

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, June 7, 2016

Council Chambers, Wolcott Town Hall

7:00 p.m.

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MINUTES

Note: These are summary minutes; a tape recording of this meeting is on file in Commission Secretary's Office in Wolcott Town Hall.

Chairman Valletta called the meeting to order at 7:00 p.m. with the Pledge of Allegiance, and attendance was taken.

MEMBERS PRESENT: Chairman David Valletta, Vice-Chairman Gale Lanza Mastrofrancesco, Francis Masi, Roger Picard, Joseph Membrino, Donald Charette Sr., George Phelan, and Rachel Wisler

MEMBERS ABSENT: Jeffrey Slavin

ALSO PRESENT: Mayor Thomas G. Dunn; Linda R. Bruce, Municipal Finance Officer; Town Attorney Brian Tynan; Taxpayers: Janet Tynan; Alex Nole; Lisa Pilarski; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting – May 3, 2016**

Upon **MOTION** by Rachel Wisler, seconded by Joseph Membrino, it was unanimously voted to **approve** the minutes of the Regular Meeting held on May 3, 2016.

▪ **Public Hearing – May 17, 2016**

Upon **MOTION** by Roger Picard, seconded by Francis Masi, it was unanimously voted to **approve** the minutes of the Public Hearing held on May 17, 2016.

▪ **Workshop – May 24, 2016**

Upon **MOTION** by Rachel Wisler, seconded by Joseph Membrino, it was unanimously voted to **approve** the minutes of the Workshop held on May 24, 2016, with one abstention from Donald Charette.

TAXPAYERS' TIME: (Limited to Items on the Agenda)

1. **Janet Tynan, of 3 Chandler Drive** came forward and stated she is a present member of the Library Board of Directors and noted that they were informed that about 25% of their operating costs will not be funded in the proposed budget for FY 2016-2017. Mrs. Tynan proceeded to read a lengthy statement into the record. Below is a summary of her comments:
 - The reductions will adversely affect the townspeople

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- 4,815 patrons visited in the month of April 2016, with over 61,000 in the year 2015
 - 4,382 items were circulated in April of 2016, with over 65,000 items last year
 - There are story times, movie times, and book clubs for all ages, and parties and activities are hosted there all year long
 - There are diner booths in place for young adults
 - Tutors also use the library
 - There have been issues with the building due to its construction and they have lost a lot of books due to water damage
 - There are two meeting rooms in the basement that are used as well; in the month of April it was booked 27 times
 - The computers at the library log in about 1,000 hours of usage per month; 10,000 hours over the past year
2. **Alex Nole, of 27 Sunset Lane came forward** and stated that Janet Tynan just summarized many of the things he had wanted to say. He stated that a library is not just a repository for books. It is a cultural center, a learning center, and an activity center. The library in Wolcott is one of the best known libraries in the State.
3. **Lisa Pilarski, of 109 North Street came forward** and stated that the library is the heart of the town. They recently had a program in the state called Passports to Libraries. She visited all of the libraries in the state that were on the list with her children. The pride of each town seemed to reside in their libraries. They are more than just a place for books. They are a place for people to gather. She is at the library morning, noon, and night depending on which generation of her family she is with. They are already operating on a shoestring budget and she believes that they need to support the library more.

CORRESPONDENCE (on file):

1. **Proposed Video Service Agreement for FY 2016-2017 with Michael Bruce Video**
2. **Proposed Land Records Management Contract with Cott Systems (additional info. attached)**
3. **Letter dated May 23rd from John Curley Jr. Regarding Proposed Town of Wolcott Budget for FY 2016-2017**
4. **Board of Education Year to Date Budget Report dated 04-29-16**

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- 5. Board of Education Year to Date Budget Report dated 05-31-16**
- 6. Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 04-30-16 (previously sent on 5-12-16 by Susan Hale)**
- 7. Revised Land Records Management Contract with Cott Systems**
- 8. Letter dated June 7th from Mayor Dunn Regarding Revenue & Expenditure Revisions to Town of Wolcott 2016-2017 Proposed Budget presented to the Town Council on March 31, 2016**

MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- The Relay for Life was held at Frisbie Field this past weekend; it went pretty well
- On July 3rd they will be having a celebration of the civil war monument; there will be some 100 year old residents in attendance; it will be combined with the Mayor's picnic on the Green
- Discount prescription cards will be sent to all residences this week; do not throw them away; it may save a lot of people money

FINANCE OFFICER'S REPORT/TRANSFERS:

There were no transfers and there was no report.

SUB-COMMITTEE/LIAISON REPORTS:

There were no reports.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

- 1. Discussion & Possible Action on Proposed Video Service Agreement with Michael Bruce Video for FY 2016-2017**

Upon **MOTION** by Roger Picard, seconded by Francis Masi, it was unanimously voted to accept the Proposed Video Service Agreement with Michael Bruce Video for FY 2016-2017 (**see attached**).

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2. Discussion & Possible Action to Authorize the Mayor to Execute Land Records Management Contract with Cott Systems

A **MOTION** was offered by Rachel Wisler, seconded by Gale Mastrofrancesco, to **authorize** the Mayor to Execute Land Records Management Contract with Cott Systems (**see attached**).

At this time, Attorney Tynan came forward and advised that the hardware is all the same. This is the same company that the town has been using since the 1940's. Also, in the packet was a copy of the bid waiver that the Council approved.

Chairman Valletta called for a vote on the above motion which *carried* unanimously by voice vote.

3. Adopt FY 2016-2017 Town of Wolcott Budget

At this time, Vice-Chairman Mastrofrancesco stated that based on the Governor's recent \$20 million cuts to municipalities, she doesn't think it would be fiscally responsible to pass the budget tonight. By Charter, they have to pass the budget not longer than 20 days before the end of the fiscal year. Therefore, they can wait until this Friday. They may hear something more from the State by then.

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **table 'Adopt Town of Wolcott Budget for FY 2016-2017'** on the agenda.

After a brief discussion, it was determined that they will set a Special Meeting Friday, June 10, 2016 at 12:30 p.m. in the Council Chambers of the Wolcott Town Hall.

4. Set Mill Rate

The above item could not be addressed due to item #3 being tabled.

ITEMS FOR NEXT AGENDA:

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- Summer Schedule

Chairman Valletta advised that if anyone has any items that they should contact himself or the Clerk.

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Roger Picard, seconded by George Phelan, it was unanimously voted to adjourn the meeting at 7:24 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL



PROPOSED VIDEO SERVICE AGREEMENT 2016-2017

May 12, 2016

Wolcott Town Council
Town of Wolcott
10 Kenea Avenue
Wolcott, CT 06716

Dear Members of the Wolcott Town Council:

To cover our services for the coming year we submit the following proposal.

Michael Bruce Video (MBV) submits this proposal for the expertise and services to cablecast live on a Town Specific Channel of the local cable franchise (when available) also the Internet Stream "wlct96" located at www.wolcottct.org, the meeting of the regular twice monthly meetings of the Wolcott Town Council which includes two special meetings regarding the budget. This service if available will begin on September 1, 2016 and end on June 30, 2017.

This service will include expertise to video and audio record each meeting; will include opening and closing graphics for the "Live" and "Video" recordings and sound control for the equipment in place at Wolcott Town Hall and includes a DVD delivered and retrieved to/from Skye Cable. All requirements for Council meetings will be at the call of the Council Chairman. The video recording at all times, will be the property of the Town of Wolcott and will display the phrase "Funded by the Town of Wolcott."

In return for the above service, the Town of Wolcott agrees to compensate Michael Bruce Video,

Three Hundred Ten Dollars and No Cents (\$310.00) per meeting

due and payable upon the receipt of an invoice to be submitted as monthly billing for each months meetings.

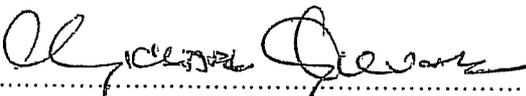
In the event of a meeting cancellation, a set-up charge of \$40.00 will be incurred.

As we have provided in the past, we will continue to run a Community Bulletin Board and video record any event which will showcase Wolcott youngsters or events with positive exposure for Wolcott..

Services for additional meetings, public hearings and all other matters are separate and individual from this agreement and will be negotiated upon request.

Respectfully submitted:
Michael Bruce Video

.....for the Town Council dated / /

.....Michael Bruce Video dated 5/12/16



Hosted Services Renewal Schedule
 For Debbie Slater, Town Clerk, Town of Wolcott CT
 Prepared on February 23, 2016

Cott providing the following:

<p align="center">  Resolution3 Renewal and Extend </p>			<p align="center"> <i>Software as a Service (SaaS)</i> <i>Cott Hosted Deployment</i> <i>Hardware Lease</i> </p>
<p align="center"> Records Management System Modules included: Fees Indexing Imaging </p>	<p align="center"> User Licenses: 5 users 2 search Estimated Annual Filing Volume: 3,060 Instruments 11,155 Images </p>	<p align="center"> Services Included: State Portal Recording Binders and Paper Priced separately –see fee page: Microfilm Creation </p>	
<p>Recording Binders and Paper Service. Paper provision is limited to record book needs and is state approved for archival quality. Paper used for printing the alphabetical indexes is not included.</p>			
<p>Existing LEASED Hardware for continued use</p> <ul style="list-style-type: none"> (2) Dell Hosted Workstations with 19" monitors (2) Dell Hosted Search stations with 19" monitors (1) Dual Monitor Video Card (just card) (1) Dell B5460DN LaserJet printer (1) Fujitsu Fi-6130z scanner (1) Epson sllp receipt printer (1) Zebra GX430T label printer (1) Netgear Firewall (1) Dell 1000W Tower UPS (consumable) <p>Hardware is covered by manufacturers' warranty or comes with a maintenance plan which includes onsite coverage; at a minimum, Cott will provide depot maintenance which means when the hardware no longer functions properly, Cott will provide replacement hardware of equal or greater specifications to the customer at no additional charge. Cott is not obligated to 'refresh' the equipment that is functioning properly.</p> <p>Existing PURCHASED hardware for continued use: 2nd Fujitsu 6130z scanner, 2nd label printer (1 year warranty) and cash drawer (limited lifetime warranty).</p> <p>Includes warranty extension for 2nd Fujitsu Fi-6130z scanner that customer previously PURCHASED from Cott.</p>			
<p>Software Assurance</p> <ul style="list-style-type: none"> • Software Assurance allows unlimited phone support and unlimited support. • Software Assurance provides software patches and releases to the current version of our software to increase speed, improve efficiencies, and enhance the ease of operation for you and your staff. 			



Hosted Services Renewal Schedule (continued)

Assumptions and Requirements			
<ul style="list-style-type: none"> • Customer is currently subscribed to Software Assurance for Hosted Resolution3. • Customer has a right to use Hosted Resolution3 software for term specified. • Hosted solutions require a high speed connection to be maintained by the customer, through which the customer can remotely connect via an Internet connection to servers at Cott's Hosted facility. A firewall is recommended per Cott's Suggested Hardware Requirements. • Grade of internet connection at the customer site and its degree of dedication to Cott product(s) affects the overall performance, upon implementation and through service period. • <i>Authorized access to Cott systems products is limited to <u>Wolcott CT</u> employees, no access may be granted to 3rd party suppliers.</i> <p><u>As it relates to Cott Provided Hardware:</u></p> <ul style="list-style-type: none"> • In the event of hardware failure or malfunction, the customer must be willing to perform computer related tasks and to move hardware to assist in troubleshooting. • Hardware malfunctions due to natural events such as a lightning strike or flood, as well as damage to or misuse of hardware, fall outside manufacturer warranty coverage, any maintenance plan, and additional fees will likely apply. • Additional software may be installed on the equipment by Customer, provided written approval is provided by Cott. In the event the additional software interferes with Cott's ability to support the application software, creates data storage or performance problems, Cott reserves the right to order its removal. <p><u>As it relates to Microfilm Creation:</u></p> <ul style="list-style-type: none"> • For 16 mm microfilm creation, images are assumed to be not larger than 8 1/2" by 17", and file size not larger than 2.7 MB. • Images received by Cott need to be of usable quality, in single page .TIF (preferred) or .PDF format, where each recorded page is equal to one (1) .TIF or one (1) .PDF file. • Cott will track the customer's images from receipt to return. • The microfilm creation is calculated on a per-image basis on the actual number of images processed. • Our standard duplication process is diazo vs. a silver copy. 			
Lease Fees Schedule of Payments Service Term 36	Invoice Current Monthly	\$1,235/mo	

Invoices are due within thirty (30) days of issue.

TERM: the new thirty-six (36) month contract term is effective from 7/1/2016 through 6/30/2019.

In addition to the above stated fee:

- **Microfilm Creation Services** to continue at current rate of \$0.06/Image, and will be invoiced separately for the actual quantity of images processed; based on estimated 11,155 images per year, equates to approximately \$56/mo.

Customer provide the following:

- High Speed Internet Connection
- HW/Network Software – (3) workstations, support on PURCHASED 2nd label printer and cash drawer.
- Microsoft Windows Proficiency



Hosted Services Renewal Schedule (continued)

Cott and Customer have executed this Schedule to be effective as of the date it is signed by Customer. Cott's Master Agreement for Products and Services also applies to the provision of services by Cott under this Schedule and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Schedule will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

This Schedule may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. This Schedule, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.

Master Agreement for Products and Services	<u>6/16/2010</u> <small>(Date Signed)</small>
Addendum for Microfilm Creation Services	<u>6/16/2010</u> <small>(Date Signed)</small>
Addendum for Portal Services	<u>7/1/2010</u> <small>(Date Signed)</small>
Hosted Services Addendum	<u>6/19/2013</u> <small>(Date Signed)</small>

COTT SYSTEMS, INC.
Hosted Renewal

Wolcott CT
(County, Parish, Town)

CUSTOMER

Deborah A. Ball 2/23/2016
(Signature) (Date)

(Signature) (Date)

Deborah A. Ball
(Print Name)

(Print Name)

Chief Executive Officer
(Print Title)

(Print Title)

Gabriel Green
(Signature)

(Signature)

PLEASE NOTE:

The pricing in this offer is valid through 8/23/2016. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%.



Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | contracts@cottsystems.com

Hosted Services Renewal Schedule (continued)

HARDWARE SPECIFICATIONS - Small Office (1-5)

1-5 office employees plus 1-3 public access stations:

Minimum Requirements

Recommended for Faster Performance –

(if different than Minimum)

Broadband High Speed Access

All customers require broadband access into their office. The following minimum is required for Cott applications; additional internet usage by the office should also be factored in when determining capacity needed. Broadband speed needs vary per office but typically fall between .3 - .5 Mbps downstream and upstream per station (both user and search stations), with a latency less than 100 ms. Higher speeds will result in a better user experience.

Workstations

Intel Core i3 2.0Ghz+
Windows® 7 pro
4GB RAM
20" VGA/DVI Monitor w/Adjustable Stand

Workstations

Intel Core i5 2.2Ghz+
8GB RAM

Dual Monitor Workstations

Intel Core i3 2.0Ghz+
Windows® 7 pro
4GB RAM
2 - 20" Widescreen VGA/DVI Monitor w/Adjustable Stand
256MB, Dual Monitor DVI or VGA Graphics Chipset/Card

Dual Monitor Workstations:

Intel Core i5 2.2Ghz+
8GB RAM

Search Stations

Intel Core i3 2.0Ghz+
4GB Ram
Windows 7 pro
24" Widescreen VGA/DVI Monitor w/Adjustable Stand

Search Stations

Intel Core i3 2.4Ghz+

Printers

High capacity: Dell B5460DN | 512mb RAM min | 500 sheet paper tray
Low capacity: Dell B3460DN | 512mb RAM min | 500 sheet paper tray

Scanners

ADF: Fujitsu fi-7160
ADF + flatbed: Fujitsu fi-7260 or Fujitsu fi-6770 – High volume scanner

Specialty Fee Devices:

GX43-102510-000 ZEBRA; GX430, 300 DPI, (spare label printer recommended)
TM-H6000IV-8771 EPSON THERMAL SLIP/RECEIPT - (must be a USB)

Cash Drawer

APG Cash Drawer JB320BL1816 (older Indiana cash drawers will not work with USB receipt printers)
APG USB Cash Drawer

*The equipment listed in this specification sheet has been tested successfully with our software. Due to the abundance of hardware available in the market place, additional equipment not listed may be compatible with our software. If you have questions regarding equipment not listed, please contact your sales representative for additional guidance.

This list applies to new equipment newly procured for Cott software use.

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Regular Meeting

Tuesday, March 15, 2016

Council Chambers, Wolcott Town Hall

7:00 p.m.

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MINUTES

Upon **MOTION** by Roger Picard, seconded by Donald Charette, to **adopt** the following resolution (#409): **FAIR HOUSING RESOLUTION TOWN OF WOLCOTT; NOW THEREFORE, BE IT RESOLVED**, That the Town of Wolcott hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by State and Federal law (full text of resolution attached).

4. Discussion & Possible Action to Waive Public Bidding Procedures for Land Records Management with Cott Systems

A **MOTION** was offered by Jeffrey Slavin, seconded by Donald Charette, to **Waive** Public Bidding Procedures for Land Records Management with Cott Systems (see attached).

Dolores Slater came forward and advised that they went out to bid three years ago and they were the lowest bidder at that time by several hundred dollars a month. They are willing to renew at no increase. Her opinion is that it is in the best interest of the Town to waive the public bidding procedures.

Vice-Chairman Mastrofrancesco called for a vote on the above motion which *carried* unanimously by voice vote.

ITEMS FOR NEXT AGENDA:

Vice-Chairman Mastrofrancesco advised that if anyone has any items that they should contact the Chairman or the Clerk.

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION**, by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to adjourn the meeting at 7:20 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL

THOMAS G. DUNN
MAYOR



OFFICE OF THE MAYOR
TOWN OF WOLCOTT

June 7, 2016

Chairman David Valletta
Wolcott Town Council
10 Kenea Ave
Wolcott, CT 06716

Dear Chairman Valletta,

Please see the attached Revenue & Expenditure revisions to the Town of Wolcott 2016-2017 Proposed Budget that was presented to the Wolcott Town Council on March 31, 2016 in accordance with Sec. 702 of the Wolcott Town Charter.

Sincerely,

A handwritten signature in black ink, appearing to be 'Thomas G. Dunn'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Thomas G. Dunn
Mayor, Town of Wolcott

TD/ad

**TOWN OF WOLCOTT 2016-2017
PROPOSED BUDGET REVISIONS**

		PROPOSED EXPENDITURE		
		Current	Revised	<u>Change</u>
01-1-112-2-2500	Unemployment Comp	22,000	50,350	28,350
01-1-112-4-4410	Maint.-Town Buildings	33,000	48,504	15,504
01-1-112-8-8135	Historical Society	5,000	3,500	(1,500)
01-1-151-1-1130	Salary/Assistants	57,770	56,086	(1,684)
01-1-151-2-2200	Social Security	6,450	6,320	(130)
01-1-151-2-2305	Defined Contrib Pension	4,845	3,200	(1,645)
01-1-152-1-1105	Salary/Chief Acct	66,515	64,575	(1,940)
01-1-152-2-2200	Social Security	19,560	19,025	(535)
01-1-152-2-2305	Defined Contrib Pension	2,725	5,690	2,965
01-1-153-1-1300	Temporary Help	2,500	0	(2,500)
01-1-163-1-1100	Salary/Administrative	35,320	34,980	(340)
01-2-221-2-2305	Defined Contrib Pension	0	640	640
01-2-221-4-4901	Insurance Supplement	57,163	53,928	(3,235)
01-2-222-2-2305	Defined Contrib Pension	0	555	555
01-3-311-7-7300	Capital Outlay	2,000	0	(2,000)
01-3-311-7-7329	Capital Lease	40,000	39,000	(1,000)
01-5-551-1-1100	Salary/Administrative	128,460	71,805	(56,655)
01-5-551-1-1140	Wages - Operations	200,040	143,820	(56,220)
01-5-551-2-2200	Social Security	25,750	17,120	(8,630)
01-5-551-5-5900	Books, Magazines	55,000	52,000	(3,000)
01-5-551-7-7300	Capital Outlay	38,350	6,350	(32,000)
	SUBTOTAL (Decrease)	802,448	677,448	(125,000)
01-3-311-7-7120	LOCIP ***	114,479	228,958	114,479
	TOTAL	916,927	906,406	(10,521)
	PROPOSED			20,380,889
	REVISED			20,370,368
*** LOCIP - FY 2015/2016 rolled into 2016/2017				

**TOWN OF WOLCOTT 2016-2017
PROPOSED BUDGET REVISIONS**

		PROPOSED REVENUE		
		Current	Revised	<u>Change</u>
01-2-050-201	ECS	13,621,228	13,516,067	(105,161)
01-2-050-202	Transportation	119,659	0	(119,659)
01-2-050-205	Adult Education	3,890	4,290	400
01-2-053-249	MRSA	490,659	340,859	(149,800)
01-2-053-254	RWA Pilot	8,797	9,092	295
01-2-053-255	Elderly Tax Relief CB	163,994	161,984	(2,010)
01-2-053-256	Veteran Exemption	24,984	28,257	3,273
01-2-053-260	Tax Relief Totally Disabled	2,777	2,248	(529)
01-2-053-262	Pequot Funds	61,523	61,364	(159)
01-5-153-505	Interest & Lien Fees	205,000	240,000	35,000
	SUBTOTAL (Decrease)	14,702,511	14,364,161	(338,350)
01-2-053-264	LOCIP ***	114,479	228,958	114,479
	TOTAL	14,816,990	14,593,119	(223,871)
	PROPOSED			17,239,083
	REVISED			17,015,212
*** LOCIP - FY 2015/2016 rolled into 2016/2017				

WOLCOTT TOWN COUNCIL

Taxpayers' Time
Sign-In Sheet

NAME (Please Print)

ADDRESS (Please Print)

Jane Tynan

3 Chandler Dr.

Robert M. Cole

27 Sunset Rd

Lisa Pilarski

109 North St.