

**MINUTES OF THE  
REGULAR MEETING OF THE COMMON  
COUNCIL OF THE TOWN OF STAR VALLEY**

**Tuesday, June 4, 2019 at 6:00 pm  
3675 East Highway 260, Star Valley, AZ  
(Star Valley Town Hall)**

The Agenda for the meeting is as follows:

- PRAYER was offered by Pastor Dave Barber of Rim View Community Church.
- PLEDGE OF ALLEGIANCE
- CALL TO ORDER

- ROLL CALL:

Vice Mayor McKinney X, Council Member Davis X, Council Member Armington X, Council Member Binney X, Council Member Rappaport X, Council Member McDaniel X, Mayor Coon X.

- **GILA COUNTY SHERIFF'S OFFICE REPORT FOR MAY 2019**

Lt. Scott with the Gila County Sheriff's Office gave the report for May 2019.

- **CONSENT AGENDA ITEMS:**

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item will be removed from the Consent Agenda and voted on separately.

**A. Approval of the minutes from the Regular Council Meeting held on May 21, 2019.**

**B. Approval of Claims Payable from May 16, 2019 through May 31, 2019 for the General Fund and for the Water Department.**

**A motion to approve consent agenda items A and B was made by Council Member Davis and was seconded by Council Member Armington.**

**A roll call vote was taken:**

**Vice Mayor McKinney X, Council Member Davis X, Council Member Armington X, Council Member Binney X, Council Member Rappaport X, Council Member McDaniel X, Mayor Coon X.**

**The motion was voted on and passed 7 - 0.**

- **DISCUSSION ITEMS:**

1. **Discussion and possible action to contribute \$17,500.00 to the Meals on Wheels and Senior Ridership programs and \$25,000.00 to the Beeline Bus program. A representative from the Payson Senior Center will be present to update the current status of funding.**

Joanne Conlin with the Payson Senior Center started by referencing the provided handout and reported that the Meals on Wheels program averaged twelve people from July 2019 through April 2019. In the first ten months of the year they delivered 3,055 meals to the Star Valley community. Ms. Conlin stressed it is an important program and the people they serve really appreciate it. Vice Mayor McKinney asked if meals are delivered five days a week. Ms. Conlin responded delivery is Monday through Thursday and meals are provided for seven days. It is not just a meal, stated Ms. Conlin, it's friendship and a wellness check. Ms. Conlin reported eleven Star Valley residents ride the senior express on Wednesdays and have taken 1,116 trips for the first eleven months of the year. It is different from public transit, explained Ms. Conlin, as it is a door-to-door service and for the frailer Star Valley residents. Able-bodied riders have been encouraged to use public transit. Ms. Conlin expressed her hope that the Town will continue the annual funding of \$17,500.00 for Meals on Wheels and Senior Ridership programs for the Star Valley community.

Ms. Conlin explained the two-year grant from ADOT for the Beeline Bus started October 1<sup>st</sup>. The buses were retrofitted and started December 3<sup>rd</sup> and have been on the road for a little over five months. Ms. Conlin reported there have been 155 trips in Star Valley from December 3<sup>rd</sup> through April 30<sup>th</sup> and another 23 trips between May 1<sup>st</sup> through May 24<sup>th</sup>. Ms. Conlin clarified a trip represents a pick-up only. Mayor Coon asked the number of people actually using the bus. Ms. Conlin answered they report on trips and bus stops and they can't determine how many people use the bus. Mayor Coon reiterated it is important for council to know how many passengers ride the bus. Ms. Conlin responded a trip is a person and that the Star Valley community has utilized the bus 155 times. Ms. Conlin added she can't tell how many non-repetitive people ride. Council Member Rappaport asked if revenues are calculated every day. Ms. Conlin answered they keep track on a daily, weekly and monthly basis. Bus fare revenue is very minor, and revenue comes from bus ads, partners, and ADOT. Ms. Conlin referred to the Beeline Bus booklet she provided to council and pointed out the pages where they will be selling ads. Right now, reported Ms. Conlin, they have bus wrap ads that bring in \$2,200.00 per month and those people are committed until November 30<sup>th</sup> of 2020. Council Member Rappaport asked if there are two buses. Ms. Conlin answered there is one bus for Payson and one bus for Star Valley and two back-up buses available. Vice Mayor McKinney asked what the cost of the display ads would be. Ms. Conlin stated she doesn't have the answer as there are different prices for the different size of ads and that she will supply the Town with the information.

Ms. Conlin referred to the handout she provided to council. She explained in Year 2 (in yellow) administration cost is about the same; operations could see a shortfall and depends on gas prices and labor; and preventative maintenance is increased. Ms. Conlin reported they are budgeting \$207,550.00 in year two for administration, operations and preventative maintenance and based upon the budget numbers ADOT would be paying \$136,879.00. The local match, reported Ms. Conlin, is \$72,771.00 between the local partners. They expect to receive \$26,400.00 from the bus wraps and are hoping to get another \$12,000.00 from the bus ads. Gila County donated \$25,000.00 this year and the Town of Star Valley will pay \$465.00 for this program through April. The Senior Center has paid \$5,000.00 because of the retrofit of the buses. Ms. Conlin stated that if things continue the way they are going, and the pricing stays the way it is, the Town of Star Valley is looking at a couple hundred dollars a month. Council Member Davis

stated he calculated the Town has paid \$2.90 per rider for the 155 riders. Ms. Conlin stated they are trying to provide a nice service for everyone because public transit is very important to towns.

Council Member Rappaport asked about providing information substantiating ADOT funding. Ms. Conlin responded she will provide a copy of the ADOT award. Council Member Rappaport stated council needs to see a profit and loss sheet every month. Council Member Binney added council has a fiduciary responsibility for the public money and then stated his frustration with the last-minute packet of information provided by Ms. Conlin. Ms. Conlin stated she would be happy to provide the information and will make sure Town Manager Grier receives it every month. Council Member Rappaport stated council needs to know if this is a good program for the Town. Ms. Conlin responded the Senior Center committed \$25,000.00 of its own money, they do not make money on this program, and they have paid more than the local entities as they paid for the bus retrofits. Council Member Binney questioned if in year three the program will be transferred to a different entity. Ms. Conlin answered the Senior Center agreed to do this as a pilot program as there was a need for transit in the community. She wrote the grant and was awarded the funds for the two-year grant program. They have contacted Central Arizona Governments who is in talks with the County Manager in working to transition the program. The Senior Center will step away and it will become a county wide transit program, reported Ms. Conlin. Council Member Binney asked where the Senior Center donation of \$25,000.00 comes from as they are a non-profit. Ms. Conlin responded they have savings. Council Member Binney asked who audits them. Ms. Conlin answered they are required to be audited by a CPA firm every year as a non-profit and they are also audited by ADOT for the bus. Council Member Binney stated there is no financial incentive for the Town and he does not understand the \$25,000.00 equally spread across the board. Ms. Conlin responded that was the way they did it. The investment is in the community and providing proper services for residents. It's not about making money it's about investing in your community and the people.

Council Member Binney stated he didn't see a business plan and that the Town has asked for information and hasn't received anything. Ms. Conlin responded that nobody has ever asked for information and that any information asked for she has given. Town Manager Grier clarified the Town has asked for information two separate times before this meeting. The information that has been provided is the information council has. Mr. Grier reported there were some specifics he asked for including the ADOT communication. Discussion ensued regarding requested information. Ms. Conlin stated she is happy to provide any information requested. Ms. Conlin informed council they have a transit advisory committee and invited the Town to join the committee as Payson and Gila County have representatives. Council Member Binney acknowledged it is probably a good program, but he doesn't like donating \$25,000.00 guaranteed. Ms. Conlin responded the Town would not donate \$25,000.00 and the worst-case scenario would be around \$12,000.00 for year two.

Mayor Coon questioned what happens if a partner drops out and stated his confusion on the estimate going from \$500.00 to \$25,000.00. Ms. Conlin confirmed and agreed it is a wide estimate because she didn't know what to expect this year. Council Member Binney stated council needed the information by Friday to have time to go over it. Ms. Conlin responded she provided the summary sheet and wanted to make sure her numbers were correct on the other information prior to providing to council. Discussion ensued regarding provision of information. Ms. Conlin stated she is happy to provide the invoice that she sends to ADOT every month. Town Manager Grier clarified that staff needs information well in advance to do an analysis and provide to council. One of the questions to ask, stated Mr. Grier, is the cost per rider worth it? If you take the same logic of the \$2.90 per rider for the 155 riders, and commit to \$25,000.00, the cost per rider goes up to \$161.29. Then it has to be decided if it is worth it. It also makes it difficult for the Town to balance a budget. Town Manager Grier stated he has a problem with the commitment up to \$25,000.00 when the Town is looking at \$500.00, and possibly that should be

rethought. Council Member Binney suggested to Ms. Conlin to provide all the information requested to Town Manager Grier and Finance Administrator Nutt. It's a great program, stated Council Member Binney, stressing that fiduciary responsibility is very important to him. Council Member Rappaport asked why operations and administrative go up 41% in year two. Ms. Conlin responded that is not good information. Ms. Conlin reported that the year one and year two operation and administrative budgets are \$65,000.00 and that there is no increase. Council Member Rappaport stated the information provided is impossible to figure out. Ms. Conlin explained she wanted to make sure she had accurate numbers and needed the weekend to prepare the information. Mayor Coon suggested council get more information to make an informed decision.

**A motion to approve the \$17,500.00 to the Meals on Wheels and Senior Ridership programs was made by Council Member Binney and was seconded by Council Member Armington.**

**A roll call vote was taken:**

**Vice Mayor McKinney Yes, Council Member Davis Yes, Council Member Armington Yes, Council Member Binney Yes, Council Member Rappaport Yes, Council Member McDaniel Yes, Mayor Coon Yes.**

**The motion was voted on and passed 7 – 0.**

## **2. Discussion and public hearing regarding the use of FY2019 Community Development Block Grant (“CDBG”) funds.**

Finance Administrator Nutt stated this is the first public hearing for the Community Development Block Grant project which will allow the Town to access approximately \$270,000.00 in grant funds. Ms. Nutt emphasized the meeting is strictly a discussion item. At the second public hearing she will ask council to approve one project discussed tonight or to instruct staff to schedule subsequent public hearing dates if a decision is not reached. Once council has finished their discussion, explained Ms. Nutt, she will ask the Mayor to open the discussion up to the public for comment. After hearing from the public, she will ask the Mayor to close the public comment portion and return the discussion item back to council for any additional remarks before closing the agenda item.

Finance Administrator Nutt explained CDBG grant funds are provided through the federal budget to the United States Department of Housing and Urban Development and filtered to each community via the State Department of Housing. The funds are available to the Town on a bi-annual cycle and have a regulated use to improve or replace aging infrastructure, address drainage issues, or to assist with seniors and Americans with Disabilities Act programs. Ms. Nutt reported staff has reviewed several possible projects that qualify for the funds and are within the prospective budget of the grant. Projects selected for these funds are intended to improve low to moderate income areas and increase jobs using local businesses. To ensure these goals are met, explained Ms. Nutt, staff will conduct income surveys of the selected project area as well as an environmental review of the target area. The results and a formal application for the use of the funds will be submitted to the Arizona Department of Housing via CAG. Procurement of a project engineer and contractor will be handled through Town Hall, ensuring public notice and contract compliance.

Finance Administrator Nutt explained Project Option 1 would be infrastructure improvements, aging pipe replacement, and rerouting water lines away from private property in the area of Moonlight, Garrels and Sunbeam. These lines are aging, undersized, and with some lines running through private property, reported Ms. Nutt. The project will be to lay a mix of 8-inch, 6-inch and 4-inch C900 pipe throughout this area to remove aged pipes, pipes on private property, and undersized pipes to ensure reliable service of potable water to this subdivision. Ms. Nutt explained the advantage of the project is the replacement of aging and inaccessible pipe before there are major line breaks, some of which may happen

on private property. Staff will need to complete income surveys and an environmental review for this neighborhood. Ms. Nutt reported it is estimated this project will reach the desired \$270,000.00 funding mark.

Project Option 2, explained Finance Administrator Nutt, is the installation of two water tanks and a booster pump at the Circle K well site. The two 25,000-gallon water tanks will be placed on the backside of the lot across the creek. This project will require flood mitigation for the infrastructure but does have the benefit of being in a previously approved CDBG location, thus reducing the impact on staff. Ms. Nutt reported this project should also be within the \$270,000,00 grant budget. The final project option, stated Finance Administrator Nutt, would be the development and connection of the Valley Road well. This well will need lot development as well as new piping to connect to citizens and the main line on Highway 260. Though this project will need extensive project planning it does bring water to an area of town currently without Town water availability. Ms. Nutt reported the cost of this project is not estimated at this time but can be done prior to the next hearing if council so chooses. Council Member Davis asked if staff has a ballpark figure. Town Manager Grier responded he does not have a good ballpark on Option 3.

Town Manager Grier stated that Option 1 is an important project and the staff recommendation. The Town became aware of problems that will need to be addressed either as a capital improvement project or through CDBG funding. That places more importance and priority on Option 1, disclosed Mr. Grier. It was pointed out by Water Operator Dean Shaffer that there is a water line on private property that the Town does not have legal access to and if a water break occurs the Town will have all sorts of problems. The second option is a good option as well, as water storage is always a good thing, stated Mr. Grier. Disclosed Mr. Grier, Water Operator Shaffer believes Option 1 is the priority. The Valley well project was not researched that greatly because it is not a priority over the other options. Mr. Grier stated he still sees the need for the Valley well to back-up the Knolls well but is concerned it may not pass the low to moderate muster. It is a good third project and something to start thinking about as far as a back-up to the Knolls well. Concluded Mr. Grier, the staff recommendation is Option 1, which is going to address aging infrastructure, undersized pipes and inaccessible pipes on private property. Mayor Coon opened up the agenda item for discussion. Finance Administrator Nutt suggested council discuss the projects; listen to any potential projects; discuss the suitability for placing potential projects on the list; and if these potential projects qualify with the grant restrictions. Any projects discussed tonight, stated Ms. Nutt, would qualify to be approved at the second public hearing scheduled for June 18<sup>th</sup>.

Vice Mayor McKinney asked for further information regarding the creek mitigation for the tanks on Option 2. Ms. Nutt answered the tanks will be placed on cement pads along with additional flood proofing. This adds to the expense of the project which means the Town gets two tanks instead of three. The additional underground work would be crossing the creek with the pipe. Vice Mayor McKinney asked if the pipes would be under or over. Town Manger Grier responded they would likely be under and would add to the cost. Vice Mayor McKinney asked if the tanks would provide a few days storage to supply demand if all wells go out. Town Manager Grier answered the storage would not supply the demand and that it is unlikely for all wells to go out at once. Ms. Nutt added that isolated areas could be subject to that scenario. The neighborhood in Option 1 is dependent on an inaccessible line located on private property not failing. Ms. Nutt explained that by increasing the amount of pipe and looping it back to where the Town has water eliminates the idea that these water customers become an island. Mr. Grier added the pipes in that area are undersized, old and need to be addressed. Council Member Binney advocated that Option 1 is more important. Vice Mayor McKinney asked if there are concerns with other legacy piping in Town. Town Manger Grier responded he does not have an answer and will need to explore that further with Water Operator Shaffer.

Council Member Armington asked why the tanks would be placed across the creek. Mr. Grier answered that if they were placed by the community garden it would cut down on the parking. Council Member Binney stated his concern about the last CDBG project going over budget. Mr. Grier reported that project Option 1 came in at about \$97,000.00 and can be expanded to get to the \$270,000.00. Council Member Binney asked if HURF funds could be used to tear up the roads if the project goes over budget. Finance Administrator Nutt responded the new water line the Town would be installing is in the bar ditch and the plan is for minimal saw cutting through the road. She doesn't see how the project would be able to be split out because CDBG requires it begin and end within the grant. Ms. Nutt reported the \$99,000.00 infrastructure cost is trenching, pipe, necessary fixtures and on top of that will be the cost of engineering and water testing. Staff does not estimate it going over the \$270,000.00, stated Ms. Nutt. Town Manager Grier explained the project will address undersized antiquated water lines at the sum of approximately \$270,000.00 in anticipated grant funds. It will be more easily controlled in how we decide to expand it or not to meet the \$270,000.00. Mr. Grier added the Town won't be able to take HURF money and the project will have to be completed with ADOH funds. Mayor Coon questioned if the easements are up to date. Mr. Grier responded the Town will use existing easements and take the water lines off private property. Mayor Coon opened the discussion up to public comment. There were no public comments and the Mayor closed the public comment portion and returned the discussion item back to council for any additional remarks. Council had no additional remarks and the Mayor closed the agenda item.

### **3. Town Clerk report. Presentation by Town Clerk Chapin.**

Town Clerk Chapin thanked council for the opportunity to provide a glimpse into her position as Star Valley Town Clerk. Ms. Chapin reported the Star Valley Office of the Town Clerk includes numerous administrative duties ranging from maintaining council records and issuing licenses to administering elections within the municipality and that a range of information and services are provided to the public over the phone and on a walk-in basis. For the Water Department, explained Ms. Chapin, she provides customer service by phone or in person; posts water customer payments; sets up accounts for new water customers; sets up customers on auto pay as requested; and furnishes door tags and service orders to the water operator for such things as meter re-reads, possible leaks, 24 hour notices, turn-ons and turn-offs. She provides business license applications to new business owners interested in doing business in the Town. After approval by the Town Manager payment is taken and a business license is issued. Ms. Chapin reported for the 2019 calendar year the Town issued a total of 129 Business Licenses. She issues dog tags to owners who are required to provide proof of current rabies vaccination and payment and reported a total of 132 Dog Tags have been issued so far this year. Ms. Chapin stated she is also responsible for preparing the bank deposits for the Water Department and the Town's general fund.

Town Clerk Chapin reported she schedules council meetings, notifies attendees of the meeting time and venue, and is in attendance to take minutes. She transcribes the minutes and once approved by council she posts to the Town's website. She prepares agendas and council books for the Town Council Meetings and Planning and Zoning Commission Meetings and is responsible for posting the agendas at three locations and the Town's website. On a seasonal basis, stated Ms. Chapin, she processes applications and payments for the Community Garden and town park reservations. Ms. Chapin reported the Community Garden has 62 plots and all 62 plots have been reserved for the 2019 gardening season. She maintains a calendar for park facility reservations and posts reservation notices on the board located at the park.

On a yearly basis, explained Town Clerk Chapin, she submits State Shared Revenue grant applications, proposals and letters of intent to the twelve Arizona tribes. Since the passage of Proposition

202 by the voters of Arizona in 2002 the Arizona Tribal-State Gaming Compact calls for tribes to donate 12% of their total annual contribution to Arizona cities, towns and counties for the provision of government services that benefit the general public in such areas as economic development, education, healthcare, public safety and transportation. For the 2018 grant cycle, reported Ms. Chapin, the Town applied for a swing-set and playground equipment. A contribution in the amount of \$11,780.07 was received from the Tonto Apache Tribe. For the 2019 grant cycle, reported Ms. Chapin, the Town is applying for a zip line to be added to the playground at the community park and is requesting \$25,974.00 in funding for the purchase and installation of the zip line.

Ms. Chapin explained a relatively new duty she has undertaken is code violation complaints. Once she is in receipt of a complaint, she establishes a file and researches property owner information. If the code compliance officer determines there is a violation of town code, she prepares a notification, which is sent certified mail to the property owner. This notification explains the violation or violations occurring on the property along with the photos taken by the code compliance officer. If compliance is not achieved within a 30-day period, she prepares a "Complaint/Affidavit" which is filed with the Star Valley Magistrate Court. The Town along with the code violator receive a "Summons" to appear in court and the Town Attorney keeps her informed on the progress of the case. During this process, stated Ms. Chapin, she continually maintains the file and takes case notes.

Town Clerk Chapin explained she works in conjunction with the Arizona Department of Liquor Licenses and Control in the approval process of liquor licenses and follows the necessary steps required by the Department. It starts with receipt of an application and notice, which is posted on the premises of the business for 20 days. Upon council approval or denial, the "Affidavit of Posting" and the "Local Governing Body Recommendation" is sent to the Department of Liquor Licenses for their final determination. Ms. Chapin stated she processes and fulfills public records requests. The date and time are documented once a request is received. If available, she furnishes copies of requested documents and collects a 50 cent per page fee. Ms. Chapin reported she works in tandem with Finance Administrator Nutt processing and responding to Zoning Information Requests.

The Town Clerk, stated Ms. Chapin, is the designated election official for the Town and is responsible for the coordinating and administering of local elections and Home Rule working in conjunction with the Gila County Elections Department and the Gila County Recorder's Office. She attends elections training every year in July to keep up with any changes in election laws. Ms. Chapin explained that during an election year she prepares election packets for candidates; publishes the call of election in the local paper; contracts with Gila County to utilize services of the election department; prepares and provides proof of the sample ballot to candidates; posts notice that sample ballots are available in the clerk's office; provides website information to all candidates for election day results; and prepares the "Canvass of Vote" for council approval. During a Home Rule election, which occurs every four years, she publishes notice of public hearings. If council approves Home Rule, a summary & detailed analyses is submitted to the Auditor General's Office. Once approved by the Auditor General's office a record of vote and other required information is published in the local paper. Reported Ms. Chapin, she prepares the publicity pamphlet, working with a Spanish translator and a printing company – which involves numerous back & forth edits and corrections. Upon completion, a draft is sent to the Auditor General's office for review and comment. Once approval is received, the printer is given the go ahead to print and mail the pamphlets to Star Valley registered voters. Home Rule is included in the Canvass of Vote prepared for council. Lastly, stated Ms. Chapin, she informs the Auditor General's office of the outcome of the election.

Town Clerk Chapin reported other duties she performs as Star Valley Town Clerk include project research; assisting the Town Manager and Finance Administrator; preparing correspondence, letters,

memos and spreadsheets; managing the retention and storage of official Town records; purchasing office supplies and equipment; posting job announcements; and registering and reserving hotel rooms for various conferences throughout the year. Her accomplishments include completing various projects such as the flashing speed signs on Highway 260 – which required working extensively with ADOT – and the park playground equipment. A swing-set and slide along with curbing and engineered wood fiber will soon be installed in the playground, stated Ms. Chapin. Most recently she has researched additions to the tot playground and reported the Town has purchased a tot-swing and merry-go-scooter for installation at the tot playground.

Ms. Chapin stated the Star Valley Town Clerk’s position continues to evolve. She is personally committed to providing timely, efficient and accurate support to citizens, town council and staff; to recording, maintaining and preserving records of all Town business; to providing for the fair issuance and enforcement of business licensing; to the facilitation of liquor licenses, citizen complaints and ensuring legal compliance of all official postings, public notices and related advertising; and to conducting fair and open Town elections. Town Manager Grier stated he requested Town Clerk Chapin make this presentation to better inform council what makes a town go and to brag on her. She does a great job for the Town and without her the Town wouldn’t be able to run with the existing number of employees. Her writing is excellent, her customer relationship skills are wonderful, she is a great representation of Star Valley, and a valuable staff member, reported Mr. Grier.

**4. Discussion and possible action regarding cancelling the July 2, 2019 Regular Council Meeting.**

Town Manager Grier explained the meeting is close to the July 4<sup>th</sup> holiday and some people may have travel plans. For that reason, he suggests cancelling the July 2 meeting.

**A motion to cancel the July 2, 2019 Regular Council Meeting was made by Council Member Davis and was seconded by Council Member Rappaport.**

**A roll call vote was taken:**

**Vice Mayor McKinney Yes, Council Member Davis Yes, Council Member Armington Yes, Council Member Binney Yes, Council Member Rappaport Yes, Council Member McDaniel Yes, Mayor Coon Yes.**

**The motion was voted on and passed 7– 0.**

**• COMMENTS FROM THE PUBLIC**

During this portion of the meeting, members of the public may address the Town Council on items that are not on the printed agenda. Any remarks shall be addressed to the Council as a whole and not to any individual member. Speakers are limited to three (3) minutes per person unless additional time is granted by the Mayor. The Council may not discuss or act upon matters raised during public comments.

The Mayor opened this portion of the meeting up for public comments. There were no comments and the Mayor closed this portion of the meeting.

**• ADJOURNMENT**

**A motion to adjourn the meeting was made by Council Member Davis and was seconded by Council Member Armington.**

**The motion was voted on and passed 7 – 0.**



**APPROVED:**

\_\_\_\_\_  
**Gary Coon, Mayor**

**Date:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Edie Chapin, Town Clerk**

**CERTIFICATION:**

**I 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 Star Valley held on the 4<sup>th</sup> day of June 2019. I further certify that the meeting was duly called and held, and that a quorum was present.**

**Dated this 11th day of June 2019.**

\_\_\_\_\_  
**Edie Chapin, Town Clerk**