

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

ACTION REPORT - REGULAR TOWN MEETING

February 8, 2022 – 7:00 PM

Call to order 7:05 PM

Roll Call:

President Sarah Franklin

Commissioner / Treasurer Janice Duckett

Commissioner Thomas Hanchett

Commissioner Karen Lott

Town Administrator Kyle Snyder

Police Chief David Burse

Public Works Superintendent Darnell Bond

Finance / HR Director William Morgan

Town Clerk John Hoatson

Attendees:

Brian Callicott - TUMHC

Joe Hourcle' – Board of Elections

Ray Feldmann – Feldmann Communications

Monica Williams – Marlborough Towne HOA

Evelyn Stephens – Sustainable Communities

Jacob Moore – Greenwill Consulting

President Franklin provided the statement from the February 8, 2022 Closed Session. Closed Session was held to discuss awarding a road engineering contract, playground fence vendor selection and discuss an employee matter.

Black History Month Proclamation Reading & Vote:

Clerk John Hoatson read the Black History Month Proclamation.

Motion was made by Commissioner Duckett to approve the Black History Month Proclamation. It was seconded by Commissioner Hanchett. Vote: 4-4 Duckett, Franklin, Hanchett, Lott.

Approval of Meeting Minutes & Financial Reports -

Approval of the January 11, 2022, Regular Town Meeting minutes

Approval of the January 25, 2022, Special Town Meeting minutes

Approval of the January 25, 2022, Board Work Session minutes

Finance Report & Approval of the Treasurer's Report, as of January 31, 2022

Motion was made by Commissioner Duckett and seconded by Commissioner Hanchett. Vote 4-4 Franklin, Duckett, Hanchett, Lott

Reports

- **Department Reports — Public Safety, Public Works, Finance and Clerk’s Office**

Project Tracker and Updates -

Town Administrator Kyle Snyder gave a report on Town projects. Big highlight is Town is distributing test kits and masks on Wednesday and Fridays. Items are for Town residents only. Received almost 200 kits from the County.

Public Safety Report -

Incidents Reported in Town:

Property Damage 1	Commercial Alarm 8	Traffic Complaint 2
Domestic Call 1	Check on Welfare 4	Property Damage 1
Vandalism Call 1	Armed Person 1	Theft Call 1
Vehicle Accident 3	Hold-up Alarm 1	Disorderly Call 3
Suspicious Person 4	Unknown Trouble 1	Break-in Progress 5
Suspicious Auto 3	911 Disconnect 1	

- **Chief Burse participated in the Prince George’s Chiefs Association meeting.**
- **Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.**
- **Chief Burse and HR Director Mr. Morgan had a virtual call with the Town HR Firm.**

- Chief Burse met with a Security Company and discussed security upgrades to Town Hall.
- Chief Burse, Mayor Franklin and Town staff had a preliminary Marlboro Day planning meeting.
- Chief Burse participated in a call with the Federal Bureau of Investigations about the Texas Synagogue hostage incident.
- Chief Burse participated in the States Attorney's Office Carjacking Task Force meeting.
- Chief Burse participated in a virtual meeting with the Marlborough Towne HOA members.
- Chief Burse participated in the Maryland Chiefs of Police meeting.
- Chief Burse participated in the District 2 Coffee Club meeting.
- Chief Burse participated in the Public Safety Leadership Roundtable Discussion with Prince George's County Family Service and Domestic Violence Unit.

Public Works Report –

Public Works Related:

- PWD spoke to Park Ranger about closing of the CAB boardwalk ahead of Winter Weather Event (WWE 1) due to number of verbal complaints.
- PWD attended the Marlboro Day advance planning meeting.
- PWD attended virtual MMLPWA meeting where there was a presentation on ARPA funds by Hyattsville's ARPA manager Patrick Paschall.
- Ford F-650 was re-ordered but vin number not yet assigned due to backorder of diesel and air brake components.
- Stripping and waxing of tile floors at TH completed the weekend of the 22nd.

Maintenance and Beautification:

- PWC began deep clean of shop area to work on deep storage of items not frequently used.
- PWC worked on a host of plow, spreader, and tractor issues in between winter weather events. Most items fixed in house; others outsourced to local shops.
- Parts ordered for old salt spreader, install date TBD.
- Completed removal and storage of Christmas decorations around Town.
- Received first quotes for perimeter playground fence and downed section at PW.
- Had a site visit at the community garden to review and approve map for MOU.

Street and Sidewalk:

- PWC cut and removed all fallen branches along Marlborough Dr. Also, removed any remaining suspended hazards above the roadway.
- PWC assisted with fixing parking meters along Main St. and Gov Oden Bowie Dr.
- PWD reported multiple downed trees on wires to Pepco for removal.

Weather Related Activities:

- The Town had four wintry weather events that prompted a response from PW.
- Ahead of WWE 1, all equipment was mounted, maintained, and tested.
- After WWE 1, PW worked with UMPD to perform snow pushbacks along streets within Town.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.33 tons. Bulk day accumulations for yard waste collections are 9.44 tons. We had no dump body rentals for the month.

Finance Department –

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 13,317.81	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ 1,560.00	\$ 1,700.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 22,930.73	\$ 10,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 94,457.31	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 19,277.90	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 3,421.83	\$ 5,000.00
	TOTAL	\$ 154,965.58	\$ 240,869.00

Intergovernmental

6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 17,799.97	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,038.00	\$ 1,750.00
	TOTAL	\$ 27,982.49	\$ 38,620.00

Miscellaneous Revenue

6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ -	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6396	Other	\$ 1,683.15	\$ 1,000.00

	TOTAL	\$ 1,683.15	\$ 7,250.00
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Taxes

6101	Commercial	\$ 141,491.86	\$ 189,541.00
6102	Non-Commercial	\$ 208,978.20	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 60,713.44	\$ 35,555.00
6105	Public Utilities	\$ 660,686.40	\$ 700,999.00
6106	Income Taxes	\$ 129,285.86	\$ 315,000.00
	TOTAL	\$ 1,201,155.76	\$ 1,417,793.00

	Total Revenue	\$ 1,385,786.98	\$ 1,704,532.00
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EXPENDITURES**GENERAL GOVERNMENT**

	Administrative Salary & Wages	\$ 162,310.91	\$ 257,279.00
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	Payroll Deductions & Benefits		
8124	Employer Tax	\$ 37,680.06	\$ 59,000.00
8125	Pension Benefits	\$ 70,372.84	\$ 60,000.00
8126	Medical Employee Benefits	\$ 40,687.44	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	TOTAL	\$ 148,740.34	\$ 235,800.00

Professional Services

8073	Accounting Services	\$ 9,000.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 2,681.10	\$ 5,000.00
8110	Town Attorney & Legal	\$ 33,825.28	\$ 55,000.00
8115	IT Support & Equipment	\$ 8,228.76	\$ 10,000.00
8205	Media Relations	\$ 12,000.00	\$ 18,000.00
8206	Government Relations	\$ 21,600.00	\$ 36,000.00
8207	Human Resource Services	\$ 6,965.00	\$ 12,000.00
8208	Planning Firm	\$ 25,213.57	\$ -
	TOTAL	\$ 139,513.71	\$ 174,000.00

Insurance & Benefits

8120	General Liability	\$ 15,721.00	\$ 15,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 19,489.62	\$ 15,500.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	TOTAL	\$ 35,210.62	\$ 36,000.00

Operating

8077	Public Notices	\$ 1,300.00	\$ 1,500.00
8080	Bank Charges	\$ 25,221.22	\$ 20,000.00
8086	Trainings & Memberships	\$ 3,764.15	\$ 5,000.00
8090	Postage	\$ 1,253.12	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 7,500.00
8130	General Supplies	\$ 29,576.02	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,000.00
8160	Town Hall Office Phones	\$ 3,543.70	\$ 5,000.00
8161	Mobile Devices	\$ 3,543.91	\$ 4,000.00
8162	Town Elections	\$ 2,103.62	\$ 1,200.00
8165	Town Hall Utilities	\$ 10,194.56	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 8,089.20	\$ 10,000.00
8200	Other	\$ 2,068.22	\$ 2,000.00
	Total	\$ 97,363.47	\$ 81,200.00

	General Government Total	\$	583,139.05	\$	784,279.00
PUBLIC SAFETY					
	Public Safety Salary & Wages	\$	171,215.16	\$	401,620.00

Public Safety Operating

8273	Uniforms	\$	1,825.95	\$	2,000.00
8274	Weapons & Duty Equipment	\$	4,674.93	\$	5,000.00
8275	Training & Memberships	\$	1,465.51	\$	1,500.00
8277	Substance Testing/Pre-Employment	\$	2,084.50	\$	1,000.00
8280	Supplies	\$	363.09	\$	3,000.00
8281	Mobile Devices	\$	2,003.44	\$	5,000.00
8282	Association Dues	\$	265.00	\$	750.00
8300	Vehicle Repairs	\$	-	\$	2,500.00
8301	Vehicle Maintenance	\$	-	\$	4,000.00
8302	Vehicle Fuel	\$	-	\$	5,000.00
8320	Other	\$	-	\$	1,500.00
	TOTAL	\$	12,682.42	\$	31,250.00

6530.2022.03	GOCCP State Aid	\$	2,902.92	\$	16,400.00
8330	Debt Service	\$	16,262.46	\$	32,525.00
	Public Safety Total	\$	200,160.04	\$	481,795.00

PUBLIC WORKS

	Salary & Wages	\$	119,345.80	\$	225,500.00
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Public Works Operating

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 5,169.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 12,644.48	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ 1,144.80	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 851.16	\$ 3,500.00
8489	Mobile Phones	\$ 280.25	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 5,188.68	\$ 2,500.00
8493	Septic Tank	\$ 600.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00
	TOTAL	\$ 27,275.94	\$ 61,050.00

6530.2022.06	State Street Scape	\$ -	\$ 20,000.00
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Refuse Collection

8546	Residential Waste Collection	\$ 26,451.86	\$ 41,124.00
8547	Residential Recycle Collection	\$ 5,758.50	\$ 9,834.00
8548	Bulk & Yard Waste	\$ 1,742.46	\$ 3,600.00
	TOTAL	\$ 33,952.82	\$ 54,558.00

	Public Works Total	\$ 180,574.56	\$ 361,108.00
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	Total Expenses	\$ 963,873.65	\$ 1,627,182.00
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	Net Operating Income	\$ 421,913.33	\$ 0.00
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	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 13,942.48	\$ 2,902.92	\$ 16,400.00
Community Open Space	\$ -	\$ 6,894.77	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 152,810.11	\$ 281,246.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 36,471.00	\$ 66,000.00
TOTALS	\$ 357,964.92	\$ 199,078.80	\$ 581,396.00

COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,269.68	\$ 2,269.68	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 94.99	\$ 94.99	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
TOTALS	\$ 5,575.08	\$ 5,575.08	\$ 17,750.00

Committee Reports –

Greenwill Consulting:

Jacob Moore with Greenwill gave his report. Been a weird session with a hybrid approach. House is planning virtual meetings for the remainder of the session. As of February 14th, the Senate will be open for in person testimony and hearings. Quick start to session this year especially with Governor Hogan’s 6.8-billion-dollar budget which includes a huge surplus. Session will be looking through budget and moving things around.

\$192,000 for the Upper Marlboro Community Playground is included in the budget for a splash pad. There is also a bond bill being introduced by Senator Watson.

Historical Committee

Historical Committee is working on a presentation to provide to the Commissioner about the history of the Town. Quarterly meeting will take place on February 19, 2022. Historical Committee is also working on the centennial of the monument celebration. “Memories and Morsels” will take place in June and September.

President Franklin stated that Town Administrator Kyle Snyder has been in contact with SHA (State Highway Administration) regarding the monument celebration.

Events Committee

Marlboro Day is scheduled for Saturday, May 14, 2022. Only closing Governor Oden Bowie drive for the festival. Working on parking issues at the CAB. Hopefully the sign-up forms will be ready in two weeks.

Sustainable Communities

MNCPPC Coordinator is leaving as of December 31, 2022. Sustainable Communities will likely be assigned another Coordinator.

Received another \$50,000.00 from FY 2022 State Grant. Currently have \$100,000.00 to distribute to businesses with building improvement program.

Evelyn Stephens and President Franklin met on February 2, 2022. There is still discussion to be had about a restructure of Sustainable Communities.

Arts Council

Currently working on the implementation grant for the 2 art murals in the downtown section. Also obtaining consent from the property owners.

Ronnie Humbertson is also working on an art exhibit at Town Hall. Each month a new artist will be featured.

Next meeting of Arts Council is February 21, 2022.

Green Team

Green Team is currently working on bylaws, budget and mowing agreement for the community garden.

CERT

118 volunteer hours for CERT during the month of January.

CERT meets the second Saturday of the month.

Commissioner Reports –

Commissioner Duckett – No Report

Commissioner Hanchett – No Report

Commissioner Lott – No Report

President Franklin – Went to a bill signing with President Biden and Vice President Harris in Largo, Maryland.

President Franklin met with Maryland Milestones along with Brian Callicott.

Discussion was about a Civil Rights Trail. They are in the signage phase of the project.

Maryland Milestones is going to look at the Town of Upper Marlboro pocket park.

Town of Upper Marlboro should be able to join the Civil Rights Trail with all the information that Brian Callicott put together about the History.

Business

- **Ordinance 2022-01 – Budget Amendment (Board Vote)**

Revenue side:

Finance / HR Director William Morgan spoke about Ordinance 2022-01. Increased Business License Fees. \$23,000.00 has been brought in. Has been increased to \$28,000.00.

Parking meters was decreased because of use during this fiscal year due to COVID-19.

Expense side:

Decreased some salaries and wages. Vacancies in Police Department and Public Works Department.

Grants have been increased.

American Rescue Plan – Town received the allocation that was allotted to them.

Brian Callicott provided public comment. Can American Rescue Money \$281,000.00 be used in the general fund?

William Morgan stated that the ARPA money can be placed in the general fund.

Patti Callicott wanted to know if they had time to answer her questions.

President Franklin stated that William Morgan did place some of the items into his presentation.

President Franklin did set up a meeting between William Morgan and Patti Callicott on February 15, 2022.

Motion was made by President Franklin to approve Ordinance 2022-01 Budget Amendment. It was seconded by Commissioner Lott~~Duckett~~. Vote: 4-4 Duckett, Franklin, Hanchett, Lott.

Ordinance 2022-01 Budget Amendment passed.

- **Resolution 2022-03 – Road Engineering Firm Selection (Board Vote)**

Town Administrator Kyle Snyder provided a summary of Resolution 2022-03 Road Engineering Selection. Wants a comprehensive street project in place.

Also want to be looking at sinkholes in the Town.

President Franklin stated cost is more than anticipated it would be. She wants this project to be done right. Does not want road problems after this project.

Commissioner Duckett said she is ready for the project to move forward. Commissioner Hanchett and Lott agreed.

Brian Callicott stated that Granite was working on Church Street and looking at sinkholes.

President Franklin stated she is not happy with the communication between Granite and the Town.

Darnell Bond stated there is a second inspector for the Upper Marlboro area. The 1st inspector is taking some sort of leave. They are trying to get in touch with the second inspector to find out how to move forward.

Motion was made to approve Resolution 2022-03 Road Engineering Firm Selection and award the contract to Meade and Hunt by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-03 Road Engineering Firm Selection passed.

- **Resolution 2022-05 – Town Meeting Regulations (Board Vote)**

Town Administrator Kyle Snyder provided a summary of Resolution 2022-05 Town Meeting Regulations.

Updating Resolution passed back in 2019. Resolution has been treated more like an Ordinance.

Town Meetings will be 4th Tuesday and Work Sessions will be 2nd Tuesday of each month.

There will be a February Work Session, March Work Session and March Town Meeting if Resolution passes.

President Franklin stated that she wanted rules to vote under certain conditions at Work Sessions.

Patti Callicott offered public comment. Stated that rules keep changing for each meeting. Wants to ensure that citizens are able to make public comment. Has concerns about Resolution 2019-02. It was approved and adopted without public comment.

Joe Hourcle stated changes to voting in Work Sessions needs to say all of those must be true not any one must be true.

Motion was made to approve Resolution 2022-05 Town Meeting Regulations by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-05 Town Meeting Regulations passed.

- **Resolution 2022-06 – Red Light Locations (Board Vote)**

Chief Burse stated they are looking to add 202 and 725 (three way intersection) once annexation takes place. 301 NB and SB on 301 on Marlboro Pike in both directions. There will be a total of 5 red light cameras.

Joe Hourcle wanted to know if traffic studies have been done to determine speeding is an issue in these areas.

Chief Burse stated that the traffic studies are being done now.

Motion was made to approve Resolution 2022-06 Red Light Locations by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-06 Red Light Camera Locations passed.

- **Resolution 2022-07 – Ratification of Election Date Proclamation (Board Vote)**

Town Administrator Kyle Snyder provided a summary of the Resolution. This moves the election date from January 25, 2022 to February 22, 2022.

Motion was made to approve Resolution 2022-07 Ratification of Election Date by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-06 Ratification of Election Date passed.

- **Playground fence vendor selection (Board Approval)**

Town Administrator Kyle Snyder wants the board to approve a 4ft black vinyl chain link perimeter fence. Recommendation was for J Thompson Fence LLC. They have been very responsive. Reached out to 4 companies. Fence will be installed in the Spring.

Charles Colbert was concerned about the fence in the Town slide.

Motion was made to approve J. Thompson Fence as fence vendor by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Playground fence vendor selection was approved.

- **Brush/Mowing Agreement for Community Garden (Board Approval)**

Church has provided comments and there needs to be more time to address them. Will be in the new annexed area.

Brush mowing agreement was tabled pending additional feedback.

Motion was made to table the Brush Mowing Agreement by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Brush Mowing Agreement was tabled until February 22, 2022 Work Session.

- **FY 2023 Budget Calendar (Board Approval)**

Dates will be on Tuesdays at noon.

Budget sessions usually run an hour.

Budget sessions will be recorded so residents can watch it.

Motion was made to approve the FY2023 Budget Calendar by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

FY 2023 Budget Calendar was approved.

- **Town Events Calendar (Board Approval)**

Memories and Morsels was added to the calendar in June and September.

A question mark will be placed next to the Crain Highway Monument Anniversary celebration.

Joe Hourcle is going to propose to make a change to the September Memories and Morsels so that it not conflicting with the Crain Highway Monument celebration.

Evelyn Stephens wanted to know if the calendar was fluid?

President Franklin stated it is not fluid. Any changes will have to come before the Board of Commissioners.

Motion was made to approve the Town Events Calendar by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Town Events Calendar was approved.

- **COVID-19 Response Policy & Town Vaccine Policy (Board Approval)''**

Town is 100% vaccinated.

If someone tests positive for COVID-19 protocols are in place.

Motion was made to approve the COVID 19 Response Policy & Town Vaccine Policy by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

COVID-19 Response and Town Vaccine Policy passed.

- **Coduent Contract Amendment (Board Approval)**

Chief Burse stated this is not changing the dollar amount. Only making it 5 red light cameras.

Motion was made to approve the Conduent Contract Amendment by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Conduent Contract Amendment passed.

- **Certification of Candidates (Board Approval)**

Town Clerk John Hoatson announced the three candidates for the Special Town Election on Tuesday, February 22, 2022. Robert Barber, Derrick Brooks, Charles Colbert. There will be a virtual candidate forum on Thursday, February 17, 2022.

Public Comment

Brian Callicott – Wants to ensure that Public Comments is important.

President Franklin stated that there will be some new web portals coming out.

President Franklin made a motion to adjourn the meeting. It was seconded by Commissioner Duckett. Vote: 4-4: Duckett, Franklin, Hanchett and Lott.

Meeting was adjourned at 8:45 PM.

Respectfully Submitted,



**John Hoatson
Town Clerk**

