

MINUTES  
BOARD OF ALDERMEN  
RETREAT  
FEBRUARY 4, 2020

Mayor Mills called the meeting to order at 10:00 a.m. in the Town Hall Conference Room.

Attendance: Mayor Darryl Mills, Mayor Pro Tem Hank Miller, Alderman Jeff DeGroot, Alderman Ken Dull and Alderman Vivian (Zeke) Partin; together with Town Manager Timothy W. Owens and Town Clerk Sylvia J. Holleman.

**DIRECTION ON THE PARKS AND RECREATION OFFICE BUILDING.**

Mr. Owens said, "John Sawyer has given us four scenarios. We looked at all the different spaces around Town to see what we thought was needed. Unfortunately, the building that we have now is not easy to renovate because we're in a flood plain. We did get some insurance money (around \$130,000) and I think we will get a supplemental. We didn't get any FEMA funding; the threshold was too small." Mr. Owens then introduced Architect John Sawyer.

Mr. Sawyer said, "This is the existing Rec center; they have storage in this building. They have equipment storage for Parks Maintenance. Storage in the two buildings behind the hitting wall for tennis. And then Parks Maintenance workers have a break area in part of the building that was designed for a tennis center. We were charged to look at all of those areas for an opportunity to try to do better and get a more comprehensive facility. We realized in doing that we were probably not going to be able to afford to elevate or flood proof or deal with the maintenance of the building. All of this is in an AE Zone so the flood elevation is fifteen feet and we think the ground elevation is around eleven. To renovate any of the buildings beyond 50% of their value, we would have to flood proof. We looked at three different things. We went through the space needs study and came up with the total amount of space we needed. We scaled it back to deal with the administration office needs and mostly storage space. Option A: We would reuse the existing building. We would reinforce it, water proof it, put in flood gates at the door. We would raise the window sills. We would then need to make an addition that would get us up to 2,663 square feet." Following a brief explanation of dry flood proofing, Mr. Sawyer said, "It would be \$842,000 and that would include everything; soft costs and construction costs. We then scaled it way back. We'd have the existing building. We'd do a much smaller addition. We need an ADA accessible restroom in that building. Even at that size, we're still at \$438,695. We would still have to dry flood proof all of this because the floor is down at eleven. At that point, we said we were spending a ton of money to kind of fix this old building; why don't we develop a scheme that addresses the flood issues up front. So, we've done a scheme where we would tear down the old building and build a new building and elevate it to get the finished floor up at the proper elevation. Because it passes, there are no flood gates. The finished floor would be about four feet above grade. It's a wood frame building. It has office space, reception area, storage, break area, and two restrooms. It works because it has a ramp that switches back into the upper landing with steps. The roof kind of overhangs all of that and the entry point for the public would be from the parking lot. Our cost estimate on that is \$686,000. We assumed \$260 per square foot as the construction cost." When asked what exterior materials he would recommend in that scenario, Mr. Sawyer said it would probably be hardy plank.

Mr. Sawyer continued, “Then we went all the way back to look at just fixing what is there and get Parks and Rec Admin back in the building they were in. We would still be spending more than 50% of the building so we’d have to get it up to meet code which means if we put a restroom in that building, it’s got to be ADA accessible. So, we have to renovate the building and change the interior design. We’d develop an ADA accessible restroom and a couple of offices, a break area and put the receptionist at this end of the building. We’d close some of the existing entrances because we still have to elevate that slab; we’d still have to put in the anchors for the new slab to get this to work structurally. When we do that, we have to add a ramp to get in and build a kind of porch-like structure. Then we’d go through the same dry flood proofing scheme with that and we wind up with needing a budget of about \$250,000 to do that. The other issue with this is it really doesn’t meet their space need because they need more storage than that but we would just restore what’s there and get it to meet code and put it back in use. Those were our four options.”

Alderman Dull said, “Who decides the current value of the building? If it is \$250,000 to repair, is it not close enough where we can keep it under the 50% rule at least for this year?” Mr. Owens replied, “You can do it in phases. We have to get an appraisal from a certified commercial appraiser and it can’t be an inflated-type of appraisal.” Planning and Parks Director Tony Wilson noted that we could use the tax value or an appraised value. Alderman Dull said he thought it was worth getting an appraisal.

Mayor Mills said, “Can the proposed work be done in phases in a logical way so that Ken’s suggestion, if we can get an appraisal that would justify not violating the 50% rule, can the work be done so that we can get Parks and Rec out of the other building?” Mr. Sawyer replied, “What I understand about it is, let’s say you got an appraisal and it was worth whatever its worth, then you could move on to phase one and spend 50% of that amount. It’s my understanding that you can’t do that again the next year.” Mr. Owens said, “That’s CAMA; we allow it. FEMA allows it, too.” Mr. Sawyer said, “You could probably do the structural pieces of it and you could rough in the plumbing. Then we’re just putting it back like it was.” Mayor Mills said, “But can it be done in a way where Parks and Rec can get back in there and go to work?” Mr. Sawyer replied, “If you’re not violating the 50% rule, then you don’t have to bring it up to code. We can basically repair what’s there. We would want to strip it out and make it a safe environment. Just repair what is there and do it in two phases.” Program Supervisor Katie Ryan said, “It’s already been gutting. There is nothing in there.” Mr. Owens said, “I think you could do it. I don’t know that you could get them back in that office with the first 50%. We’d have to do engineering and design and bidding.” Alderman Dull said, “I think you either try to piece it back together and use what you’ve got without all the storm upgrades or you just raise it and build a brand new building and figure out how to pay for it.” Alderman Partin asked if we could use grants to do a building. Mr. Owens replied, “You can but it is a competitive process and takes time. We’ll probably have about \$200,000 to work with as far as insurance.” Alderman Dull said it would be hard to make the next step until we know the appraised value. Mayor Pro Tem Miller said he thought it was worth asking the question. Mayor Mills expressed the need to get it done expeditiously so it does not delay the process. A brief discussion developed regarding cost per square foot to repair, the current condition of the building, and whether appraised value would be more than tax value.

Mayor Mills said, “Just price commercial office space and see what it goes for. Let’s task Tim with looking into that.” Alderman Dull said, “The quickest way to get her in a new building would be to use what is there and put it back.” Mayor Mills asked Mr. Owens to check into that and get back to the Board as quickly as possible. Mr. Owens said, “I’ll talk to an appraiser and try to get that lined up. I wouldn’t think it would take more than a couple of weeks.”

**REVIEW OF THE PROPOSED 2020-2030 PARKS, RECREATION AND OPEN SPACE MASTER PLAN.**

Mr. Owens said a lot of times we do these types of plans to guide what we do in the future and to get points for grants. Program Supervisor Katie Ryan said, “This Master Plan has taken about two years because of the two hurricanes. The previous plans were five-year plans. We changed this to a ten-year plan. This plan takes into consideration the survey that was done and some interviews with different stakeholders in the community and several public meetings as well as previous master plans with projects that weren’t completed.” Mr. Owens said, “There’s not a significant change between this one and the one we did six years ago.” Ms. Ryan said it had been consistent over the years.

Mayor Mills asked what the implication would be to the beach if we adopted part or all of these. Mr. Owens replied, “There are none. It’s like the Land Use Plan – it’s something you refer to occasionally.” Ms. Ryan said, “It does have to be an adopted plan when you apply for grants.” Mr. Owens said, “What we’d like to do is place this on the next Consent Agenda and get it adopted. Again, it’s mainly a grant tool.” Mayor Mills said, “I think it’s important for everybody to understand that if we decide to do it and go down that path just like previous Boards have done, it’s not set in stone that all of this will happen. It is very expensive and there are some real issues as to what it would do to the natural state of things relative to the marsh and upset some eco systems, etc. But for purposes of trying to qualify for grants, that’s why we are even talking about this. I do not want confusion in the public.” There was Board consensus to place this on the Consent Agenda for February.

**DISCUSSION REGARDING THE PURSUIT OF NATIONAL ACCREDITATION FOR THE WRIGHTSVILLE BEACH FIRE DEPARTMENT.**

Fire Chief Glen Rogers said, “I want to give you some information to let you know where we heading. Very similar to the Police Department in their successful accreditation, we’re trying to head in that direction as well.

Captain Robert Pugh, Accreditation Manager, said, “Accreditation is a business plan that basically requires us to look at our community and ask what are the hazards in our community and what is our response going to be to those hazards. It also forces us to get input from the community and say what does our community expect of us and how do we meet those expectations. As part of it, we’re striving to be community focused and trying to be data driven and look at outcomes and strategies. Part of the process coming in the future, we will need to send out surveys to the community to see what they expect from us and what level of service they expect from us.” Following a brief review of the different surveys that would have to go out, Captain Pugh said, “As part of accreditation, we have to start looking at response times and things like that. New Hanover County and the City of Wilmington are fighting a battle

with us on this.” Captain Pugh reviewed the different response times and said it takes about three and a half minutes to dispatch a call. He said, “We would like to get that reduced to a minute and a half. Reaction time is from the time we get the call to the time we start responding to the call. We will also look at travel time. Part of the community response is how fast you expect us to get on the scene and how we meet those objectives. It would take at least three years for us to get everything together. Once we get the first accreditation done, then you have to keep reassessing because plans change. It will probably be at least three years before we are ready for a peer assessment team to come.”

Following a brief discussion regarding the different aspects of fire and ocean rescue services that would be looked at as well as how we would respond to properties on the mainland, Mayor Mills asked about the costs involved. Chief Rogers said, “We became a registered agency last year for \$600. Beyond that, the cost is in three years when we do an accreditation, to have a peer assessor team come in and I would guess that would be in the \$3,000-\$5,000 range. It’s basically an audit. Then there is a re-accreditation process. Once you receive your accreditation, it’s a five-year cycle which means the peer assessors would come back every five years for about \$1,000 per year.”

When asked if this would help the homeowners’ insurance, Mr. Owens said the fire rating system helps. Chief Rogers said, “ISO and this group formed a partnership so they do recognize accreditation. We are a Class 4 department and one of the overall visions is trying to get us to a Class 3 (Class 1 is the best). If we can achieve that, I think we will see a lessening of the fire insurance.” There was Board consensus to move forward with this.

#### **DISCUSSION REGARDING THE PURCHASE OF A NEW LADDER TRUCK IN THE WRIGHTSVILLE BEACH FIRE DEPARTMENT.**

Mr. Owens said, “We’ve put aside \$440,000 for this. The standard is usually to replace every twenty-five years.”

Chief Rogers said, “We are proposing a 100-foot aerial – full pumper. Right now we have two 75-foot aerials. The biggest reason for going for the hundred – part of it is ISO. The 2011 ISO Report gave us less credit for insufficient ladder length. What that relates to is the number of buildings that we have that are over seventy feet and over the reach of a 75-foot ladder. When we do have a new ISO rating, it should help with getting full credit for that ladder truck. The bottom line is the capability to effectively fight a fire in a high-rise or in a residence. Since this truck was bought twenty-five years ago, all of our buildings have gone up to forty feet and some of them are a hundred feet long. The reach of the ladder truck, even for a 40-foot tall building, we have to have a long reach to get to the roof. We’re fifty or so away from the building because of setbacks and cars and all that. With a 100-foot ladder, that would give us approximately twenty-five more feet. Kenny Turner has done a lot of work on our current truck.” When asked about the lead time, Chief Rogers replied, “A year. You have to go through a spec-writing phase. Then they have to build: they have to get the materials and put it together. Right now, the vendor is at \$1.086 million.

Mayor Mills said, “We have \$440,000 in the bank, what are potential sources to fund the balance?” Mr. Owens replied, “We can come out of pocket from the fund balance, or we could go get a loan like we did the last time. We have to go through a bid process or we have to piggyback. We have to follow the General Statutes. Then we have to come up with the financing. We piggybacked last time.” When asked if there was any value to the old truck, Mr. Owens replied, “Maybe \$35,000.”

Following a brief discussion regarding the piggyback process, Mayor Mills said, “I think the previous Board has committed to pursuing this. The question is when do we pull the trigger and how do we fund it.” Alderman Dull asked if we would have to write a check up front. Mr. Owens replied, “It wouldn’t appear so; it just takes a letter from us.” There was Board consensus to proceed.

### **REVIEW AND DISCUSSION ON PROPOSALS TO TRIM LIVE OAK TREES IN WRIGHTSVILLE BEACH ON PUBLIC PROPERTY.**

Mr. Owens said, “We got several quotes. It looks like Joshua Tree Service will be the responsible bidder. We did get \$90,000 from the TDA for this. The first part (\$78,300) does not include any of Salisbury Street. We will come back and get that done. I talked to D.O.T. and they will consider it routine maintenance. We have two other quotes from Davie Tree and Fitness Tree. Davie Tree does a lot of Wilmington’s work. Before we would do any kind of contract with Joshua Tree Service, I want to check their references and meet with them to make sure they will do what we hire them to do.” Mayor Pro Tem Mills expressed the need to get everything in writing. Mayor Mills noted that the trees were an important asset and we need to be careful. Mr. Owens said, “This guy is an arborist. He does a lot of work around Town. If you look at the bids, he is cheaper for all of the phases. The first phase would be around here and Live Oak Drive. They will do some of our parks as well off of Live Oak.” Mayor Mills noted that this would be using TDA money and not the Town’s money. When asked if we would get TDA money for Salisbury Street. Mr. Owens replied, “Potentially, but I think we are close to being tapped out for TDA money.” Alderman Dull said, “If they underestimate what we bring in and we have a surplus, maybe we could set that aside for the next project.” There was Board consensus to proceed. When asked if he had the guidance he needed, Mr. Owens replied, “Yes, we will get a contract and check references and try to move forward with this in the spring.”

### **DISCUSSION OF TEMPORARY RANGER POSITION.**

Mr. Owens said, “We had a temp position last year. It started off slow but the number of tickets got a little better. We ended in September, although he stuck around a little longer when Shannon got married. We do have a beach officer now. I think we need to make sure the time is staggered between what Shannon does and what our beach officer does. I’m not a hundred percent sure that we need to go full time with this but that is a Board decision. I think we can advertise to see if we can get a good candidate that can do the work.” When asked if the beach officer is a certified officer, Mr. Owens replied, “No.” Mayor Mills said, “What does the beach officer provide for the Town that we did not have?” Police Chief Dan House replied, “The way we had been staffed – some years ago, we had a full time beach officer and one that worked part time. Then we had staffing issues. Last year, we assigned a detective during the off season.”

When asked if there was a dedicated person, Chief House replied, “That is another discussion for the budget process but we will have somebody there part of the time.” Mayor Mills said, “What if Shannon is sick or on vacation and the beach officer is not there for whatever reason?” Mr. Owens said, “There is no coverage. Typically, what I’d like to do is work with this and budget-wise, try to change the organization. I would try to work with the Chief and make sure that there is staggered coverage – there’s somebody there all the time. We can do the part time again – we were trying to pick up later in evening and earlier in the morning and the times that Shannon may not be here.” Mayor Mills said, “I think the concept of the part-time guy has some validity. Personally, I think we need to advertise and see what we come up with. If a qualified candidate appears, then I’m at least interested in seeing where that goes. I’m not sure we had the right person last year and, therefore, we did not see from that position what the potential was.” A brief discussion followed regarding the qualifications for the position. Mr. Wilson noted that the position would give Ranger Slocum a little bit of a break without working every weekend. Mr. Owens said, “We didn’t stress the importance of enforcement. Once we did, July and August was a lot different.” There was Board consensus to look at the temp position.

#### **DISCUSSION AND DIRECTION ON REPLACING THE SCHOOL CROSSING GUARD.**

Mr. Owens said, “This is a funded position that we have been doing for at least twenty years for about \$8,000. It’s a part-time employee with no benefits. Again, it’s about finding the right person. The Police Department has been handling in between their normal duties. The options are not having a crossing guard, have a temporary crossing guard or have the Police Department fill in that role as they can.” Mayor Pro Tem Miller said, “What has changed is that school is out and that is now a congregating place for every school-age child on Harbor Island.” Mr. Owens said, “I am okay with moving forward with a part-time person.” Mayor Pro Tem Miller agreed. Chief House said he did not think it would be an issue. Mr. Owens said, “When we stopped it, we thought there was going to be no activity. There’s just some unintended things like busses but it is budgeted.” Mayor Pro Tem Miller said, “I think the police needs to do what they need to be doing.” There was Board consensus to move in that direction.

#### **Meeting Recessed at 11:10 A.M. and Reconvened at 11:16 A.M.**

#### **DIRECTION ON EMPLOYEE MERIT RAISES FOR FISCAL YEAR 2019/20.**

Mr. Owens said, “We typically try to do some kind of COLA and then do some kind of merit. We had a 1% COLA this year and we put in 1% in salaries. We generally wait until the beginning of the year to see where we are financially and then the Board decides on what they want to do merit-wise if anything, and we implement around March or April. I’m recommending a 2% merit based on departmental salary line item and employee performance – it could be 2.5% or zero.” Mayor Mills asked if the department head would make the decision for that department. Mr. Owen replied, “Yes, the department head decides who gets what and the supervisors help. Basically, if there’s \$100,000 in salaries, it would be 2% of that. I’m recommending 2%.; another option would be a merit raise; another option would be something less than that – 1.5% or 1%. There could be another cost of living adjustment. Sometimes the Town does merit bonus – sometimes they do a little of both.”

Following a brief discussion regarding the typical process, Mayor Mills said, “We’ve budgeted 1% already. The question is anything over and above that.” Following a brief discussion, Alderman Dull said, “I believe in trying to keep the best people and rewarding hard work.” Mayor Mills said, “We have 1% embedded now and we can add one more percent. The Board gave Mr. Owens direction to do that.

#### **REVIEW OF PERSONNEL POLICY UPDATES.**

Mr. Owens said, “We’ve been working on this for awhile. The first one is Probationary Pay Increase. Generally, if you’re hired above the hiring rate, you would see a 5% probationary bump provision. The next one would deal with Holiday Hours. I don’t know how we ever got to this but someone thought it was a good idea to take whatever the holiday hours are and apply those to hours worked for purposes of computing overtime. It is cumbersome and people were abusing it to their advantage. When we do pay, we want to be in line with FLSA rules and regulations and the IRS. That’s eight holidays where that happens. There’s another four that people get double time. What is not standard is to count that time that you’re off towards hours worked for purposes of providing overtime. This would be a benefit to the Town to change that. Right now, it’s not very clear and it creates problems with housekeeping and recordkeeping. The next one is Standby Time. We corrected this about four years ago so that’s more of a housekeeping item. The next one is Special Events. We charge special events a rate that is effectively time and a half because employees have to come back and fill these roles. This would memorialize it in the Personnel Policy. The next three are just normal standard policy-type things that most people have.” Human Relations Director Sara Wilson said, “Legally, we need to add something about lactation breaks.” Mr. Owens said, “The next one is Life Insurance. We’re basically stripping that out. We don’t provide life insurance for retirees. The next one would be following the North Carolina State holiday schedule. We did that this year. We’re proposing to follow whatever the state is to make it easier and more uniform. The next one would be Sick Leave. When I was hired, that was one thing that I negotiated. I wanted to bring Sick Leave with me because it counts towards retirement. If we wanted to recruit someone from another municipality, they would want to bring their Sick Leave time with them. The only liability would be if they use FMLA.” Mrs. Wilson said, “But the safeguard in that is that FMLA doesn’t kick in until they’ve been employed with the Town for one year.” Mr. Owens said, “It’s more of a recruiting tool.” A brief discussion developed regarding why other accumulated time is not transferred. Mr. Owens said, “Theoretically there is no cost to the Town. The next one is Bereavement Leave. We’re proposing up to three days per year. The next one is Adverse Weather policy. Basically, if we’re closed and employees don’t have to come in, they don’t get paid for that day. They’d have to take vacation. You’re not paid if you’re not here. We can always make exceptions but this would be the rule for those small duration events. That’s all of the proposed changes. We could put this on a Consent Agenda. A lot of this is cleanup and some to the benefit of the Town.” There was Board consensus to place this on an upcoming Consent Agenda.

#### **DISCUSSION OF AVAILABLE GRANTS AND GRANT OPPORTUNITIES.**

Mr. Owens said, “Are there particular projects you want us to be working on? A lot of times, in order to get a grant, you have to do some preliminary engineering or cost estimates and those types of things. There are not that many grants out there. I

think Katie has one in the works for handicap matting potentially at Salisbury. There is a CAMA grant and a PARTF grant. We have two CAMA grants right now that are in the works. I think the PARTF grant is in May. The only other opportunity would be a possible STP-DA funding for transportation-oriented projects like bike paths.” A brief discussion followed regarding Powell Bill money.

Alderman Dull asked if we would be able to get the Trolley Stop bathrooms built this year. Mr. Owens replied, “The bids are coming in tomorrow. We have to get done by November because that’s when our lease is up with the new guy. You should have that on your February agenda. We should get enough bids to move forward with that. If you think of any projects, let us know.”

### **YEAR-TO-DATE BUDGET UPDATE AND FY20/21 BUDGET PROCESS.**

Finance Director Melissa Norton said, “I pulled last year’s budget to see where we were at the retreat last year. I think we’re bringing in the amount of money that we had expected in terms of revenues. We might be a little bit slow. Rec revenues are a little bit short but we were short last year. We’re in the same place but we know that we’re not doing as many things as we had planned like the Afterschool Program. In terms of the different monies that we’re collecting for Water and Sewer, again, all falling in line with last year. Looking at spending, we’re in the same place. We’ve spent some money for the hurricanes; we’re not getting reimbursed yet but we know the money is coming. Water and Sewer is right in line. They’re barely above the spend for 50% so that’s the one thing that I would want to look at.”

Mayor Mills said, “Do we have any relatively hard figures on what we spent versus what we are in fact going to get back? Mr. Owens replied, “We do have a budget for that but I don’t have those numbers in front of me. The Police Department stuff is going to come in at whatever it comes in at and that’s going to increase it but we’re probably going to break about even with everything we have to do. We can pull those numbers for you.” Mrs. Norton continued, “Fund Balance looks good as of June 30<sup>th</sup>. The CIP balance – everything looks good. A couple of things help us. Parking revenues are up. If things go the way we think they’re going to go, we could be up a half a million from last year. ABC revenues – I’ve been keeping a close eye on this because of the move. We’re going to be a little bit light but hopefully we’ll make up for it somewhere else.” Mr. Owens noted that the Public Safety Building would be paid off in 2024. Alderman Dull asked if Mr. Squires had a budget for what he planned to do this year on water and sewer improvements. Mr. Squires replied, “It’s part of the ten-year CIP that we put together. It’s the same every year.”

Mrs. Norton said, “We’ve used First Citizens Bank for years – since the 1980s. We still utilize them for the EOC if we have any kind of emergency. So, we wanted to keep the relationship but we also had competitor banks knocking at our door to offer up their services. Tim and I met with one or two banks and we also went back to First Citizens and asked them what they could do. To me, .05% is laughable. But they’re using those funds that we have in CIP to offset our fees. They were also going to discontinue part of the program that we had it in using it to offset the fees. But they’re still going to leave us at .05%. They could have moved us to 1%. We actually just switched over and we made about \$7,000 this month versus \$346 that we were getting. They have another investment proposal that you can consider. They would

give us a wealth management advisor. They would charge us fees but they would be offset. So, I think our overall would be .23% or .25%; right now we're at 1%. It's just a matter of if we want that additional \$20,000 a year in interest, we would need to move this over to the wealth manager. Either way, it's totally secure and totally falls in line with the General Statutes. Do we want to work with a wealth manager utilizing Tim and myself to work with the wealth manager?" Mayor Mills expressed the need for the Board to mull that over and not rush into a decision. When asked if that money would be insured, Mrs. Norton replied, "Yes, and it is pooled."

Mr. Owens expressed the need to set a date for the Department Heads to present their budgets to the Board. Following a brief discussion regarding possible dates, there was Board consensus to set that meeting for March 10<sup>th</sup> at 8:30 a.m.

**MRS. HOLLEMAN: OTHER ITEMS AND REPORTS.**

Mrs. Holleman asked for a headcount of the Board members planning to attend the Board of Adjustment meeting on February 27<sup>th</sup> at 5:00 p.m. Mayor Mills said he had a scheduling conflict on that date. Mayor Pro Tem Miller, Alderman Dull and Alderman Partin said they could attend.

**ALDERMAN PARTIN: OTHER ITEMS AND REPORTS.**

Alderman Partin suggested having one of our Police Officers be trained to help with entering bars instead of waiting for an ALE officer like the City of Wilmington does. She said the New Hanover County ABC Board trains them and pays for it. Chief House said, "We talked about that and there are some stipulations on their ability to enforce other laws outside of ABC. I have talked with the Chief in Jacksonville because he does it all the time. The good thing is that currently, private clubs and all of the bars in Wrightsville Beach let us come in. I am working on the feasibility of that. We cannot afford to dedicate someone to that."

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 12:00 NOON.

Respectfully submitted,

Sylvia J. Holleman  
Town Clerk