

**TOWN OF PRESCOTT VALLEY
REGULAR COUNCIL MEETING
MINUTES
June 27, 2013**

Library Auditorium
7401 E. Civic Circle
Prescott Valley, Arizona 86314

1. CALL TO ORDER

Mayor Skoog called the meeting to order at 5:30 p.m.

2. INVOCATION - PASTOR JOE PHILLIPS, NEW LIFE MINISTRIES

Pastor Joe Phillips gave the invocation.

3. PLEDGE OF ALLEGIANCE

Prescott Police Department Lt. Amy Bonney led in the recitation of the Pledge of Allegiance.

4. ROLL CALL

Present: Council Member Grossman, Mayor Skoog, Council Member Marshall, Council Member Mallory, Vice Mayor Nye, Council Member Anderson, and Council Member Whiting.

5. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS

a. Prescott Radio Dispatch

Prescott Police Department Lt. Amy Bonney said the Prescott Regional Communications Center (PRCC) provides public service to citizens, fire fighters and officers through life saving techniques, accurate receipt and relay of critical information and expedient dispatch of fire and police personnel. They dispatch for ten local first responder, fire and police, entities. PRCC serves as a Primary Safety Answering Point (PSAP). They answered approximately 272,000 calls last year with the Enhanced 911 service system which offers better locations for cell phone services, better 911 equipment and better mapping using the towers, cell phones and GPS equipment. Bonney reported that of these services 99.5% of all 911 calls are answered within 10 seconds and are routed immediately to the applicable police or fire department. This center would not be possible if we did not all work in cooperation together. The relationship they have had with PVPD since 2005 is a good working partnership and interactive and dynamic relationship that benefits us all. PRCC offers mapping functionality to get the closest first responders to the caller; a reverse 911 system is maintained for use by the partner agencies; and a TDD service line for the deaf and language line services for any language; maintain voice

logging (recording) equipment for use in criminal investigations, prosecution and quality measures. The PRCC is staffed 24/7/365 with a dispatch team certified in emergency medical dispatching to offer life saving instructions to callers. Dispatchers are trained in the Criminal Justice system so they can run license plates and background checks, criminal histories for the officers and NIMS compliant. PRCC is in the process of completing the necessary requirements to become a National Center for Missing and Exploited Children Call Center Partner. One supervisor and one lead per shift ensure that the teams are on point and ready when needed. Their future goals are to continue moving forward and they look forward to continuing the great relationship that they have with all of their partners. They also want to improve and enhance the quality public safety dispatching services they offer. They are upgrading to a new radio system for greater functionality for the first responders on the street and allow off-base operations away from the communication center. PRCC is working with the state for implementations of an enhanced 911 system that would receive text and video - the next generation 911 system.

Town Manager Larry Tarkowski thanked Lt. Bonney for talking to us about the services PRCC provides and expressed gratitude for the working dynamic relationship that we have. This relationship has solved problems as it relates to the interface between the two communities of Prescott and Prescott Valley. Council members thanked Bonney for the presentation and said how gratifying it is to know that they are there providing all the services that they do.

b. Arts & Culture Commission Award, Helen Ruddell

Helen Ruddell was recognized with a plaque for her years of service on the Arts and Culture Commission from 2007 through June 2013. Ruddell said she is leaving the commission in very capable hands. Art and children are her true loves and has been able to combine the two on this commission. Helen worked extensively introducing children to the arts. Mayor Skoog presented her with a plaque expressing the Town's appreciation. Brian Witty commented that Council has seen her actions and she will definitely be missed in regards to the services that she helped lead and the dedication to arts and culture, especially the young people.

c. Parks & Recreation Award Jeff Spohn

Parks & Recreation Director Brian Witty recognized Jeff Spohn for over a decade of service, listing the numerous activities he has been involved with and his accomplishments made over those years. He will remain in an advisory position to the commission. Brian commented that Jeff will be missed deeply both on the commission and on a personal level. Jeff said the commission accomplished a lot and he thanked them for the recognition. Jeff gave special thanks to Brian saying it was a special pleasure working with him. Jeff Spohn was presented with a plaque by the Mayor and Vice Mayor expressing the Town's appreciation for his 2004 through 2013 service on the Parks & Recreation Commission.

6. COMMENTS/COMMUNICATIONS

Council member Nye announced that the unveiling of the Not so Gentle Tamer sculpture is scheduled for July 27th at 10:00 a.m. on the Civic Center grounds. Suzanne Duskey said the sculpture was completed just over a month ago. The base on which the statue is to be placed is

currently under construction. Everyone is welcome to come see her at the unveiling. This project emerged during the Arizona Centennial Commission at the gala. This vision started the Yavapai County Centennial Gala Committee headed by Council member Nye with a watercolor painting that eventually transpired into the 10-foot bronze sculpture know as the Not so Gentle Tamer. Suzanne Duskey of the Arts & Culture Commission said Robert Boze Bell an Arizona artist was commissioned to do a rendering for the Gala. He felt that there are a lot of art pieces showing the men who won the west, but the women of the Arizona Territories actually tamed the west. Bell composed the watercolor rendering based on recollections of his grandmother working out in their yard. Not only did the women take care of the family, but they also protected the family from rattle snakes. The picture depicts such a woman working in her garden with a shovel and holding a headless rattlesnake. After the gala they decided to make a bronze of her. The State Centennial Commission asked all the counties to place a permanent piece of art. We are the only county that followed through with that.

Council member Mallory stated that tonight is the last night for Movies under the Stars with the playing of the movie Harry and the Hendersons.

Parks & Recreation Director Brian Witty announced the July 4th information stating that the festivities begin at 3:00 p.m. with the opening of the Freedom Station Inflatable Village. Attendees are encouraged to bring a blanket and take pleasure in the musical entertainment, food booths and the beer garden opening at 5:00 p.m. The event will feature recordings of top artists and at 6:00 p.m. a live performance by "Bitter Sweet" on the main stage perched above the synthetic athletic field adjacent to the Pavilion. Fireworks begin at dusk in Mountain Valley Park located at 8600 E. Nace Lane, easily accessible by either Nace Lane or Loos Drive. Admission and parking are free with the Freedom Station FUN ZONE requiring wristbands, which are available both pre-event and on-site. Pre-event wristbands will be available at Freedom Station and the Parks and Recreation Department office for \$8.00. On-site purchase of \$10.00 during the event can be made at the entrance to the baseball/softball complex in Mountain Valley Park.

Our KYCA news man Frank Deriano, who has been a regular attendee and reporter of the council meetings, announced he is leaving for California. Frank said it has been a pleasure serving us and reporting on us. Mayor Skoog commented that it has been a pleasure having Frank at our meetings and wished him well.

7. CONSENT AGENDA

- a. *Approving Minutes of June 6 Special Council & Work Study and June 13, 2013 Council meetings.*
- b. *Approving a new Series 6 Liquor License Application for Prescott Valley Race Course, LLC located at 10401 E. SR 89A; Barney Fozzard, applicant*
- c. *Approving an Acquisition of Control of the Series 9 Liquor License Application for Maverick Inc. located at 1344 N. Prescott Country Club Blvd; Lauren Kay Merrett, applicant*

- d. *Approving an Acquisition of Control of the Series 10 Liquor License Application for Maverick Inc. located at 3576 N. Glassford Hill Rd.; Lauren Kay Merrett, applicant*
- e. *Authorizing the Mayor to sign Resolution No. 1839 providing the annual authorization to purchase supplies and services from Council members*
- f. *Authorizing approval of the attached Letter of Understanding with 'The Ridge' volunteers for the Adopt-a-Park Program of Granville Park*
- g. *Consideration of approving a Lease Agreement with the Northern Arizona Council of Governments for use of the former Community Development building on Tani Road for the Head Start Program*
- h. *Approving an Intergovernmental Agreement between the Town and HUSD to continue the School Resource Officer programs for FY 2013-2014*
- i. *Authorizing the Mayor to sign the 2-year agreement with Yavapai Humane Society for animal shelter services each year in the amount of \$60,480*
- j. *Approving a PVPD budget transfer for a new scheduling system*
- k. *Approving the Financial Report*
- l. *Approving the Investment Report*
- m. *Approving Accounts Payable for June 4-17, 2013*

Council Member Mallory made the MOTION, seconded by Council Member Anderson, to approve all items listed on the consent agenda, by electronic vote. MOTION carried with 7 ayes and 0 nays.

8. *NEW BUSINESS (FOR REVIEW, COMMENT, AND/OR POSSIBLE ACTION)*

- a. *Consideration of re-appointing Danny Avalos to the Parks and Recreation Commission to a term with a renewal date of June 30, 2016*

Danny Avalos came forward and commented he likes to get involved at the community level saying it is a citizen's duty and responsibility to participate within the community. He feels it is a need from him to provide that service as our future is with our children. It is an honor and privilege to work with the council in providing adequate facilities for the children and citizens of the community both current and future. Council members complimented Danny and expressed appreciation for his recommitment and bringing people together.

Council Member Whiting made the MOTION, seconded by Vice Mayor Nye, to re-appoint Danny Avalos to the Parks and Recreation Commission to a term with a renewal date of June 30, 2016, by electronic vote. MOTION carried with 7 ayes and 0 nays.

b. Consideration of re-appointing Judith Berry to the Arts and Culture Commission to a term with a renewal date of June 30, 2016

Council member Nye commented that Judith Berry was unavailable to attend this evening. Nye said they are looking forward to her serving another term on the commission. Suzanne Duskey said Judith has been on the commission for six months and is a great addition with the new ideas and energy she brings to the commission. Council member Whiting said council appreciates people who have only served a short term recommitting to a full term on the Boards and Commission.

Council Member Whiting made the MOTION, seconded by Council Member Mallory, to re-appoint Judith Berry to the Arts and Culture Commission to a term with a renewal date of June 30, 2016, by electronic vote. MOTION carried with 7 ayes and 0 nays.

c. Consideration of re-appointing Suzanne Duskey to the Arts and Culture Commission to a term with a renewal date of June 30, 2016

Council member Nye said Suzanne Duskey rises to every occasion with a smile. Council member Whiting confirmed with Suzanne that she began her service on this commission in 2008. She has served as chairman and we have seen the accomplishments made through her leadership. Council member Mallory added that Duskey's love shows for this community. Council member Grossman added his thanks for her service saying it is nice to see all the art work around town facilities. Suzanne commented that the Art at the Center is an important aspect of all the things the commission does. People can observe and appreciate the art pieces as they walk around.

Council Member Whiting made the MOTION, seconded by Council Member Grossman, to re-appoint Suzanne Duskey to the Arts and Culture Commission to a term with a renewal date of June 30, 2016, by electronic vote. MOTION carried with 7 ayes and 0 nays.

d. Consideration of re-appointing Lawrence Martin to the Library Board of Trustees to a term with a renewal date of June 30, 2016

Mr. Martin said he has enjoyed being on the board. They have faced problems but have been able to work cooperatively to resolve them. He thanked council for the support the library has received. Martin said Stuart has been a joy to work with. Serving on this board has been fun in many ways. Council expressed appreciation and dedication for those who chose to serve on the Boards and Commissions.

Council Member Whiting made the MOTION, seconded by Council Member Marshall, to re-appoint Lawrence Martin to the Library Board of Trustees to a term with a renewal date of June 30, 2016, by electronic vote. MOTION failed with 7 ayes and 0 nays.

e. Public Hearing - Town of Prescott Valley 2013-2014 Expenditure Limitation and Budget Adoption

Mayor Skoog opened the public meeting.

Town Manager Larry Tarkowski said this is the culmination of eight months of work on the new FY 13-14 budget beginning in November 2012. The Town has seen revenues rise, reliance on our rainy day funds (reserves) diminishing and he anticipates this will be the last year we will be relying on reserves. An open house was held in December and another retreat in January. In February, we began building departmental budgets soliciting employee input for what is needed to do their job better in the department. Over the past five years we have gone from an \$111,000,000 budget down to this year's budget of \$62,433,082. Council has done a very good job of marshalling declining resources and doing it without significant reduction in service.

Management Services Director Bill Kauppi said this is our final step prior to considering adopting the budget. He gave a brief overview of the FY 2013-14 budget including the historical and projected expenditures by fund expenditures by category showing an overall decrease of 6.35 percent. Revenues by the funds are proposed to be \$54,682,360. Revenues by category indicate an increase of 5.68 percent overall. General fund total expenditures are reduced by 5.2 percent overall. General fund revenues increased by 4.5 percent. Approximately \$7,750,722 will be needed from the general fund to balance the proposed FY 13-14 budget as opposed to the \$14,928,563 required in FY 12-13. Next year it is hoped that reserves will not have to be used to balance the budget. HURF expenses decreased 14.7 percent. HURF total revenues are projected to increase by the fund balance by \$133,668, an increase of 18.64 percent. The Enterprise Funds (utilities) show total expenditures decreasing by 9.2 percent. See attachment of this report with these minutes.

Council member Whiting said he appreciates the update and the fact that we under last year's budget and targeting to build our reserves and at nobody's expense. The staff and town manager are doing a great job. Town Manager Larry Tarkowski said Kauppi and his staff work hard and in a certain cadence to get a budget produced. We receive a schedule with specific milestones in early January so we don't have to scramble to put together a budget in May or June. Every year Management Services receives a GFOA award and has so for the last 13 years.

Council member Nye expressed thanks for the efforts made to pull this budget together. None of us take any of this for granted. Council member Mallory said she appreciated the hard work of current and former council and staff members to build the reserves and see that our community is ran efficiently and conservatively. She added that we are doing the best that we can with what we have. Council member Andersen commended the restraint that has been shown this year. Given the increase in sales tax revenue there had to be a feeling of to spend money. At the same time we are seeing those increases in revenues to hold back, put money back into reserves and reduce the budget by \$4 million is commendable to every department in this town.

Mayor Skoog closed the public hearing.

f. Consideration of authorizing the Mayor to sign Resolution No. 1840, adopting the Fiscal

Year 2013-14 Final Expenditure Limitation and Budget for the Town of Prescott Valley

Council Member Anderson made the MOTION, seconded by Council Member Marshall, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1840, adopting the Fiscal Year 2013-14 Final Expenditure Limitation and Budget for the Town of Prescott Valley, by electronic vote. MOTION carried with 7 ayes and 0 nays.

- g. Consideration of authorizing the Mayor to sign Resolution No. 1841 approving a FDP13-008, AND to sign any agreement under Proposition 207 for Crossroads, Parcel C

Ruth Mayday and Rob Schramm, of Kitchell Development (on behalf of YK Commercial Realty LLC), said this request is to consider approving a Final Development Plan (FDP 13-008) for Parcel C of the Crossroads commercial development, located south of State Route 69 at Sundog Road, and east of Sam's Club and Dick's Sporting Goods. This project constitutes the remaining lots and out lots of Parcel C. In April of 2005, Council approved a second amendment to the original development agreement for this project and permits for Home Depot, Sam's Club and Cracker Barrel were issued prior to rezoning it shortly thereafter adding a PAD overlay to the project area. Parcel C also includes Cracker Barrel and Carl's Junior. The Plan provides for future development of approximately 165,758 square feet of new commercial space (including related parking areas) on approximately 17 acres shown as Majors 2, 3, 4, 5, 6 7, 8 and Shop B. this FDP is in compliance with Town Code and will allow the developer to continue to fill these buildings. Both a color and finish pallet were shown for the remainder of that area which is similar to existing buildings.

Rob Schramm, on behalf of Kitchell, said this is similar to what has been constructed throughout the project in the area. They are hoping to get some momentum going in the area west of Dick's Sporting Goods. Dick's has been a tremendous project for the town. They expect to be done in September with an opening in October. Working through the town has been a pleasure, seamless process – one of the best they have ever had. The last five years have been a challenge and feel like they will get some momentum now with Dick's on site. They already have some interest there from other users. This FDP will give them the tools to market the site as pad ready.

Council member Nye said they hoped they would be putting the landscaping in that was shown to soften the store fronts. Mayday added that they went round and round with Dick's Sporting Goods about that as they tried to weasel out of that. Schramm said additional parking lot will be put in on the next building they do. The islands with landscaping are in and the ground around them has been compacted in preparation of asphalt being laid. With the next box that comes, the parking lot will be built down to the longer building at the end but not including that area as the final building configuration is unknown at this time. Council member Mallory commented the people in this town are excited to have Dick's Sporting Goods to open. Council member Grossman dittoed about Dick's, but even more importantly the other parcels will be able to be built out which will attract a lot of attention from other areas. This is a great opportunity for us.

Council Member Anderson made the MOTION, seconded by Council Member Grossman, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1841 approving

FDP 13-008, AND to sign any agreement under Proposition 207, by electronic vote. MOTION carried with 7 ayes and 0 nays.

h. Consideration of authorizing the Mayor to sign Resolution No. 1842 adopting and approving a Final Development Plan (FDP13-007) for Browning Family Trust

Planner Joe Scott said the square footage noted in the documents is incorrect and should be noted as a building consisting of approximately 23,000 square feet which will be corrected in the documents. This is a request by Browning Family Trust for a Final Development Plan (FDP13-007) for development of a \$23,000 square foot building and associated parking and site improvements intended as Phase II offices for the Arizona Department of Economic Security (ADES). The property is Zoned PL (Public Lands), located at 8569 E Yavapai Road.

On September 23, 1999, the Town Council approved a Lease Agreement with what was then Prevent Child Abuse (PCA) for the former Town Hall. The Lease included options to apply certain portions of the rent payments towards purchase of some or the entire site at a future date. The site included two buildings, a parking area, and a large undeveloped area. From the outset, the concept was for PCA to eventually sublet the open space area and a commercial lease rate was to be applied to that area once tenants were found. In the meantime, PCA became solely responsible for all maintenance and repair of the site.

PCA and the Town subsequently entered into amendments of the Lease Agreement which dealt with such things as use of insurance proceeds, extensions of time to pay increased rent on the open space area, and application of credits for actual costs of long-term-value-improvements. In 2003, PCA approached the Town about potentially participating in the federal Low Income Housing Tax Credit (LIHTC) Program as a general partner in order to develop a senior housing project in the open space area. The Town Council adopted a Minor Amendment to the General Plan 2020 on January 26, 2006 to change the designation of the open space area from "Open Space" to "Public/Quasi-Public". And, on January 11, 2007, the Council adopted Ordinance No. 672 re-zoning the entire site to Public Lands, Planned Area Development.

Although it was later determined that participation in the LIHTC Program was infeasible, PCA wanted to provide programs and services which focused on families and their health, safety and welfare. Therefore, on August 29, 2007, PCA proposed a commercial development in the open space area which would provide such programs and services but be self-sustaining in terms of revenue. The Town Council considered the proposal on October 18, 2007 in work/study session and directed staff to negotiate a revised lease based on the proposal. That revised lease was adopted on April 10, 2008.

The leased areas were now designated the "Town Hall-Library Site" and the "Undeveloped Site". And PCA (now known as Prevent Child Abuse Arizona, or PCAA) worked to secure preliminary financial commitments sufficient to develop and construct two buildings on the Undeveloped Site and roadway and utility installations to serve the entire site (based on a Phase I plan). The Restated & Amended Lease Agreement was extended an additional 50 years to assist PCAA in obtaining financing, and the uses which might become subtenants, were more carefully spelled out (with the assistance of an administrative determination in accordance with Town Code §13-

05-070(B). A number of other provisions desirable from a financing standpoint (e.g. limiting the Town's ability to restrict future uses, to remove subtenants, etc.) were also added.

On July 24, 2008, the Council approved Final Development Plan FDP 08-011 consistent with the Preliminary Development Plan that had been approved by the Planning and Zoning Commission on June 12, 2006. The FDP showed building and parking for the ultimate development of a sixty-eight thousand, eight hundred ninety (68,890) square foot office complex and set forth the first phase comprising five thousand, one hundred eighty (5,180) square feet which included the Prescott Valley Family Support and the current ADES Phase I.

In accordance with the Restated Lease, Browning subleased from PCAA that portion of the property on which the Phase I building and improvements were constructed and further subleased to ADES. One of the provisions in the Restated Lease was that the Town consent to the Browning sublease, and this required (among other things) that Browning demonstrate adequate equity and/or financing commitments for completion of the building and improvements. Therefore, Browning arranged for Compass Bank to provide banking account services for deposit of reserve funds for the building and improvements. Town staff worked with Browning to set up a three-way agreement whereby Browning would deposit funds equal to the estimated cost of active construction phases worked out with Community Development. The agreement provided that when staff certified that work on any phase was complete, Compass Bank would allow withdrawals by Browning's contractor in amounts not to exceed the required deposits. If a phase wasn't completed (and Compass Bank chose not to finish it), the Town would be able to use any remaining funds in the account to finish that phase. Browning's contractor also had to obtain any necessary construction permits. This agreement was approved by the Town Council on January 8, 2009.

It is now proposed that Phase II of the building and improvements be constructed for sublease to ADES as shown in Final Development Plan FDP 13-007 (attached). FDP 13-007 has been reviewed by Town staff and has been determined to meet applicable Town Code standards. If this plan is approved, a future showing will again need to be made that Browning has adequate equity and/or financing commitments for completion of the building and improvements.

Chris Browning representing Brown Family Trust stated this is an impressive project and that he believes in the concept for that parcel. They have had a great partnership and relationship with PCA and DES. If the master plan is completed in accordance it will be all that they anticipated that it would be.

Town Attorney Ivan Legler said this project goes back many years with significant efforts having been made at the public and private level to try to make this all come together. It is gratifying to see that parcel that was intended to be a government service area developed like this with the help of private financing. It took a lot of faith, agility and flexibility. He is pleased and grateful that it is going forward. Council member Nye commented that this has always been a dream and now it is a reality. It will make a difference for the for the families and individuals that require the services that these buildings represent.

Tarkowski responded to Council member Whiting that the former Town Hall is under a PCA lease. The old library is still used too. There have been many concepts for those buildings but this appears to be the winning approach. There is a lot of acreage that goes along with the old Town Hall and Library site.

Brown continued that it has always been the hope that the master plan would be completed as they originally designed it. There is space for another building and still parking available. The most reasonable expectation is that the building that is between DES Phase I and PCA will eventually disappear. PCA will hopefully expand their services into that area and then there will be another building which hopefully will have the same mission as everyone out there - to put a 4,000-5,000 square foot building there. That will complete the project. Council member Whiting said it is a great vision and we ought to commend the Town for its vision to set aside these parcels for that use. Mayor Skoog commented that we have always had a good relationship with Brown and he appreciates that. Brown commented that they have really enjoyed working with the Town. The Town of Prescott Valley is one of the best places to do business.

Council Member Whiting made the MOTION, seconded by Council Member Anderson, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1842 adopting and approving a Final Development Plan (FDP 13-007) for Browning Family Trust, by electronic vote. MOTION carried with 7 ayes and 0 nays.

i. Consideration of authorizing the Mayor to sign a three year contract with Prescott Valley Economic Development Foundation (PVEDF) for services related to economic development

Economic Development Manager Greg Fister said this is the same contract we are operating under now. The first year the Town will fund PVEDF in the amount of \$150,000 which is what has been paid over the past three years. The second and third years of the contract will be part of the budget discussions each year. Under the contract, PVEDF's goal is to meet the criteria of introducing 525 new jobs over the next three years. Credits are assigned for each job as follows: 1.5 points for more than one job that pays more than the average county wage; 1 point if the same as the county wage and ½ point if the wage is less than the county wage.

Council Member Anderson made the MOTION, seconded by Council Member Grossman, to authorize the Mayor (or in his absence, the Vice Mayor) to sign the three-year agreement with PVEDF, by electronic vote. MOTION carried with 7 ayes and 0 nays.

9. COMMENTS FROM THE PUBLIC

No comments were forthcoming.

10. ADJOURNMENT

Council Member Whiting made the MOTION, seconded by Council Member Mallory, to adjourn, by electronic vote. MOTION carried with 7 ayes and 0 nays.

Mayor Skoog adjourned the meeting at 7:05 p.m.

ATTEST:

APPROVED:

Diane Russell, Town Clerk

Harvey Skoog, Mayor

STATE OF ARIZONA)
COUNTY OF YAVAPAI) ss:
TOWN OF PRESCOTT VALLEY)

CERTIFICATE OF COUNCIL MINUTES

I, Diane Russell, Town Clerk of the Town of Prescott Valley, Arizona, hereby certify that the foregoing minutes are a true and correct copy of the Minutes of the Regular Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, June 27, 2013.

I further certify that the meeting was duly called and held and that a quorum was present.

Dated this July 5, 2013

Diane Russell, Town Clerk