

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MONDAY, AUGUST 23, 2010  
7:00 PM

Mayor Randy Voller called the meeting to order at 7:00 p.m. and called for a brief moment of silence.

**ATTENDANCE**

Members present: Mayor Randy Voller, Commissioners Pamela Baldwin, Gene T. Brooks, Clinton E. Bryan, III, Michael Fiocco, and Hugh Harrington.

Staff present: Town Manager Bill Terry, Town Clerk Alice F. Lloyd, and Town Attorney Paul S. Messick, Jr.

**AGENDA**

Town Manager Bill Terry stated that the Board had been provided updated information regarding the proposal on the Wayfinding sign program.

Motion made by Commissioner Harrington seconded by Commissioner Bryan to approve the Agenda as submitted.

Vote   Aye-5   Nay-0

**CONSENT AGENDA**

The Consent Agenda contains the following items:

1. Approve minutes of the August 3, 2010 special meeting.
2. Approve minutes of the August 9, 2010 regular meeting.

Commissioner Fiocco said on page 7 of the August 3, 2010 minutes, the third paragraph, first sentence, said "Commissioner Fiocco asked if a part of the sidewalk project was a sidewalk from the public library to the library...", and it should say "...from the public right-of-way to the library...". He said in that same paragraph, third line from the bottom, it said "...that driveway would be the responsibility of the Town to maintain" and it should read "...that sidewalk would be the responsibility of the Town to maintain."

Commissioner Fiocco said there were several instances where Commissioner Harrington was cited as speaking when it should read Commissioner Fiocco. He said those were on page 9, last paragraph, where in both instances it should say Commissioner Fiocco rather than Commissioner

Harrington, and on page 10, third paragraph, it cites Commissioner Harrington but should read Commissioner Fiocco.

Commissioner Fiocco said on page 6 of the August 9, 2010 minutes, fourth paragraph, fourth line from the bottom, it read "...a concrete box that looked like a typical pollen overflow" and it should read "...a concrete box that looked like a typical pond overflow...". He said on page 11, seventh paragraph, fourth line from the bottom, it read "...necessary information to help the Town understand its deadline" and it should read "...necessary information to help the Town achieve its deadline."

Commissioner Harrington said on page 5 of the August 3, 2010 minutes, it read "...they had 6 line items..." and it should read "...they had six line items...". He said in the next line, it read "...only the first 2 had a dollar amount..." and it should read "... only the first two had a dollar amount...". He said in the next sentence it read "... for the last 4 items," and it should read "...for the last four items,".

Mayor Voller said he had identified a few typos that were not of substance and he would forward those to the Town Clerk for correction. He said there were cases where homonyms were used incorrectly.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to approve the Consent Agenda as amended.

Vote Aye-5 Nay-0

## **REGULAR MEETING AGENDA**

### **Citizens Matters**

Commissioner Brooks stated that he had been approached by Archie Cross, a resident of Fire Tower Road, who was not able to attend tonight but had wanted the Board to know that at times handicapped people in Pittsboro found some of its streets to be very dark, in particular the J. A. Farrell Street area. Commissioner Brooks said there were only three lights on Salisbury Street and that street saw a lot of traffic at night, both vehicles and pedestrians, and sidewalks were not present in every location. Commissioner Brooks said he believed that handicapped individuals would like to see more street lights in particular areas, especially in that long stretch from J. A. Farrell Street to Hillsboro Street as well as Thompson Street. He suggested getting a survey of where street lights were most needed and then approach Progress Energy.

Mayor Voller said he would contact Marty Clayton tomorrow and ask that he send someone out to look at that area. Commissioner Brooks stated he would appreciate that quick response to Mr. Cross's concerns. Mayor Voller said if there was an issue with cost, then that would be brought before the Board at its next meeting.

Commissioner Brooks offered his thanks to Town staff for the good work done on the railings where the sidewalk was replaced east of Town Hall. He said the people who used that sidewalk were most appreciative.

## PUBLIC HEARING

Motion made by Commissioner Brooks seconded by Commissioner Fiocco to go into public hearing.

Vote Aye-5 Nay-0

### 1. Proposed Revisions to Town of Pittsboro Sign Regulations.

No public comments were offered.

Leigh Ann King with Clarion Associates stated that discussions had begun in October 2009 regarding potential amendments to the sign regulations, with both the Town Board and the Planning Board spending the last year reviewing options. She said at the July 23, 2010 Town Board meeting, the Town Board requested the Planning Board offer a recommendation on a specific ordinance amendment to allow off-premise signs for non-commercial uses to be considered at a public hearing, which was where they were tonight.

Ms. King said the Planning Board had discussed this issue at its August 2, 2010 meeting and recommended that the Town Board amend the Zoning Ordinance to permit off-premise signs for non-commercial purposes, as described in Attachment 1. She said the Town Board had discussed that recommendation at its August 9, 2010 meeting and clarifying language was suggested, as described in Attachment 2. Ms. King said the intent of the proposed language was to allow non-commercial entities to post off-premise directional signs to help in locating those facilities.

Ms. King stated that the proposed ordinance language recommended by the Planning Board contained the following provisions:

- It defined both advertising and directional signage to clarify the difference between the two.
- It defined the uses allowed to have off-premise signs: places of worship, community events, parks, historic properties, pools, or other places of public assembly.
- The content of the signs would be limited to directional information only and would not include any advertising information.
- It would require permission from the landowner where the off-premise sign would be located.
- The size of the sign would be limited to four square feet.

Commissioner Brooks said that in Attachment 1, the fifth bullet indicated the size would be limited to four square feet, but the next bullet indicated that the sign would not exceed six feet high by four feet wide. He stated that he may have made that mistake when it was sent to the Planning Board, but in any case that language should be consistent.

Ms. King stated she would make that amendment, and then continued the description of the provisions in the Planning Board's recommendation:

- Sign to be made of permanent materials and mounted on a secure post.
- Permit fee of \$100 required to register the sign with the Town.

- Signs may be lighted with a light focused directly on the sign of no more than 150 watts of light.
- Banners would be allowed to be placed on the sign for special events.

Commissioner Brooks said at present there were time limits placed on banners for special events, and that language should remain.

Ms. King stated that the Planning Board had also recommended adjustment of regulations for temporary signs, in that they had wanted to make sure that dimensional requirements for temporary signs were the same as those for off-premise signs. She said that language was included in Attachment 1.

Ms. King said the Planning Board had also discussed whether there should be a limit placed on the size of temporary banners placed on off-premise signs, but they had not made a recommendation in regards to that. She said subsequent to that August 2, 2010 Planning Board meeting there was some clarifying language suggested, and staff recommended adoption of that language which was included in Attachment 2. Ms. King said everything in Attachment 1 was carried forward to Attachment 2 with clarifying language added, including:

- that lights from any sign may not shine into any domicile, commercial establishment, or non-commercial establishment,
- that lights shall be limited to two, one on each side of the sign,
- that no glare from lights may shine on any public highway or street, and
- That only one off-premise sign per non-commercial establishment was permitted.

Ms. King said at the Town Board's August 9, 2010 meeting a question was raised about proposed standards for external lighting, limiting the light to 150 watts. She said they had research lighting standards of other communities in the State, and primarily those communities used foot candles as the means for measuring light just as Pittsboro did. Ms. King said that Apex was one community that did use wattage, which was a 100 or a 250 watt bulb, depending on whether or not a lamp contained a timer.

Ms. King said that given that wattage was a simple and easy way to monitor lighting, they were recommending a clarifying statement that would provide better understanding about the intent of the standards. She said in their research they had learned about the differences between bulbs, and the fact that a 150-watt incandescent bulb versus 150-watt compact florescent bulb provided very different amounts of light. Ms. King said they suggested adding to the ordinance a statement that indicated that the maximum illumination should be equivalent to a 150-watt incandescent bulb.

Commissioner Brooks said that would allow people the option of using florescent bulbs as long as they were equivalent to a 150-watt incandescent bulb, and believed that was a good option to include.

Ms. King said the action being requested of the Board was adoption of the sign ordinance amendment as provided in Attachment 2, with clarifying language that the maximum illumination would be equivalent to a 150-watt incandescent bulb.

Commissioner Harrington suggested that the language in the eighth bullet under Section 6.6n be amended to read "... of no more than a maximum illumination equivalent to a 150-watt incandescent bulb."

Mayor Voller asked would there be any standard about how electricity might be supplied to a sign so there would be no safety issue. Town Attorney Paul Messick replied that there was already a section in the Zoning Ordinance that dealt with illuminated signs, and those regulations would apply to these signs.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to close the public hearing.

Vote Aye-5 Nay-0

## **OLD BUSINESS**

### **1. Proposed Revisions to Town of Pittsboro Sign Regulations.**

Motion made by Commissioner Brooks seconded by Commissioner Bryan to adopt the ordinance amending the Zoning Ordinance regarding off-premise signs, amended to require that the square footage would be no more than six feet high and four feet wide, and to include that lighted off-premise signs would be allowed to have illumination that was no more than a maximum illumination equivalent to a 150-watt incandescent bulb.

Commissioner Harrington said there were two sections noted as Section 6.6n, and asked which one should be stricken. Mr. Terry replied that the ordinance labeled Attachment 2 on pages 7 and 8 was the recommended version with the clarifying language, noting the ordinance labeled Attachment 1 was the Planning Board's recommendation.

Commissioner Brooks stated that Attachment 2 was the version reflected in his motion.

Commissioner Harrington said he did like the fact that the applicant would have to pay a \$100 fee to register the sign with the Town, and believed there should be a separate bullet point that said "The Town has the discretion to remove the sign if it is not kept in a good state of repair (painted and in good physical shape)." So, he clarified, he would prefer that the language regarding the fee be separated out with its own bullet point, then the next bullet point to have the language regarding the Town's right to remove the sign. Commissioner Harrington said he did not know if the language referring to the sign being free of trash around the sign should remain, asking would the Town really want to remove a sign if there was trash around the base of the sign. He said he would suggest removing that language.

Commissioner Brooks agreed to those two amendments to his motion.

Mayor Voller asked why he wanted to remove that language.

Commissioner Harrington responded because it would not be fair if someone driving by threw out trash into the right-of-way by a sign and the Town removed a sign because of that.

Commissioner Fiocco said for clarity these signs would not be in the right-of-way; they would be on private property.

Commissioner Harrington agreed that made sense. But, he said, that raised the question of whether the Town could go onto private property to remove a sign as the ordinance was written. Mr. Messick said the Town could require that the owner of the sign permit either repair the sign or remove it.

Commissioner Harrington suggested adding language to the bullet that spoke to the signs being on private property to include language that would allow the Town to remove the sign if necessary. Mr. Messick said they could require the holder of the sign permit to remove the sign or to fix it. Commissioner Harrington asked could that provision also be assignable to the Town to remove the sign. Mr. Messick said yes, but he was assuming the same procedure would be used for all other signs in Town.

Commissioner Brooks said he did not believe it would be a problem, because people would want to keep the signs in good repair, and the property owner giving permission would certainly want the sign to remain in good repair as well.

Mayor Voller agreed, but said it was better to be safe and have the language there just in case you had that one individual with a decrepit sign who might be unreasonable about its repair or removal.

Commissioner Harrington said the question was how to enforce the ordinance if they did have that one individual who refused to cooperate and did not care if the sign was in disrepair. He said the ordinance needed to give the Town the authority to remove such signs in that particular section of the ordinance.

Motion made by Commissioner Brooks to amend the motion on the floor to first notify the permit holder of the sign about a violation and allow the opportunity for repair or removal, and if the permit holder did not respond in a reasonable time then the Town would have the authority to access the property to remove the sign.

Commissioner Harrington said they also needed to amend the language to remove the reference to the four foot square sign, noting it should be six feet tall by four feet wide.

Commissioner Brooks said there were some organizations that might need to have a larger sign because of longer names, such as churches. He said he did not know that anyone would want to spend the money for a larger sign, but his thought was to at least provide the option.

Commissioner Harrington asked if the ordinance should have language that spoke to only registered businesses being able to have an off-premise sign. He said what was to stop him from putting up a sign that said “Hugh’s Fire Pit and Place of Public Gathering.” Commissioner Harrington asked should the language restrict people who just wanted to put up a sign for some kind of party.

Mayor Voller said he believed they were in agreement about modifying the language to notify the owner if a sign was in violation. He asked if someone put up a sign without a permit, would the Town be able to remove them.

Commissioner Brooks stated that they would be in violation of the ordinance if they erected a sign without a permit, so the Town could remove it.

Commissioner Harrington stated that in the second bullet, the phrase “or other place of public assembly” should be removed because it left a door wide open for allowing someone to put up a sign if they were planning a party or something of that sort. He said that bullet should read “Off-premise signs permitted only for a place of worship, community event, park, historic property, or school.”

Commissioner Brooks agreed and amended his motion to include removing that phrase from the second bullet under Section 6.6n.

Commissioner Fiocco said he was confused about the second part of the definition for off-premise advertising signs, where it said “or which said product, service, business or activity is sold, located or conducted on such premises only incidentally, if at all.” Mr. Messick said that the first clause talked about businesses that were conducted on the premises, or in which the business was conducted only incidentally, and that meant the main purpose of the business being located on the property. Commissioner Fiocco asked would that be a temporary sign. Mr. Messick replied no, because a temporary sign meant “once” and that was it. He said he believed they needed to have the definition for an off-premises directional sign, and if they did not want to include a definition for what an off-premise advertising sign was then they should just delete the entire thing because the Town prohibited all off-premises signs now except for temporary signs.

Commissioner Fiocco said he would like to put a period after the word “located” and remove the rest of that sentence so that the definition of an off-premise advertising sign read “Any sign advertising a product, service, business or activity which is sold, located or conducted elsewhere than on the premises on which the sign is located.”

After a brief discussion, Commissioner Brooks agreed to amend his motion to strike that language as Commissioner Fiocco had suggested.

Mr. Messick remarked that sign fees were in the budget ordinance, not in the Zoning Ordinance, and it was much easier to change the budget and the fee schedule than it was the Zoning Ordinance. He said he would recommend not including the permit fee in the ordinance because they would not be able to change it without a public hearing. Mr. Messick said he would also suggest removing the language from the seventh bullet regarding the \$100 registration fee being retained by the Town and used to remove the sign if it was not kept in a state of good repair, because that would mean that they would have to retain those funds in perpetuity.

Commissioner Brooks accepted Mr. Messick’s suggestion as an amendment to his motion.

Mr. Terry reiterated the amendments to the ordinance regarding off-premise signs, as discussed and generally accepted by the Board:

- Page 7, under the definition of an Off-Premise Advertising Sign, put a period after the word “located” and remove the rest of that sentence so that the definition read “Any sign advertising a product, service, business or activity which is sold, located or conducted elsewhere than on the premises on which the sign is located.”
- Page 7, under the definition of an Off-Premise Directional Sign, put a period after the word “school” and remove the remainder of the sentence, so that the definition read “Any off-premise sign indicating the location of or directions to a church, community event, park, historic property, or school.”
- Page 7, amend Section 6.6.a.3 to read, “The size is restricted to 24 square feet excluding the supporting frame and the overall height shall not exceed six (6) feet.”
- Page 8, amend the second bullet by putting a period after “school” and removing the remainder of the sentence so that the bullet would read “Off-premise signs permitted only for a place of worship, community event, park, historic property, or school.”
- Page 8, amend the seventh bullet to remove the language referring to the \$100 fee and that the fee will be retained by the Town to remove the sign, so that the seventh bullet would read “The Town may remove the sign if it is not kept in a state of good repair (painted and in good physical shape).
- Page 8, amend the eighth bullet by rewording the first sentence to read “Such signs may be lighted with a light focused directly on the sign of illumination equivalent to no more than a 150-watt incandescent light.”

Mayor Voller called for a vote on the amended motion, as stated by Mr. Terry and agreed to by Commissioner Brooks.

Vote Aye-5 Nay-0

**AN ORDINANCE AMENDING THE PITTSBORO ZONING ORDINANCE IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 30-31**

Motion made by Commissioner Harrington seconded by Commissioner Baldwin to amend the 2010-2011 Budget Ordinance to establish a fee of \$100 for Off-Premise Signs, Off-Premise Advertising Signs, and Off-Premise Directional Signs.

Vote Aye-5 Nay-0

**2. Update on Wayfinding Sign Program (Leigh Ann King, Clarion Associates).**

Leigh Ann King stated that the Town Board had requested that the Planning Board offer recommendations regarding a system whereby small directional signs might be placed on posts at major intersections with the intent of clarifying the locations of businesses that were located off main thoroughfares. She said that the Planning Board was recommending that the Town Board initiate and manage a program that would result in installation of directional signs pointing to the locations of businesses not located on main thoroughfares. She said the recommendation was that:

- only the name of the business and an arrow pointing in the direction of its location would be located on the sign,
- that signs would be allowed only at particular intersections,
- that businesses could have only one directional sign,

- that an annual fee structure for business participation in the program would be set in a manner such that the program of preparing, installing, and maintaining such signage would be self-supporting,
- that the design and installation of the signs would be subject to approval under the NC Department of Transportation regulations, and
- that no signs would be installed at street intersections within the Courthouse traffic circle.

Ms. King stated that a depiction of how such a sign post with directional signs attached might appear was included as an attachment to the memorandum.

Ms. King stated that the Town Board had received a presentation at its August 9, 2010 meeting regarding a wide range of different types of Wayfinding signage programs being used in other communities, from the very simple to the more sophisticated. She said the Planning Board recommendation before the Town Board tonight was to begin with a simple program. Ms. King said at the August 9, 2010 meeting the Board had also discussed allowing non-commercial and public uses to be considered as part of the Wayfinding program.

Town Manager Bill Terry suggested that the Board may want to instruct staff to further develop recommendations for a Wayfinding program, noting that this was a fairly complex issue that would require implementing a policy on how to conduct it, who was going to conduct it, how it would be paid for, and the like. So, he said, he believed that additional thought needed to be dedicated to such a program before the Board considered taking any action. Mr. Terry suggested the Board might want to delay action until the new Planning Director was on the job, which should be in the next two weeks, as that person should be a part of the discussion. He said the new Planning Director would likely need some help, and one way to do that might be to form a small working group to form more concrete recommendations, and it would be appropriate for a member of the Planning Board and one or more Commissioners to serve on that working group.

Mr. Terry said that he believed he could put together a draft plan by the Board's November 22, 2010 meeting, and the working group could add specifics to the draft plan such as how to do it, how to pay for it, and who would oversee it.

Commissioner Harrington said when they began talking about a Wayfinding program he had realized it was more complicated than first thought. He agreed they should wait until the new Planning Director was in place, and he would like to provide input to the working group whether in an official capacity or not.

Commissioner Brooks asked if Commissioner Harrington was making a motion to table the Wayfinding program until the new Planning Director was on board and could participate in the discussion, and that Commissioner Harrington wished to be included in that process.

Commissioner Harrington said there was nothing to approve tonight, and he was recommending that they move forward with the Wayfinding discussion after the new Planning Director was on the job. Mr. Terry said it made sense to do that, as well as having a member of the Planning Board and one or more Commissioners to work together to develop a draft plan with more specifics about a Wayfinding program.

Commissioner Brooks said that was the common sense way to approach it, but he urged that a time limit be put on the work, such as six months or a year, so that the program would not be forgotten.

Commissioner Harrington agreed, but said he hoped it would take less than six months. Mr. Terry said he would recommend coming back to the Board with at least a progress report if not a draft at its November 22, 2010 meeting.

Mayor Voller suggested they could form the working group tonight.

Commissioner Fiocco offered to serve with Commissioner Harrington on the working group. Mr. Terry said it appeared there was a consensus of the Board to move forward as he had suggested, and he would pull the working group together as soon as the new Planning Director was on duty and would plan to bring at the least a progress report to the Board at its November 22, 2010 meeting. There was no objection from the Board.

Commissioner Harrington asked when the new Planning Director would begin work. Mr. Terry responded on Tuesday, September 7, 2010.

### **3. A Resolution Supporting Efforts to End Human Trafficking in North Carolina (Mayor Voller).**

Mayor Voller noted that the resolution put forward for consideration tonight was a result of a presentation provided by Patricia Witt with Soroptimist International of Raleigh, NC, at the Board's July 26, 2010 meeting.

Motion made by Commissioner Brooks seconded by Commissioner Bryan to approve the resolution supporting efforts to end human trafficking in North Carolina.

Commissioner Harrington asked was the resolution written by Soroptimist International.

Commissioner Harrington said you could not refuse to support the end of human trafficking, but what bothered him about the resolution was language that may or may not be true. He said that there was language that referred to the fact that having the I-95 corridor running through the State as well as the number of military bases in the State contributed to the problem. Commissioner Harrington said some of estimates seemed out of place, but he was only making a point.

Commissioner Brooks said his point was well taken, but what the Board was essentially doing by adopting the resolution was endorsing the concept of encouraging whatever it took to stop the miserable trafficking of human beings. He said whether or not I-95 was used or not made no difference to him.

Commissioner Harrington agreed, and that was why he had brought it up. He said a lot of the language had specifics that could have been toned down or left out and still achieve the same outcome, but in concept they all wanted to end the practice of human trafficking.

Mayor Voller said that Commissioner Brooks had made a wise comment in that the resolution was about stopping the trafficking of human beings, but he believed it would be wise to ask that the organization provide information about the data. He said he believed it had come from the FBI, noting the resolution before the Board was the same resolution adopted by the State of North Carolina with those same statistics included.

Commissioner Harrington said the unfortunate thing was that the Board could approve the resolution, but it was a very serious problem and their action would not really do anything to address the problem.

Vote Aye-5 Nay-0

**A RESOLUTION SUPPORTING EFFORTS TO END HUMAN TRAFFICKING IN NORTH CAROLINA IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 100-101**

Mayor Voller said that the organization was planning on working with Mayors and regional leaders to get similar resolutions approved, and that WRAL had already agreed to do public service ads to bring awareness of the issue. He said at the end of the day the purpose was to bring awareness to the practice of human trafficking.

Mr. Terry stated they were taking some positive steps in that some Town staff would be attending a training seminar to become informed about human trafficking and to learn about promising practices employed in other cities, counties and states. He said the Police Chief as well as two officers would attend, so they would have increased awareness by the Police Department and that may make them better able to detect such practices should any be suspected.

Commissioner Harrington said adopting the resolution was one thing but taking action was another, and as the Manager had said they were taking actions and thanked him for pointing that out.

Commissioner Baldwin said it was a matter of awareness and how the Police would handle such a situation. She said it was a very good program, and she for one had not been aware that it was an issue in the State.

**NEW BUSINESS**

**1. Pedestrian Conveyance System Project Update.**

Mr. Terry said tonight the Board had the opportunity to make a decision on how to proceed to get the Pedestrian Conveyance System project completed. He said they had held a Special Meeting on August 3, 2010 where the Town Board had instructed the Manager to communicate several concerns to NCDOT, and NCDOT had decided that some of the language in the letter was too restrictive and decided not to proceed with the project. Mr. Terry said thanks to the efforts of Mayor Voller and Commissioner Fiocco, NCDOT had been persuaded to find another solution and had now come forward with a proposal where they were asking the Board to consider adopting a resolution endorsing that proposal. He said if the Board adopted the

resolution then NCDOT would proceed to re-bid the project and complete the sidewalks over a 15 to 16 week period.

Mr. Terry said he had received a recent email from Tim Johnson, a Division Engineer with NCDOT, who said that if the Board approved the concept outlined in Resolution A that there was some probability that they could get the work completed by Thanksgiving. He said that was somewhat more optimistic than the schedule he had prepared, but regardless it would be a good outcome.

Mr. Terry said the other option before the Board was to decline NCDOT's offer and to pursue the project in-house with the continued assistance of Hydrostructures. He said he was not recommending that option because it would include an additional step of having to resubmit their plans and specifications to NCDOT for another review and approval, and he expected there would be some changes and that process would likely take four to six weeks. Mr. Terry said that delay would push the project into the winter months and they likely could not pour concrete in January and February, so that would change this from possibly a November completion to a spring completion next year.

Mr. Terry said it was his recommendation that the Board accept the offer of NCDOT and approve Resolution A which would authorize the Town Manager to accept the offer of NCDOT to assume project management responsibility for the Pedestrian Conveyance System project including finalization of plans and specifications, advertisement for bids, bid award, construction contract administration, and construction inspections.

Commissioner Harrington offered his thanks to Mayor Voller and Commissioner Fiocco for their efforts to arrive at a solution. He said on page 8, first paragraph after point 11 in the first "Whereas" clause, he did not understand why Hydrostructures would still be involved and being paid over \$20,000 when NCDOT was taking responsibility for the project. Commissioner Harrington said that on page 7, item 1 read "That NCDOT will complete any design work required for the project (C-5116)..." but the paragraph after item 11 said that "Hydrostructures...has agreed to complete any design work required for the project (C-5116)...for a fixed fee not to exceed \$20,340." Commissioner Harrington asked for an explanation. Mr. Terry said that "Whereas" paragraph was only stating the fact that Hydrostructures had offered to remain on the project, noting that the second "Whereas" paragraph stated that the "Board..., having considered the construction contract administration proposals of both NCDOT and Hydrostructures, PA for the completion of the Pedestrian Conveyance System Project,...has determined that it is in the best interests of the Town of Pittsboro to accept the offer of NCDOT to complete this work." So, he said, the first "Whereas" was simply stating that Hydrostructures was willing to work on the project, and the second "Whereas" was stating that the Board was choosing NCDOT's offer instead of the offer from Hydrostructures.

Commissioner Bryan said in other words, on top of the \$65,000 already committed Hydrostructures wanted another \$20,000. Mr. Terry responded that the \$65,000 was for work already accomplished, and the additional \$20,000+ was for Hydrostructures to remain on the job until the project was completed.

Commissioner Brooks asked how much it would cost the Town if they accepted the State's proposal. Commissioner Fiocco replied that NCDOT had indicated to them that any design work they performed would be at no cost to the Town. Commissioner Brooks asked would the State go forward and bid the project or did the Town have to invest additional funds. Commissioner Fiocco said if they exceeded \$243,000 of project costs then the Town would be exposed to the additional costs over that figure. He said the expectation was that the contract for construction would range from \$150,000 to \$175,000. Commissioner Brooks said then NCDOT believed the project could be completed within the budgeted amount of \$243,000. Commissioner Fiocco responded yes, and added that NCDOT had already agreed that their contract administration would not exceed the 15% threshold set out for the CMAQ funding.

Commissioner Brooks stated that the Mayor and Commissioner Fiocco had done a good job on the Town's behalf, and it was appreciated.

Commissioner Harrington to clarify, if all the bids came in at \$250,000 or above then the Town had the ability to say no.

Commissioner Fiocco said that was correct, noting they would send to the Board the contract and the Board would have the ability to review those and comment on them. Mr. Terry said that NCDOT had agreed to do that before they awarded a contract. Commissioner Fiocco said as additional measures for cost control, NCDOT had agreed that they would not execute any change orders during construction without the Town's consent. So, he said, at all the various points where the project could begin to exceed the budget, the Town had input.

Mayor Voller said they were able to accomplish all the things they had wanted before but they no longer had to deal with the contractor that appeared to be overcharging for the project.

Commissioner Brooks commended Mayor Voller and Mr. Terry and in particular Commissioner Fiocco who had been the point man in that effort. He said that the sidewalk would be on the east side of NC 87, and he was concerned about people walking across that lane of traffic, reaching the island, and then walking across the next lane of traffic to reach the Community College. Commissioner Brooks said they needed to come up with some kind of safety feature, perhaps a pedestrian crosswalk, to enhance the safety of pedestrians, especially children, making that crossing.

Commissioner Fiocco said the crosswalks would be very similar to the Town's roundabout at the Courthouse, so you would not actually walk across traffic to reach the islands but would cross the narrower portion of the street. Commissioner Brooks said he hoped they could get some kind of limited signage to encourage pedestrians to use those crosswalks. Commissioner Fiocco said it would be signed and well-marked.

Mayor Voller said that both he and Commissioner Fiocco had both visited the area as had others at different times to look at the site and the walking path to see how it should tie in, and making sure there was good access in the future back to the Council on Aging. He said they had discussed with the County the issue about the sidewalk on their property, which they were very happy to take ownership of.

Motion made by Commissioner Fiocco seconded by Commissioner Brooks to adopt Resolution A authorizing the Town Manager to accept the offer of NCDOT to assume project management responsibility for the Pedestrian Conveyance System project including finalization of plans and specifications, advertisement for bids, bid award, construction contract administration, and construction inspections.

Vote Aye-5 Nay-0

**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ACCEPT THE OFFER OF NCDOT TO ASSUME PROJECT MANAGEMENT RESPONSIBILITY FOR THE PEDESTRIAN CONVEYANCE SYSTEM PROJECT (CMAQ PROJECT C-5116) INCLUDING FINALIZATION OF PLANS AND SPECIFICATIONS, ADVERTISEMENT FOR BIDS, BID AWARD, CONSTRUCTION CONTRACT ADMINISTRATION AND CONSTRUCTION INSPECTIONS IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 102-103**

Commissioner Fiocco said they would not have been able to get to this point without the leadership of Tim Johnson at NCDOT. He said Mr. Johnson had been willing to reconsider his position on the project. He should be commended for doing that and for following through and helping to facilitate the project.

Motion made by Commissioner Brooks seconded by Commissioner Harrington to send a letter of thanks to Engineer Tim Johnson to be signed by Mayor Voller.

Vote Aye-5 Nay-0

Mayor Voller said that Commissioner Brooks should be commended for bringing out all the information on the finances because they now had very good information and everyone had a greater understanding of where they stood.

**2. A Resolution Supporting Efforts by Chatham County to Obtain a Community Challenge and Transportation Planning Grant (Mayor Voller).**

Mayor Voller stated that the County had requested that he sign a letter to support the County in applying for a grant that went along with the Town's CPT program, and the resolution before the Board was to make that official.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to approve the resolution supporting efforts by Chatham County to obtain a Community Challenge and Transportation Planning Grant.

Commissioner Harrington asked exactly what they were being asked to approve and what the grant was for. Mayor Voller replied that the County had applied for grant funding, and the Town was being asked to support the County in applying for a Community Challenge and Transportation Planning Grant. He said of course the Town supported that because a lot of the work would be done in Pittsboro.

Commissioner Harrington asked what the objective was of the grant. Mayor Voller said the County had a Transportation Advisory Board of which Commissioner Fiocco was a member, and the objective was that there were grants available that if the County was successful in obtaining would support their planning and other projects within the Town and the County.

Commissioner Harrington asked what the grant funds would be spent on. Mayor Voller said the County would be tying in its land use plan with Pittsboro's land use plan, noting that the Town now had a Comprehensive Transportation Plan and the County would be putting one together as well. He said the Rural Planning Organization would be assisting with that, so essentially the grant funds if received would help in developing the County's transportation plan. Mayor Voller said it was basically a planning grant, similar to what the Town had received two years ago for the Pedestrian Master Plan.

Mayor Voller said that the County would be forwarding information to the Town for public review very soon.

Vote Aye-5 Nay-0

**A RESOLUTION SUPPORTING EFFORTS BY CHATHAM COUNTY TO OBTAIN A COMMUNITY CHALLENGE AND TRANSPORTATION PLANNING GRANT IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 104**

## **CAPITAL PROJECTS REPORT**

### **1. Manager's Update on Capital Projects.**

Mr. Terry provided the following update on Capital Projects:

- 3M Reuse Water Project – the EPA reimbursement in the amount of \$929,000 was received by the Town, a portion of which would be used to reimburse the County for its contribution to the project.
- Disinfection Byproducts Reduction Project – Project Engineer Adam Kiker met with the general contractor and the Water Plant staff on August 12, 2010 and developed a substantial punch list of outstanding items to be completed under the contract. They are seeking a commitment from the engineer and the contractor to complete the work by the end of September.

Commissioner Harrington said he would like a tour of that facility so that he could see firsthand all of the improvements that had been made at the plant. Mr. Terry said he would be happy to arrange that for individual Board members, and suggested they contact him to set up a time. He said if the entire Board would like a tour then they would need to set a time and advertise it as a meeting of the Board.

Mayor Voller said when all the work was officially completed, he would like to schedule an actual event to recognize the completion of the project. He said it was important for citizens to understand that the Board had been committed to this project and it had taken a very long time, and he would like to have a public event to recognize that.

Commissioner Brooks said the press should be invited and the event advertised so that it was official.

Mayor Voller said that the public did not need to be invited inside the plant for safety reasons, but the public should know the work and the commitment that had gone into that project. Mr. Messick said that the public could be invited to tour the plant as well, noting that Boy Scout troops had toured the plant.

Commissioner Harrington said scheduling an event was a very good idea, especially before cold weather set in. He said then everyone, including the Board, would be able to see exactly what the funds spent on that project had done to improve the plant and what had been changed. Mr. Terry said if the Board was agreeable they could schedule the tour at the beginning of a regularly scheduled meeting, and then return to Town Hall to complete any needed business.

Mayor Voller asked that a punch list be prepared for the press using bullet points that outlined what was done so that the public would have a better understanding of the work that had taken place and how that had resulted in much better water for the Town. Mr. Terry suggested they target the event for the first meeting in October when the punch list work should be completed, noting he would try to keep that tour to an hour so that the Board could return to Town Hall around 8 p.m. to complete its meeting. He said he would attempt to keep the remainder of the agenda short for that evening.

Commissioner Brooks said it appeared the Board was in agreement, but if for some reason the project was not quite finished by that date then they should allow Mr. Terry the flexibility to set the tour up for the second meeting in October if necessary. The Board agreed by consensus.

Mr. Terry continued his update:

- Wastewater Treatment Plant Wet Weather Flow Improvement Project – The project remains on schedule and the cash flow continues to be good, with five payments having been made and reimbursement received for four of them. They have prepared a request for informal bids on the rehabilitation of the bar screen and expect to have three bids in hand by September 10, 2010.
- Mary Hayes Barber Holmes Park – Work continues on the punch list, and they were optimistic that they will be ready to open the park before the end of September. Plans were underway to coincide the opening of the park with a 5K run on September 25, 2010 sponsored by the Carolina Brewery, which should bring a large number of visitors to the park.

Mayor Voller expressed some concern about the date chosen for the opening, noting that he and Commissioner Fiocco would not be in Town and he personally would have liked to attend the opening. Mr. Terry said that the date was just a recommendation and they could always separate the two events and hold a separate opening event. He said the opening had nothing to do with the 5K run; they had only viewed it as an opportunity to draw people to the park. Mayor Voller said he would rather arrange the opening for a date when all the Town Board could attend, noting that this project had been underway for four years and only he and Commissioner Brooks had been on the Board when that project first started. He said the entire Board should be present when the park was officially opened. Mr. Terry said the Carolina Brewery's 5k event belonged

to them and would take place on September 25, 2010 regardless of whether or not the park was officially open. He said they had only seen that event as an opportunity.

Commissioner Fiocco said he would like to be there, but it should not be rescheduled just because of him.

Mayor Voller said the two events could take place together, but he would like to have a picture taken of the entire Board at the park when it was convenient. He said the opening of the park was an important moment in the history of the Town and it should be recognized as such, but if it was good for the public to hold the two events together then he was not opposed to that. Mayor Voller said but, there should be a moment when the Board officially opened the park, noting it was the first one in Town and it was a milestone.

Mr. Terry continued his update:

- Credle Street Basin Rehabilitation Project – On August 9, 2010 the Board had tabled items accepting the offer of the grant and creating the project budget ordinance pending investigation of the possibility of the Town pursuing a 10-year installment loan for the \$248,063 in matching funds required to receive the grant. They had not yet completed the work on pursuing the financing for these matching funds but would do so as quickly as time allowed.
- Southern Community Park – They have completed interviews of prospective design firms and will begin fee proposal negotiations this week. They expect to make a selection recommendation to the Board at its September 13, 2010 meeting.

Mayor Voller said the Board had received presentations from Dr. Hal House and others, and when whoever was chosen to do the design they should not lose sight of the possible incorporation of some of the ideas put forth during those presentations. Mr. Terry said there was a potential to use the reuse water for some kind of irrigation, but if it did not meet the technical definition of reuse water then they likely could not use it on the playing field. But, he said, there may be other uses they could explore even if it did not meet the strict definition of reuse water.

Commissioner Fiocco said when they finished all the improvements they were making at the water treatment plant, he believed they would achieve the next level. Mr. Terry said they would be a lot closer, but the one that might be troublesome was the phosphorus. He said even with the improvements the basin water would likely have an issue with phosphorus, noting that nothing they were doing now would reduce that phosphorus and that might be the lone parameter that kept them from meeting the strict definition of reuse water.

Commissioner Brooks said when he first came on the Board there had been some State legislation and the Town had spent \$30,000 on some kind of phosphorus removal system. He said the federal government had then passed a law requiring that manufacturers of detergents and other products remove phosphate from its products. Commissioner Brooks said now the Town had much less industry and did not understand where all the phosphorus was coming from. Mr. Terry responded he was not an expert but believed a certain amount was produced by the stormwater that got into the system, noting a certain amount came from lawn fertilizers. He said the amount had dramatically reduced over the last 15 years, but it was still an issue.

Commissioner Harrington said when they got the new wastewater treatment running, then they would meet the definition of reuse water. Mr. Terry replied that was correct. Commissioner Harrington said that had been discussed by the Parks and Recreation Board, in that when they had looked at the area involved it had been the Planning Board's recommendation that the Town Board not go with one of the designs offered by Dr. House. He said it had also come up in the discussion that eventually with the new plant they would be pumping reuse water to the tank and at that point there would essentially be no water to treat with Dr. House's designs.

Commissioner Fiocco said that led into another question about the status of the existing plant when the new one came on line. He said that Stearns and Wheler had given a report to the Board about six months ago, and it had been said that when the new plant was added to the existing plant that would be where you got the volume cited in the EIS. Commissioner Fiocco said so, they would have two active plants; one that he had thought would continue to pump water out to 3M and treat some affluent here to be discharged into Roberson Creek. He said then he had seen in the packet the Town's response to the NPDES permit application in that there was again a discussion about decommissioning the current plant.

Commissioner Fiocco said he had been hopeful that that was not the case, in that they actually had that asset that they had just invested \$2.5 million in and he would like to see them use that plant. Mr. Terry said that 'decommissioned' may be the wrong word, but the construction of the new plant would eliminate some of the older structures. He said the plant would still be there and the permit would perhaps be modified when they got into permit approval. Mr. Terry said that the equalization basin just built would be used for the same purpose it was being used for now, and two existing clarifier basins would probably be put to some other use. He said their total discharge allowance would be 3.2 million, and he visualized what would happen would be that it would be a two-phased project where they would build 1.6 million treatment trains, or two .8 so there would be some redundancy, and that would work with the existing plant for about five years. Mr. Terry said then the second phase would be done in a similar manner with two trains of .8 to get up to the total of 3.2, and then over that second phase much of the infrastructure at the old plant would disappear. He said the words being used were "limits of technology," where the new plant was designed based on the current limits of technology. Mr. Terry said the old plant would eventually go out of service, because of the old technology, over the course of the two phases of the project.

Philip Culpepper stated you would still have two discharge points, and the most important part of that was if you were unable to have those two discharge points you would have to adjust down the capacity of the new plant.

Commissioner Baldwin said to clarify the letter from DENR seemed to be asking how the Town would be phasing out the old plant. She said it appeared from that language that DENR was suggesting that the old plant would be totally shut down and the new one take its place. Commissioner Baldwin said when she read that letter it appeared to be asking what the timing was for the closing of the old plant relative to the start-up of the new facility, and to her that sounded odd.

Commissioner Harrington said in the Town's response they talked about a transition from the old plant to the new plant over the course of the project, but they would still be using the equalization basin.

Commissioner Baldwin said she wanted to make sure that the State was clear on that point, noting at times State agencies did not always prove to be clear on certain issues.

Commissioner Brooks said that Fred Hobbs had talked about that at length, and asked had the State ever given the Town a new discharge point. Mr. Terry said when they received the NPDES permit the approval of a new discharge point would be a part of that permit.

Commissioner Fiocco said then that included the very long force main to the Haw River. Mr. Terry said that was correct. Commissioner Fiocco asked was that cost about \$8 million. Mr. Terry stated he had seen various estimates, but it would be expensive.

Mr. Culpepper stated that the EIS to be issued to the Town contemplated that discharge out to the Haw River and reserving some of the current discharge into Robeson Creek.

Commissioner Brooks said that of the two points that Mr. Hobbs had given them, one was on federal property owned by the Army Corps of Engineers and the other was very close to a project that the State DOT had completed at the canoe launch area. He said he just did not know if the Town was really going to be allowed to discharge that wastewater or not, regardless of how clean it was.

Mayor Voller asked when they expected a response from DENR on the permit. Mr. Terry said they had answered the questions posed in the letter, so they were likely six to eight weeks out from either an approval or more questions.

Commissioner Brooks said if you read that article he had provided, he believed the Town was looking at some substantial costs in trying to meet the new Jordan Lake rules. He said fortunately, and he had always taken this position, that the Town was not being accused of the pollution that they once were. Commissioner Brooks said those discharging into the Haw would have an easier time, and rightly so, but even so he believed it was going to cost some money. He said that Jordan Lake was the second most polluted lake in the State and the Legislature had already moved on the rules, and he believed that would impact what the Town did with its project.

Commissioner Fiocco said when they reached that stage the plant had to be designed to meet the standards, and believed those standards were already in effect for wastewater treatment plants discharging into Jordan Lake.

Mr. Terry continued his update:

- Haw River Water Intake Desilting Project – On August 9, 2010 the Board had tabled action on the budget amendment to fund this work pending a staff response on the need to do that work annually rather than on a less frequent basis. He, Mr. Poteat, and Ms. Willis had visited the intake site and measured the depth of water at the intake to be about 5 feet before reaching the top of the silt layer. The water depth after cleaning out the silt one

year ago was about 14 feet. Mr. Poteat and Ms. Willis agreed that deferring the removal of the silt until the spring of 2011 would not be a significant risk, and it was his recommendation that they pursue an engineering study as soon as possible and defer the silt removal until April 2011, after they had the findings and recommendations of the consulting engineer.

Commissioner Harrington said in regards to the Downtown Water System Improvements project, he had talked with Becky Smith and she had told him that the next grant application would include replacing the entire run of pipe from the water tank all the way to Launis so that would include digging up the turning lanes at Chatham Mills. Mr. Terry said that was correct. Commissioner Harrington said he had gotten the impression from Ms. Smith that they would know very soon whether the grant had been received. Mr. Terry said she had completed her work on the application which was in a four-inch binder, and that questions had been asked by the USDA and those had been responded to, so now they were awaiting the outcome. He said a response was expected within the next eight weeks.

Mayor Voller asked had they received an application number yet. Mr. Terry responded he did not know but would check to see if one had been assigned. Mayor Voller said he wanted to know as soon as they received one, because that was the point upon which their Congressmen could write in support of the grant.

Mayor Voller said he and Commissioner Fiocco had talked with Tim Johnson about the fact that a stop light had been approved by NCDOT through what was called a spot review process at Park Drive and 15-501, although Mr. Johnson did not believe one was needed there. He said he had asked Mr. Johnson if the Town approached DOT about that and some other improvements would he be willing to come and talk with the Board about that, and Mr. Johnson had indicated he was open to doing that. Mayor Voller said that the stop light and improvements that would have to be done would cost about \$360,000 and Mr. Johnson had said he saw no need for that, but it was a project that would be done within 24 months. He said that the stop light at that location had been on the Town's old plan, but someone had added it into the model and somehow it was approved, although it had not been approved by the District Engineer or the Division Engineer.

Commissioner Brooks said he believed they needed to get rid of that project and put that money elsewhere.

Mayor Voller said Mr. Johnson had said he was willing to come and talk with the Board about what they might do instead, but he could not guarantee that anything would change. But, he said, but they might be able to get a much better project on 15-501 rather than a stop light they did not need.

### **Mayor Updates**

Mayor Voller provided no updates at this time.

## **Commissioner Concerns**

Commissioner Brooks said that Commissioner Baldwin's letter concerning the old Pittsboro library was perfectly clear, but he had spoken to a County official recently and was frankly surprised at their reaction to that letter. He said that official had said they had gotten the impression that the Town wanted the building now, but Commissioner Baldwin's letter was very clear that when the new judicial facility was completed they wanted the County to consider giving the old library back to the Town. Commissioner Brooks provided some history of how the library came to be, and even after the building had been turned over to the County the Town had paid to have the roof replaced as well as contributing recreational funds for books. Commissioner Brooks said at one time the County had been a part of a regional broad-based health department, and it had been his understanding that they were moving in the direction of a regional library system. He said his point was the Town had thought they were working with the County and doing what was necessary to work towards that regional library system, and that was one of the reasons the old library building had been turned over to the County.

Commissioner Brooks said there were a lot of factors that some of the County leaders may not be aware of, but he believed when the new judicial facility was completed that the County should return the old library building to the Town. He said they needed the space and they did not have a lot of money, noting he believed it would be a good place for the Police Department to be located as well as providing some much needed storage space for records that the Town was required by law to retain. Commissioner Brooks said he hoped that the County would understand that the Town was not asking for the building at the present time and understood that they were in a bind for space because of the recent courthouse fire, but he also wanted to follow through on Commissioner Baldwin's letter and not let the issue drop.

Mayor Voller said he had been in a County meeting where that had been brought up, and believed the issue was that the County did not know when the Town wanted the building back.

Commissioner Brooks said that the building should be returned to the Town when the D.A.'s office was moved to the judicial facility. He asked if they needed to send another letter to clarify the Town's expectations.

Mayor Voller said he believed it would be better to have some of the Board members meet with some of the County elected officials face to face, and then follow up with a letter.

Commissioner Harrington said it was interesting what Commissioner Brooks had said about his thought being that when the building was turned over to the County that the Town was contributing to what they believed would be a regional library. He said if you read that letter it sounded as if the County was basically saying that they had taken the building off the Town's hands. Commissioner Harrington said that was very different from the thought that the Town was contributing to a library system rather than office space for the County.

Commissioner Baldwin said she had spoken to County Commissioner Kost, and from that conversation she did not believe that the County would entertain giving the building back to the Town. She said she did believe it was important to send the County the history of the building just so they would understand why the Town wanted the building back.

Commissioner Harrington asked how long the County was planning to use that building as an interim court. Mr. Messick responded the estimate was two years.

Mr. Terry said the Town had been approached regarding the necessary permits, so he believed they were getting close to a groundbreaking.

Commissioner Harrington said to clarify; the County was talking about spending a half-million dollars on renovating a building to be used for two years. Mr. Terry said he believed the County's letter indicated that once the building was no longer needed for courtroom space they would be using it for office space, and the renovations would be geared towards that continued use.

Commissioner Brooks said he was on a committee with County Commissioner Kost and would try to talk with her about the issue when the opportunity arose.

Commissioner Baldwin commended Mayor Voller and Commissioner Fiocco for a job well done in reference to the sidewalk issue.

Commissioner Harrington asked where they were with the solid waste contract. Mr. Terry responded that it was on his desk and he had talked with Commissioner Fiocco about it recently. He said one alternative would be to change the schedule for pick-up to every other week rather than weekly and have an 85 gallon cart. Mr. Terry said that would save money on the weight of trash being taken to the landfill and they would have only half as many recycling runs, and he wanted the contractor to bid on that as hopefully a cost-reducing action. Mr. Terry said the result would be that each household would have two large carts, one for recycling and one for garbage, and the recycling cart would be emptied 26 times a year rather than 52 times a year.

Mayor Voller said he believed that would be a cost savings and that people would recycle.

Commissioner Fiocco said that method was being used in Durham and it was his understanding that a lot more of the waste stream was being recycled and it was more cost-effective for the city.

Commissioner Harrington said then everyone would have two carts. Mr. Terry responded yes, noting one would be blue and one would be green. He said he would bring the Board an update very soon.

Mayor Voller said they should not let themselves be burned or jaundiced about getting CMAQ grants by the fact that the process had been difficult. He said the Town would not be able to afford to implement a lot of projects without learning how to apply for funding in the most judicious fashion. Mayor Voller said the next time the process should be quicker and easier based on what they had learned about the process.

## **FYI**

1. Triangle Regional Transit Program Workshops on Expanded Bus and Rail Options.

2. Letter from Mayor Voller regarding Chatham County's application for a Community Challenge and Transportation Grant.
3. Letter from Triangle Area RPO.
4. Letter from LGC.
5. Letter from Chatham County regarding the old Pittsboro Memorial Library.
6. Hobbs Upchurch Associates letter of August 12, 2010; RE: Response to Comments on the Pittsboro 3.2 MGD WWTP NPDES application of July 7, 2010.
7. Updated fund balance report.

### **ADJOURN**

Motion made by Commissioner Baldwin seconded by Commissioner Bryan to adjourn the meeting at 9:10 p.m.

Vote    Aye-5    Nay-0

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Randolph Voller, Mayor

ATTEST:

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Alice F. Lloyd, CMC, Town Clerk