



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
November 2, 2017**

I. Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Dr. Valerie Beaudin, Stewart B. Cumbo, Derek J. Favret, Gregory J. Morris, and Keith L. Pardieck, Council Members, Sharon L. Humm, Town Clerk, and Holly K. Wahl, Town Administrator. Absent was Lawrence P. Jaworski, Council Member.

II. Pledge of Allegiance – The Mayor led the Pledge of Allegiance.

The Mayor asked for a moment of silence for the victims of the terrorist attack in Manhattan.

III. Informational Discussion on the following items:

A. Travel Reimbursement Ordinance -The Mayor stated an ordinance was introduced at the October Council meeting which addresses travel reimbursement and lodging. With Council having the opportunity to review this ordinance, the Mayor called for Council discussion.

In the absence of Councilman Jaworski, the Mayor noted for the record, that via email, Councilman Jaworski was in support of the ordinance as introduced.

In Section 1 §66-2 “Expense Justification”, paragraph A, two council members requested the dollar amount of \$1,000 be lowered to \$500, one council member asked it be increased to \$5,000 and one council member was fine with the \$1,000 figure. Also in paragraph A, Councilman Favret asked for better clarification in the new language that was added and would consult with the town attorney.

In Section 2 A, “Per Diem Reimbursements”, it was suggested that references to lodging be removed as the section pertains to meals and incidental expenses incurred, and not lodging.

Councilwoman Beaudin suggested in Section 3, §66-5, “Reimbursement claim procedures” that in the last sentence the words, “to the Mayor and/or Town Council, as may be required” be deleted.

Councilman Favret requested that an annual review of all travel expenses be reviewed during the budget work sessions.

B. Printing RFP- Mrs. Wahl stated that an informal RFP was posted for the labor, services and materials for printing the 2018 Town calendar. Three bids were received. The recommendation is the Town initiate a contract with McDonald & Eudy for the purchase of 9,000 calendars in the amount of \$5,640 with a delivery charge of \$850 for a total of \$6,490.00.

- C. DNR Termination Agreement – Mrs. Wahl gave a little history on the lease agreement which was entered into in November of 1992 between the Town and DNR for six public boat ramps and seventy boat/trailer parking spaces. In 2002 the Town reached out to DNR requesting a lease termination and release of agreement. A termination agreement that was introduced by ordinance in May of 2004 and passed in June of 2004 requesting such, by reason unknown, was never executed. In June 2017, the Town again reached out to DNR regarding the matter and requested that the termination agreement that was agreed upon in 2004, be fully executed and payments to DNR cease. In September of 2017, DNR Assistant Secretary Anderson assured the Town that the lease would terminate in October 2017. Mrs. Wahl stated with this termination, the Town will retain 20% of the ramp fees collected and will also provide that the Town have full control over the fees charged for use. Additionally, the Town is required to maintain 70 parking spaces for public boat ramp access so restriping will be required to clarify these spaces. So with that in mind, Mrs. Wahl emphasized the importance of taking the steps necessary to finalize an agreement so the Town can move forward on this.

Councilwoman Beaudin thanked Mrs. Wahl for the work done here and commented she had many questions. It was recommended that Councilwoman Beaudin, along with the rest of the Council, forward any questions they had onto Mrs. Wahl for answers. Councilman Favret suggested that with the 20% of ramp fees collected, that they be put into a reserve fund for future maintenance of the ramps.

- D. Code/Charter Discussion – The Mayor commented that he has been approached by numerous members of the Council with concerns relating to the Town Code and Charter. So, in an effort to begin the process of cleaning up any discrepancies, ambiguities and updating where needed, the Mayor has brought before the Council this task for discussion.

Each Council member had a number of concerns they presented. Knowing the huge undertaking ahead, the Council discussed how to begin the process. It was decided that each council member would start by submitting to the Mayor and Mrs. Wahl their top 5 or so items they had concerns with. The Mayor and Mrs. Wahl in turn would consolidate the list, meet with the town attorney, and come back to the Council with a plan.

- E. Council Lightning Round –

1. Dr. Beaudin expressed her appreciation to Councilmen Favret and Pardieck for volunteering their time to help pack Thanksgiving boxes for the End Hunger. Dr. Beaudin attended the Halloween Family Fun Night and congratulated the Town on a great event.

2. Mr. Cumbo stated, as the Council goes forward with the review of the Town Code and Charter, he would like to see, perhaps, a chapter by chapter review.

3. Mr. Morris commented that steps being taken to acquire full ownership of the boat ramps is a good step for the Town. Once the process is complete, he'd like to see discussion on future uses for the Kellams complex.

4. Mr. Pardieck first thanked the Town for their support of Red Ribbon week, secondly, reminded everyone December 13th marks the last community forum, and lastly, announced that the final draft for the opioid sign that is to be placed at the NBVFD is ready for the Mayor's review.

5. Mr. Favret was pleased to state that this has been another productive work session, and with that, moved to adjourn.

IV. Adjournment:

The meeting adjourned at 7:40 p.m. on a motion by Councilman Favret. Seconded by Councilwoman Beaudin, all in favor.

Submitted by,

A handwritten signature in blue ink that reads "Sharon L. Humm". The signature is written in a cursive style with a large initial 'S'.

Sharon L. Humm
Town Clerk