



**Minutes**  
**Town of Lake Park, Florida**  
**First Public Hearing on the Budget**  
**Tuesday, September 10, 2013, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of the First Public Hearing on the Budget on Tuesday, September 10, 2013 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call.

Mayor DuBois led the pledge of allegiance.

**PUBLIC HEARING:**

Mayor DuBois opened the Public Hearing.

**1. Resolution No. 25-09-13 Adopting a Tentative Millage Rate for Fiscal Year 2013-2014**

**A. Staff Report**

Town Manager Sugerman explained the item (see attached Exhibit "A").

**B. Public Comments**

None

**C. Commission Deliberation**

Commissioner Flaherty proposed 8.7 mils and provided a handout outlining the changes in the budget (see attached Exhibit "B").

Mayor DuBois asked if Commissioner Flaherty has talked to Town staff regarding his proposed changes.

Commissioner Flaherty stated "no". He explained the changes on page 1 of his handout under General Fund.

Vice-Mayor Glas-Castro asked if these were revenues or expenditures.

Commissioner Flaherty stated "revenues".

Vice-Mayor Glas-Castro stated that reducing revenues will not change the millage rate that it will do the opposite and asked if making this change will make Commissioner Flaherty proposed budget balance.

Commissioner Flaherty stated “yes”. He stated that based on current year expenditures, he is recommending that the Pro. Services – Town Att. line item be reduced by \$20,000.

Commissioner O’Rourke stated that the Town has entered into an agreement to evaluate changes to the Town’s electoral process and that those amounts were not a great deal but, questioned if that is an expense that the Town should undertake at this time. He suggested putting it off until another year. He asked what is the cost for this agreement.

Attorney Baird stated that there were two (2) phases to the item and the cost was about \$8,000 for the second phase. He stated that it was his understand that this cost was not coming out the of the Town Attorney line item but another line item in the General Fund.

Town Manager Sugerman stated that \$8,800 was included in the budget for phase two (2) and it is in the Town Commission budget on page eleven (11) of the budget.

Mayor DuBois asked if an expenditure for this project has already been approved.

Attorney Baird stated that \$800 has already been spent.

Commissioner O’Rourke requested that the \$8,800 in the Town Commission budget for the change in the electoral process be removed from the budget. He stated that he is making this suggestion in order to make the 2013-2014 budget from going higher and find places to save money. He stated that he is not in favor of increasing the millage rate.

Commissioner Flaherty asked if the Commission approves the Department or Town Manager proposed budget.

Town Manager Sugerman stated that the Commission can choose the Department, Town Manager or another proposed budget that the Commission chooses. He explained that the budget contains two (2) years of history, actual for the current year, Department requested, and the Town Manager proposed.

Mayor DuBois asked if the millage rate is reduced to 8.7 mils could it be increased back to 8.9 mils at the Final Budget Hearing.

Town Manager Sugerman explained that if the millage rate was reduced to 8.7 it could go back to 8.9 mils at the Final Budget Hearing but it would be a time consuming and costly process.

Mayor DuBois asked if the millage rate remained at 8.9 mils and was reduced to 8.7 mils at the Final Budget Hearing, would that cost the Town any time or funds.

Town Manager Sugerman stated “no” and that by approving the 8.9 mils at this meeting it would provide staff with time to analyze the information provided by Commissioner

Flaherty. He stated that until this meeting staff has not seen the information provided by Commissioner Flaherty.

Mayor DuBois stated that he wants staff to vet the information provided by Commissioner Flaherty.

Vice-Mayor Glas-Castro stated that she has no problems with the spirit of what Commissioner Flaherty has proposed. She thinks the items included are items that the Commission previously discussed and expressed concerns about.

Commissioner O'Rourke asked about cross training of employees and wanted to know if the Parks and Recreation Director, Kathleen Carroll, could be cross-trained to perform other functions within the Town.

Town Manager Sugerman explained that Parks and Recreation Director Carroll's salary is an expense to the General Fund and if she were to be cross-trained in order to save money for the General Fund that the assignment would have to be to provide a service from another fund such as Sanitation, Streets or Roads, or Marina Funds. He stated that it is not likely the General Fund dollars could be saved by having a portion of her time in another position unless that portion of time was in a position in a different fund.

Commissioner O'Rourke stated that the Public Works Department cross-training is where he got this idea from for Parks and Recreation Director Carroll.

Town Manager Sugerman stated that this is an example of where the Town can get an economy of scale from cross training similar jobs in multiple funds. He stated that he has spoken with Parks and Recreation Director Carroll about the recreation activities for the next fiscal year. He explained that the Town has provided recreational programming during this last year however; the community has not been responsive to the type of programming that the Town has offered. He explained that staff has been working on a "white paper" to propose to the Commission recreational programming for the next fiscal year that will be based upon special events, community-wide activities, and rentals. The proposal would be presented to the Commission before the end of the calendar year.

Commissioner O'Rourke stated that he finds it difficult to change part-time employees to full-time employees and provide a 5% increase to the Town Clerk/Deputy Town Manager when the rest of staff have not had a raise in approximately five (5) years and are being asked to pay more for medical benefits. He suggested that these changes be put off for one (1) more year.

Town Manager Sugerman read a memorandum from Town Clerk/Deputy Town Manager Mendez dated August 27, 2013 (see attached Exhibit "C").

Commissioner Rapoza stated that she needs time to evaluate the information provided by Commissioner Flaherty. She stated that it is very important to have a balanced budget. She stated that she has confidence in the Town Manager and staff to move the Town forward to provide the Commission the opportunity next year to lower the millage rate.

Mayor DuBois thinks that the budget and millage could be reduced by some amount and that he does not know what that amount is. He suggested that the Commission that work with staff on the budget between now and the September 25, 2013 Final Budget Hearing.

Commissioner O'Rourke asked what debt services expenses will expire soon.

Town Manager Sugerman explained that there is debt service expiring in 2014, 2016, 2017 and possible as far out at 2039. He explained that where the Town may get the most benefit is refinancing the debt because some of the debt is at 5.65% and there is no reason the Town should not be able to refinance at 3.5 or 4%. He stated that there are a number of things the Town can do to provide "some breathing room" in the budget and that he thinks that the future has promise. He requested that the Commission approve a millage rate of 8.9 mils. He stated that an offer has been made by an anonymous person to pay the difference for those who cannot afford the difference between last year's and this year's tax bill if the Commission approves the 8.9 mils. He stated that based on the comments made at this meeting, he will work with Finance Director Rane to see if the millage rate can be lowered by the Final Budget Hearing on September 25, 2013

**Motion: A motion was made by Vice-Mayor Glas-Castro to approve Resolution No. 25-09-13 Adopting the Tentative Millage Rate for Fiscal Year 2013-2014; Commissioner Rapoza made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty		X	
Commissioner O'Rourke		X	
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 3-2.

**2. Resolution No. 26-09-13 Adopting a Tentative Budget for Fiscal Year 2013-2014**

**A. Staff Report**

Town Manager Sugerman explained the item (see attached Exhibit "D").

**B. Public Comments**

None

**C. Commission Deliberation**

**Motion: A motion was made by Vice-Mayor Glas-Castro to approve Resolution No. 26-09-13 Adopting the Tentative Budget for Fiscal Year 2013-2014; Commissioner Rapoza made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		

Commissioner O'Rourke		X	
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-1.

### 3. Setting the 2013-2014 Non-Ad Valorem Stormwater Assessment Rate

Town Manager Sugerman explained the item (see attached Exhibit "E").

Mayor DuBois stated that it is strange that the rate has not changed since 2009 to reflect the increase cost to provide stormwater related services and thinks that it is remarkable that it has stayed the same.

**Motion: A motion was made by Commissioner Flaherty to set the Non-Ad Valorem Stormwater Rate for Fiscal Year 2013-2014 at \$6.50 per Equivalent Stormwater Unit (ESU) per month; Commissioner O'Rourke made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

### 4. Setting the 2013-2014 Non-Ad Valorem Sanitation Assessment Rate

Town Manager Sugerman explained the item (see attached Exhibit "F").

Commissioner O'Rourke asked about the recommendation of the rate remaining the same even though there are equipment issues in the Sanitation Department.

Town Manager Sugerman explained that he made a professional judgment that deferring those expenses for one (1) additional year can be accomplished without harm to the operation. He stated that if the Commission wants to advance the schedule for the replacement of equipment that can be accomplished by modifying the sanitation rate structure by Resolution.

Mayor DuBois stated that 2009 to 2013-2014 is a long time without an adjustment and that smaller incremental adjustments have less kick-back. He asked if it is wise to continue at the same rate and is it wise to give the Town's commercial customers and residents a big increase when the rate is adjusted.

Town Manager Sugerman stated that in other jurisdictions that he has worked that for utility funds the rates are adjusted every year by some standard such as the consumer price index for the region. He provided the example that the Seacoast Utility Authority

adjusts their rates annually. He stated that he did not feel comfortable increasing the Millage Rate and the Stormwater and Sanitation Non-Ad Valorem Rates. He thinks that the Ad Valorem Rate will decrease but the Stormwater and Sanitation Rates will increase.

Mayor DuBois asked if the Stormwater and Sanitation Rates can be part of the discussion for lowering the millage rate.

Town Manager Sugerman explained that the Non-Ad Valorem Rates can be adjusted at any time. However, the rates are being set at this meeting and will not be considered at the Final Public Hearing on the Budget on September 25, 2013.

Commissioner O'Rourke asked if there is a way to put reserves into the Sanitation Fund.

Town Manager Sugerman stated "yes" and explained that the Stormwater and Sanitation Funds have reserves.

**Motion: A motion was made by Commissioner O'Rourke to set the Non-Ad Valorem Sanitation Rate for Fiscal Year 2013-2014 at the same rates as set forth in Exhibits A & B of Resolution 34-08-09 ; Commissioner Flaherty made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Mayor DuBois closed the Public Hearing.

**PUBLIC COMMENT:**

None

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**Attorney Baird** no comments.

**Town Manager Sugerman** no comments.

**Commissioner Rapoza** no comments.

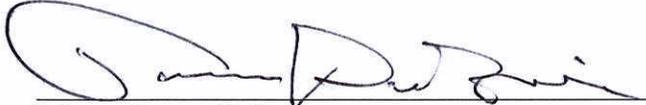
**Commissioner Flaherty** thanked staff for their hard work on the budget.

**Vice-Mayor Glas-Castro** no comments.

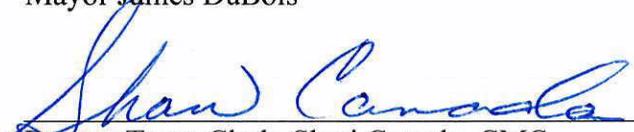
**Mayor DuBois** no comments.

**ADJOURNMENT**

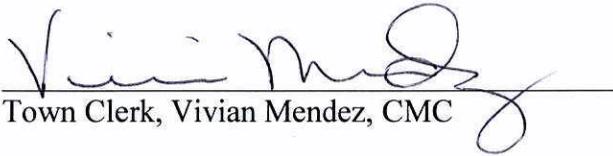
There being no further business to come before the Commission and after a motion to adjourn by Commissioner O'Rourke and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:01 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Mendez, CMC



FLORIDA

Approved on this 2 of October, 2013



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 Agenda Item No. Tab 1

Agenda Title: Resolution Adopting a Tentative Millage Rate For Fiscal Year 2013-2014

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 8/29/13

Blake K. Rane Finance Director [Signature] Name/Title

Table with 3 columns: Originating Department (FINANCE), Revenue/Funding Source (Revenue: \$3,990,484, Property Taxes, Acct. # 001-311.100, Finance BKR), Attachments (Resolution -09-13), Advertisized (Date: No later than 8/25/13, Via: Mailed TRIM Notices), All parties notified, Yes I have notified everyone BKR.

Summary Explanation/Background:

In accordance with Florida Statute the Town must approve a Resolution to adopt a "tentative Millage Rate" for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate.

Recommended Motion:

I move to approve Resolution No. 25-09-13 setting the tentative millage rate at 8.9000 mills for Fiscal Year 2013-2014.

Exhibit "B"

Account	Starting Balance	Dept.	TM	Adjustment To:	Amount	Approve	After Approval
General Fund	8375028	3000	7500	Franchise Fee -Gas	-1500	6000	
		50000	0	Admin Marina Fund	25000	25000	
		21000	21000	Rec Facilities Rental	2000	23000	8400528
Commission	94770	10000	10000	Travel and Training	-1000	9000	
		5800	5800	Promotional Activities	1000	6800	94770
Town Manager	199527						
						NC	199527
Human Resources	128853	62418	62418	Executive Salaries	-2972	59446	125881
Town Clerk	155632						
						NC	155632
Legal	121000	120000	120000	Pro. Service-Town Att.	-20000	101000	101000
Info. Technology	163687	8000	8000	Pro. Service-Adm IT	-5500	2500	
		37157	20000	Cap. Outlay	-20000	0	
		2000	2000	Contingency	2000	4000	140187
Finance Dept.	417951	31200	31200	Part Time Salaries	-15600	15600	
		4078	4078	Contractual Service	-1456	2622	
		35000	35000	Building Improvements	-35000	0	400895
Valic Cont.		21997	21997	Valic Contributions	-21997	0	-21997

Account	Starting Balance	Dept.	TM	Adjustment To:	Amount	Approve	After Approval
Law Enforcement	2667115					NC	2667115
Emergency	1550505					NC	1550505
PW Admin	197918					NC	197918
PW Grounds	355481					NC	355481
PW Facility Main.	260975					NC	260975
Vehicle Main.	76124					NC	76124
Parking Meters	75707					NC	75707
Community Dev.	513308	216300	216300	Regular Salaries	-45760	170540	
		0	0	Part Time Salaries	34320	34320	
		37935	37935	Medical	-7587	30348	
		1890	1890	Dental	-378	1512	
		1114	1114	Life	-195	919	
		325	325	Vision	-65	260	
		3776	3776	Disability	-610	3166	
							493033
Recreation	184847			Line for donations from 4th of July		NC	184847



Account	Starting Balance	Dept.	TM	Adjustment To:	Amount	Approve	After Approval
Insurance	270400					NC	270400
Street & Roads	333685	0	75	Travel & Training			75
		0	1508	Emergency Reserves	-1508		0
							332177
							Difference
Debt Service	775600						1508
						NC	
							775600
Marina Fund	1085109	0	0	Admin. Fees	25000		25000
							1110109
Stormwater Utility	503440					NC	
							503440
Sanitation Fund	1450243	36500	15000	Containers	12375		27325
				1500+12375=27325			1462618
CRA Fund	450084					NC	
							450084
Valic "Ent. Fund's"	13667	13667	13667			0	-13667

Final	Remaining General Fund Balance		
	120952		
Transfer to Sanitation	12375		
	108577	.20 mills= 85584	
	108577		
Transfer to CRA	15000	Remaining Balance of	93577
	93577	Deduct .20 mills @	85584
			7993
Purchase New Sign for Library with remaining Funds	7993		
	0		



# TOWN OF LAKE PARK

## MEMO

**To:** Dale S. Sugerman, Town Manager  
Blake Rane, Finance Director

**From:** Vivian Mendez, Town Clerk/Deputy Town Manager

**Date:** August 27, 2013

**Subject:** 5% Temporary Assignment Pay

I began working for the Town of Lake Park in 2003 as the receptionist. In 2005 I became the Deputy Town Clerk and in 2006 became the Town Clerk. I have looked forward to learning something new each day and all the challenges that come with this career path. I am really excited about the expansion of my role with the Town of Lake Park and all the new challenges that will come before me.

I also know of the Town's budgetary constraints and the challenges that you face in putting together a balanced budget. With that said I am respectfully declining the 5 percent temporary assignment pay which is currently included in the proposed budget.

I look forward to and appreciate the opportunity.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013 Agenda Item No. Tab 2

Agenda Title: Resolution Adopting a Tentative Budget for Fiscal Year 2013-2014

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on Reading, New Business (checked), Other.

Approved by Town Manager [Signature] Date: 8/29/13

Blake K. Rane Finance Director [Signature]

Table with 3 columns: Originating Department (FINANCE), Revenue/Funding Source/Account info, Attachments (Resolution -09-13), Advertised status, and notification requirements.

Summary Explanation/Background:

In accordance with Florida Statute the Town must approve a Resolution to adopt a "tentative budget" for the next fiscal year.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate.

Recommended Motion:

I move to approve Resolution No. 26-09-13 adopting the tentative budget for Fiscal Year 2013-2014.

Exhibit "E"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013

Agenda Item No. Tab 3

Agenda Title: Setting the 2013-2014 Non-Ad Valorem Assessed Stormwater Rate

- Special presentation/reports, Board appointment, Public hearing ordinance on reading, New business (checked), Other.

Approved by Town Manager [Signature] Date: 8/29/13

Blake K. Rane Finance Director [Signature] Name/Title

Table with 3 columns: Originating Department (FINANCE), Costs/Funding Source (N/A, [X] Finance BKR), Attachments (Copy of Resolution 33-08-09), Advertised (Not Required), and notification status (Please initial one).

Summary Explanation/Background:

Each fiscal year, the Commission must either renew the existing non-Ad Valorem stormwater rate by motion or adjust the rate as it sees fit by Resolution.

The existing (FY 2012-2013) rate of \$6.50 per month for each Equivalent Stormwater Unit (ESU) was established in August 2009 pursuant to Resolution 33-08-09, a copy of which is attached. Staff recommends that no adjustment be made to the rate and that it be held constant at \$6.50 per ESU per month.

Recommended Motion:

I move that the existing non-Ad Valorem stormwater rate for fiscal year 2013-2014 be set at \$6.50 per ESU per month.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 10, 2013

Agenda Item No. Tab 4

Agenda Title: Setting the 2013-2014 Non-Ad Valorem Assessed Sanitation Rates

- Checkboxes for SPECIAL PRESENTATION/REPORTS, BOARD APPOINTMENT, PUBLIC HEARING ORDINANCE ON READING, NEW BUSINESS (checked), and OTHER.

Approved by Town Manager [Signature] Date: 8/29/13

Blake K. Rane Finance Director [Signature] Name/Title

Table with 3 columns: Originating Department (FINANCE), Costs/Funding Source (N/A), Attachments (Copy of Resolution 34-08-09 with Exhibits A & B), Advertised (Not Required), and notification details.

Summary Explanation/Background:

Each fiscal year, the Commission must either renew the existing non-Ad Valorem Residential and Commercial Sanitation rates by motion or adjust the rates as it sees fit by Resolution.

The existing (FY 2012-21013) rates were last adjusted in August 2009 pursuant to Resolution 34-08-09, a copy of which is attached along with Exhibits A & B which show the details of the 2009 rates. Staff recommends that no adjustment be made to the rates and that they be held constant.

Recommended Motion:

I move that the non-Ad Valorem Sanitation rates for fiscal year 2013-2014 be set at the same rates as set forth in Exhibits A & B.



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Special Call First Public Hearing  
On the Budget Meeting  
Tuesday, September 10, 2013, 6:30 p.m.  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<b>Kathleen Rapoza</b>	—	<b>Commissioner</b>
<hr style="border-top: 1px dashed black;"/>		
<b>Dale S. Sugerman, Ph.D.</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Town Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC HEARING:

\*\*\*\*\* OPEN PUBLIC BUDGET HEARING\*\*\*\*\*

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

**1. Resolution No. 25-09-13 Adopting a Tentative Millage Rate for Fiscal Year 2013-2014**

Tab 1

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE**

**TOWN OF LAKE PARK FOR FISCAL YEAR 2013/2014; PROVIDING FOR AN EFFECTIVE DATE.**

**2. Resolution No. 26-09-13 Adopting a Tentative Budget for Fiscal Year 2013-2014** Tab 2  
**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPARATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.**

**3. Setting the 2013-2014 Non-Ad Valorem Stormwater Assessment Rate** Tab 3

**4. Setting the 2013-2014 Non-Ad Valorem Sanitation Assessment Rate** Tab 4

**\*\*\*\*\* CLOSE PUBLIC BUDGET HEARING\*\*\*\*\***

**D. PUBLIC COMMENT:**

**This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.**

**E. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

**F. ADJOURNMENT:**