

**MINUTES
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 20, 2016
REGULAR MEETING – 6:00 P.M.**

Item 1. Call to Order. Chairman Donovan called the regular meeting of the Scarborough Town Council to order at 6:00 p.m.

Item 2. Pledge of Allegiance.

Item 3. Roll Call. Roll was called by Thomas J. Hall, Town Manager was also present.

Shawn A. Babine, Vice-Chair Katherine A. St. Clair
Robert W. Rowan [Arrived late] Peter F. Hayes
Jean-Marie Caterina Christopher J. Caiazzo
William J. Donovan, Chairman

Order No. 16-006. Act on the request for an executive session pursuant to Title 1, of the M.R.S.A. §405(6)(C) regarding a personnel matter relating to the Town Manager’s Evaluation. Motion by Councilor Babine, seconded by Councilor Caterina, to move approval on the request for an executive session pursuant to Title 1, of the M.R.S.A. §405(6)(C) regarding a personnel matter relating to the Town Manager’s Evaluation.

Vote: 6 Yeas.

The Town Council recessed to executive session at 6:00 p.m. At 6:32 p.m. the Council returned to Chambers for a workshop on the Eastern Trail.

Item 4. Workshop on Eastern Trail. The Town Council met regarding information pertaining to the Eastern Trail.

Chairman Donovan reconvened the regular meeting of the Town Council at 7:15 p.m.

Item 5. General Public Comments. None at this time.

Item 6. Minutes: January 6, 2016 – Regular Meeting. Motion by Councilor Babine, seconded by Councilor Caterina, to move approval of the minutes of the January 6, 2016, regular Town Council meeting.

Vote: 5 Yeas. 2 Abstentions [Chairman Donovan and Councilor St. Clair].

Item 7. Adjustment to the Agenda. None at this time.

Item 8. Items to be signed: a. Treasurer’s Warrants. Treasurer’s Warrants were signed during the meeting.

Order No. 15-094, 7:00 p.m. Public hearing and second reading on the proposed amendment to Chapter 405 - the Zoning Ordinance of the Town of Scarborough, Maine – Section XVIII. Town and Village Centers District - Subsection C. Permitted Uses, Conventional and Planned Developments Residential Uses. Dan Bacon, Town Planner, gave a brief overview on this Order and responded to questions from the Town Council. Chairman Donovan opened the public hearing. As there were no comments either for or against, the hearing was closed at 7:24 p.m.

Motion by Councilor Babine, seconded by Councilor Caterina, to move approval of the second reading on the proposed amendment to Chapter 405 - the Zoning Ordinance of the Town of Scarborough, Maine – Section XVIII. Town and Village Centers District - Subsection C. Permitted Uses, Conventional and Planned Developments Residential Uses, as follows:

**Proposed Amendment to the Zoning Ordinance
Regarding Multi-Family Housing in the Town and Village Center District (TVC)**

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the following amendment to the Zoning Ordinance of the Town of Scarborough, Maine, be and hereby are adopted:

Amend SECTION XVIII. TOWN AND VILLAGE CENTERS DISTRICT subsection C. as follows (additions are underlined; deletions are struck through):

**C. PERMITTED USES, CONVENTIONAL AND PLANNED DEVELOPMENTS
RESIDENTIAL USES**

The following residential uses are permitted in both conventional and planned developments:

1. Multifamily dwellings, ~~limited to no more than twelve (12) dwelling units per building~~
2. Multiplex dwellings
3. Townhouses, limited to no more than eight (8) dwelling units per building
4. Senior housing

MIXED USES

The following mixed uses are permitted in both conventional and planned developments:

5. Dwelling units in a mixed use building, ~~limited to no more than eight (8) dwelling units per building~~. Permitted residential uses mixed with special exception uses requires special exception approval by the Zoning Board of Appeals under Section IV(I) of this Ordinance.

Vote: 7 Yeas.

Order No. 15-100, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 405 – the Zoning Ordinance, Section IX. Performance Standards. Subsection O. Solar Energy Systems. Dan Bacon, Town Planner, gave a brief overview on this Order and responded to questions from the Town Council. Chairman Donovan opened the public hearing. As there were no comments either for or against, the hearing was closed at 7:47 p.m.

Motion by Councilor St. Clair, seconded by Councilor Babine, to move approval of the second reading on the proposed amendment to Chapter 405 – the Zoning Ordinance, Section IX. Performance Standards. Subsection O. Solar Energy Systems, as follows:

**Proposed Amendment to the Zoning Ordinance
Regarding Solar Energy Systems in Common Open Space**

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the following amendment to the Zoning Ordinance of the Town of Scarborough, Maine, be and hereby are adopted:

Amend SECTION IX. PERFORMANCE STANDARDS subsection O. as follows (additions are underlined; deletions are struck through):

O. PERFORMANCE STANDARDS – SOLAR ENERGY SYSTEMS

Solar energy systems are considered accessory uses and structures in all residential, mixed use, commercial and industrial districts in the Town of Scarborough. The Code Enforcement Officer may issue a building permit for the installation of a solar energy system provided the following performance standards are met. Solar energy systems include photovoltaic, solar hot water, and solar space heating.

1. Roof and Building Mounted Solar Energy Systems -

- a. Roof mounted solar energy systems shall conform to the maximum building height restrictions within the district in which it is located;
- b. The solar energy systems shall be designed, sized and installed to only generate electricity, hot water, or heat for the building(s) located on the same lot. This standard is not intended to prohibit the transfer of excess energy to the power grid.
- c. Electrical, plumbing and/or building permits from Code Enforcement shall be required.

2. Ground Mounted Solar Energy Systems (Solar Arrays) -

- a. The maximum height of a ground mounted solar energy systems shall be a twenty (20) feet. The height of a ground mounted solar energy system shall be measured from the ground level at the base of the solar energy system to ~~the its~~ highest point, ~~of the solar energy system or including~~ the system's pedestal.
- b. Ground mounted solar energy systems shall conform to the yard requirements of the applicable zoning district or be setback a distance equal to the total height of the system, whichever is greater.
- c. Electrical wiring and connections from the solar energy system to the building(s) they serve shall be underground.
- d. The solar energy systems shall be designed, sized and installed to only generate electricity, hot water or heat for the building(s) located on the same lot. This standard is not intended to prohibit the transfer of excess energy to the power grid.
- e. Electrical, plumbing, and/or building permits from Code Enforcement shall be required.

3. Solar Energy Systems within Common Open Space – To the extent permitted by applicable state and/or federal laws, solar energy systems may be allowed by the Planning Board within the common open space of a residential subdivision subject to the following requirements:

- a. The solar energy systems within common open space shall comply with the performance standards 2.a., 2.c., and 2.e. of the subsection above.
- b. If proposed within a conservation subdivision required under Section VII.A. of this Ordinance, the installation of solar energy systems, and any necessary associated improvements, shall avoid impacting wetlands within the subdivision open space areas.
- c. The location and number of solar energy systems shall be determined by the Planning Board and shall be based on the forecasted energy consumption of the dwellings and uses within the subdivision as well as the site's ability to accommodate these systems without impacting the other purposes of the common open space.

Amend SECTION VIIA.CONSERVATION SUBDIVISION DESIGN subsection F.7.as follows (additions are underlined; deletions are struck through):

7. Open space lands, required pursuant to Section VIIA(B)(1), may be designed to conserve wetlands and other natural resources, while also accommodating agricultural or recreational uses and activities or solar or wind energy systems as allowed for under Section IX. The Planning Board shall have the

flexibility to allow a combination of open space functions so long as these functions and uses are in conformance with all of the above performance standards in Section VIIA(F)(1) through (6).

Amend SECTION VII. subsection B.10.as follows (additions are underlined; deletions are struck through):

10. Residual open space accumulated by modifying space and bulk requirements within the allowable density limits shall be usable for active or passive recreation, neighborhood gathering places, or other outdoor living purposes and for preserving large trees, tree groves, woods, ponds, streams, glens, rock outcrops, native plant life and wildlife cover. In addition, open space can be used for solar or wind energy systems as allowed for under Section IX. The use of any open space may be further limited or controlled at the time of final plat approval where necessary to protect adjacent properties or uses.

Amend SECTION XVC, subsection B.6.as follows (additions are underlined; deletions are struck through):

6. At least 10% of the net residential acreage of a development shall be allocated as village green space for active and passive recreation. This village green space may consist of neighborhood parks, community greens, commons, linear greenways, courtyards, landscaped boulevards and the like. The village green space shall be integral to the development and shall be sited in a central location available and desirable for use by the residents of the development. In addition, green space or common land can be used for solar or wind energy systems as allowed for under Section IX.

Amend SECTION XVB, subsection B.5.as follows (additions are underlined; deletions are struck through):

5. Between 10 - 20% of the net residential area of a subdivision shall be allocated as designated open space accessible to all residential units. The open space shall consist of both village green space and surrounding open space for conservation. The village green space may consist of neighborhood parks, community greens, commons, linear greenways, courtyards, landscaped boulevards and the like. The surrounding open space shall be connected and contiguous where feasible, and shall be restricted for conservation and recreation in perpetuity. This open space may contain recreation areas, ball fields, recreation trails, and the like. It shall function as protection for natural resources, buffers to adjacent incompatible uses, forested, natural distinctions between this zoning district and adjacent less dense zoning districts, and linkages to neighboring green spaces or recreational amenities. In addition, this common green space or open pace can be used for solar or wind energy systems as allowed for under Section IX. The final open space percentage within the 10 - 20% range shall be determined by the Planning Board.

Vote: 7 Yeas.

Order No. 16-007, 7:00 p.m. Public hearing and action on the new request for a Food Handlers License and Innkeepers License from YUG Hospitality LLC, d/b/a Millbrook Motel/ Best Value Inn, located at 321 US Route One. Chairman Donovan opened the public hearing, as there were no comments either for or against, the hearing was closed at 7:50 p.m.

Motion by Councilor St. Clair, seconded by Councilor Caterina, to move approval of the new request for a Food Handlers License and Innkeepers License from YUG Hospitality LLC, d/b/a Millbrook Motel/ Best Value Inn, located at 321 US Route One.

Vote: 7 Yeas.

OLD BUSINESS:

Order No. 16-008. Act on the request to approve names posted to the various Town Committees/Boards, as recommended by the Appointments Committee. Motion by Councilor Babine, seconded by Councilor St. Clair, to move approval of the names posted to the various Town Committees/Boards, as recommended by the Appointments Committee, as follows:

Shellfish Conservation Commission

Appoint Paul Erickson as a full voting member, term to expire in 2018

Re-Appoint Erica Downs as a full voting member, term to expire in 2018

Appoint Dwayne O’Roak as the 1st Alternate, term to expire in 2018

Zoning Board of Appeals

Appoint Karen Shupe as 2nd Alternate, term to expire in 2018

Housing Alliance

Appoint Eric Boucher as a full voting member, term to expire in 2018

Vote: 7 Yeas.

NEW BUSINESS:

Order No. 16-009. Act on the request to adopt the Complete Streets Policy, as recommended by the Transportation Committee. Dan Bacon, Town Planner, gave a brief overview on the Complete Streets Policy.

Motion by Councilor Rowan, seconded by Councilor St. Clair, to move approval to adopt the Complete Streets Policy, as recommended by the Transportation Committee, as follows:

SCARBOROUGH COMPLETE STREETS POLICY
Recommended by the Town of Scarborough Transportation Committee
Dated January 11, 2016

1. Vision and Purpose.

Complete Streets are designed and operated to provide safety and accessibility for all current and future transportation users whether they are pedestrians, bicyclists, transit riders or vehicular motorists, regardless of age or ability. Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and commercial centers. Ultimately, the town envisions a well-connected multimodal network of transportation facilities that appropriately relates to the existing built environment in capacity and scale, recognizing that all streets are different and that the needs of various users will need to be balanced in a flexible manner.

This Complete Streets Policy supports the goals outlined in the town’s comprehensive plan, the Town-wide Transportation Study, and various neighborhood plans by creating a safer, cost effective, equitable, and fully accessible transportation network that supports walkable, attractive, business friendly neighborhoods. It also contributes to the town’s livability goals by encouraging energy and environmental sustainability.

2. Project Considerations.

Early consideration of all modes for all users will be important to the success of this policy. Those planning and designing projects that affect public streets will give due consideration to all roadway users from the very start of planning and design work. This will apply to all roadway

projects, including those involving new construction, reconstruction, repaving/ rehabilitation or roadway retrofits. Roadway retrofits may include changes in the allocation of the right-of-way and pavement space on an existing roadway, such as changes to the number and use of lanes, changes in lane widths, and/or the addition or reconfiguration of on-street parking.

When applying for and reviewing projects for funding purposes regardless of funding source, Complete Street practices and principles will be included, as appropriate and reasonable, for all projects that affect the public right-of-way.

3. Exceptions.

Bicyclist and pedestrian transportation users shall be included in street construction, reconstruction, re-paving, and re-habilitation projects, except under one or more of the following conditions: 2 a. A project involves only ordinary maintenance activities designed to keep assets in serviceable condition, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, overlay paving projects or when interim measures are implemented on temporary detour routes.

a. A project involves only ordinary maintenance activities designed to keep assets in serviceable condition, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, overlay paving projects or when interim measures are implemented on temporary detour routes.

b. The Town Staff determines there is insufficient space to safely accommodate new facilities and a parallel or nearby facility provides a reasonable level of similar accessibility to destinations.

c. The Town Staff determines there are relatively high safety risks.

d. The Town Staff or Town Council exempts a project due to the excessive and disproportionate cost of establishing a bikeway, walkway or transit enhancement as part of a project in relation to the anticipated number of users.

e. As part of its Development Review process the Planning Board may waive sidewalk requirements based upon its formal, structured waiver provisions.

f. The Town Engineer, Public Works Director and Planning Staff collectively determine that the construction is not practically feasible or cost-effective because of significant or adverse environmental impacts to historic resources, streams, flood plains, remnants of native vegetation, wetlands, steep slopes or other critical areas, or due to impacts on neighboring land uses, including impact from right of way acquisition.

g. The project involves a roadway that bicyclists and/or pedestrians are prohibited by law or the roadway falls outside an established existing bus transit route or where it is reasonably determined a future bus transit route will not occur.

4. Network. Complete streets are planned, designed, maintained and operated to enable safe, convenient, appealing and continuous travel networks for all users. The goal is to formalize the planning, design, operation, and maintenance of streets so that pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across the street network. Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, though a series of small improvements or maintenance activities.

Transportation improvements will include facilities and amenities, as appropriate, that are recognized as contributing to Complete Streets, which may include pavement markings and

signs; street and sidewalk lighting; sidewalks and pedestrian safety improvements such as medians/pedestrian refuges, curb extensions and crosswalk improvements; improvements that provide ADA (Americans with Disabilities Act) compliant and full accessibility such as curb ramps and accessible pedestrian signals; transit accommodations including bus shelters and improved pedestrian access to transit stops and centers; bicycle detection at intersections and bicycle accommodations including, shared use lanes, paved shoulders, wide travel lanes or bike lanes as appropriate; bicycle parking; and street trees, landscaping, street furniture and adequate drainage facilities, including opportunities for ‘green’ stormwater management facilities and practices.

6. All Agencies and All Roads.

The design of new, rehabilitated or reconstructed facilities should anticipate likely future demand for bicycling, walking, transit and motorist use and should not preclude the provision of future improvements.

The Town of Scarborough will coordinate and collaborate with other transportation agencies including PACTS and the Maine DOT, and other users of the public right-of-way, such as utilities and public transportation providers, to ensure that the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities.

7. Design Standards and Guidelines.

The Planning Office shall update, develop and adopt inter-departmental policies, urban design guidelines, zoning and performance standards and other guidelines as applicable, using resources identifying best practices in urban design and street design, construction, operations and maintenance. These resources may include, but are not limited to: the AASHTO Green Book; AASHTO Guide for the Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; US Access Board Public Right-of-Way Accessibility Guidelines; and the PACTS Regional Bicycle and Pedestrian Facility Design Guidance for the PACTS Metropolitan Planning Area.

When fulfilling this Complete Streets policy the town will generally follow the design manuals, standards and guidelines above, as applicable, but should not be precluded from considering innovative or non-traditional design options where a comparable level of safety for users is present or provided.

8. Community Context.

It will be important to the success of the Scarborough Complete Streets Policy to ensure that the project development process includes early consideration of the land use and transportation context of the project, the identification of gaps or deficiencies in the network for various user groups that could be addressed by the project, and an assessment of the tradeoffs to balance the needs of all users. The context factors that should be given high priority include the following:

- a. Whether the corridor provides a primary access to one or more significant destinations such as a community or regional park or recreational area, a school, a shopping/commercial area, a local transportation center or other multimodal center, or an employment center.
- b. Whether the corridor provides access across a natural or man-made barrier such as a river or freeway.

- c. Whether the corridor is in an area where a relatively high number of users of non-motorized transportation modes can be anticipated.
- d. Whether a road corridor provides, or could provide, continuity or connectivity links for an existing trail or path network
- e. Whether nearby and/or parallel routes provide a similar Level of Service, convenience and connectivity already exists.

9. Performance Measures. The town will define performance measures to track the progress of implementation of this policy. Such measures shall include, but not be limited to: improvements in safety for all roadway users; increased capacity and connectivity for all modes of transportation; usage (such as mode share) of biking, walking and transit; miles of bicycle and pedestrian facilities; and attainment of ADA compliance. Such measures shall be incorporated into relevant plans, manuals, policies, processes and programs. The Planning Department shall work with the state and other agencies such as the regional planning organization (GPCOG) to track such performance measures, as appropriate.

10. Implementation. The Town will develop implementation strategies that will include, but are not limited to:

a. Restructuring Policies and Procedures

- Evaluate and revise manuals and practices.
- Develop project checklists for the incorporation of Complete Streets elements into projects, plans and other activities affecting streets and the public-right-of way.
- Work with governmental agencies such as PACTS and the Maine DOT to encourage incorporation of the Town’s Complete Street Policy into transportation projects under their jurisdiction.

b. Developing Design Policies and Guidelines

- Develop and adopt street network plans.
- Develop Level/Quality of Service indicators for motor vehicle, pedestrian, bicycling and transit facilities and services.

c. Providing Training

- Continue education of staff and public officials on the principles and practices of Complete Streets.

d. Improving and Updating Performance Measures

- Identify performance goals and targets.
- Develop tracking measures such as safety, facility use and modal shifts to gauge success.

Vote: 7 Yeas.

Order No. 16-010. Act on the request to adopt the 2016 Town Council Goals. The following individuals spoke on this item:

- Kristen Allen of Woodfield Drive spoke on the Budget piece of the Council Goals noting that the School Budget needs to be restored. For the budget to pass on the first vote things need to be revisited. Items that were removed need to be put back and to have a goal of keeping the budget at 3% or below is not realistic.
- Mary Starr of Haystack Circle also spoke on the 3% Budget piece noting that this would not meet the needs of the School Department. She would not support a level service budget.

- Drew Stevens of Surry Lane also spoke on the 3% budget piece and agreed with the previous two speakers. We need to do what is right for the town; He asked the Council to put the spirit toward the schools as much as they do the town.

Motion by Councilor Babine, seconded by Councilor St. Clair, to move approval to adopt the 2016 Town Council Goals, as follows:

2016 Town Council Goals

Process: The Town Council engaged a professional facilitator to assist in the establishment of goals for the 2016. The prerequisite for a “goal” was established that it must meet all of the following criteria:

- The goal serves our Mission
- Significant progress can be made in one year
- Progress can be measured (through metrics, milestones, or observables)
- The goal is within our control

All goals were selected by consensus. The process included the identification of expected Outcomes and specific Action items to maximize attainment:

OUTCOMES: How we know when goal is achieved, what it looks like, measures

ACTIONS: Specific steps to achieve goals

For those items that failed to satisfy the established criteria for a goal or for which there was not a consensus, the Town Council also identified “Initiatives” as important matters that deserve attention. Lastly, “Other Issues” were identified from individual Councilors during telephone conversations.

GOALS

Improve Internal Communications

OUTCOMES:

- No surprises
- Improve trust
- Subjective survey has smaller range. Greater agreement on council effectiveness.
- More communication between all individual councilors
- More robust and inclusive discussion around issues and at council table
- Strive for broad agreement on issues
- More respect for differences
- Progress towards goals is achieved
- Established and agreed-upon communication protocols

ACTIONS:

- Council self-evaluates progress vs goals, at least annually
- Regular check-ins/evaluation/discussion re council effectiveness
- 1:1 meetings between councilors
- Flesh out ‘norms & practices’ from Retreat

Improve External Communications

OUTCOMES:

- Less controversy around council decisions (less contentious public comment & fewer negative comments from public)

- Understand community needs, services, values
- Pass budget on 1st vote
- Community goals for council based on their input
- More transparency
- More public ownership and support of council decisions
- Connectivity between Committees and more public awareness of Committees

ACTIONS:

- Determine response protocol when a councilor receives an email or letter
- Name a TC “quarterback”
- Community dialogue
- More mention of ‘positives’ in town
- Article or column appearing in Leader 1/mo regarding an issue of interest to the public
- Use Surveys to gauge community regarding
 - Progress
 - Needs
 - Services
 - Goals
- Increase opportunities for dialogue with community
- Increase interaction with the community. Examples::
 - Council members at business openings
 - Council members as school volunteers
 - Keep fellow councilors informed of community contact

Further enhance financial management; budget process

OUTCOMES:

- Pass budget on 1st vote
- Incremental improvement in service delivery
- Responsible/realistic budgets
- Sustainable tax rate increases
- Have agreed-to metrics for budget performance
- Favorable comparison with other communities as benchmarks
- Ultimately, eliminate the need for the budget to go to a vote

ACTIONS:

- Determine and agree upon metrics to measure budget performance
 - Benchmarking with other communities
 - Identify and review best practices from other communities
- Strive for tax impact to be consistently around or below 3%
- Focus on ‘trends’ via metrics/dashboards
- Budget presentation:
 - Combine revenues
 - More accurate projection of property valuation increase
- Continue community budget forum with measurable response and feedback on public input

INITIATIVES AND OTHER ISSUES

- Historic preservation
- Affordable Housing

- Senior services/Aging in Place
- Strategic Planning for the town: 5 – 10 year timeframe
- Business Development
- Broadband internet
- Build on the positives from the Retreat and Goals Workshop
- Ordinances
- Parking

Vote: 7 Yeas.

Item 9. Non Action Items. None at this time.

Item 10. Standing and Special Committee Reports and Liaison Reports.

- Councilor Babine gave an update on the Finance Committee and handed out a calendar for upcoming Finance Committee meetings and reviewed the time-line for Municipal/School Budget meetings.
- Councilor Caterina gave updates on the following: the Conservation Commission; the Chamber of Commerce meeting; the District 30 Legislative Policy Committee meeting in Augusta in the morning; the Long Range Planning Committee; there would be a Broadband meeting next week and the Ordinance Committee.
- Councilor Hayes gave updates on the following: the Senior Advisory Committee; the Coastal Harbor Committee; the Shellfish Conservation Commission and the Transportation Committee.
- Councilor Caiazzo update on the Energy Committee; School Board update;
- Chairman Donovan spoke on the Ordinance Committee as well as the Energy Committee.

Item 11. Town Manager Report. Thomas J. Hall, Town Manager, gave the following updates:

- At a previous meeting he had mention the Star Community Service Program and added that we were at the membership level. He suggested the possibility of forming a steering committee to keep staff on task.
- Martins Point Health Care facility has been moving through the Planning Board process and added there could be two community spaces available.
- Sewer across the Payne Road and will be the subject of a Council Workshop in the very near future.
- Worker Comp Insurance LEADER Program has saved the Town over \$64,000.
- Staff from Congresswoman Pingree’s office would be hosting a meeting on Thursday, January 28th to meet with Town leaders to discuss the Appropriations process and community needs.
- Winterfest has been rescheduled for February 13th from noon to 5:00 p.m.

Item 12. Council Member Comments.

- Councilor Caiazzo wanted to hear more information around the 3% piece of the budget noting that there would be tough decisions to make – not everyone is going to agree with what is being done. He then touched on the joint Finance Committee meeting between the town and the school. There would be a web-based site for all budget information so that budget information would be in one place. He congratulated the Police Dept. on the placement of the 100th individual under its Operation HOPE Program.
- Councilor Hayes also spoke on Project HOPE and the impact that it has on individuals it had assisted.

- Councilor Rowan congratulated the Police Department on Project HOPE. He then commented on a meeting that he had with the Deputy Commissioner of Education on the School Subsidy communities receive from the State. He stated the week of February 14th is “Random Act of Kindness Week” and encourage everyone to participate.
- Councilor Babine thanked everyone for the workshop on the Eastern Trail adding this project is almost complete. He also spoke on Operation HOPE and how the individuals they have helped feel that the Police Department saved their lives. He went on to speak about the upcoming Budget and the 3%.
- Chairman Donovan spoke on the how oblivious he was to the heroin addiction throughout the United States – this is much bigger than any of us realize. He commented on the Star Program adding that we should walk before we run.

Item 13. Adjournment. Motion by Councilor Babine, seconded by Councilor St. Clair, to move approval to adjourn the regular meeting of the Town Council.

Vote: 7 Yeas.

Meeting adjourned at 9:13 p.m.

Respectfully submitted,

Yolande P. Justice
Town Clerk.