Agenda
Coventry Town Council Special Meeting
December 23, 2019, 7:30 P.M.
Town Hall Conference Room B

Roll Call, Call to order:
The meeting was called to order by Blanchard at 7:30 p.m.

Members present:
Julie Blanchard – Chair
Matthew O’Brien, Jr.
Lisa Thomas
Matthew O’Brien, Sr. – Vice Chair
Lisa Conant
Richard Williams - Secretary

Also present: John Elsesser – Town Manager

1. Unfinished Business:
   1.A. 19/20-32 Consideration/Possible Action: Town Council Goals, 2019-2021
    Blanchard worked on the goals with Elsesser suggesting some changes. This
    version was distributed at the meeting. Blanchard stated the major goals are –
    Fiscal Responsibility, Infrastructure, Environment, Public Safety, Governmental
    Transparency, and Economic Development. Elsesser commented that the
    comments in red are the additions; the yellow highlighted words are suggested
    deletions.

    The statement paragraph outlines the struggle the State has been in for many years,
    but especially the last five when town aid has been cut back. We have been in the
    ECS cycle for two years losing about $335,000 - $365,000 per year and will
    continue for 5-7 years. When the aid was lost we raised taxes and made cuts to
    compensate for the loss. The State has finished revising the formula.

    Fiscal Responsibility, Item 1
    There is ~$90,000 remaining because the boilers where cheaper than expected.
    This can be used toward the matching funds for the library renovation project. The
    elevator rebuild is estimated to be $50,000. If the project proceeds that money
    would pay for a new elevator rather than a rebuild. A new elevator would have less
    maintenance costs, it is more of a lift (but not the same type as in Town Hall) than
    an elevator, be space efficient with the controls built in, and be more reliable.
    Storage and a work room could be gained at the current elevator shaft. An attendee
    at the CCM conference from Downs Construction who has worked on seven local
    libraries offered, free of charge, to take a sketch of the project and provide a cost.
    As with the Public Works garage and the North Coventry fire station we could set a
    budget and the team must build to that cost. Those projects came out successfully.
    O’Brien, Sr. suggested that the library renovation team be invited to a Council
    meeting to present what they have prepared so all Members are up-to-date with the
    plan before we go to the next step. Coventry would have to come up with $850,000
to match the maximum grant amount on this 50-50 grant. The renovation committee has been exploring further into the drainage issue. The pipe taking water from the courtyard and running to the beehive is clear. So the drains are functioning, but the water is not getting to the drains. Some water is coming through the side of the building and seeping into the concrete. There is a curtain drain around the foundation. The best way to solve this issue is to put a roof over the courtyard. Putting a roof on will amount to the same amount of storm water that would be moving into the curtain drains. Blanchard stated that biggest part of the library project is solving the water incursion. O’Brien, Sr. commented that the library renovation team present what has already been done and what other items they suggest be done. The Council can then tell the team to continue or redirect them. Thomas feels if the second sentence of the second bullet remains in the goals that is then published it sets an expectation that this will be done. Council members agreed with removing that sentence. Hand found some grammar edits that he would like to address once the goals are formed. Elsesser stated the team will be asked if the issues with the library are fiscal or are they problematic. Is it get the structure done and then phase in some of the work or be delayed to a later date? Such as the location of the program room is suggested to be changed which is adding an interior wall and some cabinetry and finish work. Thomas asked what the three levels of work are that is being referred to in that second bullet. Elsesser feels the one-on-one dialog with the team would get some of these questions answered. O’Brien, Sr. does not know if they will walk away with a charge the night of the presentation. They did not have firm costs the last time they met. This may be an educational meeting to get the current Council up to speed of where the team is currently and invite the construction company in at no charge to develop costs. After that the Council can figure out the next steps based on the concept, redirect them, or place a cap on the budget.

**Fiscal Responsibility, Item 2**

This addresses Blanchard’s desire to come the finance department of the Town and the Board of Education. Each component provides a budget, but that is combined into a total for the whole town to vote on. Elsesser stated this would be expensive to hire consultant at ~$40-45,000. Blum and Shapiro could do this; however, it may be a conflict of interest. He will ask them specifically what they think. Elsesser feels the scope matters. Staff-wise it would not produce huge savings. There is a big IT component with efficiencies being found with one data system and licensing fees. This would need to be evaluated to gather the up-front costs and the long-term savings. The Munis system, that many towns use, can be very expensive depending upon the modules used. The system the Town Finance department utilizes serves our needs well, but it is an older system. The Board of Education is not sure where their system is. Manchester went through a rough conversion some years ago when they moved to Munis. Likely, you would run both the old and new systems in tandem before cutting completely over. We do not want to lose historical data. CROG may be exploring a new model where they are the host or using the cloud where there would be fewer hardware costs. The Reval system was recently placed on the cloud. We could go to the cloud for the Finance department even if we do not merge with the Board of Education. Conant asked if the scope of the study would touch on FERPA issues at all? Elsesser answered that he does not know. Two to three towns are consolidating their finance departments each year. He would guess there are 3 towns in the state that have combined finance departments. If they have to consider FERPA issues it may raise the price of the
study as they would be touching that data. O’Brien, Sr. does not think they have to incorporate the data to look at the processes and utilizations. The study would be looking at the staffing levels, the costs, the functions of both departments and compare that data to similar sized systems. He suggested requesting experience information from other towns before hiring a consultant. Thomas asked what the advantages are to consolidate the departments? The reply was better reporting and efficiencies. Plainville has the Admins system, as does Coventry, and decided to stay on this system a few years ago when they merged the finance departments. The boards were suing each other over getting information. Now they are happily functioning under the joint system. The real issue is that there has to be a wall to the information that the Superintendent can view and the information that the Town Manager can view. Money may be able to be saved on equipment, programs, licensing, decrease in staffing, and a change in space needs. Conant feels the second bullet is redundant. Thomas stated this has the same issue as the second bullet regarding the library renovation project, in that, it is assuming something is going to happen; if the bullet is there we are committed to doing it. Elsesser stated that if the decision is made to move forward, there would need to be a dialogue with the Board of Education to share the results of a study and suggested this be added to the goal. As to the third bullet “State” is being added after “Representatives”. Elsesser asked to have included that the representatives mandate reform and eliminate unfunded mandates on towns and boards of education.

Infrastructure, Item 3
Hand wonders if a resident reading this statement feel it will also benefit them. Blanchard stated that supporting businesses in this manner benefits residents. First bullet addresses the Micro-Grid that Blanchard feels is very important to us. Williams stated that more capability may be found after the project if brought forth. Second bullet addresses the removal of trees that Elsesser feels Coventry may seek additional state assistance for tree removal. There is a state statute that has an emergencies power act to Elsesser has been talking up to be utilized. The last time this was used was ten years ago during a huge winter storm where a state of emergency was declared. He has also been talking about voting on a $10 million fund for tree removal state-wide using the existing formula. The number of trees that have to be removed is in the thousands. Every ash tree has to be removed along the roads. We are in the second or third year of the five-year dying cycle of ash trees. There are thousands of trees on Silver Street. If you drive along and see trees where the bark is cracking off they are in the third year of dying. The trees snap off. The trees snap. The bark is cracking off, they are in the third year of dying. The cost of tree removal is $1,500 per day. It was suggested the phrase be amended to “…focus additional State, Town, and grant resources…” The third bullet addresses how hard our Public Works department is pushed and we may need to use contractors to catch up with the work. This would not interfere with the union contract as we have always had shared work and are sensitive to it. Elsesser thinks this is tied to tolls. Bullet four should remain vague about the required maintenance of the Community Center. A contract was recently signed for replacement of the floor. Piecemeal work is done right now. The building is used for after school care and during summer camp. The building may have ten more years left. The 25-year-old roof needs to be replaced. The Building Official can be asked to inspect the building and come up with a plan with associated costs. A maintenance plan can be developed along with a study of the long-term
feasibility of the building. After discussion it was suggested that Item 4, bullet 6 be changed to “Study the maintenance needs of the current Community Center building and determine if a future replacement makes the most fiscally responsible sense.”, moved to Item 3 and replace the fourth bullet there.

Infrastructure, Item 4
It was suggested to remove mention of the 2015 Town Council accomplishments; several councils have contributed to sports improvements. The third sentence should be moved to a bullet point. Future needs should be developed for sports facilities. Elsesser stated that you do not want to capture fads; you want to capture trends. At some point, do we need a huge sports complex for the community? Future needs should be developed for sports facilities. Sports needs are changing including football quickly dying; we may see lacrosse taking over that field soon. We need to facilitate planning and review if we have enough sports areas already. Williams stated you may turf a field and put lights on it. It can then be used all of the time. Off-leash dog parks are mentioned, which can be a liability to a town. Thomas asked about fields for Girls’ Softball; she thought they had fields to play on. Girls’ Softball is the fastest growing sport in town. There are 138 girls in the softball program. The teams play other towns. We have two fields with the outfields overlapping. They are competing for space with the Middle School. The real issue is that they share fields with the Middle School and the mound height is different. However, there are portable mounds that can be placed closer to the batting box. Drainage for those fields was improved. It was noticed during a recent rainy period that the fields remained dry. The real test will be the condition in April. Elsesser provided the update that we are hiring Anchor Engineering to evaluate the football field and adding some fields at Miller Richardson that would still allow football to be played there. They will also do the gravel pit evaluation to do that side of the road. He will be hiring Andrew Bushnell assuming the price comes in to do the WPCA land with the option from Phil Desiato to look at a broader development scheme to put the field in the right spot and some other uses. It is flat and there are no drainage issues. The Council has already given $30,000. We should be able to do designs for that amount of money. This is for the football field, the gravel pit, and with or without the Transfer Station. Conant suggested wording for the first bullet and discussion followed to state – Work to provide short term solutions to address the immediate deficiencies of the existing fields for Girls’ Softball while determining the most advantageous and economical way to find permanent _______.

Bullet 3 is being moved to Item 3 dealing with senior housing. The committee has a charge and just reached quorum state. The market-based solution phrase is not used in the charge. Their charge is broader. This phrase should be included in the charge. Thomas asked if they have a charge should this be stated as we support the committee. It is implied that a market study be conducted. O’Brien, Sr. stated his opinion that if there is a small need and the market does not support it that is one thing. If there is an actual market with people needing this, there is land available, and there is a developer willing to help is what he would want to encourage. O’Brien, Sr. would think a group looks at how much land is needed, what kind of infrastructure you would need, what resources you would need. Then is that kind of land available. This committee will not determine if there is a developer ready to go, it is just whether or not it makes sense. Elsesser stated there are a couple of roles for the Town. One – the Town controls zoning; do our regulations need to be
changed? He believes they do to allow higher density. The way to drive down housing prices is to increase density. So the land has to have the ability through natural occurring soils or sewers. Right now there is a maximum of four units per acre. That is too small to make it very affordable. We can do $250,000-$300,000 range, but that is not where the market is. The market has to get to $200,000ish. The goal may include ask the Planning and Zoning Commission to change regulations to positively affect feasibility of the project. O’Brien, Jr. asked if the committee would know that changes would have to be made? Blanchard stated that Christine Pattee would know; she is on the PZC. O’Brien, Sr. said that the following should be added – to ask PZC to consider potential revisions in conjunction with the work of the committee for affordability and provide options to the Council before anything is revised. Elsesser suggested wording of in conjunction with the committee, ask Planning and Zoning to look at potential revisions to regulations that may assist them in affordability.

Bullet 4 is being moved to Item 3. Blanchard feels the Town should be responsible for its buildings. This is along the same lines as sharing the finance departments of Town Hall and the Board of Education. Hand stated that the issue is that the schools generally have the lion’s share for this type of service based on square footage and the daily use of the schools. That may be why that is a good fit over there. Maybe you are thinking you want to focus the Board on education and taking on those other kinds of things the town could facilitate. We would be shuffling staff. Some towns do share services and some have done it and gone back. They are both Aspen unions. See if you can combine and save money, otherwise you wouldn’t do this. It could be that the management responsibilities lie on the Town side. The Board of Education has a couple of maintenance workers, including an electrician, beyond janitors. The Board of Education has allowed their electrician to so some simple jobs in a non-school building. There are possibilities to sharing these services including having back up personnel. This is one area where it is us versus them and how do we get to us. Remove sufficiently. Blanchard is trying to say the town taking over responsibility for all town buildings including Board of Education. Explore the town taking responsibility for janitorial care and building facility maintenance of Board of Education buildings. Expanding the Town’s responsibility to include Board of Ed buildings. She is really trying to say that the town will take a lead role in of the janitorial care in the town and Board of Education buildings and facility maintenance. Building facility maintenance includes janitorial care. If you say janitorial it excludes routine maintenance. Therefore, the broader term might be better. This would be inside and outside care. The Town does not do sidewalks or gardens for the Board of Ed. The Town mows and does fields. We plow the parking lots; we don’t plow the sidewalks. They take care of the buildings. They have janitors and school maintainers. There is some coordination and interaction, such as vendor coordination for line striping. There have not been union issues about such things as stopping a town building sink from flooding by a school maintainer. New wording suggested - Maintain current Town properties and assets, and explore the possibility to expand the Town’s role to the Board of Education facilities.

Bullet 5 is to be moved to Item 3. The South Street LOTCIP project was added; this is a 1.3 million dollar grant to fix the road that is collapsing near the rotary. Sidewalks are being added with a grant that has the partial engineering done to advance the sidewalks from Hemlock Point toward Lisicke Beach. The final goal is
to have sidewalks running to Daly Road. This portion will get them around Birch Bend, which is an incredibly dangerous area. It would also give access to the beach from the Carver Lane neighborhood along the old Tolland turnpike. A meeting has been held with the Daniel Rust House owners who are in support. There will be a community involvement meeting. Also added were the bridge replacements on Folly Lane and Hop River Road.

Bullet 6 was discussed previously when it was moved to Item 3.

Bullet 7 is to be moved to Item 3. Elsesser will be meeting with Peter Hopkins. The grants are due in April. The Department of Housing required Coventry to send him or someone from the Finance office to four days of training for tracking ids. Two more days of training have to be spent for grant management and it has to be the same person. This is just to apply for the grant. It has to be a staff person or ten points are lost in the scoring. We lost the last grant by three points. We have to find one low income person to do concrete testing or we lose five points to close out the grant. If grants are not closed out it shows that you are not capable of doing grants.

Environment, Item 5
Hand asked if contain and eradicate cover the same intent? Others feel it should be left as is. Thomas feels that the first sentence implies that will be continue to fund this though our budget or does the second sentence mean we are going to rely solely on grant money. Blanchard replied that the Town has to help, but we will get as much as we can from the State.

Environment, Item 6
Thomas feels people should be working on finding a way to link the people attending the Farmer’s Market to the Village. There is a confluence of people at the Farmer’s Market. O’Brien, Sr. said this suggestion could be added to the Economic Development section. O’Brien, Jr. asked what else we can say under this section? O’Brien, Sr. suggested you could add something about the open spaces. Conant asked what is happening about the plot of land next to Town Hall? Elsesser stated that the ZOE will have to use the blight ordinance. Conant opined that people will scream blue murder if a Dollar General goes into this location. Blanchard voiced that we could state the Council’s support of Sustainable CT. As open space opportunities emerge we can explore partnerships was an addition suggestion. O’Brien, Sr. asked if there is some way to get an understanding of the land that the Town does have for the Council’s understanding? Elsesser replied that the open space and parcels are mapped in the GIS. The Town owns some little lots and if should be determined if we want to hold onto them. We seek connectivity through these lots rather than trying to acquire large pieces of properties if they have functional uses. To be added is to be good stewards of our land including neighborhood impact and forestry management.

Public Safety
Item 7 topic has been discussed in the Board of Education and they have had a public kind of hearing at the library. The BOE chose not to come to the Council and to focus on improving security. Hand said that is the preconceived notion of using resource officers so do we want them to consider other measures than resource officers and list those here. In a study of school security you want to at
least look at resource officers. They have five social workers in the schools and a psychologist.

Item 8 raised the information that the radios have been updated to the State radios. There is video technology using cameras, laser measurements at crime scenes, thermal imaging on the police cars that can be used to spot people in bushes. Thomas added that there is a whole coordinated check-in system to be used during fire drills and such to be sure all people are accounted for. This app allows this to happen faster and connects to police and fire.

Item 9 Thomas feels that if this is stated as a goal are we willing to make the necessary financial commitment? This would not be opening us up to anything we don’t do every budget season. They come to us and request equipment. Sometimes you have to say no or sometimes you say not yet.

Item 10 Blanchard asked if emergency services mean the police? It was suggested to leave it more general. Elesser related that Jim McLoughlin, the Fire Administrator, attended a regional meeting. He moved to talk about a regional ambulance service; that motion was seconded. McLoughlin was the only person who voted yes. No one else voted so the motion passed. It will be discussed at the next meeting. The north end of town may be better served by an ambulance coming out of Tolland. O’Brien, Sr. suggested removing the words “and pursue”.

**Governmental Transparency**

Item 11 should be left alone and the bullet removed was Thomas’ suggestion. Or adding that we will educate our public to the extent they want to be educated.

Item 12 is about providing as many possible ways for the public to know the processes. Perhaps through a community conversation. Hand feels there is the opportunity for video productions on these subjects that can reach a lot of people and be reshown when needed. This could help to avoid some common misunderstanding, such as the reevaluation process. O’Brien, Sr. suggests the following bullet points:

- Educate the public on the budget and mill rate setting.
- Educate the public on the reevaluation and the potential impacts.

Blanchard wants to know more about the annual reports with more detailed information. The numbers from the State includes pre-school children and some of those are not our responsibilities. There are special education requirements, such as having cohorts in the class is part of the requirement. This is about transparency issues. The tuition for the pre-school was lowered a couple of years ago to meet the grant price because they were not getting kids enrolled. There were questions about the pre-school on how it would be funded and not cost the taxpayers money. Elesser stated the audit will show how much is in the fund. We will be watchful if and when the grant monies go away. Will the program be self-sustaining? Conant hopes that they would continue to provide grants for early childhood education. Market rates was a way to put money into the fund. The program is profitable. Williams stated that is not what he recently read. Item 12, second bullet – remove “that attracts” and change the second sentence to read, “Identify this information in the budget presented to the taxpayers. The MOU was approved in the last year. Someone can tuition their child to fill empty spots, if we have them. There would be no additional staff hired to take on more children. This was not stated, but that
is the understanding. The MOU does not include any language of the cost. Perhaps including information about the district’s tuitioning students could be included in the budget. Elsesser said that adding this as a negative number to the budget would cause confusion. Change the language to comprehensive instead of accurate and complete for a less adversarial tone.

Bullets three and four are being moved to Item 11. Remove eradicate and use repeal; facilitate instead of roadblocks. Elsesser mentioned that Town Hall has a saying in that we try to find a way to be yes, but if that can’t be found, the answer is a no. 90% of the time we can get the yes. This ZBA is a bit harsher than past boards. We need to streamline process such as bringing in new software that will allow the Building Official going to a site with an iPad and printing his form during the inspections. The wording for bullet four is to be, “Facilitate the streamlining of services through automation and regulatory relief.

**Economic Development**

Item 13 Conant likes the entire goals and bullets. There should be something added about the regional Plan of Conservation and Development.

Add Item 14 about the regional economic plan. Continue to work with the Farmers Markets for linkages to local businesses. Continue to support Main Street business development. What does that mean at the Council level? Under the Main Street Village Partnership program that mean providing training programs. Coventry will be hosting the statewide group in two months. Eric Trott chairs that committee and businesses pay $950 each year to be part of the Main Street group. A series of workshops are offered, it hosts Christmas in the Village. There is funding in the budget in support of training and events for the members. Erica deals with the business owners. She is working with Teleflex about the moving of a machine and working with a dentist to tear down Village Antiques for a dental and surgery center. Questions have been raised about what to do with the Sanborn’s property. These all have the goal of making Main Street businesses successful. There is a certain amount in the budget for the economic strategy for the Village.

Bullet three is different from the Main Street partnership. Tim Lippertrap will be running, free of charge, four to five sessions to teach businesses how to use Facebook as advertising. This is not just for Main Street businesses, but small and home businesses are being included. A woman from Google recently presented with sixty-five people in attendance. We want to keep these types of programs as we are ahead of other towns in offering this type of training. We have a three-tiered home occupation regulation which are cutting edge. This is us; no one else does this.

The document will be finalized based on this discussion and then put to a vote.

**1.B. 19/20-34: Consideration/Possible Action: Adoption Of No-Tolls Resolution**

The current resolution language was distributed for discussion. Hand suggests that the phrase “Town Council of Coventry” be changed to “Coventry Town Council” throughout.

O’Brien, Sr. suggested this language for the first whereas statement to make it clearer – Whereas, the Coventry Town Council believes that tolls (correcting case of the ‘t’), no matter their location, would be a financial burden to the residents
and businesses of Coventry.

Thomas was disappointed not to see language included about not raiding the rainy-day fund when it seemed most Members agreed with this. The legislature uses the fund. Thomas continues to believe this is important as raiding the fund could create a problem down the road. The third and fourth paragraphs have a lot of numbers and data and should be more concise. She feels that if you get too wordy you can lose the impact that you are trying to make. Thomas shared again her proposed language at the previous meeting as the third paragraph – Whereas, the Coventry Town Council recognizes that the Connecticut office of Fiscal Analysis projects significant operating deficits in the next three years it therefore opposing using 1.5 billion dollars of the budget reserve fund, also called the rainy-day fund, as a means to fund necessary transportation infrastructure improvements. And revise paragraph four to read - Now therefore be it resolved that the Town Council of the Town of Coventry is opposed to the imposition of tolls on its residents and businesses and to expending more than half of the current budget reserve fund on transportation infrastructure improvement and urges its elected representatives in the State Legislature to oppose any measure that would take these actions. So it is not saying to not take any money, but to not take $1.5 billion from the fund which is one of the proposals on the table. It is half of what is in the reserve fund. Elsesser stated that plastic bags account for a $25 million loss. The Consensus budget is at a $37 million deficit right now. It will probably be more by the end of the year. The income tax money is plummeting. The problem with rainy day fund is that it is a one-time shot. Even at 15% one year of a deep recession and it is gone. The money is tied to the bond rating. It seems not to be the smart way to do it if you are going to make borrowing more expensive. They are paying down an existing debt with the money. Depends what you are doing with it and how it affects the bond rating. Maybe ask the State that a balance of 10% should be maintained in that fund. Opposes any plan - that would drop the fund below 10% - or - that would threaten the fiscal stability of the State to lower the rainy-day fund below 10% minimum threshold. Suggested rewording with a positive spin – Whereas, ensure the fiscal stability of the State to maintain a minimum of 10% in the rainy-day. O’Brien, Sr. was okay with the way it was written on the document we received today. Thomas can’t support it that way. Thomas suggested the following - Whereas the Coventry Town Council recognizes that the Connecticut Office of Fiscal Analysis projects significant operating deficits in the next three years it, therefore urges the legislature not to expend money from the Budget Reserve Fund, also called the rainy-day fund, in excess of 10% as a means to fund necessary transportation infrastructure improvements. O’Brien, Sr. will support it this way, but he is not opposed to the Republican plan. You want to say maintain a minimum of 10% is how it should be worded – …that would reduce the balance below 10%…. This will be the fourth whereas statement. O’Brien, Sr. suggested changing language of the resolved statement to include this matter - …oppose any measure that would impose tolls on our constituents or reduce the fund balance below 10%; and instead pursue significant cost efficiencies, federal aid, and long-term, (adding in a comma) broad-based… - this makes it less wordy. Thomas cautioned that we have to be thinking about the repercussions of the wording. Williams asked how much do we want to be slapping them at the same time we have our hands out for money? It’s possible that any grants that Coventry is up for we wouldn’t be considered if someone is holding a grudge.
Second whereas statement – end the paragraph after ‘country’.

Third whereas statement – remove ‘bloated’ and change ‘Million’ to ‘million’ throughout.

**Motion:** I move that we adopt the resolution as amended.

By: O’Brien, Sr.                         Seconded: Williams

**Discussion:** Conant asked if there is a sense of the impact this will make. Blanchard replied not much to the governor. But we want the State level to know that Coventry is opposed to it and to stop doing things that have not been successful. The tax was a foolish idea. It is about changing behavior. If people speak up it may have an effect on the governor and legislature. This is not unprecedented, but it would be wrong. Hand stated there was some grants that missed out on. Elsesser continued that someone not speaking for the whole Council had the unintended consequence of losing out on a grant. O’Brien, Jr. feels this is respectful and urging; not demanding.

**Voting:**
For: O’Brien, Sr., O’Brien, Jr., Blanchard, Thomas, Williams
Against: None
Abstain: Conant, Hand

Elsesser asked Blanchard if this can wait until Laura Stone returns on January 14, 2020 to which she answered in the affirmative.

2. **Adjournment**

**Motion:** I move for adjournment at 10:41 p.m.

By: O’Brien, Sr.                         Seconded: Williams

**Voting:**
For: O’Brien, Sr., O’Brien, Jr., Blanchard, Thomas, Williams, Conant, Hand
Against: None
Abstain: None

Respectfully Submitted,

_Yvonne B. Filip_

Yvonne B. Filip  
Town Council Clerk

**PLEASE NOTE:** These minutes are not official until approved by the Council at the next Council meeting. Please see the next Council meeting minutes for approval or changes to these minutes.