

# Regular Meeting #01

## January 15, 2019

A Regular Meeting of Council convened in the Council Chambers at 7:00 p.m. in the presence of Deputy Mayor Murphy, Councillors (with the exception of Mayor French), Chief Administrative Officer, Brian Crawley, Town Clerk, Gail Pomroy, Director of Finance, Liz Davis, Director of Planning and Development, Corrie Davis, Director of Engineering and Public Works, Jennifer Norris, Fire Chief John Heffernan, Director of Economic Development and Communications, Jennifer Lake and Communications Manager, Maggie Hynes.

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### 1. ADOPTION OF AGENDAS AND MINUTES

#### a. Adoption of the Meeting Agenda for January 15, 2019

**Resolution #19-001**  
**Councillor Hillier/Councillor Butler**

Be it so resolved that the agenda of the meeting of January 15, 2019 be adopted as presented.

- carried unanimously

#### b. Adoption of the Meeting Minutes of December 18, 2018

**Resolution #19-002**  
**Councillor Hillier/Councillor Bursey**

Be it so resolved that the minutes of the meeting of December 18, 2018 be adopted as presented.

- carried unanimously

### 2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

**3. NEW BUSINESS**

**Councillor Hillier**

stated that he attended the ribbon cutting ceremony for the first Inclusive Squash program in Canada. He congratulated Eric Hart on this accomplishment.

**Deputy Mayor Murphy**

expressed condolences to the family of Kaiden Little. 6 year old Kaiden lost his battle to cancer on Monday, January 14, 2019.

**4. VISITORS, PRESENTATIONS AND PETITIONS**

**a. Donation – Northeast Avalon D.A.R.E.**

Constable Tanya Schwartz, Inspector Alex Brennan of the Royal Newfoundland Constabulary and Janet Rumsey, Northeast Avalon D.A.R.E. Committee, to accept a donation for the D.A.R.E. program.

**b. Council Travel – June – December 2018**

<b>Name</b>	<b>Reason for Travel</b>	<b>Date of Travel</b>	<b>Total Approved</b>	<b>Registration Amount</b>	<b>Total Amount</b>
Gerard Tilley	MNL Symposium - Gander, NL	Oct 3-6	\$1,300.00	\$475.00	\$1,344.00
Terry French	MNL Symposium - Gander, NL	Oct 3-6	\$1,300.00	\$475.00	\$1,363.80

**5. RECOMMENDATIONS OF PLANNING AND DEVELOPMENT COMMITTEE  
(Chair, Councillor Rex Hillier)**

No meeting held.

Transferred from Committee of the Whole Meeting #01

**1. Variance Request - 21 Lears Road, Seal Cove**

**Resolution #19-003  
Councillor Hillier/Councillor Tilley**

Be it so resolved that resolution 2018-078 establishing a building line setback for the property at 21 Lears Road Seal Cove and passed at its regular public meeting of March 6, 2018 be rescinded;

**AND FURTHER:**

Be it so resolved that Council approve a variance to reduce the minimum frontage to 18.9m for a lot to be subdivided from the northern portion of property at 21 Lears Road, Seal Cove.

- carried unanimously

**6. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE  
(Chair, Councillor Gerard Tilley)**

Presentation of recommendations of meeting held on January 8, 2019

**1. Ratification of PO #2018-1532**

**Resolution #19-004  
Councillor Tilley/Councillor Youden**

Be it so resolved that approval be given to Atlantic Construction Elite Services to ratify PO #2018-1532 in the amount of \$16,124.16, plus HST. This invoice was for the purchase of a solar speed radar for Chamberlains Road and Admirals Academy school zone.

- carried unanimously

**2. Ratification of PO #2018-0008**

**Resolution #19-005**  
**Councillor Tilley/Councillor Butler**

Be it so resolved, that approval be given to Wajax to ratify PO #2018-0008 in the amount of \$24,162.40, plus HST. This invoice was for the purchase of a new engine for Unit 251.

- carried unanimously

**3. Ratification of PO #2018-1818**

**Resolution #19-006**  
**Councillor Tilley/Councillor Bursey**

Be it so resolved, that approval be given to Eastern Contracting Ltd to ratify PO #2018-1818 in the amount of \$14,375.00. This invoice is for services provided for abatement of a small building situated at 61 Riches Place.

- carried unanimously

**4. Approval to Tender – Supply, Delivery, Assembly and Warranty of Household Waste Carts**

**Resolution #19-007**  
**Councillor Tilley/Councillor Hillier**

Be it so resolved that approval be given to tender for the supply, delivery, assembly and warranty of household waste carts.

- carried unanimously

**5. Engineering and Public Works Committee Meeting**

**Resolution #19-008**  
**Councillor Tilley/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of January 8, 2019, be accepted as presented.

- carried unanimously

**7. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Cheryl Davis)**

Councillor Davis commented on the successful Tim Hortons New Years Skate. She noted that there were 750 people in attendance.

Congratulated and thanked the Youth Advisory Council who donated 17 turkeys for Christmas to the Conception Bay South/Paradise Food Bank.

Presentation of recommendations of meeting held on January 8, 2019

**1. Recreation and Leisure Services Committee**

**Resolution #19-009**  
**Councillor Davis/Councillor Hillier**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of January 8, 2019 be accepted as presented.

- carried unanimously

**8. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Richard Murphy)**

Transferred from Committee of the Whole Meeting #01

**1. Donation – D.A.R.E.**

**Resolution #19-010**  
**Councillor Youden/Councillor Bursey**

Be it so resolved that approval be given to donate \$2,500 to the Northeast Avalon D.A.R.E. Committee. Funds are available in account #01-101-1000-7705.

- carried unanimously

Presentation of recommendations of meeting held on January 8, 2019

**1. Accounts Payable Cheque Register**

**Resolution #19-011**  
**Councillor Youden/Councillor Hillier**

Be it so resolved that approval be given to pay cheques totaling \$279,873.69 as per the Accounts Payable Cheque Register Report.

- carried unanimously

**2. Ratification of Manual Cheques Previously Released**

**Resolution #19-012**  
**Councillor Youden/Councillor Bent**

Be it so resolved that approval be given to ratify the payment manual cheques previously released totaling \$1,270,386.65.

- carried unanimously

**3. Capital Invoices**

**Resolution #19-013**  
**Councillor Youden/Councillor Tilley**

Be it so resolved that approval is given to pay capital invoices totaling \$378,052.12 as follows:

PROJECT	VENDOR	DETAILS	AMOUNT
Phase 47 Water & Sewer	SNC Lavalin Inc	Invoice 1399870	\$ 137,281.41
2018 Streets	EXP Services	Invoice 470618	\$ 22,433.63
Phase 46 Water & Sewer	Imperial Excavating Limited	Progress Claim #17	\$105,208.23
Traffic Lights Perrins Road	Harbourside Transportation Consultants	Invoice 1314	\$ 1,106.88
Legion Road Upgrades	Farrells Excavating Limited	Progress Claim #3	\$ 56,998.16
Legion Road Upgrades	Progressive Engineering & Consulting	Invoice 2017-039-6	\$ 9,708.46
Traffic Study Phase 3	Harbourside Transportation Consultants	Invoice 1310	\$ 45,315.35
			\$378,052.12

- carried unanimously

**4. Municipalities Newfoundland and Labrador and Professional Municipal Administrators – Membership Fee**

**Resolution #19-014**  
**Councillor Youden/Councillor Bursey**

Be it so resolved that approval be given to pay membership fees for 2019 for Municipalities Newfoundland & Labrador and Professional Municipal Administrators in the amount of \$18,491.92. Funds are available in account 01-101-1000-7035.

- carried unanimously

**5. FCM – Federation of Canadian Municipalities**

**Resolution #19-015**  
**Councillor Youden/Councillor Hillier**

Be it so resolved that approval be given for payment of the 2019 membership fee of the Federation of Canadian Municipalities in the amount of \$6,627.14. Funds are available in account #01-101-1000-7035.

- carried unanimously

**6. Order – 75 Church Road**

**Resolution #19-016**  
**Councillor Youden/Councillor Bursey**

Be it so resolved that the Order issued on January 4, 2019, under the Municipalities Act, 1999, Urban and Rural Planning Act, 2000 and the Occupancy and Maintenance Regulations ordering the property owner to either repair or demolish the dwelling located at 75 Church Road, Conception Bay South be confirmed.

- carried unanimously

**7. Order – 33 Rideouts Road**

**Resolution #19-017**  
**Councillor Youden/Councillor Hillier**

Be it so resolved that the Order issued on January 4, 2019, under the Municipalities Act, 1999 and the Waste Disposal and Property Regulations ordering the removal of all miscellaneous debris and the stacking of wood situated on 33 Rideouts Road, Conception Bay South be confirmed.

- carried unanimously

**8. Financial and Administrative Services Committee Report**

**Resolution #19-018**  
**Councillor Youden/Councillor Butler**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of January 8, 2019 be accepted as presented.

- carried unanimously



**9. RECOMMENDATIONS OF COMMUNICATIONS AND ECONOMIC DEVELOPMENT (Chair, Councillor Darrin Bent)**

Presentation of recommendations of meeting held on January 8, 2019

**1. 2019 Green Team Program**

Conservation Corps Newfoundland and Labrador are currently accepting proposals for the 2019 Green Team Program. The program provides employment for four youth and the Town has been very fortunate in the past number of years to have exceptionally hard working teams who have completed valuable work advancing local projects with the Manuels River Natural Heritage Society, Kelligrews Ecological Enhancement Program, Chamberlains Park Action Committee, and various Town Initiatives.

The Town's required investment is \$3,500 plus a small amount of funds for supplies related to the projects; Conservation Corps Newfoundland and Labrador will invest approximately \$24,500 into the project.

The Committee concurred with submitting a proposal for one Green Team in Conception Bay South for the 2019 season.

**Resolution #19-019**  
**Councillor Bent/Councillor Butler**

Be it so resolved that approval be given for the Town to contribute \$3,500 for the purpose of hiring four youth to comprise a Conception Bay South Parks Commission Green Team for 2019, pending a partnership with Conservation Corps Newfoundland and Labrador. Funds are available in Account # 01-503-1000-5099.

- carried unanimously

**2. Amendment to BIA Regulations and BIA Board Appointments**

The Business Improvement Area Regulations were adopted by Council on September 15, 2015. All businesses within the designated downtown area pay a mandatory levy, which equates to 10% of their business tax as assessed by the Municipal Assessment Agency. These funds are turned over to the Business Improvement Association Board of Management to manage and are utilized for marketing and networking initiatives, as well as capital projects within the downtown area (Manuels River to Terminal Road, and bounded by the T' Railway and Conception Bay shoreline).

Payment of the levy allows a business to nominate a representative to the Board of Directors. During a recent Call for Nominations, a representative of a non-taxable business within the downtown area requested to join the Board of Management, however the current regulations would not accommodate the request due to the nature of the enterprise.

During a recent board meeting of the Business Improvement Association, the Board of Management determined that an amendment to the regulations of a voluntary levy, could be a catalyst to businesses that are not required to pay the levy, but wish to be considered for a voting Board position.

The Committee concurred with the amendment and subsequent appointment of the new Board member. In addition, one Board member was up for re-appointment and another was seeking appointment.

**Resolution #19-020**  
**Councillor Bent/Councillor Hillier**

Be it so resolved that the changes to the BIA Regulations be accepted as presented.

**AND FURTHER:**

Be it so resolved that Jamie Baker (Pitter Patter Daycare) and Paul Heffernan (Sobeys) be appointed to the BIA Board of Management for a two-year term, and that Christine Hand (Handyman Home Hardware) be re-appointed to the BIA Board of Management for a two-year term.

# CONCEPTION BAY SOUTH BUSINESS IMPROVEMENT AREA REGULATIONS

PUBLISHED BY AUTHORITY

Pursuant to the authority conferred by the Municipalities Act, 1999, Chapter M-24, Section 202 (2) the Town of Conception Bay South has made the following Regulations which were adopted at a public Council meeting held on the 15<sup>th</sup> day of January 2019.

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**TERRY FRENCH**  
**MAYOR**

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## REGULATIONS

### 1. TITLE

These Regulations shall be known as the "Conception Bay South Business Improvement Area" Regulations.

### 2. DEFINITIONS

In these Regulations:

- (a) "Area" refers to the Conception Bay South Business Improvement Area established herein and outlined in the diagram annexed hereto as Schedule "A".
- (b) "Board" refers to the Board of Management established herein.
- (c) "Business" refers to those businesses, trades and professions located within the boundaries of the Business Improvement Area and shown on the latest revised assessment roll as being assessed for business tax.
- (d) "Town" refers to The Town of Conception Bay South.
- (e) "Town Clerk" refers to the Town Clerk of the Town of Conception Bay South or designate.
- (f) "Council" refers to the Council of the Town of Conception Bay South.

- (g) "Director of Finance" refers to the Director of Finance of the Town of Conception Bay South or designate.

### **3. DESIGNATION OF AREA**

The area known as the Business Improvement Area is outlined in Schedule "A" attached which hereto forms part of these Regulations.

### **4. PURPOSE**

To promote, enhance, and improve area and carry out special projects, activities and events.

### **5. ESTABLISHMENT OF BOARD OF MANAGEMENT**

- (a) A Board of Management shall be established for the Area;
- (b) The Board shall operate under the name "The Conception Bay South Business Improvement Association".
- (c) The Board shall consist of eleven (11) voting persons in total. Ten (10) to be elected by the members of the Business Improvement Area and one (1) Councillor from the Town, all of whom shall be appointed annually by Council.

### **6. ELECTION OF BOARD MEMBERS**

- (a) To be eligible for election to the Board, a person must be at least nineteen (19) years of age, must have paid to date all levies or fees assessed in accordance with Section 16 and must be:
  - (i) A person carrying on a business within the Area; or
  - (ii) A designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area.

- (b) To be eligible to vote for the election of Board members, a person must have paid to date all levies or fees assessed in accordance with Section 16 and must be:
  - (i) A person carrying on a business, trade, or profession within the Area;
  - (ii) A designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area;
  - (iii) Registered with the Town of Conception Bay South as an operating business;
  - (iv) A current member of the Conception Bay Area Chamber of Commerce.
- (c) Each person, company, corporation, firm, group, organization or other similar body within the Business Improvement Area shall have one vote only and for the purpose of exercising this vote shall have only one designated representative for each body.

## **7. TERM OF OFFICE**

- (a) Although members of the Board, except the Board member appointed from Council, are to be elected and appointed annually, the members of the Board shall hold office for two (2) years under an arrangement that will result in at least one half of the Board members being elected and appointed each year, to draw in, involve and solicit the input of as many members of the Association as possible.
- (b) A Board Member holds office until his or her successor is appointed and he or she is eligible for re-election and reappointment on the expiration of his or her term of office.

## **8. VACANCY ON BOARD**

- (a) Where a vacancy occurs in the membership of the Board, Council shall fill the vacancy by appointing a person otherwise eligible for appointment or election as determined by these Regulations and his or her term of office shall be until the next annual election of the Board.

- (b) Notwithstanding any other provision of these Regulations where a member of the Board fails to attend three (3) consecutive regular meetings of the Board without just cause and the approval of the Board, the Board may by resolution determine that the member shall cease to be a member of the Board and the vacancy so created shall be reported to Council which shall fill the vacancy in accordance with the provisions of Section 7(a) hereof.

## **9. ELECTION PROCESS**

- (a) The Annual election of members to the Board shall be held not later than the 15th day of December. The date, time and place for the election shall be set annually by Council.
- (b) The election shall be conducted under the supervision of the Town Clerk who shall be the Returning Officer for the election.
- (c) Written nominations on the prescribed form shall be filed with the Returning Officer no later than the close of business on the seventh business day prior to the date set for the election.
- (d) The election shall be conducted by secret ballot between the hours of 10:00 a.m. and 3:00 p.m. on the date set for the election.
- (e) For the purpose of determining eligibility for election or for voting under these Regulations, the latest revised assessment roll of the Town shall be conclusive.
- (f) Persons designated as representatives under Section 6(a) and 6(b) hereof shall provide the Returning Officer with written confirmation of their designated status, if requested.
- (g) Once the election process is complete, the elected members will be confirmed and appointed by Council.

## **10. ELECTION OF OFFICERS**

- (a) The Board shall, as soon as possible after its members are elected and annually thereafter, elect a Chair, Vice-Chair, Secretary and Treasurer, and such other officers, as it may deem necessary to properly conduct its business and further, it may establish standing committees to assist in the performance of the duties assigned to the Board.
- (b) A staff person of the Communications and Economic Development Department of the Town, who may not be a member of the Board, will be designated by Council and whose duties and responsibilities shall be:
  - (i) to keep a record of all proceedings of the Board and its committees;
  - (ii) to have the custody and care of all records and documents of the Board;
  - (iii) to ensure all administrative duties of the Board are carried out; and,
  - (iv) to supervise all persons employed by the Board.
- (c) The Board may appoint employees or hire such other individuals or firms, none of whom shall be members of the Board, as are deemed necessary for performing the duties and responsibilities of the Board.
- (d) The Board may appoint such advisors as they deem necessary for the purpose of providing resource services to its members. Such persons will act in an advisory capacity only, and shall not be members of the Board nor have any voting privileges in the decisions rendered by the Board. The Board may accept or reject any or all of their recommendations and advice.

## **11. MEETINGS OF THE BOARD**

- (a) The Board may meet as often as deemed necessary by the Chair but in any case it shall meet at least bi-monthly.
- (b) The Board may adopt rules of procedure for the conduct of the internal affairs of the Board.

**12. MINUTES, FINANCIAL RECORDS AND OTHER RECORDS OF THE BOARD**

- (a) The Board shall keep proper minutes and records of every meeting of the Board, and shall make these available to all members of the Board and to the Town Clerk. The minutes and records of the Board shall be open to inspection by any person assessed for business assessment in the Area or nominee of a corporation so assessed.
- (b) The Board shall adopt and maintain only banking arrangements and good accounting practices that are acceptable to the Senior Accountant and shall keep such books of account and submit such statements from time to time as the Senior Accountant may require.

**13. AUDITOR**

- (a) The Board shall appoint an auditor, to be approved by the Town, to be the auditor of the Board and all books, documents, records of transactions, minutes and accounts of the Board shall, at all times, be open to his inspection.

**14. APPROVAL OF ESTIMATES BY COUNCIL**

- (a) The Board shall submit to Council its estimates of expenditures for each fiscal year at the time and in the form prescribed by the Council and may make requisitions upon the Council for all sums of money required to carry out its powers and duties on a quarterly basis but nothing herein divests the Council of its authority to reject the estimates of the Board in whole or in part or to provide the money for the purposes of the Board and when money is so provided by Council, the Senior Accountant shall, upon the certificate of the Board, pay out the money to the Board on a quarterly basis.
- (b) Before submitting the estimates to Council for approval, the Board shall send, to every person assessed for business assessment in the Area, a notice informing him or her of the proposed expenditures of the Board, together with the date and place of the public meeting at which those estimates will be considered and representations may be made. Upon the conclusion of this public meeting, the Board shall submit to Council the results of the public meeting together with its budget estimates for approval.



**15. LIMIT OF THE BOARD'S EXPENDITURE OF MONIES**

- (a) The Board shall not expend any monies except for expenditures included in its budget as approved by Council.
- (b) The Board shall not, without prior approval of Council, make or authorize an expenditure in any year for any purpose in excess of the amount provided for that purpose in its estimates of expenditure for that year as approved by Council or incur indebtedness in any year for any purpose which is not payable from its estimates of expenditures for that year as approved by Council.
- (c) The Board may not borrow money for a term beyond the current fiscal year unless approved by Council.

**16. LEVY ON BUSINESS ASSESSMENT**

Council shall authorize the levy or levies upon all persons carrying on a business, trade, or profession within the Area in order to fund the budget of the Board provided that the levy shall be no greater than 10% of the business tax imposed upon that business. The levy will be non-refundable.

A voluntary fee of \$35 (in lieu of a levy) may be assessed, upon request, to a nontaxable registered business that wishes to nominate a representative to the Board of Management or otherwise avail of programs or incentives offered through the Business Improvement Association.

**17. FISCAL YEAR AND ANNUAL REPORT OF THE BOARD**

The fiscal year of the Board shall be the calendar year and, on or before the 15th day of June in each year, the Board shall submit its annual report for the preceding year to Council, and that report shall include a complete audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement.

**18. INSURANCE**

The Town shall be responsible for obtaining insurance policies against public liability in respect of the Board's activities the cost of which shall be paid for by the Board.

**19. ASSETS AND LIABILITIES**

Upon the repeal of these Regulations, the Board shall cease to exist and its undertakings, assets and liabilities shall be assumed and taken over by the Town and all books, documents, records of transactions, minutes and accounts of the Board shall be immediately transferred to the Town for retention in accordance with the provisions of the *Municipalities Act, 1999*.

**20. DISSOLUTION OF THE AREA AND BOARD**

- (a) Upon petition of one third of those persons, companies, corporation, firms, groups, organizations or other similar bodies liable to taxation under these Regulations, the Town shall conduct a vote to determine if the Area shall continue to exist, which vote shall be decided by simple majority of those eligible to vote.
- (b) Council may dissolve the Area and the Board where the Board has not functioned for a period of one or more years.

**21. COMPLIANCE WITH OTHER ACTS AND REGULATIONS**

Nothing in these Regulations serves to exempt any person from obtaining any license, permission, permit, authority or approval required by any other regulation of the Town or any statute or regulation of the Province of Newfoundland and Labrador, and in such cases where more than one regulation or statute applies the more restrictive regulation or statute shall apply.

**22. EFFECTIVE DATE**

These Regulations shall come into force on the 15<sup>th</sup> day of January, 2019.

## SCHEDULE "A"

The following is a geographic description of the Business Improvement Area. Businesses assessed for business tax which abut or are inside this boundary would be included in the B.I.A.

- Beginning at point near the intersection of Topsail Road and Conception Bay Highway;
- Thence running in a North Westerly direction to a point on the western bank of Manuels River approximately 40 meters from Conception Bay Highway;
- Thence following the sinuosity on the western bank to head of Manuels River;
- Thence following the shoreline of Conception Bay in a South Westerly direction to a point on the North Western side of Burnt Island;
- Thence in a Southerly direction following the eastern banks of Long Pond to a point approximately 115 meters north of Conception Bay Highway;
- Thence in a South Westerly direction following the embankment along Long Pond to a point near the terminus of Perrins Road;
- Thence in a South Westerly direction following the rear boundaries of the properties fronting onto Conception Bay Highway to a point on the eastern side of Conway's Brook;
- Thence following the sinuosity Conway's Brook to a point on the eastern edge of Conways Brook Road;
- Thence in a Northerly direction to following the banks of Long Pond to a point approximately 93 meters from Terminal Road;
- Thence in a North Westerly direction to a point on the western edge of Terminal Road;
- Thence in a South Westerly direction to a point on the southern edge of Conception Bay Highway;
- Thence in a South Easterly direction to a point on the eastern side of Rideouts Road;
- Thence in a North Easterly direction to a point located at the intersection of the T'Railway and Country Path Road;
- Thence in a North Easterly direction following the T'Railway to the intersection of the T'Railway and Dawsons Run;
- Thence in a North Easterly direction paralleling Conception Bay Highway following the T'Railway to a point on the eastern limit of the Manuels River heritage site;
- Thence in a North Easterly direction to the origin point.

- carried unanimously

**3. Communications and Economic Development Committee Meeting Report**

**Resolution #19-021**  
**Councillor Bent/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Communications and Economic Development Committee meeting of January 8, 2019 be accepted as presented.

- carried unanimously

**10. OTHER COMMITTEE REPORTS**

Nil

**11. ADJOURNMENT**

The meeting adjourned at 7:33 p.m.

**Resolution #19-022**  
**Councillor Hillier/Councillor Bursey**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Richard Murphy  
Deputy Mayor

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Gail Pomroy  
Town Clerk