

August 20, 2012

**KILMARNOCK TOWN COUNCIL  
Monday, August 20, 2012  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order:**

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

Raymond C. Booth, Jr., Mayor  
Shawn Donahue  
Rebecca T. Nunn

William L. Smith  
Howard Straughan  
Mae P. Umphlett

**Members Absent:**

Emerson Gravatt, Vice-Mayor

**Staff Present:**

Tom Saunders, Town Mgr.  
Marshall Sebra, Zoning Admin/Planning Director  
Paul C. Stamm, Jr., Town Attorney  
Cindy Balderson, Town Clerk  
Joan N. Kent, Transcriber  
Michael S. Bedell, Chief of Police

Mayor Booth welcomed Kilmarnock residents, business owners, and guests and then led the recital of the Pledge of Allegiance. Mayor Booth advised that Vice-Mayor Emerson Gravatt would not be attending the meeting due to the passing of his father and extended his condolences to the Gravatt family.

**2. Acceptance and Approval of Agenda**

Councilmember Smith requested the addition of a Closed Session in the Old Business section of the agenda as allowed in FOIA 2.2 -3711(A) Para (1) for the purpose of appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

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**ACTION:** Councilmember Smith made a motion to approve the agenda with the addition of a Closed Session under Old Business for the reasons described above, seconded by Councilmember Nunn; and carried unanimously.

**3. Approve, Correct, or Amend the Minutes of the Regular Town Council Meeting held July 16, 2012.**

**ACTION:** Councilmember Nunn made a motion to approve the July 16, 2012 Town Council Meeting Minutes as presented, seconded by Councilmember Umphlett; and carried unanimously.

**4. Public Comments and Presentations:**

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

Mrs. Jane Ludwig, Chairman of the Kilmarnock Planning Commission stated that she had devoted sixteen years to the Town and appointments to fill her term were being decided on by Council tonight. Mrs. Ludwig asked Council to consider her for reappointment. Mrs. Ludwig said that she was greatly involved in the Town's revitalization project and in the purchase of the Town property. Mrs. Ludwig advised that she had a great deal of experience to offer the Town and would appreciate it if they would give her consideration. Mrs. Ludwig wanted to clarify that she had called Councilmember Nunn to ask for her support and told Mrs. Nunn that she looked forward to working with the new Council. Mrs. Ludwig stated that Mrs. Nunn informed her that she was not going to consider her for reappointment because she had missed three consecutive meetings. Mrs. Ludwig stated that was not true and presented a report to Council for verification.

Mayor Booth asked Mrs. Ludwig to give the report directly to Councilmember Nunn.

Councilmember Nunn apologized to Mrs. Ludwig and stated that she did not realize that she was at the June meeting.

Mrs. Ludwig noted that the apology was accepted.

Mayor Booth thanked Mrs. Ludwig for her comments.

## **5. Planning Commission Report: Shawn Donahue, Council Liaison**

Councilmember Donahue commented that it was his first meeting with the Planning Commission so he did a lot of listening. Mr. Donahue said that other than the discussion of potential candidates who applied for the upcoming expiring terms, there wasn't much business discussed. However, Mr. Donahue said that there was a discussion concerning the Planning Commission being involved in the CIP Budget process. Mr. Donahue stated that they went around the table and each Planning Commission Member gave their opinion which provided mixed results. Mr. Donahue said that some felt that they needed to be extremely involved in the CIP Budget, others felt that they needed to be passively involved and rely more on the Town Council Committees. Mr. Donahue said that all of them felt there should be involvement in the future with the CIP. Mr. Donahue asked Councilmember Nunn if she wanted to add something since she attended the meeting as well.

Councilmember Nunn replied that she didn't think that the results were mixed. Mrs. Nunn said that that Travis Abbott said "yes" and Joan Gravatt said to "be careful what you wish for". Mrs. Nunn continued by saying that Dave Reedy thought the Planning Commission should do what the Council said, while Steve Bonner said that he thought everybody should get along, and Lindsay Gardner said that she didn't feel she was qualified to comment. Mrs. Nunn said that Les Spivey commented during that meeting that if the Planning Commission thought they should do something, then they needed to take it upon themselves to do it and send it up to Council.

Mr. Donahue said that maybe they needed to take a look at the minutes because her interpretation as to what was said and his didn't match. Mr. Donahue said that it like the old saying that if you whisper a secret to someone and it goes around the room it comes out differently when it reaches the end of the line.

Councilmember Nunn replied that she heard what everyone had said and she wrote it down.

Mr. Donahue reiterated that the general interpretation was that the Planning Commission should have involvement in the CIP process which was what they were there for but with mixed results. Mr. Donahue asked Councilmember Nunn if that would be a fair statement.

Councilmember Nunn replied yes, five to one.

## **6. Committee Reports:**

A. Water/Sewer Committee: Councilmember Nunn, Chair

1) Report from August, 2012 Meeting

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

Councilmember Nunn advised that the Committee reviewed the list of roles and responsibilities that were submitted for the Water/Sewer Subcommittee and gave their approval to having the list confirmed by Council. Mrs. Nunn stated that Town Manager Saunders reported that plans for the Waverly Avenue and Chase Street sewer lines upgrade had been approved and were currently being looked at by contractors. Mrs. Nunn advised that there was some likelihood that additional easements would be needed. Mrs. Nunn said that Pat Chenoweth at the WWTP reported that her department continued to operate well within the DEQ permit limits. Mrs. Nunn stated that the Committee was given an update on the Wiggins Avenue force main replacement and reviewed the change orders. Mrs. Nunn said that the Committee was recommending that the Wiggins Avenue pump station generator replacement contract be awarded to the lowest bidder which was Northern Neck Generator once Mr. Rosenbaum was able to confirm the specs. Mrs. Nunn advised that the radio read meter shipment had been delayed until the end of September due to a subcomponent delay.

## 2) Committee Recommendations to Council

There were no recommendations made to Council.

### B. Streets/ Sidewalks/ Playground Committee: Councilmember Donahue, Chair

#### 1) Report from August, 2012 Meeting

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

Councilmember Donahue apologized to Committee Members and stated that he was unable to attend the meeting due to a conflict with his schedule.

Councilmember Smith gave the report. Mr. Smith said that staff gave an update on sidewalk issues. Mr. Smith advised that easements in the area of Wiggins Avenue had been reviewed and would be needed before there could be any work done in that area. Mr. Smith said that a review of existing sidewalk areas determined that three locations should be prioritized. Mr. Smith advised that the areas were Town Centre Drive, South Main Street from Hatton Avenue to Tartan Village, and North Main Street from the Steptoe's core area to the Town property at Town Centre Drive. Mr. Smith stated that the Committee reviewed new feedback on the playground noting that there had been some vandalism done to fence pickets and a section of fence which Town staff had addressed. Mr. Smith said that Town Manager Saunders had asked David Brown with VDOT to provide

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the space requirements for handicapped spaces so that the impact of the increasing number of spaces could be determined. Mr. Smith stated that it was possible that the effective number of spaces could be decreased as the result. Mr. Smith said that the Committee continued its review of Town Council roles and responsibilities for the Streets Subcommittee and accepted the first draft as the final one. Mr. Smith stated that Town Manager Saunders had written Frank Pleva regarding Lancaster County's approach to the ordinance concerning derelict structures. Mr. Smith advised although it was a moot point now, the Committee discussed instructions on correct seating at the picnic table on the playground but since then the table had been removed. Mr. Smith stated that Robert Harper had sent in the Town's request for a cross walk feasibility check at Irvington Road and School Street. Mr. Smith said that there had been citizen's complaints regarding VDOT's trimming of plantings near intersections adding that VDOT had the responsibility to ensure intersection safety and clear materials in the VDOT right of way. Mr. Smith advised that island damage had continued in front of Noblett's. Mr. Smith said that the staff provided an update on the planting of pansies in the fall. Mr. Smith advised that an RFP would be launched for the planting labor in September. Mr. Smith finalized by saying that staff had provided an update on the Mary Ball Road Project noting that the compliance audit was complete.

2) Committee Recommendations to Council

There were no recommendations made to Council.

C. Police/Public Safety Committee: Councilmember Donahue, Chair

1) Report from August, 2012 Meeting

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

Councilmember Donahue stated that Chief Bedell provided the Committee with a monthly report.

2) Committee Recommendations to Council

There were no recommendations to Council.

D. Emergency Preparedness Committee: Councilmember Umphlett, Chair

There was no meeting held during the month of August.

E. Town Centre Committee: Councilmember Straughan, Chair

1) Report from August, 2012 meeting

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

Councilmember Straughan advised that the Committee reaffirmed recommending to Council that the new Town Hall be built on the Town Centre property. Mr. Straughan said that the Committee was in the process of soliciting for architects and designers for the new building.

Mayor Booth asked Councilmember Straughan what had been committed to the initial developmental work.

Mr. Straughan replied that nothing had been committed to the initial developmental work at this time.

## 2) Committee Recommendations to Council

There were no recommendations made to Council.

## F. Economic Development Committee: Councilmember Gravatt, Chair

### 1) Report from August, 2012 Meeting.

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

In lieu of Vice-Mayor Gravatt's absence, Councilmember Smith gave the report.

Councilmember Smith stated that the Committee reviewed the Town Council roles and responsibilities for the Economic Development Subcommittee and approved them. Mr. Smith advised that the Committee discussed the status of new and exiting businesses and was recommending that a "Welcome" planter be sent to new businesses with a permanent, public location. Mr. Smith stated that the "Promoting Kilmarnock" meetings had been held with a follow-up planning session which would be on Tuesday, August 21<sup>st</sup>. Mr. Smith said that the Committee reviewed the advertising and promotional items for 2012-2013 and directed staff to proceed. Mr. Smith advised that Chairman Gravatt suggested that the Committee utilize the expertise of Town business owners in economic development planning. Mr. Smith said that the Committee discussed and requested the support of Town Council to expand its subcommittee membership to include several business owners in an advisory/ consultative capacity over the next several months. Mr. Smith stated that staff provided an update on bringing Grey's Point campers into Kilmarnock.

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2) Committee Recommendations to Council

a. Recommend that in conjunction with the Admin/Finance Committee, Council direct staff to move forward with advertising items for 2013.

**ACTION: Councilmember Nunn made a motion to direct staff to move forward with advertising items for 2013, seconded by Councilmember Straughan;**

**Discussion:**

Mayor Booth asked Councilmember Smith if the expenditures included the amount that went to the Chamber of Commerce every year.

Councilmember Smith replied no and added that he wanted to say that the two that they had talked about was Dozier's Waterway and something tied to tourism.

Mayor Booth clarified that it didn't include the membership to the Chamber of Commerce.

Councilmember Smith said that was correct.

**Mayor Booth called for the vote which was unanimous.**

b. Recommend that Council support the expansion of subcommittee membership to include several business owners in an advisory and consultative capacity over the next several months.

**ACTION: Councilmember Straughan made the motion to support the expansion of subcommittee membership to include several business owners in an advisory and consultative capacity, seconded by Councilmember Nunn; and carried unanimously.**

G. Administration/Finance Committee: Councilmember Smith, Chair

1) Report from August, 2012 meeting.

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

Councilmember Smith advised that the Committee completed their review of the Town Council roles and responsibilities for Admin/Finance Subcommittee and considered their document finalized. Mr. Smith said that they

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were trying to put a guide book together to give to any new Councilmember who came on board so that they would know what each Committee was responsible for. Mr. Smith stated that the Committee established the next action steps for the Town Charter Subcommittee. Mr. Smith said that Town staff distributed an electronic editable version of the existing charter for them to start looking at and come up with possible recommendations for revisions. Mr. Smith stated that Town Manager Saunders would share baseline code documents from VML and Municode for informational purposes. Mr. Smith advised that they have had two meetings so far which were held on August 13<sup>th</sup> and 20<sup>th</sup>. Mr. Smith stated that following a discussion of term limits for all appointed committees, the recommendation was that appointed members would serve a maximum of two consecutive terms or portions thereof. Mr. Smith advised that once an individual had rotated off of the committee for one term, he or she could serve again. Mr. Smith stated that the Committee discussed a request from the Kilmarnock Museum through Carol Ashburn regarding a contribution towards a historical marker for Dr. Morgan Norris. Mr. Smith said that the Committee was supportive and asked the Museum to contact the Town once a firm need was known. Mr. Smith advised that at this point they were still in the negotiation stages of seeing if it was possible whether or not they could get a marker of recognition. Mr. Smith stated that Town Manager Saunders updated the Committee on Department of Housing and Community Development Compliance Review for the Mary Ball Road Project which had been completed. Mr. Smith advised that many thanks went out to Mr. Sam Tuttle who was the Town's liaison with the Community Planning Partners. Mr. Smith said that Marshall Sebra and Judy Stevens were recognized for their exceptional work. Mr. Smith advised that the review was very successful. Mr. Smith stated that the remaining delinquent business license notifications were being sent. Mr. Smith said that these delinquencies were from the May 1, 2012 deadline. Mr. Smith advised that Mary Earhart and Company, which was the Town's public accounting support was due back very shortly in support of the fiscal year close and Robinson, Farmer, and Cox which were the Town's auditors would return in October for the normal closing schedule. Mr. Smith stated that the Committee entered into Closed Session as allowed by FOIA 2.2-3771(A) Para (1) and the Closed Session was certified with a roll call vote.

## 2) Committee Recommendations to Council

a. Recommend to Council that members of all appointed committees serve for a maximum of two consecutive terms or portion thereof and that once an individual had rotated off the committee for one term, he or she may serve again.

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**ACTION: Councilmember Nunn made a motion to have members of all appointed committees serve for a maximum of two consecutive terms or portion thereof and that once an individual had rotated off the committee for one term, he or she may serve again, seconded by Councilmember Straughan;**

**Discussion:**

Councilmember Donahue wanted to know what the calendar date was for the start of and the finish of a term. Mr. Donahue asked when the term would expire for existing Committee Members.

Councilmember Nunn replied that they would be different dates.

Councilmember Donahue said that rotation dates needed to be established.

Councilmember Nunn replied that Zoning Administrator/ Planning Director Sebra kept track of the rotation dates.

Mayor Booth stated that he thought what Mr. Donahue was asking was if this was retroactive.

Councilmember Nunn replied that it wasn't.

Councilmember Donahue asked when it would start.

Councilmember Nunn replied it would start now.

Town Attorney Stamm stated that if this recommendation was passed tonight then anyone appointed to a committee after tonight was subject to it. Mr. Stamm explained that if someone was reappointed to the Planning Commission tonight, their back time did not count they would be allowed to serve two terms.

Councilmember Donahue asked if this was for Council Committees as well.

Councilmember Nunn replied that it was only for the Planning Commission and BZA.

Councilmember Donahue advised Mrs. Nunn that wasn't how she stated her motion.

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Mayor Booth asked Councilmember Nunn to rephrase her motion for clarification purposes.

Councilmember Nunn withdrew her first motion.

**ACTION: Councilmember Nunn made a motion that Members of the Kilmarnock Planning Commission and Board of Zoning Appeals serve for a maximum of two consecutive terms or portions thereof, and that once a member had rotated off of the Committee for a period of one term he or she may serve again, seconded by Councilmember Straughan;**

**Discussion:**

Mayor Booth stated his objection to Councilmember Nunn's motion for the record.

**Mayor Booth called for the vote which was carried unanimously.**

b. Recommend that Council approve the disbursements from July 17, 2012 through August 20, 2012 totaling \$170,434.84

**ACTION: Councilmember Smith made a motion to approve the disbursements from July 17, 2012 through August 20, 2012 as presented, seconded by Councilmember Donahue; and carried unanimously.**

c. Recommend that Council videotape all future Town Council meetings.

**ACTION: Councilmember Nunn made a motion to have all future Town Council meetings videotaped and put on the Town's website, seconded by Councilmember Straughan;**

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**Discussion:**

Mayor Booth asked if this would preclude ordinary citizens from being able to tape the meetings if they wanted too.

Councilmember Nunn said that it would not.

Mayor Booth said that they would all just have to share the small space in the corner which generated laughter.

**Mayor Booth called for the vote which was unanimous.**

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

A. Condolences to the Gravatt Family

Town Manager Saunders extended his condolences to the Gravatt family. Mr. Saunders said that Dr. Gravatt had been an institution to the Town and this area would not be the same without him.

B. FOIA Request from Rappahannock Record

Town Manager Saunders stated that he wanted to bring Council's attention to the FOIA request received from the Rappahannock Record. Mr. Saunders said that he was making sure that all of the i's had been dotted and t's crossed before submitting the information to them. Mr. Saunders stated that he had provided all of Council with a copy and noted that he would be complying with the request as demanded under state law.

**8. Old Business**

Closed Session

A. Enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) for the purpose of discussion, consideration or interviews of perspective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body.

**ACTION: Councilmember Smith made the motion to enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) for the above stated reasons, seconded by Councilmember Straughan; and carried unanimously.**

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Mayor Booth called for a 10 minute recess prior to the Closed Session at 7:35 pm.

Council entered into Closed Session at 7:47 pm.

Regular meeting reconvened at 8:09 pm.

B. Certify Closed Session held IAW FOIA 2.2-3711(A) Para (1) for the purpose of discussion, consideration or interviews of perspective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body.

**ACTION: Councilmember Nunn made a statement certifying that in the Closed Session which just concluded that nothing was discussed except the matter or matters (1) specifically identified in the motion to convene into Closed Session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Statement was unanimously supported by a roll call vote.**

Booth, Raymond C. Jr., - yes

Smith, William L. – yes

Umphlett, Mae – yes

Straughan, Howard – yes

Nunn, Rebecca T. – yes

Donahue, Shawn – yes

## **9. New Business**

A. Appointment to fill vacant BZA seat due to resignation of Howard Straughan.

Mayor Booth called for nominations.

Councilmember Nunn nominated Mr. Bob Wille who had expressed an interest in serving on the BZA.

Councilmember Straughan seconded Councilmember Nunn's nomination.

Mayor Booth asked if they were any other nominations.

Councilmember Smith asked if any other letters of interest were submitted for the position.

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Town Manager Saunders replied that there were not.

Councilmember Donahue asked if there were any reappointments.

Councilmember Nunn stated that they were just doing the Board of Zoning Appeals position at this time and there were no reappointments.

**ACTION: Councilmember Nunn made a motion to appoint Mr. Bob Wille to fill the vacant seat on the Kilmarnock Board of Zoning Appeals, seconded by Councilmember Straughan; and carried unanimously.**

Councilmember Nunn congratulated Mr. Wille who was seated in the audience which generated applause.

B. Appointments to fill two expiring terms on the Kilmarnock Planning Commission.

Mayor Booth called for nominations to fill the two expiring terms on the Planning Commission.

Councilmember Donahue nominated Mr. Dave Reedy and Mrs. Jane Ludwig for reappointment.

Councilmember Nunn stated that Planning Commission Member Travis Abbott had resigned and asked if they were to fill his seat as well.

Mayor Booth stated that was correct and noted that there were three vacant seats on the Planning Commission to be filled.

Councilmember Nunn nominated Ann Towner, Les Spivey, and Curtis Smith.

Mayor Booth apologized to former Mayor Smith who was seated in the audience for not recognizing him earlier during the meeting. Mayor Booth asked Town Attorney Stamm for clarification on how to proceed.

Town Attorney Stamm advised to take one name at a time and vote up or down until they ended up with three.

Reporter Audrey Thomasson asked if a second on each nomination was required.

Town Attorney Stamm replied not for small groups.

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Mayor Booth called for the vote to reappoint Mr. Dave Reedy which was 4 opposed and 1 in favor of.

Mayor Booth called for the vote to reappoint Mrs. Jane Ludwig which was 4 opposed and 1 in favor of.

Mayor Booth called for the vote to appoint Ms. Ann Towner which was 5 to 0 in favor of signifying a unanimous vote.

Mayor Booth congratulated Ms. Towner on her appointment to the Planning Commission which generated applause.

Mayor Booth called for the vote to appoint Mr. Les Spivey which was 5 to 0 in favor of signifying a unanimous vote.

Councilmember Donahue asked if he could continue to vote each time which generated laughter.

Mayor Booth said since the first two failed he thought that he could which generated more laughter.

Mayor Booth called for the vote to appoint Mr. Curtis Smith which was 5 to 0 in favor of signifying a unanimous vote.

Mayor Booth congratulated Mr. Curtis Smith and Mr. Les Spivey which generated applause.

## **10. Council Comments.**

Councilmember Straughan stated that there seemed to be a continuing problem with criticizing staff in open forum or them directly. Mr. Straughan said that he wanted to propose a protocol or procedure to handle this. Mr. Straughan stated that if there was any complaint or criticism regarding a staff member of the Town of Kilmarnock, Councilmember, or appointee to any Committee or Commission then it should be handled in a certain manner. Mr. Straughan said that any issue should be brought to the immediate attention of the Town Manager. Mr. Straughan stated that if a satisfactory resolution was not achieved at this level then it should be brought to the Admin/Finance Committee's attention where it would be dealt with in Closed Session. Mr. Straughan advised if the matter could not be resolved on that level then it would be brought to the full attention of Council in a Closed Session. Mr. Straughan stated that in no circumstances was the matter to be discussed with the staff member or in any public forum. Mr. Straughan said that any Councilmember or appointee of the Council not following this procedure should be publically sanctioned in such manner that Council deemed to be appropriate. Mr.

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Straughan stated that in the case of an appointee, he or she would be removed from such Committee or Commission by Council.

**ACTION: Councilmember Straughan made a motion to have the Town of Kilmarnock Personnel Performance Problem Protocol as specified above adopted by Council, seconded by Councilmember Nunn;**

**Discussion:**

Councilmember Donahue asked Councilmember Straughan if the protocol was legal and if he had consulted with the Town Attorney about it.

Councilmember Nunn told Mr. Donahue that staff was not supposed to be discussed in public.

Councilmember Donahue said that he was just asking if the Town Attorney had looked over this protocol and if it was legal.

Councilmember Straughan said that the Town Attorney could look over it right then.

Town Attorney Stamm replied that he would glad to review it but would not be able to give them an answer right then.

Councilmember Nunn advised that it basically said that they couldn't make comments in public forums like they had been doing lately.

Councilmember Donahue recommended that this matter be tabled until next month's meeting so that the Town Attorney had time to review it.

Councilmember Straughan replied that this sort of behavior had been going on for the past two years and he saw no reason to postpone it a vote.

Councilmember Donahue stated that all he was saying was to let legal counsel look the document over to make sure it was appropriate and then come back next month to approve it.

Councilmember Straughan stated that he was maintaining his position regarding his motion to adopt the procedure.

Councilmember Nunn replied that the motion had a second.

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Councilmember Umphlett asked Councilmember Straughan for clarification on the third part of the protocol that he mentioned.

Councilmember Straughan advised that any Councilmember or appointee of the Council not following the procedure would be publicly censured by the Council in such a manner as the Council deemed appropriate. Mr. Straughan continued by saying in the case that an appointee, he or she may be removed from such Committee or Commission by the Council.

Councilmember Smith stated that they needed to get the Town Attorney's legal opinion before moving forward on this.

Councilmember Donahue commented that it was only a matter of thirty days.

Mayor Booth asked if the issue was being tabled.

Councilmember Straughan stated that he wanted to vote on it.

Mayor Booth stated that Mr. Straughan's proposal, especially not being reviewed by the Town Attorney, was somewhat reckless. Mayor Booth said that it seemed to him to be an effort by some groups to silence opposition. Mayor Booth didn't think it was a good idea to precede with the motion it at this time and stated for the record his opposition to it.

Town Attorney Stamm advised Mr. Straughan to table this matter until he had time to review it.

Councilmember Straughan replied that he didn't like it but he would do it.

Mayor Booth clarified that Councilmember Straughan had withdrawn his motion.

Councilmember Donahue strongly suggested that the protocol be reviewed by the Town Attorney and that this matter be placed on the agenda for next month.

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**10. Adjournment**

**ACTION: Councilmember Smith made a motion to adjourn, seconded by Councilmember Nunn; and carried unanimously.**

Meeting adjourned at 8:25 pm

Prepared by:

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Joan N. Kent

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Raymond C Booth, Jr., Mayor

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Cindy Balderson, Clerk