

**APPROVED 5/10/2021**

**MINUTES  
TOWN OF BEAUFORT  
BOARD OF COMMISSIONERS  
VIRTUAL SPECIAL MEETING  
MARCH 1, 2021  
4:00 P.M.**

*Due to the State of North Carolina's Declaration of Emergency in response to the COVID-19 pandemic and per NCGS § 166A-19.24, the Town of Beaufort Board of Commissioners conducted a remote meeting using the Zoom application. Members of the Board of Commissioners participated in the meeting remotely.*

The Town of Beaufort Board of Commissioners met remotely for a special meeting on Monday, March 1, 2021 at 4:00 p.m. with the following members present:

Mayor Everette Newton presiding  
Mayor Pro Tempore Charles McDonald  
Commissioner Ann Carter  
Commissioner John Hagle  
Commissioner Sharon Harker  
Commissioner Marianna Hollinshed

Others Present: Town Manager John Day and Town Clerk and Assistant to the Town Manager Allen Coleman (All other staff members will be identified appropriately below)

Mayor Newton asked Allen Coleman to open the meeting to the public.

Mayor Newton called the meeting to order at 4:00 p.m., welcomed everyone in attendance, and asked Town Clerk Allen Coleman to call the roll.  
Roll Call ensued.

**[AGENDA APPROVAL]**

A motion was made by Commissioner Hagle to approval the agenda as presented.  
Mayor Newton call each Commissioner by name (roll call).  
Roll call ensued.

**VOTE: UNANMIOUS**

**[ITEMS FOR DISCUSSION AND CONSIDERATION]**

**1. Discussion of the USDA Financing Package for the Utility and Storm Water, and Street Improvements CIP Project**

The Board received a presentation from the Town Engineer concerning the following financing proposal from the USDA, Rural Development for the Utility Line, Storm Water, and Street Improvements Capital Improvement Project (CIP):

Wastewater Collection Rehabilitation - \$7,036,000 loan / \$5,005,000 grant  
Water Distribution System Improvement - \$8,031,000 loan/ \$0 grant  
Stormwater System Improvements - \$3,007,000 loan / \$500,000 grant

Manager Day said we have some really good news to share from the USDA Rural Development Division. He said the Town had been offered over five and half million dollars in grants and approaching 15 million dollars in low interest loans, and he and staff were extremely pleased. He said the total amount of the project was approaching 30 million dollars.

Manager Day said this news was a huge step forward in terms of correcting a number of the utility problems, and this funding would allow resurfacing of the streets in those affected areas.

Manager Day said there were financing options available, and the Board did not need to make a final decision today, however, it would be helpful if the Board could provide a general consensus on the options proposed. He said if the Board chose to move forward with the offer proposed by USDA, the turnaround time would be fairly quickly. He said other counties and municipalities had submitted applications for this funding and if the Board was not interested in the financing options, USDA would like to be able to notify and pass along to other entities.

Greg Meshaw, Town Engineer, presented the following PowerPoint presentation:

Slide #1

## USDA Funding Considerations



Town of Beaufort

March 1, 2021

Slide #2

### USDA Funding Applications (Water, Sewer & Stormwater)

#### Program

- Water & Waste Disposal Loan & Grant Program
  - Funds for the acquisition, construction or improvement of:
    - ⇒ Drinking water sourcing, treatment, storage & distribution
    - ⇒ Sewer collection, transmission, treatment & disposal
    - ⇒ Stormwater collection, transmission & disposal

Greg Meshaw said this project proposal was started by the Board's decision to resurface streets that did not have any known or obvious problems associated with the underground infrastructure. He said this project was a rather large task and cost significant dollars.

## Slide #3

**USDA Funding Applications (Water, Sewer & Stormwater)****Funding**

- Water & Waste Disposal Loan & Grant Program
  - Long-term (40 years), low-interest loans
  - Grants possible to keep user charges reasonable
    - ⇒ Sewer: Up to 75% of total
    - ⇒ Water: Up to 10% of total
    - ⇒ Stormwater: Grants not typical

## Slide #4

**USDA Funding Applications (Water, Sewer & Stormwater)****Premise of funding application:**

- Available for debt service
  - \$350,000 per year for water & sewer
  - \$120,000 per year for stormwater
- Loan terms
  - 1.75% interest rate
  - 38-year principal repayment over a 40-year period

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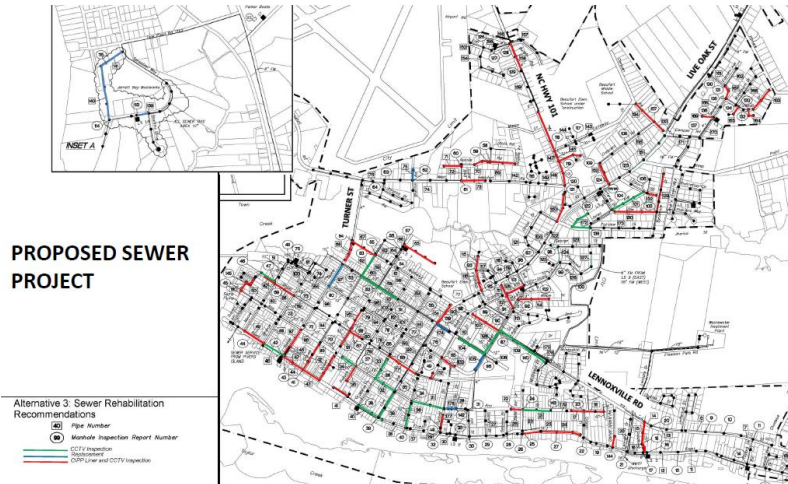
Greg Meshaw said these rates are assumptions to project the debt service needed to cover these projects.

## Slide #5

**USDA Funding Applications (Water, Sewer & Stormwater)****Premise of funding application (continued):**

- Maximum grants
  - Sewer grant @ 75%
  - Water grant @ 10%
  - Stormwater @ 0%

## Slide #6



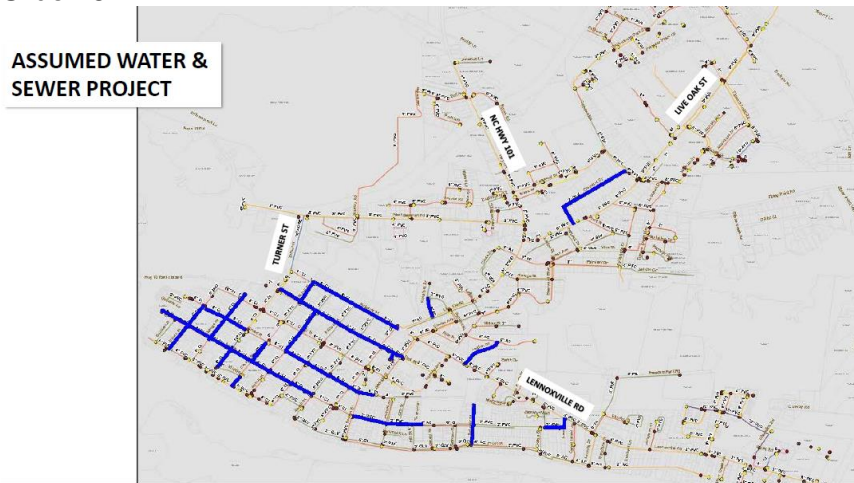
Slide #7

## USDA Funding Applications (Water, Sewer & Stormwater)

Funding Application Assumptions:

|                          |              |   |  |                |
|--------------------------|--------------|---|--|----------------|
|                          |              |   | <i>Debt Service</i><br>(1.75%, 40 Years) |                |
| Sewer Grant Amount (75%) | \$ 9,030,800 |   |  | } \$350,000/Yr |
| Sewer Loan Amount (25%)  | 3,010,200    | → | \$109,100/Yr                             |                |
| Sewer Subtotal           | \$12,041,000 |   |  |                |
| Water Grant Amount (10%) | \$           |   |  |                |
| Water Loan Amount (90%)  |              | → | \$240,900/Yr                             |                |
| Water Subtotal           | \$           |   |  |                |

Slide #8



Slide #9

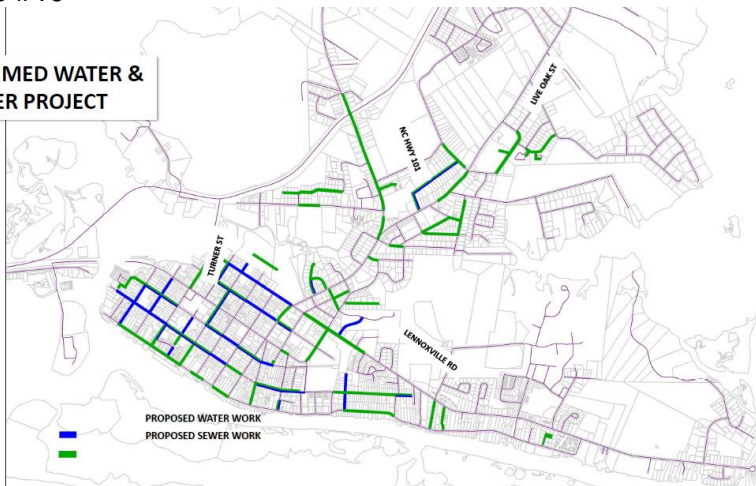
## USDA Funding Applications (Water, Sewer & Stormwater)

### Funding Application Assumptions:

|                          |                     | <i>Debt Service</i><br>(1.75%, 40 Years) |                |
|--------------------------|---------------------|--|----------------|
| Sewer Grant Amount (75%) | \$ 9,030,800        |  | } \$371,200/Yr |
| Sewer Loan Amount (25%)  | 3,010,200           | → \$109,100/Yr                           |                |
| <b>Sewer Subtotal</b>    | <b>\$12,041,000</b> |  |                |
| Water Grant Amount (10%) | \$ 830,100          |  |                |
| Water Loan Amount (90%)  | 7,229,900           | → \$262,100/Yr                           |                |
| <b>Water Subtotal</b>    | <b>\$ 8,031,000</b> |  |                |

Slide #10

ASSUMED WATER & SEWER PROJECT



Slide #11

## USDA Funding Applications (Water, Sewer & Stormwater)

### Funding Application vs Offer:

|                       | <i>Goal</i>         | <i>Actual Offer</i> |
|-----------------------|---------------------|---------------------|
| Sewer Grant Amount    | \$ 9,038,800        | \$ 5,005,000        |
| Sewer Loan Amount     | 3,010,200           | 7,036,000           |
| <b>Sewer Subtotal</b> | <b>\$12,041,000</b> | <b>\$12,041,000</b> |
| Water Grant Amount    | \$ 830,100          | \$ 0                |
| Water Loan Amount     | 7,229,900           | 8,031,000           |
| <b>Water Subtotal</b> | <b>\$ 8,031,000</b> | <b>\$ 8,031,000</b> |

Slide #12

## USDA Funding Applications (Water, Sewer & Stormwater)

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### Funding Application vs Offer:

|                         | <i>Goal</i>         | <i>Actual Offer</i> |
|-------------------------|---------------------|---------------------|
| Stormwater Grant Amount | -                   | \$ 500,000          |
| Stormwater Loan Amount  | 3,431,000           | 3,007,000           |
| Stormwater Subtotal     | <u>\$ 3,431,000</u> | <u>\$ 3,507,000</u> |
| <b>OVERALL FUNDING</b>  | <b>\$23,503,000</b> | <b>\$23,579,000</b> |

Slide #13

## USDA Funding Applications (Water, Sewer & Stormwater)

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### Funding Offer:

- Largest North Carolina sewer grant in over 10 years
- \$5,005,000 sewer grant = 38.5% of State fiscal year grant allocation
- \$5,505,000 grant total = 42.3 %

Slide #14

## USDA Funding Applications (Water, Sewer & Stormwater)

### Premise of funding application:

- Available for debt service
  - \$350,000 per year for water & sewer
  - \$120,000 per year for stormwater
- Loan terms
  - ~~1.75%~~ interest rate **1.25%**
  - Repayment over 40 years 

Greg Meshaw said now assumptions have to be compared with the final offer from the USDA. He said the term did not change and remains at 40 years, however, the interest rates is significantly better than predicted.

Slide #15

## USDA Funding Applications (Water, Sewer & Stormwater)

Funding Offer:

|                    |              |                | <i>Debt Service</i><br>(1.25%, 40 Years) |
|--------------------|--------------|----------------|--|
| Sewer Grant Amount | \$ 5,005,000 |                |  |
| Sewer Loan Amount  | 7,036,000    | → \$233,700/Yr |  |
| Sewer Subtotal     | \$12,041,000 |                |  |
| Water Grant Amount | \$ 0         |                |  |
| Water Loan Amount  | 8,031,000    | → \$266,800/Yr |  |
| Water Subtotal     | \$ 8,031,000 |                |  |
|                    |              |                | \$500,500/Yr                             |

Slide #16

## USDA Funding Applications (Water, Sewer & Stormwater)


Funding Offer:

|                         |              |               | <i>Debt Service</i><br>(1.25%, 40 Years) |
|-------------------------|--------------|---------------|--|
| Stormwater Grant Amount | \$ 500,000   |               |  |
| Stormwater Loan Amount  | 3,007,000    | → \$99,900/Yr |  |
| Stormwater Subtotal     | \$12,041,000 |               |  |
| OVERALL FUNDING         | \$23,579,000 |               |  |

Slide #17

## USDA Funding Applications (Water, Sewer & Stormwater)

Premise of funding application:

- Available for debt service
  - \$350,000 per year for water & sewer **vs \$505,500/year (+\$150,500/year)**
  - \$120,000 per year for stormwater **vs \$99,900/year (-\$ 20,100/year)**
- Loan terms
  - ~~1.75%~~ interest rate **1.25%**
  - 40-year repayment 

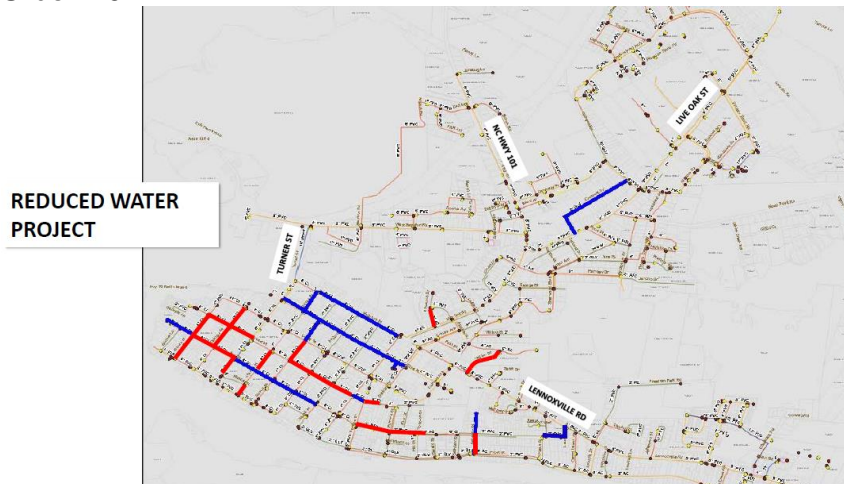
Slide #18

## USDA Funding Applications (Water, Sewer & Stormwater)

Funding Offer:

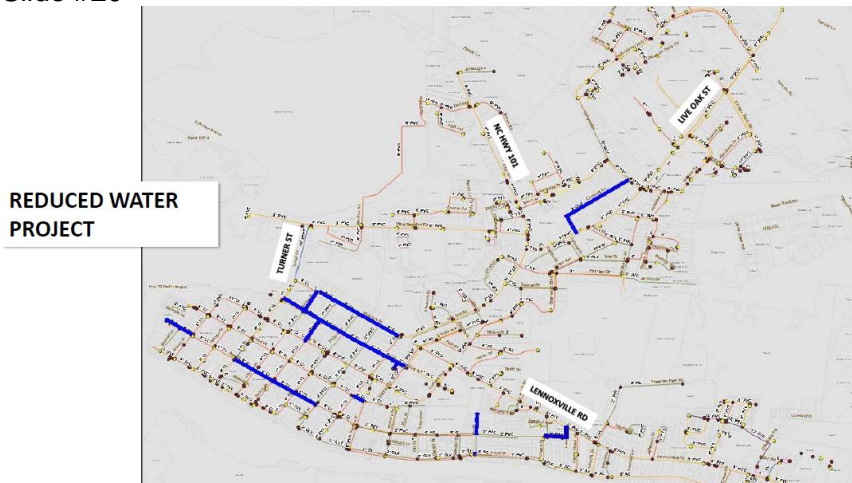
|                    |                                  |   |  |   |
|--------------------|----------------------------------|---|--|---|
|                    |                                  |   | <i>Debt Service</i><br>(1.25%, 40 Years) |   |
| Sewer Grant Amount | \$ 5,005,000                     |   |  |   |
| Sewer Loan Amount  | 7,036,000                        | → | \$233,700/Yr                             | } <del>\$500,500/Yr</del><br>\$351,700/Yr |
| Sewer Subtotal     | \$12,041,000                     |   |  |   |
| Water Grant Amount | \$ 0                             |   |  |   |
| Water Loan Amount  | <del>\$3,551,000</del> 8,031,000 | → | <del>\$266,800/Yr</del><br>\$118,000/Yr  |   |
| Water Subtotal     | \$ 8,031,000                     |   |  |   |

Slide #19



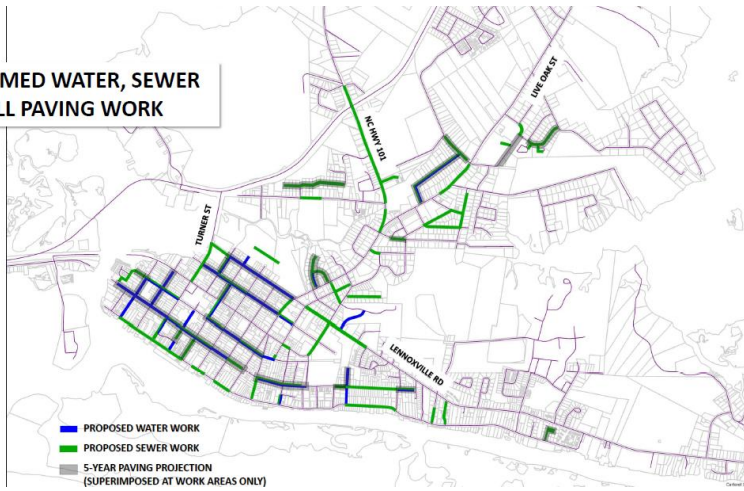
Greg Meshaw said based on the revision to the water loan project to satisfy the \$350,000 in debt service goal, the streets in red would be eliminated from the original proposal.

Slide #20



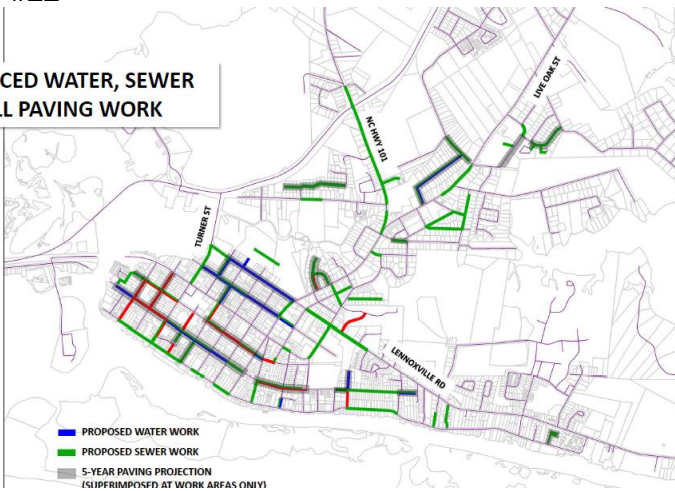
Slide #21

ASSUMED WATER, SEWER  
& FULL PAVING WORK



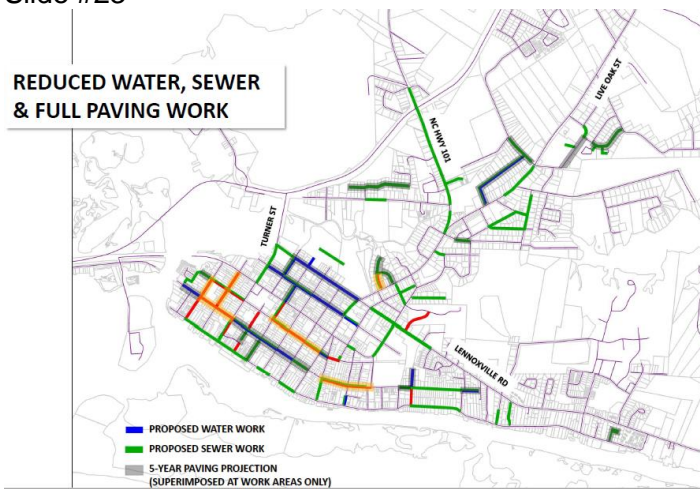
Slide #22

REDUCED WATER, SEWER  
& FULL PAVING WORK



Slide #23

REDUCED WATER, SEWER  
& FULL PAVING WORK



Mayor Pro-Tempore McDonald asked for clarification on the actual streets that were impacted by this project. He said it was hard to identify the varying colors and what they represented.

Greg Meshaw said he would use his arrow to point out Cedar Street and from that Pine Street and Mulberry Street were colored lines that would receive work. He said Queen Street from Broad Street to Pine Street would receive work. He said Orange Street from Cedar Street down to Ann Street, then Moore Street down to Ann Street and over to Front Street also receives work. He said Lennoxville Road and NC Highway 101 would also receive work. Other streets outside of the downtown area would include: Ronnie Road, Crescent Drive, Wellons Drive, Glenda Drive, Sunshine Court, and Leonda Drive.

Greg Meshaw said the work was really spread out around town, but the focus would be primarily downtown as that is where the old infrastructure is located. He said work would be from Mulberry Street all the way down to Front Street.

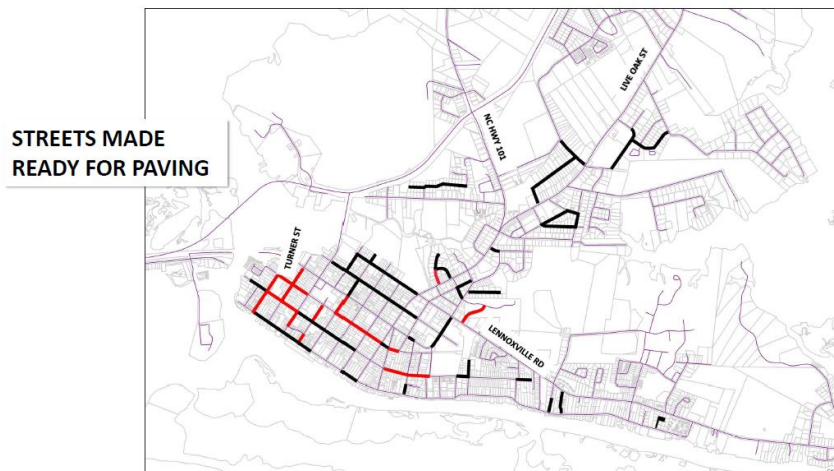
Mayor Pro-Tempore McDonald asked for a list of the streets that would not be included in this project.

Greg Meshaw said if the water project is reduced to service the debt with the money that can be allocated now, that would eliminate the following projects: Orange Street from Cedar Street to Ann Street, then Moore Street from Ann Street to Broad Street, then Ann Street goes away from Moore Street to Orange Street, then Orange Street goes away from Queen Street to Live Oak Street. He said Gordon Street towards Yapon Street and half of North Avenue would be reduced from the scope of the project.

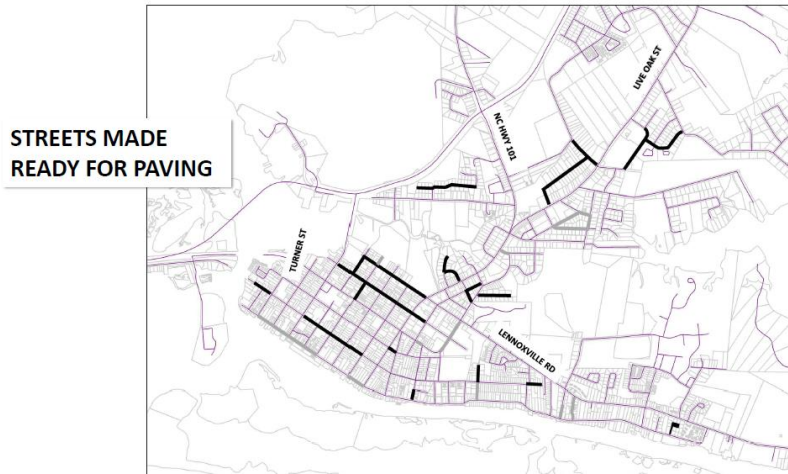
Mayor Pro-Tempore McDonald said the areas that appear to be eliminated from this work are areas that grow the tax revenue in the last couple of years or so.

Greg Meshaw said the scope of the project primarily included downtown and as such the primary scope of the project would have to be reduced from downtown areas if the project was going to be reduced to fit the debt service availability.

Slide #24



Slide #25



Slide #26

### Funding the Additional \$4.5 Million USDA Loan

#### Water User Rates

|                                     | EXISTING RATES |             | POTENTIAL RATES<br>\$149,000/YEAR ADDED DEBT SERVICE |             |
|-------------------------------------|----------------|-------------|--|-------------|
|                                     | In-Town        | Out-of-Town | In-Town  | Out-of-Town |
| Fixed Charge (minimum)              | \$10.37        | \$20.74     | \$10.37  | \$20.74     |
| Variable Charge (per 1,000 gallons) | \$ 5.07        | \$ 7.61     | \$ 6.21  | \$ 9.32     |

Note:

- Out-of-Town rate multiplier is 2 for fixed charge and 1.5 for variable charge

Slide #27

### Funding the Additional \$4.5 Million USDA Loan

#### Water User Charges Examples

- Monthly usage @ **2,000 gallons**
- $\frac{3}{4}$ -inch meter

| MONTH CHARGES   | @ EXISTING RATES |                | @ NEW RATES<br>\$149,000/YEAR ADDED DEBT SERVICE |                |
|-----------------|------------------|----------------|--|----------------|
|                 | In-Town          | Out-of-Town    | In-Town  | Out-of-Town    |
| Fixed Charge    | \$10.37          | \$20.74        | \$10.37  | \$20.74        |
| Variable Charge | \$10.14          | \$ 15.21       | \$ 12.42   | \$ 18.63       |
| <b>Total</b>    | <b>\$20.51</b>   | <b>\$35.95</b> | <b>\$22.79</b>                                   | <b>\$39.37</b> |
|                 |                  |                | +\$ 2.28   | +\$ 3.42       |

Slide #28

### Funding the Additional \$4.5 Million USDA Loan

#### Water User Charges Examples

- Monthly usage @ **4,700 gallons**
- **¾**-inch meter

| MONTH CHARGES   | @ EXISTING RATES |             | @ NEW RATES<br>\$149,000/YEAR ADDED DEBT SERVICE |             |
|-----------------|------------------|-------------|--|-------------|
|                 | In-Town          | Out-of-Town | In-Town  | Out-of-Town |
| Fixed Charge    | \$10.37          | \$20.74     | \$10.37  | \$20.74     |
| Variable Charge | \$23.83          | \$35.74     | \$29.19  | \$43.78     |
| <b>Total</b>    | \$34.20          | \$56.48     | \$39.56  | \$64.52     |
|                 |                  |             | +\$ 5.36   | +\$ 8.04    |

Slide #29

### Funding the Additional \$4.5 Million USDA Loan

#### Water User Charges Examples

- Monthly usage @ **10,000 gallons**
- **1½**-inch meter

| MONTH CHARGES   | @ EXISTING RATES |             | @ NEW RATES<br>\$149,000/YEAR ADDED DEBT SERVICE |             |
|-----------------|------------------|-------------|--|-------------|
|                 | In-Town          | Out-of-Town | In-Town  | Out-of-Town |
| Fixed Charge    | \$34.53          | \$82.96     | \$34.53  | \$82.96     |
| Variable Charge | \$50.70          | \$76.05     | \$62.10  | \$93.15     |
| <b>Total</b>    | \$85.23          | \$159.01    | \$96.63  | \$176.11    |
|                 |                  |             | +\$11.40   | +\$ 17.10   |

Slide #30

### Funding the Additional \$4.5 Million USDA Loan

#### Water User Charges Examples

- Monthly usage @ **25,000 gallons**
- **2**-inch meter

| MONTH CHARGES   | @ EXISTING RATES |             | @ NEW RATES<br>\$149,000/YEAR ADDED DEBT SERVICE |             |
|-----------------|------------------|-------------|--|-------------|
|                 | In-Town          | Out-of-Town | In-Town  | Out-of-Town |
| Fixed Charge    | \$55.27          | \$147.25    | \$55.27  | \$147.25    |
| Variable Charge | \$126.75         | \$190.13    | \$155.25   | \$232.88    |
| <b>Total</b>    | \$182.02         | \$337.38    | \$210.52   | \$380.13    |
|                 |                  |             | +\$ 28.50  | +\$ 42.75   |

Slide #31

Funding the Additional \$4.5 Million USDA Loan

Water User Charges Examples

- Monthly usage @ 60,000 gallons
- 3-inch meter

| MONTH CHARGES   | @ EXISTING RATES |             | @ NEW RATES<br>\$149,000/YEAR ADDED DEBT SERVICE |             |
|-----------------|------------------|-------------|--|-------------|
|                 | In-Town          | Out-of-Town | In-Town  | Out-of-Town |
| Fixed Charge    | \$110.65         | \$333.91    | \$110.65   | \$333.91    |
| Variable Charge | \$304.20         | \$456.30    | \$372.60   | \$558.90    |
| <b>Total</b>    | \$414.85         | \$790.21    | \$483.25   | \$892.81    |
|                 |                  |             | +\$ 68.40  | +\$102.60   |

Slide #32

Funding the Additional \$4.5 Million USDA Loan

Alternatives to Rate Increase

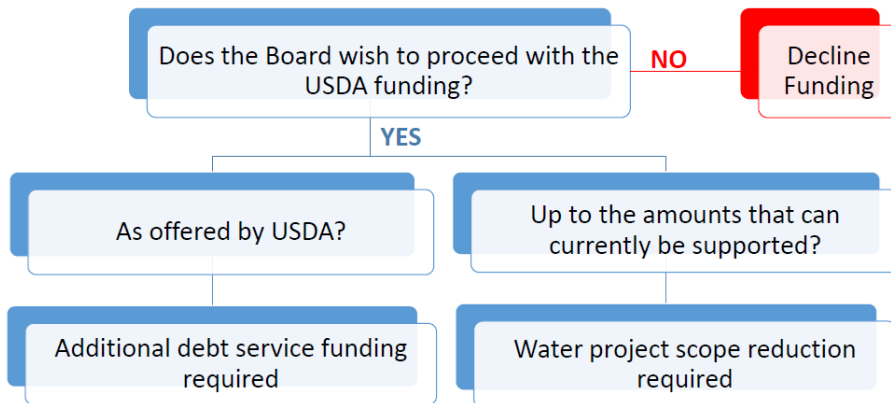
1. Budget utility revenues less conservatively to cover additional debt service requirement (including an additional amount equal to 10% of debt service as required by USDA)
2. Reduce payment to General Fund for administrative services
3. Any combination of 1 and 2
4. Any combination of 1 and 2 with a small rate increase

Important Consideration

- Full accrual (business-type) accounting
  - \$600,000 Utility Fund loss in FY19
  - \$700,000 gain in FY20
  - \$100,000 over 2-year period

Slide #33

USDA Funding Considerations



Slide #34

## USDA Funding Considerations

QUESTIONS?

COMMENTS?

Commissioner Harker said this was a great presentation and very well explained. She asked if a decision on whether to decrease the amount of the loan from the water project in order to pay for debt service was needed in conjunction with accepting the grant.

Greg Meshaw said he would defer to Manager Day, however, as long as the Board could reach a general consensus on figuring the details out the primary goal was to be able to notify USDA if the Board was interested in accepting the offer.

Commissioner Harker said the offer presented is attractive and the Town was receiving more in some areas than projected like stormwater. She said the key is figuring out how to make the money spread out more over the various sewer projects.

Commissioner Harker said she would like to see the Board consider voting to accept the USDA grant/loan proposal and for the Board to work out the differences later as far as how much gets allocated to what projects.

Mayor Pro-Tempore McDonald asked if this work could be done inhouse by employees.

Manager Day said the short answer is no.

Commissioner Harker asked if the residents who own second homes in Beaufort or own homes but are not considered full-time residents here, could be charged a fixed rate fee.

Manager Day said that would be problematic.

Commissioner Hollinshed said the water rates and sewer rates are tied together and she asked if the water rates would double even if residents are not using any more water.

Greg Meshaw said no, the sewer rates would remain the same.

Commissioner Carter said she would like some additional time to study the proposals presented as the current climate is hard to judge with all that was going on.

Mayor Newton asked Manager Day if he could clarify what was needed exactly from the Board.

Manager Day said staff anticipated being able to give a decision after the meeting tonight as to whether the Board was going to move forward with the offer, not necessarily on the method of how we're going to pay the debt service. He said there are other ways to do it as mentioned in the presentation with which is really just sort of shifting money around and not really not raising any rates. He said that's the important thing to remember that that is one of the alternatives.

Manager Day said when staff spoke yesterday to USDA representatives, they originally wanted an answer from the Town very soon, although staff, as Greg said, didn't get the number on the stormwater until today. He said he could seek from USDA an official deadline for when they need to know something, but he would strongly suggest that opportunity be taken.

Manager Day said the financing for the water is not anything that the Town can get anywhere else in terms of low interest rates and in this kind of repayment term. He said we all know; these are significant problems that that have needed to be addressed for quite some time.

Manager Day said the only way to really pave the streets in a way that is not going to lead to them being cut up and patched very quickly is to do the work first. He said the process would be complicated and time consuming but this would be worked through with the USDA. He said staff has spent months working on the funding application and it was a huge project and very complex.

Manager Day said he hoped the Board would reach a decision tonight on at least moving forward with the project in its entirety. He said the details of the \$350,000 could be worked out at the Board's retreat coming up in the next week. He said he thinks staff can present a work around that is satisfying to the Board.

Commissioner Hagle said he agreed with the Manager. He asked if the recommendation was to move forward with one of the alternatives presented in the PowerPoint slide.

Manager Day said he would recommend going with a combination of alternative options one or two but not either of them singularly.

Commissioner Hagle said he would agree and support the offer.

Mayor Pro-Tempore McDonald said he agreed with the offer, but with no increases to water rates or property taxes.

Commissioner Carter asked if the \$600,000 utility reimbursement that was for administrative was removed or reduced how would that impact the utility fund.

Manager Day said the Utility Fund isn't paying the General Fund for the services provided, but there are two things that happen. He said the General Fund ends up providing some subsidy to the utility fund for its operation and that has gone on for a number of years.

Commissioner Carter said she didn't have a problem with the \$600,000 from utilities as it appears a bit excessive.

Manager Day said a formula could be shared to help look at the estimates. He said the Board could receive a more precise estimate if there was interest to hire an accounting firm to do a cost allocation assessment, however this number was an estimate, and it could be reduced.

Commissioner Hagle said budgeting less conservatively in this line item could be done.

Commissioner Hollinshed asked how much savings was showing in the prior quarterly report.

Manager Day said that was about 0.5%.

Commissioner Hollinshed what exactly does this percentage calculate to.

Greg Meshaw said those exact figures were not at his finger tips but he could certainly share that figure with the Board.

A motion was made by Commissioner Harker to accept the USDA Financing Proposal, with an exception that the debt service and project detail would be discussed in greater detail at a later time.

Mayor Newton call each Commissioner by name (roll call).

Roll call ensued.

## **VOTE: UNANMIOUS**

Manager Day said thank you and staff would be working to prepare additional items for review at the Board's Retreat.

**[MAYOR/COMMISSIONER COMMENTS]**

Commissioner Harker said this was a great time for Beaufort to take a look at getting the roads and infrastructure taken care of, but it was also a time for the Board to be very diligent in their discussions on how to make the money last. She said she echoed the comments from all of the other Commissioners that there was not an appetite for raises property tax or water or sewer rates. She said thank you to the staff that worked extremely hard on this proposal and went above and beyond to make sure Beaufort received strong consideration.

Commissioner Hollinshed said a lot of work went into getting us to this point and lots of work would be going into this project.

Commissioner Hollinshed asked Greg Meshaw for an update on Orange Street.

Greg Meshaw said concrete working was taking place today on Orange Street. He said the next steps were to place the missing curb back in the street and that would serve as a boundary as the pervious concrete was scheduled to be put in place next.

Commissioner Carter said she had serious concerns about the amount debt burden that was being placed on the townspeople. She said she would not support any type of tax increase to support this project proposal.

Commissioner Hagle said it had been a long journey to get to this point, a number of years in the making. He said he agreed to not increase the rates or support a property tax increase. He said this was the best deal that appears to get the Town further down the road on rehabbing the utility system that needs refurbishing.

Mayor Pro-Tempore McDonald said there was a time that staff could preform a lot of this work except for the paving, however, he would go along with the majority of the Board.

Mayor Newton said just a couple short years ago the Town knew we had 40 to 60 billion dollars in infrastructure requirements in the town of Beaufort. He said at the time Manager Day stated the eligibility at the time was for 4 to 6 million dollars and now we are taking about 30 million dollars. He said he appreciated the professionalism of the staff and all their hard work.

Mayor Newton said this was not just about fixing potholes but also cleaning up the waterways because of the collapsed sewer systems leaching into the storm water systems. He said thank you to the Board of Commissioners, Town Staff and their coordination with residents, local business owns, churches, and non-profits.

**[ADJOURN]**

A motion was made by Commissioner Harker to adjourn the meeting.

Mayor Newton called the roll.

Roll call ensued.

**VOTE: UNANIMOUS**

The meeting adjourned at 4:54 p.m.

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Everette "Rett" Newton  
Mayor

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Allen Coleman  
Town Clerk