

**TOWN OF DUCK
TOWN COUNCIL
REGULAR MID-MONTH MEETING
March 23, 2011**

The Town Council for the Town of Duck convened at the Duck Municipal Offices at 1:00 p.m. on Wednesday, March 23, 2011.

COUNCIL MEMBERS PRESENT: Mayor Dave Wessel; Mayor Pro Tempore Don Kingston; Councilor Neil Morrison; Councilor Monica Thibodeau; and Councilor Chuck Burdick.

COUNCIL MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Christopher Layton; Director of Community Development Andy Garman; Police Chief Phillip Ferguson; Fire Chief Donna Black; Town Attorney Robert Hobbs; Public Relations Coordinator Kathy McCullough-Testa; and Town Clerk Lori Kopec.

OTHERS ABSENT: None.

Mayor Wessel called the meeting to order at 1:01 p.m. Mayor Wessel thanked everyone for attending, adding that it was nice to see so many people in the audience.

STAFF PRESENTATION ON BEACH EROSION AND ITS POTENTIAL FISCAL IMPACT

Town Manager Layton stated that at the Council's Retreat, staff was asked to review the existing data on beach erosion for the Town and provide an initial report on the historic and future trends of the erosion as well as the potential future fiscal impact of continued erosion to the Town. He stated that he and Director Garman would be giving a presentation on the results of their research which included a fiscal impact analysis based on best, mid-range, and worst predictions for beach erosion. He noted that the Planning Board had recommended to Council, with Council adopting an ordinance, banning sandbags on the beach. He stated that it now made sense to focus as a community on what would be done Town-wide with regard to the issue of erosion as well as coming up with a strategy for it.

Town Manager Layton stated that money was put into the draft Capital Improvements Program (CIP) as a discussion point. He stated that coming up with funding and making it a priority was something that Council will have to discuss. He added that Council would have to decide if this should be a priority for the 2012 budget year. He stated that he had received a number of emails from homeowners stating that the beach was the greatest asset to the Town. He agreed and added that it needed to be protected. He stated that there was concern about the extraordinary erosion on the beach where the Buffell Head Road oceanfront is located. He stated that the concern was that if this area was left unaddressed, there would be a long-term impact on the Town's tax base.

Town Manager Layton stated that many had the desire for Council to develop a strategy to deal with the erosion issue. He stated that Council would need to determine what course of action they wished to pursue in the future and to determine if they want to fund a study associated with the erosion. He stated that in order to set up a background on the issue, staff was asked to perform an analysis of the potential impacts, including the fiscal ones. He stated that staff had to analyze the erosion of the shoreline based on historic erosion rates, number of structures impacted, the parcels impacted and how they were impacted as well as the impact on the tax base.

He noted that staff did not look at the impact of erosion on the Town's reputation as there wasn't an easy way to quantify it. He added that staff did not look at the impact of erosion on any individual property owner so they could rent their property. He stated that there was a difference between doing a project that would expend funds to protect private property and spending public money to make the beach better. He stated that staff was not looking at any specific components for a long-term shoreline protection strategy. He added that the point of the presentation was for staff to identify what they thought the potential erosion issues may be in the future and what impacts would be seen on the tax base and future revenues.

Director Garman gave a presentation to Council and the audience on the historical data of beach erosion and how it has changed over the last sixteen years in various areas.

Town Manager Layton stated that staff looked at the number of structures impacted due to erosion in each scenario and saw that the land value was reduced proportionally for the value lost. He gave the following example: if staff's analysis showed a property lost 64% of the property, the land value would be reduced by 64%. He added that if there was a pool or building that was impacted, staff made a calculation based on that loss as well. He stated that staff made the assumption that if the lot wasn't a wash out and the house could be moved, the building value was not reduced. He stated that that information was applied to the 2010 tax records as a baseline to give staff an idea of what the impact would be on the tax scroll and took those numbers and applied them to the shared revenues to obtain the other revenues that would be lost, such as occupancy, sales and transfer taxes.

Mayor Wessel asked how hard it would be to look at what has happened from the Sanderling subdivision to Hampton, Virginia. He wondered if the erosion was similar to what's been happening in Sanderling. Director Garman stated that he had historical data for the shoreline but nothing for the area north of the Town limits.

Councilor Burdick asked if there had been any erosion in the Corolla beach area. Director Garman stated that there was in some areas. Town Manager Layton stated that Jessie McNinch of the Corps of Engineers thought that Corolla was in worse shape than Duck. Councilor Thibodeau asked if there was a reason or if it was just an observation. Town Manager Layton stated that it was an observation. He added that the Corps looks at data but does not analyze it the way Director Garman did for his presentation.

Town Manager Layton gave a presentation on the fiscal impacts of beach erosion to Council and the audience. He noted the impact analysis was based on best, mid-range and worst predictions for the erosion and included the number of structures that could be threatened as well as the loss in tax revenues, which included shared revenues – occupancy, transfer and sales taxes – over ten, twenty and thirty years.

Councilor Burdick noted that there were large homes on the oceanfront. He asked if it was a reasonable assumption that 5,000 square foot lots would be able to accommodate them. Town Manager Layton stated that without looking at each individual house, it could not be done as it became too complicated. Director Garman stated that staff took the land value down proportionally with the land lost. He thought the land value would hold its value more than just the proportion of the lot. Councilor Burdick stated that his concern was whether a larger home could be moved if they were at 30% lot coverage. Town Manager Layton stated that staff made the assumption that the home could be moved based on the rules that Council had adopted.

Councilor Thibodeau noted that there were many different scenarios. She added that occupancy tax revenues would be impacted by losing the rental values of large homes. She stated that if a house was downsized, moved or lost its pool, there would not be the same occupancy tax numbers. Town Manager Layton thought the point staff was trying to show was that there was a significant impact with the scenarios shown to the tax base. Director Garman stated that staff did not factor in depreciation of the homes impacted in the presentation.

Councilor Burdick asked Councilor Thibodeau if she could get a feel for the impact on values and rental incomes based on the South Nags Head situation. He thought there would be some data on it. Councilor Thibodeau stated that Dare County obtains the occupancy tax by each town. She thought it would be interesting to see the differences in terms of growth. Councilor Burdick thought it would give Council and indication of the impact on visitors. Mayor Pro Tempore Kingston thought it would be very difficult to establish a baseline since the valuation changes over time. Town Manager Layton stated that he wasn't sure that that level of analysis was necessary right now.

Town Manager Layton stated that staff concluded the following:

- (1) The shoreline was relatively stable except for the Buffell Head Road oceanfront
- (2) The erosion at the Buffell Head Road oceanfront may level off
- (3) Long term erosions shift, are unpredictable, and do not persist in one area
- (4) In medium to high scenarios, erosion would be a problem in 20 – 30 years

Town Manager Layton stated that staff felt that the Town should do the following:

- (1) Develop a program to monitor the shoreline changes to deal with the impact of long-term erosion
- (2) Look to partner with the Corps of Engineers to obtain more information in order to study the cause and effect of the Buffell Head Road oceanfront
- (3) Analyze appropriate strategies to deal with the Buffell Head Road oceanfront in the short term and the widespread long-term erosion problems
- (4) Develop a formal shoreline protection and management strategy policy
- (5) Figure out how to fund the policy if that step was to be taken

Town Manager Layton stated that staff felt that the beach was the Town's greatest asset and something that was prone to erosion. He added that staff thought there were steps that could be taken to help manage the erosion even in areas that were not prone to widespread erosion. He stated that staff felt it would be wise to develop strategies to deal with areas like the Buffell Head Road oceanfront, whether it be beach fill projects, enhancement projects on the west side or nourishment. He noted that staff was not ready to say which direction to go, but thought there were options. He stated that once Council decided which direction it wanted to take, the next option would be how to fund it. He stated that there was currently money in the beach nourishment fund available, with other options such as general tax increases and special assessments. He added that Council would need to discuss which steps they wanted to take next.

Ron Forlano of 1378 Duck Road was recognized to speak. Mr. Forlano asked what the Corps of Engineers had done to identify the hot spots, such as the Buffell Head Road oceanfront, over the last 60 years. Town Manager Layton stated that Jessie McNinch of the Corps had indicated that he had directed some of his staff to work on the issue to generate data and get answers using the funding that the Corps currently had. He added that it was possible for staff to contract with the Corps in order to obtain some answers. He thought that if people wanted to protect the beach for

posterity and not pieces of private property, it needed to be understood better what was going on and come up with a formula where things could be done for the future, which meant obtaining a lot of data. He stated that the data would help the Town understand some of the issues.

Sam Taylor of 111 Skimmer Way was recognized to speak. Mr. Taylor stated that the Sanderling community association got together 15 years ago and figured out a way to buy some time. He thought that other homeowner associations could get together and do something to try to help themselves as well.

Mayor Wessel stated that the topic of beach nourishment was not advertised as a public hearing, but Council was in the middle of budgetary discussions, which was typically a Council discussion that was open to the public for comments. He noted that Council had asked staff to bring them a report on the impact and the data that was available in terms of what's been happening on the beaches in the past. He thought Town Manager Layton and Director Garman needed to be thanked for meeting the charge that Council gave them. He agreed with Town Manager Layton that it set Council up to have a reasonable discussion on whether or not a budget item should be included that would take the Town further. He thought it was a debate that Council should be doing. He stated that he wanted to hear any questions from the public on the data that was presented. He asked Council to agree with him that before a final decision on the budget is made with regard to this particular CIP item, a public hearing be scheduled for all manner of comments possibly at the April 6, 2011 meeting. He asked Council to focus on conclusions and any questions of Town Manager Layton and Director Garman regarding the presentations.

Councilor Burdick thought Town Manager Layton and Director Garman did an excellent job on their presentations. He didn't question the conclusions as he thought time would have to be spent on them. He stated that he was interested in whether the audience had any additions to the conclusions with regard to things that Council should be thinking of. He asked for comments from the audience. Mayor Wessel reiterated that he was trying to be fair to citizens that were not present for the meeting to have equal access to comment publicly. Councilor Burdick stated that he wanted input now since Council would be discussing the item when they talked about the CIP. There were no comments from the public.

Mayor Pro Tempore Kingston thanked staff for the presentation and analysis. He thought the analysis would be the next step with advice from a professional with respect to the beach and what's happening. He thought Council needed to separate the short from the long term and felt there was a short term problem and in defense of Council, there was never a lot of public input or concern about beach nourishment over the years and was relatively new. He noted that several homeowner associations have taken the initiative on their own to do something and felt it was a lot quicker than depending on a municipality to take action and put it into a plan. He thought the homeowner associations should be addressing the issue in addition to the Town.

Councilor Thibodeau echoed Mayor Pro Tempore Kingston's comments. She stated that she had been following the question of beach nourishment for many years and gathering as much information as she could. She added that there was a lot of information available and beach nourishment was a complex issue, but there was a lot that could be learned. He stated that if the Town of Nags Head moves forward with their beach nourishment project, the Town would learn a lot from it. She thought the Town was at a good point and that Council had some budgetary discussions to have. She stated that she was not in a position to make any changes to where the Town was presently.

Councilor Morrison thanked Town Manager Layton and Director Garman for their presentation. He stated that he looked forward to studying the information and felt that the Town was going in the right direction.

Mayor Wessel thanked Town Manger Layton and Director Garman for their presentation as well as everyone that took time to send emails. He stated that he was bothered by an article he read recently with regard to the Nags Head situation as it spoke of a clash between oceanfront owners and the rest of the community. He stated that he never wanted to see that happen in Duck. He stated that he appreciated people willing to be vocal and watch what was going to happen. He asked that the public be patient with the Town since he wanted everyone to be heard. He thought an initial study was a great starting point.

Town Manager Layton wanted to point out that one item that was slowing down the Nags Head project was the issue of obtaining easements. He added that they were going to court over it. He stated that the Duck currently receives letters from the majority of oceanfront property owners to allow the Town to perform the beach planting and sand fencing projects. He noted that in order to do anything more than that, it would require the Town to obtain easements. He stated that the Nags Head project was in danger of not meeting some of its timelines because of their inability to obtain easements. He stated that when further steps the Town may take are discussed, staff may look to take those types of steps and if owners were serious about wanting help, they would need to be serious about handing in an easement quickly.

Mayor Pro Tempore Kingston stated that the Pine Island subdivision performed a back dune build a few years ago and the greatest issue was obtaining easements. He felt Town Manager Layton had a good point with his comments.

Mayor Wessel called for a five minute break. The time was 3:04 p.m.

Mayor Wessel reconvened the meeting.

DISCUSSION/CONSIDERATION OF PRIORITIES RELATED TO THE CAPITAL IMPROVEMENTS PROGRAM (CIP)

Town Manager Layton stated that because he was anticipating an extremely tight budget year, he thought it was helpful to have Council's priorities for the CIP spelled out. He didn't think there would be extra money available to put towards any capital projects, but could make things work. He added that he did not want to present a budget that had capital projects in it that Council would not support, which was the reason for setting priorities. He stated that he included a sheet of information in Council's packets that projected out the entire CIP to Fiscal Year 2016 with his focus on Fiscal Year 2012.

Town Manager Layton stated that staff ranked in order of preference the projects that they had discretion on. He added that they did not put the beach assessment/nourishment study in as it was a more political issue. He went on to review the priorities with Council and the audience.

Mayor Pro Tempore Kingston asked how much the Town could afford in uncommitted resources. Town Manager Layton stated that he didn't have a specific number, but was looking at a combination of \$10,000 for Police to fund the Segway purchase if the grant did not come through, and \$10,000 for Fire for the replacement of the SCBA bottles. He stated that he wasn't sure he would be proposing a merit and bonus for employees, adding that if he did it would only be one and very minimal. He noted that his revenue projections were better than he had anticipated.

Mayor Pro Tempore Kingston asked if the issue was because of the proposed tax increase with the other towns. Town Manager Layton stated he was correct.

Councilor Burdick noted that the one big item was the beach assessment issue. He noted that Town Manager Layton had presented Council with two alternatives, one that would cost \$30,000 and another that would cost \$75,000. He thought it should be a high priority decision on Council's part and the number one decision that needed to be made. He asked if the Town did the first part, it would be delaying the second part since it may have to be done no matter what. Town Manager Layton stated that staff met with Ken Willson of Coastal Planning and let him know that they wanted to do some type of study this year to help answer questions regarding the beach. He added that he wasn't sure the Town could afford \$75,000 and asked what a lower cost project would provide. He stated that Mr. Willson came back with a proposal that would give the Town an idea of what they were looking for. He stated that he wasn't sure Mr. Willson answered the question, but for \$30,000, he could answer the majority of the questions staff had and give a higher level of detail than what he and Director Garman had provided as well as providing a preliminary cost of what some of the options would be. He added that they would build on that if the Town decided to go further, costing \$45,000, and bringing the Town to the point that there would be a project that could be permitted which would cost more money. He stated that the question staff had not been able to answer or had time to discuss at length was if the \$30,000 answered the question that needed to be answered.

Mayor Wessel clarified that Town Manager Layton did not know if the proposed \$30,000 would work or if working with Tim Kana could achieve the same results. Town Manager Layton stated that if the Town had \$30,000, it could get an answer whether it was with Ken Willson or Tim Kana. He added that the \$30,000 would give the Town a good study that could be built on to go to the next step.

Councilor Burdick asked Town Manager Layton what he would be looking for. Town Manager Layton thought the hot spot had been identified. He added that staff would be looking at what the options would be as well as the best one to pursue with regard to the hot spot. He stated that another answer would be how to protect the rest of the beach and what strategies would be the best for it. Director Garman thought the reason for the low cost option was to build off of what has already been done by staff.

Councilor Thibodeau stated that she would be interested in looking at all of the options and not just one direction. Town Manager Layton stated that it was one of the discussion points for Council. He added that the Town could not do a nourishment project without a tax increase and possible special assessment. He thought a strong argument was that the beach was the most important asset and should be understood better, that the Town be prepared to step in and address hot spot erosion issues when they happen and take steps in the meantime to enhance and protect the beach. He added that the Buffell Head Road oceanfront was the worst area and would need the first attention, but the goal was to look 20-30 years out and be prepared to deal with it. He stated that in order to do that, a tax increase would be needed so the Town could have a capital projects fund set aside in order to do it. He thought it was an argument that Council could make.

Mayor Pro Tempore Kingston felt that if the Town could fund a study; it should be over funded and not under funded. He thought there would be more flexibility with the \$75,000. Mayor Wessel noted that \$30,000 was a good number. Councilor Burdick was trying to understand if the Town would get anything out of the \$30,000 study. Town Manager Layton stated that the goal was not to throw money away, but to have a study.

Mayor Wessel clarified that one option was a multimillion dollar beach nourishment plan, which would be a long-term strategy with a possible tax increase. Other options were putting sand on the east side, fighting to put in groins, or doing nothing at all and let individual properties do what they want to fight Mother Nature. He added that other options were partial beach pushes or beach planting. He thought he was hearing that the study Council was contemplating would help them decide which options would address the causes of erosion, effects and economic impacts as well as having a higher probability of long-term success. Councilor Burdick thought that the Buffell Head Road oceanfront hot spot should be dealt with first and then deal with what the long-term direction should be. Town Manager Layton stated that that would be the goal. Mayor Wessel noted that finding \$75,000 could be hard. Councilor Burdick thought it needed to be funded enough to obtain answers and if was going to take \$75,000, then it should be done.

Town Manager Layton stated that the \$75,000 could get the Town to the permitting stage. He added that it was put in as a talking point.

Councilor Burdick asked if Council wanted to move ahead with having the \$75,000 study, what would be moved. Mayor Wessel thought it would end the discussion. Town Manager Layton agreed, adding that it may mean that he could not give staff any increases. He thought it was harsh, but he was being realistic. Councilor Thibodeau noted that the \$75,000 was just an arbitrary number right now. She added that the Town did not want to under fund a study. Town Manager Layton explained that priorities were set up and he tries his best to make the priorities work when he makes up the budget. He stated that he may say the Town could not afford the \$75,000 study, but could possibly do one at a lower cost. He didn't think there would be a problem finding someone to answer the questions.

Councilor Morrison thought if the Town moved forward with it, Town Manager Layton should specifically request the company answer the question about filling the dunes on the west side since they worked so well in the Sanderling subdivision. Town Manager Layton stated that he would like to have some cost estimates as well. He wasn't sure if there were other options besides filling on the west side and beach nourishment. He stated that the higher level of detail would be how much sand would need to be put on the west side, what the cost estimate would be and what the useful life would be based on current conditions. Director Garman added that they could come up with logistics for what the Town could do to prepare for future larger scale projects.

Mayor Wessel stated that he was hearing a general support for a study. He suggested the cost be put at \$60,000 instead of \$75,000. Town Manager Layton stated that there wouldn't be a lot of money for extra things in the budget. He stated that if Council gave him a minimum amount for the beach assessment, he could work it in and work through the CIP items. He added that he would fight for staff to be able to have some type of salary increase. He thought he was hearing that Council wanted the beach assessment study as the first priority.

Mayor Wessel stated that he had suggested \$60,000, but that it was arbitrary. Councilor Burdick thought it would be better to work with the \$75,000. Mayor Pro Tempore Kingston agreed. Town Manager Layton stated that he could work with the \$75,000 and may come back with a lower number. Councilor Burdick and Mayor Pro Tempore Kingston reiterated that they wanted the \$75,000 study done.

Councilor Thibodeau thought one of the questions that needed to be asked was what the Town could learn from what the other towns were doing. Town Manager Layton stated that the specific study for Duck would have to be for Duck. He stated that where the Town could save some money would be if the Town of Kill Devil Hills moved forward with something, the Town could

piggyback off the work they're doing in identifying sand borrow areas. He added that a good portion of the money could go towards sending someone out to identify those areas. He stated that the Town of Nags Head was too far away to take their sand. Director Garman stated that he wasn't sure it would translate into savings with both companies as it was hard to say at this time. Mayor Wessel thought the Town should use Jessie McNinch and his staff as well as Director Garman to help out.

Councilor Thibodeau thought that the \$75,000 was an arbitrary number and was interested where it would come from. Mayor Pro Tempore Kingston suggested that Council look at the other CIP items and decide which were mandatory versus nice to have.

Councilor Burdick stated that in some cases it was noted that items for the Fire Department were a contribution to them and in others it wasn't. He asked what the difference was. Town Manager Layton stated that it was the way things evolved. Councilor Burdick asked why the Town didn't just give a set amount with a date to take care of them. Town Manager Layton stated that it all came from the same pool of money and it gave him better control of the capital items, allowing for better planning.

Councilor Morrison didn't understand why the Town could not get answers on the beach assessment by using Service Level 1 for \$30,000. He thought using that level the Town would still have a comprehensive study to work from. Mayor Pro Tempore Kingston stated that if the Town did the study and had other questions, there would be funds to do further studies. Councilor Burdick thought the \$75,000 was the basic level to decide on whether the Town should move forward. Councilor Thibodeau stated that it will be interesting to see how it will be presented in the draft budget.

Mayor Wessel suggested that the number be kept at \$75,000 with the belief that \$30,000 to \$60,000 was more appropriate. He asked when the Town would hear about the grant funded items. Town Manager Layton stated that he should be hearing back around the end of March. Mayor Wessel asked if the Town could only fund \$7,000 for the SCBA bottles, would that be a problem. Fire Chief Black stated that it would depend on the life span of the bottles as the Fire Department needs to be caught up. Town Manager Layton noted that the amount of money for the Fire Department was based on appropriations from Council.

Mayor Pro Tempore Kingston thought that the fixed mounted radar signs had a tendency to make Duck an unfriendly place. He didn't think they were needed on both ends of Town. Councilor Thibodeau thought they worked well in the off season and were more of a friendly reminder to obey the speed limit. Town Manager Layton stated that the Town had the option of not accepting grant funds. He stated that the idea behind them was to remind people that they were coming into a pedestrian area and should slow down. Councilor Burdick thought they were very effective. He asked if the portable radar signs were needed. Police Chief Ferguson stated that they were, especially in the areas where the speed limit changed.

Councilor Burdick asked if the renovations to the Public Safety building could be delayed. Town Manager Layton stated that it could be delayed.

DISCUSSION/CONSIDERATION OF TOWN HALL – COMMUNITY/MEETING HALL FURNITURE PLAN

Town Manager Layton stated that over the past several weeks, staff had been working with the interior design expert at Tymoff & Moss Architects on a furniture plan for the Town Hall and

Community/Meeting Hall. He stated that the budget for the furnishings was set at \$90,000 and the plan was designed to meet that goal. He noted that the furniture plan that was chosen by staff cost \$88,726.03 and included installation and all debris removed. He added that the cost did not reflect GSA or North Carolina Department of Administration pricing, which would apply to the products and manufacturers and lower the estimated cost of the plan. He stated that staff reviewed dozens of fabric and finish samples and selected a set for Council to consider. He went on to give a short overview of the fabrics and finishes to Council and the audience.

Town Manager Layton showed Council and the audience carpet samples, one a light color and another a darker color with staff more in favor of the dark colored carpet. He showed a wood flooring sample as well.

Mayor Pro Tempore Kingston moved to accept the dark carpet for both buildings.

Motion carried 5-0.

Town Manager Layton presented staff and Council chair fabric options to Council for their consideration. It was *consensus* of Council to use both fabric options for the chairs. Town Manager Layton presented Meeting Hall audience chair options to Council for their consideration. It was *consensus* of Council to direct Town Manager Layton to go back to the interior design expert for other Meeting Hall audience chair options.

Town Manager Layton presented Council table options for the Meeting Hall for Council's consideration. Councilor Thibodeau recommended two separate tables for the conference room in the Meeting Hall. Councilor Burdick recommended that the two tables have pedestals instead of legs for more flexibility.

Town Manager Layton stated that Mayor Pro Tempore Kingston had suggested a curved table for the Council table. He stated that it could be done but was not being recommended as it impacted the flexibility of storing the tables. He added that the straight tables could be angled as an option. Mayor Pro Tempore Kingston stated that he had suggested a curved table to make it easier for Council to see one another. Councilor Thibodeau suggested angling the square tables. Mayor Wessel stated that he preferred it as it was easier to store and gave more flexibility. It was *consensus* of Council to use straight tables for Council's use in the Meeting Hall.

Town Manager Layton showed Council a podium option. Councilor Burdick asked if a light would be added to the podium. Town Manager Layton stated that he wasn't sure one could be added but would ask. Mayor Pro Tempore Kingston asked what was wrong with the existing podium. Town Manager Layton stated that the material should match the other tables.

Councilor Burdick moved to keep the existing podium.

Motion failed 2-3 with Mayor Pro Tempore Kingston, Councilor Morrison and Councilor Thibodeau dissenting.

Town Manager Layton stated that he would come back with additional chair samples and a table option for the conference room for the Meeting Hall.

Town Manager Layton stated that the filing cabinets for the Town Hall would be similar to the existing ones. He stated that the tables would match the one in the Meeting Hall. He stated that the chairs would match the other chairs and would not be task chairs. He reviewed the furniture

in the first floor break room. He showed Council the benches and tables for the Town Hall lobby. He then went on to review the furniture options for staff and the reception area in the Town Hall building.

Town Manager Layton stated that he would come back with chair options, would check on the conference table as well as a light for the podium.

Mayor Wessel stated that the next meeting would be the regular meeting on Wednesday, April 6, 2011 at 7:00 p.m.

ADJOURNMENT

Mayor Pro Tempore Kingston moved to adjourn the meeting.

Motion carried 5-0.

The time was 5:20 p.m.

/s/ Lori A. Kopec, Town Clerk

Approved: April 6, 2011_____

/s/ Dave Wessel, Mayor