

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, NOVEMBER 28, 2011
7:00 P.M.

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: Town Manager Bill Terry, Town Clerk Alice F. Lloyd, Town Attorney Paul Messick, Jr. and Planner Stuart Bass.

CONSENT AGENDA

The Consent Agenda contained the following item:

1. Approve minutes of the November 14, 2011 regular meeting.

Commissioner Fiocco requested corrections to the minutes on pages two, three and twenty-two. Commissioner Brooks proposed giving the newly elected Commissioners copies of all current Town contracts. He said that he would also like to add some basic information that had been helpful and would mention that again during new business.

Motion made by Commissioner Harrington seconded by Commissioner Baldwin to approve the consent agenda with changes to the minutes and the addition suggested by Commissioner Brooks.

Vote Aye-5 Nay-0

REGULAR MEETING AGENDA

Citizens Matters

There were no public expression speakers.

PUBLIC HEARING

1. **Proposed Annexation A-2011-03, Brick Capital Community Development Corporation.**

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

Vote Aye-5 Nay-0

Planner Bass said that Brick Capital Community Development Corp., of Sanford, NC, had submitted a valid petition requesting annexation of two duplexes on two lots at 424 & 445 Old Graham Road, adjacent to Town limits. The current zoning in that area was R-15, he said, and Brick Capital was proposing that the two properties be included in that zoning. No changes were being proposed for the use of the properties, Planner Bass said. They are currently connected to the town's water and sewer but are paying the out-of-town rates.

Planner Bass explained that the net gain to the Town would be about \$42 per year for waste removal and there would be an expected revenue reduction of approximately \$1,800 for water and sewer. He noted that the two properties, which are 501C3 units, would be exempt from property taxes.

Commissioner Harrington asked if the units would be tax exempt forever, or for only a certain period of time. Planner Bass said as long as they are owned by Brick Capital Community Development Corp.

Kate Rumely, executive director of Brick Capital Community Development Corp., explained that Brick Capital's mission was to help communities in Lee and surrounding counties improve community development, housing, human capital development and economic development. She said they had built 60 single-family homes in Lee County for people of modest income and that none of those had been foreclosed on due to non-payment of mortgages, which were within 30 percent of the tenants' incomes.

Ms. Rumely said that Brick Capital had also built 12 supportive housing units for people with mental health issues and victims of domestic violence. The Housing Finance Agency had been pleased with that and had allowed them to build another six units in the same area, she said. Ms. Rumely explained that Brick Capital was currently reaching out to other counties because they did not believe in saturating the market when there were no other organizations like theirs in adjacent counties. Ms. Rumely said that she, personally, had always felt drawn to Pittsboro and that she looked forward to getting to know people here and finding out what was needed in Town. That is what community development is about, she said.

Commissioner Harrington asked why Brick Capital was petitioning for the annexation. Ms. Rumely replied that the units were for low-income people whose funds were not great. Brick Capital paid for tenants' water from its own funds, which are also not great, she said. Ms. Rumely noted that Brick Capital also paid for the rubbish disposal. She added that she wanted to get rid of the unsightly trash container and have roll-outs instead. Ms. Rumely described improvements that Brick Capital had made to the buildings and said that they were about to do some landscaping as well. It should be a very beautiful apartment complex for Pittsboro, she said.

Commissioner Harrington asked if the main reason then was to economize on water and sewer. Ms. Rumely replied that it was that and also the desire to have those properties be a part of the community. She noted that the houses on either side were part of the Town and said she thought it was important that these units be included as well.

Mayor Voller asked if the properties would become taxable if, for some reason, Brick Capital sold them or they went back to the private market, and Attorney Messick replied that they would be. Mayor Voller asked if they were exempt only because they were 501C3, and Ms. Rumely said that it was because of their use. They were for people of low and moderate income people and those who were disabled and Brick Capital must hold to using them for that purpose for 30 years, she said.

Ms. Rumely said that Brick Capital Development Corp. had constructed a building in Sanford for victims of domestic violence and had partnered with another organization to build a 29-bed shelter for victims of domestic violence and sexual assault and their children. She stated that they were capable of helping any city or county within their mission to do community development.

Motion made by Commissioner Harrington seconded by Commissioner Fiocco to go out of the public hearing.

Vote Aye-5 Nay-0

2. Extension of the 2009 Development Moratorium.

Motion made by Commissioner Harrington seconded by Commissioner Bryan to go into the public hearing

Vote Aye-5 Nay-0

Manager Terry explained that the materials Commissioners had before them were the same as those provided on October 14, 2011 with the addition of some information and corrections that had been developed at their November 19, 2011 work group meeting. Staff had incorporated all of the changes in those two documents, he said. Manager Terry explained that one document would extend the moratorium for an additional two-year period; the other was a policy document regarding how wastewater would be allocated from the remaining available balance.

Motion made by Commissioner Harrington seconded by Commissioner Baldwin to go out of the public hearing.

Vote Aye-5 Nay-0

OLD BUSINESS

1. Proposed Annexation A-2011-03, Brick Capital Community Development Corporation.

Planner Bass said that he did not have a formal recommendation associated with the memorandum but wanted to point out that Town zoning was on either side of the property and was currently being served with water and sewer. It made sense that these two units be officially incorporated into the city as well, he said.

Manager Terry pointed out that annexation, in this case, would constitute a financial loss for the Town. If it were a larger development with several hundred houses then the staff recommendation probably would be against taking a loss of \$450 per unit, he said. However, four units on two lots would not be a great impact to the Town's \$2.5 million budget, said Manager Terry. He had concluded that the Board could choose to annex the property without causing a major impact to the budget, he said.

Motion by Commissioner Harrington seconded by Commissioner Baldwin to adopt An Ordinance to Extend the Corporate Limits of the Town of Pittsboro.

Vote Aye-5 Nay-0

AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE TOWN OF PITTSBORO IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 77-81

Mayor Voller confirmed with Attorney Messick that the two units had become part of the Town as of that moment. Ms. Rumely thanked the Board and Commissioner Fiocco said he was looking forward to seeing the improvements. Ms. Rumely said that she was as well, and that she was looking forward to doing other projects in Pittsboro.

Mayor Voller pointed out that other areas in Town had not been annexed and asked what the best approach would be for the Town regarding those. Should the Town ask them if they want to be involuntarily annexed, he asked. Mayor Voller pointed out that the Town map looked odd with such places throughout.

Attorney Messick replied that a single remaining lot would be one thing. However, if the question was about growing and wanting to pursue appropriate areas for annexation, then he assumed that the Town could do it involuntarily, he said. Attorney Messick added that the Town might want to consider areas that would be appropriate for future annexation and growth rather than waiting for voluntary petitions to come in.

Mayor Voller asked Commissioner Bryan, who lives in the area being discussed, if he thought the people there might want to be annexed. Commissioner Bryan replied that it would certainly clean it up and make a lot more sense.

NEW BUSINESS

1. Engineering Study on a Pittsboro to Sanford Wastewater Transmission Line.

Manager Terry explained that, as the Board had previously been briefed, he had met with the managers of Chatham County and the City of Sanford and had discussed the offer to connect Pittsboro to Sanford's wastewater treatment plant. The Board had expressed some interest in at least participating in an engineering study to compare the costs and benefits of those two alternatives, he said.

Manager Terry said that Exhibit A was a task order prepared by Chatham County Engineer David Hughes and it had a price tag of \$24,500. The Town had a tentative agreement with the City of Sanford and Chatham County to split those costs, Manager Terry said. He explained that Sanford would absorb 50 percent of the cost, and the other half would be divided equally between Chatham County and the Town of Pittsboro. The resolution would authorize him to execute that agreement, Manager Terry said. He explained that the companion budget amendment would transfer \$6,125 from Fund Balance to the Professional Services in the Enterprise Fund to pay for the study.

Mayor Voller noted that a couple of questions had come up when the Board discussed this on November 19, 2011. Does this study include looking at a Goldston connection, he asked. If it did, Mayor Voller asked would the Town consider taking that route. He said that they had funding for that but was still working out the details. Goldston will be connected to Sanford, Mayor Voller said, and he wondered if it would make more sense to look at alternatives or to just go down Highway 501 as had been discussed.

Manager Terry replied that the task order had asked the engineer to compare two alternatives: a direct connection between the Pittsboro treatment plant and the Sanford treatment plant; and the Town building its own plant and incurring the costs associated with that.

Commissioner Brooks asked about Sanford's capacity and Manager Terry said they had just begun expanding from 6 million gallons per day to 12 million. He said that the reason he would encourage looking at a Goldston connection was that he remembered some of the engineering problems associated with going across the river and it might be the most cost-effective approach for Pittsboro and maybe for all concerned.

Commissioner Brooks said that when going toward Sanford on 15/501, there is a road that goes over to 421 and a huge tract of land where the indoor iron works used to be. One of their treatment plants was very near there, he said. Commissioner Brooks said that that was almost straight across the river and it seemed to him like that would be a route, especially if that's the plant they're planning on expanding.

Manager Terry said he thought the guidance to the engineer would be fairly simple. The most economic solution was the one the Town was looking for, so they would have to spend some time deciding what that was, he said. Manager Terry said that if the route from Goldston was better than another route that would be part of the report.

Mayor Voller replied that they needed to at least look at it. You need to go a seven or eight mile stretch anyway, he said, so the question would come, what would they need to do to oversize those transmission lines? Commissioner Harrington recommended asking for the most cost-effective solution, unless the Board thinks of something that it had not thought of yet.

Mayor Voller said he was thinking that what Commissioner Brooks was wondering if it would be more cost effective to build a plant here or to go down Highway 501. He said that he wanted to make sure that Sanford knew that was a possibility.

Commissioner Harrington pointed out that there would be some dialog going on. At the beginning of that conversation, if you see that they are not considering anything but going down 15/501 you'll have the opportunity to ask them why, he said.

Manager Terry replied "absolutely," adding that he expected there would be several joint meetings where they would show data on what the plan was and would have to work with Sanford to understand their structure and how the connection would be made. He said he expected there to be multiple joint meetings as they work through the possibilities.

Commissioner Harrington asked about the expected date of completion. Manager Terry replied that it was fairly quick. He thought it was 90 days, but it might be 60, he said.

Commissioner Fiocco asked if the Manager had been able to confirm that this included the force main to the Haw River. He pointed out that it was not in the staff memo and said he thought there was some language that suggested that the existing new plant would be co-located and integrated with this new plant. It was going to be a scope change in their minds, Commissioner Fiocco said.

Manager Terry replied that he could seek that clarification. He said he knew that David Hughes understood that and that he would be the contractor. However, he could ask the specific question,

Manager Terry said. Commissioner Fiocco replied that he thought that ought to be included in line item A.

Commissioner Baldwin asked about a completion date for the Buffalo Plant. Manager Terry replied that he would have to talk to staff there to find that out. He said he understood that it was currently in the early stages of construction. Since it was a 6 MG plant, it was a fairly significant project and he expected it to take a year to a year and a half, he said. Manager Terry offered to call and find out the schedule.

Commissioner Baldwin said that she knew they were going to give the Town alternatives. However, she would also like an estimate of how long it would take to construct alternative two, she said.

Mayor Voller said that Manager Terry wanted approval of this item so that he could move it further toward making sure they do not come back with an evaluation that does not look at the other options.

Manager Terry said that the Board had asked a couple of questions that he would forward to David Hughes and ask Mr. Hughes to consult with the engineer. He said there was a possibility that creating timelines for both projects, and considering more than one alternative for the connection of a route, and considering the Goldston route, could add to the scope of work and change the price. If the Board wanted him to ask those questions before approving this, then that would be one way to go, Manager Terry said. He pointed out that Commissioners could also wait to approve it and if the price went up he would report that at the next Board meeting. So, there were two options, and he could make inquiries and find out if the price would change, Manager Terry said

Commissioner Brooks said he favored approving it with the condition that they look at a Goldston connection.

Mayor Voller suggested approving it, if the Board felt comfortable with that, and also having Manager Terry ask those questions. The Board would then monitor it, and if it turned out that there was going to be a substantial cost difference, they would bring it back for discussion, he said. Mayor Voller said he agreed with Commissioner Books, however. He didn't know how it could not be less to cut seven miles of digging in hard, Chatham clay and rock, he said. .

Motion made by Commissioner Brooks seconded by Commissioner Fiocco to approve resolution with the condition that the Town encourage them as part of their study to look at a Pittsboro-Goldston connection and an ordinance amending the operating budget to pay for the study.

Vote Aye-5 Nay-0

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT WITH CHATHAM COUNTY FOR CONDUCTING AN "ENGINEERING STUDY ON A PITTSBORO TO SANFORD WASTEWATER TRANSMISSION LINE" IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 173

AN ORDINANCE AMENDING THE TOWN OF PITTSBORO FY 2011-2012 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 82

2. Design Contract Amendment and Budget Amendment: Credle Street Sewer Rehabilitation Project Phase 3 & 4.

Mayor Voller asked if this was another request to pay more for engineering overage. Manager Terry replied that the short answer was “yes,” but it was not new money. He reminded the Board that when the Credle Street 3 & 4 bids were opened, staff had discovered that there would be a significant amount of grant money left over and had asked Hydrostructures to seek additional work that might fit under the contract, which they did.

Manager Terry said that Hydrostructures had found required repairs to the sewer line and repairs on manholes and had worked with the construction contractor to amend their contract to get that work done. When that work had been completed, the Town had worked with the Rural Center to repair the bar screen, Manager Terry said. He explained that staff now viewed this item as a budgetary housekeeping amendment to compensate Hydrostructures for its work at the Town's request when it discovered that it had additional construction funding available.

Mayor Voller verified with Manager Terry that the Town still had \$98,000 in remaining grant funds. He asked if Manager Terry was saying that the Town could not find a need in its system for \$98,000. “Let's be creative here,” Mayor Voller said.

Manager Terry replied that he could certainly attempt to seek another amendment to the Rural Center grant and look at the Town's backlog of maintenance repairs. Commissioner Harrington clarified with Manager Terry that this was really a bookkeeping measure. Mr. Terry explained that it meant moving money from the Contingency line into the Engineering and Design line in the budget.

Commissioner Brooks recalled that the Town had had some problems with valves. Some had been frozen and there had been a lot of problems, he said. Commissioner Brooks asked if those valves had been fixed, and Manager Terry replied that he did not know about those specific valves. In general, the Town had insufficient isolation valves throughout, he said.

Commissioner Brooks said that the water line that ran by the Episcopal Church was in terrible shape. Those valves had been frozen and they couldn't get them off, he said, adding that he thought it had cut water off to the Town. Manager Terry replied that that probably preceded his coming to Town, but he could check on it. He said he thought that part of that was included in the downtown water project for which the Town had been chasing USDA money. Manager Terry said that the total backlog of maintenance repairs was in the tens of millions of dollars.

Manager Terry said that \$90,000 might buy 10 fire hydrants and that he could certainly find ways to spend the money if the Rural Center would approve it. He said that the Town should first identify a project and then request an amendment to extend the grant and add a scope of work. The Rural Center has been very easy to work with, Manager Terry said.

Commissioner Harrington asked if the money could be used for improving the intake at the other end of town on the other side of the dam. Manager Terry replied that he did not think so but he could ask. He explained that the Board had budgeted some money for an engineering study but that had kept slipping to the back of the priority line. The Town had not hired engineers to do that yet, Manager Terry said. He stated that he did not think the Rural Center would pay for engineering studies.

Commissioner Fiocco said he would like to look at the old water intake. If something were to happen to that dam, the Town would be in a whole lot of trouble, he said. He noted that, in the past, the Town

had relied only on the level of water in the river for the dam and said he would like to get that back again. Commissioner Fiocco proposed putting the \$90,000 toward rehabilitating that existing intake.

Manager Terry suggested getting John Poteat, Public Utilities Director to sit down with Randy Heard Wastewater Treatment Superintendent and Scott Jewell Water Treatment Superintendent and ask them what their top five or six priorities were. Mayor Voller told Manager Terry that, at the very least, the Town could rehabilitate the manholes in the Credle Street basin area. They could also consider the other options, he said.

Mayor Voller asked if any manholes had been rehabilitated on the greenway that the Town had put in south of the new Judicial Center. Manager Terry replied that he would check on that but did not think the project went that far down. Mayor Voller said that it seemed like a logical place to continue the relining because those manholes are old.

Mayor Voller pointed out that one of the things that this Board and the new Board would face would be the constant request for funds on projects from all kinds of engineers. When there was extra money left over, there always seemed to be extra requests for funds to pay out to consultants, he said. Mayor Voller pointed out, though, that consultants never lowered their engineering costs commensurate with contractors lowering theirs and were therefore getting more than 20 percent. Let's remember that, said Mayor Voller. He said he thought the Town had received good service but it needed to pay attention to the bottom line.

Commissioner Brooks asked if the Manager and staff were prepared for the new Board. He suggested giving them copies of all current Town contracts and financial information so that they would have that financial information up front. Commissioner Harrington added that staff might want to provide new Board members with current fund balances and information regarding Town reserves as well.

Mayor Voller said, in summary, that this would include a list of contracts, financial information, taxes, revenue, expenditures, water and sewer, Powell Bill information, current fund balance, reserves, etc.... Commissioner Harrington commented that those items were nice to have on hand for anybody who was interested in the Town's business, and should be updated regularly.

Mayor Voller said that Commissioner Brooks had mentioned contracts. He said he assumed that he meant consulting contracts, he said. Mayor Voller asked Commissioner Brooks if that would include the contract for the Town Attorney. Commissioner Brooks replied that he could not answer that because he did not know if the Town had a contract with the Attorney.

Attorney Messick replied that there was no written contract. Mayor Voller asked if it would be possible to provide the Manager with something that would help the new Board understand what the agreement was. Manager Terry replied that this was shown in the budget. He said that if there were any documents that the Commissioners-elect wanted to see in addition to the items stipulated tonight (such as subdivision ordinance, zoning regulations, and Town code issues), he would provide that.

Commissioner Brooks pointed out that many questions arise about zoning. People call and ask, and it would be good to have a copy of that, he said. Mayor Voller said he liked Commissioner Harrington's idea about having information available for folks to come in and look at. Manager Terry noted that a good deal of that already was available, but Mayor Voller said it was not in a format that was easy for someone to just come in and understand.

Motion made by Commissioner Harrington seconded by Commissioner Baldwin to approve the resolution and budget amendment.

Vote Aye-5 Nay-0

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO AMEND THE ENGINEERING DESIGN CONTRACT WITH HYDROSTRUCTURES, P.A. FOR THE CREDLE STREET SEWER REHABILITATION PROJECT PHASE 3 & 4 IN THE AMOUNT OF \$17,500 IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 174

AN ORDINANCE AMENDING THE CAPITAL PROJECT BUDGET FOR THE CREDLE STREET REHABILITATION PHASE 3 & 4 PROJECT IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 83

CAPITAL PROJECTS REPORT

1. Manager's Update on Capital Projects.

Manager Terry said that the bar screen project had been completed on November 17, 2011. The Board had already discussed the engineering study for the wastewater treatment plant, and he really did not have anything else to add tonight, he said.

Commissioner Fiocco asked if it was the case that the NCDOT was not requiring the Town to do profiles on the Hillsboro Street Transmission Line project. Manager Terry replied that he would have to reread the letter to be sure, but thought NCDOT had found sufficient data to satisfy that requirement.

Mayor Updates

- EDC
- RPO
- Solid Waste
- Fairground Association
- PMA/Downtown

Commissioner Concerns

- **Main Street Program Update (Commissioner Fiocco)**

Commissioner Fiocco said that Mr. John Justice had come forward with a potential project that might kick off the Main Street Program. Mr. Justice owns at least three buildings that he wanted to include on both the facade and the landscape improvements, he said. Commissioner Fiocco said that Tim Goodwin would open up a deli in one of those buildings.

Commissioner Fiocco said that there had been some discussion about using Powell Bill funds for streetscaping improvements. He pointed out that a new coat of paint and some new sidewalk would go a long way toward improving the area. Commissioner Fiocco said that Mr. Justice would like to see the ABC store undertake some improvements as well. He had spoken with Ned Kelly, chairman of the

ABC Board, about that, he said. Commissioner Fiocco requested that the Town participate in helping the ABC Board invest in improvements to its building.

Commissioner Fiocco said that the Main Street folks would come to Town on Dec. 8, 2011 and would like to confer with the Town about what could be done about those buildings. He asked that the Town invest in sidewalks to help kick off the improvements. The end result would be four refurbished buildings at the northern entrance to Town, Commissioner Fiocco explained. He pointed out that the new courthouse would be kicking off soon and the new judicial center would be opening as well. So, there would be a lot of activity right in that area, Commissioner Fiocco said.

Mayor Voller added a potential update to the Main Street Program. Although it was not on the map, folks who had bought the Chevy dealership had talked to Dianne Reid, Chatham County Economic Development Director about working with the Rural Center, he said. Mayor Voller asked if the Board was interested in that and said that if they were the deadline for applying for the grant would be December 9, 2011. That would mean calling a special meeting of the Board to do it, Mayor Voller said. He pointed out that the new Board would begin on December 12, 2011 so the current Board was caught between deadlines.

Commissioner Harrington asked for more clarification and Mayor Voller explained that Tim Goodwin could not apply to the Rural Center as an individual, so the Town needed to be part of the Main Street application. Mayor Voller offered to send the Board information to look at regarding this, but pointed out that he would need to call a meeting if Commissioners decided that they wanted to do the application.

Commissioner Fiocco asked what the grant was for and Mayor Voller explained that it was for making buildings more rentable thereby improving the tax base. He said that the Rural Center must guarantee that it would put in new jobs and meet certain criteria. The risk was all on the person applying, but the Town had to be the administrator, Mayor Voller said. He explained that the deadlines were every three months, so the next one after December would be in March. Mayor Voller said that the Main Street Program wanted to submit in December, but, unfortunately, the Board's meeting schedule did not line up with that.

Commissioner Harrington said it seemed like a good idea but an odd thing for the Board to commit to. Mayor Voller replied that he was not asking the Board to commit to anything other than to look at the information and meet to vote on whether or not to file the application. He pointed out that the Rural Center could deny it.

Mayor Voller said that the project might not get the grant, since there was a limit to the funds. But the Main Street Program wanted to file for it and he had said he would tell the Commissioners about it, he said. Commissioner Fiocco said he was open to receiving information. Mayor Voller said that commissioners could receive it and decide what they wanted to do from there.

Commissioner Baldwin pointed out that Manager Terry had provided copies of the Triangle J Board of Directors meeting. She passed those out so that Commissioners could review them. Commissioner Baldwin asked the Board to pay special attention to the NC 10 Percent campaign and the section about environmental performances. She said she thought that was a good project.

Commissioner Fiocco ascertained that Manager Terry had not yet gotten in touch with Land Quality to

find out the status of the Ricky Spoon's case. Mayor Voller commented that the Town should have that done as soon as possible because the Planning Board would be meeting again. He verified with Attorney Messick that the court date was in December.

Commissioner Brooks pointed out that this was his last official meeting on the Board of Commissioners. He said that he had been privileged to serve for 25 years and wanted to thank the citizens of Pittsboro for giving him that opportunity. Commissioner Brooks said that when he was first elected he was teaching civics, government and history and that it was rare in this country that someone who teaches social studies has an opportunity to actually participate in governing. He said that he appreciated all of the good folks, too numerous to list, that had been part of the staff and the governing body itself, who had taught him a great deal and had served this community well for many years. Commissioner Brooks said that the experience had meant a lot to him and he wished everyone well.

Motion made by Commissioner Brooks seconded by Commissioner Bryan to adjourn the meeting at 8:20 p. m.

Vote Aye-5 Nay-0

FYI -

1. NCDENR Division of Parks and Recreation letter of November 17, 2011; RE: Closeout of the PARTF Grants for Rock Ridge Park.
2. Planning Director's memo; RE: Update on Completion of the Land Use Plan dated November 22, 2011.

Randolph Voller, Mayor

ATTEST:

Alice F. Lloyd, CMC, Town Clerk