

May 17, 2010

**KILMARNOCK TOWN COUNCIL  
Monday, May 17, 2010  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order:**

Mayor Smith called the Regular Meeting to order at 7:00 pm with the following Councilmembers present:

Dr. Curtis H. Smith, Mayor  
Paul Jones, Vice-Mayor  
Howard Straughan  
John A. Smith

Randy Moubray  
Rebecca Nunn  
Barbara Robertson

**Staff Present:**

Tom Saunders, Town Mgr.  
Paul C. Stamm, Jr., Town Attorney  
Jackie Blencowe, Town Clerk  
Michael S. Bedell, Chief of Police

Mayor Smith welcomed Kilmarnock residents, business owners, and guests. Mayor Smith led the recital of the Pledge of Allegiance.

**2. Acceptance and Approval of Agenda**

Mayor Smith advised that the request for a Conditional Use Permit for a petroleum and propane storage facility was withdrawn by the applicant and would not be heard under Section 8: Old Business.

Town Manager Saunders stated that under Section 3. Approval of the Minutes, there was a typographical error regarding the date which needed to be changed to April 19, 2010 Town Council Meeting.

**ACTION: Councilmember Moubray made a motion to accept the agenda for the May 17, 2010 Town Council meeting with the above changes, seconded by Councilmember Smith; and carried unanimously.**

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**3. Minutes: Approve, Correct, or Amend Minutes of the Regular Town Council Meeting held April 19, 2010.**

**ACTION: Councilmember Smith made a motion to approve the April 19, 2010 Regular Town Council Meeting Minutes, seconded by Councilmember Robertson; and carried unanimously.**

**4. Public Comments and Presentations**

Mayor Smith invited members of the audience to address Council with any issues or concerns that were not scheduled for public hearing or discussion on the agenda. Mayor Smith asked that comments be limited to 3 minutes per person.

**A. Public Forum**

1) Mrs. Leslie Franklin of 1463 Balls Neck Road, Kilmarnock, VA, was present with Mrs. Camille Bragg and other members of the Friends of the Kilmarnock Playground group and said that she and the others wanted to publicly thank each and every Council and staff member for their commitment to the playground on Waverly Avenue. Mrs. Franklin commented that the first thing she noticed upon arriving at the meeting was that there was almost an entirely different Council seated here tonight than the one she and Mrs. Bragg first presented the concept of the playground to in 2006. Mrs. Franklin continued by saying that, knowing all of the successes that they had together over the past three years, she was proud to say that they had a public playground that the entire Town was behind. Mrs. Franklin advised that this month marked the 3<sup>rd</sup> birthday of the playground and that they were celebrating the many public and private partnerships that were created through the project. Mrs. Franklin said that they welcomed the collaboration of the Town, Master Gardeners, Northern Neck Kiwanis Club and the families who installed plants and landscaping. Mrs. Franklin advised that within the next two weeks they would be working again with the Town, families, Churches such as Campbell's and the high school baseball team to replenish mulch and give the playground a good old spring cleaning. Mrs. Franklin stated that they would like to celebrate the donors, volunteers, planters and every ambassador to the playground as well as the families that come to the playground to play. Mrs. Franklin said that she and Mrs. Bragg only represented two of the hundreds of families that did come to play at the playground and advised that on any nice day if someone rode down Waverly Avenue, they would see children running, laughing and playing with their parents and grandparents present. Mrs. Franklin said that it was amazing to see what a difference the playground had made in the Town. Mrs. Franklin stated that families were hosting birthday parties in the green spaces and walking to stores and restaurants before and after they played. Mrs. Franklin said that she wanted to thank a few people who were on the front line with them from the very beginning and made all of the difference

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concerning the success of the playground. Mrs. Franklin thanked Ms. Susan Cockrell and the Streets and Playground Committee and commented how excited everyone was when the word playground was added to the Streets Committee. Mrs. Franklin noted that Ms. Cockrell had gone above and beyond her call of duty in many ways to help make the playground a success as well as Mr. Franklin Carter, Mr. P.J. Jones, and the entire Town maintenance team that made the playground beautiful every week. Mrs. Franklin finalized by thanking everyone for investing in the children, families and the community and invited everyone to stop by the playground to play.

2) Mr. Leslie Spivey of 58 East Church Street, Kilmarnock, VA, said that he was present on behalf of the River Counties Chapter of the American Red Cross to ask that the Town keep the organization in mind when preparing their annual budget. Mr. Spivey stated that this organization provided numerous services to the local areas of Lancaster, Middlesex, and Westmoreland counties. Mr. Spivey advised that when contributions were received for major disasters in other areas, none of the relief funding stayed within the locality. Mr. Spivey stated that their chapter provided many services; however, one of the biggest was when a family lost everything in a fire there was a volunteer on the scene to provide that family with the necessary provisions to carry on. Mr. Spivey estimated that the organization provided services to approximately twenty-five families per year within the service area. Mr. Spivey finalized by asking the Town to include funding for the local Red Cross chapter in their budget. Mr. Spivey added a final comment noting that he too was in support of the Kilmarnock playground.

## B. Presentations

### Planning Commission Report: Councilmember Nunn, Council Liaison

Councilmember Nunn reported that during the May Planning Commission Meeting Assistant Town Manager/Town Planner Marshall Sebra presented text amendments to the Town of Kilmarnock's Flood Plain Overlay Ordinance so that the Town would be consistent with state and federal guidelines. Mrs. Nunn stated that Mr. Sebra as well as members of the Planning Commission were a little disgruntled because this was the fifth time that the state had asked the Town to comply with the regulations and each time the Town had to pay for the advertising. However, Mrs. Nunn said that they thought it was right this time. Mrs. Nunn advised that the Vice-Chairman of the Planning Commission, Claudia Williamson, pointed out a number of errors made by the state. Mrs. Nunn said that it was the Planning Commission's recommendation that the text amendments to this ordinance be approved with the noted corrections. Mrs. Nunn reported that in other business Mayor Elect Raymond Booth and Council Elect William Smith stated that they would not resign from the Planning Commission until June 30<sup>th</sup> because they did not want the current seated Council to appoint their replacements. Mrs. Nunn advised that two recommendations for appointments to

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the Planning Commission were made. They were Mr. Dennis Bouslough and Ms. Lindsay Gardner.

## **5. Public Hearing:**

Fiscal Year 2010/2011 Budget: First Reading

- 1) Mayor Smith opened the public hearing.
- 2) Mayor Smith asked for public comments.

There were no public comments.

- 3) Mayor Smith closed the public hearing.
- 4) Mayor Smith asked for Councilmember's discussion and/or action.

Councilmember Nunn advised that she would like for the minutes to reflect that prior to 2008, the real estate tax rate was 14 cents per hundred of assessed value going back to FY1995. Mrs. Nunn continued by saying that prior to that the tax rate was 15 cents per hundred of assessed value. Mrs. Nunn said that through the efforts of Councilmember Straughan in 2008 and Council, the tax rate was lowered to 10 cents per hundred of assessed value.

Town Manager Saunders commented that in view of the condition of the national and state economy, the Town of Kilmarnock was doing very well and he was happy to submit the proposed budget for Council's consideration.

Councilmember Nunn commented that last year the only organizations that the Town donated funds to were the rescue squad and the fire department since they provided essential services.

Vice-Mayor Jones stated he thought that last year the budget contained a lump sum that was disbursed to organizations on a first come first serve basis.

Town Manager Saunders replied that a lump sum was put in the budget last year but was never appropriated.

Councilmember Nunn stated that she was concerned about taking the taxpayer's money and giving it to organizations. Mrs. Nunn said that there were a whole bunch of organizations that were worthy such as the Red Cross.

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Councilmember Moubray asked how was one to determine who was worthy or who was not.

Mrs. Nunn replied that she really didn't know the answer to that question.

Mayor Smith said that the decision should be up to the next Mayor and Town Council on how to distribute the allotted money in the budget.

Town Manager Saunders said that there was \$15,000 in that category for rescue, fire, library, etc., which could be left as a budget item and disbursed by the incoming Council

Mayor Smith said that would be his recommendation.

**ACTION: Councilmember Robertson made a motion to accept the first reading of the Town of Kilmarnock's FY 2010/2011 Budget, seconded by Councilmember Nunn; and carried unanimously.**

## **6. Committee Reports**

### A. Water/Sewer Committee: Councilmember Smith, Chair

#### 1) Report from May 5, 2010 Meeting.

A copy of the committee meeting notes was included in each Councilmember's packet.

Councilmember Smith reported that Mr. Tom Barany, resident of Hills Quarters and Town water customer, came to the meeting and asked the committee to consider approaching the developer of the Bluff Point project about supplying water and sewer services to the six hundred homes proposed for that property. Mr. Smith said that the committee asked Town Manager Saunders to check into Mr. Barany's request and report back at their next meeting. Mr. Smith advised that Mr. Bill Rosenbaum informed the committee that he had made much progress in the final engineering design of the water and sewer lines and sewer lift station for the CDBG project. Mr. Smith said that Mr. Rosenbaum expected to submit plans to VDH and DEQ later in the week. Mr. Smith stated that Town Manager Saunders announced that Mr. Bill Warren had informed him that the Lancaster Partners group had closed on the real estate and signed agreements for financing the proposed apartment complex on East Church Street. In regards to the hospital well, Mr. Smith advised that Field Services Supervisor James Seagle stated that he was waiting on a sample set to complete the testing that VDH required before putting the well on line. Mr. Smith said that Mr. Seagle had also

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reported that he was scheduled to witness a start-up test of the Springwood lift station. Mr. Smith asked Town Manager Saunders to comment on the maintenance service proposal for the Town's water tanks.

Town Manager Saunders reported that the Town had received one proposal for long-term maintenance on the water tanks and was waiting for two other proposals. Mr. Saunders said that the committee was not yet prepared to submit anything at this time for Council's approval. Mr. Saunders stated that he had received a report on the inspection of the Town's entire system by VDH and one of their requirements was the maintenance program for the tanks.

Mayor Smith advised that both he and Town Manager Saunders attended the Northumberland County Board of Supervisors Meeting regarding the Bluff Point Development, which was tabled pending receipt of a report from DEQ.

2) Committee Recommendations to Council.

There were no recommendations to Council.

B. Streets/Sidewalks/Playground Committee: Councilmember Robertson,  
Chair

1) Report from May 13, 2010 Meeting.

A copy of the committee meeting notes was included in each Councilmember's packet.

Councilmember Robertson advised that the committee discussed the regulation of "net drives" in Town as a type of fundraiser and the lack of any stated policy concerning them. Ms. Robertson said that staff had agreed to draft a set of guidelines for the committee to consider at the next meeting. Ms. Robertson stated that Ms. Susan Cockrell gave an update on the status of maintenance at the Town's playground. Ms. Robertson advised that replacement rubber mulch had been ordered and mats were going to be placed at the areas of heaviest wear. Ms. Robertson stated that Town Manager Saunders was still waiting on a final quote for the marina signs that were to be placed on Main Street near Waverly Avenue. Ms. Robertson said that Town Manager Saunders reported that he had received numerous complaints about the number of large trucks that went through Town rather than using the bypass. Ms. Robertson stated that Mr. Saunders had been given assurance that if the Town were to ask the Lancaster County Board of Supervisors to request that Main Street from James B. Jones Memorial Highway on the north to Harris Road on the south be designated as "No Through Trucks Allowed", the request would be approved. Ms. Robertson said that the committee wanted to make this a recommendation to Council.

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Town Manager Saunders advised that this type of decision was something that should not be taken lightly but noted that large trucks going through Town was the most prevalent complaint that he has received since becoming the Town Manager. Mr. Saunders said that the process to have Main Street designated as a "No Through Truck" area was complicated. Mr. Saunders stated that the governing body for secondary roads was the Board of Supervisors in Lancaster County and that they would have to make the request to the Commonwealth Transportation Board. Mr. Saunders advised that there would be a long process of conducting research to make sure that everything was satisfactory and suitable and then the CTB would have nine months after receiving the request to make a decision. Mr. Saunders warned that taking this action could result in unintended consequences. Mr. Saunders stated that there are a lot of tractor and trailer trucks, log trucks, etc., that go straight through Town instead of going around. This tends to intimidate pedestrians and hold up traffic especially in the Steptoe's District. Mr. Saunders said that this would not apply to any of the grain trucks going down Waverly Avenue or any trucks making deliveries to a store in Town.

Vice-Mayor Jones commented that the trucks could actually get through Town quicker if they took the bypass road. Mr. Jones stated that he and his wife came through Town Saturday night and saw a truck pull out of a parking space on Main Street and deliberately drive over the median and the flowers in order to make a u-turn. Mr. Jones advised that was why the flowers were not growing in the medians.

Councilmember Nunn commented that three snows and the salt put down afterward did not help matters either.

Town Manager Saunders stated that eventually the Town was going to replace the plants with ones that would not be damaged as severely if driven on.

Town Manager Saunders asked Council what they would like to do regarding the "No Through Truck Traffic" on Main Street.

Mayor Smith requested that the issue be tabled until July and let the incoming Council tend to it.

Councilmember Straughan stated that it was the recommendation of the committee to proceed with it.

Town Manager Saunders said that he would like to have a meeting with VDOT and the County Administrator Bill Penell first.

Councilmember Moubray said that this was something that should be open for public comment as well.

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Town Manager Saunders said that there would have to be public notice given and hearings held. Mr. Saunders advised that it was a several step process.

2) Committee Recommendations to Council

a) Recommend that Council ask the Lancaster County Board of Supervisors to request VDOT to designate Main Street (RT 3) from James B. Jones Memorial Highway on the north to Harris Road on the south as a “No Through Trucks” or “No Through Tractor-Trailers” highway.

**ACTION: Councilmember Nunn made a motion to authorize Town Manager Saunders to meet with VDOT and County Administrator Bill Penell regarding the request to designate Main Street from James B. Jones Memorial Highway on the north to Harris Road on the south as a “No Through Trucks” or “No Through Tractor-Trailers” highway before, taking any further action. Motion was seconded by Councilmember Straughan; and carried unanimously.**

C. Police/Public Safety Committee: Vice-Mayor Jones, Chair

1) Report from May 10, 2010 meeting.

A copy of the monthly police report and committee meeting notes was included in each Councilmember’s packet.

2) Committee Recommendations to Council.

There were no recommendations to Council.

D. Emergency Preparedness Committee: Councilmember Smith, Chair

1) Report from May 3, 2010 meeting.

Councilmember Smith reported that Town Manager Saunders and Police Chief Mike Bedell attended the Lancaster County Emergency Preparedness (LCEP) quarterly meeting. Mr. Smith advised that there would be several upcoming training events throughout the summer. Mr. Smith stated that the Lancaster Middle School was still not able to function as an emergency shelter due

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to generator problems, so for the time being the YMCA was designated as the primary shelter. Mr. Smith said that Mr. Saunders reported that two of the Town's wells and all of its sewer lift stations were being powered by standby generators in order to keep things working in the event of an area wide power outage. Mr. Smith said that Chief Bedell reminded everyone at the meeting that on May 7<sup>th</sup> the theme of the "First Friday's" event was "First Responders". Mr. Smith advised that the event had a great turnout with the Fire Department, Rescue Squad, Coast Guard, and a helicopter making appearances.

2) Recommendations to Council

There were no recommendations to Council.

E. Economic Development Committee: Councilmember Nunn, Chair

1) Report from May 17, 2010 meeting.

Councilmember Nunn stated that the committee discussed the proposal that 166 acres in the Bellows Conservation Easement be taken out of the Enterprise Zone and added to parcels along North and South Main Street. Mrs. Nunn said that the Enterprise Zone was attracting businesses because incentives were being offered such as some tax relief or some help on their water and sewer bills.

2) Committee Recommendation to Council

Recommend that approximately 166 acres of Enterprise Zone be removed from the Bellows Conservation Easement and transferred to parcels along North and South Main Street.

**ACTION: Councilmember Nunn made a motion to remove 166 acres of Enterprise Zone from the Bellows Conservation Easement and transfer it to parcels along North and South Main Street, seconded by Councilmember Straughan; and carried unanimously.**

F. Town Centre Committee: Councilmember Nunn, Chair

1) Report from May 11, 2010 meeting

A copy of the committee meeting notes was included in each Councilmember's packet.

Councilmember Nunn stated that Town Manager Saunders distributed a proposal from one of the land planning/site design firms that had

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looked at the Town Hall and Town Centre lots. Mrs. Nunn advised that the committee would be reviewing the proposal. Mrs. Nunn said that the committee also discussed ways to finance the proposed dog park without using Town funds and hoped to do so by receiving donations in memory of lost pets. Mrs. Nunn advised that the committee wanted to make the recommendation that once \$5000 dollars was collected that the Town would front whatever was needed over that amount until the rest could be raised. Mrs. Nunn advised that the Humane Society and the Animal Welfare League were very excited about this project. Mrs. Nunn hoped to have the Dog-Gone Dog Show at the park in September.

2) Committee Recommendation to Council.

Recommend that Council loan the committee a sum not to exceed \$5000 for the proposed dog park once the initial \$5000 has been raised for the project from donations.

**ACTION: Councilmember Nunn made a motion to lend the Town Centre/Government Center Committee a sum not to exceed \$5000 from the Streets and Playground Account for the proposed dog park once the initial \$5000 has been raised for the project through donations, seconded by Councilmember Robertson; and carried unanimously.**

G. Administration/Finance Committee: Councilmember Straughan, Chair

1) Report from May 7, 2010 meeting.

A copy of the committee meeting notes was included in each Councilmember's packet.

Councilmember Straughan reported that the committee discussed the need to clarify questions that have arisen recently regarding the Town's policy on vendor and merchant fees as they pertain to events held on private property vs. public or Town property. Community Development Strategist Susan Cockrell will research this with other localities and report back to the committee next month. Mr. Straughan stated that they also discussed the Mayor's Initiatives line item in the FY11 budget and felt it would be better named as Miscellaneous Community Donations. Mr. Straughan said that the committee also discussed the need to obtain an expert assessment of the Town's financial condition and a water/sewer rate study. Proposals for this have been received from Davenport and Company and Robinson, Farmer, Cox Associates. Mr. Straughan advised that it was the committee's recommendation that the proposal from Robinson, Farmer, Cox Associates be accepted. Mr. Straughan stated that

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the committee has requested a Closed Session at the end of the meeting to discuss personnel issues.

2) Committee Recommendations to Council

a. Recommend that Council approve the disbursements from April 19, 2010 to May 17, 2010.

**ACTION: Councilmember Moubray made a motion to approve the disbursements from April 19, 2010 to May 17, 2010 as presented, seconded by Councilmember Smith; and carried unanimously.**

b. Recommend that Council accept the proposal from Robinson, Farmer, Cox Associates to perform a financial assessment and a water and sewer rate study for the Town.

**ACTION: Councilmember Robertson made a motion to accept the proposal from Robinson, Farmer, Cox Associates to perform a financial assessment and water/sewer rate study for the Town and authorize the Town Manager to sign the agreement, seconded by Councilmember Nunn; and carried unanimously.**

**7. Administrative Comments and Reports:** Town Manager Saunders

A. Neighborhood Watch Organizational Meeting

Town Manager Saunders stated that the next Neighborhood Watch Organizational Meeting would be held on May 18, 2010 at 7 pm.

B. Mary Ball Road Improvement Project Update

Town Manager Saunders stated that the CBDG was moving along and noted that six homes had been approved for rehabilitation. Mr. Saunders stated that several community clean-ups had been held and that they were working on Earl Lee's Barber Shop at this time.

C. "Ask Kilmarnock" Report

Town Manager Saunders advised that "Ask Kilmarnock" is a web-based citizen response program that was initiated several months ago. Mr. Saunders said that he was very pleased with the response by users and noted that

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people could get their questions answered any time of the day or night. Mr. Saunders noted that Ms. Susan Cockrell had done a wonderful job on this project.

#### D. Water System Consumer Confidence Report

Town Manager Saunders advised that the report was due out by the end of June and staff was currently working on that. Mr. Saunders stated that VDH requested that the report be approved by them prior to being mailed out to customers.

#### E. Staff Training

Town Manager Saunders stated that the Town has an excellent opportunity to send office staff to train on the Bright System Software for accounting. Mr. Saunders advised that all training for this was usually held in Tennessee but a class was being held in Goochland, VA, in the middle of June.

### **8. Old Business**

A. Request for a Conditional Use Permit for a propane and petroleum storage facility on property zoned M -1 next to the Technology and Business Park and Harris Drive.

The applicant withdrew the request as noted earlier.

### **9. New Business**

#### A. Mary Ball Road CDBG Pump Station

Town Manager Saunders advised that Grace Hill Subdivision on the south end of Town had stalled due to the financial difficulties of the developer. Mr. Saunders commented that the developer did a good job on the subdivision but was just unable to finish it or the sewer pump station. Mr. Saunders continued by saying that since there wasn't a pump station in operation, the homes or lots could not be sold. Mr. Saunders stated that within the last six days, the Bank of Hampton Roads had taken possession of the property. Mr. Saunders said that if they come to the table, a proposal had been developed to enter into a partnership with the bank to build a single pump station on Grace Hill property which would serve the block grant homes and Grace Hill. Mr. Saunders advised that they would pay half and the Town would pay the other half. Mr. Saunders noted that the Town would save about \$150,000 plus there would be only one pump station to maintain instead of two. Mr. Saunders reported that the bank had agreed to abandon the connection fee rebate agreement that the Town entered into a year ago. Mr. Saunders sought authorization through a motion by Council to enter into a cost-sharing agreement with the new owners of Grace Hill Subdivision.

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Councilmember Nunn thanked Town Manager Saunders for saving the Town approximately \$500,000.

**ACTION:** Councilmember Nunn made a motion to to authorize the Town Manager to enter into and sign a cost-sharing agreement with the new owners of Grace Hill Subdivision regarding a pump station, seconded by Councilmember Straughan; and carried unanimously.

B. Proclamation Concerning Boating Safety

**ACTION:** Councilmember Nunn made a motion to authorize the Proclamation concerning boating safety, seconded by Councilmember Smith; and carried unanimously.

Mayor Smith read the body of the proclamation and presented it to Brian McArdle, Flotilla 33 Vice-Commander U. S. Coast Guard Auxiliary and S. Wallace Dawson, Flotilla 33 Commander U.S. Coast Guard Auxiliary in support of the goals of the North American Safe Boating Week Campaign and United States Coast Guard Auxiliary Flotilla 33, proclaiming May 22-28, 2010 as National Safe Boating Week and the start of the year-round effort to promote safe boating.

Mayor Smith called for a short recess at 7:50 pm.  
Regular Session reconvened at 7:54 pm.

**10. Enter into Closed Session as permitted by FOIA 2.2-3711(A)(1)  
Personnel**

**ACTION:** Councilmember Nunn made a motion to enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) Personnel to discuss performance evaluation, salary or job assignments of specific employees, seconded by Councilmember Straughan; and carried unanimously.

Town Manager Saunders was asked to leave for the duration of the Closed Session.

Council entered into Closed Session at 7:55 pm.  
Regular Session reconvened at 8:09 pm.

**11. Certify Closed Session held IAW FOIA 2.2-3711(A) Para (1) Personnel.**

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**ACTION:** Councilmember Robertson made a motion to certify that the Closed Session was held IAW FOIA 2.2-3711(A) Para (1) Personnel and nothing was discussed except the matters identified in the motion to convene in Closed Session. Motion was seconded by Vice-Mayor Jones; and carried unanimously by roll call.

Jones, Paul S. – yes  
Moubray, Randy - yes  
Nunn, Rebecca T. – yes  
Robertson, Barbara – yes  
Smith, John A. - yes  
Smith, Dr. Curtis H. – yes  
Straughan, Howard – yes

Councilmember Nunn stated that in her opinion Tom Saunders has been and is doing an outstanding job as our Town Manager. He is certainly doing a much better job than our past managers. He has brought a sense of professionalism and leadership to the office that we have not had in the past. He has demonstrated a degree of fairness and concern for the problems and desires of the citizens and businesses of the Town. He has either been able to solve the problems raised or at least explained the limitations of what the Town can or cannot do. In addition, he has achieved the respect of the Town employees generally in handling staff concerns and issues in a fair and balanced way.

Ms. Nunn concluded her remarks by making the following motion:

**ACTION:** Councilmember Nunn made a motion to give Town Manager Tom Saunders a new contract (his present contract expires May 30) for a term of five years beginning June 1, 2010 with an annual salary of \$68,200 which is considerably less than the past 2 managers at the time of their termination. Mr. Saunders would have annual salary reviews by Town Council and would be entitled to annual increases of not less than the government cost of living index increase or at the rate of any general salary increase given to other Town employees in any “across the board adjustment”. The new contract would also include a severance provision in the amount of 2 year’s annual salary unless dismissed

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**for cause. Motion was seconded by Councilmember Moubray; and carried unanimously.**

**12. Adjournment**

**ACTION: Vice-Mayor Jones made a motion to adjourn, seconded by Councilmember Robertson; and carried unanimously.**

Meeting adjourned at 8:15 pm.

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Mayor

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Jacqueline L. Blencowe, Clerk