

**MINUTES OF MEETING
DAGSBORO TOWN COUNCIL
BETHEL CENTER
MONDAY, APRIL 26, 2010**

The meeting of the Dagsboro Town Council was called to order at 7:00 p.m. on Monday, April 26, 2010, by Mayor Patti Adams. Those present were: Mayor Adams, Vice Mayor Norwood Truitt, Councilwoman Flowers; Stacey Long, Town Clerk; Town's Attorney, Rob Witsil; Kyle Gulbronson, Town Planner; and persons listed on the sign in sheet.

Mayor Adams read the title for the Public Hearing and Vote:
An ordinance to amend Chapter 275-16(A) of the municipal code of the Town of Dagsboro, Delaware, entitled "C-Commercial District" by adding a new subsection (16) to provide for a private volunteer fire company station and facilities. Attorney Witsil stated Mayor Adams has read the title and the title basically says the entire substance of the ordinance. He read the whereas clauses: Whereas the Charter of the Town of Dagsboro, as amended, grants the Town Council of the Town of Dagsboro the authority to make adopt and establish such ordinances and regulations as are deemed proper and necessary for the good government of the Town, the protection and preservation of persons and property and of the public health, safety and welfare; and Whereas by about March 23, 2010 at a duly noticed Public Hearing of the Town Council, the Town Council heard recommendations from the Public and the Planning Commission that the zoning code should be amended to provide for a private fire station for the Dagsboro Volunteer Fire Department in the C-Commercial District; and Whereas the Town Council Public Hearing was duly noticed for this ordinance by fifteen (15) days or more advance newspaper notification and proper Agenda notification in accordance with 22 Delaware Code Section 304, he asked the Town Clerk if that can be confirmed...she Replied Yes Sir; Whereas the Town Council of Dagsboro finds that the proposed amendment complies with purpose and intent of the zoning regulations of the C-Commercial District code, the commercial district goals of the Comprehensive Plan and the zoning regulations of Chapter 275-16 of the municipal code; THEREFORE if the Council so enacts, with a quorum present, the proposal is to hereby amend

by adding the following sub-section 275-16A16 to the Municipal Code. Number 16 would be private volunteer fire company stations and facilities. We will hear first from those persons in favor of this proposed amendment. Please state your name and your affiliation for the record. Gary Cox, New Building Committee Chairman and Town Liaison Representative for the Dagsboro Volunteer Fire Department. We are fully in support of this ordinance so that this fire department will be in compliance with Town codes and there won't be any question. His only question would be - do we need to change the actual wording to fire service as the fire company's legal title is: Fire Department. Attorney Witsil stated the word "company" could be amended to "department" so that is consistent with the title of the organization. Mr. Cox stated that this would be the primary hurdle to allow us to move forward officially with all of the preliminary plans on all future applications. Attorney Witsil asked if there was anyone else wishing to speak in favor of the application. Hearing none...Is there anyone opposed to the proposed amendment? Hearing no persons in opposition, Mayor Adams asked if there were any comments from the Council. There were none. A motion was made by Vice Mayor Truitt to accept the ordinance as amended, seconded by Councilwoman Flowers and unanimously approved. Attorney Witsil stated the Motion passed 3-0.

The next matter scheduled for Public Hearing is on the following ordinance. An ordinance to amend Chapter 270, Sections 270-3 A and 270-16A of the Municipal Code of the Town of Dagsboro to further define the type of improved properties that must be connected to the municipal water system and to provide for monthly water service billing for such properties. It has come to Attorney Witsil's attention that we might not have a quorum for this matter as Mayor Adams has stated she will abstain from the voting on this matter Councilwoman Flowers that this matter be continued until next month's meeting, seconded by Vice Mayor Truitt and unanimously approved (Attorney Witsil stated that Mayor Adams will be able to vote on this). There was an issue as to whether this should be re-advertised and he felt it be well to do so. This concluded the Public Hearings scheduled for this meeting.

Presentation of Building Permits Issued:

Stacey Long, Town Clerk, reported that the only building permit issued for this month was for a demolition for the house on Main Street across from Town Hall.

Gary Cox asked Stacey if she had received the Fire Department's water report. She stated it had been received.

Correspondence:

Stacey mentioned to Council that they had received the water report from the Fire Department for February and March.

Planning and Zoning Report & Town Council Vote on the following:

1. Review and discuss preliminary plan for Dagsboro Fire Department on Railroad Avenue. Mrs. Eckerd stated she was sorry she could not attend that meeting, but we have great commissioners who provided her with the minutes. David Meyers of GMB, represented the Dagsboro Fire Department, in review and discussion of their preliminary plan for the new fire station. The commission was given an updated preliminary plan. On this site plan -- a pond was designated at 3 feet deep and it will be an infiltration pond (meaning that it will be dry except when it rains). A 3 foot high white vinyl fence will be erected around the pond to screen the area. A lighting plan was given to the P & Z, 10 foot landscaping buffer along Lingo Road was decreased to 5 feet, and everywhere else there is a 10 foot buffer. There will be 4 handicapped parking spaces designated out of the 109 that will be provided. Town zoning law requires 78. A sidewalk was added to connect Clayton Street sidewalk to the main building's entrance. The fire siren will remain on Waples Street. There was a unanimous vote to recommend that a cedar tree along Lingo Road will have to be removed, the fuel tanks will have to be screened, and fire department's sign will have to be located at the northwest corner of their property. Lot parcels will need to be combined before the final site plan approval. The Commission has approved the pitch issue that

allows the 3/12 pitch for the primary structure, with a 6/12 pitch for the architectural dormers. This waiver will have to be voted on by Town Council. At the Town Council Meeting in April, the change of the Town Codes was discussed. Mrs. Eckerd did not understand about the utility poles, but we will get back to them unless you wish to discuss them now. The utility poles will be moved to come up to ADA specifications for sidewalks with. Mr. Cox explained that the utility poles were discussed in the existing sidewalk and we agreed to basically extend the sidewalks around the poles, but not redo the entire sidewalks. DelDot raised the issue that the existing situation is there is that the poles are within the existing sidewalk. Mrs. Eckerd noted that Kathy Lewis of Serendipity Quilt Shop and Mark Davidson of Design Consultants Group presented a plan to relocate their shop to Main Street (The Crater home) and she would like to subdivide the 1500 square foot parcels which are facing Sussex Street. We are awaiting her to come before P & Z with a site plan for the entire matter. Kyle stated she is also looking at the house next door to expand there. P & Z felt this is a nice business to have there. Bill Rief and Mark Kneller of MKS were present to discuss their business at 33214 Main Street. They are going to eventually be fabricating countertops and have a retail show case in the building to showcase custom cabinetry. They would like to use the garage area to build the countertops. The told Mrs. Eckerd that they had already been given a business license to do this...Stacey corrected this stating they had applied for one and have not received one. Once P & Z and Council approve the business, the license will be issued. They plan to come in front of P & Z in May with a Parking Plan and site plan. Mrs. Eckerd asked if Mr. Howlett would be in front of P & Z also with his plan of sub-dividing the parcels behind the shop. Stacey has been in contact with the engineer and they have discussed that matter. He had not given her any time frame as to when he is going to submit. Kyle and Mrs. Eckerd felt this needed to be considered as a separate issue. Mayor Adams asked if Council had any questions. Mr. Cox said in reference to the vinyl fencing It was stated by Mr. Cox that the

fencing was to be around the storm water pond...it was only supposed to be identified along the exterior property lines (not actually around the storm water pond)...from the back of the property, down along Swamp Road. Mrs. Eckerd asked if it was marked on the site plan and he responded Yes. Kyle mentioned that it goes in lieu of a vegetative buffer. It is along the property line.

New Business:

Mayor Adams reported that she had a resignation letter from Wayne Baker and Stacey Long, Town Clerk, read the letter into the record. Mayor Adams mentioned that since we have the letter, do we have to take that to a vote or can we just accept it. Attorney Witsil said you can just accept the correspondence as his resignation. Pursuant Charter Section 12 of the Charter of the Town of Dagsboro, if any vacancies shall occur in the office of the Mayor in the office of Councilmen by death, resignation, loss of residence in the Town of Dagsboro, refusal to serve or otherwise, the same may be filled by a majority vote of remaining members of the Town Council. The person or persons so choosing to fill such vacancy shall be qualified as in the case of newly elected members and shall hold office for the remainder of the unexpired term. That provision for qualification is a person 18 years of age or older and shall be a citizen of the United States and shall be a resident of the Town of Dagsboro. Mayor Adams said that Mr. Herb Disharoon has agreed to serve as Council member to carry out the term of Wayne Baker. She feels he will be a great addition to the Council. She was thrilled to hear him say that he agreed to serve. Vice Mayor Truitt made a motion to accept the nomination of Herb Disharoon for the Town Council of Dagsboro, seconded by Councilwoman Flowers and unanimously approved. Mayor and Council welcomed Mr. Disharoon to the Council. Mayor Adams asked Attorney Witsil if he could be sworn in this evening. Attorney Witsil said he could administer the oath from his recollection, but it will not be the official version. Attorney Witsil asked Mr. Disharoon to stand and asked him to solemnly swear to uphold the office of the position of Town Council member of Town of Dagsboro, to uphold the constitution of the United States of America and the Constitution of the State of

Delaware...Mr. Disharoon said, "I do". Attorney Witsil welcomed him to the Council.

Mayor Adams said we will be advertising for a member on the Planning and Zoning Commission. She also asked if anyone was interested in being on the P & Z or knew any interested in being on the P & Z, please contact Stacey or Rae at the Town Hall and we will set up an interview.

The next item of business is the consideration of extension of temporary sign at the entrance of Prince George's Acres. Mr. Marvin Steen, President of Steen Associates, has submitted the letter that he wishes to renew his sign permit for a 3 x 5 free standing sign at the entrance of Prince George's Acres Development, for another 6 months. They are currently trying to sign houses and lots in that development and have a house under construction. It was originally issued for 6 months, recommended to Council by P & Z, and they are asking for an extension of that temporary sign for another 6 months. Vice Mayor Truitt said that if there were no objections from people in the development, it seems O.K. to him. A motion to extend the temporary sign permit at Prince George's Acres entrance for a period of six months ending October of 2010 was made by Councilwoman Flowers, seconded by Vice Mayor Truitt, and unanimously approved. Mr. Steen asked if he could do the entrance ways in white if possible (that is more maintenance or repair issue Council noted). Council agreed that should be fine. Also, Mr. Steen mentioned the pick-up truck sitting at the entrance that has been there for several weeks. Stacey said it was a resident of Prince George's Acres and it has been addressed. Sgt. Litten stated the name of the owner of the truck and said it is their property and they could tell him to get it off. Councilwoman Flowers stated that it appears it might be a safety issue and blocking vision to the road. It will be taken care of.

Old Business:

1. Consideration of adopting Change of Use checklist and pamphlet recommended by P & Z. This was a pamphlet which was once recommended by P & Z and is in Council's packet. It has

been almost a year that it was looked at. She would like Council to study it and see if it has what we need or if there is anything which needs to be added, deleted, changed to suit them and come back in May. We would then be able to vote. It was extremely difficult for people that are trying to set up a business or anything else to know what to do. This checklist will assist them in getting proper information before coming before P & Z or anyone else. Mrs. Eckerd stated that it could be very expensive for them if they did not have it. Kyle mentioned that there was confusion as to when a site plan is needed, when it is not...this gives them information and helps clarify things for Stacey so she may give good information to people coming in. Kyle stated that the good thing is you have had a good number of businesses opening up or interest in business in town; hopefully the economy is picking up and there is more interest in locating in Dagsboro. This would help them. Mayor Adams feels we need to help them having something to go by. P & Z already approved this pamphlet and this is their final work...Mrs. Eckerd stated it had been approved by them. Attorney Witsil asked Mayor Adams and Kyle as to concerns and questions that he had quite a while ago. Attorney Witsil did not understand what more is needed if this is just a preliminary process to assist someone coming into town as to whether they need a site plan or a change of zone or another permit. He felt the review is fine the way it is written (with a couple of amendments). Under #5 - the process #5 - Town Council shall review the application and in their determination they may find this is a minor change of use and they approve the change of use...this is a whole new review process by the Town Council. Now you have a sub-division review, a site plan review, applications for change of zones that you can review and approve. He did not know what approval would be required. Kyle said he thought Attorney Witsil was correct...if someone comes in and it is a minor change of use that is a permitted use, they can justify to Stacey that they meet all the required information on the check list, Stacey should be able to issue a business license and certificate of occupancy without Town Council. When this was drafted it was after a bad experience with another change of use that took place in Town, and they were looking for Town Council's approval of changes of use ... if it was a major change of use. Mrs. Eckerd said that was the

reason it was stopped. Attorney Witsil said he was not saying there could not be a review process, but if you intend to have a review process, I feel there should be a codification process and change the code, amend or create an ordinance for this kind of review and approval. Short of that, we need to take the Town Council review and approval out of it. Vice Mayor Truitt asked Kyle if he was saying that a change of use could be handled by Stacey. As long as the criteria is met, if it is a permitted use and not an intensification of use. Mayor Adams recalled that #5 is one of the items questioned before. Vice Mayor Truitt thought that if Council did not have to go through another layer of approval, he would rather do that. Mayor Adams agreed. Attorney Witsil said sub-section B at the bottom of the page, although it is out of whack with the numbers - the middle of the page states process 1 thru 9 and then A and B. B is where the red flag goes up. If Stacey sees that there is pursuant to 275-40 any change in any residential, industrial or commercial, public or quasi-public structure, then a site plan review is required and that would come before the P & Z and eventually before the Town Council. That is the first stage of review that you would want to have - other than an administrative review. Attorney Witsil stated that #4 and #5 could be deleted. And reference in #2 to Town Council Meeting. Rather than saying Town Hall will review, Attorney Witsil said he felt a Building Official will review would be more appropriate, unless you want this to go to P & Z? It does say administrative change of use (on the left side in the middle paragraph). Attorney Witsil said he would be most comfortable if we kept this as an Administrative review. #2 needs to be revised to delete Town Council and to Town Hall should be revised to the Town of Dagsboro. #3. Building Official will review the application. #4. Can be deleted. #5. Can be deleted. (A) on the bottom of the middle column, should the building official determine that the intensity of the change of use requires P & Z Commission's site plan review (B) Is O.K. The left hand side is O.K. Attorney Witsil did not see any other portion that needed revision. Mayor Adams felt it should be studied and brought up at the May Council Meeting. Her personal opinion is that they need something. See what you come up with and we will address it next month.

#2. Consideration of extending operations/maintenance portion of Artesian contract for approximately 6 months. Stacey had requested information from them. We mentioned that we were taking over the billing; however, we will still need water samples, etc. - the operational part has to continue. Stacey received some figures from Artesian so they could continue that for us for a 6 month extension. Stacey reported that as you will recall back in December, Town Council voted not to renew the contract with Artesian for operations/maintenance/billing and collecting. The Town of Dagsboro will begin billing and collecting and we have not moved forward with the operation and maintenance portion of that at the Mayor said. Operation and Maintenance of the distribution of the system. Artesian has proposed a 6 month extension for operations. This contract states all sections related to billing, meter reading and customer service work has been deleted. Attached is a quote for periodic visits - consumer confidence reports, flushing, hydrant maintenance, monthly reports. It will be \$700 monthly service fees for 3 days per week visits. The terms of the agreement are for 6 months beginning July 1, 2010 and ending December 31, 2010. They have listed some optional services...lead and copper sampling (each sample set would be \$300 done twice a year, emergency response. Artesian has employees on duty 24/7 should an emergency occurs; they will dispatch an operator/repair crew to handle the situation. That is an hourly rate Monday thru Friday, \$57.20 per hour and after 5 p.m. and weekends \$85 to \$80 an hour...if needed in emergency response; however, to have this option as a part of our contract, it would be a monthly \$100 "on call" charge. Materials and outside services are the cost plus 15%. \$700 a month plus \$100 on call charges. Stacey mentioned that it had been previously discussed during a couple of Council meetings and the non-renewal of the Artesian contract that the Town of Dagsboro may consider hiring a licensed operator to provide services that are listed on Page 1, which includes periodic visits, consumer confidence reports, flushing, hydrant maintenance, monthly reports and things of that nature. Things such as this we may be able to get a part time licensed water operator. If the Town wishes to proceed with that, we can; however, not having anyone on staff at this point and not having a cost analysis done of hiring such a person and hours needed, Artesian has offered to continue that section until the Town of

Dagsboro gets someone with a license on staff or continue this for as long as we want. We need to get a figure for a 6 month extension. Between now and 6 months we could take that into consideration and see where we want to go from that point. June 13th or 14th is approaching fast and we do not have much time to figure all of that out. Mayor Adams stated that it is \$4,200 for the 6 month block. If you add the \$100 for emergency it would be \$4,800. I am sure if we hired a licensed water operator (which we could not afford to do that now). Vice Mayor Truitt asked if we paid the \$100 a month plus whatever hourly rate required is...no matter how large the malfunction is, Artesian would have the equipment to be able to take care of it. Stacey agreed wholeheartedly. The Town is definitely not set up to do that at this time. We would need to generate plan, have sub-contractors on call, etc. Artesian can do all of that for us. We have been discussion with Delaware Rural Water and Office of Drinking Water. We would definitely need to have a part time water operator once the Town is ready. Stacey feels that between now and the six months when this contract will expire, we will have a better view of where we want to go. Artesian is willing to extend it past the 6 months if we wish to do so. We want to be cautious and know that we are hiring the right person, Mayor Adams stated. We are only a water distribution system...we are not a treatment facility. Ours is mainly sampling, hydrant flushing, etc. Councilman Disharoon asked if we would get better rates if we went on an annual basis. Under the present contract we are paying for...we pay \$682 a month for operation and maintenance. It is approximately the same unless you add the on-call cost, which would make the difference \$118. Councilwoman Flowers asked about the emergency hourly rates. Artesian has never been able to provide accurate reports to us. Will they be billing us accurately for Emergencies? We never had a problem with their billing. It is the reports of people that they bill for us. The bills which they send us are fairly detailed...person dispatched for how many hours...the address of the location and what the situation was. They are doing utility mark outs...if Miss Utility is called and Artesian goes and marks their water lines...they were there 1 hr. at this location. They have been very detailed on the invoices the Town receives to pay them. Kyle mentioned that we have a new system and we should not have any lines break. Vice Mayor Truitt made a motion to

accept the monthly rate plus the \$100 for emergency service. Stacey mentioned unless Council wished for her to get in with Delaware Rural Water and have a plan generated and get our own on-call contractor. It was discussed between Council. Attorney Witsil stated that in reviewing this during this afternoon there is a little confusion which he has and he asked Kyle for clarification...Page 1 Quotation for Licensed Operator Services the category Main Flushing and Hydrant Maintenance - which say this is part of the \$700 fee. Mains will be flushed only as needed to respond to water quality matters. Hydrants will be flushed pursuant to an annual maintenance plan and optional services - first paragraph on the additional page...the last sentence on the plant facilities - Maintenance paragraph says scheduled routine maintenance of your facility, including Main flushing is available upon your request. Attorney Witsil reads that it should not be charged at an hourly rate unless it is in addition to something that is already scheduled. Vice Mayor Truitt read it as to mean that if you have a quality issue, they have to flush it without charge? Do we have an annual maintenance plan? Stacey said we do. Attorney Witsil said if the annual maintenance plan calls for regular flushing, we should tell it should be clarified and we do not expect to get a charge (regular flushing is twice a year). Spring and fall should come within 6 months of this contract. Kyle asked have they flushed for the spring this year. It is part of their \$700 a month if they are schedule for flushing under this contract. Spring should be covered under the current contract, Vice Mayor Truitt felt. The issue is whether the fall flushing would be covered. Approximately 2 days. Attorney Witsil felt it should be confirmed as part of their annual maintenance program and not added fee. The contract for this ends June 14, 2010. It could be approved subject to that information being clarified that they will flush hydrants in the fall on their semi-annual regular maintenance. Attorney Witsil stated the second sentence that requires them to flush pursuant to an annual maintenance plan. Mains will be flushed only as needed and Vice Mayor Truitt did not feel that this pertained to mains. Stacey did not foresee them charging us an hourly rate as it is part of the annual maintenance and has to be done. A motion was made that the Council accepts the 6 month contract with Artesian for the amount of \$700 per month, plus the monthly on-call charge of

\$100 per month, with the contingency that Artesian agrees that the flushing is part of the routine annual maintenance and done at no charge to the Town, seconded by Councilwoman Flowers, and unanimously approved.

#3. Consideration of request of payment for Frank G. Murray

Mayor Adams stated that she had spoken with Mr. Murray and our negotiations are on-going. She will be talking with him again.

Presentation of the Treasurer's Report:

Stacey Long, Town Clerk, gave the Treasurer's report as attached hereto. A motion to accept the Treasurer's report was made by Councilwoman Flowers, seconded by Vice Mayor Truitt and unanimously approved.

Approval of the Minutes of the March 22, 2010 Minutes: Will be submitted next month as they are not ready.

Standing Committee Reports:

Police Department: Sgt. Litten presented the Monthly Police Department's Report for the month of March (a copy has been given to each Council member). Sgt. Litten reported Miles Driven 2,602; Total Traffic Arrests 14; Total Traffic Warnings 5; Total Criminal Arrests 21; Total Local Ordinances 7; Business License Checks 0; Total Hours 340: Patrol Hours 144 ½; Investigative Hours 86; Administrative Hours 109 ½; Business Checks 471; Complaints 48.

Sgt. Litten reported that Monthly Highlights included an arrest in a residential burglary involving firearms and computers. The firearms and computers have been recovered and subject is currently at SCI. Another residential burglary in which both subjects were arrested and the property was not recovered and restitution is being sought. Chief Toomey made an arrest in an assault 1st and a reckless endangering 1st case. Chief Toomey investigated an identity theft and there are charges pending arrest, but the subject is identified. This report was prepared and respectfully submitted by Chief Toomey; however, as he is out of town, I am giving the report. Sgt. Litten was asked by Councilwoman Flowers about putting signs up on Main Street that

states do not block intersections? Sgt. Litten stated that it is already in the law that you are not supposed to block intersections. In other Towns that have the signs, they do not pay attention. Councilwoman Flowers said what about signs that say do not pass on the right; she had had people do this when she is making a left. She did not know if anything could be done, but there are safety issues. At Bodies where the fire trucks are coming out there are issues. Sgt. Litten stated that signs could be posted, but he did not feel it would improve the situation. When you have the increased volume of traffic that we have during the beach times there will be frequent numbers of people getting backed up. In some cases it is almost best not to stop them from blocking the intersection as everyone is trying to go some place...you stop and you cannot back up. It is just one of those things. Mayor Adams stated that Sgt. Litten did not mention it but she wanted to - Sgt. Litten was at Frankford Elementary and did a Bike Safety and presentation to the students there and it was very well accepted. She stated that it was a good thing that the police are in the schools. She thanked him for that.

Hazard Inspection Committee:

It was mentioned by Mr. Townsend about the tree on the town's right of way but at the Lingo and Clayton Streets location (the site of the property of the Fire Department). Mayor Adams stated that the tree will be taken care of. There was nothing else to report.

Town Property/Town Improvement:

Councilwoman Flowers had a question concerning Tax Ditches. She observed a person on her street carrying bushes and tree limbs and dumping them in the Tax Ditch. Her concern is that she does not feel it is fair for the other residents to have to pay for it, if there is a cost. Can they be fined for that? Yes they can be fined...was her answer. Do you have to call the police when they are doing it? She saw her do it. Kyle mentioned that you could call DNREC in Georgetown to report it. They will send an environmental officer out to investigate.

Stacey had something to report. The Town of Millsboro has purchased a Master Meter and they will be installing it. For the past year we have been paying an estimated charge to the Town of Millsboro and hopefully the new meter will work. They have also installed a remote monitor on the water tower to monitor the water level. Kyle stated the water level in Dagsboro's Tank and Millsboro's are supposed to be equal. Stacey said we will be probably getting billed for it. She hopes this will rectify one of the problems.

Mayor Adams mentioned on Town Property/Town Improvement if you notice sticks on Warrington Street along the ditch, there is a serious problem. We do not want anyone to pull over because the ditch is eroding away. Gerald Mitchell from the Pepper's Creek Tax Ditch and Bob Long, from Soil Conservation looked at it and it will take time and money, and they will be using concrete to build it back up. Please do not pull over on that side or even walk there.

Prince George's Chapel Cemetery:

Reminder that there is a meeting on May 1, 2010 at 2 p.m. in the Town Hall for any interested citizens.

A motion was made to adjourn at 8:15 p.m. by Councilman Disharoon, seconded by Vice Mayor Truitt, and unanimously approved.

Respectfully submitted,

Rae Long
Administrative Assistant

These minutes summarize Agenda items and other issues discussed at this Council Meeting. Votes are recorded accurately. The

recording of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The recording may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.