

**TOWN OF OCEAN BREEZE TOWN COUNCIL  
TENTATIVE BUDGET AND  
PROPOSED MILLAGE RATE HEARING  
AGENDA**

**Wednesday, September 11, 2024 – 6:00 p.m.**  
Ocean Breeze Resort Clubhouse, Pineapple Bay Room  
700 NE Seabreeze Way, Ocean Breeze, FL

***PLEASE TURN OFF CELL PHONES –  
SPEAK DIRECTLY INTO MICROPHONE***

**1. Call to Order**

- Pledge of Allegiance
- Roll Call

**2. Proposed Millage for Fiscal Year 2024/2025 – Holly Vath,  
Town Financial Consultant**

- a. Percentage decrease/increase in millage over the rolled-back rate
- b. Comments from the public
- c. Comments from the Council
- d. Resolution No. 350-2024 to adopt the tentative millage rate  
(Motion, second, public comment, comments from the Council, Roll-Call Vote)

**3. Proposed Budget for Fiscal Year 2024/2025 – Holly Vath,  
Town Financial Consultant**

- a. Overview of Budget
- b. Comments from the Public
- c. Comments from the Council
- d. Resolution No. 351-2024 to adopt the tentative budget  
(Motion, second, public comment, comments from the Council, Roll-Call Vote)

**4. Announcements – All meetings, including all **Budget meetings**, will be held at the Ocean  
Breeze Resort Clubhouse, Pineapple Bay Room, 700 NE Seabreeze Way, Ocean Breeze, FL**

- **Wednesday, September 25, 2024: 6:00 pm – Public Hearing and Adoption of Final  
Millage Rate and Budget for FY 2024/2025**
- Monday, October 14, 2024: 6:00 pm Regular Town Council Meeting
- ~~Monday, November 11, 2024: 10:30 am Veteran's Day Holiday (Town Office closed)~~
- **Tuesday, November 12, 2024: 10:30 am**
- Monday, December 9, 2024: Regular Town Council Meeting 10:30 am

**5. Adjourn –**

(Motion, second, All-in-Favor)

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# Memorandum

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**TO: MAYOR AND TOWN COUNCIL**

**FROM: HOLLY VATH, FINANCIAL CONSULTANT**

**SUBJECT: 2025 PROPOSED BUDGET**

**DATE: SEPTEMBER 11, 2024**

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## 2024 Budget Analysis

The estimated actual for the 2024 budget is currently trending below budget. Additional expenses related to PUD's have significantly increased Public Safety expenses. Savings in General Government and continued interest earnings allow for utilizing less reserves than budgeted for the current fiscal year. The adopted budget anticipated utilizing \$105,267 of reserves, we anticipate utilizing approximately \$25,000 less.

## 2025 Proposed Budget

The proposed budget was prepared based on normal operations. Additional funding for PUD closeout will require adjustments to the budget in fiscal year 2025 as decisions are made related to closeout activities. The closeout process continues to bring fiscal uncertainty to the Town.

With the completion of Seawalk, the taxable value increased by 7.4% for a total taxable value of \$90.3 million. Seawalk residential properties contribute \$56.4 million of the taxable value. The average taxable value of a home in Seawalk is \$437,170 for non-homestead properties and \$312,540 for homestead properties. 94 homes have a homestead exemption.

## **Personnel**

The 2024 adopted budget anticipated two part-time staff and a contracted permit processing. The 2025 budget eliminates the second part-time position and moves some of that funding to Special Projects. The permit processing contractor will periodically fill in as needed in the office. The hourly rate for office work will be less than the permit processing rate.

## **Gas Tax Reserves**

There are several projects being considered to utilize the gas tax revenue and gas tax reserve fund. The Town is responsible for updating the pedestrian crosswalks on Indian River Drive and the Town continues to discuss a privacy wall to shield some of the noise generated by the train tracks. West End Blvd is also being discussed.

## **Reserves**

The Town will continue to utilize reserves to fund normal operations. Based on the 2025 budget, in order to have sufficient cash flow for operations, the town needs to maintain unrestricted reserves at approximately \$80,000. This amount will provide cash for the first three months of the fiscal year. Three months is the minimum level needed. Property tax revenue is remitted in late November or early December each year.

With the additional state shared revenue, the proposed budget would utilize \$73,993 of general fund reserves while gas tax reserves would increase by \$39,900.

The most significant changes in the proposed 2025 budget are as follows:

- Recommend minimum reserve level of 25% of budget
- Reduce staff to one part-time employee
- Expected 13% increase in insurance
- Increase council travel and conferences
- Recommend 0.8000 millage rate

**BUDGET SUMMARY  
TOWN OF OCEAN BREEZE  
FISCAL YEAR 2025**

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF TOWN OF OCEAN BREEZE ARE  
LESS THAN LAST YEARS TOTAL OPERATING EXPENDITURES**

	GENERAL FUND	TOTAL BUDGET
<b>BALANCE BROUGHT FORWARD</b>	<b>\$ 34,093</b>	<b>\$ 34,093</b>
<b>ESTIMATED REVENUES:</b>		
Taxes:		
Ad valorem taxes (Millage per \$1,000 equals 0.8000)	\$ 68,662	\$ 68,662
Sales, use and fuel taxes	137,340	137,340
Intergovernmental revenue	24,500	24,500
Licenses and permits	20,500	20,500
Interest and other earnings	20,000	20,000
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>271,002</b>	<b>271,002</b>
<b>TOTAL ESTIMATED REVENUES AND BALANCES</b>	<b>305,095</b>	<b>305,095</b>
<b>EXPENDITURES:</b>		
General government	239,595	239,595
Public safety	60,500	60,500
Transportation	5,000	5,000
Capital outlay	-	-
<b>TOTAL EXPENDITURES</b>	<b>305,095</b>	<b>305,095</b>
<b>RESERVES</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATED EXPENDITURES AND RESERVES</b>	<b>\$ 305,095</b>	<b>\$ 305,095</b>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

**BUDGET SUMMARY  
TOWN OF OCEAN BREEZE  
FISCAL YEAR 2025**

	<u>2023</u> <u>Actual</u>		<u>2024</u> <u>Budget</u>		<u>2024</u> <u>Estimated</u>		<u>2025</u> <u>Budget</u>
<b>Revenue</b>							
<u>General revenue</u>							
312100 Ad Valorem	63,909	\$	63,938	\$	63,938	\$	68,662
314200 Local communications services tax	3,859		3,800		4,500		5,900
322004 Charges for service	-		-		-		-
335120 State revenue sharing - 18% motor fuel	18,075		23,000		23,000		19,100
335140 Mobile home tags	2,627		2,900		2,900		3,100
335150 Alcoholic beverage licenses	2,790		2,000		2,300		2,300
335180 1/2 Cent Sales Tax	48,665		61,000		55,000		86,540
312300 Gas tax	33,984		19,000		36,000		44,900
338200 Occupational licenses	567		400		500		500
361000 Interest income	23,328		16,000		23,000		20,000
369000 Miscellaneous income	168		300		150		-
<b>Total General Revenue</b>	<u>197,972</u>		<u>192,338</u>		<u>211,288</u>		<u>251,002</u>
<u>Building revenue</u>							
322000 Building permits	32,777		20,000		20,000		20,000
322001 Fire inspections	-		500		-		-
<b>Total Building revenue</b>	<u>32,777</u>		<u>20,500</u>		<u>20,000</u>		<u>20,000</u>
<u>Leases</u>							
383100	62,794		-		-		-
<b>Total Revenue</b>	<u><u>293,543</u></u>		<u><u>212,838</u></u>		<u><u>231,288</u></u>		<u><u>271,002</u></u>

**BUDGET SUMMARY  
TOWN OF OCEAN BREEZE  
FISCAL YEAR 2025**

	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimated</u>	<u>2025</u> <u>Budget</u>
<b>Expense</b>				
<b>General Government</b>				
513150 Gross Payroll	77,078	67,600	47,600	45,500
513301 Management Consultant	19,050	28,000	25,000	28,000
513302 Rent	678	14,175	14,175	14,905
513304 Communications / Website	11,806	16,155	12,000	14,650
513305 Engineering	6,113	5,000	6,000	5,000
513306 Accountant	4,380	8,000	6,000	8,000
513308 Insurance W/C	6,475	5,000	6,500	5,000
513309 Insurance Package	18,869	24,300	25,100	27,000
513311 Public Advertising Notices	1,500	4,000	1,600	4,000
513312 Office Equipment, Supplies and Maintenance	7,426	10,230	10,230	10,665
513313 Postage	538	800	800	1,000
513315 Audit	16,000	16,500	16,500	17,000
513316 Utilities	708	720	720	720
513317 Dues	1,448	1,525	1,525	1,565
513318 Mileage Reimb. - Clerks	436	700	400	300
513319 Council expenses, confernces & travel	4,330	5,800	5,800	6,900
513321 Election Expenses	926	2,000	-	2,000
513820 Contributions	1,005	1,000	1,000	1,000
513322 Special Projects (digitize records, update codes)	4,221	5,000	12,000	12,000
513325 Meeting security	-	-	-	-
514100 Legal Counsel	9,561	24,000	12,000	24,000
514200 Computer Services	7,167	6,900	5,000	6,900
531110 Payroll Taxes - Fica	4,768	4,200	2,900	2,830
531111 Payroll Taxes - Medicare	1,116	1,000	700	660
584620 Building - Leases	62,794	-	-	-
584640 Equipment - Leases	-	-	-	-
584710 Principal - Leases	14,103	-	-	-
584720 Inteest - Leases	1,816	-	-	-
<b>Total General Government</b>	<u>284,312</u>	<u>252,605</u>	<u>213,550</u>	<u>239,595</u>

**BUDGET SUMMARY  
TOWN OF OCEAN BREEZE  
FISCAL YEAR 2025**

	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimated</u>	<u>2025</u> <u>Budget</u>
<b>Public Safety</b>				
524200 Building Official	30,025	27,000	24,000	27,000
524210 Building Code Compliance services	15,368	8,000	16,000	8,000
524220 Code Compliance legal services	20,076	5,000	23,000	5,000
524300 Fire Safety Inspector	-	500	-	500
524300 Permit processing services	28,643	20,000	24,000	20,000
<b>Total Building</b>	<u>94,112</u>	<u>60,500</u>	<u>87,000</u>	<u>60,500</u>
<b>Transportation</b>				
541300 Street lights and street maintenance	2,545	5,000	4,000	5,000
541400 Sheriff Road Patrol	9,600	-	-	-
<b>Total Transportation</b>	<u>12,145</u>	<u>5,000</u>	<u>4,000</u>	<u>5,000</u>
<b>Capital Outlay</b>				
555000 Furniture & Equipment	-	-	-	-
<b>Total Expense</b>	<u><u>390,569</u></u>	<u><u>318,105</u></u>	<u><u>304,550</u></u>	<u><u>305,095</u></u>
<b>Use of unrestricted reserves</b>	(118,865)	(119,267)	(105,262)	(73,993)
<b>Source of gas tax reserves</b>	21,839	14,000	32,000	39,900
<b>Total change in reserves</b>	(97,026)	(105,267)	(73,262)	(34,093)

**Town of Ocean Breeze  
Line Item Detail**

Account	Detail	2025 Budget	2024 Budget	Change
513150 · Gross Payroll	Town Clerk - 1,300 hours - \$35.00	45,500	44,200	1,300
513150 · Gross Payroll	Administrative Assistant - 1,300 hours - \$18.00	-	23,400	(23,400)
513301 · Management Consultant	Town Manager/Planner Consultant	28,000	28,000	-
513302 · Rent	Storage Unit	985	960	25
513302 · Rent	Office	13,920	13,215	705
513304 · Communications / Website	Comcast	3,600	2,985	615
513304 · Communications / Website	Cell phone stipend -Town Clerk	1,020	2,040	(1,020)
513304 · Communications / Website	Council cell phone/internet stipends 7@ \$1,020	7,140	7,140	-
513304 · Communications / Website	Web hosting	2,400	2,400	-
513304 · Communications / Website	Website ADA Accessibility	490	490	-
513304 · Communications / Website	State required Building Permit Status database	-	1,100	(1,100)
513305 · Engineer	Engineer	5,000	5,000	-
513306 · Accountant	Financial Consultant	8,000	8,000	-
513308 · Insurance W/C	Florida League of Cities	5,000	5,000	-
513309 · Insurance Package	Florida League of Cities	27,000	24,000	3,000
513309 · Insurance Package	Notary renewals	-	300	(300)
513311 · Public Advertising Notices	Treasure Coast Newspapers	4,000	4,000	-
513312 · Office Equipment & Supplies	Copier lease	3,310	2,900	410
513312 · Office Equipment & Supplies	Copier use above contracted amount	600	600	-
513312 · Office Equipment & Supplies	Council directed budget/election mailing	1,500	1,350	150
513312 · Office Equipment & Supplies	Office supplies	1,800	1,800	-
513312 · Office Equipment & Supplies	Meeting supplies	1,200	1,200	-
513312 · Office Equipment & Supplies	Office 365	1,415	1,300	115
513312 · Office Equipment & Supplies	Zoom	-	240	(240)
513312 · Office Equipment & Supplies	Adobe	540	540	-
513312 · Office Equipment & Supplies	Remote desktop software	300	300	-
513313 · Postage	Post office box	500	400	100
513313 · Postage	Postage	500	400	100
513315 · Audit	Annual audit	17,000	16,500	500
513316 · Utilities	FPL - Office	720	720	-
513317 · Dues	Florida League of Cities	615	575	40
513317 · Dues	Florida League of Mayors	350	350	-
513317 · Dues	Chamber of Commerce	250	250	-
513317 · Dues	Treasure Coast Council of Local Government	200	200	-
513317 · Dues	Florida City Clerks Association	150	150	-
513318 · Mileage Reimb. - Clerks	Staff mileage	300	700	(400)
513319 · Conferences & Travel - Council	Council travel and conferences	6,900	5,800	1,100
513321 · Election Expenses	Elections Expenses	2,000	2,000	-
513324 · Special Projects	Special Projects	12,000	5,000	7,000



**Town of Ocean Breeze  
Line Item Detail**

Account	Detail	2025 Budget	2024 Budget	Change
513325 · Meeting Security	Martin County Sheriff	-	-	-
513820 · Contributions	Upon request and Council approval	1,000	1,000	-
514100 · Legal Counsel	Legal Counsel	24,000	24,000	-
514200 · Computer Services	Computer assistance	1,500	1,500	-
514200 · Computer Services	Computer security assistance	2,400	2,400	-
514200 · Computer Services	Software support	3,000	3,000	-
524200 · Building Official Services	Building Official	15,000	15,000	-
524200 · Building Official Services	Inspections	12,000	12,000	-
524210 · Building Code Compliance services	Code Compliance Services	8,000	8,000	-
524220 · Code Compliance Legal services	Code Compliance Legal	5,000	5,000	-
524300 · Fire Safety Inspector	Martin County Fire Inspections	500	500	-
524301 · Permit Processing Services	Permit Processing Services	20,000	20,000	-
531110 · Payroll taxes - FICA	Payroll Taxes - Fica	2,830	4,200	(1,370)
531111 · Payroll taxes - Medicare	Payroll Taxes - Medicare	660	1,000	(340)
541301 · Street Lights and Maintenance	Transportation	5,000	5,000	-

**TOWN OF OCEAN BREEZE  
COUNCIL EXPENSES, CONFERENCES AND TRAVEL**

	<u>2025</u>	<u>2024</u>
Mayor		
Conferences and Travel	4,500	4,000
President		
Conferences and Travel	600	500
Vice President		
Conferences and Travel	600	500
Commissioner		
Conferences and Travel	300	200
Commissioner		
Conferences and Travel	300	200
Commissioner		
Conferences and Travel	300	200
Commissioner		
Conferences and Travel	300	200
<b>Total</b>	<b><u>6,900</u></b>	<b><u>5,800</u></b>

**TOWN OF OCEAN BREEZE  
CONTRIBUTIONS**

<b>Name</b>	<b>2024 Actual Amount</b>	<b>2023 Actual Amount</b>
Jensen Beach Chamber of Commerce	-	180.00
United Way of Lee County	-	250.00
Environmental Studies Council	-	275.00
History Museum of Jensen Beach	100.00	100.00
The Entrepreneurship Foundation	200.00	200.00
<b>Total</b>	<b>300.00</b>	<b>1,005.00</b>

**TOWN OF OCEAN BREEZE  
PROPOSED MILLAGE RATE  
Millage Proposal  
September 30, 2025**

	Proposed Millage	Current Year	A	B	C
Estimated taxable value	\$ 90,345,172	\$ 84,128,347	\$ 90,345,172	\$ 90,345,172	\$ 90,345,172
Taxable Value Increase					
Divide by 1,000	1,000	1,000	1,000	1,000	1,000
	\$ 90,345.17	\$ 84,128.35	\$ 90,345.17	\$ 90,345.17	\$ 90,345.17
Millage rate	0.8000	0.8000	0.8000	0.7500	0.7000
Rollback rate		0.7471			
Ad valorem taxes	\$ 72,276.14	\$ 67,302.68	\$ 72,276.14	\$ 67,758.88	\$ 63,241.62
Collection allowance	5%	5%	5%	5%	5%
Budgeted ad valorem taxes	\$ 68,662.00	\$ 63,938.00	\$ 68,662.00	\$ 64,371.00	\$ 60,080.00
Other Revenue	202,340.00	167,350.00	202,340.00	167,350.00	202,340.00
Expenditures	305,095.00	304,550.00	305,095.00	305,095.00	305,095.00
Approximate impact on General Fund reserve balance (original)	(34,093)	(73,262)	(34,093)	(73,374)	(42,675)

Town of Ocean Breeze Taxes	Taxable Value				
Total Seawalk	\$ 56,442,016				
Seawalk	\$ 437,170	\$ 350	\$ 350	\$ 328	\$ 306
Homesteaded Seawalk	\$ 312,540	\$ 250	\$ 250	\$ 234	\$ 219
Shopping Plaza	\$ 14,128,490	\$ 11,303	\$ 11,303	\$ 10,596	\$ 9,890
Resort	\$ 20,179,825	\$ 16,144	\$ 16,144	\$ 15,135	\$ 14,126
<b>Population</b>	<b>608</b>	<b>396</b>			

**TOWN OF OCEAN BREEZE  
FUND BALANCE ANALYSIS FOR GENERAL FUND**

	Balance	Annual Operating Budget	% of Budget
Fund balance @ 9/30/15	321,031		
FY 2016 decrease in fund balance	(35,329)		
Fund balance @ 9/30/16	<u>285,702</u>		
FY 2017 decrease in fund balance	(27,303)		
Fund balance @ 9/30/2017	<u>258,399</u>	287,214	89.97%
FY 2018 decrease in fund balance	(39,862)		
Fund balance @ 9/30/2018	<u>218,537</u>	371,292	58.86%
FY2019 increase in fund balance	132,441		
Fund balance @ 09/30/2019	<u>350,978</u>	382,885	91.67%
FY2020 increase in fund balance	25,120		
Fund balance @ 09/30/2020	<u>376,098</u>	283,967	132.44%
FY2021 increase in fund balance	49,547		
Fund balance @ 09/30/2021	<u>425,645</u>	348,010	122.31%
FY2022 increase in fund balance	24,851		
Fund balance @ 09/30/2022	<u>450,496</u>	301,301	149.52%
FY2023 decrease in fund balance	(88,056)		
Fund balance @ 09/30/2023	<u>362,440</u>	308,430	117.51%
FY2024 Projected decrease in fund balance	(105,262)		
Projected fund balance @ 09/30/2024	<u>257,178</u>	305,000	84.32%
FY2025 Projected decrease in fund balance	(73,993)		
Projected fund balance @ 09/30/2025	<u>183,185</u>	308,000	59.48%
FY2026 Projected decrease in fund balance	(71,000)		
Projected fund balance @ 09/30/2026	<u>112,185</u>	310,000	36.19%
FY2027 Projected decrease in fund balance	(34,500)		
Projected fund balance @ 09/30/2027	<u>77,685</u>	310,000	25.06%

## TOWN OF OCEAN BREEZE

Fiscal Year	Tax Year	Taxable Value	% Change	Millage Rate	% Change	Taxes Levied	Use of Reserves	Total
2019	2018	30,024,441	10.48%	6.3826	16.58%	191,634		
2020	2019	36,782,181	22.51%	4.8008	-24.78%	176,584		
2021	2020	43,628,710	18.61%	3.0800	-35.84%	134,376		
2022	2021	47,818,243	9.60%	1.4000	-54.55%	66,946		
2023	2022	67,156,131	40.44%	1.0000	-28.57%	67,156	88,056	155,212
2024	2023	84,128,347	25.27%	0.8000	-20.00%	67,303	105,262	172,565
2025	2024	90,345,172	7.39%	0.8000	0.00%	72,276	73,993	146,269
2026	2025	95,765,882	6.00%	0.8000	0.00%	76,613	71,000	147,613
2027	2026	101,511,835	6.00%	1.1000	37.50%	111,663	34,500	146,163
2028	2027	107,602,545	6.00%	1.3500	22.73%	145,263	-	145,263



**RESOLUTION NO. 350-2024**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF OCEAN BREEZE,  
MARTIN COUNTY, FLORIDA ADOPTING THE TENTATIVE  
LEVYING OF AD VALOREM TAXES FOR THE TOWN OF OCEAN BREEZE,  
MARTIN COUNTY FOR FISCAL YEAR 2024/2025;  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Ocean Breeze, Martin County, Florida, on September 11, 2024 adopted Fiscal Year 2024/2025 Tentative Millage Rate following a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the Town Council of the Town of Ocean Breeze, Martin County, Florida, held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within Martin County has been certified by the County Property Appraiser to the Town of Ocean Breeze as \$90,345,172.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Ocean Breeze of Martin County, Florida that:

1. The tentative FY 2023/2024 operating millage rate is \_\_\_\_\_ mills, which is \_\_\_\_\_ (less or more) than the rolled-back rate of \_\_\_\_\_ mills which is a \_\_\_\_\_ (increase or decrease).
2. The voted debt service millage is 0%.
3. This Resolution will take effect immediately upon Its adoption.

**DULY ADOPTED** at a public hearing this the 11<sup>th</sup> day of September, 2024 at \_\_\_\_\_ p.m.

**TOWN OF OCEAN BREEZE TOWN COUNCIL**

\_\_\_\_\_  
Karen M. Ostrand, Mayor

\_\_\_\_\_  
Sandy Kelley, President

Attest:

\_\_\_\_\_  
Kim Stanton, Town Clerk



**RESOLUTION NO. 351-2024**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF OCEAN BREEZE, MARTIN COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2024/2025; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Ocean Breeze, Martin County, Florida, on September 11, 2024 held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the Town Council of the Town of Ocean Breeze, Martin County, Florida tentatively set forth the appropriations and revenue estimate for Budget for Fiscal Year 2024/2025 in the amount of \$305,095.

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Ocean Breeze of Martin County, that:

1. The Fiscal Year 2024/2025 Tentative Budget be adopted.
2. This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing the 11<sup>th</sup> day of September, 2024 at \_\_\_\_\_ p.m.

**TOWN OF OCEAN BREEZE TOWN COUNCIL**

\_\_\_\_\_  
Karen M. Ostrand, Mayor

\_\_\_\_\_  
Sandy Kelley, President

Attest:

\_\_\_\_\_  
Kim Stanton, Town Clerk