be put forward to the nomination committee for election as a director on the board of the Charlotte County Alternative Transportation Association. **CARRIED**

**VACATION CREDIT PAYOUT**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

- 142/13 **THAT** the Council of the Town of St. Stephen approves the payout of the 2012 non-union vacation credit of 15 (fifteen) days for employee # E26. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor MacEachern voting against the motion.

**GIDDENS MEMORIAL AIRPORT COMMITTEE (GMAC)**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

143/13 **THAT** the Council of the Town of St. Stephen authorizes the establishment of an airport committee with the following members as Town representatives:

- Mayor John Quartermain
- Deputy Mayor John Ames
- Councillor Marg Harding
- Chief Administrative Officer John Ferguson

**AND FURTHER THAT** other members from the greater community will be invited to join GMAC. **CARRIED**

**APPROVAL OF EVENT - LOVE ST. STEPHEN**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

144/13 **THAT** the Council of the Town of St. Stephen approves the request from the various churches in St. Stephen to host their "Love St. Stephen" event which will be comprised of barbecues, car washes, and a kid's carnival, all provided free to the public on Saturday, July 20, 2013, between 10:00 a.m. – 2:00 p.m., with a rain date of Saturday, July 27, 2013, at locations between the Charlotte Mall and the David Alison Ganong Chocolate Park, along with the use of the Town Square for church groups to provide music from 6:00 p.m. – 8:00 p.m. on the same day. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Ames**

- Attended International Festival Committee meetings.
- Attended a Hospice of Charlotte dinner.
- Attended a soccer meeting.
- Attended a meeting with officials from Progress Magazine.
- Attended Civic Center meetings.

**Councillor Booth**

- Stated he is very busy with his greenhouse.

Councillor MacDonald

- Attended Communities in Bloom meetings.
- Attended Civic Center meetings.

Councillor Maxwell

- Attended various Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Brought greetings from the Town at two birthday parties.
- Will be attending the St. Stephen High School Awards Banquet and presenting the Tom Eagan Sports Scholarship.

Mayor Quartermain

- Stated that a decision will need to be made on who attends the New Brunswick Sports Hall of Fame induction ceremony in Dalhousie on June 8, 2013.

Councillor Harding

- Attended various Town meetings.

Councillor MacEachern

- Attended a Union of Municipalities of New Brunswick (UMNB) Zone 4 meeting.
- Attended a Service Commission Region 10 meeting in Bayside on a proposed Community Policing Committee.
- Attended an Arena Board meeting.
- Will attend the Chamber of Commerce After Hours event at Humphreys' Funeral Home hosted by Fundy Transition House.
- Attended various Town meetings.

Mayor Quartermain

- Attended various meetings.
- Attended at the SSHS to hear a great motivational speaker, "Retro Bill", from Southern California.

16. QUESTION PERIOD

Bob Lindsay, Town resident, congratulated the Mayor and Council on their first year as elected officials.

Jessie Smith, reporter with *The Tide* radio, asked when it would be announced if the Town would be participating in the Sculpture Symposium, and the Mayor advised by June 1, 2013.

Kathy Bockus, reporter with the *Saint Croix Courier*, asked for particulars with respect to the advertisement with *Progress Magazine* and the Mayor advised it would be a one page ad, and the CAO stated it would be published in three or four months' time.

Mrs. Bockus also questioned the reason for forming an Airport Committee and asked if the Town would be expanding its runway, and the Mayor stated the Committee will be reviewing the possibility of an expansion.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Harding

Seconded by Councillor MacDonald

145/13 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss two financial matters as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**


18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor MacEachern

146/13 **THAT** the meeting adjourn at 8:55 p.m. **CARRIED**

  
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Mayor

  
\_\_\_\_\_  
Town Clerk