

The Pearisburg Town Council met in Regular Session on July 12, 2016 at 7:30 p.m. at the Pearisburg Town Hall. Present for the Meeting were: Mayor Dickerson; Council Members Munsey, Williams, Journell, Eaton, Harrell and Clark; Town Attorney Hartley; Town Manager Vittum; Town Engineer Tawney; Chief Martin and Town Clerk Harless. Also present was citizens Pippa Chapman, Jeff Morris and Kevin Belcher; and Zach Guynn, Virginian Leader.

Williams made a motion to approve the Regular June 14, 2016 and Special June 21, 2016 and July 5, 2016 minutes. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

Mayor Dickerson opened the Public Hearing on the proposed Non-Refundable Administrative Fee for water service charged to rental units. The fee is proposed to be set at \$25 and would be assessed at the time the water deposit is collected from the customer. Vittum stated that the fee was similar to what the County, Pembroke and Rich Creek have in place. He stated that the hearing was properly advertised and there were no comments received at the office. Hearing no comments from the audience Mayor Dickerson closed the Public Hearing.

Munsey made a motion to approve and adopted an Ordinance setting an Administrative Fee of \$25.00 on Water Service for rental units. Clark seconded the motion. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

ADOPTED: July 12, 2016

ORDINANCE NO: 2016-03

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 74-222  
DEPOSIT PREREQUISITE TO SERVICE,  
OF CHAPTER 74, UTILITIES,  
CODE OF THE TOWN OF PEARISBURG, VIRGINIA, 1996, AS AMENDED,  
FOR THE PURPOSE OF ADDING AN ADMINISTRATIVE FEE  
AND ELIMINATING INTEREST ON DEPOSITS**

**BE IT ORDAINED**, by the Town Council of the Town of Pearisburg, Virginia, 7 of the elected members concurring, that:

**Section 1.** The following section of the Code of the Town of Pearisburg, Virginia, 1996, as amended, is amended and re-enacted as follows:

Section 74-222. DEPOSIT PREREQUISITE TO SERVICE.

- (a.) Before water is supplied either inside or outside of the town, the customer shall deposit \$150.00 with the treasurer of the town, who shall record such deposit in the name of the consumer. In addition, a non-refundable administrative fee of \$25.00 shall be collected from all occupants of rental property in the town.
- (b.) The deposit shall be paid to the consumer when the use of water is discontinued provided the consumer has paid all water and sewer charges and other charges to the date the water use is discontinued and that the consumer is not liable to the town for any unpaid taxes, otherwise the amount of water and sewer charges or other charges and taxes shall be deducted from the deposit to be paid.

**Section 2.** This ordinance shall be in effect immediately upon its passage.

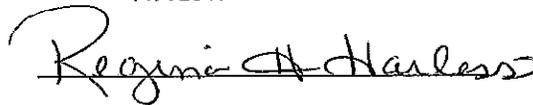
This 12<sup>th</sup> day of July, 2016.

APPROVED:



Mayor Robert L. Dickerson

ATTEST:



Regina H. Harless, Town Clerk

Harrell reported on the Public Safety Committee. The Fire Department has been losing members over the last six months. Plans are being made to have an Open House and a news article about recruitment. The Committee expressed their loss of Henry Wade a 66-year old veteran of the Fire Department. She reported that the Police Department received a letter of commendation on Gautier and Burton for assisting in solving a case. There were no recommendations.

Journell reported on the Property and Recreation Committee. The 7-Day Market demolition was completed. The ladies' restroom in the park has been repaired and open for the public now. The Committee had discussed a community center improvement list with at least six items that Council prioritize in using the \$10,000 appropriated in the current budget. Citizens

attended the meeting and informed the Committee about a Community Design Assistance Center Application for planning or design assistance through Virginia Tech.

The Committee made a recommendation that Council approve the request from Kim Woodyard to have the auditorium on July 23, 2016 for free in case of rain, in order to allow the fundraiser to proceed. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

The Committee made a recommendation that Council approve moving forward with the Community Design Assistance Center Application. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

Eaton stated that Natalie Thwaites asked about serving on the Property and Recreation Advisory Council. She asked if Ms. Thwaites could be considered an alternate member or just notify her anytime the Council meets. Council agreed to involve her in the Advisory Council and have staff contact her of meetings.

Eaton reported on the Finance Committee. Council reviewed the new Adopt a Pole/Banner Program that was approved in June. The Committee suggested a revision that will be included in the recommendations. The Committee asked staff to prepare a Budget Amendment for the \$5,000 donation received from the County earmarked for the Town Pool. She stated that the Newsletter was discussed and alternatives for printing. The Town will continue to cover the Fireman on workers comp since the County rejected a proposed policy.

The Committee recommends that Council amend the Adopt a Banner Program to eliminate the Downtown and In-Town differences and make all Town Businesses \$500 and \$100 and offer a 50% discount on a second pole sponsorship. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

The Committee recommends that Council award the IT contract to WVVA.net as shown below. All voting yes: Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. Voting No: Mayor Dickerson. The recommendation carried by a vote of 6 to 1.



This will constitute an agreement between the Town of Pearisburg (CLIENT) and WVVA.net Inc. (WVVA) for IT services for the period of July 1<sup>st</sup>, 2016 to June 30<sup>th</sup>, 2017.

During this period, WVVA agrees to provide computer maintenance and technical services for all CLIENT systems. Work will normally be performed at the offices of the CLIENT but occasionally may take place at other locations, as required, including remote access support. Work will normally occur, but not be limited to, between the hours of 9 to 5 on weekdays. Weekly routine maintenance will be performed by a WVVA employee as directed and scheduled by CLIENT.

As a contracted customer, CLIENT will be positioned ahead of a non-contracted customer where the call is of the same priority level and has not already been scheduled. The grid below identifies the WVVA service policy:

*Under normal operations, support will be given on a first-come, first-serve basis and problems will be solved as soon as possible. However, the following ranking scheme should be used to categorize all requests for assistance. Preferential consideration will be provided to contract clients. The contact and resolution times given below are WVVA's general guidelines under normal circumstances. During situations that are extraordinary and/or out of our control, contact and resolution times may be longer. The reverse will also apply where items may be completed sooner as time is available.*

Priority	Issue	Contact Goal	Resolution Goal
1	Issue of the highest importance –mission-critical systems with a direct impact on the organization (Examples: widespread network outage, server failure, etc.)	< 1 hour*	< 8 hours
2	Single user or group outage that is preventing the affected user(s) from working (Examples: failed hard drive, broken monitor, continuous OS lockups, etc.)	< 4 hours	< next business day
3	Single user or group outage that can be permanently or temporarily solved with a remote workaround (Examples: malfunctioning printer, PC sound problem, etc.)	< 1 business day	<3 days
4	Scheduled work (Examples: new workstation installation, standard preventive maintenance)	< 1 business day	as per schedule

*\*In cases where immediacy is required, WVVA requests that the CLIENT not rely on voicemail or email and speak to either the service coordinator directly, by having them paged, or, explain the urgency of the situation to our front-end individuals.*

Payment for these services will be to WVVA at the rate of \$40/hour for standard Basic Technician support, \$65/hour for advanced technician support and \$80/hour for server/domain administration. A minimum of \$25 will be charged for on-site visits. Services will be invoiced

monthly. Remote support will be at the rate of \$25/incident, up to one hour. Any expenses exclusive of normal overhead are not included in this agreement and will be invoiced separately.

All materials furnished by CLIENT will remain the property of CLIENT and will be returned upon request, or no more than 10 days from the termination of this agreement. The results of any and all work performed by WVVA for CLIENT, will remain the property of the CLIENT. CLIENT may use this material in any way deemed appropriate. This agreement may be terminated on a 30 day written notice by either WVVA or CLIENT. In case of termination, WVVA shall make a reasonable attempt to finish work in progress.

CLIENT  
*Kenneth Vittum*  
(Signature)

Kenneth Vittum  
(Name)

Town Manager  
(Title)

8-1-16  
(Date)

WVVA.net Inc.  
*Michael Demas*  
(Signature)

Michael Demas  
(Name)

President  
(Title)

7-26-16  
(Date)

Eaton stated that Departments will need to make service calls on behalf of their office for IT Services and all calls need to be logged. Council will review calls in six months. She asked that each department be provided an agreement to reference.

Munsey reported on the Public Works Committee. He reported that the new F-150 Truck arrived. The Committee discussed the moving of two-10" mains over to the Town right-of-way for the Goodwill Project. After this has been completed the project should begin moving forward once a subdivision plat is approved. Harrell inquired about uneven manhole. She has received complaints about them around town. Tawney stated that he had people measure and still gets them wrong. He stated that he is working on getting them raised. There were no recommendations.

Council had no comments on the Planning Project.

Clark made a motion that Council approve the following Council Appointments:

Rhett Butler – Board of Zoning Appeals – Term July 1, 2016 to June 30, 2021

Ed Clark – Board of Building Code of Appeals – Term July 1, 2016 to June 30, 2021

Munsey seconded the motion. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

Vittum reported on 7-Day Market. He stated that Wilson had provided Hartley with the necessary documentation to place a lien on the property. Hartley stated that Mr. Patel claimed a suit was filed against Mr. Patel's insurance company. Patel wants the town to give their bill to the insurance company. Eaton asked if the figure given included all cost incurred. Vittum stated that there was some miscellaneous cost for Wilson's time and asbestos testing. Council asked if the lien for demolition had been filed yet. Vittum stated that staff will get with Hartley and get the lien filed as soon as possible.

Hartley stated that the amendment to the FOIA Rights and Responsibilities includes code sections and more specific exemptions. This will assist citizens on looking up items on their own.

Munsey made a motion to approve the amendment to the FOIA Rights and Responsibilities. Harrell seconded the motion. All voting yes: Mayor Dickerson; Council

Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

**Rights & Responsibilities:**  
**The Rights of Requesters and the Responsibilities of the**  
**Town of Pearisburg**  
**under the Virginia Freedom of Information Act**

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

**Your FOIA Rights**

- Any citizen of the Commonwealth and representatives of news media circulating or broadcasting in Virginia, have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

## Making a Request for records from the Town of Pearisburg

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
  - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of the Town of Pearisburg, nor does it require the Town of Pearisburg to create a record that does not exist.
- You may choose to receive electronic records in any format used by the Town of Pearisburg in the regular course of business.
  - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

**To request records from the Town of Pearisburg, you may direct your request to Regina Harless. She can be reached at phone number 540-921-0340, fax 540-921-0086, email [rharless@pearisburg.org](mailto:rharless@pearisburg.org) or mail 112 Tazewell St., Pearisburg, VA 24134. You may also contact her with questions you have concerning requesting. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at [foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov), or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.**

## The Town of Pearisburg's Responsibilities in Responding to Your Request

- The Town of Pearisburg must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from the Town of Pearisburg is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow the Town of Pearisburg to require you to provide your name and legal address.
- FOIA requires that the Town of Pearisburg make one of the following responses to your request within the five-day time period:
  - 1) We provide you with the records that you have requested in their entirety.
  - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
  - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
  - 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
  - 5) If it is practically impossible for the Town of Pearisburg to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

## Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- You may have to pay for the records that you request from the Town of Pearisburg. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, The Town of Pearisburg may require payment of the past-due bill before it will respond to your new FOIA request.

## Types of records

The following is a general description of the types of records held by The Town of Pearisburg:

- Personnel records concerning employees and officials of the Town of Pearisburg
- Records of contracts which the Town of Pearisburg has entered into

If you are unsure whether the Town of Pearisburg has the record(s) you seek, please contact Regina Harless directly at phone number 540-921-0340, fax 540-921-0086, email [rhharless@pearisburg.org](mailto:rhharless@pearisburg.org) or mail 112 Tazewell St., Pearisburg, VA 24134.

## Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. The Town of Pearisburg commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3)) of the Code of Virginia
- Vendor proprietary information (§ 2.2-3705.1 (6)) of the Code of Virginia
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12)) of the Code of Virginia

## Policy regarding the use of exemptions

- The general policy of the Town of Pearisburg is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of the Town of Pearisburg under §2.2-3705.1(1) of the Code of Virginia.
- The general policy of the Town of Pearisburg is to invoke the contract negotiations exemption whenever it applies in order to protect the Town of Pearisburg's bargaining position and negotiating strategy under §2.2-3705.1 of the Code of Virginia.
- The general policy of the town is to invoke the investigative files exemption for applicable police records to protect the privacy of crime victims and witnesses and to avoid harming investigations or prosecutions under §2.2-3706 of the Code of Virginia.
- The general policy of the town is not to release legal records exempt under § 2.2-3705.1 (2) or § 2.2-3705.1 (3) of the Code of Virginia.
- Virginia law prohibits the release of tax records covered by Virginia Code § 58.1-3 from being disclosed.
- The general policy of the Town of Pearisburg is to invoke the exemption for any documents distributed during Council Executive Session marked accordingly where it applies in order to protect the privacy of the public official's discussion of the material.
- The general policy of the Town of Pearisburg is to invoke the exemption for any documents distributed to Mayor, Town Council and Staff that is Confidential and marked accordingly where it applies in order to protect the privacy of the material being provided.

**The Town of Pearisburg reserves the right to utilize any exemption provided under the Freedom of Information Act.**

Munsey made a motion that Council accept Ken Vittum, Town Managers letter of retirement. Clark seconded the motion. All voting yes: Mayor Dickerson; Council Members Munsey, Journell, Harrell, Clark and Eaton. Voting no: Councilman Williams. The motion carried by a vote of 6 to 1.

Clark stated that she had met with Journell, Vittum and Dinger concerning the Consultant job description. Clark stated that a decision was made to recommend Council continue with current consultant until the end of December. She stated that the Committee will have a revised job description for the consultant ready in October. The Committee plans to separate the Grant Manager and Consultant responsibilities. They will advertise the position and have someone ready to start in January. Clark stated that the Committee encouraged Dinger to apply. The Committee felt the consultant should focus on the merchants in Pearisburg and re-invigorate the downtown and all the businesses in town. She reminded Council of the Cash Mob the Pearisburg Merchants Association was having on July 18. There will be sales, discounts and drawings.

Clark made a motion to extend a contract with Dianne Dinger until December 31, 2016. Journell seconded the motion. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

On a motion by Munsey, seconded by Eaton, passed by the following recorded vote, Mayor Dickerson, yes; Council Members Williams, yes; Eaton, yes; Munsey, yes; Harrell, yes; Journell, yes; Clark, yes; Council went into Executive Session as permitted by Virginia Code § 2.2-3711(A) (1), for discussion, consideration or interviews of candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town of Pearisburg; regarding recruitment of new Town Manager;

On a motion by Williams, seconded by Munsey, passed by the following recorded vote, Mayor Dickerson, yes; Council Members Williams, yes; Eaton, yes; Munsey, yes; Harrell, yes; Journell, yes; Clark, yes; Council returned to regular session.

On a motion by Munsey, seconded by Eaton, and passed by the following recorded vote, Mayor Dickerson, yes; Council Members Williams, yes; Eaton, yes; Munsey, yes; Harrell, yes; Journell, yes; Clark, yes; Council certified that the subject discussed in this Executive Session

was the subject identified in the motion to go into Executive Session and only that subject, and that Council discussed no other subject while in Executive Session.

Kevin Belcher addressed Council at this time regarding the PSA finances and emergency generator. The Water System is getting better. The budget has increased around \$100,000 and the debt is estimated at \$130,000. He reported that Solid Waste still has a loan to water of \$250,000. This department is doing well and plans to begin replacing trucks with the escrow account. He briefed Council on the Capital Improvement Plan. He stated that staff has Well #4 wired up to the generator. They are still waiting to hear from Bond Counsel. Staff repaired the line from Well #4 to the Water Plant at Bluff City. He stated that the Health Department is asking the PSA to reduce pumping time at Well #4. The PSA is looking for a different way to run Well #4 back to the plant. They have asked the Health Department to let them treat the water at the well and put back in a clear well. He stated that the well is under the Water Plant and you direct the water where you want it to go. They are looking at being able to do this in the future.

Belcher discussed more Capital Improvements. He stated that the water line between Rich Creek and Narrows needs to be replaced. They plan to purchase a garbage truck for \$250,000. He reported that the Narrows lawsuit with the PSA is over and done. He stated that the way the Articles of Incorporation are written requires a public hearing for any new project. Hartley stated that the weakness was there was never a public hearing on the River-Withdrawal. He stated that Narrows was concerned about the amount the PSA spent on planning.

Belcher reported that on June 14, 2016 Brian Blankenship with Virginia Health Department (VDH) and Thompson & Litton discussed Well #4. Blankenship felt that the well should only run 800 minutes a day and produce 320,000 gallons a day. There were also discussions about Orchard Well in Narrows. This was listed as an interim source. Hartley stated that VDH wants a 1.8 safety factor and to run only 1,050 minutes per day or 17 ½ hours per day. Belcher stated that the PSA currently runs it about 20 hours a day. He stated that Blankenship looked at records back to 2008. Hartley stated that the PSA did not let the wells rest to allow time to recharge. Belcher stated that there is potential for Orchard Well to run 24 hours per day. Belcher stated the Well #4 is running 1440 minutes per day. Munsey stated that the PSA is waiting to hear back from Blankenship before moving forward.

Belcher stated that the potential is there to pump more at one time. He stated that he thought Pearisburg would at least want the capacity to meet its need. Eaton asked about the cost. Hartley stated that the water pumped from Well #4 was less costly water. He stated that as far as running out of water the PSA is required to provide water if Well #4 is not used. Belcher stated he would like Pearisburg to consider testing Well #4 capacity. Munsey would like the Town to look at this in the future.

Hartley stated that the PSA applied to VDH for funds for the generator. He stated that VDH is waiting on financial agencies to do their due diligence. He stated they are waiting on a letter of conditions. The PSA rates did not increase. Belcher stated that he was concerned about the voluntary contribution. Hartley feels that this is the wrong approach. He stated that the generator is the production cost of water. He feels the PSA should focus on a generator and repayment of that debt. He thinks the PSA needs to see about increasing the rates in order to fund the generator. Hartley stated that just recently during the storms we have had the power go out for a period of time. Hartley stated that he did have some questions and Belcher did get back to him with answers.

Belcher stated that the disposal sites will be open 8 hours now instead of 12 hours. This will help reduce staff cost at these locations. The new hours went into effect the 1<sup>st</sup> of July.

Belcher lead a discussion on the financial future of the PSA solid waste with the lease purchase of the Pembroke transfer station coming to an end in February 2019. This generates revenue of \$30,000 annually. At that time the PSA would become a tenant paying rent and loose the income as well. The PSA is looking at options for a new site. One option would be developing a transfer station which had been looked at in 1993. This would reduce the trips to the landfill, save on trucks, and potentially reduce costs by combining some of the existing collection sites.

Belcher stated that the PSA understands how important the voluntary contribution has been. If the funds were not available, it would have been very difficult. He stated that on behalf of the PSA Board he wanted to thank the town. He feels the relationships are good at this time. Hartley commented that the PSA had done a better job over the last few months. He felt the changes have helped and the relationship has improved. The PSA has been proactive.

Eaton asked about the Community Center improvements for the current budget year. Vittum stated that staff has some approximate prices. Staff would like Council to prioritize and we can work on down the list and update annually. Vittum stated that the Recreation Advisory Council could be looking at small projects and making recommendations to Council.

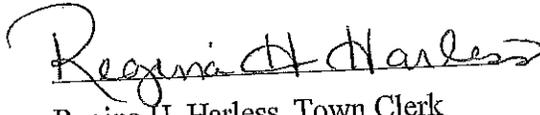
There being no further business, the meeting was adjourned.

APPROVED:

ATTEST:



Mayor Robert L. Dickerson



Regina H. Harless, Town Clerk