

CITY OF SOMERSWORTH  
CITY COUNCIL MEETING

AGENDA FOR JULY 25, 2016

6:00 P.M. – WORKSHOP –  
Presentations by Hilltop Commission and Fire Station Advisory Committee  
7:00 P.M. – CITY COUNCIL MEETING

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of Previous Meetings
4. Comments by Visitors
5. Announcements by Councilors
6. Communications
7. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
8. Mayor's Report
9. Reports of Standing Committees
10. Reports of Special Committees, City Officers and City Manager
11. Nominations, Appointments and Elections
  - A. Mayoral Nominations – Requires Council confirmation vote.
    1. Strafford Regional Planning Commission – Technical Advisory Committee  
Shanna B. Saunders, Member, with term to expire June, 2018  
Michael Bobinsky, Alternate Member, with term to expire June, 2018  
Bob Belmore, 2<sup>nd</sup> Alternate Member, with term to expire June, 2018
    2. Pamela Sawyer, re-appointment as Supervisor of the Checklist, Ward 1,  
with term to expire July 2021.
    3. Megan Dubois, as Election Moderator of Ward 4, with a term to expire  
January 2018.
    4. Mary Shaw, re-appointment as Member of the Board of Cemetery  
Trustees, with a term to expire July 2019.

5. Todd Marsh, as a Member of the Ethics Commission, with a term to expire July 2019.

**B. Mayoral Appointments**

1. Cultural Commission

Diane Crawford, Member, with a term to expire January 2018  
Sharon Hodgdon, Member, with a term to expire January 2018  
Rachael Wattimena, Member, with a term to expire January 2018  
Jerry Coor, Member, with a term to expire January 2018.

2. Sarah McGraw, as a Member of the Conservation Commission, with a term to expire July 2019.

12. Lay on Table

13. Unfinished Business

14. New Business

**Ordinances:**

- A. Ordinance No. 1-17 Supplemental Appropriation for Water Main Improvements Associated With the Fiscal Year 2016-2017 Road Improvement Projects.

**Resolutions:**

- A. Resolution No. 1-17 To Authorize the School Department to Utilize a Portion of the Cable Franchise Fee to Purchase Equipment Necessary for the Purpose of Instruction and Broadcasting at the Career Technical Center.
- B. Resolution No. 2-17 Authorizing the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles.
- C. Resolution No. 3-17 Authorize the City Manager to Contract with 2-Way Communications Inc., of Newington, NH for the Purchase of Portable Radios for the Fire Department.
- D. Resolution No. 4-17 Authorize the City Manager to Contract with Industrial Protection Services LLC. of Wilmington Massachusetts for the Purchase of Self-Contained Breathing Apparatus for the Fire Department.
- E. Resolution No. 5-17 Authorize the City Manager to Execute the 2016 Justice Assistance Grant Program.
- F. Resolution No. 6-17 Authorize the City Manager to Contract with Severino Trucking Co., Inc. of Candia, NH for Road and Utility Improvements on

Memorial Drive, Alicia Street, Wiggin Court, Down Street, a Portion of Indigo Hill Road from Green Street to Main Street, and a Portion of Indigo Hill Road from Williams Street to Green Street.

- G. Resolution No. 7-17 To Authorize the City Manager to Contract with Dubois and King Engineers of Bedford, New Hampshire for Professional Engineering Services Associated with the Fiscal Year 2016-2017 Road Improvement Projects.
- H. Resolution No. 8-17 To Authorize the City to Use Funding from the Municipal And Transportation Fund for the Fiscal Year 2016-2017 Road Improvement Projects.
- I. Resolution No. 9-17 To Authorize the City to Use Funding from the Sidewalk Capital Reserve Fund for Sidewalk Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects.

Other:

- A. Vote to authorize the City Manager to negotiate and approve, with the assistance of City Attorney, when in the best interest of the City, agreements with former owners of tax deeded property facing possible eviction including but not limited to terms of repayment and conditions to remain at the subject premises. Said authorization to be indefinite until rescinded by further action of the Council.
- B. Set polling times for September 13, State Primary Election  
Suggested time: 7:00am to 7:00pm
- C. Set polling times for November 8, General Election  
Suggested time: 7:00am to 7:00pm

15. Comments by Visitors

16. Closing Comments by Council Members

17. Future Agenda Items

18. Nonpublic Session (as necessary, pending roll call vote by Council)

19. Adjournment

ORDINANCE NO. 1-17 SUPPLEMENTAL APPROPRIATION FOR WATER MAIN IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2016-2017 ROAD IMPROVEMENT PROJECTS.

Somersworth, NH  
July 25, 2016

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 16-17 is amended as follows:

Appropriate \$801,666 from Water Utility Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,032,719	\$ 801,666	\$ 2,834,385

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Trish Harris  
City Clerk

Background:

This ordinance appropriates the use of the Water Utility Funds for the purpose of providing funding for water main improvements associated with the Fiscal Year 2016-2017 road improvement projects..

***This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City Charter.***

Sponsored by Councilors:

David Witham  
Dale Sprague  
Martin Pepin  
Jennifer Soldati  
Denis Messier

Approved:

City Attorney

**RESOLUTION NO. 1-17 TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE A PORTION OF THE CABLE FRANCHISE FEE TO PURCHASE EQUIPMENT NECESSARY FOR THE PURPOSE OF INSTRUCTION AND BROADCASTING AT THE CAREER TECHNICAL CENTER.**

Somersworth, NH  
July 25, 2016

WHEREAS, the City of Somersworth authorized a cable franchise agreement with Comcast, and

WHEREAS, the franchise agreement with Comcast provides a franchise fee for the maintenance and improvement of the City and School local access channels, and

WHEREAS, the Fiscal Year 2016-2017 adopted budget contains an appropriation from the Cable Fund in the amount of \$34,599 (Thirty Four Thousand Five Hundred Ninety Nine dollars) for the purpose of providing equipment for instruction and broadcasting at the career technical center, and

WHEREAS, the Finance Committee of the City of Somersworth has reviewed this equipment request provided by staff and recommends purchasing this equipment,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to utilize a portion of the cable franchise fee to purchase equipment necessary for the purpose of instruction and broadcasting at the Career Technical Center at an amount of \$34,599 (Thirty Four Thousand Five Hundred Ninety Nine dollars).

Sponsored by Councilors:

David A. Witham  
Martin Pepin  
Jennifer G. Soldati  
Martin P. Dumont, Sr.

Approved:

City Attorney

**RESOLUTION NO. 2-17 TO AUTHORIZE THE CITY MANAGER TO SIGN A LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF CITY VEHICLES.**

Somersworth, NH  
July 25, 2016

WHEREAS, the fiscal year 2016-2017 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles:

- Two SUV style Police Cruisers
- Code Office – New Vehicle
- Recreation – Pick-up Truck Replacement
- Parking Enforcement/Animal Control - Pick-up Truck Replacement
- DPW Plow Truck – 304 Replacement
- DPW 1-Ton Truck – 202 Replacement
- DPW – SUV: New vehicle for Director, and

WHEREAS, city staff solicited quotes for financing this purchase through a lease/purchase arrangement, and

WHEREAS, the Finance Committee for the City of Somersworth reviewed these quotes with city staff and recommends the lease/purchase arrangement,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a three-year lease/purchase agreement with Baystone Government Finance for the acquisition of City vehicles.

Sponsored by Councilors:

David A. Witham  
Martin Pepin  
Jennifer G. Soldati  
Martin P. Dumont, Sr.

Approved:

City Attorney

**RESOLUTION NO. 3-17 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH 2-WAY COMMUNICATIONS INC., OF NEWINGTON, NH FOR THE PURCHASE OF PORTABLE RADIOS FOR THE FIRE DEPARTMENT.**

Somersworth, NH  
July 25, 2016

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2017 through 2022 contains a recommendation to replace the portable radios used by the Fire Department over a cycle of four fiscal years, and

WHEREAS, the fiscal year 2016-2017 adopted budget contains an appropriation for the second year of this four year replacement cycle for the purchase of portable radios, and

WHEREAS, city staff recommends purchasing the portable radios by utilizing the State of New Hampshire bid list, and

WHEREAS, the Public Safety Committee for the City of Somersworth has reviewed the recommendation to utilize the State of New Hampshire bid list and supports the recommendation, and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed the recommendation to utilize the State of New Hampshire bid list and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with 2 Way Communications Inc., of Newington, NH for the purchase of portable radios for the fire department at an amount not to exceed \$32,172 (Thirty Two Thousand One Hundred Seventy Two dollars) and to take any actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors:

Martin Pepin  
David A. Witham  
Dale R. Sprague  
Jennifer G. Soldati  
Denis Messier  
Jessica Paradis

Approved:

City Attorney

**RESOLUTION NO. 4-17 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH INDUSTRIAL PROTECTION SERVICES LLC. OF WILMINGTON MASSACHUSETTS FOR THE PURCHASE OF SELF-CONTAINED BREATHING APPARATUS FOR THE FIRE DEPARTMENT.**

Somersworth, NH  
July 25, 2016

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2017 through 2022 contains a recommendation to replace all self-contained breathing apparatus used by the Fire Department over 4 years, and

WHEREAS, the fiscal year 2016-2017 adopted budget contains an appropriation for the purchase of self-contained breathing apparatus representing the fourth and final year of this program, and

WHEREAS, Industrial Protection Services LLC. is a certified vendor for self-contained breathing apparatus on the Massachusetts State Bid List, and

WHEREAS, city staff recommends purchase of self-contained breathing apparatus from Industrial Protection Services LLC utilizing the Massachusetts State Bid list at a cost not to exceed \$41,612 (Forty One Thousand Six Hundred Twelve dollars), and

WHEREAS, the Public Safety Committee for the City of Somersworth has reviewed this and supports this recommended purchase, and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed this and supports this recommended purchase,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Industrial Protection Services LLC. of Wilmington, Massachusetts for the purchase of 6 self-contained breathing apparatus and associated equipment for the fire department at an amount not to exceed \$41,612 (Forty One Thousand Six Hundred Twelve dollars) and take any and all other such actions relative to this purchase determined to be in the best interest of the City .

Sponsored by Councilors:

Martin Pepin  
David A. Witham  
Dale R. Sprague  
Jennifer G. Soldati  
Denis Messier  
Jessica Paradis

Approved:

City Attorney

RESOLUTION NO. 5-17 TO AUTHORIZE THE CITY MANAGER TO EXECUTE  
THE 2016 JUSTICE ASSISTANCE GRANT PROGRAM.

Somersworth, NH  
July 25, 2016

WHEREAS, the City of Somersworth has been notified of the availability of the 2016 Justice Assistance Grant (JAG) program, and

WHEREAS, the City of Somersworth is eligible to receive \$14,390 (Fourteen Thousand Three Hundred Ninety Nine dollars) requiring no local matching funds; and

WHEREAS, the Grant will allow the City of Somersworth to update the Police cruiser fleet IT project and to purchase taser training caps; and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

Justice Assistance Grant	=	\$14,390
<u>City Match</u>	=	<u>\$ 0</u>
Total Project Award	=	\$14,390

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant's execution, and take any and all other such actions relative to this grant determined to be in the best interest of the City.

Sponsored by Councilors:

David A. Witham  
Martin Pepin  
Jennifer G. Soldati  
Martin P. Dumont, Sr.

Approved:

City Attorney

RESOLUTION NO. 6-17 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH SEVERINO TRUCKING CO., INC. OF CANDIA, NH FOR ROAD AND UTILITY IMPROVEMENTS ON MEMORIAL DRIVE, ALICIA STREET, WIGGIN COURT, DOWN STREET, A PORTION OF INDIGO HILL ROAD FROM GREEN STREET TO MAIN STREET, AND A PORTION OF INDIGO HILL ROAD FROM WILLIAMS STREET TO GREEN STREET.

Somersworth, NH  
July 25, 2016

WHEREAS, the City prepared and requested scaled bids from qualified contractors for road and utility improvements to Memorial Drive, Alicia Street, Wiggin Court, Down Street, a portion of Indigo Hill Road from Green Street to Main Street, and a portion of Indigo Hill Road from Williams Street to Green Street, and

WHEREAS, City staff reviewed the results of the bids received and recommends contracting with Severino Trucking Co., Inc. of Candia, NH to make these improvements at a cost not to exceed \$2,224,926 (Two Million Two Hundred Twenty Four Thousand Nine Hundred Twenty Six dollars), and

WHEREAS, the Public Works and Environment Committee for the City of Somersworth has reviewed the recommendation by staff to award the contract to Severino Trucking Co., Inc., and supports the recommendation, and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed the recommendation by staff to award the contract to Severino Trucking Co., Inc., and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Severino Trucking Co., Inc. of Candia, NH for road and utility improvements to Memorial Drive, Alicia Street, Wiggin Court, Down Street, a portion of Indigo Hill Road from Green Street to Main Street, and a portion of Indigo Hill Road from Williams Street to Green Street at a cost not to exceed \$2,224,926 (Two Million Two Hundred Twenty Four Thousand Nine Hundred Twenty Six dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City.

Sponsored by Councilors:

Dale R. Sprague  
David A. Witham  
Martin Pepin  
Jennifer G. Soldati  
Denis Messier

Approved:

City Attorney

RESOLUTION NO. 7-17 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH DUBOIS AND KING ENGINEERS OF BEDFORD, NEW HAMPSHIRE FOR PROFESSIONAL ENGINEERING SERVICES ASSOCIATED WITH THE FISCAL YEAR 2016-2017 ROAD IMPROVEMENT PROJECTS.

Somersworth, NH  
July 25, 2016

WHEREAS, the City prepared and requested sealed bids from qualified contractors for road and utility improvements to Memorial Drive, Alicia Street, Wiggin Court, Down Street, a portion of Indigo Hill Road from Green Street to Main Street, and a portion of Indigo Hill Road from Williams Street to Green Street, and

WHEREAS the City requires professional engineering services associated with these road and utility improvements which include contract administration and project inspections, and

WHEREAS Dubois & King has provided a cost of \$44,000 (Forty Four Thousand dollars) to provide these professional engineering services,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Dubois & King, of Bedford, NH to provide professional engineering services associated with the fiscal year 2016-2017 road improvement projects for an amount not to exceed \$44,000 (Forty Four Thousand dollars).

Sponsored by Councilors:

Dale R. Sprague  
David A. Witham  
Jennifer G. Soldati  
Denis Messier  
Martin Pepin

Approved:

City Attorney

**RESOLUTION NO. 8-17 TO AUTHORIZE THE CITY TO USE FUNDING FROM THE MUNICIPAL AND TRANSPORTATION FUND FOR THE FISCAL YEAR 2016-2017 ROAD IMPROVEMENT PROJECTS.**

Somersworth, NH  
July 25, 2016

WHEREAS, the City Council adopted Resolution 17-13 to create the Municipal and Transportation Fund for the purpose of improvements in the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, and public transportation, and

WHEREAS, the City Council has appropriated funding for certain road improvement projects that will be accomplished during the 2016-2017 fiscal year, and

WHEREAS, the City Council intends to increase the funding available for these projects by utilizing \$348,356 (Three Hundred Forty Eight Thousand Three Hundred Fifty Six dollars) from the Municipal and Transportation Fund, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize \$348,356 (Three Hundred Forty Eight Thousand Three Hundred Fifty Six dollars) from the Municipal and Transportation fund to be used for the fiscal year 2016-2017 road improvement projects.

Sponsored by Councilors:

David A. Witham  
Dale R. Sprague  
Martin Pepin  
Jennifer G. Soldati  
Denis Messier

Approved:

City Attorney

RESOLUTION NO. 9-17 TO AUTHORIZE THE CITY TO USE FUNDING FROM THE SIDEWALK CAPITAL RESERVE FUND FOR SIDEWALK IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2016-2017 ROAD IMPROVEMENT PROJECTS.

Somersworth, NH  
July 25, 2016

WHEREAS, the City Council adopted Resolution 18-11 to create the Sidewalk Capital Reserve fund for the purpose of construction, reconstruction, or rehabilitation of sidewalks, and

WHEREAS, the City Council intends to make certain road and utility improvement that will be accomplished during the 2016-2017 fiscal year and included with these projects are various sidewalk improvements that include construction, reconstruction, and rehabilitation, and

WHEREAS, the estimated cost of these sidewalk projects is \$257,904 (Two Hundred Fifty Seven Thousand Nine Hundred Four dollars), and

WHEREAS, it is recommended that the City utilize the Sidewalk Capital Reserve Fund to accomplish these sidewalk improvements, and

WHEREAS, the City Council is designated as agents to expend these funds,

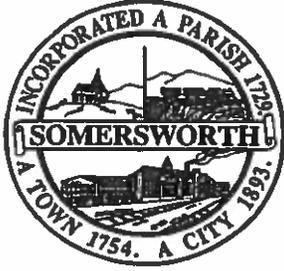
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize \$257,904 (Two Hundred Fifty Seven Thousand Nine Hundred Four dollars) from the Sidewalk Capital Reserve fund to be used for sidewalk improvements associated with the fiscal year 2016-2017 road improvement projects..

Sponsored by Councilors:

David A. Witham  
Dale R. Sprague  
Martin Pepin  
Jennifer G. Soldati  
Denis Messier

Approved:

City Attorney



City of Somersworth  
Boards, Commissions & Committee Application

*Instructions: Please complete all information.*

Name: Megan DuBois

Telephone: 603-422-5631 Email: megan.dubois@libertymutual.com

Residence Address: 12 Pearl St Somersworth NH

Mailing Address (if different): \_\_\_\_\_

Resident of Somersworth for 2 Years Ward 4

Registered Voter: Yes X No \_\_\_\_\_

Education Level: Bachelors Degree

Please list any organizations, groups, or other committees you are involved in:  
Vision 2020

I am interested in serving on the following Board, Commission or Committee (s):  
Election Moderator of Ward 4.

My Background or Interests are: School Board Interests.  
Community Involvement.

over

I have served on the following Committee (s) in the past: Vision 2020.

Election Volunteer (moderator) 2016 Pres. Primary

Would you be able to commit to attending all meetings? Yes X No \_\_\_\_\_

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By submitting this Application you understand that:

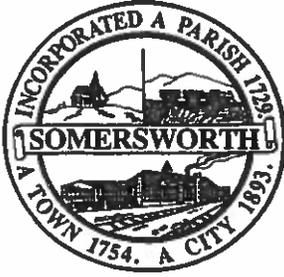
1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: \_\_\_\_\_



Date: 7/7/2016

**Please submit application to:  
City Clerk's Office  
City Hall, One Government Way  
Somersworth, NH 03878**



City of Somersworth  
Boards, Commissions & Committee Application

**Instructions: Please complete all information.**

Name: Pam Sawyer  
Telephone: 969-5042 Email: \_\_\_\_\_  
Residence Address: 130 Rocky Hill Rd  
Mailing Address (if different): \_\_\_\_\_  
Resident of Somersworth for 8 Years Ward \_\_\_\_\_  
Registered Voter: Yes X No \_\_\_\_\_  
Education Level: Community College +

Please list any organizations, groups, or other committees you are involved in:

I am interested in serving on the following Board, Commission or Committee (s):

Supervisor of The Check List x 7 yrs

My Background or Interests are: Beekeeper, gardening,  
Caring Food.

over



I have served on the following Committee (s) in the past: \_\_\_\_\_

Would you be able to commit to attending all meetings? Yes  No \_\_\_\_\_

By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: Pam Sawyer

Date: 7-7-14

**Please submit application to:  
City Clerk's Office  
City Hall, One Government Way  
Somersworth, NH 03878**



City of Somersworth  
Boards, Commissions & Committee Application

Instructions: Please complete all information.

Name: Mary Shaw

Telephone: 603-692-3569 Email: marye.shaw@hotmail.com

Residence Address: 64 Bartlett Ave., Somersworth, NH

Mailing Address (if different): \_\_\_\_\_

Resident of Somersworth for 68 Years Ward 3

Registered Voter: Yes  No

Education Level: High School Graduate

Please list any organizations, groups, or other committees you are involved in:  
None at this time.

I am interested in serving on the following Board, Commission or Committee (s):  
Forest Glade Cemetery Trustees

My Background or Interests are: I was in charge of the Cemetery for 20 years before retirement

over

I have served on the following Committee (s) in the past: Christmas Parade

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Would you be able to commit to attending all meetings? Yes  No

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By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: Mary E. Shaw

Date: 2/18/2016

**Please submit application to:  
City Clerk's Office  
City Hall, One Government Way  
Somersworth, NH 03878**

Mary E. Shaw  
64 Bartlett Ave.  
Somersworth, NH 03878  
(603) 692-3569

February 18, 2016

Dana Hilliard  
Mayor  
City of Somersworth  
One Government Way  
Somersworth, NH 03878

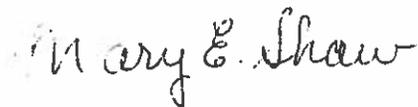
Dear Mayor Hilliard:

I would like to express my interest in being reappointed to the Forest Glade Cemetery Trustees. I understand my term expires at the end of February.

I would like the opportunity to continue working on current projects and improving the Cemetery.

Thank you for considering my request.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Shaw". The ink is dark and the signature is fluid and legible.

Mary E. Shaw