# TOWN COUNCIL MEETING

**October 16, 2017**

**ROLL CALL**

Town Council Members present:

Kristine S. Trocki, President

Michael G. White, Vice President

Blake A. Dickinson

Mary E. Meagher

Eugene B. Mihaly

Also in attendance:

Andrew E. Nota, Town Administrator

Christina D. Collins, Finance Director

Michael C. Gray, Public Works Director

Lisa W. Bryer, Town Planner

Edward A. Mello, Police Chief

Howard Tighe, Deputy Fire Chief

Steven Tiexiera, Deputy Fire Chief

Andrew J. Wade, Parks and Recreation Director

Peter D. Ruggiero, Town Solicitor

Denise Jennings, Water Clerk

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 6:36 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

A moment of silence was led by Councilor Meagher in memory of President Trocki’s grandmother, Wealther Mae (Horsman) Ericson, former Jamestown resident.

President Trocki commented on her grandmother, her remarkable, full life, and her profound affect and influence on the lives of the members of her family. She will be missed.

**TOWN COUNCIL SITTING AS THE BOARD OF**

# WATER AND SEWER COMMISSIONERS

The Town Council convened as the Board of Water and Sewer Commissioners at 6:38 p.m. and adjourned from sitting as the Board of Water and Sewer Commissioners at 6:47 p.m. See Board of Water and Sewer Commissioners Meeting Minutes.

**ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS**

## Presentation:

### RI Office of Energy Resources and RI Infrastructure Bank: Energy resources, consulting support, procurement assistance grants and incentives and financing options for residential and commercial properties; Becca Trietch of RI Offices of Energy Resources and Ryan Mulcahey of RI Infrastructure Bank (formerly Clean Water Finance Agency)

Becca Trietch and Ryan Mulcahey addressed the Council and explained the function of their agencies and the assistance available to cities and towns. RIOER is the lead state agency on energy policy and programs, working to advance RI as a national leader in clean energy economy to secure a cost-effective, sustainable energy future. RIIB is the centralized hub of local infrastructure investment in RI to support and finance investments in infrastructure improvements that enhance the environment, create jobs and promote economic development, focusing on water and sewer, road and bridge, brownfield remediation, and renewable energy.

The presentation included:

* Rhode Island Resilient Act and Lead by Example Order and how they meet Jamestown’s local goals, as outlined in the Comprehensive Community Plan
* Available Energy Audits
* Solar Education
* C-PACE for Businesses and Residents (renewable energy financing programs)
* Technical support through Portfolio Manager (energy management planning)
* LED Streetlight Incentives
* Charge Up (electric vehicle charging equipment incentives)
* Renewable energy and energy efficiency assistance
* Purchasing mechanisms (MPA 508)
* Efficient Buildings Fund (low cost financing)
* Green Buildings Act (RIGL 37-24-4) and Stretch Codes
* Aggregate Energy Procurement
* Lead by Example Awards
* Potential next steps for Jamestown

Questions and comments.

Discussion ensued of electric police vehicles. OER does not finance the purchase of electric vehicles but finances the charger infrastructure. Council members noted they are impressed with the progress made by the two agencies.

Alma Davenport of Clinton Avenue asked about incentives for residents and streetlight incentives for the Town. She was informed of free energy audits and reimbursements for the costs of energy efficiency improvements. As the Town does not own the streetlights, it is not eligible for incentives.

President Trocki thanked Ms. Trietch and Mr. Mulcahey for their presentation, noted Town Administrator Nota and Public Works Director Gray are the contacts for Jamestown, and stated Council looks forward to future updates and developments.

**PUBLIC HEARINGS, LICENSES AND PERMITS**

None.

**OPEN FORUM**

## Scheduled to address. None.

## Non-scheduled to address.

Robert Sutton would like to speak to the Golf Course issue, and was informed this could be addressed during that agenda item.

**COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

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

### North Road and Local Paving Report

Mr. Nota gave an update on the North Main Road reconstruction project for the area between North Reservoir and West Reach, with Phase 1 Godena Farm to West Reach Drive and Phase II Godena Farm to North Reservoir. Phase 1 drainage was completed by Town staff this summer, with binder course to be installed this week, working with Cardi Construction. Area residents were notified of paving activities and road closures. This spring Phase II will proceed with drainage installation and paving, with completion expected in 2018. Public Works Director Gray noted Town staff is doing a great job.

### Coyote Management Update

Mr. Nota reported Police Chief Mello provided follow-up on coyote management activities and the report released last week by The Conservation Agency with results of the Narragansett Bay Coyote Study Forensic Tracking Program prepared by Dr. Numi Mitchell, Lead Scientist for the Narragansett Bay Coyote Study for Conanicut and Aquidneck Islands.

Chief Mello referenced the report at the September 18th meeting with recommended actions and updated below.

Objective 1: Public Education

* Public poster to be located in public areas: completed
* Information on eliminating food sources
* Ad in *Jamestown Press* published twice
* Social media and website information : ongoing
* Public Service Announcement Video: near completion
* Educate military families - attended military families meeting: completed
* Advised farming population of coyote issues and safe disposal of livestock: completed
* Confirmed with RIDEM and Jamestown Public Works that deceased animals are removed: completed

Objective 2: Tracking and Monitoring coyote populations

* Met with Dr. Numi Mitchell who will trap and collar coyotes for monitoring to identify food sources. Presently baiting coyotes with camera tracking (one sighting). Collars to be activated and operating within the next few weeks

Objective 3: Train and Equip Police Officers to mitigate threatening coyotes

* All officers will be equipped and trained to work with threatening coyotes populations within the next two weeks
* Advanced specialized officer training (for officers more skilled with firearms) for problem coyotes to mitigate one or two coyotes in a particular area

Objective 4: Trapping and Removal

* Attempted to develop MOU to be used to engage professional trapper, but this created liability issues and direction changed; engaging USDA Officials for a list of professionals services including professional trapper for hunting and professional trapper for problem coyotes (at a cost)

Chief Mello stated the JPD has developed a system to map Coyote sightings for Dr. Mitchell’s study. There are no notable sightings to report.

Councilor Dickinson noted coyote sightings at his residence (not reported). Councilor Meagher expressed concern that tracking equipment is not operational. Per Chief Mello Dr. Mitchell is working on the technical issues so that collaring and tracking can begin and food sources identified.

Councilor Dickinson commented on the difficulty in coexisting with coyotes and his disagreement with the report and feels the proposed short-term mitigation (lethal control) is the only solution. Our Police Officers are doing a fine job, but he feels eradication should be pursued. Vice President White commented problem coyotes that should be eradicated, but not necessarily all coyotes. Discussion continued.

### Preliminary Budget Schedule for FY 2019

### Mr. Nota reported the budget process begins in November, working with Town staff. The preliminary schedule will be adjusted as needed in the coming months. The annual session with the School Department is scheduled in December and they have been contacted for a potential date. President Trocki noted the importance of starting the process early to provide opportunity for public input.

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## Zoning Board of Review Report: Richard Boren, Chair

Mr. Boren stated Zoning Boards of Review were established by legislative enactment and Zoning Ordinances. The knowledge and expertise of Jamestown’s ZBR and the practice and process followed were noted. A recap of applications for the period August 2016 to August 2017 referenced 32 applications filed, with 27 residential applications and 5 commercial applications; 19 applications sought dimensional variances, 5 sought special use permits, and 8 sought relief from the high ground water table and impervious overlay district. Discussion involved Zoning Ordinance Sec. 82-314(4)(c) and whether an application for relief from the high ground water table denied by the Planning Commission should proceed to the Zoning Board. The Zoning Ordinance does not prohibit it. This may be an area the Council refers to the Planning Commission for amendment.

Discussion ensued of the parking space requirements for businesses on Narragansett Avenue, as vehicles park on the street and don’t use specified, approved spaces. Mr. Boren stated during his tenure the ZBR has never granted relief from the 35-foot height limitation or dimensional relief from the distance required from a wetland edge. The ZBR feels that any application for dimensional relief denied by the Planning Commission should be appealed to Planning rather than proceeding to the ZBR. Discussion ensued of the difference between RIDEM guidelines and our Zoning Ordinance requirement for setbacks from wetlands (150 feet v 50 feet). Appeals to the Superior Court could result in overturning of ZBR decisions. Lengthy discussion ensued.

President Trocki commented on Zoning Ordinance review and working together so that the Town does not face lawsuits. Council members thanked Mr. Boren for his interesting and informative report.

**UNFINISHED BUSINESS**

## Golf Course Design Discussion; review, discussion and/or potential action and/or vote

Town Administrator Nota reviewed the Golf Course Clubhouse project. In May Council directed Town staff to work on design and cost estimates. Architect Bill Burgin was requested to provide what is needed for 50% building design and costs for the base program for golf course operation, additional design work needed, and other efficiencies. This is back before Council for their approval to go forward with the 50% design. Mr. Burgin’s memorandum was referenced which reflects a 6% cost for design, construction documents, bidding and construction ($67,000). Mr. Nota seeks Council direction to continue the process and come back to Council for a determination whether the project is ready to go before the voters at the FTM. Discussion continued.

**A motion was made by Councilor Mihaly with second by Councilor Meagher to take the next step to get to 50% design.**

President Trocki opens discussion to the public.

Bob Sutton of Rosemary Lane commented on the project and his past work with Bill Burgin, and has no objection to his designs. The current building location on the property has historical significance and takes advantage of the land elevation allowing a two-story building to appear as a one-story building, resulting in a positive aesthetic value. He further commented on the soil structure. The current building already functions adequately for the golf course, the ground level area could provide golf cart storage and maintenance, and the restaurant could be moved to the upper level. He agreed that whatever is proposed should accommodate the operation of the golf course. Review of the current building ensued. Mr. Sutton suggested the northern section of building be preserved, a deck installed on the upper level next the restaurant, and the lower level used for storage. He asks the Council to take a second look at the building, retain the northern section, and commission a building rendering to show alternatives that work that are more affordable.

Councilor Meagher referenced the Building and Facilities Committee report and the problems outlined in the report, which may not be apparent to everyone. Discussion continued.

Alma Davenport of Clinton Avenue asked for clarification of the 50% design up to construction documents. She was informed that Architect Burgin would take the design process up to 50% so that we could have more accurate financial information and costs.

Jean Britton of Sampan Avenue stated she likes the old building, agrees it needs work, and noted fixing it might cost less than a new building. She suggested putting windows on the west side of the building to take advantage of the view and using the upstairs for a Senior Meal Site and Community Room for public events. Taxpayers could realize income from rentals and the Seniors could get out of the Grange building.

Council discussion.

Councilor Dickinson stated he hopes this project doesn’t go down the same road as the PAC Club. The Town looked at purchasing the PAC and refurbishing it at a cost of $1.5 million, which he felt was not enough. We need to do it right and present it to the voters in a package they recognize.

Councilor Meagher stated repairing the old building has been looked at by the Buildings and Facilities Committee, headed by someone she trusts, Duncan Pendlebury. We want an understanding of what is involved and get the design to an appropriate level so that we have accurate costs.

Back to the vote on the motion. **President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

## Fort Getty Discussion re: future planning; review, discussion and/or potential action and/or vote

Town Administrator Nota introduced the presentation by Parks and Recreation Director Andrew Wade. The Department has been allocating capital funds for needed renovations and improvements. We are turning attention to the remaining infrastructure areas that need help and securing an architect to outline needs, including upgrading of the gatehouse and restroom facilities, with a goal of completion of critical needs for next summer.

Parks and Recreation Director Wade gave a brief PowerPoint presentation of improvements from 2012 to 2017, including rebuilding the Pavilion, added restrooms, landscaping, fencing, walled-in dumpster, boardwalk installation, and relocation of grills. Next steps were reviewed, outlining current conditions and deficiencies for the Gatehouse and lower restrooms including:

Gatehouse

* Structure not appealing, setting a negative tone to patrons
* Doesn’t meet the needs of the park and/or staff
* Insufficient work space
* Unlockable during the peak season

Lower Restrooms

* Poor ventilation; not easily maintained
* Open 24/7; access by insects and rodents
* Increased use from larger pavilion events
* Frequent use by daily visitors

What is requested this evening is approval for improvements and upgrades for the Gatehouse and Lower Restrooms to include hiring of an architect for redesign of the Gatehouse Building and examining best practices for interior renovations to the restroom and shower facilities.

Councilor Mihaly asked if the type of improvements made to the Mackerel Cove beach pavilion designed by Ron DiMauro could be applied to the Lower Restrooms and Gatehouse. Councilor Meagher stated this is the next step and she looks forward to the RFP. This is part of a larger process and it is important to keep public discussion going.

Councilor Dickinson asked for the status of the $80,000 allocated by a previous Council for a storage facility. Town Administrator Nota stated the funds are still available in the capital fund, and could be reallocated to the broader Fort Getty improvements. Improvements at Ft. Wetherill for interim Parks Department storage and past discussions for a small restroom, office, and storage with a two-bay garage adjacent to the Gatehouse were noted.

**A motion was made by Councilor Meagher with second by Vice President White to authorize the Recreation Director and Town staff to get an RFP for the described improvements at Fort Getty. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

## Upcoming Meetings and Sessions – dates and times

## President Trocki noted she is not available for the December 4th meeting and asked Councilors if they want to meet without her or reschedule. The Council will consolidate and hold one meeting on December 11th. The November meetings are the 6th and 20th. Councilor Dickinson asked for an update on North Road paving at an upcoming meeting. The School Committee will be contacted to determine their ability to meet on December 11th. Liquor Licenses and other License renewals are scheduled for the first meeting in November, as well as an early Executive Session with the Library Trustees.

**NEW BUSINESS**

## Award of Bid: Siding Replacement Project – Jamestown Fire Station as follows:

### Base Bid for Siding Replacement to KR Remodeling for an amount not to exceed $34,948.60 as bid as recommended by Public Works Director Michael C. Gray; review, discussion and/or potential action and/or vote

### Add/Alternate to Restore Cupola, pending funding availability, to KR Remodeling for an amount not to exceed $8,964.93 as bid as recommended by Public Works Director Michael C. Gray; review, discussion and/or potential action and/or vote

Councilor Dickinson recused on the two agenda items, filed the appropriate form, and left the Council table.

**A motion was made by Councilor Meagher with second by Vice President White to approve the recommendation and grant this bid to KR Remodeling, and she is thrilled to award this bid to Keith Ronchie who is a native Jamestowner. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Recused; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

**A motion was made by Councilor Meagher with second by Vice President White to award the bid for the Add/Alternate to restore the cupola to KR Remodeling. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Recuse; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

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Councilor Dickinson returns to the Council table.

**ORDINANCES AND APPOINTMENTS AND VACANCIES**

## Ordinances

### Amendment of the Jamestown Code of Ordinances, Chapter 82 Zoning, Article 3. Application of District Regulations, Sec. 82-301. Uses and districts, Table 3-1 Permitted Uses, VI. Commercial, Retail; Miscellaneous Retail, 14. (new); review, discussion and/or potential action and/or vote to proceed to advertise in the *Jamestown Press* (3x) for public hearing on December 4, 2017

This is for notice of advertisement for amendment of the Zoning Ordinance for retail sales of marijuana with a date change to December 11th.

**A motion was made by Councilor Meagher with second by Councilor White to proceed to advertise for public hearing on December 11, 2017. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

### Adoption of an Ordinance Extinguishing Prior Authorization to the Town of Jamestown to Finance the Construction of a Wind Turbine Generator and to Issue Not More Than $6,500,000 Bonds and Notes Therefor; review, discussion and/or potential action and/or vote to proceed to advertise in the *Jamestown Press* for public hearing on November 6, 2017

Town Administrator Nota gave a history of the Bond placed before voters in 2010. The challenges with the project were noted and the Council advised voters to reject the Bond, which was subsequently approved by the voters. There is a seven-year requirement to extinguish the debt, and Legislative approval is not required.

**A motion was made by Councilor Meagher with second by Councilor Dickinson to proceed to advertise for public hearing on November 6, 2017. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

**CONSENT AGENDA**

Councilor Meagher requests that Item A) Town Council Minutes 1) October 2, 2017 regular meeting be continued to the next Council Meeting Agenda.

**A motion was made by Councilor Meagher with second by Vice President White to approve and accept the Consent Agenda with A) 1) continued to the next agenda. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

The Consent Agenda approved consists of the following:

## Adoption of Town Council Minutes

###  October 2, 2017 (executive session)

##  Minutes of Boards/Commissions/Committees

### Jamestown Community Playground Renovation (09/08/2017)

### Jamestown Harbor Commission (08/09/2017)

### Jamestown Harbor Commission (09/13/2017)

### Jamestown Library Board of Trustees (09/12/2017)

## CRMC Notices

### October 2017 Calendar

### Meeting Notice (tentative) for Assent Application of National Grid LNG, LLC, CRMC File No. 2016-10-099 described as Natural Gas Liquefaction Plant (pending receipt of RIDEM’s Short-term Remedial Action Plan), Tuesday, October 24, 2017 at 5:00 p.m., Administrative Building Cafeteria, One Capitol Hill, Providence

### Public Notice for Proposed Rule-Making public hearing for Red Book Section 300.4 (650-RICR-20-00-01.3.1(D)), Tuesday, October 24, 2017 at 6:00 p.m., Conference Room A, Department of Administration, One Capitol Hill, Providence

### Public Notice of Assent for Michelle and Richard Foster to construct and maintain a residential boating facility extending 75 feet beyond mean low water at West Bay View Drive, Dutch Island Harbor Waterway, described as Plat 8 Lots 28 and 25

## Abutter Notifications

### NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING OCTOBER 24, 2017, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING: Application of Robert Johnson, whose property is located at Steamboat Ave., and further identified as Assessor’s Plat 5, Lot 94 for a variance from Article 82, Section 308, (Setbacks from freshwater wetlands). Applicant also seeks a special use permit from Section 82-314 (High Groundwater Table and Impervious Overlay District) to construct a two bedroom home 95.1 ft. from the wetland (150 ft. required). Said property is located in a R40 zone and contains 7,200 sq. ft.

### NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING OCTOBER 24, 2017, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING: Application of Kenneth & Dianna Stamp, whose property is located at Frigate St., and further identified as Assessor’s Plat 16, Lot 185 for a special use permit from Article 6, Section 82-601, and Article 3, Section 82-314 to construct a single family residence in a Subsection “A” High groundwater table & Impervious layer overlay district, with associated well, OWTS and storm water control systems. Said property is located in a R40 zone and contains 9505 sq. ft.

## Abatements/Addenda of Taxes

Total Abatements: $60,363.94 Total Addenda: $62,547.47

### Real Property/Motor Vehicle/Tangible Abatements to 2017 Tax Roll

 **Account/Abatement Amount**

#### 02-0116-05M $ 94.67

#### 03-0062-40 $ 3,765.80

#### 04-0542-20 $ 6,981.96

#### 06-0398-00 $ 1,847.08

#### 12-0591-01 $ 9,647.32

#### 13-0409-01 $ 1,829.86

#### 13-0409-04 $ 1,559.67

#### 13-1026-35 $ 102.56

#### 14-0070-00 $ 5,204.86

#### 15-0221-01 $ 5,978.08

#### 18-0656-01 $ 3,786.83

#### 19-0030-00 $19,563.02

### Real Property/Motor Vehicle/Tangible Addenda to 2017 Tax Roll

 **Account/Abatement Amount**

#### 03-0120-85 $ 742.34

#### 03-1154-10 $ 1,829.86

#### 06-0500-29 $ 5,978.08

#### 07-0064-75 $ 3,765.80

#### 10-0029-42 $19,563.02

#### 10-0049-10 $ 1,847.08

#### 11-0044-00 $ 1,559.67

#### 12-0510-38 $ 6,981.96

#### 13-0408-00 $ 122.00

#### 13-2282-50 $ 3,786.83

#### 14-0392-24 $ 490.00

#### 16-0809-90 $ 923.86

#### 19-0779-00 $ 104.79

#### 19-0886-00 $ 9,647.32

#### 22-0371-50 $ 5,204.86

## Rotary Club Proclamation

## One Day Event/Entertainment License Applications

### Applicant: Jamestown Fire Department/Jamestown Police

Department/Jamestown Women’s Club

###  Event: Halloween Block Party/Parade

###  Date: October 31, 2017

 Location: 50 Narragansett Avenue

### Applicant: Jamestown Recreation Department/Police

###  Department

### Event: Jamestown Neon Night 5K Race

Date: November 10, 2017

Location: Conanicus Avenue and East Shore Road

### Applicant: Tom Harris

Event: Jamestown Christmas Tree Lighting Ceremony

Date: December 2, 2017

Location: East Ferry

### Applicant: Jamestown Community Chorus

Event: Community Chorus Holiday Concert

Date: December 9 and 10, 2017

Location: Jamestown Recreation Center

**XII. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS**

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

The Communications and Resolutions and Proclamations from other RI cities and towns received consists of the following:

## Communications; review, discussion and/or potential action and/or vote

### Statewide Planning Council Notice of public hearing on the Draft 2018-2027 State Transportation Improvement Program (STIP), Thursday, November 2, 2017 at 5:30 p.m., Department of Administration Conference Room A, One Capitol Hill, Providence

### Statewide Planning Council Notice of public hearing on the draft interim statewide Long-Range Transportation Plan, *Transportation 2037,* Thursday, November 2, 2017 at 7:00 p.m., Department of Administration Conference Room A, One Capitol Hill, Providence

###

1. **AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

## Public Hearings for Liquor License and Extended Hours License Renewals (November 6)

## Renewal Applications for Victualing, Entertainment, Holiday and Multi Licenses (November 6)

Councilor Dickinson requested North Road Paving Project update on the November 6 agenda.

**XIV. EXECUTIVE SESSION**

None.

**XIV. ADJOURNMENT**

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

The Jamestown Town Council adjourned the regular meeting at 8:42 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council

 Town Administrator

 Finance Director

 Town Solicitor