

RESOLUTION # 2002-06

EXHIBIT "A"

SCHEDULE OF FEES FOR TOWN OFFICES/DEPARTMENTS

ALL OFFICES/DEPARTMENTS

During regular office hours any citizen may request information contained in public books, public documents or public records by letter, telephone or in person.

Depending on the information requested, the party may be required to submit in writing a list of the specific documents, records, etc. that the party wishes to inspect or have reproduced. If a question arises concerning privileged or confidential information, the town attorney will be contacted to determine if the requested information is a public record. The cost of research will be borne by the requesting party. The fee schedule below is reasonable and is to offset costs of research, retrieval and reproduction of requested information.

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| 1. | Photocopies of Town records: | |
| | a. 8 ½" X 11" | \$.20/page |
| | b. 8 ½" X 14" | \$.25/page |
| | c. 11" X 17" | \$.50/page |
| 2. | Certifications of documents | \$ 2.00/page |
| 3. | Computer printouts (readily available) | \$.50/page |
| 4. | Recorded tape duplication (if possible)
Tape provided by Town | \$ 5.00 |
| 5. | Returned check charge | \$30.00 |
| 6. | Business Licenses List (pre-printed)
(Individual specific requests on case by case basis) | \$ 5.00
\$40.00/hour in quarter
hour increments |
| 7. | Diskette copy of one set of Town Board minutes
Verbatim excerpts of meetings
(With a minimum deposit of \$100.00)
(Disc will be provided by Town) | \$ 5.00
\$40.00/hour in quarter
hour increments |
| 8. | Facsimile | Not provided |