

MINUTES

Regular Meeting of Council Wednesday, February 25, 2015 @ 4:30 pm Council Chambers

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	W. Lorenzen	Councillor
	B. Dove	Councillor
	R. Anstey	Councillor
	S. McBreairty	Councillor
Advisory and Resource:	D. Chafe	CAO
	G. Brown	Town Clerk
	N. Newell	Director of Recreation & Community Services
	S. Burbridge	Director of Municipal Works
	J. Blackwood	Director of Engineering
	S. Fisher	Deputy Municipal Clerk
	P. Fudge	Fire Chief

1. CALL TO ORDER

The Meeting was called to order at 4:30pm.

2. VISITORS/PRESENTATIONS

Dietitians of Canada Nutrition Month Proclamation

The Mayor proclaimed March as Nutrition Month in the Town of Gander.

Gander Flyers Appreciation Plaque

The Mayor was presented a plaque from Gander Flyers showing their appreciation towards the Town of Gander for their support this past year.

3. MINUTES FOR APPROVAL

Motion #15-033

Minutes for Approval

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that the Minutes from the Regular Meeting of Council on February 4, 2015 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Public Safety & Human Resources:

The Public Safety & Human Resources report was presented by Councillor Lorenzen.

The Public Safety Committee meeting was held on February 16, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: B. Dove, Councillor; A. Quilty, Fire Chief (A); T. Barrett, Municipal Enforcement Officer; O. Fudge, Municipal Enforcement Officer; L. Small, Administrative Assistant.

The following items were discussed:

Public Safety

Delegation – Local Taxi Company

The Committee met with the owner of a local taxi company who explained that when painting the vehicles, it can be quite costly as all the cars in a company have to be the same colour. He was requesting that cab companies be permitted to attach a wide decal stripe along the side of the vehicle indicating the company name and number. This, along with the lit sign on top of the car should be sufficient to show that the car is a taxi cab and would save the company money when putting a new car on the road. He explained that after reading through the Town of Gander's Taxi and Limousine Regulations he could not find any reference to the taxis having to be all the same colour in a fleet.

The delegation left the meeting and the Committee reviewed the Taxi and Limousine Regulations which requires a colour code be provided by each cab company.

The Committee would like further input and is forwarding this item to the Economic Development Committee for its review and consideration.

Gander Co-op Donation

The Committee would like to thank the Gander Co-op for its recent donation of \$3200 to assist with the purchasing of a rescue jack for the Gander Fire Hall. This piece of equipment is used in the removal of one vehicle from atop of another and it is hoped that the remaining funds will be available in the near future.

50 Bondar Street

The Committee received correspondence from the resident at 50 Bondar Street who had recently received notice from the Town to remove a wood pile and a vehicle that he currently has stored on Town owned property. He is requesting permission to leave the items until the end of winter, at which time he will remove them.

The Town cannot permit residents to use open spaces for storage of this type; the Occupancy and Maintenance Regulations, Section 34 states *"The storage of materials or equipment on the site of a building or dwelling unit shall be at the rear of the lot."*

The Committee agreed that these items must be removed and have declined this request. The owner will be written advising of the Committee's decision and the deadline to have this rectified.

Statistics

The Committee was presented with the annual statistics for Municipal Enforcement along with the monthly statistics for Fire and Police for January 2015.

In 2014, Municipal Police issued a total of 2017 citations and filed 2, 556 incidents reports.

For January of 2015, Gander Fire Rescue has answered a total of 22 Fire Calls and completed 46 inspections; Municipal Police have issued 188 citations and filed 390 incidents reports.

The Committee was pleased to see that incidents reports are up due to the extra staff member and car which enables the department to better enforce municipal by-laws and regulations, as well as increase patrols.

The Acting Fire Chief, MEO's and Administrative Assistant left the Committee meeting. The HR Supervisor joined the Committee meeting.

HUMAN RESOURCES**Dress and Deportment Policy**

The Committee was advised that the proposed changes presented during the October 8, 2014 Committee meeting were agreed upon; however, the Policy was never adopted and therefore requires a Motion of Council.

Motion #15-034**Dress and Deportment Policy**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Dress and Deportment Policy #P030 be adopted, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

B. Parks & Recreation Committee:

The Parks and Recreation Committee report was presented by Councillor McBreairty.

The Parks and Recreation Committee was held on February 16, 2015. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administration Coordinator.

The following items were discussed:

Delegation - Adventure Trail Committee

Delegates from the Adventure Trail Committee attended the meeting to discuss the idea of a hiking trail system along Gander Lake. The preliminary concept would see four phase development with the first phase being trail construction from Silent Witnesses to Little Harbour. This Committee has just begun with their initial planning and would like the Town's input on how to proceed with regard to cost, funding, liability, town responsibility, etc. The group advised that they believe it would a great tourist attraction. Further discussion is needed but the Committee thought this is an excellent idea and advised that this could be reviewed in the Recreation Master Plan which will be started in the near future.

Gander Dog Park

The location and dimensions of the Dog Park were discussed. After reviewing the location again, the Engineering Department felt that the original dimensions may be too large for the site chosen. Therefore, it was suggested that the Department meet with the Dog Park Committee to review the layout for the park before proceeding any further.

Tender – Accessibility Ramp

The Accessibility Ramp is being ordered from a company in the United States. Since the quote was received, the value of the Canadian Dollar has decreased resulting in the ramp now being over budget by approximately \$1,000.00. The Department will find this money within their budget and is recommending that the stage be ordered as soon as possible in order to keep the cost from increasing. This is forwarded to the Finance Committee for their consideration.

Abbott's Catering Re Hospitality Room

An expression of concern was sent from the concessionaire of the Gander Community Center to the Town of Gander regarding the use of hospitality rooms operating during special events such as Minor Hockey Tournaments. After much discussion, it was decided to allow these groups to continue the use of hospitality rooms for the remainder of the hockey season (mid-April) and it will be reviewed again before the start of the next season.

Councillor Dove left the Council meeting due to conflict of interest.

The Town Clerk left the Council meeting.

Grants, Subsidies & In-kind Services

Applications were received from the Newfoundland and Labrador Volleyball Association and the Provincial Drama Festival. The Committee approved a donation of \$500.00 to each organization.

Councillor Dove returned to the Council meeting.

The Town Clerk returned to the Council meeting.

Literacy Committee

The Newfoundland and Labrador Laubach Literacy Council contacted a member of Council to inquire about the possibility of a Literacy Committee in Gander.

This committee would be aimed at providing free one-on-one tutoring to individuals to help increase reading skills, provide summer reading programs, and potential partnerships to help individuals gain their high school equivalency. The Committee felt that this was a good initiative and would support the group with meeting space and advertising to residents of Gander. The Director of Recreation and Community Services will contact the literacy outreach worker.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on February 17, 2015. The meeting was chaired by S. McBreairty, Councillor. Other members present included: B. Dove, Councillor; R. Locke, Manager of Economic Development.

The following items were discussed:

HBB Application-16 Wilcockson Crescent

The Committee reviewed an application from the resident of 16 Wilcockson Crescent.

WHEREAS an application has been received from "IT Security NL" to operate a mobile consulting business;

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of February 9th, 2015 and it meets all of the Town of Gander's Development Regulations;

Motion #15-035

HBB Application – 16 Wilcockson Crescent

Moved by Councillor Anstey and seconded by Councillor Dove that "IT Security NL" be permitted to operate a mobile consulting business from 16 Wilcockson Crescent.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application-64 Payette Street

The Committee reviewed an application from the resident of 64 Payette Street.

WHEREAS an application has been received from “Riverstone Construction Inc.” to operate a mobile contracting business;

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of February 9th, 2015 and it meets all of the Town of Gander’s Development Regulations;

Motion #15-036**HBB Application – 64 Payette Street**

Moved by Councillor Anstey and seconded by Councillor Dove that “Riverstone Construction Inc.” be permitted to operate a mobile contracting business from 64 Payette Street.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application-38 Carling Crescent

The Committee reviewed an application from the resident of 38 Carling Crescent.

WHEREAS an application has been received from “Barbara Chair” to operate a Home-Based 1 chair/1 client hair salon business;

AND WHEREAS the advertising and discretionary use notices were posted with 1 objection received by the deadline date of February 16th, 2015 and it meets all of the Town of Gander’s Development Regulations;

Motion #15-037**HBB Application – 38 Carling Crescent**

Moved by Councillor Anstey and seconded by Councillor Lorenzen that “Barbara Chair” be permitted to operate a Home-Based 1 chair/1 client hair salon business from 38 Carling Crescent.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application-53 Rickenbacker Road

The Committee reviewed an application from the resident of 53 Rickenbacker Road.

WHEREAS an application has been received from “Clara’s Hair Care” to operate a Home-Based 1 chair/1 client hair salon business;

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of February 16th, 2015 and it meets all of the Town of Gander’s Development Regulations;

Motion #15-038**HBB Application – 53 Rickenbacker Road**

Moved by Councillor Anstey and seconded by Councillor Dove that “Clara’s Hair Care” be permitted to operate a Home-Based 1 chair/1 client hair salon business from 53 Rickenbacker Road.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Committee would like to emphasize that Home-Based Personal Service businesses are newly adopted discretionary uses within our Home Based Business Regulations. These establishments are to be limited to 1 chair/1 client at a time operation and must provide off-street parking for customers.

Affordable Housing Study

The Committee was advised that Re/fact Consulting submitted the Affordable Housing Study. The Affordable Housing Committee is pleased with the results and is now researching best practices for implementation.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on February 17, 2015. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreaity, Councillor; N. Newell, Recreation & Community Services Director; K. Sceviour, Special Event Coordinator.

The following items were discussed:

RCMP Musical Ride

The Town of Gander is happy to announce that they have been chosen as a host site for the 2015 RCMP Musical Ride. The Director (A) and Event Coordinator met with a representative of the Musical Ride and it was agreed that the Town will stable the horses from August 13th – 17th here in Gander and host a performance on August 16th. More information regarding ticketing and show times will be announced at a later date.

Cafeteria Contract re Concessions

Abbott's Catering contacted the Department stating that the Town is contravening the company's concession contract by allowing another group to sell liquor at the Community Centre. The Committee feels the Town is fully compliant with the terms of agreement which is for the provision of food and concessions for nutrition breaks and not the sale of alcohol products. The operator of Abbott's Catering will be advised of the same.

Festival of Flight Parade

Planning for the Festival of Flight is in progress and the Committee is happy to announce they will be putting together a committee of residents who would like to revive the Festival of Flight Parade. If anyone is interested in becoming a member, please email the Event Coordinator – ksceviour@gandercanada.com. We will also be hosting a meeting in the coming weeks to gauge the interest in planning the parade. We hope that residents will get involved in this committee and help us make the parade one of the best ever!

E. Engineering & Municipal Works Committee:

The Engineering & Municipal Works Committee report was presented by Councillor Parrott.

The Engineering & Municipal Works Committee was held on February 18, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Elliott, Mayor; C. Abbott, Deputy Mayor; W. Lorenzen, Councillor; B. Dove, Councillor; S. McBreairty, Councillor; J. Blackwood, Director of Engineering; S. Burbridge, Director of Municipal Works.

The following items were discussed:

ENGINEERING**Property Grading Guidelines and Regulations**

The Property Grading Guidelines and Regulations were presented for the second and final reading. The Director advised that no objections or concerns were received by the Engineering Department. This document will be distributed to applicants for new home construction in the information packages currently being provided.

Motion #15-039**Property Grading Guidelines and Regulations**

Moved by Councillor Parrott and seconded by Councillor Anstey that the Property Grading Guidelines and Regulations be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Correspondence – 51 Yeager Street

The Committee reviewed correspondence from the homeowners of 51 Yeager Street expressing their concerns about the vacant property adjacent to their home. They have concerns with the impact that it is having on their property value, storm water drainage from the vacant lot, and that it has created a hindrance to complete their landscaping and paving of the driveway. They're also concerned that the Town is not enforcing one of its current bylaws under No. 13 of the residential building permit process guide. This bylaw states that from the date of purchase of a lot, the applicant has one year to commence construction of the project and from the date of issuance of the building permit the applicant has one year to establish substantial completion of the project.

The Director briefed the Committee on the next agenda item which is the implementation of the municipal ticketing program and since this is one of the Town of Gander's municipal bylaws, it would now be enforced under this program. A property owner will be fined on a daily basis for an infraction of the bylaw. This will be a great enabler for Town staff to help enforce its bylaws without lengthy and costly court process.

A letter, relaying this information, will be written to the homeowners of 51 Yeager Street.

Municipal Ticket Program

The Town received correspondence advising the regulations authorizing the Town of Gander's designated staff to issue tickets for property related municipal bylaws has been approved. This information has been published in the Newfoundland and Labrador Gazette on Friday February 6, 2015.

Regulations will take effect on March 1, 2015 and a follow up of details regarding training and implementation for Town staff will be brought forward in the near future.

Plan Amendment – Cecon Development Corporation

The Committee reviewed a request from Cecon Development Corporation to rezone privately owned land at the end of Mitchell Street from a Comprehensive Development Area to a Residential zone. No objections were received by the deadline

Motion #15-040

Plan Amendment – Cecon Development Corporation

Moved by Councillor Parrott and seconded by Councillor Anstey that the Engineering Department be given permission to proceed with an amendment process of our Municipal Plan and our Development Regulations to re-zone a parcel of land to the east of Mitchell Street, currently zoned **Comprehensive Development Area # 2 (CDA 2)**, to a **Residential Medium Density (RMD)** zone, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Access for New Development off Cooper Boulevard

The Director advised that Town staff had been in discussions with a local developer who wishes to purchase a block of land off of Cooper Boulevard from the Town of Gander.

In order to develop this land, it would require access onto Cooper Boulevard. After reviewing the TAC standards, the Engineering Department, as well as, the Committee, does not recommend granting access for this development due to the lack of site lines as this access would be at the crest of the hill on a turn. It is noted that in the past, other requests have been denied access for the same reasons.

The Committee is in agreement with the recommendations from the Engineering Department, and therefore is not approving access at this time. The Committee did suggest that the developer, if so desired, could contact a traffic engineer to have a further analysis carried out to see if the access could be quantified.

Purchase Land – 389 and 391 Gander Bay Road

The owner of this property had contacted the Engineering Committee requesting to purchase a parcel of backland for the purpose of constructing a horse boarding corral. The owner indicated that he felt this was a convenient location that would allow access onto the existing trail network that extends for many kilometers beyond the property.

The Committee indicated that the land requested has been earmarked for future residential development for the Town of Gander and therefore cannot recommend the sale of this backland as requested. However, the Committee is in agreement to square off the back property adjacent to 369 Gander Bay Road, as per Town of Gander Drawing # 15-1006 and offer that for sale if the proponent was interested.

This item was referred to Recreation for consideration at its next meeting.

Design Standards for Streets and Subdivisions

The Engineering Department has revised the Design Standards for Streets and Subdivisions to reflect ongoing changes to current best practices. The document has been circulated to council for their review and comments and will be distributed to local developers and engineers for their review and comments prior to the next round of committee meetings.

Development Application – Hickman Motors Limited

The Town Council of Town of Gander had received an application from Hickman Motors Limited to occupy the former Notre Dame Castle property at 211 Airport Boulevard for the purpose of providing an auto body service for their product. It was noted that this area is zoned Commercial General and an Auto body shop is permitted as a discretionary use under the Town of Gander's Development Regulations where it is part of an existing or proposed auto sales establishment.

This discretionary notice was advertised and no objections were received by the deadline.

Motion #15-041**Development Application – Hickman Motors Limited**

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott approval for the discretionary use as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

MUNICIPAL WORKS**Central Newfoundland Waste Management – Recycling & Garbage Program**

The Committee reviewed correspondence from Central Newfoundland Waste Management regarding the implementation of the new recycling and garbage program. The Committee is in agreement and supports this new program for waste diversion but would like to remind the general public that the recycling program and associated timelines are the sole responsibility of the CNWM. The responsibility of the Town of Gander is limited to the collection and transportation of this waste. The Committee recommends that we engage social media with this message and associated timelines.

Invoice for Approval

The Committee reviewed one invoice from Basil Fearn (93) Limited for Exchange Air End Compressor. The Director advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the invoice be paid and forwards it to the Finance Committee for its consideration.

2014 Drinking Water Quality Report

The Committee reviewed the report which indicated that the Town of Gander's drinking water again scored high, however, was not ranked due to once again the presence of Haloacetic acids (HHAs) which were slightly higher than the recommended amount under the Canadian Drinking Water Guidelines.

Residents who have an interest in their drinking water are encouraged to visit the Provincial Government portal for water quality reports throughout the Province at <http://maps.gov.nl.ca/water/>.

OH&S Report

The Committee reviewed a report from the Occupational Health and Safety Inspections Branch regarding an inspection that was carried out at the Town Depot recently. The Committee is in agreement with the report as attached and is recommending the order be implemented by March 31, 2015.

Quote for Water Treatment Plant Computer Update

The Committee reviewed a quote from Pennecon Energy Technical Services for the Water Treatment Plant Computer Update and is in agreement with this quote and recommends approval. The Committee forwards this to the Finance Department for its review and consideration.

Correspondence – 27 Robertson Avenue

The Committee reviewed correspondence from the homeowner of 27 Robertson Avenue, as well as, an invoice for plumbing services which were carried out at that property.

The Committee is in agreement for reimbursement of \$250 as per policy MW030.

Motion #15-042

Correspondence – 27 Robertson Avenue

Moved by Councillor Parrott and seconded by Councillor McBreaity that the Town reimburse the owner of 27 Robertson Avenue \$250 for plumbing services.

In Favour: 7 Opposing: 0

Decision: Motion carried.

F. Finance & Administration Committee:

The Finance and Administration Committee report was presented by Deputy Mayor Abbott.

The Finance & Administration Committee was held on February 19, 2015. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; W. Lorenzen, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE PARKS & RECREATION COMMITTEE ON FEBRUARY 17, 2015

- | | |
|--|----------------------|
| 1. Stageright Corporation | 10,350.00 US Dollars |
| 01-820-0080-9190, Accessibility ramp for stage | |
| Budget 12,000 Spent to date zero | |

AS RECOMMENDED BY THE ENGINEERING & MUNICIPAL WORKS COMMITTEE ON FEBRUARY 18, 2015

- | | |
|--|-----------|
| 2. Basil Fearn (93) Ltd. | 21,413.50 |
| 01-400-0080-9080, Exchange Air end for compressor | |
| Note credit received for return of air end \$7226.35 | |
| Budget 18,000 Spent to date zero | |

Total capital invoices for approval	<u>\$31,763.50</u>
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The Director of Finance advised that the invoices met the policies of the Town of Gander.

Motion #15-043

Invoices for Approval

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the invoices be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Protective Clothing Policy

The Committee reviewed the modifications to the Protective Clothing Policy regarding special events staff and will extend the requirement to provide clothing to these employees.

Motion #15-044

Protective Clothing Policy

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey adoption of the Protective Clothing Policy #P039, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Municipal Assessment Agency Correspondence

Correspondence was received from the Municipal Assessment Agency in which they indicated the per parcel fee for assessments of \$28 will not be going up in 2015. The Town's annual bill for assessment services is approximately \$140,000.

Purchase of Accessibility Ramp

The Town is purchasing a new Accessibility Ramp for its portable stage in the Community Centre. As a result of recent drop in value of the Canadian dollar, the ramp will be approximately \$1,000 over budget. Recreation has indicated they will find the money within its budget to cover the overage.

Tender for Water Plant Software

The Finance Committee reviewed tender results for Water Plant Software for which two bids were received. The lowest bid that met specifications was from Pennecon Technical Services.

Motion #15-045

Tender for Water Plant Software

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the tender for Water Plant Software be awarded to Pennecon at a price of \$10,850 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The budget for this project is \$20,000.

Gas Tax Funding

The Town earlier applied to use its Gas Tax Funding to assist in funding the cost of the proposed New Sewage Treatment Plant. It was advised that federal funds can only be used for a set portion of funding for the project. If the Town uses its Gas Tax Funding which is in effect federal funding then the amount approved under the Building Canada Fund would be reduced by a similar amount. As a result of that, it makes no sense to use our Gas Tax Funding for this project. Council will resubmit a request to the Gas Tax Secretariat to use the Gas Tax funding to pay for other capital projects.

The money saved by using the Gas Tax funds to finance these projects will then be used as a portion of the Town's cost of funding the proposed new Sewage Treatment Plant.

Motion #15-046**Gas Tax Funding**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that Motion #15-012 be rescinded.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Cansel Survey Equipment

The Committee reviewed the recommendation from Municipal Works regarding installing Cansel Survey Equipment at the Town Hall. The equipment will be installed to provide a GPS network across Canada. In return for the Town allowing the equipment to be installed at our facility we will be provided with free access to the service.

Motion #15-047**Cansel Survey Equipment**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the Town enter into an Agreement with Can Net for installation of GPS hardware at the Town Hall.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Refund of Permit Fees

The Committee reviewed the proposed cancellation form provided by the Engineering Department for refunds of permit fees and had no concerns with the document.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Strategic Plan

Deputy Mayor Abbott discussed the Strategic Plan and how to best start to implement the Plan. He encouraged residents to come to the Council Chambers on March 4 from 7-9.

Deferred Section on Agendas

The CAO stated there should be a deferred section added on Agendas. When items are referred from one Committee to another they sometimes get lost and don't seem to return. The responsibility to ensure it is brought back should be the Chair of the Committee. By putting a deferred/referred section on the Agendas it will ensure that this doesn't happen.

9. ADJOURNMENT

Motion #15-048

Adjournment

There being no further business, it was moved by Councillor Anstey and seconded by Deputy Mayor Abbott that the meeting be adjourned.

In Favour: 7 Opposing: 0

Decision: Motion carried.

| The meeting adjourned at 5:35pm.

C. Elliott, Mayor

G. Brown, Town Clerk