# TOWN COUNCIL MEETING

**October 18, 2016**

# ROLL CALL

Town Council Members present:

Kristine S. Trocki, President

Mary E. Meagher, Vice President

Blake A. Dickinson

Michael G. White

Thomas P. Tighe

Also in attendance:

Andrew E. Nota, Town Administrator

Christina D. Collins, Finance Director

Edward A. Mello, Police Chief

Cathy Kaiser, School Committee Chair

Peter D. Ruggiero, Town Solicitor

Cheryl A. Fernstrom, Town Clerk

# CALL TO ORDER, PLEDGE OF ALLEGIANCE

Council President Trocki called the regular meeting of the Jamestown Town Council to order at 6:05 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

# ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS

# AND PROCLAMATIONS

## Presentation: Update on road work by RI Turnpike and Bridge Authority - Executive Director Buddy Croft and Director of Engineering Eric Offenberg, P.E.

Mr. Croft and Mr. Offenberg addressed the Council and gave a synopsis of ongoing work on the Newport Bridge, proposed work on the Jamestown Bridge, and upcoming lane closures for both bridges. Newport Bridge maintenance includes completion of painting and replacement of the deck using the hydro-demolition process (to begin in the spring and take five to seven years to complete), and patching (this fall), requiring lane closures. Mr. Offenberg noted their website [www.ritba.org](http://www.ritba.org) and the Waze app for cell phones to access live traffic feeds and land closure listings. Most work will be done at night and no work will be performed during rush hour.

Bruce Livingston of Racquet Road asked who is responsible for the Mt. Hope Bridge. Mr. Offenberg noted the Mt. Hope Bridge, Sakonnet River Bridge, Jamestown Bridge, and Newport Bridge and their surrounding land areas are operated and maintained by the RITBA.

The Council thanked Mr. Croft and Mr. Offenberg for coming.

# IV. PUBLIC HEARINGS, LICENSES AND PERMITS

None.

# V. OPEN FORUM

*Please note that, under scheduled requests to address, if the topic of the address is available to be put on the agenda, the Council may discuss the issue*

## Scheduled to address. None.

## Non-scheduled to address

## Mary Daquino of Walcott Avenue addressed her letter (Communication #2), and stated they are demolishing the existing home and building a new structure. She is here before Council to request the installation of a solar light to replace the existing electric street light at the corner of Walcott Avenue and Brook Street and permission to remove three utility poles. The current street light requires service from the pole at the corner of Brook Street, with wires running across the road, obstructing their view of the water. A solar LED street light would eliminate the need for the poles and wires, and they (David and Mary Dacquino) will pay the full cost of removing the poles and moving utilities underground.

## Discussion ensued. Council members noted removal of poles and use of underground utilities is common, the activity would have to be coordinated with National Grid and Verizon, and this process would take some time to achieve. The Town Administrator and Public Works Director have spoken with the Dacquino’s and agreed this is complicated and there is merit in investigating this further. Street lights will be back before Council in the near future. Ms. Dacquino was thanked for coming this evening.

## **A motion was made by Vice President Meagher with second by Councilor Dickinson to move Agenda Item VIII. New Business A) Tax Exemptions for Veterans to the next item to be addressed. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**VIII. NEW BUSINESS**

## Tax Exemptions for Veterans; review and discussion and/or potential action and/or vote

### Letter of Commander Leslie Kurtz, Arnold-Zweir Post 22, American Legion

### Letter of Members of Jamestown Post 9447, Veterans of Foreign Wars

Town Administrator Nota referenced information on Jamestown’s Veterans exemption and the exemptions offered by other communities as provided by Tax Assessor Ken Gray. Mr. Nota reported there are 386 people benefiting from the Veterans and Widows Exemption at a total cost of $15,836 and 11 veterans who qualify for a disability exemption costing the town $188.76 for the 2016-17 tax year. There is room for adjustment. Additional information as provided by a report from the Office of Municipal Finance on all exemptions for veterans, homestead exemptions, elderly exemptions, disabled and partially disabled, gold star parents, and prisoner of war exemptions, and special adaptive housing was noted. Councilor White explained special adaptive housing.

The members of the VFW and American Legion in support of an increased exemption in attendance were noted. Exemptions can be for property or motor vehicles, and Tax Assessor Gray would assist veterans to determine which exemption would be in their best interest. Enabling legislation and a revised ordinance would need to be developed and approved. This issue will be addressed when the new Council is seated. Discussion continued.

**A motion was made by Vice President Meagher with second by Councilor Dickinson to ask the Town Administrator and staff to review this and start to prepare changes to our ordinance. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

Dennis Webster of Mt. Hope Avenue stated only 38 of the 386 veterans eligible for the Veterans exemption are age 62 or younger. This is significant, as in the coming years the number of veterans will be declining year by year. Jamestown veterans organize the Memorial Day Parade, Veterans Day Ceremony, and place flags at Veterans Square five times per year. If those services are valued, an increased Veterans exemption might attract more veterans to Town to carry on these activities.

President Trocki acknowledged the Town Council’s appreciation for all that our veterans do and support increased exemptions for veterans.

## **VI. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

## Administrator’s Report: Town Administrator Andrew E. Nota

### Moody’s Investors Services Report

Mr. Nota referenced the Moody’s Bond rating call he and Finance Director Collins participated in last week relative to the $3,100,000 general obligation bonds for the Fire Station Project and Pumper Truck authorized by the voters. Jamestown maintains an Aa1 rating reflecting the town’s solid financial reserves, residential tax base, low debt burden and manageable pension and OPEB obligations. Challenges are the lack of diversity across property classes due to minimal commercial/industrial properties. Finance Director Collins conducted a bond sale today and successful bidder Robert Beard & Company came in at 2.08%, resulting in significant debt savings going forward. Part of our success is the Town and School Committee’s proactive actions in establishing a Revocable Trust through our insurer, The Trust, for OPEB debt. If the liability disappears the Trust can be eliminated and funds returned to the Town and School Department.

Mr. Nota referenced the OPEB and other liabilities seminar he attended. He participates in such activities as often the sessions precipitate legislation and he likes to be in attendance to protect our interests. Mr. Nota referenced the recent transfer of funds to the Revocable Trust in the amount of $500,000. By this transfer the remaining balance for the school is approximately $500,000. The Town needs to transition to meeting the annual obligation in the upcoming budget process.

Council members express appreciation for the School Committee’s cooperation with the Town on this issue.

### Town Ordinances

Mr. Nota referenced the recent public hearing for the Target Shooting Ordinance and the directive and unanimous vote to produce a revised draft ordinance within 90 days based on the discussion at the public hearing.

### League of Cities and Towns Annual Meeting

The League has had one Director, Dan Beardsley, for over 40 years, and he is retiring. Information on the search for a new Director was provided to Council. Town Administrator Nota sits as an Executive Board Member for the League.

### RI Interlocal Risk Management Trust Board

Mr. Nota reported on the organization established in 1986, providing a wide array of services to municipalities in addition to insurance. Mr. Nota serves on the Risk Management Committee and has been recommended to fill the Trustee position recently vacated by retiring Town Administrator Peter DeAngelis of Barrington. If that goes well on Thursday he will be able to bring more information back for Council and the community that will benefit the Town even more.

### Town Staff Update

Mr. Nota referenced departmental projects and initiatives and asked the Council how they would like to receive this information, whether in written, bulleted format or in-person reporting at Council meetings. Mr. Nota will produce the information to Council in bullet format for review at meetings.

### Scheduling of Town Council Meetings, Work Sessions, and Public Hearings - Update

Mr. Nota asked the Council if they are comfortable with the current meeting schedule, including the November 7th workshop with Architect Bill Burgin to address the Golf Course building. Council members are comfortable with the current schedule, and direct the Clerk to address a formal invitation to Eugene Mihaly, who will be joining the Council, to attend.

## **VII. UNFINISHED BUSINESS**

## Aquaculture activities and expansion off Dutch Harbor: concerns of Westwind Drive neighbors (continued from October 3rd Town Council Meeting); review and discussion and/or potential action and/or vote

### Letter of Westwind neighbors re: Dutch Harbor aquaculture activities

President Trocki notes the discussion at the last meeting, and the residents involved in attendance this evening.

Alan Katz of Westwind Drive presented the Council with pictures of the conditions created by aquaculture activities in Dutch Harbor. Mr. Katz reads his letter referenced in this agenda. Mr. Katz stated area residents realize the Council does not have jurisdiction in this area, as it is regulated by CRMC. Dutch Harbor area residents did not receive notice of the application and hearings before CRMC. On behalf of his neighbors, he is requesting a Council communication to CRMC supporting the residents in fighting this modification for kelp at their October 25th meeting and asking them not to approve this modification or additional applications until the full environmental impact is realized for what has already been approved for the Dutch Harbor area. To date 1400 cages have been approved. Discussion continued.

Mr. Katz stated it was his belief the black floats are supposed to be underwater and the orange buoys above the water. The CRMC map reviewed indicates the applications approved located north of the Creek. The Walrus & Carpenter aquaculture activity is approximately 1200 ft. from their properties. This has impacted the residents’ quality of life, which is one of the Town Council goals and objectives.

Councilor Dickinson referenced the Conservation Zones established as a result of recommendations from the Conservation Commission and Harbor Commission. It would not be inconsistent for the Town to take a position against CRMC on this action as it is inconsistent with the Town’s goals to establish aquaculture activities in conservation zones. Mr. Nota reported per Dave Beutel of CRMC, the location of aquaculture activities in the conservation zone had no bearing on this type of use in the zone. CRMC’s priorities are economic development through aquaculture and the science behind improvement to water quality of the Bay. If concern and objections are not established on the record, approval of activities will not stop. Discussion ensued.

Solicitor Ruggiero noted specific findings that CRMC must make relative to their rules and regulations. If the Council is opposed to such approvals and activities it can direct the Town Administrator to write a letter to CRMC to address the Council’s concerns and objections.

Mr. Nota stated the field is already permitted and the modification is to add kelp in the winter season. The hearing gives neighbors an opportunity to raise objections relative to future expansion and the type of future markings, but will not change the existing permitted activities.

Sharon Purdy of Westwind Drive stated she took a walk along the shore today and realized there are three issues: impact to harbor users; concern for debris along the shore (displayed a cage that washed up on shore); and odor created by kelp.

Fred Yole of West Passage Drive stated there are other applications coming before CRMC and the Council needs to get involved to prevent further expansion and support the boaters and taxpayers.

Rene McCooey of Westwind Drive stated she is a kayaker and is concerned for safety issues, as her grandson’s kayak got tangled on the paraphernalia in the area and it was difficult to break free.

**A motion was made by Vice President Meagher with second by Councilor White to direct Town Administrator Nota to attend the CRMC hearing to assist the neighbors in expressing their concerns. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**VIII. NEW BUSINESS**

## Award of Bid: Jamestown Public Works Department

### One (New) Closed Cab Four-Wheel Drive Articulating Tractor with attachments to Bacher Corporation of Billerica, MA for an amount not to exceed Forty Three Thousand, Six Hundred, Nine and 18/100 Dollars ($43,609.18), as recommended by Public Works Director Michael C. Gray; review and discussion and/or potential action and/or vote

**A motion was made by Councilor Tighe with second by Vice President Meagher to award the bid to Bacher Corporation for $43,609.18. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

## Award of Bids: Jamestown Fire Department and EMS Division

### One (New) 2017 Ferrara Pumper Truck to Specialty Vehicles of North Attleboro, MA for an amount not to exceed Three Hundred Seventeen Thousand, Two Hundred and Seventeen Dollars ($317,217.00), as recommended by the Jamestown Board of Fire Wardens (replacement for Engine 2); review and discussion and/or potential action and/or vote

### One (New) 2017 Ford E450 Life-Line Ambulance to Specialty Vehicles of North Attleboro, MA for an amount not to exceed One Hundred Eighty-Eight Thousand, One Hundred Twenty-Seven Dollars ($188,127.00), as recommended by the Jamestown Board of Fire Wardens (replacement for Rescue 2); review and discussion and/or potential action and/or vote

### One (New) Stryker Power-Load Stretcher and System to Stryker Corporation of Portage, MI for an amount not to exceed Twenty Thousand, One Hundred Eighty Dollars ($20,180.00), as recommended by the Jamestown Board of Fire Wardens; review and discussion and/or potential action and/or vote

Deputy Chief Howard Tighe explained the process, working with Town Administrator Nota and Finance Director Collins, to get the projects done. The pumper truck is in Louisiana and modified with a foam system due to the lack of water in town. JFD can take delivery of the trucks immediately, as renovations to the Station added an additional 10 feet of space. Both trucks should be here by the end of the year. The successful bidders companies are on the bid list and were fully vetted. President Trocki noted the budget approved by the Council for the three items and that the total cost came in under the budgeted amount.

Sav Rebecchi of Sail Street expressed concern for the new, longer engine in light of the new parking restrictions in the Shores.

Deputy Chief Tighe noted the new truck is 31.1 feet, has an improved turning radius, and there will be no problems. The longer truck would have been purchased previously, but the Station could not accommodate the vehicle prior to the recent renovation. Neither recent parking restrictions in the Shores nor the new vehicle length will impact vehicle access in an emergency.

**A motion was made by Vice President Meagher with second by Councilor White to approve for the Jamestown Fire Department the bid for the new Ferrara Pumper Truck to Specialty Vehicles of North Attleboro, MA for an amount not to exceed $317,217.00, the bid for the new Ford Life-Line Ambulance to Specialty Vehicles of North Attleboro, MA for an amount not to exceed $188,127.00, and the bid for the new Stryker Power-Load Stretcher and System to Stryker Corporation of Portage, MI for an amount not to exceed $20,180.00. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

## Discussion of Sub Committee Development and the appointment of Town Council liaisons; review and discussion and/or potential action and/or vote

1. Discussion on recognition and participation of volunteer committees on town business

## Discuss options and best practices for communication amongst Town Council, Town Administrator, Town Staff, Boards and Commissions and the Community; review and discussion and/or potential action and/or vote

President Trocki noted the two items, requested by Councilor Dickinson and Vice President Meagher, intersect and will be reviewed together. Councilor Dickinson would like to discuss the effectiveness of sub-committees, in particular the Ordinance Review Committee. When sub-committees were formulated it was to move the workload and public interaction to the sub-committees to limit the amount time the Town Council would spend on such matters. The ORC came to the Council a number of times, and it seems the Town Council spent an excessive amount of time on two issues, and he does not see the value of the sub-committee in this instance.

President Trocki and Vice President Meagher agreed. President Trocki stated it makes sense to direct the people who are most in the know - Town Administrator, Solicitor, and Town staff - to assist, but there was value in the ORC activities in gathering information through public discussion. We can move along faster and work together as a Council by giving more direction to the Town Administrator and Town staff. Vice President Meagher noted the ORC spent a lot of time on its task, as well as Town Council time, and that was probably due to the Solicitor not being involved. We need more direction on ordinances. Councilor White commented in creating an ORC, you are asking people to invent ordinances. We don’t have to do anything as we have experts to take care of it. Vice President Meagher commented on the Traffic Committee and its effectiveness; it was a resource for vetting issues, but the ORC was taken off-track. The work still needs to get done, but it may not need to be done at this level. Lengthy discussion ensued.

Mr. Nota stated the Rental Ordinance and Target Shooting Ordinance were very diverse, and we couldn’t avoid the lengthy public discussion and debate on the issues. Other ordinance revisions will go fairly easily. Perhaps the Rental and Target Shooting ordinances should have been reviewed more up front. Perhaps trying to address them in an ordinance was the wrong approach. President Trocki commented she would like to address the Target Shooting issue with alternate options – prohibition, revised ordnance based on public comment, and doing nothing – with all of them on a future agenda.

Councilor Dickinson stated the issue with rentals, target shooting and others is we are not clearly defining the goal or the problem, and therefore cannot define the solution. We have dragged the issues out unnecessarily and they were not solved. Council members agreed the sub-committees should be addressed by the new Council. President Trocki would like to have a quarterly meeting where committees come before the Council to review issues; we need to create policies and stick to them. Discussion continued.

Vice President Meagher noted the original intention was the first monthly meeting would be the business meeting, and the second meeting would be a meeting with groups and committees, which we never enforced.

**A motion was made by Councilor Dickinson with second by Councilor White to continue this discussion to the second scheduled meeting in November. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

President Trocki expressed concern for the extra hours Town staff is working to complete agendas. Town Administrator Nota stated this relates to rules and procedures for the Council, which can be part of the discussion when the new Council is seated. We need to get back to a routine schedule for agenda setting to provide ample time for vetting, proofing, and posting. Councilor Dickinson stated his respect for Town staff time. The time he spends doing this work is important, he tries to be efficient, and when he goes beyond that, he gets frustrated. We need to enforce our own rules so that we are efficient about agenda items and preparation.

# ORDINANCES AND APPOINTMENTS AND VACANCIES

## Appointments and Vacancies

### Jamestown Housing Authority (One vacancy with an unexpired five-year term ending date of December 31, 2017); duly advertised; no applicants

### Jamestown Tax Assessment Board of Review – Alternate (One vacancy with a one-year term ending date of May 31, 2017); duly advertised; no applicants

### Jamestown Tree Preservation and Protection Committee (One vacancy with an unexpired three-year term ending date of December 31, 2016); duly advertised; no applicants

President Trocki noted the three vacancies that have been advertised and encouraged citizens to apply.

**X. CONSENT AGENDA**

*An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.*

**A motion was made by Vice President Meagher with second by Councilor White to approve and accept the Consent Agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Consent Agenda approved consists of the following:

## Adoption of Council Minutes

### October 3, 2016 (special meeting)

### October 3, 2016 (executive session)

### October 3, 2016 (regular meeting)

### October 6, 2016 (special meeting)

### October 6, 2016 (special executive session)

### October 6, 2016 (joint meeting)

### October 6, 2016 (joint executive session)

## Abatements/Addenda of Taxes

Total Abatements: $88,567.34 Total Addenda: $86,949.78

### Motor Vehicles – Abatements to 2011 Tax Roll

**Account/Abatement Amount**

#### 01-0196-73M $ 427.58

### Motor Vehicles – Abatements to 2012 Tax Roll

### **Account/Abatement Amount**

#### 01-0196-73M $ 406.65

### Motor Vehicles – Abatements to 2013 Tax Roll

### **Account/Abatement Amount**

#### 01-0196-73M $ 292.72

### Motor Vehicles – Abatements to 2014 Tax Roll

**Account/Abatement Amount**

#### 01-0196-73M $ 282.64

### Motor Vehicles – Abatements to 2015 Tax Roll

**Account/Abatement Amount**

#### 01-0196-73M $ 33.08

### Motor Vehicles – Abatements to 2016 Tax Roll

**Account/Abatement Amount**

#### 07-0844-30M $ 35.52

#### 12-0841-15M $ 139.37

### Properties/Tangibles – Abatements to 2016 Tax Roll

**Account/Abatement Amount**

#### 02-1390-00 $ 6,181.30

#### 04-0775-75 $ 641.19

#### 04-1037-00 $ 8,165.80

#### 06-0110-65 $ 5,925.61

#### 07-0816-90 $ 3,463.27

#### 07-0894-00 $ 3,725.70

#### 10-0010-20 $ 5,622.17

#### 11-0514-00 $ 5,297.56

#### 12-0448-75 $18,497.03

#### 13-0326-00 $ 7,260.66

#### 13-0326-00 $11,534.36

#### 13-0523-97 $ 3,269.84

#### 13-0525-50 $ 2,582.58

#### 19-0593-00 $ 4,782.21

### Properties/Tangibles – Addenda to 2016 Tax Roll

### **Account/Abatement Amount**

#### 02-0227-50 $ 6,181.30

#### 02-1138-10 $ 5,622.17

#### 03-0748-00 $ 4,782.71

#### 04-0083-02 $ 2,582.58

#### 08-0003-77 $ 5,925.61

#### 11-0090-00 $ 8,165.80

#### 11-0408-00 $ 7,260.66

#### 11-0408-00 $11,534.36

#### 12-1037-00 $ 5,927.56

#### 13-0640-10 $ 3,725.70

#### 13-1956-40 $ 3,269.84

#### 14-0045-90 $ 3,463.27

#### 19-1371-00 $ 641.19

#### 20-0506-00 $18,497.03

## One Day Event/Entertainment License

### Applicant: Jamestown Police Department

### Event: Halloween Block Party

### Date: October 31, 2016

### Location: Jamestown Fire Station, 50 Narragansett Avenue

# XI. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS

**A motion was made by Vice President Meagher with second by Councilor Dickinson to receive the Communications. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Communications received consists of the following:

## Communications

### Letter of Discover Newport with Audited Financial Statements for the fiscal years ended March 31, 2016 and March 31, 2015 (copy available in the Town Clerk’s Office)

### Letter of David and Mary Dacquino re: replacement of street light at the corner of Walcott Avenue and Brook Street with solar LED street light

### Letter from RI Planning Council with notice of public hearing for repeal of State Guide Plan Elements scheduled for November 2nd, 5:30 p.m. at DOA Conference Room A, One Capitol Hill

# XII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS

None.

**XIII. EXECUTIVE SESSION**

*The Town Council may seek to go into Executive Session to discuss the following items:*

1. Pursuant to RIGL §42-46-5(a) Subsection (1) Personnel (Town Administrator/Fire Department communications and interactions); and (Town Administrator’s review wrap up); discussion and/or potential action and/or vote in executive session and/or open session

**A motion was made by Councilor Dickinson with second by Vice President Meagher to enter into Executive Session at 8:02 p.m. pursuant to RIGL §42-46-5(a) Subsection (1) Personnel.**

**Pursuant to RIGL §42-4-5(a) Subsection (1) Personnel the following vote was taken: President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Jamestown Town Council reconvened the special meeting at 9:05 p.m. President Trocki announced that the following vote was taken in the Executive Session:

**A motion was made by Vice President Meagher with second by Councilor Dickinson to draft a letter to the Jamestown Fire Department directing them to develop a Memorandum of Understanding to define the relationship between the Town and the Fire Department. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**A motion was made by Councilor Dickinson with second by Vice President Meagher to seal the Minutes of the Executive Session. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

# XIV. ADJOURNMENT

**A motion was made by Councilor Tighe with second by Vice President Meagher to adjourn. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Jamestown Town Council adjourned the regular meeting at 9:06 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council

Town Administrator

Finance Director

Town Solicitor