

**TOWN OF DUCK
TOWN COUNCIL
MID-MONTH MEETING
September 16, 2020**

The Town Council for the Town of Duck convened at the Paul F. Keller Meeting Hall at 1:00 p.m. on Wednesday, September 16, 2020.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston; Mayor Pro Tempore Monica Thibodeau; Councilor Nancy Caviness; Councilor Sandy Whitman; and Councilor Rob Mooney.

COUNCIL MEMBERS ABSENT: None.

OTHERS PRESENT: Interim Town Manager Joseph Heard; Town Attorney Robert Hobbs; Police Chief Jeffrey Ackerman; Fire Chief Donna Black; Director of Marketing and Special Events Christian Legner; Assistant to the Town Manager Alyson Flynn; Deputy Town Clerk Kristiana Nickens; and Town Clerk Lori Ackerman.

OTHERS ABSENT: Public Relations Administrative Assistant Betsy Trimble.

Mayor Kingston called the meeting to order at 1:01 p.m. He asked Council to give a roll call on attendance for the audience that was watching the meeting virtually.

PRESENTATION OF FINANCIAL STATEMENT FOR THE MONTH OF AUGUST 2020

Assistant to the Town Manager Alyson Flynn was recognized to speak. Assistant Flynn went on to review the financial statement for the month of August to Council and the audience.

Mayor Pro Tempore Thibodeau clarified that Lisa Murphy would be coming to present the audit to Council or if she would be coming to meet with Assistant Flynn. Assistant Flynn thought Lisa Murphy would be coming to the office to finalize the audit on her end and then staff would schedule a time for her to complete everything. Mayor Pro Tempore Thibodeau noted that she was happy that Teresa Osborne has been available to help out. She asked if she could receive a copy of last year's financial reports to look at how it was looked at last time to compare things. She noted that she was used to a different viewpoint and thought it would be good to compare things.

Interim Town Manager Joe Heard was recognized to speak. Interim Town Manager Heard suggested that Council let staff know if they wanted things presented a certain way. He asked if the reports Council has been receiving were effective and welcomed any feedback for the monthly reports. Mayor Pro Tempore Thibodeau noted that she wasn't critical of the reports and liked the historical nature of seeing things over the years. She thought if she had last year's reports to look at, it would be helpful. Assistant

Flynn thought it was helpful to Council to provide everything to them right now and then adjust as Council needed. Mayor Pro Tempore Thibodeau agreed.

Mayor Kingston stated that he liked the new layouts as they were easy to read. He noted that with regard to the audit, Lisa Murphy visits him to discuss the audit and any anomalies that he may sense. He noted that this would be completed prior to her presentation to Council in January.

EVALUATION OF THE INCREASED LEVEL OF LIFEGUARD SERVICE IN SEPTEMBER AND DISCUSSION/CONSIDERATION OF EXTENDING THE CONTRACT WITH SANDSKI, LLC FOR AN INCREASED LEVEL OF SERVICE IN OCTOBER 2020

Interim Town Manager Heard stated that due to a documented increase in the number of rental bookings in Duck during the upcoming fall months, the Town expected to see a higher than usual need for public services at that time of year. He stated that one service that will likely be needed will be additional surf rescue staff to monitor the safety of residents and visitors on the Town's beach. He noted that at their September 2, 2020 meeting, Council authorized him to enter into an amended contract with Sandski, LLC to provide four additional lifeguards beginning on September 8, 2020 and running through September 30, 2020. He added that Council requested to review the status of beach activities at this meeting to determine if an additional extension would be needed during the month of October.

Interim Town Manager Heard stated the estimated number of people on the beach was 1,500 and 222 for the week, which worked out to 2,200 to 2,400 people per day on any particular day on the beach as a whole. He stated that he had a chance to sit and talk with Surf Rescue Director Mirek Dabrowski and he recommended that the Town reduce the number of additional lifeguards from four to two and remove all lifeguard stands at the beginning of October. He stated that it would leave a total of six lifeguards that would all be roving with the cost for 15 days at \$6,400.

Mayor Kingston clarified that by contract, Surf Rescue Director Dabrowski would need to provide four lifeguards and two supervisors through October 15, 2020. Interim Town Manager Heard stated that the initial contract had four roving lifeguards and one supervisor through October 15, 2020.

Mayor Pro Tempore Thibodeau clarified that there would be four additional lifeguards on stands through the end of September. Interim Town Manager Heard stated she was correct, adding that the new proposal would be for two lifeguards and removing lifeguard stands at the end of September.

Mayor Kingston asked what the estimate was for the daily population. Interim Town Manager Heard stated that it was 2,200 to 2,400 people on a typical day at the beach. He noted that it may be less but for October, there could also be a decline as well. Mayor Kingston stated that there was a change for the type of visitors to the beach in October as

well as changes in the ocean with regard to storms and/or decrease in ocean temperatures. He stated that he would prefer to go with the four roving lifeguards and a supervisor for the first couple of weeks of October.

Mayor Pro Tempore Thibodeau stated that she was happy to see the extra lifeguard presence because of the population. She thought the occupancy numbers will be staying strong through September. She noted that even with the bad surf conditions, it has been nice to have the actual warnings knowing there were a lot of people on the beach that may be tempted to go into the ocean. She stated that she was on the fence regarding the two additional roving lifeguards because, while she likes having the presence on the beach, she wasn't sure if people would expect it in October. She added that there were a different kind of guests this year as they may be bringing their families to the Outer Banks for remote learning or working remotely, making it for an October that wasn't typical in terms of occupancy. She noted that occupancy does stay high through October 15, 2020 for most vacation rental companies. She stated that she could go either way and liked the idea of additional safety, adding that she didn't think it was a huge price to pay for the idea of having more safety. She thought she was leaning toward the two additional lifeguards but wanted to hear what the rest of Council thought.

Councilor Whitman asked how much Surf Rescue Director Dabrowski was charging for the month of September. Mayor Kingston stated that it was close to \$20,000. Interim Town Manager Heard stated that it was \$19,000. Councilor Whitman pointed out that it was \$29,440 and it was reduced at the last meeting. Interim Town Manager Heard stated that Council had a copy of the contract in their agenda packets. Mayor Kingston stated that it was \$19,627. Interim Town Manager Heard stated that it was reduced by a third by cutting six lifeguards down to four. Councilor Whitman clarified that during the months of September and October previously there were only four roving lifeguards. Interim Town Manager Heard stated he was correct. Councilor Whitman thought for October there should be four roving lifeguards and one supervisor. Councilor Mooney agreed.

Councilor Caviness thought the reason Council was struggling with the issue was because they did not have numbers. She stated that she remembered asking Deputy Town Clerk Kay Nickens about the projections for the houses. She added that the more she thought about it after the last Council meeting, the more shocked she was that the number wasn't collected. She noted that any time she has ever traveled, she has always been asked how many people were in her travel party. She understood it was an important number to have for business resources or public safety in order to determine how many vehicles may be coming, adding that she was surprised that that number wasn't collected when it would be very easy to do so. She thought it could be a value not only to Duck but for all of Dare County if the numbers could be asked since it was a piece that Council was confused about. She thought it was a number that Council needed not just for lifeguards but in general.

Mayor Pro Tempore Thibodeau stated that she didn't disagree with Councilor Caviness, but pointed out that it was just one piece of the pie due to air bnbs, second homes, etc.

She stated that she didn't disagree with collecting that information as it would be interesting, but it would always be in hindsight to use as a reference for the following year. She stated that with regard to fiscal responsibility, she thought Council should stick with the standard lifeguard service.

Councilor Caviness felt that reducing lifeguard services after Labor Day has always been an arbitrary decision on everyone's part because people come to the Outer Banks for the beach and the Town touts telling people to come to the beach and to ask lifeguards about ocean conditions and then when they come the day after Labor Day, there aren't any lifeguards. She felt it was absurd. She thought, going forward, when Council considers service in the future, she was less concerned with the date, but more about what the reality on the ground was.

Mayor Kingston noted that it doesn't go to zero anymore. Councilor Caviness agreed. She stated that Duck was not living in the Memorial Day to Labor Day mindset anymore. She thought sometimes the Outer Banks falls back into the old standard of traveling Saturday to Saturday and Memorial Day to Labor Day, but it hasn't happened in the last 25 years. Mayor Pro Tempore Thibodeau noted that there were also resource issues, which Council tried to address last year with the Visa program. Councilor Caviness agreed. Mayor Kingston pointed out that this was an unusual year because normally after Labor Day, children were back in school.

Mayor Kingston noted that the consensus of Council seemed to be going back to four roving lifeguards and a supervisor for October.

Surf Rescue Director Mirek Dabrowski was recognized to speak. Surf Rescue Director Dabrowski thought that he gave Interim Town Manager Heard the numbers. He pointed out that for the week following Labor Day, the day after Labor Day had an empty beach and soon after that it went back up. He explained that he had 670 people on the beach the day after Labor Day and then it increased from 1,200 to 1,900 and then 2,000 people. He stated that a typical summer day – Monday, Tuesday, Wednesday – were busy with between 4,000 to 7,000 people on the beach. He stated that for May and June, the numbers on the beach now were what he usually sees for May and June. He noted that he was not trying to push for more lifeguards and agreed with Council that it was becoming more of a six-month season as opposed to a three-month season. He added that there were still times during the year such as Thanksgiving, Christmas and New Year's Eve that were busy. He stated that this was an anomaly for this year and recommended that Council go with two extra roving lifeguards until October 15, 2020. He stated that if the first week of October was not busy, he would cut those two lifeguards out. He stated that he could also bill a week at a time for those two weeks.

Councilor Whitman clarified that Surf Rescue Director Dabrowski was referencing the week of October 1 to October 7, 2020. Surf Rescue Director Dabrowski stated that the end of September crosses into the first week of October, but he could be flexible with staffing and make cuts as needed. He noted that it was still a busy time on the beach even

with the rising tide. He added that weather also affects the number of people on the beach. He reiterated that he was happy to do a week at a time.

Councilor Caviness pointed out that the following weekend was Columbus Day weekend and the Town's jazz festival was canceled this year due to COVID-19. She asked if anyone knew where events were going to be held that weekend. Mayor Pro Tempore Thibodeau didn't think there was a lot of activity and thought there were activities going on at the Soundside Event Site. She thought the point was that the Outer Banks was at 100% occupancy in most major rental companies through the middle of October.

Councilor Whitman asked Mayor Pro Tempore Thibodeau what she meant with regard to 100% occupancy. Mayor Pro Tempore Thibodeau explained that when looking at the graphs, they were full. Councilor Whitman asked if occupancy included rental homes that were removed from the rental calendar by homeowners, but the homeowners come to use the homes. Mayor Pro Tempore Thibodeau stated that it did. She explained that she was looking at the public data that was available, which included homes that were taken off the rental market.

Mayor Kingston clarified that the National Seashore closed their beach after September 30, 2020. Surf Rescue Director Dabrowski stated he was correct. Mayor Kingston asked what the Town of Southern Shores was doing for the month of October. Surf Rescue Director Dabrowski stated that through October 3, 2020, they would continue to have roving lifeguards and then would go down to one lifeguard. He stated that the National Seashore has never had any lifeguards after Labor Day weekend as their Station 35 and 50 would be responding to any calls that come in. Mayor Kingston noted that October was a big weekend for homeowner associations with a lot meeting via Zoom, which would cut down on the population. Councilor Caviness pointed out that with regard to storms, it was about to go to the Greek alphabet.

Councilor Whitman asked what the cost per day was for the lifeguards. Interim Town Manager Heard stated that it was \$1,280. Surf Rescue Director Dabrowski didn't think that was per day for what was currently in place. Interim Town Manager Heard clarified that Councilor Whitman was asking about a lifeguard per day. Councilor Whitman stated that he was asking about the two additional lifeguards. Surf Rescue Director Dabrowski thought it was approximately \$400 - \$450 because they were both roving. He noted that he did not take the Columbus Day weekend into consideration. He added that he could do it a day at a time or the weekends and let them go on Tuesday, Wednesday, or Thursday if Council wanted to save money.

Councilor Whitman stated that he was looking at the weekends with regard having to do anything. Surf Rescue Director Dabrowski suggested putting up the cost for an additional week. Interim Town Manager Heard stated that for 15 days the cost would be \$6,400 for the two lifeguards. Surf Rescue Director Dabrowski suggested cutting it in half to cover the weekends.

Mayor Pro Tempore Thibodeau pointed out that the Town's occupancy tax for July was at \$110,000 over last year. She added that more of those numbers would be forthcoming.

Interim Town Manager Heard stated that the cost was under \$3,000 per week for two lifeguards if Council wanted to do that per day and a little over \$850 per day for the two lifeguards.

Councilor Whitman asked Mayor Pro Tempore Thibodeau asked if homes were rented on the weekends only. Mayor Pro Tempore Thibodeau stated that her company did not and only did weekly rentals. She stated that it was difficult to know with regard to weather, occupancy numbers and what will happen with storms.

Mayor Pro Tempore Thibodeau moved to allow Sandski, LLC to have two extra lifeguards on the beach for the two weekends in October.

Mayor Kingston asked what the Town had on the beach in October of 2019. Surf Rescue Director Dabrowski stated he had four lifeguards and a supervisor. Mayor Kingston pointed out that the jazz festival was that weekend, COVID-19 wasn't a factor, and homeowner association meetings were held with a lot of people in Town. He asked if four lifeguards and a supervisor worked. Surf Rescue Director Dabrowski stated that it worked fine.

Councilor Whitman asked what the Sanderling subdivision looked like. Councilor Mooney stated that it was going to be full, with only roving lifeguards on the beach.

Town Attorney Hobbs asked Mayor Pro Tempore Thibodeau to clarify her motion with regard to weekends.

Mayor Pro Tempore Thibodeau amended her motion to include a minimum of Saturday and Sunday for the first two weeks of October.

Surf Rescue Director Dabrowski suggested amending the motion to have it be for just one week as he could include the first weekend in October as well as the three days for Columbus Day weekend. Mayor Pro Tempore Thibodeau noted that it would cost approximately \$3,200.

Councilor Mooney thought Mayor Kingston's point regarding the coverage for 2019 was that there was probably a lot more people. Mayor Pro Tempore Thibodeau disagreed on the number of people as there wasn't the same amount of occupancy numbers last year. Councilor Mooney thought Duck did for the weekend as the jazz festival draws a lot of people.

Surf Rescue Director Dabrowski stated that he would continue to do counts to see where the numbers were and if he wasn't comfortable, he would put another lifeguard on the beach. Mayor Kingston asked if a supervisor is on the beach or available by telephone. Surf Rescue Director Dabrowski stated that the supervisor is on the beach in a truck.

Town Attorney Hobbs clarified that coverage would be the first four days of October and the three days over Columbus Day weekend. Surf Rescue Director Dabrowski stated that he was correct. Town Attorney Hobbs clarified that he would be going from four to six lifeguards. Surf Rescue Director Dabrowski stated he was correct.

Mayor Pro Tempore Thibodeau amended her motion to include the clarification that Sandski, LLC would finish out the last week of September and the first four days of October as well as the remaining days of service the following weekend of October

Motion carried 3-2 with Mayor Kingston and Councilor Whitman dissenting.

DISCUSSION/CONSIDERATION OF PROPOSALS TO SOURCE FOR THE TOWN MANAGER POSITION

Mayor Kingston stated that at Council's last meeting, there were presentations from four search firms. He thanked the firms for responding to the Request for Proposal, giving a presentation, and responding to the follow up questions that were sent to them. He stated that Council will provide their comments and at the end, he hoped it could be narrowed down and the search firm would be selected.

Mayor Kingston stated that a couple of his criteria was basically familiarity with North Carolina and activity within North Carolina. He thought with regard to cost, all four firms were pretty even as well as with their timeline. He stated that three of the four were classic search firms with the fourth taking a different approach.

Mayor Kingston stated that with regard to Colin Baenziger & Associates, they were around for a long time and were a national search service. He stated that they have a traditional approach, but some of the negatives were that in 2019, there were no searches done in North Carolina and in 2020 there were four current searches but none in North Carolina. He stated that they have a fixed fee that does not include expenses for candidate travel, which puts them near the top with regard to cost. He added that they were based out of Florida and only provided a one-year warranty.

Mayor Kingston stated that with Developmental Associates, they were one of the firms that reached out to him when the position opened. He stated that they were a North Carolina based firm with 25 years' experience and 32 of the 39 clients were in North Carolina. He stated that they were not a traditional headhunting firm as they use the emotional criteria in their approach. He noted that they provided a maximum fee that did not include coaching, were a North Carolina based firm, and were currently doing searches for the City of Elizabeth City with a two-year guarantee. He stated that they charge for background checks per candidate and those fees would be a negative for the Town.

Mayor Kingston stated that with The Mercer Group, they were another firm that reached out to him when the position became open. He stated that they were the largest search

firm in the public sector, but S. Ellis Hankins is located in North Carolina. He stated that they had 13 recent successful consulting engagements in North Carolina with 48 clients in North Carolina. He noted that they were a traditional search firm and gave a maximum total cost that did not include candidate travel. He stated that they have conducted more successful searches in North Carolina than any other firm, they have a two-year replacement guarantee, and have replaced three of the current six Town Managers on the Outer Banks – one in Southern Shores, one in Nags Head, and an interim in Nags Head. He stated that Mr. Hankins was the former Director of the North Carolina League of Municipalities and was well-connected throughout the State of North Carolina.

Mayor Kingston stated that with Slavin Management Consultants, they were an independent management consultant but have been around for about 30 years. He stated that they did searches for many places in North Carolina including many counties but none on the Outer Banks. He stated that they were a traditional search firm. He noted that they provided an average for advertising, but it would cost \$2,500 and they gave a total cost not to exceed with the final candidates travel expenses not included.

Mayor Kingston stated that he reviewed the assessments for each search firm and thought they all did a great job and were all quality firms. He stated that he was interested in ease of relationship and liked the North Carolina firms as he thought they have a tendency to know North Carolina. He thought when it came to databases, when the ad goes out, all four firms would probably receive similar type candidates responding if not the same candidates since there were only so many databases available and people that were looking and interested in Town Manager positions would be looking at who has the most attractive jobs.

Mayor Pro Tempore Thibodeau agreed that the firms Council heard from were all very interesting and well qualified. She appreciated the time to meet them on Zoom and get an idea of their procedures. She stated that, personally, she did not disagree with Mayor Kingston's assessments of the firms and as she approached it, she looked at trying to whittle it down to the firms that she would feel more comfortable with. She felt that the two that stood out for her were Developmental Associates and The Mercer Group, adding that it didn't hurt that the Town had the strong connections in North Carolina with S. Ellis Hankins being someone that knows Duck.

Mayor Pro Tempore Thibodeau stated that she found Developmental Associates interesting because of their approach. She added that her two top selections were The Mercer Group and Developmental Associates, noted that she favored The Mercer Group because of the experience they have had in Duck.

Councilor Mooney agreed with Mayor Pro Tempore Thibodeau on the two firms. He stated that he favored Developmental Associates because he thought their approach on emotional intelligence was a valuable tool with regard to evaluating people. He stated that the traditional approach consisted mostly of background, experience, and interviews. He noted that a lot of times, important things are missed with that process. He thought

Developmental Associates' approach seemed to be different and was a good value for the Town.

Councilor Whitman stated that he was in favor of The Mercer Group and Developmental Associates. He understood that The Mercer Group helped set up the Town when it was incorporating and knew a lot about the Town and how it operates. Mayor Kingston asked Councilor Whitman if he had a preference of one over the other. Councilor Whitman stated that The Mercer Group was his preference.

Councilor Caviness stated that her two favorites were The Mercer Group and Developmental Associates. She stated that she had a conversation earlier in the day with a colleague about Developmental Associates and the Emotional Intelligence aspect. She stated that her colleague's opinion was that it was a construct that has been out there for a while, it was useful, but it was not everything. She thought what really set Developmental Associates apart from The Mercer Group was the assessments and that was why she was leaning towards Developmental Associates. She added that if The Mercer Group did them, she would be leaning towards them. She knew that with this level of a job – no matter what sector – the assessment piece was extremely important.

Mayor Pro Tempore Thibodeau thought that the fact that Developmental Associates was not so connected to the Town was a good thing. She thought the academic approach and the distanced analytical approach might be beneficial. She thought it was an interesting approach and not traditional.

Mayor Kingston stated that The Mercer Group and Developmental Associates were the two firms that he felt most comfortable with based on knowledge of the State of North Carolina, knowledge of the database of the State of North Carolina, and overall knowledge as well as both being connected to towns as well as universities. He stated that the emotional quotient was intriguing and could be adaptable and interesting with the assessors. He noted that he came from a more traditional environment when he was in this business with great success. He stated that the Outer Banks was a little different and Developmental Associates was not picked by anyone on the Outer Banks with the exception of the City of Elizabeth City. He stated that the other towns used The Mercer Group and three out of three had success with them. He pointed out that the assessment process would take more of Council's time than the normal, traditional approach.

Councilor Mooney stated that his concern about The Mercer Group was that Councilor Whitman had asked Stephen Straus if he was still teaching and if it was going to occupy his time. He added that it seemed to him when S. Ellis Hankins was speaking, he listed a lot of things that he was doing. He understood that Mr. Hankins has familiarity, but it seemed that he was pretty busy at all times. He didn't think that would be an issue with Developmental Associates.

Mayor Kingston pointed out that Developmental Associates had one location while The Mercer Group had multiple locations. He thought the candidate that was hired for the Town of Nags Head came from the west coast.

Councilor Mooney stated that with regard to both firms' databases, they would probably end up in the same place. He stated that when they begin to advertise for the position, he didn't think there would be a shortage of people interested in the position.

Mayor Kingston asked Town staff if they had any opinions since they were present for the presentations.

Interim Town Manager Heard stated that he reviewed the responses that came in and in looking at them, he had three firms he liked. He noted that being in North Carolina seemed to be significant to Town Council as far as familiarity with things. He stated that as he talked with Mayor Kingston, he had an opportunity to incorporate the times he had to perform interviews for higher level positions by using scenarios to see how they would react to situations over asking questions. He stated that it seemed to be interesting about some of the ways that Developmental Associates approaches this as opposed to some of the other firms. He added that they seemed to look at things more comprehensively. He noted that Developmental Associates and The Mercer Group were at the top of his list.

Fire Chief Donna Black was recognized to speak. Fire Chief Black stated that in her experience with interviewing in other areas, a lot of times there was an assessment piece. She noted that anyone that was hired would have the ability to do the traditional question and answer and be prepared to answer whatever Council wanted to hear. She stated that if Council could get to that assessment piece or scenario-base to get to the next level, it would be important as they could learn a lot more about the candidates through that process.

Police Chief Jeffrey Ackerman was recognized to speak. Police Chief Ackerman stated that Developmental Associates has placed several police chiefs in North Carolina including Police Chief Phillip Webster for the Town of Nags Head. He noted that the emotional intelligence was a tool that was very successful in law enforcement.

Mayor Kingston moved to choose Developmental Associates as the search firm for the Town Manager position.

Motion carried 5-0.

Mayor Kingston stated that he would notify Developmental Associates to let them know they were the firm that was selected as well as letting the other three firms know of Council's decision and thank them for their participation. He stated that he would contact Stephen Straus with respect to the next steps, a contract, and scheduling special meetings.

Councilor Caviness thought what would be helpful would be to try to come up with a timeline with all of the important dates so everyone could add those meetings to their calendars as well as how the holidays will play into the whole process.

Mayor Kingston pointed out that the proposal had 65 days up to the final candidate selection. He thought he had asked how much time would be needed from Council for their involvement. Councilor Caviness thought it was about an hour and one half to two hours. Mayor Kingston stated that as they work on the contract, the timeline would also be worked on. He thought a lot of it would be done via Zoom.

Interim Town Manager Heard asked if Town staff needed to be involved with regard to the scheduling or if Mayor Kingston wanted to do it himself. Mayor Kingston thought the contract should be finished and then he may call upon Interim Town Manager Heard to help with scheduling.

Mayor Pro Tempore Thibodeau thanked Mayor Kingston for his leadership with the process.

CLOSED SESSION

Mayor Pro Tempore Thibodeau moved to enter closed session pursuant to North Carolina General Statute 143-318.11(a)(3) and (6) in order to confer with the Town Attorney regarding a matter within the attorney/client privilege and to preserve that privilege and to discuss a confidential personnel matter in accordance with North Carolina General Statute 160A-168, including but not limited to considering the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee.

Motion carried 5-0. The time was 2:02 p.m.

Upon return from closed session, Town Attorney Hobbs stated that he and Council had a discussion on the matters listed in the motion and no action was taken.


Mayor Kingston stated that the next meeting would be the regular meeting on Wednesday, October 7, 2020 at 7:00 p.m. unless a special meeting was needed.

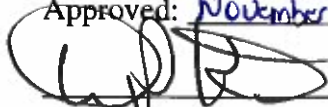
ADJOURNMENT

Councilor Whitman moved to adjourn the meeting.

Motion carried 5-0 via roll call.

The time was 2:13 p.m.


Lori A. Ackerman, Town Clerk

Approved: November 4, 2020

Don Kingston, Mayor

