

OTB, Lisa, Baub, Mic, Ben, Public

TO: Town Board
 FROM: Lisa Potswald
 RE: Decisions to be Made
 DATE: May 7, 2020

This memo is written to provide the Town Board with a decision framework for how to approach Town operations for the summer months. I have outlined RELAXED, ASSERTIVE, and AGGRESSIVE approaches. It could be that the Town Board decides to take a relaxed approach toward one consideration, and an aggressive approach with another. It could also be that the Town Board will make changes from a relaxed approach to an aggressive approach during the summer contingent on confirmed COVID-19 diagnoses on the Island. This is only intended to provide the Town Board with a model for discussion and decision making. The next Town Board meeting is May 26, the day the Safer At Home order is scheduled to terminate, so it seems prudent to consider and discuss how to proceed.

UPDATES AS OF 5/26/20:

- State Park campground is now closed until June 7 and the opening date is under advisement.
- Whitefish and Joni's Beach washrooms are open.
- Beach Club installed two portable toilets in front of their business.
- Some of the garbage cans have been put out.
- Signs "Use at your own risk" were installed at the Joni's playground.
- It was reported many people were seen this past weekend with no masks and not practicing social distancing.

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 MAY 26 2020
 Initial: dg

CONSIDERATION	RELAXED	REVENUE LOST	ASSERTIVE	REVENUE LOST	AGGRESSIVE	REVENUE LOST
Joni's Beach	Allow usage with signs encouraging social distancing. Washrooms open with additional cleaning.	\$0	Signage; allow usage of grounds and pavilion; block dock and playground. Washrooms stay closed.	Budgeted \$125	Totally limit public access to the property by blocking off any entrance and not opening washrooms.	Budgeted \$125

CONSIDERATION	RELAXED	REVENUE LOST	ASSERTIVE	REVENUE LOST	AGGRESSIVE	REVENUE LOST
Big Bay Town Park Beach (Note 1)	Allow full usage with signs encouraging social distancing.	\$0	Signage; one person on stairway/bridge at a time. Rentals only to individuals; no group tours.	Donations \$2,000	Close any access to the beach from the top of the stairs on down to the bridge and beach. No rentals.	TL 2020 Donations \$4,000
Campground (Note 1)	Allow full usage with signs encouraging social distancing.	\$4,000 May CAMPING Cancellations \$200 May Showers	Keep showers closed, increased cleaning of restrooms, one person on the stairways/bridge at a time.	\$500 June SHOWERS \$4,000 May camping	Campground and restrooms are closed until a date to be determined.	\$500 June Showers + \$200 May showers \$20,000 June CAMPING + May camping
Boat Landing on Main Street	Do nothing to limit access.	\$0	Signage encouraging social distancing; no group rental tours.	\$0	Block any access to use the property.	\$0
Town Public and Portable Toilets (downtown, Pocket Park, Capser Trail) (Note 2)	Open as usual, increased cleaning schedule.	Is MICofC still willing to front 100% of the pumpouts? If so, then a WASH	Whitefish open and increased cleaning. All others closed.	Is MICofC still willing to front 100% of the pumpouts? If so, then a WASH	All Closed.	Is MICofC still willing to front 100% of the pumpouts? If so, then a WASH
Garbage containers, collection (Note 2)	Put out all containers downtown and collect as usual.	\$0	Put out one or two containers for regular collection.	\$0	Do not put out any containers.	\$0
Recreation Center building and pavilion	Allow rentals to proceed with scheduled events, signage encouraging social distancing.		After May 26, no groups larger than 10 people until Governor allows. Events will be allowed only according to state order.		Reservations canceled. Picnic tables put up and property is blocked off for usage for some or all of the summer.	

CONSIDERATION	RELAXED	REVENUE LOST	ASSERTIVE	REVENUE LOST	AGGRESSIVE	REVENUE LOST
<ul style="list-style-type: none"> JFD Biker Weekend 6/26-28 				\$250		\$250
<ul style="list-style-type: none"> 4th of July 				\$0		\$0
<ul style="list-style-type: none"> Wedding 7/24 BBTP 				\$125		\$125
<ul style="list-style-type: none"> Wedding 9/5 BBTP 				\$125		\$125
<ul style="list-style-type: none"> Wedding 9/5 BBTP 						
<ul style="list-style-type: none"> Wedding 9/12 BBTP 				\$0		\$0
<ul style="list-style-type: none"> Fall Fest 10/17 						
Softball Fields	Allow events to occur as scheduled. Signage re: social distancing.	\$0	After May 26, only allow up to 10 people and continue to follow state order.	\$0	Cancel use of the fields for the summer.	\$0
<ul style="list-style-type: none"> Star Bar 8/8 						
<ul style="list-style-type: none"> Codger Game 9/26 						
Playground equipment (Rec Center and Joni's)	After May 26 allow usage by 10 children or less with signage encouraging social distancing.	\$0	Discourage use of playground equipment through signage but don't block off.	\$0	Block off all playground equipment until interactions allowed by state.	\$0
Bikes at Airport	Allow usage of bikes with social distancing signage.	\$0	Allow usage of bikes "at your own risk". Ensure they are returned to airport.	\$0	Put bikes away for the summer.	\$0
Town Buildings - (Town Hall, SRE, Town Garage, Old County	Open Town buildings up to the public, including Town Hall	\$0	Town buildings are open however the public must wear masks to enter, no more than 10 people	\$0	Keep Town buildings locked and closed to public. Services provided either	\$0

CONSIDERATION	RELAXED	REVENUE LOST	ASSERTIVE	REVENUE LOST	AGGRESSIVE	REVENUE LOST
Garage, Airport Terminal)	with no requirements.		total at a time, and disinfecting after someone leaves.		outside or inside with public required to wear protective masks. Staff continue to use PPE when necessary.	
Town Board and Committee Meetings	After May 26 resume in person meetings with up to 10 people in the Town Hall room. No other restrictions.	\$0	After May 26 those who want to meet in person will do so, and those who want to phone in will do so. No more than 10 people total present at any meeting.	\$0	Continue to meet remotely until Governor moves the state to Phase II of the Badger Bounce Back Plan.	\$0
MRF	Open for the usual summer hours		Open Mon, Wed, Sat		Open Mon, Wed, Sat	
The Exchange	Open as usual (part-time position was NOT included in the 2020 budget.		Not open in 2020		Not open in 2020	

Note 1: Ben and I did research about what other local campgrounds and parks departments are doing.

	Ashland	Washburn
State Park <ul style="list-style-type: none"> As of last week, they were instructed to keep all restrooms closed through May 26th, including their pit toilets. If there is enough public outcry they will reopen them, otherwise not until May 26th. Extra cleaning is expected to be part of the daily duties and PPE worn by staff when reopened. They are accepting reservations with plans to open June 7st. 	Ashland <ul style="list-style-type: none"> Ashland is not opening their campground until May 26. They will not be offering showers or restroom to campers (or the public). They are closing tent camping site for construction/maintenance and encouraging campers who are self-contained to camp. They are not hiring as many LTEs this summer, so cleaning rest room is a problem, that is why the restrooms at 	Washburn <ul style="list-style-type: none"> They are still dealing with the shower issue and may close the showers (even though they are in the same room at the restrooms. This would be done by taping them off and not providing the tokens necessary to take a shower. They will probably put up some signage, based on whatever rules are in place at that time.

<ul style="list-style-type: none"> • They will have their shower facilities open unless something changes between now and the 26th. <p>Ben will keep in touch and recommends we should follow whatever the DNR does since we share the beach, boardwalk, etc.</p>	<p>Kreher Park, Prentice Park, and Maslowski Beach are closed and no trash receptacles.</p> <ul style="list-style-type: none"> • They will have signs to remember social distancing, wash your hands, etc. • They are not allowing pavilions reservations or ballfield sports to start until July. 	<ul style="list-style-type: none"> • It will be expected that campers maintain a distance and not gather in groups of 10 – that will probably be on the signage. • Facemasks – not planning to require facemasks at this time. • They have a cleaning contract and are working through those details with them - they will be doubling the cleanings for a period of time. • If the city follows the orders in place and take extra precautions, they believe they can limit liability. Prove you got it at the campground too. How can anyone prove anything with this? Maybe they got it at the grocery store? • Everything is subject to change.
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The Table below provides an estimate on 2019 BBTP net revenues -- based on the per reservation fee paid to Stainless (the BBTP software company):

2019 Month	Net Revenue	Number of Reservations
May 2019	\$6,500	218 reservations
June 2019	\$19,600	666
July 2019	\$33,800	1,142
August 2019	\$36,900	1,252
September 2019	\$10,400	352
October 2019	\$6,200	208

Note 2: Things the Town needs to consider in taking these steps:

- If no public washrooms are open, then people will go to Marie's -- we need to coordinate with her and other downtown businesses in advance regarding this measure. It could put the few businesses that may be open to the public in a bad situation.
- It would be the same regarding garbage. Not have cans around is doable but must be coordinated with businesses.

- Parks line items can perhaps be examined as how much expenses could be reduced - in some cases, the expense reduction could exceed the possible lost revenue.

Parks Staff Recommendations (based on group staff discussion led by Ben):

- Do not open any of the portable toilets for the summer. Only Joni's and Whitefish restrooms should be open.
- A limited number of garbage receptacles will be put out downtown and at BBTP.
- BBTP restrooms and showers will be open, and they will close 2 times a day for cleaning. Staff will wear full PPE.

Note that the Town of La Pointe's *Declaration of Health Emergency Resolution 2020-0324* became effective on March 24, 2020 for a period of four months, which means the current Declaration is up on July 23, 2020. Since the Declaration gives the Town Board certain powers to protect the health and wellbeing of employees and residents, the Board may want to consider extending the Declaration further into 2020 or even to the end of the year.

Ready & Open Campaign

What is Madeline Island READY & OPEN campaign?

The Madeline Island Chamber of Commerce has implemented the READY & OPEN campaign to support Madeline Island businesses with communicating to the community, regarding safety best-practices adopted in response to COVID-19. Our top priority is the safety of community, employees, and visitors. In support of the State of Wisconsin's 'Turn the Dial' order, the business community of Madeline Island stands ready to move towards a thriving economic environment while protecting against the renewed spread of coronavirus. The READY & OPEN campaign is not a regulatory effort. Our role is simply to support and assist member businesses by providing a marketing platform by which each business can highlight its safety efforts during this time. Each participating business is responsible and accountable for its own actions, efforts, and representations made in connection with the READY & OPEN campaign. While compliance is expected, the Madeline Island Chamber of Commerce cannot and does not guarantee that any business is employing or undertaking any safety measures.

These READY & OPEN recommendations can and will change. This campaign is merely a simplified version of federal, state, and local guidelines. It is the responsibility of each individual business to research industry specific safety measures. We recommend the guidelines being put out by WEDC. They can be found at <https://wedc.org/reopen-guidelines/>

Preparing for Madeline Island READY & OPEN:

1. Assess store capacity—maximum 5 customers at a time for non-essential retail. If a store cannot maintain 6' social distancing with 5 customers in the store, it will need to lower the number of customers allowed in at a time. Bayfield READY & OPEN is endorsed by the Ashland County Health Department.
2. Provide proper spacing for people waiting to enter. Establish a line outside the store to control entry, with markings so customers know where to stand to ensure social distancing. Alternatively, stores could allow customers to wait in their cars and notify them by phone or text when it's their turn to enter the store.
3. Restrict the number of staff to only what is strictly necessary.
4. Increase standards of facility cleaning and disinfecting to limit staff and customer exposure to COVID-19 and adopt protocols to clean and disinfect in the event of a positive COVID-19 case. Communicate your policy with all employees.
5. Be prepared with appropriate PPE. Hand sanitizer, face coverings, cleaning supplies, etc.
6. Publicly declare your READY & OPEN safety measures on the business entrance and in your marketing. Customers will look for this, and the blue open signage will indicate a cohesively safe Madeline Island. We have provided printable posters, open signs to participating businesses.

Recommended Material List for Madeline Island READY & OPEN:

- Masks for all employees whenever appropriate



- Disinfectant Spray
- Facilities for employees to regularly wash hands with soap and water
- Hand Sanitizer for employee & customer use
- Gloves
- A way to process credit cards/electronic payment (credit/debit cards transfer less germs than cash)
- Tape for marking social distance at checkouts/entrance

Please note, many businesses are opening with special safety precautions in place. Masks may be required, social distancing and different ordering procedures than in the past, may be implemented. Please check our website for the business page you are interested in, and their days and hours of operation, and precautions at madelineisland.com

Contact the Madeline Island Chamber of Commerce by emailing vacation@madelineisland.com for any questions or concerns.

Thank you!

Ready & Open Businesses

Please contact the business directly for up to date information, visit madelineisland.com for individual business contact numbers. If you are a Madeline Island Chamber of Commerce member and have changes, please contact vacation@madelineisland.com or call (715) 747-2801.

Planning on visiting. Please be safe and follow guidelines set by each individual business. Masks are required to order or enter at some businesses, please come prepared.

Business are following the Ready & Open campaign for their employees to make sure you are as safe as possible when you visit. Look for sign in the window to show that they are Ready & Open!

Please call ahead for the latest information

Last Updated: 5/25/2020

- Adventure Vacations- (715) 747-2100: open Monday-Saturday-12-5 pm
- Beach Club- (715) 747-3955 Open Mon, Tues, Wed, Sat, 11-4pm, Friday's groceries only, 11 am to 3pm.
- Bell Street Gallery- (715) 747-2092 Open Monday-Saturday-12-5
- Big Bay State Park-(715) 747-6425 Posted hours, camping starting June 1st

- Big Bay Town Park-715-747-3031: Daytime hours, camping starting June 1st.
- Café Seiche-Open, call for hours: 715-747-2033
- Deena's Pottery Studio-Open Thursday-Sunday 10-5, email deenaspotterystudio@gmail.com for details
- Dockside, (715) 747-2314: Open, call for details
- Farmhouse and Hayloft lodging- 715-747-3276 (FARM) or 715-747-2000: online ordering, Thursday-Sunday 9-2, Walk-up starting June 4th.
- Grampa Tony's- (715) 747-3911: Open Friday, Sat, Sun 8am-8pm.
- Island Carvers- (715) 747-6595: Open, call for hours.
- Island Market, (715) 747-6635: opening June 1st, Wednesday through Sunday 12-6 pm
- Island Shores Group-eXp Realty-Open: 715-747-2480
- Lakeview Laundromat-Open: 715-242-0406
- LaPointe Center- (715) 209-5471: Open June 15th.
- Lori's Store-715-747-5200: Monday through Friday 10-2 pm
- Madeline Island Candles, (715) 747-3090: Open May 26th, Monday-Saturday 10am-4pm and Sunday noon-4pm.
- Madeline Island Ferry Line-Open: call 715-747-2051 for information
- Madeline Island Golf Course-715-747-3212: Monday thru Sunday, reservations required
- Madeline Island Yacht Club (715) 747-2655: Monday thru Friday 8-4:15
- Motion to Go-715-747-6585: Monday through Sunday, 9-5 pm
- Ricky Rock & JEM-By appointment only 715-209-1161
- Rockhouse Food Truck, (715) 747-2325: open Tuesday-Wed-Thur-Sat-11-2 pm.
- The Inn on Madeline Island-715-747-6315: Open June 1st
- The Pub- (715) 747-6315: open Wednesday through Sunday 12-6 pm.
- Woods Hall- (715) 747-3943: Wed-Sat 10-5pm
- Q&Z's bakery-Open soon , email cole_nik07@yahoo.com for more information

(5) TB, Lisa, Barb, Micahela, Public

EMERGENCY SERVICES BUILDING FUNDING OPTIONS

5/26/2020

PLAN NAME	CONSTRUCTION	PROJECT ADMIN	TOTAL PROJECT COST	Bldg INSURANCE PROCEEDS	Debris Removal Insurance Proceeds	Contents Insurance Proceeds	TOTAL INSURANCE	DONATIONS	TOTAL FUNDING	Expenditures Debris & Site Work - 5/18/2020	Expenditures Architect/engineering - 5/18/2020
No Fire Suppression	\$2,222,433.15	\$838,430.86	\$3,060,864.01	\$1,645,891.74	\$32,840.75	\$100,000.00	\$1,778,732.49	\$962,320.38	\$2,141,052.87	-\$103,453.43	-\$235,672.58
Include Fire Suppression	\$2,662,055.55	\$857,460.23	\$3,519,515.78	\$1,645,891.74	\$32,840.75	\$100,000.00	\$1,778,732.49	\$962,320.38	\$2,141,052.87	-\$103,453.43	-\$235,672.58

Funds already expended - taken from existing insurance fund

LOAN OPTIONS

Scenario 1 loan with MSD

	MSD	Bank	Total
No fire suppression	Annual Loan Payment \$500,000.00 @ 1.5% 10 yrs	Annual Loan Payment \$47,490.72 @ 2.5% 10 yrs	Annual Loan Payment \$101,365.56
Fire suppression	\$ 919,811.14	\$ 53,874.84	\$ 1,378,685.98

Scenario 2 10 year loan

No fire suppression	Annual Loan Payment @ 2.5%	Annual Loan Payment @ 2.5%	Annual Loan Payment
Fire suppression	\$ 919,811.14	\$ 104,052.60	\$ 1,04,052.60

Scenario 3 loan with bank 10/20 balloon

No fire suppression	Annual Loan Payment 20 yr amortizatiok w/10 yr paymts @ 2.5%	Balloon amount due 2030	Total Annual Loan Payment
Fire suppression	\$ 919,811.14	\$ 517,307.36	\$ 58,489.32

Scenario 4 20 year loan

No fire suppression	Annual payment 20 years @ 4%	Annual Loan Payment
Fire suppression	\$ 919,811.14	\$ 66,886.44

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MAY 26 2020

Initial: [Signature] from Lisa

TB Lisa, Barb, Michaela
Public

Lisa Potswald

From: Max Lindsey <mlindsey@ncis.net>
Sent: Tuesday, May 26, 2020 4:25 PM
To: Lisa Potswald
Subject: RE: Public Comment Regarding ESB Resolution
Attachments: 12.9.19 letter re Firehall Resolution.pdf

Lisa,

This email is to follow up on our phone conversation regarding the ESB Resolution. My research into this matter is that the amount authorized at the Town Meeting is for the actual building costs, but need not include costs for preliminary reports, site testing, management costs, third-party engineering, or cost to install additional equipment after completion of the building. I have attached the memo that I previously wrote on this matter. I also discussed this issue in December with WTA Attorney Carol Nawrocki and mentioned these independent costs that may come up. She advised that only the actual construction costs, excluding those costs listed above, were required to be calculated when determining if the resolution adopted pursuant to Wis. Stats. § 60.10(2)(f).

I have been attempting to contact Carol Nawrocki with these new details to clarify her opinion as well but I haven't been able to get a hold of her yet. Thus, my opinion on this matter remains unchanged.

The response from Carol Nawrocki last December is copied below in Red.

The town can incur costs for the preliminary engineering work or architectural drawings without elector approval. What is outfitting? If these are items to be built as fixtures in the building they should be included in the total cost of the building. If these are pieces of movable equipment or tools, etc. that can be purchased after the building is built, those would not be included in the building cost.

Keep in mind that the any proposed resolution that you prepare need not state the total dollar amount in advance of the elector meeting. The agenda can just indicate you are seeking approval of a resolution to construct a new emergency services building and then the board can present the project options and expected costs at the meeting before the resolution is put to a vote. This is when the board explains the permit fees, site prep, building plans, etc. It makes sense to explain these ancillary costs upfront to the electors if they cannot be avoided and will be part of the overall cost if you go ahead with the project.

The resolution approved by the electors could say "we authorize the board to spend up to X amount" or "we authorize the board to spend whatever they deem fit, etc." Or it could just authorize construction of the building and not include any dollar amount limitation. However, the electors, by their motion, may decide to limit the total cost by inserting a dollar amount in to their motion that the board must stay under.

So, you are not locked in to a certain dollar amount when you walk in to the meeting. Rather, the board should present the proposal to the electors with what it will all cost, why a contingency amount is needed, etc. and what the insurance payout will likely be, etc. and then ask for approval. If any of these things are uncertain when you have the vote (like the insurance payout) you might try to build some flexibility in to the wording of the motion and resolution so that you don't have to do this all over again if a dollar amount changes.

Atty. Carol Nawrocki
WTA Assistant Director
www.wisctowns.com

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MAY 26 2020
BY: mm

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MATTHEW F. ANICH
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MAX T. LINDSEY
ROBERT E. EATON

December 9, 2019

Town of La Pointe Town Board
PO Box 270
La Pointe, WI 54850

RE: Emergency Services Building Resolution

Dear Town Board Members:

This letter is sent as a clarification on the process and procedure surrounding the resolution to approve construction of the new Emergency Services Building.

The electors passed a resolution on August 13, 2019, approving "approximately \$2,500,000" to construct the new Emergency Services Building. Subsequently, the Town has learned that the total cost of the planned construction would greatly exceed this approved amount. A new resolution approving construction at approximately \$4,300,000 was not approved by electors at the December 2 Special Town Meeting.

Wisconsin Statutes § 60.10(2)(f) requires the electors to pass a resolution approving the construction of new public buildings at a town meeting. That statute does not require such resolution to include an approved amount that may be spent on the new building. However, if a town resolution includes a total approved price in a resolution pursuant to this section, the cost of the new building cannot exceed the price stated in the resolution.

Moving forward, there are a few different actions that the Town can take on this. First, the August 13, 2019 resolution is still in place and effective to ratify the construction of a new Emergency Services Building, provided the cost of that building is "approximately \$2,500,000." There is no clear-cut rule as to how much a building cost may exceed an "approximate" value, however, I would recommend sticking as close to the resolved amount as possible. In my opinion, a proposed building cost in excess of \$2,750,000 (a 10% increase) would require a revised resolution. Thus, if the Townspeople take no further action on a new resolution, the new Emergency Services Building would have to be constructed for approximately \$2,500,000.

The second option is for the Townspeople to pass a new resolution regarding the construction of the new building. A new resolution could either be silent on the total cost of the new building, which would allow construction of a new building an leave spending to the discretion of the Town Board, or it could set a new upper limit on the amount that the Town can spend on the new building, i.e. authorize the Town Board to spend up to \$3,500,000 on the construction of a new Emergency Services Building.

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MAY 26 2020
BY: MM For Bmtz

Whichever route the Town takes on this, it is important to understand exactly what costs are included in the building construction calculation. Any costs for initial preparation of the building, i.e. engineering work or preliminary architectural drawings, are not considered costs of the "building" pursuant to § 60.10(2)(f). Likewise, the cost of any other property that is going to be purchased for the building but is not a fixture of the building (not permanently attached), is not included in the "building" cost under this statute. Thus, if the electors do not enact a new resolution, the actual "building" cost would be limited to \$2,500,000. Any costs for preliminary plans or other property could be purchased in excess of this approved amount. While these additional costs need not be included in the resolution, I would recommend a discussion regarding costs that may be incurred in excess of the actual approved "building" amount to gain a full understanding of the cost of the entire project.

The second major component of the approved cost for the building is understanding the total cost of the building versus the actual cost to the Town. The resolution as written limits the total cost of the building to \$2,500,000, regardless of how much the Town's share of that building would be. It is my understanding that a significant portion of this project is being covered by insurance proceeds and grants. The electors could pass a new resolution at a Town Meeting that limited the amount the Town could spend in excess of these outside funding sources. The Town Board and electors should be advised of the total amount of outside funding available for this project to be able to make an informed decision on the amount to authorize for new construction.

Whichever route the Town decides to move on this, I can provide additional clarification and guidance as necessary.

Yours truly,

DALLENBACH, ANICH & WICKMAN, S.C.

/s/

Max T. Lindsey

cc: Micaela Montagne