

**Minutes of Town of Hampstead**

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF HAMPSTEAD HELD ON MARCH 6<sup>TH</sup>, 2017, AT THE COMMUNITY CENTER, 30 LYNCROFT ROAD, AT 8:00 P.M.**

**THOSE PRESENT WERE:** Mayor William Steinberg, Councillors Karen Zajdman, Jack Edery, Michael Goldwax, Warren Budning and Harvey Shaffer, forming a quorum with Mayor Steinberg presiding.

**ABSENT :** Councillor Leon Elfassy.

**ALSO PRESENT:** Mr. Richard Sun, Director General and Me Pierre Tapp, Town Clerk, acting as Secretary of the meeting.

**OPENING OF MEETING**

The Mayor called the meeting to order at 8:05 p.m.

**PUBLIC QUESTION PERIOD**

The Mayor invited those persons in attendance to ask their questions.

- No question was asked.

2017-035

**ADOPTION OF THE AGENDA**

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the agenda of the regular meeting is hereby adopted as submitted.

Adopted

2017-036

**ADOPTION OF THE MINUTES**

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the Minutes of the Regular Council meeting of February 6<sup>th</sup>, 2017 are hereby approved as submitted.

Adopted

2017-037

**ADOPTION OF BY-LAW NO. 799-2 MODIFYING BY-LAW NO. 799 REGARDING THE ADOPTION OF A CODE OF ETHICS AND CONDUCT FOR THE MUNICIPAL EMPLOYEES OF THE TOWN OF HAMPSTEAD**

WHEREAS the Members of Council have received a copy of By-law no. 799-2 modifying By-law no. 799 regarding the adoption of a code of ethics and conduct for the municipal employees of the Town of Hampstead, and declare to have read it;

On motion of Councillor Michael Goldwax, seconded by Councillor Warren Budning, it is UNANIMOUSLY RESOLVED:

- TO approve By-law no. 799-2 modifying By-law no. 799 regarding the adoption of a code of ethics and conduct for the municipal employees of the Town of Hampstead.

Adopted

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2017-038

**DEPOSIT OF THE MINUTES OF THE PAC MEETING HELD ON  
FEBRUARY 13<sup>TH</sup>, 2017**

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Each member of the Council having received a copy, the Town Clerk deposits the minutes of the Planning Advisory Committee meeting held on February 13<sup>th</sup>, 2017.

The Council takes note of the deposit of the said minutes by the Town Clerk.

2017-039

**REQUEST TO AUTHORIZE MINOR EXEMPTIONS IN ACCORDANCE WITH ZONING BY-LAW NO. 1001-2 TO ALLOW MODIFICATIONS TO THE STRIP OF VEGETATION BETWEEN THE DRIVEWAY AND WALKWAY AND TO THE WALKWAY'S WIDTH FOR A DETACHED SINGLE FAMILY DWELLING LOCATED AT **75 HAMPSTEAD ROAD**, LOT NO. 2 090 384, ZONE RA-2, (ZONING BY-LAW NO. 1001-2) AND (BY-LAW CONCERNING MINOR EXEMPTIONS NO. 18 G-0005)**

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WHEREAS the members of Council have reviewed the request for minor exemptions to Zoning By-law no. 1001-2, Section 116 par. 3, to allow the strip of vegetation between the driveway and walkway at 0.3m (1 foot) instead of 1m (3.28 feet) and to Section 118 par. 2, to allow the walkway's width at 2,13m (7 feet) instead of 1,52m (5 feet);

WHEREAS THE Planning Advisory Committee, at its meeting held on January 23<sup>rd</sup>, 2017, recommended to approve the aforementioned request for minor exemptions;

On motion of Councillor Warren Budning, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the request for the minor exemptions for the property located at **75 Hampstead Road**, lot no. : 2 090 384, Zone RA-2 is approved.

**Intervention of interested persons concerning the request for Minor Exemption for project located at 75 Hampstead Road.**

*No intervention.*

Adopted

2017-040

**REQUEST TO AUTHORIZE MODIFICATIONS TO FACADES FOR A DETACHED SINGLE FAMILY DWELLING LOCATED AT **75 HAMPSTEAD ROAD**, LOT NO. 2 090 384, ZONE RA-2 (ZONING BY-LAW NO. 1001-2) AND (SPAIP BY-LAW NO. 775)**

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On motion of Councillor Warren Budning, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the modifications to facades for a single family dwelling located at **75 Hampstead Road** and submitted to the Planning Advisory Committee meeting on February 13<sup>th</sup>, 2017 are conditionally approved. The modifications meet the prescribed standards of the Zoning By-law no. 1001-2 and of the Site Planning and Architectural Integration Program By-law no. 775 and as recommended by the PAC provided that:
  - The architect must provide an example of a building with dyed brick that has been through at least 2 winters;
  - The original proposition presented at PAC of January 23<sup>rd</sup> 2017 is the one built.

Adopted

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2017-041

**REQUEST TO AUTHORIZE MODIFICATIONS TO FACADES FOR A DETACHED SINGLE FAMILY DWELLING LOCATED AT 173 HARLAND ROAD, LOT NO. 2 089 041, ZONE RA-2 (ZONING BY-LAW NO. 1001-2) AND (SPAIP BY-LAW NO. 775)**

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On motion of Councillor Warren Budning, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the modifications to facades for a single family dwelling located at **173 Harland Road** and submitted to the Planning Advisory Committee meeting on February 13<sup>th</sup>, 2017 are conditionally approved. The modifications partially meet the prescribed standards of the Zoning By-law no. 1001-2 and of the Site Planning and Architectural Integration Program By-law no. 775 and as recommended by the PAC provided that:
  - The number of materials must be reduced from 4 to 3;
  - The materials must have less variety in texture.

Adopted

2017-042

**REQUEST TO AUTHORIZE AN ADDITION FOR A SEMI-DETACHED SINGLE FAMILY DWELLING LOCATED AT 6216 MACDONALD AVENUE, LOT NO. 2 088 519, ZONE RB-6 (ZONING BY-LAW NO. 1001-2) AND (SPAIP BY-LAW NO. 775)**

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On motion of Councillor Warren Budning, seconded by Councillor Michael Goldwax, it is UNANIMOUSLY RESOLVED:

- THAT the addition for a semi-detached family dwelling located at **6216 MacDonald Avenue** and submitted to the Planning Advisory Committee meeting on February 13<sup>th</sup>, 2017 is approved as recommended by the PAC. The addition meets the prescribed standards of the Zoning By-law no. 1001-2 and of the Site Planning and Architectural Integration Program By-law no. 775.

Adopted

2017-043

**APPROVAL OF THE DISBURSEMENTS FOR THE MONTH OF FEBRUARY 2017**

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WHEREAS Council reviewed the list of payments for the month of February 2017;

On motion of Councillor Jack Edery, seconded by Councillor Karen Zajdman, it is UNANIMOUSLY RESOLVED:

- THAT the disbursements for the period from January 19<sup>th</sup>, 2017 to February 15<sup>th</sup>, 2017, in the total amount of \$1 398 896.82 are hereby approved (\$559 021.91 for cheques and \$839 874.91 for online payments).

Adopted

2017-044

**RESOLUTION OF CONCORDANCE AND SHORT MATURITY DATE -LOAN BY MEANS OF NOTES IN THE AMOUNT OF \$1,576,000**

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WHEREAS in compliance with the following borrowing By-Laws and for the amounts indicated relative to each; the Town of Hampstead intends to borrow, by means of notes, an amount of \$1,576,000;

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<b>By-Law No</b>	<b>Amount \$</b>
753	875,500
754	700,500

WHEREAS for the purposes of said issue, it is necessary to modify the borrowing By-laws pursuant to which these notes are issued;

On motion of Councillor Jack Edery, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the preamble of the present resolution becomes an integral part of the resolution as if it was herewith reproduced in its entirety;
- THAT a loan by means of notes in the amount of \$1,576,000 under borrowing By-law numbers 753 and 754 is realized;
- THAT the notes will be signed by the Mayor and the Treasurer;
- THAT the notes will be dated April 12<sup>th</sup>, 2017;
- THAT the interest on the notes will be payable semi-annually;
- THAT the capital of the notes will be reimbursed as follows:

<b>2018</b>	<b>140 000 \$</b>
<b>2019</b>	<b>143 700 \$</b>
<b>2020</b>	<b>147 400 \$</b>
<b>2021</b>	<b>151 200 \$</b>
<b>2022</b>	<b>155 200 \$ (paid in 2022)</b>
<b>2022</b>	<b>838 500 \$ (to be renewed)</b>

- THAT in order to realize this loan, the Municipality must issue notes for a term shorter than the term provided for in the loan By-law, that is for a term of **five (5) years** (as of April 12<sup>th</sup>, 2017). As concerns the annual amortization of capital provided for the years 2023 and following, instead of the term prescribed for the annual capital amortization per By-law numbers 753 and 754, each subsequent loan must be for the balance or part of the balance owing of the loan.

Adopted

2017-045

**RENEWAL OF CONTRACT – MAINTENANCE AND REPAIR OF STREET LIGHTS AND ELECTRICAL INSTALLATIONS**

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WHEREAS there has been a public call for tenders, for a two year contract for the maintenance and repair of street lights and electrical installations, with in addition two renewal options of one year each;

WHEREAS, after analyzing the tenders opened on March 26<sup>th</sup> 2014, the lowest bidder conforming to the requirements of the tender invitation was Installume Inc.;

WHEREAS resolution number 2014-098, adopted by the Council in April, 2014, authorized granting the contract to the lowest bidder conforming to the requirements, Installume Inc., for the period from May 1<sup>st</sup>, 2014 to April 30, 2016;

WHEREAS resolution number 2016-053, adopted by the Council in March 2016, authorized granting the first renewal option to Installume Inc., for the period from May 1<sup>st</sup>, 2016 to April 30, 2017;

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On motion of Councillor Michael Goldwax, seconded by Councillor Warren Budning, it is UNANIMOUSLY RESOLVED:

- THAT the contract with Installume Inc., for the maintenance and repair of street lights and electrical installations, be renewed for the period from May 1<sup>st</sup>, 2017 to April 30, 2018, at the cost outlined below

- One electrician (regular hour): \$ 58.04 / hour
- One electrician & one apprentice (regular hour) \$ 89.13 / hour
- One electrician (evenings) \$ 58.04 / hour
- One electrician & one apprentice (evenings) \$ 89.13 / hour
- One electrician (nights-weekends) \$ 72.55 / hour
- One electrician & one apprentice (nights – weekends) \$ 98.47 / hour
- Fee for the usage of a cherry picker: \$ 15.55 / hour

- THAT, according to the frequency and quantities of work done during the past years, the estimate expenditure will be \$ 46 000.00 taxes included.

Treasurer’s certificate N<sup>o</sup> 17-05, dated February 9, 2017 has been issued by the Town’s Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2017-046

**RENEWAL OF CONTRACT – TRIMMING / CUTTING OF TREES**

WHEREAS there has been a public call for tenders, for a two year contract for the trimming/cutting of trees, with in addition two renewal options of one year each;

WHEREAS, after analyzing the tenders opened on February 26<sup>th</sup> 2014, the lowest bidder conforming to the requirements of the tender invitation was Groupe DRM Inc (9043-2089 Québec);

WHEREAS resolution number 2014-073, adopted by the Council in March, 2014, authorized granting the contract to the lowest bidder conforming to the requirements, Groupe DRM Inc. (9043-2089 Québec), for the period from April 1<sup>st</sup>, 2014 to March 31, 2016;

WHEREAS resolution number 2016-052, adopted by the Council in March 2016, authorized granting the first renewal option to Groupe DRM Inc., for the period from April 1<sup>st</sup>, 2016 to March 31, 2017;

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the contract with Groupe DRM Inc. (9043-2089 Québec), for the trimming/cutting of threes, be renewed for the second optional renewal, for the period from April 1<sup>st</sup>, 2017 to March 31, 2018, at the cost outlined below:

- Day time rates:
 

Trimming of big trees:	\$ 101.57/hr
Trimming of small trees:	\$ 95.35/hr
Cutting of trees	\$ 127.48/hr
- Weekdays
 

Trimming of big trees:	\$ 101.57/hr
Trimming of small trees:	\$ 95.35/hr
Cutting of trees	\$ 127.48/hr
- Nights & weekends rate
 

Trimming of big trees:	\$ 101.57/hr
Trimming of small trees:	\$ 95.35/hr
Cutting of trees	\$ 127.48/hr

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- THAT, according to the frequency and quantities of work done during the two-year fixed term contract, the estimate expenditure will be \$ 62,000.00 taxes included.

Treasurer’s certificate N° 17-04, dated February 10, 2017 has been issued by the Town’s Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2017-047

**GRANTING OF CONTRACT – SUPPLY OF ASPHALT FOR YEAR 2017**

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WHEREAS there has been a call for tenders by way of written invitation for the supply of asphalt for year 2017;

WHEREAS, after analysing the tenders opened on February 10, 2017, the lowest bidder conforming to the requirements of the tender invitation is Construction DJL inc;

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT, the contract for supply of asphalt for year 2017 be and is hereby approved, the whole as more amply delineated hereunder;

THAT, according to the frequency of orders placed during previous years and the projected needs for 2017, the estimated amount of expenditure is \$ 14 000 plus applicable taxes.

**CONSTRUCTION DJL INC.**

Asphalt EB-5 (approx. 25 metric tons)	\$ 70.00 / mt
Asphalt CH-10 (approx. 150 metric tons)	\$ 63.00 / mt
Asphalt EB-10 (approx. 25 metric tons)	\$ 63.00 / mt
Asphalt EB-10S (approx. 10 metric tons)	\$ 63.00 / mt
Asphalt EB-14 (approx. 10 metric tons)	\$ 63.84 / mt
G.S.T. 5%	Extra
Q.S.T. 9.975%	Extra

THAT, treasurer’s certificate 17-06, dated February 13, 2017, has been issued by the Town’s Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2017-048

**GRANTING OF CONTRACT – CLEANING OF CATCHBASINS**

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WHEREAS there has been a call for tenders by way of written invitation, for a tree year contract for the cleaning of catchbasins for years of 2017, 2018 and 2019, including a clause for two one-year renewal options for years 2020 and 2021;

WHEREAS, after analysing the tenders opened on February 17, 2017, the lowest bidder conforming to the requirements of the tender invitation is Kelly Sani-Vac Inc;

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT, the three year contract for the cleaning of catchbasins for years 2017, 2018 and 2019 be and is hereby approved the whole as more amply delineated hereunder;

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KELLY SANI-VAC INC.**

Cleaning of catchbasins for year 2017 for the amount of \$ 13 136.85 plus taxes;

THAT, for years 2018 and 2019, price paid the year before will be adjusted as per the Consumers price index;

Treasurer's certificate N° 17-08, dated February 20, 2017 has been issued by the Town's Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2017-049

**GRANTING OF CONTRACT FOR MAINTENANCE OF POOLS**

WHEREAS there has been a call for tenders by way of written invitation, for the maintenance of pools for 2017;

WHEREAS, after analysing the tenders opened on February 17, 2017, the lowest bidder conforming to the requirements of the tender invitation is LCS (2895102 Canada Inc.);

On motion of Councillor Warren Budning, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

THAT, the contract for the maintenance of pools for 2017 be and is hereby approved, the whole as more amply delineated hereunder:

**2895102 CANADA INC (LCS)**

• Painting of pools	\$ 7 670.00
• Opening of pools	\$ 4 110.00
• Technical supports (price per visit)	\$ 55.00 / visit
• Hourly rate for a technician for repairs	\$ 80.00 / hr
• Hourly rate for a second employee for repairs	\$ 45.00 / hr
• Hourly rate for consultation service	\$ 80.00 / hr
• Liquid chlorine (20 liters)	\$ 13.75 / each
• Trans filling service per bottle of chlorine	\$ 2.50 / each
• Closing of pools	\$ 2 870.00

- THAT, according to the frequency and amount of work done over the past years, the estimate expenditure is assessed at \$ 31 000.00 plus applicable taxes;

Treasurer's certificate N° 17-07, dated February 20, 2017 has been issued by the Town's Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2017-050

**GRANTING OF CONTRACT – PROFESSIONAL SERVICES FOR PLANS, SPECIFICATIONS AND SURVEILLANCE FOR ROADS, SIDEWALKS AND LIGHTNING INFRASTRUCTURES REPAIRS**

WHEREAS there has been a public tender for professional services for plans, specifications and surveillance for roads, sidewalks and lightning infrastructures repair;

WHEREAS, after analysing the offer of services received and the application of the formula to determine the pointing of each bidder, the highest bidder's note conforming to the requirements of the tender is the one obtained by Equiluqs Inc.;

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On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT, the supply of professional services for plans, specifications and surveillance for roads, sidewalks and lightning infrastructures repair be granted to Equiluqs Inc. for the amount of \$25,007.06 taxes included.

Treasurer's certificate 17-09, dated February 24, 2017, has been issued by the Town's Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2017-051

**MANDATES TO THE CITY OF MONTREAL TO CARRY OUT GROUPS CALL FOR TENDERS FOR THE SUPPLY OF ROAD SALT AND THE 90/10 ABRASIVE MIXTURE IN BULK**

WHEREAS the City of Montreal, has offered to orchestrate groups call for tenders, on behalf of participating municipalities, for the supply of road salt and the 90/10 abrasive mixture in bulk from September 15, 2017 to April 30, 2018;

WHEREAS the Director of Material Resources and Information Technologies will act as representative of the Town of Hampstead in this regard;

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the Council authorizes the Town of Hampstead's participation in groups call for tenders for the granting of s contracts for the supply of road salt and the 90/10 abrasive mixture in bulk;
- THAT the Town of Hampstead delegates the City of Montreal to prepare the specifications and other tender documents; to proceed with the calls for tenders; to receive and to analyze the submissions; and to report the results to the participating municipalities;
- THAT the Town of Hampstead delegates the City of Montreal, to adjudicate the proposed contracts.

Adopted

2017-052

**GRANTING OF CONTRACT – PROFESSIONAL SERVICES FOR PLANS, SPECIFICATIONS AND SURVEILLANCE FOR SIDEWALKS RECONSTRUCTION**

WHEREAS there has been a tender by way of written invitations for professional services for plans, specifications and surveillance for sidewalks reconstruction;

WHEREAS, after analysing the offer of services received and the application of the formula to determine the pointing of each bidder, the highest bidder's note conforming to the requirements of the tender is the one obtained Equiluqs Inc.;

On motion of Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

THAT, the supply of professional services for plans, specifications and surveillance, for sidewalks reconstruction, be granted to Equiluqs Inc. for the amount of 16 757.60 taxes included.

Adopted



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2017-053

### **GRANTING OF CONTRACT – PROFESSIONAL SERVICES FOR PLANS, SPECIFICATIONS AND SURVEILLANCE FOR SEWERS REHABILITATION**

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WHEREAS there has been a public tender for professional services for plans, specifications and surveillance for sewers rehabilitation;

WHEREAS, after analysing the offer of services received and the application of the formula to determine the pointing of each bidder, the highest bidder's note conforming to the requirements of the tender is the one obtained by MLC Associates Inc.;

On motion of Councillor Harvey Shaffer, seconded by Councillor Michael Goldwax, it is UNANIMOUSLY RESOLVED:

THAT, the supply of professional services for plans, specifications and surveillance for sewers rehabilitation be granted to MLC Associates Inc. for the amount of \$17,016.30 taxes included.

Adopted

2017-054

### **APPROVAL OF THE LIST OF WHITE COLLAR STUDENT EMPLOYEES FOR THE COMMUNITY SERVICES AND RECREATION DEPARTMENT**

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CONSIDERING THAT Council members reviewed the list of the Director of Community Services and Recreation, submitted March 6<sup>th</sup>, 2017, on the hiring of white collar student employees,

It was proposed by Councillor Karen Zajdman, seconded by Councillor Warren Budning, and UNANIMOUSLY RESOLVED:

- THAT the Town Council approves the hiring of white collar student employees as detailed on the list from the Community Services and Recreation Department. The hiring is subject to the usual conditions and in accordance with the provisions of the collective agreement between CUPE Local 429 and the Town of Hampstead.

*Councillor Michael Goldwax abstained from participating in the discussions and from voting or attempting to influence the vote considering that two close relatives of his (daughter and son) are part of the list of white collar student employees for Community Services Department.*

Adopted

2017-055

### **APPROVAL OF THE LIST OF BLUE COLLAR STUDENT EMPLOYEES FOR THE COMMUNITY SERVICES AND RECREATION DEPARTMENT**

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CONSIDERING THAT Council members reviewed the list of the Director of Community Services and Recreation, submitted March 6<sup>th</sup>, 2017, on the hiring of blue collar student employees,

It was proposed by Councillor Warren Budning, seconded by Councillor Karen Zajdman, and UNANIMOUSLY RESOLVED:

- THAT the Town Council approves the hiring of blue collar student employees as detailed on the list from the Community Services and Recreation Department. The hiring is subject to the usual conditions and in accordance with the provisions of the collective agreement between SCFP-301 and the Town of Hampstead.

Adopted

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2017-056

**RENEWAL OF GROUP INSURANCE CONTRACT FOR THE YEAR 2017-2018**

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WHEREAS the Town of Hampstead confirmed its membership to the “Regroupement des municipalités de l’agglomération de Montréal” (Regroupement) in order to acquire the services of group insurance for its employees and to the contract which was awarded to SSQ Financial Group following a public call for tenders;

WHEREAS the contract awarded is for a maximum duration of five (5) years, beginning on 1 April 2014;

WHEREAS this is the fourth year of a maximum five (5) year contract with the insurer;

WHEREAS “Groupe Mallette Actulaires Inc.” recommends acceptance of the rates proposed by the insurer (SSQ Groupe Financier), for the period of April 1st, 2017 to March 31, 2018;

It was proposed by Councillor Jack Edery, seconded by Councillor Karen Zajdman, and UNANIMOUSLY RESOLVED:

- THAT the conditions for renewal of the group insurance contract proposed by the insurer (SSQ Groupe Financier), for the period of April 1st, 2017 to March 31, 2018, for an amount not exceeding \$210,283 including taxes, are approved by the Town Council;
- THAT the Director General is authorized to sign, on behalf of the Town of Hampstead, any and all documents required for the above purposes; and
- THAT Treasurer’s certificate no 17-10, dated February 27th, 2017 has been issued by the Treasurer, attesting to the availability of the funds to cover the described expenses.

Adopted

**SECOND QUESTION PERIOD**

The Mayor invited those persons in attendance to ask their questions.

- No question was asked.

2017-057

**ADJOURNMENT**

All the subjects of the Agenda having been discussed, it was proposed by Councillor Michael Goldwax, seconded by Councillor Warren Budning and unanimously resolved to declare that the meeting be closed at 8:51 p.m.

Adopted

(s) William Steinberg  
Dr. William Steinberg, Mayor

(s) Pierre Tapp  
Me Pierre Tapp, Town Clerk