

**TOWN OF DUCK
TOWN COUNCIL
RECONVENED MEETING
June 10, 2020**

The Town Council for the Town of Duck reconvened at the Paul F. Keller Meeting Hall at 3:00 p.m. on Wednesday, June 10, 2020.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston; Mayor Pro Tempore Monica Thibodeau; Councilor Nancy Caviness; Councilor Sandy Whitman; and Councilor Rob Mooney.

COUNCIL MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Christopher Layton; Town Attorney Robert Hobbs; Police Chief John Cueto; Police Lieutenant Jeffrey Ackerman; Fire Chief Donna Black; Deputy Fire Chief Clarence Batschelet; Director of Community Development Joseph Heard; Director of Marketing and Special Events Christian Legner; Assistant to the Town Manager Alyson Flynn; and Town Clerk Lori Ackerman.

OTHERS ABSENT: Public Relations Administrative Assistant Betsy Trimble.

Mayor Kingston called the meeting to order at 3:00 p.m. He noted that this was a work session between the Town Council and staff with no comments being accepted from the general public. He asked Council to give a roll call on attendance for the audience that was watching the meeting virtually, noting that Town Attorney Robert Hobbs was attending the meeting remotely.

DISCUSSION OF PROPOSED FY 2021 BUDGET

Town Manager Chris Layton was recognized to speak. Town Manager Layton stated that Council had at their places some handouts, which were the initial recommended changes from what was presented; the five year forecast with the changes; a sheet that was specifically related to the MSDs and various options for the MSDs, specifically looking at variations of scenarios if the Town does not receive any grant money and have to fund it and the scenario with a different example of how the debt service could be paid as well as how the MSDs could be put into place, which was a different variation from what his recommendation was in the draft budget. He added that the third sheet contained a variety of different scenarios with one looking at if Council was looking to adopt a tax rate that was higher than the revenue neutral rate, what those changes could be, the additional revenue the Town could expect, and if Council opted to go that route, there was a scenario that showed the bottom line of the impact it would have on the Town's shared revenues going forward. He noted that in each of the examples of MSD scenarios, there were impacts on shared revenues going forward so the sheet showed where all the impacts could be going forward.

Town Manager Layton stated that in talking with Mayor Kingston, the intent was to go through the budget and then focus on the MSD sheets and the various scenarios. He stated that there was a reason why the budget was a draft one and it was because it was ultimately Council's budget and Council can make changes to it, but also because there could be mistakes and with a document the size of the budget, sometimes there will be errors that weren't originally noticed. He noted that one of the errors was a typographical error on the assessed values and the reduction that was part of the budget, which indicated that it was 5% when it should have been .5%. He stated that the final budget document will have the correct figures in it. He stated that the other item was an error on his part. He explained that the ad valorem taxes and not the MSDs in the budget currently had \$3,721,204 which was an earlier calculation he made that he did not correct. He noted that it should be \$3,662,390 which was a reduction in the budget of \$58,814.

Town Manager Layton stated that where he was proposing to make up the \$58,814 difference would be in Streets: Repairs and Maintenance. He explained that originally, he had it at \$30,000 and was recommending to reduce it by \$10,000. He stated that from Parks: Miscellaneous Events was originally at \$144,400 and he was recommending a \$38,861 decrease, noting that with all events in July being canceled, it would not hamstring the Town in any appreciable way. He stated that the last change was under Budgetary Accounting: Fund Balance. He explained that at the end of the year he had a \$9,953 contribution to it and was recommending zeroing it out. He added that by making these changes, it makes up the \$58,814 change. Mayor Pro Tempore Thibodeau clarified that the \$3,721,204 would be under ad valorem taxes. Town Manager Layton stated that it was.

Mayor Kingston clarified that the changes in the handouts were not in the draft budget. Town Manager Layton stated that they weren't and that he would have to make the changes later. He explained that the way the budget was adopted was that Council comes to a consensus on the budget and when they were ready to bring it to adoption, a budget ordinance would be brought forward that will provide the categories and Council will adopt the budget ordinance by category. He noted that everything was included in it, but it was an ordinance, adding that he wasn't expecting Council to adopt the budget at this meeting, so staff had not prepared the ordinance.

Mayor Kingston asked Town Manager Layton if he wished to make additional comments on the Revenues. Town Manager Layton stated that in terms of COVID-19 and looking ahead to Fiscal Year 2022, this was a slightly more optimistic view than some of the other towns were discussing. He stated that there was a factor in the budget for lower shared revenues, specifically occupancy tax and transfer tax, factoring in some kind of margin of error for COVID-19 related setbacks.

Mayor Pro Tempore Thibodeau clarified that Town Manager Layton was not as aggressive on occupancy tax and sales because with other towns he has to guess what they were going to do. Town Manager Layton stated that there was a factor in there, but the guesswork was more for Fiscal Year 2022 and on because he tries to project out and

by the time the work session commences, he has a really good idea about what the specific levy would be unless the towns raise taxes. He stated that with regard to the revenue neutral rate in the other towns, every manager has recommended and at least three have adopted their budgets with the revenue neutral rate. He added that no one has recommended anything beyond the revenue neutral rate. He did not expect that there would be much this year that would have a substantial impact on the shared revenues in Fiscal Year 2022 as far as decreasing the Town's percentage.

Mayor Pro Tempore Thibodeau stated that occupancy tax was unknown when Town Manager Layton was putting the budget together, adding that vacation rentals and the interest in the Outer Banks was at an all time high with regard to occupancy. She stated that it looked to be a very strong year for occupancy tax which correlates to sales tax.

Councilor Caviness asked Mayor Pro Tempore Thibodeau if it was a forecast through Labor Day or the end of the year. Mayor Pro Tempore Thibodeau stated that her company always had a strong fall anyway, but she has seen it all the way through the fall. She stated that a lot of her April rentals were moved to the same time next year or into the fall depending on how cooperative the homeowners were, so her company's fall season started filling up. She noted that a lot of companies were gaining traction through the fall so she thought it would be a very strong rental year.

Mayor Kingston asked with regard to the revenue and the forecast, if grants for beach nourishment were taken into account \$2.5 million the year after next and Dare County paying. He further asked that FEMA was not taken into account in the draft budget. Town Manager Layton stated he was correct. He explained that the budget was a snapshot of 2021 and at this point, with regard to the beach nourishment project, staff was still working on obtaining the FEMA money for it and the grant has been submitted. He added that staff has not received any updates on it, so he wasn't sure where it stood. He stated that as that discussion moved further, he had presented an option that assumed that the Town would receive either FEMA or the grant. He knew there was some discussion as to whether that was a sound way to approach it or not, but that was how the budget was put together. He added that with the 50/50 split between MSD-A and MSD-B, he knew there would be discussion on whether it should be the split or not and he provided in his scenarios some options to look at. He stated that ultimately the rate was what Council wanted to make it and it could be zeroed out or divided up any way Council felt was appropriate. He added that Council could add additional General Fund dollars to it. He pointed out that Council could not alter the project area and Council had an email in front of them that from homeowners on Skimmer Way that wish to be removed from the project, which Council could do. He added that in order to do that, Council will have to change the actual MSD-enabling resolutions which could be done now, but in order to do that the Town could not collect any MSDs. He stated that if that was the direction Council wished to go and change the MSDs, the Town would have to go through a new process to establish the MSDs.

Mayor Pro Tempore Thibodeau clarified that changing the MSDs would require consulting and additional costs. She further clarified that the Town doesn't do that itself.

Town Manager Layton stated that the Town would not be able to collect any MSDs this year, but Duck would have to re-establish it, go through the whole ordinance process and public hearing process. He added that when the Town started down this road, the intent was that once the project was started, the Town was going to maintain it and continue with it, but it didn't mean that Council could not change their minds. He stated that the renourishment and maintenance of the project was just that as the Town was not expanding the project and not reducing it but maintaining the project that was put in place in 2017.

Mayor Kingston suggested that Council review the budget by category.

Mayor Kingston directed Council to review the Revenues section of the budget. Town Manager Layton pointed out that anything on the restricted intergovernmental with the grants was tied directly to expenditures. He stated that Council could not look at the grants in a vacuum and if Council decided that they didn't want to complete the pedestrian project, the living shoreline project or erosion project, they were welcome to do that but if they take away that money, they would have taken away the revenue side of it from the grant side.

Mayor Pro Tempore Thibodeau noted that occupancy tax for this year was \$1,335,123. She asked if that was still to be projected. Town Manager Layton stated that for now, it was as he hadn't updated the projections because he expected it to be higher than that, but the last occupancy tax the Town received was for April, which was not giving him any idea of where the Town would be since it was really low. He explained that the Actual to Date was an estimated snapshot of where the Town was at that time and he tried to do the best he could with it. He added that he completes an end of year update on the financial report he gives Council with updated projections.

Mayor Kingston directed Council to review the Expenditures section of the budget. Town Manager Layton stated that he tried to highlight what he considered to be the largest items of interest and provide funding where he felt it could be both justified and accomplished without needing a tax increase.

Councilor Caviness stated that she had a question regarding the suggestions with the delays. She asked if Council were to make a decision at the outset to pause them, the money would go to the restricted or general fund. Town Manager Layton stated that it would not change. He explained that if Council adopted the budget, they would know that those items that may be delayed would have contracts associated with them that Council would have to approve. He added that staff may be bidding items out in the August/September timeframe but would not expect any contracts to come forward until the October timeframe and Council would have an opportunity at that time to look at the projections and decide if the project should continue because the Town could afford it.

Mayor Kingston directed Council to review the Governing Body section of the budget. He noted that a decrease in Workers Compensation was expected. He asked where the health insurance was located. Town Manager Layton stated that it was a cost that was

allocated by each department and was part of Fringe Benefits. He added that what comes out of the Governing Body's budget was Workers Compensation and the liability insurance. He stated that the decrease in Workers Compensation was because when the Town has a significant charge to Workers Compensation and an employee is out of work for it, the Town pays for it which the Town is then charged a portion of it each year. He added that the Town has had several major Workers Compensation issues which came off the books last year, resulting in a reduction in that line item.

Mayor Pro Tempore Thibodeau clarified that Workers Compensation, Professional Services, Travel, Printing and Binding, and Insurance and Bonding all supported the entire work force. Town Manager Layton stated that some were general such as Workers Compensation and Insurance and Bonding, while the rest were specific to the Governing Body.

Mayor Kingston directed Council to review the Administration section of the budget. He noted that the Fringe Benefits were decreasing. He asked if Fringe Benefits was the health insurance. Town Manager Layton stated that it was health insurance and FICA. He noted that if an employee has a family health insurance plan where the Town pays 75% of it and the employee changes to an employee only plan, it would be a major reduction. He stated that this year he pulled down the FICA slightly to bring it more in line. He added that previously he had a straight 10% and brought it down to 8% to more closely match the 7.65 as he tries to account for the benefits and any deviations of percentages, so the Town does not get caught with a change halfway through the year. He noted that he made a slight change with it to make sure the Town was covered on the Fringe Benefits side.

Mayor Pro Tempore Thibodeau noted that under Capital Outlay for the current year had under \$5,000, but it was increased to \$20,000. She asked what it was. Town Manager Layton stated that it has not moved forward yet as it was office furniture that would be purchased for workstations. He noted that \$13,000 was the estimated cost for the workstations.

Mayor Kingston directed Council to review the Finance section of the budget. Town Manager Layton noted that it was the cost to collect taxes in Town. He added that Dare County was 1.5% of what they collect, and the State assesses a tax for vehicle registrations which the Town has to cover. Mayor Kingston asked if it was a lower rate on real property tax than in prior years. Town Manager Layton stated that it could fluctuate based on uncollected taxes.

Mayor Kingston directed Council to review the Legal section of the budget. Councilor Caviness asked about the class action lawsuits against Dare County and all of the towns. Town Manager Layton stated there was only one lawsuit with the towns. Councilor Caviness asked if it moved forward, it would elevate the line item. Town Manager Layton stated that it depended on how much time the attorneys spend on it. He noted that the League of Municipalities has accepted the case so the Town's insurance was paying for the legal costs, but it could change.

Mayor Kingston directed Council to review the Public Buildings section of the budget. Councilor Whitman asked what the reason was for the drop in the Repairs and Maintenance line item. He further asked if it was because of the anticipated part-time employee. Town Manager Layton stated that it was a dollar for dollar reduction and under Building Inspections, part of the part-time Building Technician's salary would be coming from Repairs and Maintenance.

Mayor Kingston asked where the \$450,000 was located that floats each year. Town Manager Layton stated that it was a supplemental appropriation from the Fund Balance. Mayor Kingston clarified that it was re-appropriated each year. Town Manager Layton stated that it was never re-appropriated and was put back in the Fund Balance as the Town has not had a need yet and until the Town gets through the environmental assessment process and Council makes a determination on the next steps, it will be appropriated then. Mayor Pro Tempore Thibodeau asked if the auditors were fine with that. Town Manager Layton stated that they were.

Mayor Pro Tempore Thibodeau noted that \$15,000 was budgeted for boardwalk repairs but the Town hasn't spent that much. She asked if it was earmarked since no one was sure when and if repairs would be needed. Town Manager Layton stated she was correct, adding that the Town will not purchase singular boards infrequently, but will purchase a pallet to make the repairs as needed. He noted that the lumber has to be special ordered. He felt that \$15,000 was a good number that will cover the basic maintenance, adding that it would not cover if a storm destroyed the boards since that would be covered by FEMA funds.

Mayor Kingston directed Council to review the Information Technology section of the budget. Town Manager Layton pointed out that the Cable Access Channel line item was pass-through funds as the Town receives PEG funding and several years ago, the General Assembly eliminated franchises and franchise fees, and put in a system where they collect franchise fees at the State level that have to specifically be used for governmental or education channels. He stated that the funds were assigned to a channel based on the number of entities that were in that channel. He stated that funding comes through on a quarterly basis and the Town has to send that to the Dare County Cable Access Channel.

Mayor Pro Tempore Thibodeau asked about the Subsidies and Allocations line item. Town Manager Layton stated that it was the Town's contract with Shoshin Technologies for support of all of the Town's equipment. He added that the fixed charges were things such as the website hosting and the GIS software.

Mayor Kingston asked where the revenue offset was located in the budget for the cable access channel. Town Manager Layton stated that the Town never receives the money, but the auditors make him appropriate it.

Mayor Kingston directed Council to review the Police section of the budget. He clarified that the request for new officers moves from one year to the next. Town Manager Layton

stated that personnel wasn't handled like items in the CIP. He assumed the request would be made again at some point.

Councilor Whitman asked why the salaries line item was reduced by \$90,000. Town Manager Layton stated that two positions were requested but were not recommended. Councilor Whitman clarified that the 15 employees at the bottom of the sheet included the two positions. Town Manager Layton stated that the request was 14 plus two part-time positions. Councilor Whitman asked if 15 employees would be in next year's budget. Town Manager Layton stated that it would be. Councilor Whitman clarified that the final budget would show 13 employees and then the Police Department would be asking for two positions next year. Town Manager Layton stated he was correct.

Mayor Pro Tempore Thibodeau pointed out that the estimated costs were going up. She asked if it was because of the CIP items. Town Manager Layton stated that there will be fluctuations based on growth, adding that he factors in a 1.5% increase and 3% bonus as well as 10% for medical insurance. He added that the bulk would be CIP items. Mayor Kingston noted that it increased by \$150,000. Town Manager Layton thought it was due to the CIP items.

Mayor Pro Tempore Thibodeau clarified that the Capital Outlay line item was due to the two vehicles. Town Manager Layton stated she was correct, adding that it also included the associated equipment. Mayor Pro Tempore Thibodeau thought it cost approximately \$240,000 to outfit two officers. Town Manager Layton stated that she was correct, but it was based on how vehicles and equipment were handled.

Mayor Kingston directed Council to review the Fire section of the budget. Town Manager Layton pointed out that there was a request of 3 additional firefighters, but he was not recommending it.

Mayor Pro Tempore Thibodeau asked about the Travel line item. She noted that not a lot of travel had taken place this year, but it was expected for next year. Town Manager Layton stated that she was correct, adding that sometimes the Fire Department will pay for certain travel up front and then the Town reimburses for it.

Mayor Kingston asked if the Fire Department pays for the maintenance for the engines. Town Manager Layton stated that the Fire Department owns the engines and are responsible for the maintenance on them.

Mayor Pro Tempore Thibodeau asked if the differential for Supplemental Retirement was personnel related. Town Manager Layton stated she was correct.

Mayor Kingston directed Council to review the Inspections section of the budget. Town Manager Layton noted that the part-time maintenance position was located in this department.

Mayor Pro Tempore Thibodeau asked if the benefits that full-time employees receive were the same for part-time. Town Manager Layton stated that permanent part-time positions receive enrollment in LGERS as a benefit, adding that they do not receive health insurance or 401(k) benefits.

Councilor Whitman asked Town Manager Layton if he felt that he has saved money with the part-time maintenance position. Town Manager Layton stated that he did. Mayor Pro Tempore Thibodeau added that the maintenance position was gaining institutional knowledge by working with the Building Inspector. Town Manager Layton agreed. Mayor Pro Tempore Thibodeau asked if education should be added. Town Manager Layton stated that it was under the Travel line item.

Mayor Kingston clarified that half of Permit Technician Kay Nickens' salary was in the Inspections department. Town Manager Layton stated that it was half of Permit Coordinator Sandy Cross' salary, adding that Permit Technician Nickens' salary was listed under Community Development. Mayor Kingston asked why there were two people listed. Town Manager Layton stated that it was one full-time, half of Permit Coordinator Cross and one part-time position.

Councilor Caviness asked about the Supplemental Retirement in the Police Department. She asked if the Police Department budget had to be reworked to reflect Chief Cueto's retirement. Town Manager Layton stated that he had not had time to run the numbers, but he hoped it would be absorbed in the budget.

Mayor Kingston directed Council to review the Ocean Rescue section of the budget. He clarified that the Town purchases the radios for Ocean Rescue. Town Manager Layton stated that the Town does not as all radios were cut out of the budget. Mayor Kingston asked about the Capital Outlay line item. Town Manager Layton explained that it was the radios, but they were eliminated from the recommended line.

Mayor Pro Tempore Thibodeau asked if the Town had been funding the radios in previous years. Town Manager Layton stated that in the CIP, there is a change that will happen in 2025 which will required the Town to replace all of the radios, which will be a big-ticket item. He noted that originally in the CIP, they were included by department so a few could be purchased each year until 2025; however, the purchase of radios for this year were a casualty of lack of revenue, which included the Fire Department, the Police Department and Ocean Rescue. He stated that the way he handled it, he shifted the costs and incorporated them into the last year and hoped that next year the Town could purchase some radios and will continue. He added that at some point, he would have to make up the purchases for the radios that could not be purchased this year, noting that he put them in the CIP for 2025.

Mayor Pro Tempore Thibodeau asked if the new radios that the Town may purchase next year will work with the old radios and if they would still work in 2025. Police Chief John Cueto was recognized to speak. Police Chief Cueto stated that they will be compliant and those that were not compliant will be removed by 2025.

Mayor Kingston directed Council to review the Streets and Highways section of the budget. Mayor Pro Tempore Thibodeau stated that she would really like to find more room for more street repairs as she has mentioned it to Town Manager Layton. Town Manager Layton thought Mayor Pro Tempore Thibodeau should focus on the Capital Outlay over \$5,000. He explained that Mayor Pro Tempore Thibodeau had expressed to him that she would like to find additional money for sidewalks in the Sanderling subdivision. He added that he was recommending \$100,000 for it. He noted that he and Council have all received emails about the sidewalks in the Sanderling subdivision to increase the rate at which those sidewalks were repaired, which was where the money would be coming from.

Councilor Whitman asked if in the next three years, the sidewalk would be 100% concrete in the Sanderling subdivision. Town Manager Layton stated he was correct. Councilor Whitman asked how many feet would \$100,000 pay for. Town Manager Layton stated that it varied based on how much stormwater was worked into it, but usually the Town could get 800-850 linear feet per \$100,000. He pointed out that if the Town could get another 800-850 linear feet, it would repair the very worst areas.

Mayor Pro Tempore Thibodeau asked if they would be sections that were next to each other. She asked if it would be approximately 1,600 linear feet or if it would just be patched. Town Manager Layton stated that he wasn't sure but added that they were not totally contiguous. Mayor Pro Tempore Thibodeau stated that she was concerned about the safety aspects in the Sanderling subdivision. She added that sidewalks have always been a foundation of the Town and she thought a safety issue was important and she wanted to give more money to it if possible.

Councilor Caviness asked if something could be done that will keep root intrusion from happening again if the Duck Trail was repaved. Permit Coordinator Sandy Cross was recognized to speak. Permit Coordinator Cross stated that putting in concrete would help.

Mayor Kingston asked Mayor Pro Tempore Thibodeau how much additional money she was looking for. Mayor Pro Tempore Thibodeau stated that she was looking for at least \$100,000. Town Manager Layton thought if the desire of Council was to put more money out, then they needed to look at another \$100,000 so the whole section could be done and not just a portion of it. Mayor Pro Tempore Thibodeau asked how realistic it would be to complete the entire section in one year. Permit Coordinator Cross stated that she wasn't sure any company could handle that much within the timeframe that the Town needed to have it done.

Councilor Mooney asked what the timeframe would be. Permit Coordinator Cross stated that it was from October to March/April or May at the absolute latest. Councilor Mooney thought Council needed to figure out a way to have the sidewalk repaired. Mayor Pro Tempore Thibodeau clarified that Councilor Mooney was talking about the 1,600 linear feet. Councilor Mooney stated that he was, especially if there would be savings by

completing two sections at once. Mayor Pro Tempore Thibodeau agreed, adding that it may be completed in two years. Town Manager Layton stated that if those sections in Sanderling could be completed, the vast majority of the safety concerns would be resolved. He added that it would not be replacing the entire area, but it would help fix the dangerous parts.

Councilor Mooney clarified that the section from Oyster Catcher Lane to Blue Heron Lane was replaced two years. He asked if it would be designed better because there was a lot of standing water. Permit Coordinator Cross stated that Flight Drive to Oyster Catcher Lane was completed first and then Blue Heron Lane was added.

Mayor Kingston suggested doubling the figure in the budget to \$100,000 and see how it will fit into next year's budget. Town Manager Layton stated that he will try to find \$100,000.

Mayor Kingston directed Council to review the Sanitation section of the budget. Mayor Pro Tempore Thibodeau clarified that disaster debris cleanup was not budgeted unless it was needed. Town Manager Layton stated that it was usually FEMA funded. Mayor Pro Tempore Thibodeau thanked everyone in Town for the great programs with regard to sanitation. She stated that she appreciated everything that is done with trash and recycling both for the businesses and residents. Town Manager Layton stated that he would be bringing a contract at a later meeting for the recycling renewal with Tidewater Fibre Corporation.

Mayor Kingston directed Council to review the Beach Protection section of the budget. Mayor Pro Tempore Thibodeau asked what the difference was between requested and recommended on the Professional Services line item. Town Manager Layton stated that \$80,000 was what he expected for the monitoring contracts, but \$70,000 was more in line with the cost. Mayor Pro Tempore Thibodeau asked if the debt service was covered by money that has already been collected. Town Manager Layton stated that the Town has collected the MSD revenue and transferred the money out, noting that the Town's General Fund was putting in approximately \$200,000 in addition to it.

Mayor Kingston directed Council to review the Community Development section of the budget. Mayor Pro Tempore Thibodeau asked who the part-time employee was. Town Manager Layton stated it was the Town's intern.

Councilor Caviness asked if the Debt Service line item was vehicles. Town Manager Layton stated that she was correct.

Mayor Pro Tempore Thibodeau clarified that the Travel line item was down due to COVID-19. Town Manager Layton stated that she was correct.

Mayor Kingston directed Council to review the Parks section of the budget. Councilor Caviness clarified that this was where one of the recommended changes were. Town Manager Layton stated she was correct.

Mayor Pro Tempore Thibodeau asked what the Town spent \$53,500 on for Professional Services. Town Manager Layton stated that it was all for permitting and work associated with the shoreline project. Mayor Pro Tempore Thibodeau asked how long it would last. Town Manager Layton stated that the permit hasn't been obtained yet, but that they were usually for three years.

Councilor Whitman asked if the \$25,000 under Repairs and Maintenance was for the amphitheater repairs. Town Manager Layton stated that it was a catch-all and would include those repairs.

Councilor Caviness asked if a motion needed to be made for the recommended change to the budget. Town Manager Layton stated that it was not necessary at this point, adding that he would come back to Council at their June 17, 2020 meeting with a list of the changes that were discussed and then Council can go from there.

Mayor Pro Tempore Thibodeau asked why there was a jump in the forecast. Town Manager Layton stated that it was due to the shoreline project.

Mayor Kingston directed Council to review the Transfers to Other Funds section of the budget. Town Manager Layton noted that whatever MSD funds that the Town collects would be transferred into the Capital Reserve and then would come back out when the Town gets to the debt payments.

Town Manager Layton stated that staff was trying to do their best to show the MSD information in a way that was easy to understand. He went on to review the MSD handout with Council and the audience.

Mayor Pro Tempore Thibodeau asked how likely any of the estimated renourishment costs could be partially funded. She pointed out that the State had \$11 million and everyone was going after it. She asked if it would be possible for the State to give the Town \$500,000 and if FEMA may only allow \$1.5 million instead of \$3.3 million. She further asked if there were a few variables that would need to be considered. Town Manager Layton stated she was correct, explaining that staff does not have any idea what the State was planning to do with regard to dividing the money up. He added that with regard to FEMA, it was about the justification and showing it. He expected that the Town would receive some funding from FEMA. He stated that he was much more comfortable with that over the grant funding because the public access issue could be a factor. He stated that his position was that the Town needed to hedge its bets and in doing so, he focused on Example C in the spreadsheet Council was given, using it as a model on what he was recommending for the MSDs.

Mayor Pro Tempore Thibodeau clarified that the contribution in the C1 scenario for the Town was approximately \$200,000 and would decrease each year. Town Manager Layton stated she was correct. He noted that he was just showing Council models and not projections, which could change significantly.

Town Manager Layton stated that he was asked to run some scenarios based on the assumption that the Town would not receive any grant funding, which was listed in Examples B1 – B4 on the spreadsheet. He went on to review Examples B1 – B3 with Council and the audience, noting that he was not recommending them because there would be a substantial increase for MSD-B.

Town Manager Layton stated that he had run a variety of scenarios based on if Council decided to change the MSD rates or decided to add an additional percentage on the revenue neutral rate and what impact it would have on the bottom line of the budget moving forward after Fiscal Year 2022. He reminded Council that anything they did this year from a tax levy standpoint would not hit the shared revenue percentage until the following year. He went on to review the spreadsheet with Council and the audience.

Mayor Kingston stated that the most likely scenario would cost the Town over \$8 million, with two hurricane seasons to get through and it was unknown what would happen this year or next year prior to putting sand on the beach as well as if the Town would be able to obtain a State grant or FEMA funding. He stated that the Town needed to look at collecting \$6.2 million over the next five years. He asked which scenario was closest to maintaining the same rates as revenue neutral. Town Manager Layton stated that the revenue neutral rate was currently \$0.1296 and \$0.285.

Mayor Pro Tempore Thibodeau asked if Mayor Kingston was looking at the same amount of tax that people were paying. Mayor Kingston stated that the Town should recover \$6.2 million to be on the safe side over the next couple of years. He added that there was the revenue neutral rate and if nothing is changed except using the revenue neutral rate, it would be the closest. Town Manager Layton stated that scenario B2 was the closest for the revenue neutral rate. He added that under that scenario, the Town would not have to pay the \$176,000 because only the MSDs would be collected and the actual estimated start date for the Special Obligation Bonds would be in Fiscal Year 2023. He noted that the Town could hold off on putting in the \$176,000 until 2023. He added that he did not factor it that way, but it was one way to calculate it.

Mayor Kingston stated that he was concerned with going in with artificially low rates and then in the next two or three years they would be bumped up because the Town would be short of the \$6.2 million. Mayor Pro Tempore Thibodeau thought the Town could go in with a conservative rate but then if it obtains the funds, the Town could reduce the MSDs. She noted that the Town could change the MSD rate any year. Town Manager Layton agreed, adding that he was trying to provide some level of certainty so people would not have to worry about the cost. Mayor Kingston noted that over the last five years, the Town's share has been \$6.9 million and now the Town was up to \$6.2 million on the renourishment, which was not much of a difference. He thought to artificially go low would increase taxes in future years.

Mayor Pro Tempore Thibodeau thought the other thing that was difficult for everyone to comprehend was that the Town was two years ahead. She added that the Town was busy

collecting MSDs and were good about it with the formulas and then the project was delayed, so the Town collected two solid years before it was spent. She stated that now, the Town was effectively two years ahead, which could be looked at as a good thing or a bad thing. Town Manager Layton stated that it was two years ahead of collections and not payments. Mayor Pro Tempore Thibodeau thought people may think that it should be spread out over seven years instead of five because the Town would not be spending it for another two years. She added that it was not good fiscal management because the Town would probably be spending it again after five years. She pointed out that it was not easy to do this, and it wasn't a given that other areas of Town would receive beach nourishment. She reiterated that the maintenance would not be going away, so she would be an advocate for not spreading it out over seven years and that it should be done over five years unless things get really bad.

Town Manager Layton stated that the Town started collecting with the anticipation that there was a chance originally that within the fiscal year that the MSDs were put in place, the Town would be starting the project. He stated that the project was bid out, was delayed due to the bids being too high because the dredge companies needed a year lead time. He anticipated on June 17, 2020, bringing Council a contract for the permitting. He added that it needed to start now so that the bidding could be done a year before the project started. He explained that the Town ended up having two years of MSD collections and during the second year the Special Obligation Bonds were issued, adding that the Town wasn't paying the full bond amount the first year. He stated that the following year, the Town starting paying the full amount. He noted that the Town had two years left of Special Obligation Bond payments – this current fiscal year as well as next fiscal year – and then it would start all over with another bond issuance and the payments would start shortly after that.

Mayor Pro Tempore Thibodeau clarified that the Town has already collected the money. Town Manager Layton stated she was correct, adding that it sits in the Capital Reserve fund and could only be used for beach nourishment related expenses. Mayor Pro Tempore Thibodeau clarified that the Town has it, but it would be going out. She thought it would be smart to start collecting, but given the five or seven years, she wasn't sure.

Mayor Kingston thought that since it was on a five-year cycle, the Town should stay on that as he would rather be conservative this year by keeping revenue neutral rates in place and the tax bill would be very similar to what it was in prior years. He stated that he would rather come back next year and lower taxes over the next four years if the Town received a \$3.3 million FEMA grant. He added that there was no guarantee that the Town would receive the FEMA grant. He noted that the beach nourishment project was currently costing the Town \$6.2 million and would escalate because there would be more damage between now and the time the Town puts sand on the beach two years out. He reiterated that he would rather be very conservative right now.

Mayor Pro Tempore Thibodeau stated that she did not totally disagree with Mayor Kingston's conservative approach but knew that Council talked about this being a five-year expense and then going to a maintenance phase. She added that the Town just had

\$3.3 million worth of extra damage that was unexpected. She noted that the public in the MSD zones were expecting some kind of relief. Mayor Kingston stated that he would hate to have to half-pay his portion this year and then the following year have it go up 1.5 times since the Town under-collected, so instead of getting a \$5,000 bill and then a \$2,500 bill, he would receive a \$7,500 bill a year later. He thought it was a much worse case for the individual taxpayer. He thought Council should take the most reasonable approach, which was that the Town needed to raise \$6.2 million as well as 1/5 of it next year. He added that the shared revenues needed to be protected. He stated that if the scenario changes next year, the tax rate could be changed.

Councilor Caviness noted that the General Fund was currently at 17%. She asked if it was an attempt to bring relief of pitching in more. Town Manager Layton reminded Council that the original scenario to portion it out was that MSD-A, which was originally all non-oceanfront property owners at 40% of the cost and MSD-B, which was only oceanfront at 40% of the cost. He noted that it was the principal with the funds from Dare County not included. He added that the number was developed based upon a \$.782 tax increase Town-wide, which was what the Town of Nags Head had paid originally. He stated that Dare County had indicated that they would provide the funding for the Town's first project with the Town responsible for the \$.782 and Dare County would make up the difference, which was how the Town ended up with Dare County paying an additional portion.

Town Manager Layton explained that the Town's plan to pay what was left, which was \$1,221,390, was through the 40% of MSD-A, 40% of MSD-B, and 20% of the Town. He reminded Council that he had originally recommended 10% for the Town's portion but it was increased to 20%. He added that attorneys became involved and recommended adding oceanfront to MSD-A, which took the 40-40 and altered it to 44-24. He stated that in coming up with the budget document, he started with the fact that Council could alter how much they felt was appropriate for the entire Town to pay, but the area that had beach nourishment was not the entire Town as it was only 1.7 miles long. He added that, clearly, the largest beneficiaries were the oceanfront property owners as well as non-oceanfront property owners whose access is tied to those areas, and there was a reputation cost for the entire Town. He stated that that amount was subjective to what Council felt it was worth.

Town Manager Layton stated that the two things that Council needed to decide was if they were going to put in MSD raises, the amount that Council thought was the correct amount to focus on, and whether it was the total anticipated principal or some other number. He added that the second item was what Council thought a fair apportionment of it was, whether it was 50-50, which was what he presented or 60-40 because there were 109 oceanfront owners and 788 non-oceanfront owners, and if the Town should add several more.

Mayor Kingston asked Town Manager Layton if he had the value of the homes in MSD-A versus MSD-B so he could take that times the revenue neutral rate and see what the delta would be. Mayor Pro Tempore Thibodeau asked if it would be the average. Mayor

Kingston explained that there was a value of the 788 properties and the value of the 109 properties and when the revenue neutral rate is applied to those and if the Town was trying to get to \$6.2 million, he wondered what the delta would be, which would be the Town's responsibility, not counting future interest. Town Manager Layton stated that it was what he tried to achieve in Example B2. He explained that if you put in the revenue neutral rate of \$0.1296 and \$0.285, that would be how you would end up with MSD-A at \$643,581, MSD-B at \$351,462 and the Town's portion to make up the principal would be the additional \$176,777.

Councilor Caviness clarified that Town Manager Layton was referencing Example B2 on the right side of the spreadsheet. Town Manager Layton stated she was correct. Councilor Caviness noted that Example B2 on the left side of the spreadsheet did not sync. Town Manager Layton thought the difference was that the 55-30-15 percentages were the principal, whereas the 20-52-28 percentages included the interest. He added that he would need to double check it but was pretty sure it was correct. Councilor Caviness asked if the levy numbers would correspond in Example B2 with going from \$799 to \$744 and \$3,353 to \$5,687. Town Manager Layton stated that he would need to double check the figures, but he believed Councilor Caviness was correct.

Mayor Kingston noted that the sum total of those three should equal \$6.2 million without interest. Town Manager Layton agreed, adding that the 55-30-15 did not include the interest, but was just getting to the principal, He noted that he was going with the assumption that the Town would be paying the interest, which was an assumption that Council could change. He stated that if it was just straight principal and looking at how the percentages play out; it would be the 55-30-15. He added that he would double check it, but it was the calculation. He noted that for the \$0.1296, when it was applied to the values in MSD-A and applied the \$0.285 to MSD-B, then those were the figures that you get. Mayor Pro Tempore Thibodeau clarified that they were the ratio of the values. Town Manager Layton stated she was correct.

Mayor Kingston stated that he was trying to realize what the cost would be realistically as well as trying to avoid the fact that the Town would be putting a tax rate out that in the next year, Council will have to let people know that it will be increasing. He stated that he wanted to get as close to where it may be over five years versus all of a sudden the Town arbitrarily coming in low, when it could be much higher. He noted that the Town could obtain grants as well as FEMA funding, but both were unknowns at this time. Mayor Pro Tempore Thibodeau agreed. Town Manager Layton pointed out that FEMA would be at least two years away because it's a very long process. Mayor Kingston added that the Town was trying to protect its shared revenues as well, so by going with a revenue neutral rate, it would protect the Town's revenues in the year after next. Town Manager Layton stated that it was significant. He added that there were so many different scenarios and before Council adopts the budget, he hoped that he could run the projections for them without any distractions so that Council could focus on it.

Mayor Kingston stated that he would like to see Council zeroing in on the \$6.2 million with no relief and revenue neutral, and then seeing what the difference was to avoid major surprises in the future years.

Mayor Pro Tempore Thibodeau thought it was safe to say that when Council was discussing the MSD rates decreasing after five years, they were working with a figure of \$4.5 million. She noted that that figure has increased by 1.8%. Mayor Kingston thought it was more than that. Mayor Pro Tempore Thibodeau stated that it was almost twice as much. Town Manager Layton agreed. Mayor Pro Tempore Thibodeau stated that it was a factor that Council needed to make sure everyone understood, regardless of the grants. She added that the fact that Council thought they could reduce the MSD rates was based on the fact that they thought the maintenance project would be a lot lower. She felt that the Town needed to contribute using Example B2 because the Town did it originally as it was beneficial to the Town. She added that she was in favor of not having it all being shouldered by the MSDs. She thought it was better to plan for the conservative approach. Councilor Mooney agreed.

Mayor Kingston pointed out that if the Town receives the FEMA grant, it takes away the increase that allows to Town to reduce the rates down over the next couple of years. He stated that it was an unknown future but there was an opportunity for reduced costs. He added that the Town still had to go through two summers yet.

Mayor Pro Tempore Thibodeau stated that when Council had worked out the revenue neutral rates in the past, Town Manager Layton has taken it beyond the average to show what it would cost a soundfront, oceanfront or medium/middle property. She asked if that was done this time. Councilor Caviness thought it was discussed at the budget presentation. Town Manager Layton stated that the revenue neutral factor was discussed at the budget presentation, adding that he has the aggregate numbers but did not have the individual numbers so he could not zero in on things. Mayor Pro Tempore Thibodeau noted that the ones that would be hurt in the MSD equation were the soundfront properties because their values are higher, and they are not in the oceanfront zone as well as the people that were in the taper area. Town Manager Layton agreed.

Mayor Kingston asked how Council felt regarding moving forward with revenue neutral rates and trying to recover the \$6.2 million.

Councilor Mooney asked what the MSD does. He asked if the MSD rates protect the revenue neutral rates. Town Manager Layton stated that the idea behind the MSDs was if a property owner was in one, they were being taxed additionally because they were receiving a benefit that the rest of the Town does not enjoy. Councilor Mooney asked if the revenue neutral rate needed to be protected so that taxes would not need to be increased. Town Manager Layton stated that it meant that the Town did not have to charge an additional tax for the entire Town. Councilor Mooney clarified that the Town did not want to raise the revenue neutral rate because it would affect the revenue sharing. Town Manager Layton stated that it would not. Councilor Mooney asked how revenue sharing worked. Town Manager Layton stated that shared revenues were apportioned

based on the Town's total tax levy, which included MSDs. He added that if the Town did not collect any MSDs, the shared revenues would drop significantly.

Councilor Mooney asked if the creation of the two MSDs were because it was presumed that the people in those areas would have increased service. Town Manager Layton stated he was correct. Councilor Mooney thought that the entire Town had increased services as a result of the beach renourishment. He asked why the burden would not be spread over the entire Town instead of just the 1.7 miles. Town Manager Layton stated that Council could take that approach if they wished. Councilor Mooney understood that in order to do it would mean another process that would take the Town past June 30, 2020. Town Manager Layton explained that it would only if Council were to change the MSDs. He added that if Council wanted to look at it and thought the value of it was high enough that the entire Town should pay an additional tax, there was nothing preventing Council from doing that without messing with the MSDs. He stated that what Council could not do with the MSDs was to allow a section to come out without changing the MSDs.

Councilor Mooney clarified that it could be done but not by June 30, 2020. Town Manager Layton stated he was correct, adding that it would be a moot point if additional tax would not be charged. Councilor Mooney stated that he was not discussing changing the MSDs but thought that the Town value may be greater than what Council was discussing. He noted that either this year or last year, Duck was rated one of the best beaches on the east coast of the United States, meaning that people come to Duck for that reason; therefore, the entire Town benefits from it. Town Manager Layton stated that it was a political argument.

Mayor Kingston pointed out that when the MSDs were set up, it was 40-40-20, recognizing that the Town would receive a benefit, so there was a 20% contribution by the Town. Mayor Pro Tempore Thibodeau and Councilor Caviness added that it included all of the engineering before coming up with the MSDs. Mayor Pro Tempore Thibodeau thought the other piece was that it was 1.7 miles of sand on the beach and when the Town started doing the project, others thought their beach was next. She stated that she thought it was expensive and Council could not promise to do this in every other area in Duck, so it was not a given. She added that other areas may say that their taxes were paying for someone to have sand and wanted to know where theirs was.

Town Manager Layton noted that the Towns of Kitty Hawk, Kill Devil Hills and Nags Head did the entire town and their model was different than Duck's in the sense that they had a general tax rate and then also in most cases had an MSD to pay for the project. He added that the driving factor with those was the fact that they were doing the entire town. He pointed out that one of the factors was the other issue that not only was it 1.7 miles, but it was also an area where there was no general access for the entire Town. He stated that one of the benefits was if one was in those neighborhoods, they would be tied to those accesses.

Mayor Pro Tempore Thibodeau noted that the Town of Kitty Hawk did the entire project but did not have a lot of oceanfront value, so they had to tax the entire town. She thought

the Town of Kill Devil Hills only did half and understood that the Town of Nags Head did not do the entire town but had an MSD. She stated that when the Town of Nags Head did their renourishment project, it was more expensive than they expected to pay.

Town Manager Layton stated that if there was a desire by Council for him to run a scenario, he could do it to show what it would be for the entire Town. Councilor Mooney stated that he was asking because he thought Mayor Pro Tempore Thibodeau was concerned and he agreed with her in that when the process first started, Council discussed decreasing MSD assessments because it would be maintenance. He added that now there has been damage as a result of Hurricane Dorian that will cost \$3.3 million. He wondered if there was some way for the Town to mitigate it so that at least Council was trying to do what they said would happen.

Mayor Pro Tempore Thibodeau noted that it was almost twice as expensive as the estimate. She wondered what was being projected for maintenance. She asked if the original figure was \$4,559,000. Town Manager Layton stated that it was. Mayor Pro Tempore Thibodeau noted that Council was expecting it to be half of what the new project cost was. Town Manager Layton stated that it always came down to how much sand was lost in the project area as there would be years where no sand would be lost as well as years where a lot of sand is lost. He added that the Town may go through a period after the renourishment where the Town ends up with very low maintenance costs, which was unlikely, but there was always that chance. He stated that the question comes down to the fact that there would be a cost and he didn't think abandoning the project was something that was in anyone's best interest. He added that it came down to what Council's preference was on preparing for the maintenance and how to get to those numbers.

Mayor Kingston stated that in year's past, it took Council a long time to get to beach nourishment with a lot of discussion and public input on the MSDs and costs. Mayor Pro Tempore Thibodeau agreed, adding that it was a lot of learning.

Councilor Caviness clarified that Town Manager Layton's original proposal was to adopt the revenue neutral ad valorem and decrease the MSDs. She thought that keeping the revenue neutral MSDs, which was not keeping up with the fact that the cost has doubled and continuing to do the overall Town 20%, was a reasonable scenario to start analyzing as Council moves forward with the budget. She stated that she was concerned about the impact of the shared revenues and the implications to other future budgets and CIP projects if Council gets bogged down about this one particular project because the Town would be contributing overall a lot more than what was anticipated.

Town Manager Layton thought another factor that Council needed to be cognizant of was that right now, because monitoring is completed every year in the entire Town, staff knew that the rest of the Town was relatively stable. He added that south of the pier there were some small hot spots, but a normal cycle in those areas have been seen of accretion and erosion, which seemed to be very stable and was why the project wasn't expanded to begin with. He stated that right now, one could assume that, based on information

received, that it would continue, but at some point, there may be clamoring to do another project. He thought Council needed to be aware of that so they can establish the models and ideas on how to fund things and if a project has to be completed south of the Army Corps of Engineers Pier and the Town has already put a model in place; the first factor was that there was Dare County funding, but it wasn't a guarantee. He stated that he would like to think that Dare County would always provide funding for these projects, but if Dare County was only giving \$2.266 million, which they were not guaranteeing for the next nourishment project, and if the Town has another project that needs to be done which would cost \$15 million while the entire Town has paid in the other areas with the models and would have to complete a maintenance project in the current area, Council will need to figure out what models they would be comfortable with since they would set the precedent.

Mayor Pro Tempore Thibodeau stated that one thing that was interesting about the project that was completed compared to the other towns was the volume of sand that was put out. She added that it was a \$15 million project which Dare County paid \$7 million. She stated that \$15 million of sand was put on 1.7 miles of beach in Duck which was a lot of money in a small area. She wasn't sure if any other town has done that before or will do it again based on the topography and escarpment as well as how bad the low area was, but it was a huge amount of sand that was put in a very concentrated area.

Town Manager Layton stated that the Town did not just have a berm project, it had a beach nourishment project with a storm damage reduction element. He stated that the storm damage reduction element was one of the things that was usually cost prohibitive because it was the dune and the dune was the last property protection for a Hurricane Isabelle level storm. He stated that it will be interesting when the Town gets the tax scroll and can compare year to year to see what kind of value increase was in the project area.

Mayor Kingston asked Town Manager Layton if he had enough direction from Council to move forward. Town Manager Layton stated that it would be helpful to know what he would need to prepare for the work session. Mayor Kingston thought the Town needed to recoup the \$6.2 million, not assuming any relief from FEMA or the State grant and use the revenue neutral rate to see what the delta and Town contribution will be. He stated that it was a scenario that he would like to see. Mayor Pro Tempore Thibodeau clarified that it was a maintenance of the exact same MSD levels. Mayor Kingston stated she was correct, adding that that he would like to avoid surprises year to year. He agreed with a five-year scenario over a seven year because the Town will be going through this again and may be trying to extend two years into the financing. He asked Council what other scenarios they wished to see.

Mayor Pro Tempore Thibodeau stated that she would agree with running the number that was discussed, but also wanted to see another factor of contribution by the Town since it was an unknown. She pointed out that Town Manager Layton was projecting it at around 15-20% in Example B2. She added that she would like to see it at 25%. Town Manager Layton stated that the impact of that would be that the Town would not be doing it from

revenue neutral anymore. He clarified that Council wanted him to run it as revenue neutral with the Town contribution, which he would check that he was comfortable with, and he believed that to be in Example B2 and then notch it up to 25%. Mayor Pro Tempore Thibodeau agreed, adding that she would like to see what effect it would have on the MSDs.

Mayor Pro Tempore Thibodeau asked if the other Council members agreed with the 50-50 on MSD-A and MSD-B. Mayor Kingston noted that the interest would not hit until the third year. Town Manager Layton stated that if the starting point were the MSDs, then the Town would be backing in to the 55-30-15.

Mayor Kingston asked Town Manager Layton if he had the previous appraised values of the 109 and 788 properties. Town Manager Layton stated that he would have to check.

Mayor Kingston directed Council to review Budgetary Accounting section of the budget. Councilor Caviness clarified that it was a change that Town Manger Layton made where it gets zeroed out. Town Manager Layton stated she was correct, adding that as he double checks the numbers it may change. Mayor Pro Tempore Thibodeau suggested that Town Manager Layton send Council the numbers ahead of time so they could review them. Mayor Kingston agreed. Town Manager Layton stated that he would.

Mayor Kingston directed Council to review the Appendices sections of the budget. There were no comments.

Mayor Kingston directed Council to review the CIP section of the budget. Town Manager Layton emphasized to Council that the CIP was a planning document and the only things in it on a year to year basis that the Town was tied to was the debt service. He added that with everything else, there would be time and opportunities to make decisions on moving forward.

Mayor Kingston asked if there was any opportunity to combine the Duck Trail with Phase IV from a standpoint of doing both projects simultaneously with the same vendor at a significant savings. Town Manager Layton stated that it will need to be bid out. Director Heard stated that it was unlikely to bid it out to one contractor because he was not aware of any firm that would do both of those types of projects. He added that he could check, but either way, the Town would end up with a company along the lines of Barnhill Contracting or RPC Contracting that builds roads and subcontracts the other part of it or an environmental services type of contractor that may build bulkheads or these types of projects that would have to subcontract out the sidewalk portion of the project. He reiterated that he wasn't aware of a company that would do both.

Mayor Kingston asked if RPC completed some of the sidewalks in Duck as an overlay in Phase III. He thought Barnhill or RPC would have the ability to do both and there could be some savings. Town Manager Layton clarified that Mayor Kingston was referencing the sidewalk in Sanderling. Mayor Kingston stated that he was. He stated that what staff would likely do was try to leverage that by getting the linear foot costs as part of the bid

and if staff felt it was a good linear foot cost, then the contract would be amended to include it.

Director Heard stated that one of the things that may be a possibility as the Town moves forward with the living shoreline project, depending on where the Town ends up with the environmental agencies, that project may be further limited in scope than originally designed which could result in significant savings and would not be as substantial a project, but there may be money there.

Mayor Kingston stated that Council would continue the budget work session at their June 17, 2020 meeting. He didn't think the budget would be ready to be adopted then and there may be a special meeting held to approve it based upon decisions Council makes and how quickly the ordinance could be put together. He thought staff could draft the ordinance and Council could make changes to it.


Mayor Kingston stated that the next meeting would be the Mid-Month meeting on Wednesday, June 17, 2020 at 1:00 p.m.

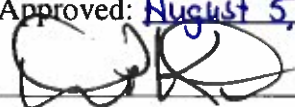
ADJOURNMENT

Councilor Caviness moved to adjourn the meeting.

Motion carried 5-0 via roll call.

The time was 6:12 p.m.


Lori A. Ackerman, Town Clerk

Approved: August 5, 2020

Don Kingston, Mayor

