

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Special Session on **Thursday, May 28, 2015** at 6:30pm in City Hall Courtroom with Mayor John Grimes presiding.

ELECTED TOWN OFFICIALS PRESENT: Cindy Bray, Larry Cheek, Lewis Fadely, John Grimes, Bill Haiges, and Tony Siler

ELECTED TOWN OFFICIALS ABSENT: Mike Constantino and Thomas "Chip" Price

TOWN STAFF PRESENT: Town Manager Bryan Thompson, Finance Director Tammy Speicher, Fire Chief Scott Murphy, Parks and Recreation Director Jessica Puckett, and Town Clerk Jenifer Everage.

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

Thompson requested to add item a) Carolina Premium Foods under New Business

A motion to approve the agenda with the addition was made by Commissioner Fadely, seconded by Commissioner Haiges and unanimously approved.

BUDGET ITEMS

Manager's Budget Message

Thompson shared the 2015/2016 Manager's Budget Message, which included the following:

The proposed budget for Fiscal Year 2015-2016 reflects ongoing challenges in light of the continued increase in the cost of goods and services and the incessant impacts of a slow economic recovery. The combination of swelling costs and ailing performing revenues influences the shape the proposed budget exhibits. The proposed budget critically looks to a means by which expenses may be reduced without compromising continuity and quality of the services provided by the Town and the level of safety by which these services are offered. This budget also proposes methods that may be employed to enhance revenues, especially when services can be directly identified with end users, where service fees can be more directly supported by those users of such services. Expense reduction methods and those of proposed revenue enhancement are discussed more fully in the body of this message. During the coming fiscal year, Staff will continue its efforts to study both revenues and expenses in order to make the most effective use of public funds as achievable.

With the proposed 2015-2016 budget, Staff seeks to provide a realistic expectation of revenues for the coming fiscal year and reflect expenses that are in tune with the needs of each department in an effort to enable cost-effective service provision. Staff believes the proposed 2015-2016 Budget returns a continued strategy of conservative fiscal management of public funds while providing funding for essential and desirable public services for the citizens and customers of Siler City. This, coupled with the established goals and objectives of the Town Board of Commissioners, has informed the deliberations and decisions reflected in this budget proposal.

General Fund

The General Fund is the basic operating fund of the Town for primary governmental functions. It is used to account for all financial resources to carry out the general operations of the local government except those required to be accounted for within other specific funds. The primary revenue sources of the General Fund are Ad Valorem property tax and State-shared revenues, along with fees established by the Town for service-specific operations. The primary expenditures within the General Fund are for Police, Fire, Street Lights, Solid Waste Collection, Recreational Facilities and Programming, Public

Property Maintenance, Planning, Zoning, Inspections, and Code Enforcement as well as other general government services including Administration. The total proposed General Fund budget for FY 2015-16 is \$5,444,800.00 which amounts to an \$110,273.00 increase from current year's (FY 14-15) budget of \$5,334,527.00. This represents a 2.07% increase in the General Fund budget. Net change in the proposed General Fund Budget is a result of a number of factors. Expense reductions in various departments afford additional purchasing power of existing annual revenues. An improved workers compensation claims history for the prior year also contributed in mitigating the impact of insurance premiums. Other cost-saving measures, such as moving the Town's medical insurance benefit from the North Carolina League of Municipalities to the open market with Blue Cross Blue Shield, further enabled the Town's General Fund revenues to go farther as compared to previous fiscal years. In light of recent legislation removing privilege licenses as a revenue stream for local governments, proposed revenue generation enhancement through user-based and cost-recovery fee scheduling helps to ensure stability respective to the Town's operating revenues.

More on revenue and expense details are found in their respective sections of this message.

The proposed General Fund Operating Budget for FY 2016 seeks to accomplish the following:

- Operating revenues exceed operational expenses;
- Operating revenues also exceed annual debt obligations;
- Fleet replacement program is funded;
- Staffing is increased in Parks and Recreation Department to improve quality of service delivery;
- Operating revenues are sufficient to assist with the funding of a full-time Human Resource Director;
- Operating revenues are sufficient to implement pay and classification study findings (up to 3% value of payroll);
- Fund Balance is not scheduled to be appropriated;
- Year-end projections indicate net contribution to Fund Balance (any such surplus may be available to aid in the funding of local match requirement for Airport Runway Rehabilitation Project).

General Fund Revenue Outlook

The current property tax rate is not proposed to be adjusted with the proposed 2015-16 Operating Budget for the General Fund. The property tax rate of \$0.48 per \$100 valuation is expected to generate \$1,824,000.00. The projected property tax revenue for the coming fiscal year is slightly reduced from current year budget due to a more conservative outlook based on trend observations.

The remainder of General Fund revenue is comprised primarily of State-collected and State-shared sources. Sales tax revenues are indicative of and influenced by the conditions of the overall economy and should be closely monitored. Total sales tax receipts for FY 2016 have been estimated at \$1,800,000.00, which is an increase from current year's budgeted \$1,600,000.00. (\$1,700,000.00 estimated year-end FY2015 revenue for this line item.) Taxes on electric power, beer and wine, natural gas, telecommunications, cable, and video programming make up another \$468,415.00, which is an increase from FY 2015 budgeted amount of \$392,003.00. In addition to these revenues, revenue estimates are projected to increase for Garbage Fees with a proposed user-base fee structure for solid waste services (Waste Management-related services) whereby solid waste costumers are charged the amount billed to the Town by the Town's solid waste service provider, Waste Management. The proposed fee increase of \$5.00 per month (\$16.09 per month total) is projected to generate \$506,000.00 during FY2016 as compared to FY2015 projected year-end revenue of \$350,000.00.

General Fund Expense Outlook

The expense outlook reflects the conservative application of revenue resources to meet those goals established by the Board of Commissioners and to meet the expected level of services provided to the Town's citizens by the Town of Siler City.

The following departmental reviews seek to identify notable differences in proposed scheduled expenditures from current fiscal year. Some notable aspects of the proposed budget include across-the-board impacts that influence each department within this Fund. These impacts include a reduction in medical expense and targeted pay increases up to 3% of the total salary budget across all departments. The proposed FY 2016 Budget does reflect the purchase of seven new replacement vehicles for an aging fleet.

In consideration of the foregoing, the following contains expenditure highlights by department. The following department-by-department narrative refers to current operating expenses for FY 2015 as compared to the proposed 2016 Fiscal Year Budget. This comparison is to offer a basic perspective. The noted narrative should be read alongside the budget worksheets attached to this message.

General Fund Department Budgets

- 1) **Governing Body:** This budgetary department funds expenses associated with the Board of Commissioners including monthly salaries, attorney fees, professional services, travel and training, and various dues and subscriptions. The proposed budget projects an increase of approximately \$28,000.00 from current year. Forecasted increases in attorney costs observed by multi-year trends as well as increased activity in travel and training, and dues and subscriptions, including a new membership in the Triangle J Council of Government, account for the noted increase from current fiscal year.
- 2) **Town Manager:** Administrative expenses are proposed at \$130,790.00, which is a noteworthy decrease from the current year's budget of \$189,986.00. This reduction is accredited to the 50% transfer to Water and Sewer Fund and 5% transfer to Powell Bill Fund of the Town Manager's annual salary. The proposed budget for this department also schedules the purchase of a new employee identification badge printer and software.
- 3) **Finance:** The Finance Department projects a \$34,440.00 expenditure reduction from current year for the proposed 2016 budget. The proposed Finance Department expense budget is projected at \$170,581.00, as compared to current year budget expense of \$205,021.00. A transfer of 45% of the Finance Director's annual salary between the Water and Sewer Fund and the Powell Bill Fund is accredited with this projected reduction in annual expenditures within this department. The proposed budget funds a secure payment drop box.
- 4) **Community Development:** This department is scheduled to reduce expenses by approximately \$3,000.00 from current year. The department's proposed expense budget is \$148,409.00 as compared to current year's budget of \$151,571.00. The proposed expense budget for this department does not include funding for additional wayfinding signs, engineering design for downtown sidewalk improvements, or façade grant program for the coming fiscal year. The proposed budget does fund the large format scanner requested.
- 5) **Building and Grounds:** This department is projected to realize an expense increase from current year, mostly attributable to utilities. Current year is budgeted at \$54,776.00, whereas the proposed FY 2015 Budget for this department is projected at \$75,842.00.
- 6) **Police:** The Police Department budget is proposed to recognize a decrease in projected operational expenditures for the coming fiscal year as compared to current year by an

- approximate amount of \$23,000.00. Reduction in expenses in this department is primarily attributed to the decrease in medical insurance premiums. Three police vehicles are proposed for funding through the Debt Service Department, which is valued at approximately \$37,000.00 for the coming fiscal year. When considered with Debt Service, the Police Department's budget observes an approximate \$14,000.00 net increase from current year. The proposed department budget for FY 2015 is \$1,816,179.00.
- 7) Court Facilities: This departmental budget is increased with the proposed budget from current year budget of \$5,500.00 to \$5,650.00 proposed. Slight increase in utility costs is accredited to the overall increase of this department's expense budget.
 - 8) Fire: The Fire Department budget is proposed to increase by approximately \$2,000.00 from current year's budget of \$330,478.00. As with the Police, the Fire Department is proposed to receive funding to finance a duty vehicle with the 2016 budget. Annual finance installment costs are scheduled in the Debt Service Department. Including debt service, the net increase of operational expenses is approximately \$15,000.00 for the coming fiscal year.
 - 9) Inspections: The Inspections Department's operating budget is projected to increase from \$174,863.00 from FY 2015 to \$179,523.00, while Inspections' capital budget is proposed to contribute approximately \$13,000.00 to the Debt Service Department for the installment purchase of a new inspections vehicle. Inspections requested additional funding for other operational and capital expenses, yet the proposed budget does not fund such additional requests.
 - 10) Garage: The current fiscal year budget for this department is \$97,468.00, whereas the proposed FY 2016 expense budget for this department is scheduled at \$93,678.00, which represents little change in operational expenses. However, this department's capital request (service vehicle) is proposed to be funded through the Debts Service Department, which increases the overall expenditures associated with this department.
 - 11) Public Works: The proposed Public Works Department's operating expense budget is projected to remain largely at the same level of funding for the coming fiscal year as to the current year. This department observes a slight reduction in expenditures with the partial transfer of director's salary to other funds. The proposed expense budget for this department is \$619,871.00. No capital purchases are proposed to be funded with this budget.
 - 12) Sanitation: Operational costs in association with sanitation services are anticipated to increase slightly due to a Consumer Price Index adjustment by Waste Management, the Town's solid waste service provider. The noted increase is expected to leave the operating budget for this department at \$625,167.00 as compared to the current year's budget of \$613,697.00.
 - 13) Parks and Recreation: The proposed FY 2016 budget for this department is anticipated to grow slightly from current year expense amounts. The primary causes of expenditure increase is owed to funding a new position, Athletics Program Supervisor. The proposed department budget for FY 2016 is \$392,603.00. This is compared to the current fiscal year's budgeted amount of \$385,217.00.
 - 14) Library: Library expense budget remains similar in the proposed budget as that of current fiscal year. Current fiscal year budget for the Library is \$17,430.00, and the proposed budget is \$18,180.00. Though the operating budget for the Library facilities remains nearly unchanged, Staff anticipates bringing a proposed budget amendment to the Board after the adoption of the proposed budget. The anticipated budget amendment will seek to utilize capital reserve funds earmarked for library renovations.
 - 15) Airport: As with the Library, the Airport operating budget is proposed to remain largely the same as the current operating budget. The proposed Airport budget for FY 2016 is \$69,400.00, while the current operating budget of the same is \$73,753.00. Also like the Library, Staff

anticipates a project ordinance to be introduced to the Board of Commissioners. The prospective project ordinance is intended to be adopted separate from the Town's operating budget. The Airport project ordinance to be presented to the Board will seek to fund the runway rehabilitation project scheduled to begin soon after the beginning of the 2015-16 Fiscal Year. The subject project is estimated to cost \$2.5 million with a 10% local match. Chatham County government has committed to a 60% contribution to the noted local match of 10%, leaving the Town with a 40% (or \$100,000.00) balance of \$250,000.00 to satisfy the local match. The proposed 2015-16 operating budget seeks to utilize some operating revenues to assist with the funding of the Town's local match commitment.

- 16) **Non-Departmental:** Non-Departmental budgets among the various major funds of the Town are devised to identify and account for expenses that are generally shared by multiple or all departments within the subject fund. Costs relating to property and liability insurance, workers compensation insurance, unemployment insurance, and medical reimbursement plans are examples of such expense. The proposed operating budget for this department is projected to increase from current year levels. However, this increase is largely attributed to an earmark of 3% of payroll expenses for all departments within the General Fund, which is intended to aid in the funding of the recommendations of the pay and classification study upon the completion of the same. This funding amount will be rescheduled, through a budget amendment, to the appropriate departments through the implementation of the subject study. Additionally, as requested by the Board, the proposed 2016 Budget allocates funding within this budgetary department for a full-time Human Resource Director. The projected expenses associated with the additional personnel includes salary, benefits, and required contributions along with \$4,000.00 start-up capital for office supplies and furnishings. The personnel-related costs of this position is allocated at a 50% shared cost between the General Fund and that of the Water and Sewer Fund.
- 17) **Debt Service, Transfers, and Appropriations:** This budgetary department reflects the expenses associated with debt obligations owned by the Town of Siler City, transfers to other funds, and other appropriations not otherwise identified within the budgets of other departments. The proposed 2016 Fiscal Year Budget allocates approximately \$70,000.00 of additional debt for the purchase of service vehicles for various departments including: 3 patrol units within the Police Department, one vehicle in Inspections, one command vehicle in the Fire Department, and one truck in Garage. In addition to debt service allocation increase, the FY 2016 budget projects a \$72,738.00 contribution to the General Fund Fund Balance.

Powell Bill Fund

The Powell Bill Fund is comprised of revenues and expenses associated with the continued and orderly maintenance, repair, and improvement of streets and other qualifying street-related infrastructure owned and operated by the local government. Revenue for this activity primarily comes from State distributions based on a formula that, in part, considers the number of linear miles of qualifying roads within the Town as well as the actual population of the Town. The proposed operating budget for this Fund is balanced at \$245,000.00.

Powell Bill Fund Revenue Outlook

Though the Town may allocate additional funds to supplement the scheduled activities of Powell Bill-related functions by appropriating additional funding through transfers from one or more Funds, the current level of Powell Bill Fund Balance is such that additional funding from outside sources is not currently recommended in the proposed budget. The projected revenue for this Fund is scheduled at \$245,000.00 for FY 2016 as compared to FY 2015 budgeted amount of \$233,600.00. The recommended

projected revenue for this Fund includes the appropriation of Powell Bill Fund Balance in the amount of \$20,300.00.

Powell Bill Fund Expenses Outlook

The largest individual line-item identified in the proposed budget for this Fund is Contracted Services, which is intended to fund the improvements to street surfaces throughout Town based on a priority list identifying the streets in most need of repair and improvement.

Water and Sewer Enterprise Fund

The Water and Sewer (Enterprise) Fund accounts for the operations of the Town government associated with water treatment, water distribution, sewer collection, and wastewater treatment, where the operations of the same are designed such that revenues generated from these operations serve to cover the actual cost of operations and maintenance for the fiscal year, annual debt service obligation payments, and depreciation (which accounts for the means by which system repairs and capital improvements are made to increase the effectiveness, efficiency, and quality of these services). This Fund is made up of multiple departments to carry out the functions herein identified.

Water and Sewer Enterprise Fund Revenue Outlook

In recent history, until the current fiscal year, operating revenues associated with this Fund have not maintained pace with the related operational expenses. As a result, Fund Balance appropriations were necessary to resolve the ongoing annual operational deficits, ranging from \$400,000.00 to over \$800,000.00 of such appropriations each fiscal year. In recognition of the compromised state of this Fund's Fund Balance and long-term fiscal forecast, as a result of continued Fund Balance appropriations, as well as newly adopted State Legislation that requires greater solvency of municipal enterprise operations, the proposed FY 2016 Budget reflects a proposed increase in the rate schedule for this Fund. The proposed increase is the second, of a designed multi-year approach, to achieve a healthier long-term fiscal outlook for these operations. Following is an overview of the current-year rate schedule and that of the schedule proposed for FY 2016.

Current Year

Year 1 rates and rate structure (In-Town Rates)

Base Charge Water	23.00
Base Charge Sewer	10.00
Per 1000 Gallon Water	3.75
Per 1000 Gallon Sewer	3.75

**Outside City Limits Rates are Double that of In-Town Rates*

Year 2 (FY2015-2016)

Year 2 rates and rate structure proposal (In-Town Rates)

Residential

Base Charge Water	23.00
Base Charge Sewer	12.00
Per 1000 Gallon Water	4.00
Per 1000 Gallon Sewer	4.00

Commercial

Base Charge Water	23.00
Base Charge Sewer	16.00
Per 1000 Gallon Water	5.00

Per 1000 Gallon Sewer 5.00

**Outside City Limits Rates are Double that of In-Town Rates*

With the incorporation of the propose rate schedule, the proposed FY 2016 Budget for this Fund does not seek the appropriation of Fund Balance in order to reconcile revenue deficits to operational expenses. The projected 2016 revenues for this Fund is \$4,786,300.00 as compared to FY 2015 estimated revenue of \$4,443,800.00, which represents a 7.71% increase from FY15 to FY16.

Water and Sewer Enterprise Fund Expense Outlook

The various departments within the Water and Sewer Fund requested a number of capital purchases and improvements. The proposed FY 2016 Budget denotes the funding of all capital requests made by each department within this Fund. It should be noted that continued system and infrastructure repairs are vital in maintaining an operation that functions effectively and at a high rate of quality in both water and sewer production and treatment.

The two primary goals of Staff are to reduce overall reliance on Water and Sewer Fund Fund Balance as a revenue source for operational expenses and to schedule a capital program that systematically identifies and funds system repairs. However, due to dramatically reduced performance in water and sewer revenues on account of the closing of poultry processing plants and other industry over the past several years, accomplishing both goals would not be feasible without the proposed rate schedule amendment.

The proposed Water and Sewer Fund Operating Budget for FY16 seeks to accomplish the following:

- Operating revenues exceed operational expenses;
- Operating revenues also exceed annual debt obligations;
- Capital improvement and investment is increased from prior year;
- Staffing is increased in Wastewater Treatment to enable 24-hour operations;
- Operating revenues are sufficient to assist with the funding of a full-time Human Recourse Director ;
- Operating revenues are sufficient to implement pay and classification study findings (up to 3% value of payroll);
- Annual depreciation is partially covered with operating surplus revenues
- Fund Balance is not scheduled to be appropriated;
- Year-end projections indicate net contribution to Fund Balance.

The following narrative offers expense outlooks for each of the departments within the Water and Sewer Fund.

Water and Sewer Enterprise Fund Department Budgets

1) Non-Departmental: This departmental budget reflects the costs associated with overarching expenses such as property and liability insurance and workers' compensation insurance premiums. The Salary Contingency expense line item earmarks 3% of payroll to be utilized to implement the pay and classification study upon its completion. This line item also earmarks 50% funding for the personnel cost of a full-time Human Resource Director. The proposed department budget for Non-Departmental is \$177,680.00 as compared to FY 2015 budget amount of \$126,735.00.

2) **Water/Sewer Administration:** This department delineates administrative-related expenses from other functions within the Fund. The proposed budget for this department for the coming fiscal year is scheduled at \$279,051.00, which is a notable increase from FY 2015's budgeted amount of \$210,401.00. The nearly \$80,000.00 increase from current year is a result of transferring partial salary funding from the General Fund for the Town Manager and Finance Director to the Water and Sewer Fund within this Department. This move seeks to more accurately reflect the true cost of doing business.

3) **Water Treatment:** The Water Treatment Department is proposed to realize an increase of approximately \$60,000.00 for the coming year from the current fiscal year. Additional capital improvements beyond funded levels from current year attribute to the noted increase (notes on these items can be found on the budget worksheet for this department). Funding for this Department's operations with the proposed FY2016 Budget is \$1,095,327.00.

4) **Wastewater Treatment:** The budget for the Wastewater Treatment Plant operations is maintained from current year funding levels with a proposed budget of \$1,335,936.00. Continued capital investment with the replacement of equipment and other operational infrastructure is realized with the proposed funding. The net increase in the proposed budget for this Department is approximately \$25,000.00, which is attributable to the funding of an additional plant operator position; this will enable the plant to maintain a 24-hour operation schedule.

5) **Water and Sewer Maintenance:** This Department's budget proposes an \$83,000.00 operational expenditure increase from \$498,371.00 (FY15) to \$581,525.00 (FY16). Increase to this budget is accredited to increases in capital investments such as the replacement of water valves, materials for infrastructure replacement and repair, and water distribution system repairs.

6) **Transfers:** This budgetary department is proposed with a \$55,500.00 increase. The primary contributing factor associated with the noted increase includes a transfer to Water and Sewer Fund Fund Balance in the amount of \$111,673.00.

License Plate Agency Fund

The License Plate Agency (LPA) is a relatively new activity operated by the Town of Siler City. The LPA was taken on by the Town for the purpose of maintaining local access of these services to the larger Siler City community. The Siler City LPA operates under the guidelines of the State of North Carolina's Department of Motor Vehicles and the Town of Siler City Finance Department. The Town of Siler City LPA offers the same types of services as any other LPA and is located in the basement of the Siler City municipal building.

Since its opening, the LPA has realized an increase in customer volume. Often, the Siler City LPA does not close until 6:00PM, though the operating hours end at 5:00PM (the LPA ensures that every customer in line by the 5:00PM closing time is served before operations are closed for the day). Due to this increased volume, efficient customer service delivery is compromised as a result of long lines. Since its opening and until the current fiscal year (FY 2015), the LPA has maintained two windows for customer service and three terminals (a terminal for each window, and an additional terminal for other processes such as dealer work).

In order to better deliver timely and efficient customer service, the FY 2015 Budget sought to construct and open a third window. The third window was intended to serve as an "express line", which would be dedicated to renewals only. The other two windows would be "full service" windows that handle

renewals as well as all other transactions. The long-term objective of the third window was to maintain an express line during the full operating hours of the LPA; however, the initial implementation of this function would be introduced on a limited basis.

The proposed third window was funded and implemented in FY 2015. Operational modifications have been made pursuant to Staff observation and transaction trends. As anticipated, the third window resulted in increased traffic, quicker overall transaction time and shorter waits by customers. In addition, the Town benefited with increased revenues.

License Plate Agency Fund Revenue Outlook

The primary sources of revenue for the Siler City LPA include general LPA Fees, and Notary Fees. The proposed budget projects the operational revenues of the LPA to cover the operational expenses with projected revenue of \$112,000.00, which is a slight increase from current year budget of \$100,000.00. In the event revenues exceed actual expenses for the year, the additional revenue may be remitted to LPA Fund Balance, or may be transferred to the General Fund Fund Balance. The proposed expense budget for this Fund is \$112,000.00.

License Plate Agency Fund Expenses Outlook

The projected expenses found in the proposed LPA expense budget reflect a slight increase from current year as discussed in the Revenue Outlook.

Executive Statement

Based upon the goals and objectives established by the Siler City Town Board of Commissioners to maintain and enhance the quality of life and improved governmental service value for all of the citizens of Siler City, a conservative yet forward-looking budget has been drafted that solidifies the Town's commitment to providing high quality public services and improving upon such services in a fiscally responsible way through the application of a long-term perspective. Such services and their improvements, however, require adequate operational funding while maintaining a close scrutiny on revenues throughout the year(s). The state of the economy and the impact that it has on the private and public sectors cannot be overly stressed. Continued conservative management of the Town's finances is critical to the fiscal health of the Town. In weighing the goals, objectives, needs and expectations of the Town of Siler City and the associated need for additional revenue, the current budget proposal, I believe, strikes a balance that improves long-term service levels while respecting the financial health of the Town government and its growing needs for years to come.

The Board of Commissioners discussed funding current vacant positions in the Public Works.

The consensus of the Board of Commissioners was to move forward with the 2015/2016 Budget as presented by the Manager.

Proposed Fee Schedule Draft 2

Thompson shared a second draft of the proposed fee schedule for the 2015/2016 Fiscal Year. Thompson stated that staff doesn't anticipate any changes.

NEW BUSINESS

Carolina Premium Foods

Thompson shared information concerning a possible grant for Carolina Premium Foods which has been year. The Board of Commissioners discussed the project.


The consensus of the Board of Commissioners was to send a letter to NC Commerce and let them know the Town would like to release the funds.

A motion for the Town Manager to send a letter to NC Department of Commerce stating due to the lack of compliance from Carolina Premium the Town would like to withdraw from the grant was made by Commissioner Fadely, seconded by Commissioner Haiges and unanimously approved.

The Board of Commissioners discussed the megasite and incentives at the state level as well as the condition of the former Townsends property.

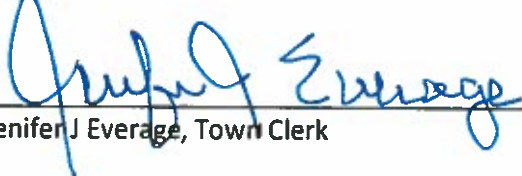
ADJOURNMENT

With no further business the Board of Commissioners adjourned at 9:30 PM.



John F Grimes, Mayor

ATTEST:



Jenifer J Everage, Town Clerk

