



**Town of Southern Shores
Council Meeting
September 1, 2015**

The Town of Southern Shores Council met in the Pitts Center located at 5375 N. Virginia Dare Trail at 5:30 p.m. on Tuesday, September 1, 2015.

COUNCIL PRESENT: Mayor Bennett, Mayor Pro Tem Jodi Hess, Council Members Larry Lawhon, David Sanders and Leo Holland.

COUNCIL ABSENT: None

OTHERS PRESENT: Town Manager Peter Rascoe, Town Attorney Ben Gallop, Town Clerk Sheila Kane.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 5:30 p.m., led the Pledge of Allegiance, and held a Moment of Silence.

AMENDMENTS / APPROVAL OF AGENDA

MOTION: Mayor Pro Tem Hess moved to approve the agenda as presented. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0).

CONSENT AGENDA

The consent agenda consisted of the following items:

- Approval of Minutes- August 4, 2015
- Tax Pick-ups and Releases
- Contract Approval for Street Improvements

Council Member Holland disclosed to the other Council Members that he is a consultant for the company which provides various equipment to both of the contractors which submitted bids for the contract approval action under the consent agenda. He asked the Town Attorney if he thought there is a conflict of interest. The Town Attorney said he does not see a conflict and that under the applicable statute Councilman Holland has a duty to vote if he has no conflict of interest.

MOTION: Council Member Lawhon moved to approve the consent agenda. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

The Town Manager stated item number three (3) of the consent agenda was for contract approval for street improvement projects on Hollow Beach, Bear Track, and a segment of North Dogwood Trail. The Town received two bids in the amount of \$189,300 from RPC Contracting and \$191,736 from Barnhill Contracting.

[Clerk's Note: A copy of the tax pick-up and releases is hereby attached as Exhibit A].

GENERAL PUBLIC COMMENT

Mayor Bennett called on public comment and the following citizens offered comment:

Fred Newberry, Southern Shores property owner

[Clerk's Note: A copy of the general comment sign-up sheet is hereby attached as Exhibit B].

STAFF REPORTS

Town Planner:

The Town Planner, Wes Haskett presented the Planning Department's monthly report containing the following:

- Permitting and Inspections for August, 2015

Southern Shores Police Department

Chief Kole presented the Police Department's monthly report for August.

Southern Shores Volunteer Fire Department: Fire Chief, Ed Limbacher presented the Fire Department's monthly report for August.

[Clerk's Note: A copy of staff reports are hereby attached as Exhibit C].

TOWN BOARD REPORTS

Planning Board

Chairperson Williams gave a brief report from the last Planning Board meeting on August 17th. He stated the Planning Board acted as the Board of Adjustment to hear a variance request in which the Board ultimately voted to deny. The applicant can appeal the ruling in superior court if she desires. Mr. Williams also stated the variance request meeting was postponed a month due to lack of a quorum as they did not have alternate members to fill vacancies. He would recommend voting to approve alternates for the Planning Board when it is presented later in this evening's meeting.

Chairperson Williams also stated the next Planning Board meeting on September 21st will consider a clear cutting vegetative setback zoning text amendment.

Dogwood Trails Selection Committee

Chairwoman Pat Wilson gave a brief report of the Selection Committee's progress. She stated the Committee has met a total of three (3) times and received 36 applications from citizen volunteers. Interviews will begin this week and the Committee expects to be able to obtain a broad spectrum of people for the Task Force. The Selection Committee expects to present Council with their citizen selection by the end of September.

OLD BUSINESS

None

NEW BUSINESS

Approval of Planning Board Officers

Mayor Pro Tem Hess moved to approve Planning Board Officers Sam Williams as Chairperson and Gray Berryman as Vice Chair to the Planning Board. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

COUNCIL COMMITTEE REPORTS

Planning Committee

Mayor Pro Tem Hess presented the Planning Committee report. She stated the committee met on August 17th and most items addressed were updates. Bodie Noell is getting ready to grant property easements to Chicahawk Property Owners Association for the properties (paper streets) that are across from the beach accesses. There is one potential buyer for one of the properties and that buyer will need to meet all zoning regulations and obtain all permits from the Town. The next item addressed the new law which pertains to housing and states you cannot designate number and types of rooms in a house. The Town cannot enforce the number of rooms you can have but it can regulate the number of occupancy per the Town ordinance. The next item of business was the initiative for offshore drilling. The Planning Committee felt at this point there is a lot more information to be achieved out there before the committee takes a stand either way.

Mayor Pro Tem Hess also reported that the Town Planner has received three (3) proposals for the Town Code update, all of which have come in within budget. Out of the three the Planner has chosen Code Write Planners for further negotiations.

Mayor Pro Tem Hess asked for Council's consideration appointing Planning Board alternates. **MOTION:** Council Member Holland moved to appoint Joe McGraw as alternate one to the Planning Board and Karen Sykes as alternate two. The motion was seconded by Mayor Pro Tem Hess. The motion passed unanimously (5-0).

Public Safety Committee

Council Member Sanders reported the four (4) agenda items discussed at the August 31st meeting of the Public Safety Committee:

- End of summer briefing of beach operations by Ocean Rescue Director Mirek Dabrowski
- Review of summer traffic data collection procedures by Chief David Kole
- Update on traffic signage Town wide needs consideration
- Other matters timely and important.

Council Member Sanders reported that Chief Kole requested stop bars be placed at the East, North, and South Dogwood intersection to help with traffic violation determination for his officers and that Public Works Director Rachel Patrick was prepared to provide these. The Committee discussed placement of other stop sign necessities along South Dogwood Trail which no determinations was made.

Council Member Sanders stated Ocean Rescue Director Mirek Dabrowski reported a relatively mild summer for rescues with the exception of two rescues in the current week. He also reported the dynamics of the changing beach widths made it difficult for emergency vehicles to transit this year.

Councilman Sanders reported his observations of the beach's condition between house #180 and #192 Ocean Boulevard. He observed the shoreline having receded in that particular area, making the distance between the existing dune and the surf narrow. Town staff will keep monitoring beach conditions. It was noted by the Town Manager that the Kitty Hawk beach nourishment project will provide 1,000 ft. of sand for an end-taper of that project on the southern end of the Town's public beach.

Council Member Sanders also reported the Committee discussed the history of speed limits on Ocean Boulevard and Duck Road (NC Highway 12). He stated both Chief Kole and the Town Manager reported that the matter had been settled by NCDOT three years ago when the Town Council requested a year-round reduction of the speed limit from 45 to 35. NCDOT had replied then it would not lower the speed limit year-round from 45 to 35 on NC 12, but could only lower it during summer months. There being no need to lower the speed limit

during summer months due to slower traffic volume, the Town Council had decided then to make no further request of NCDOT. Discussions also entailed NCDOT protocol for approving and installing more crosswalks along NC Highway 12. The Town Manager stated that NCDOT's strict policy is to not install a crosswalk unless it is situated between two actual dedicated pedestrian walkways – and not situated between a pedestrian walkway on one side and merely a street opening on the other side.

{Clerk's Note: A copy of Committee minutes are attached as Exhibit D}

OTHER BUSINESS

Town Manager's report

The Town Manager addressed several matters:

- The annual charity surfing event will take place Saturday September 12th at the Chicahauk beach access. Both the Town and the Southern Shores Volunteer Fire Department are sponsors
- Ocean Rescue will have active stands up through Labor Day Weekend and then roving guards through the end of September. They will continue to answer calls during October
- The Town and DOT representatives will be meeting for a series of traffic meetings.
- Fletcher Family Trust has made another generous donation to the Town's general fund. This donation will cover some of the original costs for the Town's flag pole and Veteran's garden. It will also be for costs of high traffic areas right of way beautification.

The Town Manager in response to Mayor Pro Tem Hess inquiry about detour signage for Tall Pine Bridge stated that there is a detour/signage package included in the contract.

Town Attorney

None

Mayor's comments:

Mayor Bennett made a reminder announcement that Election Day is on Tuesday, November 3rd. The Council meeting will be on Wednesday, November 4th.

Council Members' comments:

Council Member Holland stated there will be a 9/11 Remembrance Ceremony in Nags Head events site at 6:00 p.m. on September 11th.

ADJOURN

MOTION: Council Member Holland moved to adjourn. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0). The time was 6:20 p.m.

ATTEST:

Respectfully submitted,

Thomas G. Bennett, Mayor

Sheila Kane, Town Clerk

**TOWN OF SOUTHERN SHORES
TAX DEPARTMENT**

9/1/2015

PICKUPS

RELEASES

April Real

\$673.54

TOTAL

\$0.00

\$673.54

Bid Tabulation Sheet - Fall 2015 Street Improvement Project #1

8/27/2015

Contractor	Envelope #1		Envelope #2		
	Proof of Contractors License	5% Bid Deposit	Lump Sum	Unit Price Sheet Completion	Acknowledgment of Addendums
RPC Contracting, Inc.	X	X	\$ 189,300.00	X	X
Barnhill Contracting Company	X	X	\$ 191,736.00	X	X

Breakdown by Roadway	Hollow Beech Court	Bear Track Lane	North Dogwood Trail	Lump Sum
RPC Contracting, Inc.	\$65,800.00	\$67,700.00	\$55,800.00	\$189,300.00
Barnhill Contracting Company	\$68,821.00	\$70,595.00	\$52,320.00	\$191,736.00
Engineer's Estimate	\$62,738-\$72,149	\$63,352-\$72,855	\$50,000-\$57,500	

Prepared by: Anlauf Engineering, PLLC



EXHIBIT C

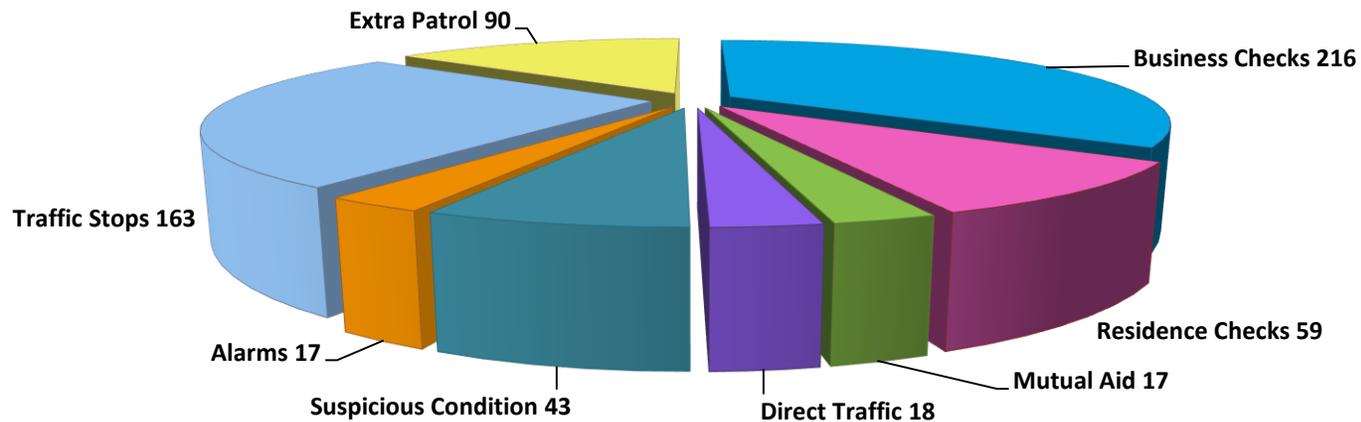
TOWN OF SOUTHERN SHORES - PLANNING DEPARTMENT - MONTHLY REPORT FOR AUGUST 2015									
ISSUED DATE	PERMIT #	OWNER NAME	ADDRESS	USE	TYPE OF CONSTRUCTION	EST COST	PERMIT FEE	RES/ COMM	CONTRACTOR
BUILDING PERMITS									
8/4/2015	9127	RUGGIERO, JOHN	140 E. HOLLY TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 8,000.00	\$ 100.00	R	AIR-O-SMITH, INC
8/5/2015	9128	CICHOCKI, ANDREW	159 YAUPON TRAIL	SINGLE FAMILY DWELLING	NEW CONSTRUCTION - SFD	\$ 775,905.00	\$ 3,268.90	R	BRYAN R. WEISBECKER, G.C. LLC
8/6/2015	9130	HUDGINS, STUART	150 S. DOGWOOD TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 5,500.00	\$ 100.00	R	R.A. HOY HEATING & A/C, INC
8/11/2015	9132	BEACH RENTALS III, LLC	87 OCEAN BOULEVARD	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 6,489.00	\$ 100.00	R	OUTER BANKS HEATING & COOLING
8/13/2015	9131	HOLLIFIELD, ALBERT	64 E. DOGWOOD TRAIL	SINGLE FAMILY DWELLING	NEW CONSTRUCTION - SFD	\$ 239,900.00	\$ 1,542.70	R	DREAM BUILDERS CONSTRUCTION & DEV, LLC
8/13/2015	9125	SOUTHERN SHORES CROSSING, LLC - TENANT - STEAMERS RESTAURANT	1 OCEAN BOULEVARD - UNIT #115	COMMERCIAL - RESTAURANT	REMODEL/ADDITION	\$ 75,000.00	\$ 1,011.15	C	COASTAL CONSTRUCTION OF N.C., INC.
8/17/2015	9129	MILLER, MARTIN	4 HICKORY TRAIL	SINGLE FAMILY DWELLING	NEW CONSTRUCTION - SFD	\$ 900,000.00	\$ 4,156.00	R	CAPE HOMES, LLC
8/18/2015	9133	ODOM, THOMAS	155 TALL CLIFF COURT	SINGLE FAMILY DWELLING	NEW CONSTRUCTION - SFD	\$ 386,226.00	\$ 1,766.80	R	BEACH REALTY & CONSTRUCTION
8/19/2015	9135	CHAMBERS, WILLIAM	3 SIXTH AVENUE	SINGLE FAMILY DWELLING	REPAIR/REMODEL	\$ 5,100.00	\$ 110.00	R	OLD STATION CORP
8/19/2015	9134	DEANE, BRUCE	3 LIVE OAK LANE	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 4,857.00	\$ 100.00	R	AMERICAN HOME SERVICES, INC
8/24/2015	9136	LITZSINGER, FRANCES	7 CIRCLE DRIVE	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 6,030.00	\$ 100.00	R	OUTER BANKS HEATING & COOLING
8/26/2015	9137	STANZIONE, ROBERT	135 DUCK WOODS DRIVE	SINGLE FAMILY DWELLING	ADDITION	\$ 13,565.00	\$ 193.60	R	OLD STATION CORP
8/26/2015	9138	ALLSBROOK, JAMES	133 CROOKED BACK LOOP	SINGLE FAMILY DWELLING	REMODEL-REPAIR	\$ 5,700.00	\$ 110.00	R	HENRY BROTHERS CONSTRUCTION, INC.
8/26/2015	9139	NAGORNY, STEVEN	32 JUNIPER TRAIL	SINGLE FAMILY DWELLING	OTHER - BULKHEAD	\$ 16,000.00	\$ 100.00	R	NORTHEASTERN MARINE
8/26/2015	9140	VOGEDES, WILLIAM (VOGEDES INSURANCE AGENCY)	6345 N. CROATAN HIGHWAY	COMMERCIAL - BUSINESS OFFICE	OTHER - ELECTRICAL	\$ 25,000.00	\$ 100.00	C	BEACON ELECTRICAL CONTRACTING, INC
8/27/2015	9143	SCHMITZ, BARBARA	184 WAX MYRTLE TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 4,900.00	\$ 100.00	R	NORTH BEACH SERVICES
8/27/2015	9144	GRAHAM, DAVID	12 HICKORY TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 42,995.00	\$ 100.00	R	NORTH BEACH SERVICES
8/28/2015	9142	TABANO, ROBERT	85 DUCK WOODS DRIVE	SINGLE FAMILY DWELLING	ADDITION	\$ 64,000.00	\$ 110.00	R	FINCH & COMPANY
8/31/2015	9109	GOFF, LARRY	9 TWELFTH AVENUE	SINGLE FAMILY DWELLING	REPAIR	\$ 14,980.00	\$ 149.80	R	FIRST LIGHT CONSTRUCTION & IMPROVEMENTS, LLC
8/31/2015	9146	NADEAU, AARON	229 WAX MYRTLE TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 2,992.00	\$ 100.00	R	OUTER BANKS HEATING & COOLING
8/31/2015	9145	LAPOINTE, CARMAN	127 CROOKED BACK LOOP	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 11,498.00	\$ 100.00	R	OUTER BANKS HEATING & COOLING
					BUILDING PERMIT TOTAL \$ RESIDENTIAL	\$2,514,637.00	\$ 12,407.80		
					BUILDING PERMIT TOTAL \$ COMMERCIAL	\$ 100,000.00	\$ 1,111.15		
					TOTAL FEES \$ =	\$ 2,614,637.00	\$ 13,518.95		
					# RESIDENTIAL =			19	
					# COMMERCIAL =			2	
					GRAND TOTAL \$ OF FEES COLLECTED (including Planning Fees/Planning Review Fees/CAMA Fees=				\$14,518.95

August 2015

Southern Shores Police Department



Calls For Service - 1091



Southern Shores VFD

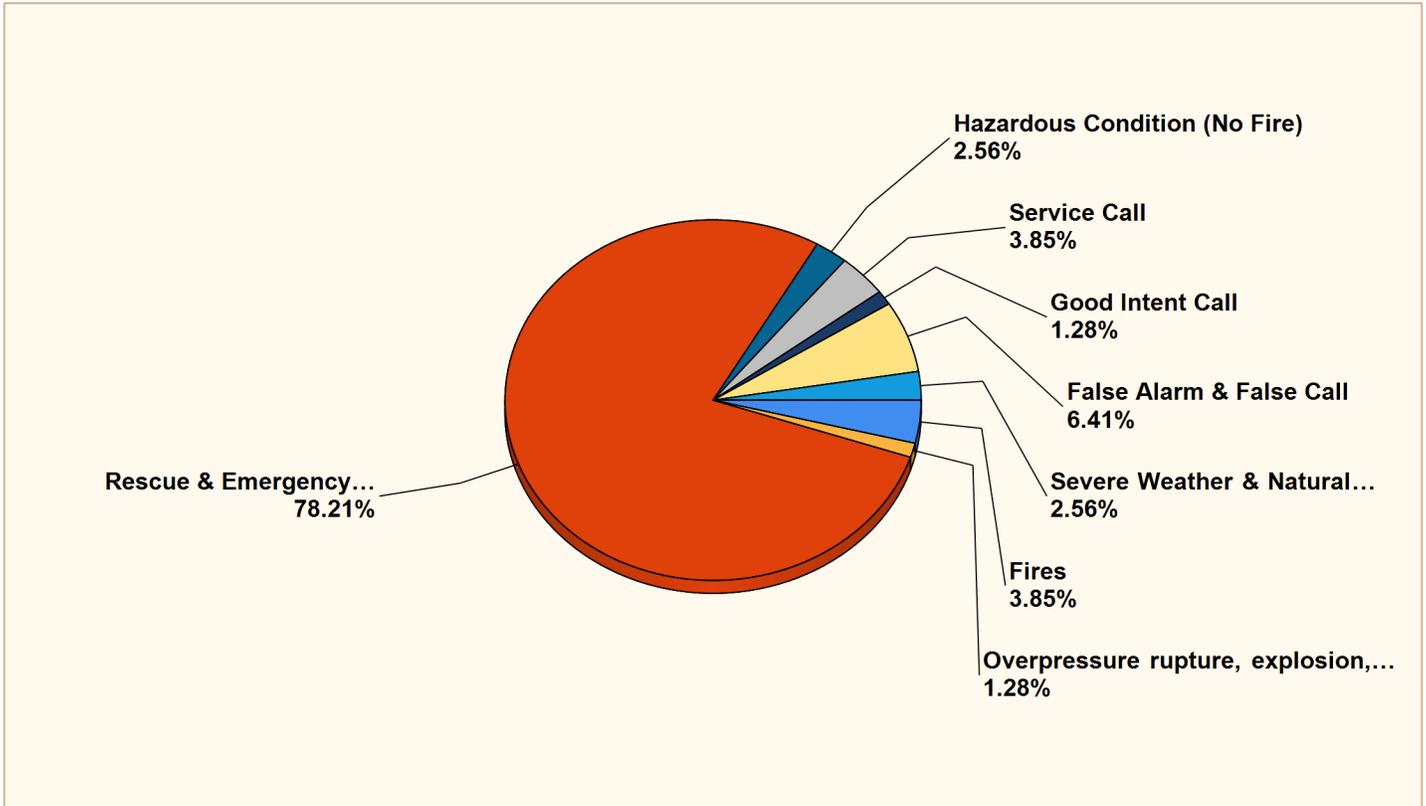
Southern Shores, NC

This report was generated on 9/1/2015 7:11:38 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2015 | End Date: 08/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.85%
Overpressure rupture, explosion, overheating - no fire	1	1.28%
Rescue & Emergency Medical Service	61	78.21%
Hazardous Condition (No Fire)	2	2.56%
Service Call	3	3.85%
Good Intent Call	1	1.28%
False Alarm & False Call	5	6.41%
Severe Weather & Natural Disaster	2	2.56%
TOTAL	78	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.28%
131 - Passenger vehicle fire	1	1.28%
143 - Grass fire	1	1.28%
200 - Overpressure rupture, explosion, overheat other	1	1.28%
321 - EMS call, excluding vehicle accident with injury	54	69.23%
322 - Motor vehicle accident with injuries	2	2.56%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	2.56%
341 - Search for person on land	2	2.56%
364 - Surf rescue	1	1.28%
412 - Gas leak (natural gas or LPG)	1	1.28%
463 - Vehicle accident, general cleanup	1	1.28%
500 - Service Call, other	3	3.85%
631 - Authorized controlled burning	1	1.28%
721 - Bomb scare - no bomb	1	1.28%
733 - Smoke detector activation due to malfunction	3	3.85%
745 - Alarm system activation, no fire - unintentional	1	1.28%
814 - Lightning strike (no fire)	2	2.56%
TOTAL INCIDENTS:	78	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



Southern Shores Town Council
Public Safety Committee Meeting
10:00 AM Monday August 31, 2015
Town Hall Conference Room

Meeting Minutes

Attending:

Committee Members: Mayor Bennett, Councilman Sanders

Staff: Police Chief David Kole, Fire Chief Ed Limbacher, Surf Rescue Director Mirek Dabrowski, Public Works Director Rachel Patrick, Town Manager Peter Rascoe

Public: Albert Ewerling, 187 S. Dogwood Trail, Southern Shores

Meeting Agenda:

1. End-of-Summer Briefing on Beach Operations - Mirek Dabrowski, Surf Rescue
2. Review of Summer Traffic Data Collection Procedures – Chief Kole
3. Update on Consideration of Traffic Signage (Town-wide) Needs– Chief Kole/Rachel Patrick
4. Other Matters Timely and Important

The meeting was called to order by Mayor Bennett, who announced the agenda order would be shifted to allow the Surf Rescue Director time to attend.

Chief David Kole reported on his Department's summer traffic data collection procedures. He reported some technical problems with the collection devices. NCDOT has experienced the same problems with its devices as well. He will have data in report format soon. Chief Kole did report the number of vehicles on side streets had been significant this year. He surmised this was due to more detailed and usable digital smart phone and pad apps being utilized by drivers.

Chief Kole also reported on his Department's ongoing evaluation of traffic signage needs at all locations in Town. To make traffic violation determination easier for his officers, Chief Kole has requested the Public Works Director to install street-level stop bars at the South Dogwood and North Dogwood Trails' stops at the Dogwood Trails intersection. The Public Works Director acknowledged that her Department will be doing that. Staff members and Committee members also talked about the ongoing evaluation of the necessity of other existing stop signs, including stop signs on S. Dogwood Trail at Mallard Cove Loop, stop signs on East Dogwood Trail at Hickory Trail, and stop signs on S. Dogwood Trail at Yaupon Trail.

Surf Rescue Director Mirek Dabrowski reported that summer rescue activity had been mild this season due to press reports on southeastern U.S. shark activity - which seemed to keep swimmers in shallow water. Recent rescues are attributable to changing ocean conditions. He also reported that the dynamics of the changing beach widths had made it difficult for emergency vehicles to transit this year.

Councilman Sanders reported his observations of the beach's condition between house #180 and #192 Ocean Boulevard. He observed the shoreline having receded in that particular area, making the distance between the existing dune and the surf narrow. Town staff will keep monitoring beach conditions. It was

noted by the Town Manager that the Kitty Hawk beach nourishment project will provide 1,000 ft. of sand for an end-taper of that project on the southern end of the Town's public beach.

Mayor Bennett asked Town staff about the history of speed limits on Ocean Boulevard and Duck Road (NC Highway 12). Chief Kole and the Town Manager both reported that the matter had been settled by NCDOT three years ago when the Town Council requested a year-round reduction of the speed limit from 45 to 35. NCDOT had replied then it would not lower the speed limit year-round from 45 to 35 on NC 12, but could only lower it during summer months. There being no need to lower the speed limit during summer months due to slower traffic volume, the Town Council had decided then to make no further request of NCDOT.

Mayor Bennett also asked Town staff about NCDOT protocol for approving and installing more crosswalks along NC Highway 12. The Town Manager stated that NCDOT's strict policy is to not install a crosswalk unless it is situated between two actual dedicated pedestrian walkways – and not situated between a pedestrian walkway on one side and merely a street opening on the other side.

Chief Ed Limbacher reported that his Department had a busy summer. He also reported that the results of a recent 'Ratings Inspection' would be available in 45-60 days.

The Town Manager reported that the Tall Pine Bridge Replacement Project was now in the bid process. The Public Works Director reported that bridge closure date is now estimated at October 15, 2015.

The Committee made no recommendations to the full Council. There being no further business, the meeting was adjourned.

Note: After adjournment, Mayor Bennett invited questions of committee members and staff from the attending public. Albert Ewerling thanked Chief Kole and his Department for their presence at the Dogwood Trails intersection during Saturday traffic, and offered continued use of his driveway by the Department for enforcement. Chief Kole acknowledged Mr. Ewerling's thanks, and stated that the first two traffic citations issued that day were to local drivers.

Southern Shores Town Council
Planning Committee Meeting
Monday August 17, 2015
11:00 o'clock AM (Re-scheduled from 10:00 AM per Clerk's Notice)
Town Hall Conference Room

Meeting Minutes

Present:

Committee Members: Mayor Tom Bennett and Mayor Pro Tem Jodi Hess.
Staff: Town Manager Peter Rascoe and Town Planner Wes Haskett
Public: None attended

The meeting was called to order by Mayor Bennett. A meeting agenda was agreed upon as follows: (1) Remnants of Paper Streets Along Ocean Boulevard, (2) NC's New Design and Aesthetic Control Law; (3) Non-Commercial Sign Regulation; (4) Offshore Oil and Gas Exploration; (5) Vegetation Removal Regulation; (6) Planning Board Vacancies; (6) Town Code Update Initiative.

The Town Manager briefed the committee on the status of the position stated by Boddie-Noell Enterprises, Inc. owner of certain remnants of former undeveloped streets located along Ocean Boulevard – regarding its intent to market these parcels and grant access easements across some of them in favor of the Chicahauk Property Owners Association. The Town Planner updated the committee on the potential for one prospective buyer to seek a building permit for a residential dwelling on one of the undeveloped parcels. He also included the preparatory steps he is taking to be ready to process such a permit application, and will be relying on the Town Attorney's interpretation of the relevant portions of the Town Code describing a "lot of record".

The Town Planner updated the committee on the effect of NC Session Law 2015-86 [*An Act To Clarify When a County or Municipality May Enact Zoning ordinances Related to Design And Aesthetic Controls*]. This new state law will prohibit the Town from enforcing the current Town Code provision limiting residential dwelling plans to a certain number of bedrooms, as it specifically prohibits a municipality from regulating "the number and types of rooms" of a residential dwelling. The law does not however prohibit regulation of the number of occupants a residential dwelling is designed for, which would affect the maximum permitted wastewater capacity of any corresponding septic system to be permitted by the Dare County Health Department.

The committee discussed current and emerging facts, concerns, and questions regarding the offshore drilling for oil and gas initiative, including the Governor's desire to have revenues from any lease and future royalty proceeds shared among local governments. It was agreed by both committee members that much is yet to be learned regarding this issue.

The Town Planner reported to the committee that no further application for a zoning text amendment has been received as of the meeting date regarding an initiative to regulate a property owner's removal of trees.

The Town Manager noted to the committee, in accordance with the Council's Rules of Procedure, he had solicited interested citizen applicants for the two alternate member vacancies on the Planning Board. He reported publishing notices on the Town website and in the Town's email newsletter. Two

citizens have expressed interest in being appointed to the Planning Board by the Council. Following discussion on the knowledge of the two applicants' residency and qualifications, the committee members concurred unanimously in recommending that Council appoint Town residents Joe McGraw and Karen Sykes to the positions of Planning Board Alternate Member (1) and Planning Board Alternate Member (2) respectively.

The Town Planner reported that his request for proposals for a planning firm to perform the update of the Town Code of Ordinances had been transmitted and three proposals have been received, all within the amount Council had budgeted for this project. Of the three, based on qualifications, he had selected *CodeWright Planners* for further negotiations of a contract for this service. The Request for Proposals had been previously reviewed by Council Members prior to transmittal.

There being no further business, the Council committee meeting was adjourned.