

ANNUAL REPORT
OF THE
MUNICIPAL OFFICERS
OF THE
TOWN OF NORTHFIELD, MAINE
FOR THE FISCAL YEAR
2022-2023
ALSO
THE WARRANT

TOWN OFFICIALS

SELECT BOARD

Vacant (2023)*
Ann Grange (2025)
Tom Manship (2024)

TOWN CLERK

Amanda Manship (2024)

TREASURER

Victoria Boone (2023)*

TAX COLLECTOR

Naida Pennell (2023)*

DEPUTY TAX COLLECTORS (Appointed)

Sandra Clifton
Jane Foss

ASSESSOR (Appointed)

J. Douglas Guy III

GENERAL ASSISTANCE ADMINISTRATOR (Appointed)

Catherine Ryanquint

TOWN FORESTRY WARDEN(Appointed)

John Thompson
Richard Lamasney

ROAD COMMISSIONER(Appointed)

Terry Hayward

ANIMAL CONTROL OFFICER(Appointed)

Washington County Territories

CODE ENFORCEMENT OFFICER (Appointed)

James Bradley

PLUMBING INSPECTOR (Appointed)

James Bradley

PLANNING BOARD

Michael Anderson (2024)

Alex Currier (2025)

Brian Frutchey (2023)*

Tom McCurdy (2025)

Kevin Millay (2023)*

BOARD OF APPEALS (Appointed)

Sherri Fraser

Sam Whitney

Dena Mazur

Brent Carter

Bill Burke

HEALTH OFFICER (Appointed)

Amy Zipperer

TOWN ATTORNEY (Appointed)

Rudman Winchell Law Firm

LICENSE AGENTS (Appointed)

Sandra Clifton

Jane Foss

SUPERINTENDENT OF SCHOOLS

Scott K. Porter

SCHOOL COMMITTEE

Rebecca Hennessey (2025)

Sandra Anderson (2024)

Abby Frutchey (2023)*

*Positions to be filled ARTICLE 2

**EXPENDITURES TO May 31, 2023
BY ACCOUNT NAME**

ADMINISTRATION

Appropriation	\$44,000.00
Balance Forward	0.00
Total Available	\$44,000.00

Salaries

Select Board

Greg Morgan (Chair) (resigned August 2022)	160.29
Ann Grange	1,869.86
Tom Manship	1,869.86

Planning Board

Thomas McCurdy (Chair)	900.00
Michael Anderson	700.00
Alex Currier	700.00
Brian Frutchey	700.00
Kevin Millay	700.00

CEO James Bradley \$6,000.00

LPI James Bradley 400.00

Treasurer

Victoria Boone \$5,000.00

Tax Collector

Naida Pennell \$2,500.00

Town Clerk

Amanda Manship \$2,500.00

Registrar of Voters

Amanda Manship 500.00

Total \$24,300.01

Social Security & Medicare contributions for the above \$1,862.00

Elections

November 2022

Amanda Manship (Registrar & Clerk)	180.67
Naida Pennell	95.63
Abby Frutchey	34.04
Roger Rivard	102.00
Julie Morgan	72.29
Diane Crockett	38.25
Total	\$522.88

Expense Administrative Salaries	\$26,684.89	
Balance Administration		\$17,315.11
All other Administrative Expenses:	\$25,990.91	
(Not limited to and including: Postage, Insurance, Legal Fees, Copying, Advertising, Audit, Dues, Registry Expenses, Office Supplies, Forms and Equipment)		
Balance 5/31/2023		(8,675.80)
General Fund for over budget	277.23	
Unallocated Reserves for over budget	8,398.57	
Balance 5/31/2023	0.00	
Balance Lapsed 06/30/2023:		\$0.00
 <u>ASSESSOR</u>		
Appropriation	\$7,200.00	
Balance Forward	0.00	
Total Available	\$7,200.00	
Assessor Expenses		\$6,600.00
Balance 5/31/2023:	\$600.00	
Balance Lapsed 06/30/2023		\$0.00
 <u>TOWN BUILDING</u>		
Appropriation	\$2,500.00	
Balance Forward		
Total Available	\$2,500.00	
Town Hall Expenses		\$2,498.49
Balance 05/31/2023:	1.51	
Balance Lapsed 06/30/2023		\$0.00
 <u>FIRE PROTECTION</u>		
Appropriation	\$10,000.00	
Balance Forward		
Total Available	\$10,000.00	
Fire Protection Expense		\$7,000.00
Balance 05/31/2023:	\$3,000.00	
Balance Lapsed 06/30/2023		\$0.00
 <u>AMBULANCE</u>		
Appropriation	\$1,700.00	
Total Available	\$1,700.00	
Ambulance Expense		\$1,764.00
Balance 05/31/2023:	(64.00)	
Balance Lapsed 06/30/2023		\$0.00

WASTE DISPOSAL

Appropriation	\$25,000.00	
Balance Forward		
Total Available	\$25,000.00	
Waste Disposal Expense		\$21,636.00
Balance 05/31/2023:	\$3,364.00	
Balance Lapsed 06/30/2023		\$0.00

ANIMAL CONTROL

Appropriation	\$1,000.00	
Balance Forward		
Total Available	\$1,000.00	
Animal Control Expense		\$456.20
Balance 05/31/2023:	\$543.80	
Balance Lapsed 06/30/2023		\$0.00

TOWN ROADS

Appropriation	\$8,000.00	
Balance Forward		
Total Available	\$8,000.00	
Town Roads Expense		\$1,987.50
Balance 05/31/2023:	\$6,012.50	
Balance Lapsed 06/30/2023 **		\$0.00

SNOW REMOVAL

Appropriation	\$68,000.00	
Total Available	\$68,000.00	
Snow Removal Expense		\$79,953.45
Balance 05/31/2023:	(11,953.45)	
From General Fund to Cover Over Budget	11,953.45	
Balance 05/31/2023:		0.00
Balance Lapsed 06/30/2023		\$0.00

CEMETERIES

Appropriation	\$850.00	
Balance Forward		
Total Available	\$850.00	
Cemeteries Expense		\$900.00
Balance 05/31/2023	(50.00)	
Balance Lapsed 06/30/2023		\$0.00

PLUMBING (permits) EXPENSE

Appropriation	\$500.00	
Total Available	\$500.00	
Plumbing Expense		\$0.00
Balance 05/31/2023	\$500.00	
Balance Lapsed 06/30/2023		\$0.00

GENERAL ASSISTANCE

Appropriation	\$1,000.00	
Total Available	\$1,000.00	
General Assistance Expense		\$0.00
Balance 05/31/2023	\$1,000.00	
Balance Lapsed 06/30/2023		\$0.00

911

Appropriation	\$200.00	
Total Available	\$200.00	
911 Expense		\$0.00
Balance 05/31/2023:	\$200.00	
Balance Lapsed 06/30/2023		\$0.00

FY Year Appropriation Above Categories:	\$174,950.00	
Total Expensed as of 05/31/2023:		\$175,471.44
Estimated Payouts for June:		26,603.25
Estimated Total Paid:		\$202,074.69
<i>Estimated over budget</i>	<i>27,124.69</i>	

WASHINGTON COUNTY TAX

Appropriation	\$94,512.00	
Total Available	\$94,512.00	
Washington County Tax Expense		\$94,512.00
Balance	\$0.00	
Balance Lapsed 06/30/2023		\$0.00

HISTORICAL PRESERVATION & RESEARCH FUND

Appropriation	\$0.00	
Balance Forward	\$2,200.00	
Total Available	\$2,200.00	
Fund Expense		\$0.00
Balance	\$2,200.00	

ROAD IMPROVEMENT RESERVE FUND

Appropriation from last years' remaining	\$7,706.69	
Adjusted LRAP Funds (Restricted State Funds)	\$5,128.00	
Balance Forward	\$12,834.69	
Total Available	\$12,834.69	
Fund Expense		\$0.00
Balance	\$12,834.69	

GENERAL EXPENSE FUND

Appropriation (Annual)	\$10,000.00	
Balance Forward	8,665.06	
Total Available	\$18,665.06	
Fund Expense (<i>Legal, Plow/Sand & Administration</i>)		\$18,665.06
Balance	0.00	

CAPITAL PROJECTS FUND (Town Hall)

Appropriation (Annual)	\$5,000.00	
Balance Forward	\$5,000.00	
Total Available	\$10,000.00	
Fund Expense		\$0.00
Balance	\$10,000.00	

TREE REMOVAL RESERVE FUND

Balance Forward	\$0.00	
Total Available	0.00	
Fund Expense		\$0.00
Balance	\$0.00	

RESERVE FUNDS	\$25,034.69	
Reserve for 2023 County Tax	\$103,027.00	
Education Reserve	\$10,000.00	
Total Reserve Funds	<u>\$138,061.69</u>	

BANK ACCOUNTS (as of 05/31/2023)

	<u>Restricted/Reserved</u>	<u>Operating Funds</u>
Municipal Checking (<i>operating account</i>)		\$150,000.00
ICS Checking (<i>operating reserves</i>)		\$235,584.34
ICS (<i>reserves accounts above</i>)	\$57,051.52	
Municipal Savings (<i>reserves accounts above</i>)	\$81,010.17	
Josephine Cox Memorial Scholarship Fund (R)	\$45,726.91	
Municipal 48 month CD (Reserves) (R)	\$66,540.03	
Civil Defense Fund Savings (R)	\$788.86	
Soldiers' Memorial Fund Savings (R)	\$292.49	
<hr/>		
Subtotal Restricted & Reserve Funds	\$251,409.98	
Operating Funds Available		\$385,584.34

(Down East Credit Union accounts were closed and funds were transferred to Machias Savings Bank ICS sweep account to centralize accounts and maximize deposit insurance.)

(R) = Restricted

TREASURER'S REPORT

As of May 31, 2023

RECEIPTS

Excise Taxes		\$61,163.02
State of Maine		
Education (Intergovernmental)	\$6,878.20	
DOT Urban/Rural Initiative (LRAP) <i>*(R) restricted funds</i>	\$2,556.00*	
Revenue Sharing	\$10,298.94	
Tree Growth	\$15,078.96	
Homestead Exemption	\$6,116.10	
Veterans' Exemption	\$68.00	
Misc. Receipts (R)	\$7,401.70*	
Treasurer of State Total Receipts		\$48,397.90
Real Estate Tax Lien payments	\$8,077.99	
Interest and Fees	\$1,568.26	
Total Lien Receipts		\$9,646.25
2021 Real Estate Taxes	\$11,340.95	
2021 Interest and Fees	397.18	
2022 Real Estate Taxes	\$393,860.61	
2022 Interest and Fees	\$70.51	
Taxes paid in advance (2023)	\$4,569.42	
Adjustments (Refunded overpayment of taxes)	(1,941.60)	
<i>NET Total Taxes Paid in Advance (carried forward 2023)</i>	<i>2,627.82</i>	
TOTAL RE Taxes, Interest & Fees Received		\$408,297.07
Permits	500.00	
Clerk Fees	236.00	
Other Misc. Receipts	763.00	\$1499.00
TOTAL TREASURER RECEIPTS		\$529,003.24
Less: WARRANTS DRAWN BY SELECTMEN		
As of May 31, 2023		(\$478,628.90)
Less: Restricted Funds *R		(9,957.70)
Estimated June Warrant		(26,603.00)
Net Balance to Unallocated Reserves		\$13,813.64

TAX COLLECTOR'S REPORT

FY 2022/2023 AS OF May 31, 2023

FY 2021/22 Collections

Real Estate Taxes 2021	10,413.59	
Interest & Fees 2021	397.18	
Supplemental 2021	927.36	
Taxes Paid in Advance (2022)		4,050.00
Total 2021 Taxes Collected	11,340.95	
2022 Property Tax Committed		\$432,868.32
Abatements	(3,101.76)	
Supplementals	2,445.60	
Adjusted Total 2022		\$432,212.16
Total carried from previous year		303.62
TOTAL 2022 Taxes to be Collected		\$427,858.54
Property Taxes 2022	393,860.61	
Interest & Fees 2022	70.51	
Taxes Paid in Advance (2023)		4,569.42
Adjustments (<i>Overpayment refunded to Taxpayer</i>)		(1,941.60)
NET Balance 2023 Carried forward		2,627.82
TOTAL 2022 COMMITMENT OUTSTANDING:		\$33,997.93
TOTAL COLLECTIONS	\$408,297.07	

**Delinquent Property Taxpayers
As of May 31, 2023**

Property Owner(s)	2022 Tax Due	2021 Past Due	2020 Past Due
Anderson-Wright, Iyissa/Muto, Nicholas	355.20		
Beaudoin, Janet/Scott, Daniel	139.20		
Binnington, Steven (frmr Jesse Beaulieu)	216.96	256.34	
Blaine, William	100.00		
Brennan, Paul	1,990.08		
Brennan, Paul	216.96	371.56	
Brewer et al/ Rebecca	1,167.36		
Brown, Janet & Harold	889.92		
Burns, Dawn	163.20		
Buzzell, Truman & Sandra	620.28		
Calor, Aaron	316.80		
Chessa, Susan	430.08	450.33	
Chin, Gregory & Stephanie	118.08	166.33	201.13
Cleaves, Samuel	62.04		
Cote, Christopher Michael	190.08		
Cox, Robert	1,069.92		
Currier, Alexander	2,717.28		
Davis, Randy & Nancy	651.84		
Dimare, Devisees of Virginia	917.76	894.23	1,112.83
Farmer's Red & White	126.72		
Farmer's Red & White	1,080.00		
Farmer's Red & White	619.20		
Gardner, Darren	1,195.20	1,146.77	
Gardner, Leslie & Sonja	704.64		
Gardner, Leslie	1,037.76		
Giarratano, Tina	189.12		
Gray, Philip Jr	344.64		
Guptill, Eric	328.32	367.31	201.03
Guptill, Eric L		145.36	
Herasymchuck, Lee & Elizabeth Dodge	58.56		
Huntley, Gary	101.82		
Ingram Trustees	672.00	670.53	
Johnson, Wilma	43.20		
Joler, Ashley	325.44		
Kilton, Seth	1,407.36		
King, Thomas & Lisa	648.96		
Kuhns, Donald	344.64		
Langdon, Melinda	124.80	172.45	208.79
Loucraft, Christopher	605.76		
Magee, Gary L	1,242.24		
Mastrocola, Rocco & Vittoria	249.60		
Mitchell, Donna	1,029.12		
Nelson, Robin, Peter & Polly McClellan	1,200.96		

Delinquent Property Taxpayers (cont'd)**As of May 31, 2023**

Property Owner(s)	2022 Tax Due	2021 Past Due	2020 Past Due
Ogilvie, Janel	2,295.06		
Raffa, Marta	1,018.56		
Ramsdell, Sarah & Janine Plante Blaine	2,103.36 (paid 6/12/23)		
Rhodes, Joshua	378.24		
Ricigliano, Ian	1,177.92	1,131.40	1,409.44 (paid 6/12/23)
Rosalie Roach Revocable Trust	216.00		
Rosalie Roach Revocable Trust	222.72		
Schencks, Kirby	435.84		
St Cyr, Lia	546.24	556.06	215.16
Stevens, Edward	595.20		
Thompson, Francis	340.28	28.17	
Vane, Donald & Betty Sue	144.00		
Wakefield, Stephanie & Reginald Seeger	257.28		
Whitney, Peter	857.28		
Total Unpaid taxes as of 5/31/2023	\$36,774.76	6,356.84	\$3,348.38

TOWN OF NORTHFIELD
WARRANT FOR ANNUAL TOWN MEETING
JUNE 28, 2023

State of Maine

TO: Kevin Millay, Resident of the Town of Northfield

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn each of the inhabitants of the Town of Northfield as are qualified to vote in Town affairs, to assemble at the Town Hall in said Town, on Wednesday, the twenty-eighth day of June 2023 at 6:00PM, to act on the following articles, to wit:

ARTICLE 1: To elect a Moderator to preside at said meeting.

ARTICLE 2: To elect all other necessary Town Officers for the ensuing year or for the term specified:

(1)	Select Board member	(3 Year Term)
(2)	Planning Board members	(3 Year Term)
(1)	School Committee member	(3 Year Term)
	Treasurer	(1 Year Term)*
	Tax Collector	(1 Year Term)*
	General Assistance Administrator	(1 Year Term)
	Health Officer	(1 Year Term)
	Road Commissioner	(1 Year Term)

ARTICLE 3: To see what sum the Town will vote to raise and/or appropriate for the following categories (listed amounts are recommendations from the Select Board): (Last Year)

A.	Town Roads	\$5,000.00	8,000.00
B.	Snow Removal (Plow/Sand/Salt)	\$108,700.00	68,000.00
C.	Administration	\$65,000.00	44,000.00
D.	Assessor	\$9,000.00	9,000.00
E.	Town Buildings	\$2,700.00	2,500.00
F.	Waste Disposal (Includes pick up)	\$28,000.00	25,000.00
G.	Fire Protection	\$15,000.00	15,000.00
H.	Ambulance Contract	\$5,000.00	1,700.00
I.	Animal Control	\$1,000.00	1,000.00
J.	General Assistance	\$1,000.00	1,000.00
K.	Cemeteries	\$900.00	850.00
L.	Plumbing Inspections	\$500.00	500.00
M.	911 Account	\$200.00	200.00
	Total:	\$242,000.00	174,950.00

As to ARTICLE 3, the Board of Selectmen recommend the total of \$61,163 be appropriated from Excise Tax receipts and of the balance, \$80,000 be taken from the unallocated reserves \$100,837 to be raised and appropriated for the accounts listed in ARTICLE 3. *(Increase of \$67,050 from last year due to **significant** increasing costs across the board. Plow/Sand increased contracts, Assessor, Ambulance appropriation, Sanitation and Administrations costs.)*

ARTICLE 4: To see if the Town will vote to authorize the Selectmen to create a paid position of Deputy Treasurer (paid at \$200/monthly). This position will first be filled by an appointee who is to train to become Treasurer, and once trained for the position, will be compensated with the balance of the Treasurer Compensation. Former Treasurer may be sworn in as Deputy Treasurer and compensated as needed to assist in transition at \$200/monthly as needed. (Paid from Administrative account in ARTICLE 3.)

ARTICLE 5: Shall the Town of Northfield continue to subcontract the collection of Excise Taxes to the Town of Machias at the cost of approximately \$2,000 per annum for the ensuing year? *(Amount of last year's contract of \$1,895 was increased 7% over the budgeted amount of \$1,757.)*

ARTICLE 6: To see if the Town will vote to charge interest on delinquent taxes after the annual March 15 due date, and if they vote to do so, to set the rate of interest of 8%. (The maximum rate allowed by the State is currently 8% per annum).

ARTICLE 7: To see if the Town will vote to authorize the Selectmen, on behalf of the Town to dispose of any real estate acquired by the Town for nonpayment of taxes thereon, on such terms as they may deem advisable and to execute a Quit Claim Deed for such property when appropriate.

ARTICLE 8: To see if the Town will vote to authorize the Selectmen and the Treasurer to borrow when necessary, up to and not exceeding \$20,000 upon the faith and credit of the Town, during the municipal year July 1, 2023 to June 30, 2024, in anticipation of and to be paid from the amount collected from taxes of the said municipal year, and if the Town votes to do so, to authorize the Treasurer to execute the Promissory Note of the Town for the amount so borrowed.

ARTICLE 9: Shall the Selectmen be authorized to exceed the property tax levy limit for the municipal year July 1, 2023 to June 30, 2024?

ARTICLE 10: To see if the Town will vote to add \$10,000 to the General Fund from Unallocated Reserves to cover unbudgeted increases in capital expenses? *(Since COVID, prices of all goods and services have risen. This makes budgeting difficult and this helps cover unexpected increases. This does not RAISE money, only moves funds from an unallocated reserve account to make funds available.)*

ARTICLE 11: To see if the Town will vote to allocate *unused allocation* from Town Roads from this past FY to the Road Improvement Reserve Fund? Unused Town Roads funds are currently \$4,153.50. [This is the balance as of 6/10/2023]. *(The Road Improvement Reserve Fund was depleted (FY 20/21) on Eastern Ridge Road paving. This is not "raising" funds, only moving unused balances to the FUND which is used for major road repair projects.)*

ARTICLE 12: To see if the Town will vote to raise and appropriate funds in the amount of \$5,000 to be added to the Capital Projects Fund to be used solely for the Town Hall building improvements.

ARTICLE 13: To see if the Town will vote to raise and appropriate amounts for any or all of the following: (Amounts listed are past contributions totaling \$599.00).

Downeast Community Partners (Matching funds)	\$199.00
American Red Cross	\$100.00
Machias Area Little League	\$200.00
Porter Memorial Library	\$100.00

ARTICLES FOR TOWN OF NORTHFIELD 2023/2024 SCHOOL BUDGET

ARTICLE 14: Shall the Town be authorized to expend \$221,517.00 for Regular Instruction?

ARTICLE 15: Shall the Town be authorized to expend \$26,513.00 for Special Education?

ARTICLE 16: Shall the Town be authorized to expend \$15,394.00 for System Administration?

ARTICLE 17: Shall the Town be authorized to expend \$39,438.00 for Transportation and Buses?

ARTICLE 18: Shall the Town be authorized to expend \$5,000.00 for All Other Expenditures?

ARTICLES 19 THROUGH 20 RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

ARTICLE 19: Shall the Town appropriate \$240,394.41 for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and shall the Town raise \$231,575.73 as the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688?

Explanation: The Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

ARTICLE 20: (Written ballot required) Shall the Town raise and appropriate \$59,909.50 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$59,909.50 as required to fund the budget recommended by the school committee?

The school committee **recommends \$59,909.50** for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$59,909.50: The Northfield School Department budget is over the Essential Programs and Services model in system administration, and the difference between the elementary and secondary tuition rates and the EPS tuition rates. In addition, the Essential Programs and Services model does not fully fund co-curricular activities and the model has not been fully funded by the State.

Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act that will help achieve the Town budget for educational programs.

ARTICLE 21 SUMMARIZES THE PROPOSED SCHOOL BUDGET

ARTICLE 21: Shall the Town authorize the school committee to expend \$307,862.00 for the fiscal year beginning July 1, 2023 and ending June 30, 2024 from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools?

ARTICLE 22 AUTHORIZES EXPENDITURES OF GRANTS AND OTHER RECEIPTS

ARTICLE 22: Shall the Town be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

ARTICLE 23 AUTHORIZES THE ADULT EDUCATION PROGRAM AND RAISES THE LOCAL SHARE

ARTICLE 23: Shall the Town appropriate \$850.00 for adult education and raise \$850.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**ARTICLE 24 AUTHORIZES THE ADULT BASIC EDUCATION PROGRAM AND
RAISES THE LOCAL SHARE**

ARTICLE 24: Shall the Town appropriate \$410.00 for adult basic education and raise \$410.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult basic education program.

Given under our hands this 19th day of June 2023 Northfield, Maine

BOARD OF SELECTMEN
TOWN OF NORTHFIELD

/s/ Thomas Manship

/s/ Ann Grange

CERTIFIED: A true copy of the “Warrant for the 2023 Annual Town Meeting for the Town of Northfield.”

RESIDENT’S RETURN

I have this day posted a certified true copy of the Warrant for the 2023 Annual Town Meeting at the Northfield Town Hall, the same being a public and conspicuous place within the said Town of Northfield, on June 19, 2023, which date is at least seven days prior to said meeting.

/s/ Kevin Millay

Resident of Northfield