

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, March 16, 2010 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr., Donna Chale, Christopher Carr. **ABSENT:** Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Peter Snow, Chris Cousins and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of Minutes of the regular meeting on March 2, 2010.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Chale** that the minutes of the regular meeting on March 2, 2010 be adopted.

**VOTE: UNANIMOUS AYE**

### 3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

#### **Community and Economic Development Activities and Events**

##### Report on Meetings & Events:

Central Maine Egg Festival Committee Meeting scheduled for Monday, 03/15/2010 at 5:30 pm in the Council Chambers (re-scheduled from 03/08/2010).

Trade Show Committee Meeting on 03/15/2010 for the 14<sup>th</sup> Annual Trade Show and Community Fair, second year of being scheduled in Pittsfield. The project is moving quickly. Registrations are coming in from businesses, crafters and artisans. Registrations are due on Friday, 03/19/2010 to be in all publicity for the event. People can register after 03/19/2010 if they need to. The dessert contest is coming along nicely. The group is doing well in collecting sponsors for the event. There will be community fair presentations from the following groups/individuals: (1) Tomato Fright Blight by Master Gardener Betsy Doane; (2) How to divide Perennials by the Pittsfield Garden Club; (3) How to Prune Fruit Trees by Master Gardener Mark Sheriff; (4) How to Make May Day Baskets by Skowhegan Bank; (5) Fingerprinting and other safety items by the Pittsfield Police Department; (6) Tour of Fire Truck and safety items by the Pittsfield Fire Department; (7) Tour and safety items by the SVH Ambulance; (8) Kiwanis Bike Rodeo by the Greater Pittsfield Area Kiwanis; and (9) Curtis Air and Darrell Sproul are putting together a flying display and presentation.

##### Upcoming Meetings & Events

The Maine Staffing Group announces Open Interviews for Manufacturing for 1<sup>st</sup> and 2<sup>nd</sup> shifts on Wednesday, 03/24/2010 from 9:00 am – 2:00 pm at the Pittsfield Town Office.

Please call 1-800-456-7621 to set a time for an interview. Walk-ins accepted on a 1<sup>st</sup> come – 1<sup>st</sup> serve basis. Maine Staffing Group is currently recruiting for Manufacturing – Experienced Woodworkers; also CNC Machinists; All phases of construction (laborers to highly skilled trades); welders; clerical; flagging/traffic control and more. I was advised by Maine Staffing Group that they are much busier earlier this year.

Livestock Workshop through the University of Maine Cooperative Extension with training by UMaine Educators and Specialists on Equine, Goats, Cattle and Poultry on 04/03/2010 from 9:00 am – 4:00 pm in the Council Chambers.

WorkReady Three Week Program scheduled for Monday, 04/12/2010 through 04/20/2010. John Campbell at MSAD#53 is organizing this project, funded by the federal government to help displaced workers. WorkReady is WorkReady™ is an initiative of Maine's four Local Workforce Investment Boards and the Maine Department of Education and is supported by a statewide steering committee comprised of MDOE - Adult Education, MDOL, MDOC, Maine's 4 Local Workforce Investment Boards, and representatives from the private sector. The 60 hour soft skills based training is designed to provide successful participants with not only skills essential in today's workplace, but also a portable credential. The WorkReady™ Credential is endorsed by businesses throughout the state.

The WorkReady™ curriculum addresses seven basic standards including personal motivations and challenges to employment, effective communication and interpersonal skills, understanding taxes and benefits, job searching, and resume and portfolio preparation. While the name "WorkReady" may imply that the program is designed for individuals with little to no work experience, it is actually highly applicable to a wide variety of individuals with varying degrees of training, education, and occupational skills. Successful programs have been conducted through local Adult & Community Education for the general public (including ASPIRE participants, retirees, individuals with post-secondary degrees, etc.), to displaced workers through NEG's, to incumbent employees (where the employer has paid them for their participation and also paid for the instructional costs), to high school students and youth.

Somerset Economic Development Corporation Breakfast Meeting on a subject TBA scheduled for Friday, 04/30/2010 from 7:30 am – 9:30 am at the Masonic Lodge.

14<sup>th</sup> Annual Trade Show scheduled for Saturday, May 01, 2010 from 9:00 am – 1:00 pm at Warsaw & Vickery Schools Complex.

Pittsfield Public Library Grand Opening Celebration scheduled for Saturday, 05/15/2010 from 11:00 am – 2:00 pm.

Kennebec-Somerset Regional Job Fair in Pittsfield scheduled for Wednesday, 05/26/2010 from 3:30 pm – 7:00 pm. The businesses signed up so far are: @Work Personnel Service; Charlotte White Center; Global Contact Services; Maine Highlands Federal Credit Union; Maine Staffing Group; SKILLS, Inc.; US Army; and Women Unlimited. The deadline for sign-up is 04/30/2010 so we have another 1.5 months. The earlier the businesses sign up, the more advertising they get. We are very fortunate in receiving a sponsorship for advertising from the Employment Times and My Job Wave.com valued

at \$3,630 for the Trade Show. The Employment Times has been great to work with and has greatly increased the ability to get the word out about this annual event. In addition, we have received a \$750 grant from KVCAP to pay for advertising, paper for flyers and sign materials. Registrations are coming in. There are jobs available.

New Businesses:

We have several new businesses and will be issuing certificates at the next meeting so that we can do all of them together.

**Presentation by Cemetery Sexton Peter Snow**

Peter Snow, Cemetery Sexton, was able to attend the Town Council Meeting this evening to make a recommendation on the purchase of the cemetery mower. He gave a brief presentation on the Cemetery Department and the Town Cemeteries.

Peter Snow noted that the Town of Pittsfield has a total of 5 cemeteries, three of which are closed to burials. The Cemeteries are open from May until November. Mr. Snow gave a brief description of locations of all the different cemeteries. Mr. Snow noted that the cemeteries are mowed the entire growing season, Spring – Fall. It takes 3 ½ days to mow just the cemetery on Peltoma Avenue. There is no mowing two hours before or after a funeral.

Mr. Snow noted that even though the two bids that were received are identical, the warranties are what really stood out. Mr. Snow recommended going with the bid from Hammond Tractor. Even though the bid is a few dollars more, the warranty is for a full 4 years. Hammond Tractor has been great to work with, as all of our latest mowers have been through them.

4. **PUBLIC HEARINGS/OLD BUSINESS:**

**ORDINANCE 10-04:** (Public Hearing) The Town of Pittsfield hereby Ordains to Accept all tax year payments of Dale S. & Kristen D. Penney, including interest and lien costs, for the property at 174 Hartland Avenue (Map 028, Lot 096), the Town having acquired said property as a result of automatic foreclosure of a 2007 property tax lien, recorded in the Somerset Registry of Deeds on June 03, 2008 at Book 4004, Page 121, which matured on December 1, 2009. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Dale S. & Kristen D. Penney.

No one wished to speak for or against this Ordinance. Public Hearing closed.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Ordinance 10-04 be adopted.

The Town Manager noted all foreclosed property must go to public hearing for consideration of a quitclaim deed under the Town Charter. This property foreclosed in December of 2009 and the Penney's did a very good job in getting all taxes paid off.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 10-05:** (Public Hearing) The Town of Pittsfield hereby Ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2010 on the following terms:

Pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2010 in the principal amount or amounts not exceeding \$ 500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Pittsfield 2010 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by the Mayor, shall be payable on or before October 29, 2010, out of money raised by taxation during the fiscal year ending December 31, 2010 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer and the Mayor, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

The Treasurer and the Mayor are hereby authorized to award the notes to such person or entity as they deem appropriate, and

The notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265 (b) of the Internal Revenue Code of 1986, as amended, and the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

No one wished to speak for or against this Ordinance. Public Hearing closed.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Ordinance 10-05 be adopted.

The Town Manager noted this is the first step in the authorization process in order to issue a Tax Anticipation Note until the Town's major revenue source in the form of property taxes are received later this year. As the property tax bill is due in October of each year for the calendar year, the Town is spending funds for 8-9 months with smaller revenue sources coming in until October.

**VOTE: UNANIMOUS AYE**

5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

## **Town Manager's Report: Town Council Meeting of 03/16/2010:**

**1. The FYI Folder:** FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: List read.

**2. Earth Day 2010 Backyard Compost Bin Sale:** Read Notice of Sale.

**3. Pittsfield Public Library Building Committee Announcement:** Read Announcement.

**4. Recreation Basketball Tournament:** Pittsfield Youth Athletics will be hosting a basketball tournament March 26th-28th for 3+4 Boys and 5+6 Boys at Warsaw gymnasium. The three day event will feature local teams as well as teams traveling from as far as Boothbay and Caribou. Admission will be \$2 for adults and \$1 for children over 12. So come on out and support your teams as well as your local community!

**5. Harvest Fest Brainstorming Session:** Community leaders, town officials, Councilors and Selectmen, civic and/or church group representatives, local festival or event planners are invited to a spaghetti supper sponsored by the Sebec Valley Chamber of Commerce on Tuesday, March 23, 2010 at 6:00 pm at the Corinna American Legion Hall in Corinna. Read Notice.

**6. Maine Partners for Cool Communities:** The Town of Pittsfield has been featured on the Maine Cool Communities website and will be featured in the upcoming newsletter. We will print out these items for the Town Councilors for the next meeting.

**7. Foreclosures in Maine have risen:** The State's Bureau of Financial Institutions has just released information that the number of foreclosures in Maine is up. According to data from 32 state-chartered banks and credit unions, the number of houses in the process of foreclosure in the last quarter of 2009 was 305, compared with 271 in the third quarter. Foreclosures had continued to increase from year to year as well with 175 completed foreclosures in 2009 compared with 159 completed foreclosures in 2008. This does not include federally chartered banks, credit unions or mortgage companies. The Bureau noted that the increase was probably due to the economic times and not the result of predatory lending by Maine banks.

The reason this is mentioned is that often people get behind on their taxes, the bank then comes in and pays off the taxes and then adds the amount to the monthly payment. Then the payments are higher and people have trouble making them. For those people who do not have their taxes escrowed, we would encourage you to join the Pittsfield Tax Club. READ Tax Club Requirements. If you do not want to join the tax club, have back taxes due, do not have the same amount of money coming in each week, get paid by jobs or some other reason, that is fine. The Town encourages people to just put down \$10, \$25, \$50 or whatever amount you can when you can. This will reduce the amount of taxes that you have left. We have town employees who have payroll deductions of their own request, to pay down on their taxes. It does not have to be the tax club payment. This way, people can work on paying their taxes when they can.

**8. Department Head Meeting:** Our next meeting is scheduled for Thursday, March 18, 2010 to include the following topics: safety grants; annual BLS required training; Town Employee Safety Fair; work zone traffic and signage; NIMS training; surprise safety audits; training programs; bid policy and other topics of interest.

**9. The Welcome Table:** The Welcome Table is open from 10:30 am to 1:30 pm every Friday at the First Universalist Church in the Community Hall at 6 Easy Street. This is a local program staffed and funded by volunteers whose mission is to provide a warm place to gather, socialize and share a hot meal. Games, puzzles and cards are always available. All are invited to attend. For further information, please call Trudy Ferland at 487-6523.

**10. Census Jobs:** The U.S. Census Bureau has closed the recruitment of census takers for the Town of Pittsfield. Mr. Hiram Weymouth did such a good job.

**11. Efficiency Maine Appliance Rebate Program:** Read Notice.

**Finance Committee:** None.

**Ordinance Committee:** None.

**Recycling Committee:** None.

6. **NEW BUSINESS:**

**RESOLUTION 10-25:** Resolved that the Town Council Approve the Request for Proposals for the 2010 Tax Anticipation Notes for the Town of Pittsfield, Maine and Authorize the Town Manager and Assistant Treasurer to seek bids for same.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Resolution 10-25 be adopted.

The Town Manager noted this is the second step in obtaining a Tax Anticipation Note or TAN for the Town. The bids are due Friday, March 26, 2010. There will be an ad in the paper and the Town sends or delivers an RFP to all banks on an interested parties mailing list.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 10-26:** Resolved that the Town Council Accept the bid of Hammond Tractor of Fairfield, ME in an amount not to exceed \$6,200.00 for a garden tractor-mower.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Resolution 10-26 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 10-27:** Resolved that the Town Council Sign the Earth Day Proclamation supporting community-wide activities (Earth Day is April 22, 2010).

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 10-27 be adopted.

The Town Manager noted this is a yearly Resolution.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 10-28:** Resolved that the Town Council Sign the Arbor Day Proclamation supporting community-wide activities (National Arbor Day is April 30, 2010) and Maine's Arbor Day Week is the 3<sup>rd</sup> full week in May. (Sunday, May 16 – Saturday, May 22, 2010)

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Resolution 10-28 be adopted.

The Town Manager noted this is a yearly Resolution.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 10-29:** Resolved that the Town Council Approve the issuance of a parade permit to Seabasticook Valley Hospital for the Walk for Wishes Fundraising Campaign on Thursday, May 20, 2010 from 6:00 pm – 7:00 pm and to waive the fee.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 10-29 be adopted.

The Town Manager noted the Town Councilors received a copy of the application from SVH for this very worthwhile campaign in their Council Package. A brochure was provided to the Town for the meeting and copies are available this evening.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 10-30:** Resolved that the Town Council Authorize the Town Manager to submit requests for the MDOT Biennial Capital Work Plan for fiscal years 2012-2013 and the six-year Transportation Plan for fiscal years 2012-2017.

Moved by **Councilor Curtis** and seconded by **Councilor Stackhouse** that Resolution 10-30 be adopted.

The Town Manager noted the Councilors received a package of material from MDOT for the Town to submit its priority requests for funding for the Fiscal Years 2012-2013. The Town had submitted a comprehensive package in 2004; 2006 and 2008 for funding.

Also included was a copy of proposed projects for your background from Highway, others and myself. If Councilors have other items of importance for the state roads and state-aid roads that would be beneficial, we should submit them. Also, you may want to prioritize the requests differently.

The forms do not guarantee that any projects will be funded, especially considering the State budget, however, this is a process that if we continue to submit these projects, at some point, some of them will be funded. Past projects that we have submitted have been funded – for paving, Road Road Initiatives, some reconstruction, culvert replacements,

etc. Many projects submitted this way for Airport funding have moved up the list and have been funded.

**VOTE: UNANIMOUS AYE**

7. **DISCUSSION ITEMS:**

**Financial Reports as of 02/28/2010:**

Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report  
Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection  
**Self-Explanatory – Not Reviewed**

**Other Reports as of 02/28/2010:**

Building and Plumbing Permit Reports  
Library Report-Librarian's and Library Trustees Minutes  
Police Report  
**Self-Explanatory – Not Reviewed**

**Updates:**

**Water Projects:**

**Federal Stimulus Funding for Back-up Water Pump:** The Town has funding left in the loan due to the very competitive pricing we received. The Engineers on the project, Olver Associates and Scott have met to review proposed projects and are now discussing this with the State. We will receive a proposal, if it is felt to be a good use for the funding left in the loan for the Council's consideration in the near future. This is the first time that funding has been available to the Town of Pittsfield for the Water Treatment Plant so if there are other important projects there, they should be completed. It is not likely that the Town will receive a 0% loan with over \$30,000 in forgiveness again.

**Water Meter Replacement and Automated Meter Reading (AMR System):** Scott continues to install the larger meters to replace the older non-AMR system meters.

**Sewer Projects:**

**Sludge Removal Project and Financing/ Sewer System Projects and Financing:** The Town has applied for several mechanisms for funding and is working our way through this process. A large opportunity has developed from one of those applications and remains under review. The Town's treatment system over the last 30 years has built a

huge deferred maintenance cost, which we are now grappling with that needs to be resolved. Meantime, the Town's sewer system is ancient with little infrastructure improvement over the last several decades. There is significant infiltration that has been affecting the treatment system.

Information has been submitted to the federal government to determine exactly what is available to the Town. We are eligible for a loan/grant but need a determination of the amount so we can decide what to do. We have been advised that the 2011 and 2012 budgets are the ones that will need a rate increase in effect not the 2010 budget. We have been told that the rate increase would not have to go into effect for a year or so. It would need to be voted upon if we decided to go with the federal arrangement, however, would not go into effect until the final loan paperwork was signed. Then we would have 1 or 2 payments the next year depending upon the offer.

The Town has been advised that we are eligible for funding from the state loan program. The SRF fund goes out to referendum in June. SRF will talk to the Town and allow an application once we resolve that we are not interested in the federal funding. At this point, they have some money, but I do not know if it is enough for all the projects under consideration.

We are scheduling the meeting with DEP to review the project in the field. The Engineers, Olver Associates, will attend the next Council Meeting on 04/06/2010 to make a recommendation on how to proceed.

#### **Water/Sewer Project Possibilities:**

**Income Survey for State and Federal Funding Opportunities:** We have called everyone we can reach who had not filed their survey and the results are being tabulated by Olver Associates.

#### **Grants Update:**

##### **New Grants:**

**Airport Grants: Apron Reconstruction Grant:** The close-out documents have been filed with the FAA and MDOT for final payment as well as all of the plans and required documents. We still need the MDOT and FAA for a close-out meeting in the future. I have received the DEP paperwork and since the grant is closed out, we are determining how to pay the fee.

**Brownfields Grant: Clean-up Grant for Eelwier (now know as 8 Mount Road):** We were commended by the EPA on having a successful project. The close-out paperwork has been filed and the project is officially done. It was nice to get the three (3) boxes of reports and files moved to the Grants Room/Files. A special thank you to Donnie Chute, who was instrumental in the success of this grant project. We have the paperwork from the DEP and have filed the paperwork with the Registry of Deeds. This parcel can now be formally sold by the Town.

**Economic Development Administration Grant: Pittsfield Industrial Park**

**Expansion:** Many reports to file; the ad was in the newspaper, lots of inquiries and the EDA continues to review the RFP that was issued.

**Jobs for Maine's Graduates (JMG) School Grant through Town/Region:** School Grant through Town/Region: Some applications for funding were applied for through the JOY program which provides a grant of up to \$1,000 dollars for a program that benefits the youth of the Town. Many on-going projects greatly benefit the youth, so they have a lot to choose from.

**Law Enforcement Bryne State Grant: Tasers:** The tasers have arrived, the Police Chief is working on the Standard Operating Procedure and a training session will be scheduled once the Chief is satisfied he has a proper SOP.

**Law Enforcement Bryne Federal Grant: Radio Equipment:** The radio equipment arrived, the Town paid the bill and now we need to file our quarterly and last report for this project. Officer Sides is filing one report and I am filing the other one.

**PUC Energy Efficiency: Block Grant to Towns:** The PUC has issued its list of projects and the Town of Pittsfield's Energy Efficiencies for the Municipal Building including an energy efficient boiler for part of the Town Office; solar thermal panels for the roof; show volunteers how to weatherize the Town Office better & review the Town Ordinances to encourage alternative energy sources. The PUC received a lot of the Custom Applications. Our project was approved for the requested amount of \$84,025. We filed our first report on this project and are awaiting a contract, requirements and timeline for the grant.

**Renewable Resources Grant from PUC: Wind Turbine:** The Town Manager wrote the final report for the PUC and it is being reviewed now for revisions, if any, by the staff.

**Riverfront Community Development Grant:** Need to develop bid specs for the paving of the parking lot and skate rink area.

**Other Grant Opportunities:**

**Airport Grants: Stormwater, Security and FAA Review:** Working with the MDOT and the FAA on this project which is undergoing a comprehensive review.

**Jump Start our Youth (JMG):** Some applications for funding were applied for through the JOY program which provides a grant of up to \$1,000 dollars for a program that benefits the youth of the Town. Many on-going projects greatly benefit the youth, so they have a lot to choose from.

**L&W Conservation – Hathorn Park:** U.S. Senators Collins and Snowe announced the Town's award of \$25,000 from the Land & Water Conservation Fund for the renovation of Hathorn's Park so the agreement. The paperwork to sign has arrived. The original ordinances and resolutions passed in 2009 authorized the Town Manager to sign the paperwork, if we were awarded the grant. This grant is for \$25,000 federal funding and a \$25,000 local match, which is the Public Works staff, Town Manager, Parks &

Recreation Committee Members, and a number of volunteers who wrote letters of support.

**Railroad Depot Grant:** The Town was told the building is rotting underneath and needs to be jacked up with repair work as well as roof replacement and addressing the lead based paint according to others. However, according to the Public Works Department, the sills are the issue, but have been for decades and will probably last for several years longer. We located for the first time a grant for \$5,000 with a match for \$5,000 and it is under exploration. It is do-able if I receive the information requested. Also, we need to resolve the issue of the sills and whether the building needs to be jacked or not. Jacking the building through the private sector has resulted in estimates of \$30,000 – 50,000. The Town does not have these funds. We could, paint and re-shingle the building with a volunteer project once the lead based paint is removed and get this done for the grant amount, Public Works Department staff and volunteers. So I am thinking a structural review by an engineer with recommendations to determine how to proceed.

8. **REPORTS:** Audience, Council

**Audience:**

**Council:**

**Councilor Baker:** Absent.

**Councilor Carr:** Wanted to thank Peter Snow for coming in to give his expert opinion.

**Councilor Chale:** It was nice to see Peter Snow this evening.

**Deputy Mayor Jordan:** No Comment.

**Councilor Curtis:** No Comment.

**Councilor Stackhouse:** No Comment.

**Mayor Nichols:** Wanted to thank Kathryn and all the Town employees for all their hard work. Wanted to thank Gary Jordan for taking over for me at the last meeting. I also wanted to thank everyone for all their well wishes. My Mother passed away a few weeks ago and everyone was very supportive. This has been a very hard time for my family as my stepson has been hospitalized since February with heart issues. He is on the mend, but it will be a slow process. I am sorry to hear of the passing of Earl Dean. He was always upbeat and a big part of our community. I wanted to thank his daughter and his wife for taking over the food bank.

9. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that the meeting be adjourned at 8:28 p.m. All in agreement.

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Nicole Nickolan, Town Clerk