



## TOWN OF NEW BALTIMORE

County of Greene  
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Nicholas A. Dellisanti, Town Supervisor

Jeffry Ruso, Deputy Supervisor  
Lisa Benway, Councilwoman  
Christopher Norris, Councilman  
Shelly VanEtten, Councilwoman

February 25, 2014

TO: Councilmembers Ruso, VanEtten, Benway, and Norris  
Tax Collector Diane Jordan  
Town Clerk Brooks  
Animal Control Officer Joe Tanner  
Assessor Gordon Bennett  
Code Enforcement Officer Gordon Pebler  
Highway Superintendent Denis Jordan  
Deputy Highway Superintendent Alan VanWormer  
Planning/ZBA Secretary Marjorie Loux  
Wastewater Treatment Operator Jim Polverelli  
Justices Farrell and Davis  
Spencer Sebert

FROM: Nick Dellisanti

SUBJECT: Training Sessions

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On January 1, the Town adopted a new Procurement Policy using a Purchase Order. Tal Rappleyea, Attorney for the Town, will provide training to Town Board members and Department Heads on **Monday, March 31 at 6 PM** in the Meeting Room of Town Hall. He will also answer any questions you may have. As a reminder, training on the Environmental Assessment Form will follow at **7 PM** for the Planning Board, Zoning Board of Appeals, and Town Board Members. This training will count for annual training requirements for both Boards. Please email me by March 25 to let me know if you will be attending at [ndellisanti@townofnewbaltimore.org](mailto:ndellisanti@townofnewbaltimore.org). Thank you.