



Amherst Town Board

5583 Main Street
Williamsville, NY 14221
www.amherst.ny.us

Marjory Jaeger
Town Clerk

Meeting: 07/09/18 07:00 PM
Department: Town Clerk
Initiated by: **Marjory Jaeger**
Co-Sponsored by:

DOC ID: 18989

RESOLUTION 2018-758

ADOPTED

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Town of Amherst, location code 30045, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities submitted by these officials to the Town Clerk:

SEE ATTACHED

7/09/2018

Consent

FINANCIAL IMPACT:

None

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brian Kulpa, Supervisor
SECONDER:	Deborah Bruch Bucki, Councilmember
AYES:	Kulpa, Spoth, Bucki, Berger, Lavin



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A
 (Rev. 8/15)

BE IT RESOLVED, that the TOWN OF AMHERST / 30045 hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
		SEE ATTACHED			<input type="checkbox"/>			<input type="checkbox"/>
		SEE ATTACHED			<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials								
		SEE ATTACHED			<input type="checkbox"/>			<input type="checkbox"/>
		SEE ATTACHED			<input type="checkbox"/>			<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, MARJORY JAEGER (Name of secretary or clerk) secretary/clerk of the governing board of the TOWN OF AMHERST (Name of Employer) of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20__ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the TOWN OF AMHERST (Name of Employer) on this _____ day of _____, 20__ (Signature of the secretary or clerk)

Affidavit of Posting: I, MARJORY JAEGER (Name of secretary or clerk), being duly sworn, deposes and says that the posting of the

Resolution began on _____ (Date) and continued for at least 30 days. That the Resolution was available to the public on the

- Employer's website at _____
- Official sign board at _____
- Main entrance secretary or clerk's office at _____

(seal)

By signing below I attest to the accuracy of the information provided herein.
 Brian Kulpa
 Town Supervisor - 5/9/18

January 2018

January 2018							February 2018						
Sa	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28	29	30	31			

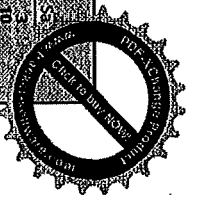
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 31	Jan 1, 18 HOLIDAY	2 First Board Meeting & Meetings w/ Department Heads	3 Meetings w/ Department Heads	4	5 11:15am Tobe meeting (lunch) - McMahon 11:30am tobe meeting (feadle house) - 1:00pm Dept Head Mtg 6hr	6 7:30pm North Ellicott Fire Installation Classics V Banquet & Conference Center (2425 Niagara Falls 3hr
7	8 3:00pm Distressed Properties Meeting (Amherst Town Hall) Correspondence & State of Town Presentation 8hr	9 9:00am Discussion: Darlene & Brian (Brian's office) - Yates, Julianne M. 6 hr	10 4:00pm Bfio Niag Partnership Advocacy Agenda Rollout Reception (Consumer's) 6hr	11 8:30am Brian/Julie (daily review) - Yates, 9:00am Planning Dept Re-org (Brian's Office) 3:30pm Brian/Julie 8hr	12 1:30pm Crty Exec meeting re: ECIDA 3:00pm FW: 284 New Road (Council 1:30pm FW: Cell Phone 4 hr	13 7:30am Planning Department Reorganization 6:00pm Amherst Police Club/Dinner Dance 3hr
14	15 Correspondence & Contract Review 10-4 6hr	16 8:30am State of the Town presentation 9:30am Glen Park 3:30pm Brian/Julie - 7:00pm Town Board 8hr	17 8:30am IA Meeting with Lee/Supervisor 8:30am Imagine 12:00pm Lunch w/ Mike 3:30pm Meeting with 8hr	18 7:30am Economic development form 11:30am Finalize IDA 2:00pm Meet with 4:30pm FW: Agreement 8hr	19 8:00am Amherst IDA 11:00am Bicentennial Kickoff (Chambers) - 2:00pm Niagara Falls 3:00pm Brian/Julie (BK's) 8hr	20
21	22 9:00am Mill Middle 11:00am Cell Tower 12:00pm HOLID 12:00pm Transition 3:00pm Meet with 8hr	23 8:00am Run through 9:30am Meet w/ 1:00pm State of the 2:00pm Debbie Buck / 2:30pm Imagine 6hr	24 9:00am ECIDA Board Meeting 12:00pm (Denontos) 2:00pm Call WBFO (via 3:00pm Call w/Joe & 8hr	25 8:00am Brian Kulpa 8:00am Meet w/ 10:00am Access grant 12:00pm New Road Site 2:00pm New Road Contract Review 3-5 8hr	26 9:00am Meet with Entire Town Planning 1:00am Canceled Town 11:30am Amherst 3:00pm Brian/Julie (BK's) 8hr	27
28	29 10:30am Meet with Adam Sassone (Empire State Development) (95 Perry St Ste 500) Presentation Review 12-4	30 8:30am Meet with Rick 10:00am Planning & 12:30pm Later Tuesday 1:30pm Peaq. prioritize 3:00pm Palumbo Mtg 8hr	31 7:30am Meet with Bill O'Laughlan (Milo's) - Brian Kulpa 4:30pm Cell Towers (Shawn/Brian) (BK's) contracts/projects 9-3 8hr	Feb 1	2	3



February 2018

By signing below I attest to the accuracy of the information provided herein.
Brian Kulpa
Town Supervisor - 5/9/18

February 2018							March 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28

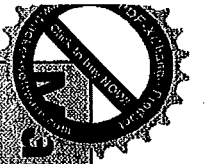


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1	2	3
9:00am Avis Car P/U (Avis Bfco Airport) - 7:00pm Dinner (Jack's Oyster House (42 2hr)	12:30pm Lunch with Brinkworth (Eagle 1:00pm FW: GLMCC 4:00pm Town Board 7:00pm Town Board Mtg 8hr	9:00am Meet with Greg Rodems RE: Adaptive Supervisors' Forum 2:30pm FW: Niagara 6hr	9:00am FW: GoToWebinar - From Pop-Up to Permanent 11:30am Review draft Project Charter for Prepare for mtg. w/ Clarence 8hr	8:00am Breakfast 10:00am Meet with 12:45pm Daemen 5:30pm Colleen DiPiro 7:00pm Community 8hr	8:00am Breakfast with 9:00am Meet with 10:00am Town Insurance 1:30pm eSignatory for 2:30pm Meet with Craig	6:00pm Main-Transit Fire Dept Installation Banquet (Main-Transit Banquet Hall) - Yates, 3hr
4	5	6	7	8	9	10
9:00am Avis Car P/U (Avis Bfco Airport) - 7:00pm Dinner (Jack's Oyster House (42 2hr)	12:30pm Lunch with Brinkworth (Eagle 1:00pm FW: GLMCC 4:00pm Town Board 7:00pm Town Board Mtg 8hr	9:00am Meet with Greg Rodems RE: Adaptive Supervisors' Forum 2:30pm FW: Niagara 6hr	9:00am FW: GoToWebinar - From Pop-Up to Permanent 11:30am Review draft Project Charter for Prepare for mtg. w/ Clarence 8hr	10:30am Amherst Police 10:30am Police Dept 12:00pm Call Louis 2:00pm Fleet 2:00pm Town of 8hr	8:00am Brian/Darlene (BK's office) - Yates, Julianne M. 9:30am Clarence Town Supervisor (Pat 6hr	6:00pm Getzville Fire Installation of Ladies Auxiliary (Classics V) - Yates, Julianne M. 3hr
11	12	13	14	15	16	17
NYCCOM Albany - Yates, Julianne M. 9:00am Avis Car P/U (Avis Bfco Airport) - 7:00pm Dinner (Jack's Oyster House (42 2hr)	11:30am Assemblyman 1:00pm Senator Mike 2:00pm Assemblyman 2:30pm Assemblyman 8hr	8:00am Senator 9:30am Senator Jim 10:30am John Maggione 12:30pm Chris Grant, 8hr	8:30am Imagine Amherst (Planning 9:30am Distress Property 12:00pm Bill Kindel at 4:00pm Meet with 8hr	8:00am Richard Nachbar 10:00am 11:30am Lunch with Bill 1:00pm Empire State 5:00pm Senator Kennedy 8hr	8:00am Coffee w/ Chief 11:30am Lunch with APD 1:30pm Bldg Dept 2:30pm Parsons Smart 3:30pm Niagara Falls 8hr	7:00am Town Administrative Meeting (Amherst 6:00pm East Amherst Fire Installation 3hr
18	19	20	21	22	23	24
8:00am Assoc of Towns Annual Conference (NY Marriott Marquis) - Yates 10:00pm 3:00pm Assoc of Towns Informational Hearing for Delegates (Uitland/Imperial 8hr	5:30pm FY ONLY: NY Mutual Insurance Reception (NYMIR) (Carolines on 8hr	8:00pm Amherst Central Meeting (The Harlem Road Community Center) - Brian Kulpa 8hr	9:00am ECIDA - Winstid 11:00am BOMA 2:00pm Lackawanna 3:30pm Joe Popoldowski 4:00pm Work Session 8hr	9:00am meeting regarding wellness 10:00am Opioid Task Force/discussion with 12:00pm State of the 4hr	9:00am McGuire 11:00am Deliver 12:00pm Lunch re: 2:00pm Central 5:00pm Ken 8hr	7:00am Town Administrative Meeting (Amherst 6:00pm East Amherst Fire Installation 3hr
25	26	27	28	Mar 1	2	3
3:00pm Assoc of Towns Informational Hearing for Delegates (Uitland/Imperial 8hr	10:00am Dan Howard/Brian re: planning issues 11:30am DOT - Frank Grillo, Brendan Simon 4hr	8:00am Breakfast w/ Tim Hughes (Original 10:00am Verizon (Town 1:00pm Sewer 2:30pm Term RFP 8hr	10:00am Sidewalk Snow Relief Program 11:30am FW: Lunch (The Mahony 199 Scott 6:00pm FY ONLY: Spn 8hr	Mar 1	9:00am McGuire 11:00am Deliver 12:00pm Lunch re: 2:00pm Central 5:00pm Ken 8hr	7:00am Town Administrative Meeting (Amherst 6:00pm East Amherst Fire Installation 3hr

Kulpa, Brian J.

MM0918 411:45 ROW

4/3/2018 9:09 AM



By signing below I attest to the accuracy of the information provided herein.
 Brian Kulpa
 Town Supervisor - 5/9/18

March 2018

March 2018							April 2018						
Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31											

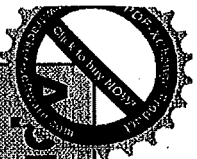
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Feb 25	26	27	28	Mar 1	2	3	
	8:30am Mary Diana and Eric - Northtown 2:00pm Uniland re: 4:00pm Town Board 7:00pm Town Board Mtg 8hr	12:00pm Supervisors' Forum (Elma Town Hall (1600 Bowen Rd, Elma, NY)) - Brian Kulpa 6hr	Personal Day	8:00am Hold Open - Brian Kulpa 3:30pm Main-Transit Fire 7:00pm Community 7:00pm Community 8hr	12:00pm Meet with GBNRTC (Amherst) 3:00pm Follow-up 3:30pm Niagara Falls 3:30pm Niagara Falls 4hr	7:30am Meet Sean Hopkins Re: Sweet Home Rode Rezoning 6:00pm N. Amherst Fire Dept Installation (N. Dept) 3hr	
4	5	6	7	8	9	10	
	9:00am Erie County Dept 12:00pm Lunch w/ 1:00pm Highway/Roads 4:00pm Invitation: Brian 5:00pm Steve Floss & 8hr	8:30am Coffee w/ Rick Winter 10:00am Supervisors' meeting regarding 2:00pm 6hr	8:30am Meet with Jim 11:30am Lieutenant 12:00pm IA Public 3:00pm Meet w/ Phil 8hr	7:30am FAIR Committee 11:30am Highway (Pat) 1:00pm Comp Plan 4:00pm State of the 4:15pm State of the 8hr	9:30am ECIDA TRAINING: Authority Budget Office Board Member (Online/Web) - Kulpa. 6hr	2:00pm Amherst YES Recognition Awards Event (Willsv Youth & Family Center (5005 Sheridan Dr)) - Kulpa. 3hr	
11	12	13	14	15	16	17	
	9:00am Erie County Dept 12:00pm Lunch w/ 1:00pm Highway/Roads 4:00pm Invitation: Brian 5:00pm Steve Floss & 8hr	8:30am Coffee w/ Rick Winter 10:00am Supervisors' meeting regarding 2:00pm 6hr	8:30am Meet with Jim 11:30am Lieutenant 12:00pm IA Public 3:00pm Meet w/ Phil 8hr	8:30am Meet with Sup. 10:00am Workers' 12:00pm Insurance -Year 2:00pm Work on 3:00pm Amherst Central 8hr	8:00am Meet with Keith Bryan (Starbucks Delaware & Kenmore) 11:30am Brio Irish Center Civic Luncheon 4hr	8:00am Meet with Keith Bryan (Starbucks Delaware & Kenmore) 11:30am Brio Irish Center Civic Luncheon 4hr	8:00am Meet with Keith Bryan (Starbucks Delaware & Kenmore) 11:30am Brio Irish Center Civic Luncheon 4hr
18	19	20	21	22	23	24	
	10:00am Comp Plan 11:00am Bond Council 12:00pm Kulpa 2:00pm Fire District 4:00pm Town Board 8hr	8:00am Superintendent's 8:30am FW: Logistics & 9:30am FW: NYS 11:00am Jay Anderson re 1:30pm Gobike Buffalo 7hr	9:00am ECIDA/RDC 10:00am Zombie 11:30am Meet w/ 3:00pm DO NOT TOUCH 3:30pm Call Buffalo 8hr	Lisa Vacation 8:10am Biz First (Jim) 9:00am Positioning in 10:00am Department 11:30am Lunch meeting 6hr	9:00am Reading to Pre-K 11:30am UB: Laura 1:30pm NFTA (Kim) 1:30pm FW: NFTA/Town 6hr	9:00am Reading to Pre-K 11:30am UB: Laura 1:30pm NFTA (Kim) 1:30pm FW: NFTA/Town 6hr	9:00am Reading to Pre-K 11:30am UB: Laura 1:30pm NFTA (Kim) 1:30pm FW: NFTA/Town 6hr
25	26	27	28	29	30	31	
	9:30am 12:00pm Lunch JB, BK - 1:00pm Uniland - Hotel 3:00pm Willsv Farmer's 4:00pm ACAC (Town Hall)	9:30am Call w/Wilsbaum, St. Cyr & Stan (Via phone: Brian to be 10:00am Julian Adams (SHPD) (Town Hall)	LWRP Project & Comprehensive Planning & Coord. 9-5 8hr	Julie Vacation (Undisclosed location :)) - Yates, Julianne M. 1:00pm Andrew Manning (Northtown) 3:30pm Albright-Knox Art in Amherst (Conf)	Contract & Projects review w/Supervisor's Staff 9-5 8hr	To Apr 2 →	

Kulpa, Brian J.

MMV09'18 PM 11:45 RCVD

4/3/2018 9:10 AM





By signing below I attest to the accuracy of the information provided herein.
 Brian Kulpa
 Town Supervisor - 5/9/18

[Handwritten Signature]

April 2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Apr 1	2	3	4	5	6	7
← From Mar 29	8:00am Hold - Kulpa work - Kulpa, Brian J. 10:00am Xavier (Suburban Pediatrics) 4hr	12:00pm Supervisors' Forum (Elma) 6hr	8:30am Breakfast w/ Bill O'Laughlin (Break'n Howard - Brian Kulpa) 4hr	9:00am FAIR Meeting (Construction) 10:30am e3 Communications re: 4hr	10:00am DRI Grant 12:00pm Lunch w/ Tyvn 1:30pm LW/RP (Council) 3:30pm FW: Colleen 8hr	
8	9	10	11	12	13	14
7:00pm Amherst Symphony & Reception (EVENT: Amherst Middle School: RECEPTION: 2hr	8-10 - Contracts 11:00am Lwrp (Council Conf Room) - 2:00pm Updated: 3:00pm Energy 4:00pm meeting with ghr	8:00am Planning meeting - Winship, Maggie 10:30am Comp Plan Meeting review 4hr	4:30pm Spectrum News Interview - re: NFB (Town Hall) - Kulpa, Brian J. 4hr	8:00am Hold - Kulpa 11:00am CSEA Amherst 12:30pm Introductory 2:30pm Autumn Creek 5:00pm NYS APWA 9hr	8:15am Meeting RE: 9:00am Meet with Jerry 10:30am Northtown 12:30pm Invitation: Call 1:30pm Amherst Schog 4hr	14
15	16	17	18	19	20	21
9:00am audt wrap up (Supervisor's Office) - 1:30pm Tim Trabold 4:00pm Town Board 7:00pm Town Board Mtg 10hr	1:00pm Uniland re: their IDA Application (Town Hall) - Kulpa, 5:00pm Nature View Park Advisory (Town 6hr	9:30am Distressed Properties Task Force Mtg. (Council Conf 10:30am Department Head Comprehensive 4hr	8:30am Meet with Rick Starbucks (\$429 9:00am Greens / Autumn Creek (all interested 12:00pm Judge 5hr	10:00am NYS DOL 10:30am Grants - Town 12:30pm Meet w/ 1:30pm Hawkins 3:00pm Meeting with 8hr	5:30pm St. Joe's Lasallian Dinner (Bfo Convention Center) - Kulpa, Brian J. 2hr	21
22	23	24	25	26	27	28
11:00am Kate's 40th Birthday (Milios Restaurant (5877 Main St, Williamsville, NY) 3:00pm Airbnb 8hr	8:30am Coffee w/ Jim 9:30am Brian/Maggie 1:00pm Senior 2:00pm Vic Martucci 3:00pm Airbnb 8hr	9:30am John Steinmetz/Amherst 12:30pm DRI (Town Hall) - Winship, Maggie 6:00pm Community Mtg 8hr	9:00am ECIDA Board 10:00am Pick up Duquinn 10:00am April Zombie 1:00pm Core 3:00pm Code 8hr	9:00am CALL don spoth 10:00am 12:00pm Lunch w/ 1:45pm Brian Kulpa / 3:30pm St. Peter and 8hr	9:00am Meet w/ 12:00pm Lunch Meeting 2:30pm Work on Slides 5:30pm FY BRIAN: 6:00pm Amherst Youth 8hr	8:00am Central Amherst Little League Opening Day - Kulpa, Brian J.
29	30	May 1	2	3	4	5
11:00am Pirates tickets call	9:00am Brian/Lisa/Julie 9:30am Amherst Utility 12:00pm Pittsburgh 3:00pm Park/photos w/ 7:30pm Town Board 8hr	May 1	2	3	4	5

HPV0918 A11:45 PCUD

Jaeger, Marjory

From: Shawn Lavin <[REDACTED]>
Sent: Tuesday, April 10, 2018 21:31
To: Jaeger, Marjory
Subject: Record of Activities
Attachments: AMHS Town Board - FINAL.xlsx

Marjory,

I have attached my record of activities starting back in January. Each tab is a different week, please let me know if you need this information in a different format.

The file wouldn't attach using my Amherst email.

Thank you,

--Shawn

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
1/2/2018	7	Town Board meeting, reviewed resolutions, liason w. Building Dept
1/3/2018	2	Answered emails, dann lake, Veterans Committee
1/4/2018	1	Studied Imagine Amherst proposals
1/5/2018	2	Setup meeting w/ Emergency Dept, IT dept and constituent. Called resident about Dann Lake
1/6/2018	2	Office hours, read about the update of family language from the law dept

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
1/8/2018	3	Open Govt committee @ Town Hall and Veterans Committee
1/9/2018	2	Responded to emails (IT, Emergency, APD)
1/11/2018	3	Emailed resident back, attended Open Govt meeting
1/12/2018	6	Attended AMHS Historic Society, Emergency Services, Meeting IT about new website

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
1/15/2018	2	Office hours, called members back, ZBA issues
1/16/2018	1	Worked with Building Commissioner on Patio issue
1/17/2018	8	Newly elected official training
1/18/2018	8	Newly elected official training
1/19/2018	8	Newly elected official training
1/20/2018	2	Office hours, returned phone calls and emails

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
1/22/2018	2	Worked with Town Engineer and addressed Open Govt committee
1/23/2018	2	ZBA Meeting, emails and phone calls back to residents
1/24/2018	2	Appointed IT committee members, Govt Study Committee
1/25/2018	2	Worked with IT about addition to website
1/26/2018	1	Lighting district legal language worked with Town of Towns and AMHS law dept
1/27/2018	1	Went to Garnet park to view where a proposed cell tower would go
1/28/2018		

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
1/29/2018	6	Meet with the AMHS court mebers; AMHS Building Dept
1/30/2018	2	Addressed appointment of IT member
1/31/2018	2	Worked with AMHS Supervisor about cell towers
2/1/2018	1	Responded to email regarding ZBA
2/2/2018		
2/3/2018	2	Worked with a resident about getting a light district in a subdivision
2/4/2018	2	Responded to emails from residents

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
2/5/2018	6	Work session / Town Board meeting
2/6/2018	2	Phone calls and emails regarding citizen financial advisory committee
2/7/2018	3	Held listening tour at Audubon public library
2/8/2018	1	Responded to emails
2/9/2018	2	Reviewed paperwork given to me at Audubon Library
2/10/2018	1	Reviwed resumes for Information Technology Committee
2/11/2018		

Day	Hours	Activities
2/12/2018	3	Met with Veterans committee; signed volunteer awards
2/13/2018	3	Worked with town law dept about ZBA; attended Willowridge community meeting
2/14/2018	3	Listening tour done at Audubon Public Library
2/15/2018	3	Worked with erie county DPW and AMHS Highway dept about concerns from residents
2/16/2018	2	Worked with Town attorney about training for ZBA, AIDA, Planning Board
2/17/2018		
2/18/2018		

<u>Day</u>	<u>Hours</u>	<u>Activities</u>
3/26/2018	1	Conference call with ZBA chair
3/27/2018	2	Reviewed emails from Govt Studies chair
3/28/2018	2	Reviewed proposed microcell tower locations
3/29/2018	3	Watched ZBA meeting regarding Verizon and ZBA matters
3/30/2018		
3/31/2018		