



## **Town Council Work Session Minutes**

Thursday January 7, 2016 in the Matthew Thornton Room

Chairman Harrington called the Work Session of the Town Council to order at 6:24 p.m. Present at the meeting were Vice Chairman Mahon, Councilor Boyd, Councilor Dwyer, Councilor Koenig, Councilor Rothhaus, Councilor Vaillancourt, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali.

### **Public Comment**

Chris Christensen, Chairman, Parks and Recreation Committee

Stated the Parks and Recreation Committee reviewed the proposed budget at its November meeting. Generally speaking, they are very pleased with what was submitted. One of the things the Committee was pleased to see in the original budget was the part-time, year-round maintenance person. Apparently, that position has been removed resulting in some disappointment. However, the Committee understands the reality of the need to adjust budgets. Some of the capital projects are based on pricing goals that were in effect many years ago, e.g., the cost to build a field is likely twice what it was 10 years ago. For future planning, if that is a consideration, the Committee would like that to be understood.

### **Review of Proposed FY17 Budget**

Town Manager Cabanel remarked with each of the departments an increase can be seen relative to the 53<sup>rd</sup> week of payroll for FY17.

### **Welfare**

Patricia Murphy, Administrator, stated the budget being presented is not very different from last year. Line Item 01-25-83990-0; Social & Health Services is exactly the same as that of last year's allocation. Requests received were approximately \$92,000, and were able to be reduced to \$74,000. She stated she is taking a very optimistic approach with regard to the Welfare budget by simply shifting around some of the expenses she has seen being adjusted. Other than those items, the proposed FY17 budget is very similar to that of the prior year.

Councilor Vaillancourt questioned requests that were made of the Social & Health Services, which were not proposed in the total amount requested. Ms. Murphy remarked her approach in budgeting is trying to be conservative and not increase areas unless a great need is being seen. One of her objectives as she looks at a program is the kind of need it fills, e.g., primary level, which is basic needs, secondary level, and educational/counseling type level. Last year some areas experienced shifts and increases. This year she did not believe there to be a great need to do that. Councilor Vaillancourt asked for clarification there is not a particular program where a lot of people are being turned away or not receiving needed services. Ms. Murphy stated the one great advantage she has is she uses a lot of these programs. If people were being turned away, that would be on her radar, and it would be brought to the Council's attention.

Assistant Town Manager/Finance Director Micali noted the requests are from the socials and health services themselves. Requests are submitted to the Administrator from all of the organizations the Town helps fund, and Ms. Murphy vets them based on what she sees coming through her office. Councilor Vaillancourt thanked him for the clarification. Ms. Murphy noted she requests criteria when requests are made, e.g., purpose of the request, statistics with regard to the number of people served, how many are underserved, etc. In addition, she looks at the budgets of the various entities to ensure funding is being utilized wisely.

Councilor Boyd requested additional information on the requested increases in funding made by the Greater Nashua Mental Health Center, Harbor Homes Shelter for Mental Health, and St. Joseph's Community Services - elderly meals and services; specifically if they are seeing an increase in need emanating out of Merrimack. Ms. Murphy responded she has not seen the need coming from Merrimack. She noted she is a member of the Greater Nashua Continuum of Care, which is a group of organizations that look at homelessness; the needs and services. She commented she is very aware of what is in the area. Normally anyone that would be homeless would be going through her. Greater funding could always be used in homeless services. Although she would like to be in a position of funding all requests, there is the need to weigh both sides and identify the greatest needs.

Town Manager Cabanel noted she did not instruct Ms. Murphy to reduce the budget. The proposal put forth came from the department. She commented the tax burden on Merrimack should be a result of services that are provided to Merrimack. Although other communities would like Merrimack to contribute more, it is not fair to the taxpayers in Merrimack to subsidize other communities.

Councilor Dwyer commented he feels fortunate to live in Merrimack. The budget is \$27 million and two of the largest departments being Fire and Police are well over \$10 million combined, and the welfare budget is \$155,000. What a fortunate community; out of 27,000 residents, our Welfare Department has a budget of under \$200,000.

### Parks and Recreation

Matthew Casparius, CPRE, Director, Parks & Recreation, stated the department has been steadily increasing programs. Although somewhat limited by the budget, the department has been able to identify free opportunities or outside groups to provide opportunities for the community. The Day Camp saw an approximate 10% increase in registration numbers where it had been on a steady decline for the past 3-4 years. The bus trips, summer concert series, and special events have all seen increases in participation.

This past year the Council provided funding for the first phase of Wasserman Park improvements. That began with the new waterfront parking lot that opened in June of last year, which has been a tremendous success. Five cabins, the Arts & Crafts building and the Function Hall were updated over the spring and into the summer last year. The department is getting ready for the next phase of improvements with funding provided this past fall. The waterline for the Function Hall is a project that will start within the next few weeks and will be immediately followed by the heating and sprinkler systems, which will allow the Function Hall to be utilized year-round.

Director Casparius remarked with the opening of the Function Hall and the ability to begin renting the facility, a part-time (20 hour/wk. year round) maintenance position was proposed to clean and maintain that building. That number was reduced. He noted the level of rentals is not yet known.

Under Line Item 01-13-8372-0; Fourth of July, there is an increase of \$5,000, which represents the ability to provide better fireworks. Depending on the result of bids, there is also the possibility for an additional marching band. It was suggested the last time the budget for fireworks was increased was 1996. Assistant Town Manager/Finance Director Micali commented they had originally requested an increase of \$10,000 to improve upon the fireworks display and the parade. After further discussion it was believed the fireworks are of more significance.

With regard to Line Item 01-13-8374-0; Recreation Programs, Director Casparius stated the overall line item is decreasing. Funding is being increased for the individual special events. Missing from there are the bus trips. The department has partnered with Tye's Tours. Individuals register with Tye's Tours, but the department earns a commission off the referrals. That reduces the need to prefund trips, and limit activity due to the \$4,000 budget for that, which would only cover about 2 trips a year. There are currently about 12 trips ongoing.

The budget for the bandstand concerts was increased. Director Casparius commented when trying to do 8 concerts a year, there are only so many decent \$500 bands. The desire is to increase the quality. The concerts averaged about 150 attendees each week this past summer, which is up from 100 last year and 60 the year before.

Under seasonal activities, the department is looking at two new special events for the community; free movie nights and bringing back the old cardboard box boat race the Library used to run.

Assistant Town Manager/Finance Director Micali commented Line Item 01-13-8377-0; Adult Community Center increased by about \$7,300. The Adult Community Center approached the Town with maintenance issues that need to be addressed. The front doors need to be replaced. One opens in and one opens out. Code requires them both to open out. The inside of the building has not been painted in over 15 years. There is also the desire to replace some of the ceiling acoustic tiles and to remove wallpaper.

Councilor Rothhaus questioned the increase in telephone and internet costs. Assistant Town Manager/Finance Director Micali stated the costs doubled as a result of dedicated phone lines for the alarm system. Last year there was a switch to dedicated phone lines for alarm systems (main line and backup line).

Director Casparius noted he would be back before the Council at its meeting on the 28<sup>th</sup> to talk about the establishment of a recreation revolving fund, which has been in the works for a while.

### Summer Day Camp

Town Manager Cabanel reminded the viewing audience this is a self-supporting fund. As costs increase revenues come in to match.

Director Casparius stated one of the differences from last year is a change from 8 weeks to 9 weeks of camp. Last year there were 3 and a half weeks from the time camp ended until school started in the fall. The cost of camp will increase from \$195 to \$200 for residents. The primary reason for that is this past year the department purchased software that will allow for online registrations and the ability to take credit cards.

The department is proposing four new programs. The first is Little Explorers; a half-day camp for preschool age (3-5 year olds). There is space at Wasserman to run additional programs, and the department typically receives more camp counselor applicants than what they can hire. The second is expanding upon the use of the theatre at Wasserman with 2 weeks of a drama specialty camp. Once Naticook ends in the summer the building does not get used much the rest of the year. There are a good many requests specifically for teen programming. There are about 30 kids in that age group at Naticook every week during the summer. Some are growing out of the traditional day camp model. The department is looking at a trial of two weeks for a Teen Adventure Camp. There will be traditional camp activities as well as offsite field trips around the State. If it is successful, next year they will look at a whole summer or at least multiple weeks of it moving forward. The fourth is an Environmental Education/Park Ranger type program. Wasserman Park is well suited for this kind of learning. This will be on a trial basis for this first year. It will start with a series of workshops; family & children programming on weekends, etc.

Two additional programs are being considered for school vacation week and after school. If able to establish the revolving fund these are the next two in the cue. They are programs that can get up and running utilizing existing facilities.

Councilor Boyd questioned what the counselors, one-to-one aid, and junior counselors receive for hourly compensation, and was informed the junior counselors (16 and 17 year olds) start at the State minimum wage of \$7.35, the senior counselors (18 and older) and the one-on-one aids (18 and older) start at \$7.65. Councilor Boyd commented the listed compensation for the counselors at the Little Explorers Camp is \$7.75. He questioned if that is based on 18 years and older and because of the specific design, and was told that is correct.

Councilor Vaillancourt spoke of the Park Ranger/Environmental Education Programs, and commented the Conservation Commission would be a good resource and happy to partner with the department. She questioned the Little Explorers program; if there is a demand for a half-day preschool program for the summer. Director Casparius stated requests for such a program have been received. Councilor Vaillancourt questioned if the preschool children would be at Wasserman Park at the same time as the older children. Director Casparius stated they would be. However he noted those children would be in one of the cabins as their home base. They would not be in the Function Hall or participating in swimming or in lunch.

Town Manager Cabanel noted she did not include in her proposed budget the costs listed for the school vacation week program and the after school program. She stated her opinion the department should begin with the programs being proposed, but not necessarily all of them.

Councilor Dwyer commented the Town has made a big investment in Wasserman Park over the last few years. You cannot invest money into the park and then not take care of it. It is more important

than ever if turning this into a year-round facility, renting it out, etc. that there be someone dedicated to its upkeep. Starting off with a part-time person is a good start. Councilor Koenig questioned if the part-time position was included in the proposed budget. Town Manager Cabanel stated the budget provides for a few hours for cleaning. Director Casparius stated it to be 36 hours for the year. Councilor Dwyer stated he is pleased the line item is in the budget, and when it is time for the Council to debate the budget in the coming weeks he would look to expand that.

Town Manager Cabanel noted the Town does have someone during the summer for 40 hours. What she has proposed is to hire someone to clean up after the events that occur. There is a maintenance person in the summer. That could be expanded at some point if the need is there. The additional small amount of money is for cleanup after times when the function hall is rented.

### Solid Waste Disposal

Steve Doumas, Foreman, noted under Line Item 01-09-8355-0; Solid Waste Disposal, there are increases in tipping fees for solid waste and single-stream recycling. The division is seeking to fund the part-time Solid Waste Attendant hired this past summer (Line Item 01-08-8107-0). Beyond those increases, what is proposed is basically a flat budget.

Councilor Rothhaus commented disposal for regular trash is a contractual situation. He questioned if the recyclables is something that fluctuates throughout the year. Town Manager Cabanel stated a contract was signed for that for 3-4 years. It has gone from \$5/ton to \$15/ton. It was noted the marketability of various types of recyclables change. You also have to keep in mind although we are paying \$15/ton for the recyclables to be picked up and disposed of, it takes about 1,450 tons out of the disposal fee, which costs \$68/ton and has associated costs for transportation. Councilor Rothhaus questioned how the contract is fairing in comparison with other communities. Town Manager Cabanel remarked no one can believe the rates we have; they are very favorable.

James Taylor, Assistant Director of Public Works/Wastewater, commented Mr. Doumas was able to get a letter from the Northeast Resource Recovery Association basically showing that typically single-stream is in the \$35-\$45/ton range. That does not include transportation or containers. When asked about the life of the contract, it was noted it is in effect for one more year.

Councilor Boyd questioned how the part-time attendant position is working out. Assistant Director Taylor responded the position was filled in August. The position has been reviewed over the past 5 months. It is somewhat inconclusive at this time. There are a good many benefits, but there is the need to take a harder look at recyclables and what the metrics will be on a year-to-year comparison to determine how the position is helping the Town. Some of the things that have been seen are an uptick in scrap metal and electronics. You don't want electronics going into your solid waste because loads could be rejected, which is very expensive. Mr. Doumas added the part-time individual is doing well. He floats around the different areas keeping an eye on the swap shop, etc.

Assistant Town Manager/Finance Director Micali commented the Town charges for electronics. By the individual in that position capturing people putting electronics in without paying the fee, that revenue is being gained. He is capturing the electronics, which is why there is an uptick in electronics.

It can be seen as it is fully offset by revenue. Assistant Director Taylor spoke of the long-term benefit of the education component of single stream and how it benefits the Town.

Councilor Rothhaus stated his recollection the Town is allowed 6% contamination of recyclables, and questioned if a trailer has ever been rejected. Mr. Doumas responded never. Councilor Rothhaus spoke of noticing trash accumulating on Lawrence Road, and questioned if employees are sent down that road. Mr. Doumas responded usually the Highway Department does the roadside pickup. There is also the adopt-a-road program, which usually does a roadside pickup 2-3 times a year.

Vice Chairman Mahon spoke of concern with children running around in the recycling building. Mr. Doumas stated there is signage reminding parents to watch their children. There are signs for pedestrians in the way, etc. Vice Chairman Mahon suggested signage be placed outside of the building so it can be seen as people are entering the building. Mr. Doumas stated another sign could be added.

Councilor Dwyer commented it is now the second year of the Swap Shop, and questioned if it is a success. Assistant Director Taylor stated it is okay, they manage. It is cleaned out daily. When asked what percentage of items that are placed there should actually be placed in the landfill, he responded 50%. He remarked it is working, and commented there are a few residents who take the time to clean up, straighten stuff out, etc.

Councilor Dwyer stated his opinion signage at the transfer station is too small and not really effective. He would like to see something big and bold identifying items that can be recycled, etc. Assistant Director Taylor stated what would be helpful is an electronic board so that messages could be programmed and changed periodically.

Town Manager Cabanel commented on efforts underway to obtain an electronic board as part of each bridge project that is done. She stated the need is there for the Town to have electronic boards. Vice Chairman Mahon questioned why they are not simply purchased. Councilor Rothhaus commented if the Town can get them through State grants where they are 80% paid by the State that would be preferable. Town Manager Cabanel stated if they cannot be obtained that way, a proposal will be brought forward. When asked about cost, Assistant Town Manager/Finance Director Micali stated the costs differ depending on whether it is a mobile board or one similar to what is at the Police Station, which was at a cost of approximately \$30,000. A mobile board is about \$15,000 - \$50,000 depending on size, number of characters, etc.

Town Manager Cabanel suggested it might be something that could be purchased out of the Capital Reserve Fund for Solid Waste equipment, if it were always stationed there. That would have to be looked into to see if it could be purchased with those funds. Mr. Doumas commented they can look into the possibility of another commercial.

Councilor Dwyer questioned if there have been any complaints from the Bedford neighborhood, and was told there have not been.

#### Public Works Administration

Assistant Director Taylor remarked the division provides oversight for the division within the department and also engineering services; essentially funds Director's position, Town Engineer, an Executive Secretary, and is looking to continue funding for a couple of engineering interns that work directly for Deputy Director Kyle Fox. It is a straightforward budget that is up approximately 2%. He commented on the 53<sup>rd</sup> payroll week.

Councilor Boyd remarked one of the things the Council has discussed is creating a boat ramp off of Griffin Street. Part of the discussion has always revolved around the engineering of the turn off Griffin Street. There would be involvement by Fish & Game, the New Hampshire Department of Environmental Services (NHDES), permitting, etc. Based on research he has done, the precursor to having that piece of the puzzle put in place is the need for a commitment from the Town regarding that part of the road, e.g., engineering, design, etc. He questioned the cost to create the design and actually reconfigure that road to accommodate that kind of traffic.

Kyle Fox, Deputy Director, Public Works Department, stated back in 2012 he and the interns surveyed the area and came up with a draft proposal that would basically take a right-hand turn off of Griffin Street with a sharp curve similar to what was done at Joppa Road Extension. It is still not great, but it would work. The proposal would be to curve off of Griffin Street on that kind of angle. It would be a fairly steep incline to get underneath the railroad bridge. In the proposal was paving that area down to the bridge because of the steep incline. An updated cost was done for that portion of the project today, which resulted in an estimate of \$20,000. In the Capital Improvement Plan (CIP) for 2-3 years from now is the Griffin Street boat ramp as a larger project. The rest of the access road from the railroad bridge out to the boat launch itself is very fine powdery sand. ATVs do a lot of damage out there. It is a pretty rough road to traverse. There is a total value identified in the CIP of \$67,000 to upgrade the whole road. That would be gravel from the bridge out. That would ultimately be a decision for the Council. If left gravel the ATVs will do a number on it and the department will have to do a great deal of maintenance. The only piece of equipment that can fit under the bridge is the backhoes. Paving it would result in less annual maintenance, but has a great initial cost.

Assistant Director Taylor remarked back in '06/'07 that area was completely under water with flooding, which may push for the direction of pavement rather than gravel. Councilor Rothhaus questioned how the pavement would be impacted by occasional flooding. Deputy Director Fox remarked the kind of flooding it would see there, he believes it would be okay. Because it is such a flat flood basin the water just comes up and stagnates. It is not washing the soils away. If there were a flood event they would want to post the road as closed until the water receded and the ground was no longer saturated so that wheel loads would not cause any damage.

Town Manager Cabanel reminded the Council 2-3 years prior the Town set aside \$15,000 for the Griffin Street boat ramp. The idea behind it was when State funding was obtained we would use that as some form of match. Vice Chairman Mahon questioned if there is State funding for boat ramps, and was told there is. Vice Chairman Mahon commented they are fund based stuff and two budget cycles ago they did away with all of that stuff. Councilor Rothhaus stated a desire to pursue the possibility. He expressed the desire to be provided with comparable costs from gravel to pavement as he believes pavement would ultimately be what would best serve the community. He also stated a desire to understand annual costs for maintenance of the area. He believes a good many residents would utilize the boat ramp were it more accessible.

Councilor Dwyer commented as was the philosophy with Wasserman Park, if you put in a little each year before you know it we are having a grand opening of the boat launch. Town Manager Cabanel spoke of a group that is responsible for ensuring there is a public boat ramp on every certain size body of water in the State of New Hampshire. That is where funding could be sought. She spoke of her prior experience gaining funding for a large project of this type. Vice Chairman Mahon commented the prospect of some sort of State funding is not great, and if it is a desired amenity the Town should pursue it.

Town Manager Cabanel reiterated there is \$15,000 set aside, Deputy Director Fox has stated the cost to be \$20,000 to do the road portion. If the desire is to start with something funding is pretty much available at this time to do that. Chairman Harrington requested the information Councilor Rothhaus requested be provided noting work would not be able to begin until spring. Councilor Boyd questioned if additional engineering or design is necessary for the road going down to the river. Deputy Director Fox responded probably not a lot. The portion beyond the bridge is pretty straightforward. You need to excavate out the sandy material and put in a better subbase. Whether to pave it or not is the additional decision. In order to access the area from Wright Avenue permission from the property owner would be necessary.

### Buildings and Grounds

Assistant Director Taylor stated the division takes care of the grounds at Town Hall, the Adult Community Center buildings and Police Department. It comprises a full-time custodian position and two part-time custodians. Line Item 01-17-8502-0; Buildings, identifies \$10,000 for window replacement at Town Hall. Assistant Town Manager/Finance Director Micali stated the direction being taken is to see what can be accomplished with \$10,000. The price of windows has come down over the years. The windows are original to the building, and those in the worst condition would be replaced first.

### Highway

Assistant Director Taylor noted Line Item 01-08-8910-0; Capital Reserve Fund Purchases, includes the Bedford Road Bridge replacement, replacement of one 6-wheel dump truck, one sidewalk tractor, drainage improvements, and the Souhegan Trail.

Assistant Town Manager/Finance Director Micali commented this is one of the departments that were discussed with regard to overtime. A review was done of the past four years. An average of the four years was used to identify overtime numbers. There is a slight increase in overtime.

Town Manager Cabanel noted it looks like it has increased by a large amount. However, this budget is one of the examples that can change from year to year and not affect the tax rate that year. We are proposing to spend \$3.7 million out of the Capital Reserve Fund, and last year we only spent \$2.4 million. It looks like the budget is going up a million dollars when it is not. The money has already been raised, is in a savings account, will be taken out as revenue, and be expended, e.g., what comes in for revenue goes out as an expenditure (it is a wash).



Assistant Town Manager/Finance Director Micali noted Line Item 01-08-8361-0; Street Lights shows an expenditure of \$110,625. The Town is in the infancy stage of looking at changing over street lights to LED, and trying to determine cost ratio, payback periods, etc. There will be a lot of press in the next few months as Nashua and Manchester are doing similar projects. He stated a desire for the community to know this process has started. Discussions are ongoing with PSNH to determine if the payback period is affordable for the Town to move forward with replacing all street lights with LED street lights.

Councilor Rothhaus questioned the status of the Bean Road Bridge. Deputy Director Fox stated the Bean Road Bridge is currently under construction by the same contractor that did the Wire Road Bridge. That project was turned around in 5 months. This one is a little more complicated and will take additional time. The completion date for the project is November of this year. It is hopeful it will be open sooner than that. The same company is doing the McGaw Bridge, which has the same timetable.

#### Equipment Maintenance

Assistant Director Taylor noted a decrease in Line Item 01-16-8333-0; Maintenance - Vehicles. There is no longer a pool car. There is an increase in Line Item 01-16-8352-0; Education & Training, for training on emergency vehicles.

Town Manager Cabanel commented one of the mechanics from the Wastewater division has been hired to work in the Public Works Garage. The position in Wastewater cannot be filled because of the sophistication of the knowledge that a person has to have. One of the things being considered is bringing before the Council the position of a Master Mechanic. That has not yet been fully vetted. It is a line item in the Public Works budget without a cost. The position would be within the Wastewater division only.

Vice Chairman Mahon questioned the nature of the training for the Emergency Vehicle Technician. Lori Barrett, Operations Manager, responded there is specific training for fire engines and ambulances that the Fire Department is requiring the mechanics to take. The division has two new mechanics that are replacing retirees, and who are not educated in the Fire Department. This would be specialty training for them. As an example, training would be provided in the electronics on the fire trucks.

#### Wastewater Treatment Fund

Assistant Director Taylor noted the Sewer Fund is an Enterprise Fund. It is funded by user fees not by taxes. There is a pretty aggressive capital improvement package; currently finishing up the major upgrade to the treatment plant, but there remains a ways to go, e.g., equipment that needs to be replaced and updated.

The other highlight is the position of Master Mechanic. It is not shown as funded in the proposed budget, but a line item is included. Town Manager Cabanel stated there to be a position within the budget, but it is the lower range. When a proposal is made to the Council for the Master Mechanic position the additional cost would be identified. Chairman Harrington noted it would impact the bottom line total number, which is a component of the budget. Assistant Town Manager/Finance

Approved: January 28, 2016

Posted: January 29, 2016

Director Micali stated it is hoped that information will be available in time for the Council's final deliberations.

Town Manager Cabanel noted a review of debt service (31-27) identifies an increase of approximately \$500,000. It looks like the budget has gone up by \$500,000, but there is a matching revenue amount. The reason for the increase is that the Town is starting to pay the debt payments on the Wastewater Treatment Plant and Compost Facility upgrades.

Councilor Vaillancourt questioned Line Item 31-10-8142-0; Compensated Absences. Assistant Town Manager/Finance Director Micali stated there to be generally accepted accounting principles that have to be followed. The figure is based upon anyone that is retirement eligible. Any time those individuals have available has to be accrued (retirement).

When asked about Line Item 31-10-8245-0; Sewer, City of Nashua, Assistant Director Taylor explained there is a Pennichuck pump station in south Merrimack, which services about 424 homes. That wastewater then gets pumped to the Nashua system. That area was very wet and sewers were installed because of septic system failures. That is the fee the City of Nashua charges Merrimack for processing the wastewater that is generated. Town Manager Cabanel questioned if the Town receives the revenue for that, e.g., residents are billed by and pay Merrimack which in turn pays Nashua. Assistant Director Taylor stated that to be correct.

Councilor Vaillancourt questioned Line Item 31-10-8359-0; Other Outside Services; specifically a definition of allocation of general fund administrative costs. Assistant Town Manager/Finance Director Micali responded it is an Enterprise Fund and employees of other departments provide administrative functions such as payroll. The monies identified in this line item represent reimbursement for services back to the general fund.

Assistant Town Manager/Finance Director Micali noted the Assessing Department would not be part of the departmental reviews during the Council's meeting of January 11<sup>th</sup>. It has been moved to the meeting of the 21<sup>st</sup> to accommodate attendance by the contracted Assessor.

**Comments From the Press and Public** - None

**Adjourn**

**MOTION** made by Councilor Boyd and seconded by Councilor Mahon to adjourn the meeting.

**MOTION CARRIED** 7-0-0

*The January 7, 2016 Work Session of the Town Council was adjourned at 8:00 p.m.*

Submitted by Dawn MacMillan