



MIDDLEBURG TOWN COUNCIL Regular Monthly Meeting Minutes



Thursday, December 12, 2013

PENDING APPROVAL

PRESENT: Mayor Betsy A. Davis
Vice Mayor C. Darlene Kirk
Councilmember Kevin Hazard
Councilmember Trowbridge Littleton
Councilmember Mark T. Snyder
Councilmember David B. Stewart

STAFF: Martha Mason Semmes, Town Administrator
Angela K. Plowman, Town Attorney
Rhonda S. North, MMC, Town Clerk
David M. Beniamino, AICP, Town Planner
A.J. Panebianco, Police Chief
Cindy C. Pearson, Economic Development Coordinator

ABSENT: Councilmember Catherine "Bundles" Murdock
Councilmember Kathy Jo Shea

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on December 12, 2013 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis led Council and those attending in the Pledge of Allegiance to the flag.

Public Presentations

Dan Quanbeck and Terri Domanski, of the Middleburg Charter School Committee, appeared before Council to provide a status report on their efforts. Mr. Quanbeck reported that since they last appeared, the Committee had held one meeting with the School Board's Charter Sub-Committee, during which time they presented the curriculum. He reminded Council that this curriculum was based upon the Leonardo DaVinci Program, which teachers loved. Mr. Quanbeck noted that they would adapt this program to Middleburg. He reported that it was well received by the School Board. Mr. Quanbeck advised that two unique features that they were proposing were to offer full day kindergarten classes and a modified year-round school calendar.

Mr. Quanbeck reported that the Breakfast with Santa event was very successful, with breakfast served to over four hundred people. He advised that one hundred twenty-five children visited with Santa. Mr. Quanbeck noted that their silent auction did well and advised that the monies raised helped to fund the PTO's activities, including support for the class rooms and after school activities.

Mr. Quanbeck reported that the Charter School Committee would meet with the School Board Sub-Committee again next week, during which time they would discuss special education.

Mayor Davis opined that the Committee had done a lot of work, which was very exciting. She asked whether things were moving along. Mr. Quanbeck confirmed they had encountered no problems and that they were receiving positive feedback from the School Board. He reported that Hillsboro was taking the same approach to convert their school to a charter school as they were in the identical position of having a small school with only about sixty children. Mr. Quanbeck opined that it would strengthen their application to have two schools working to achieve charter status.

Ms. Domanski reported that a lot of the Committee's ideas came from the Patrick Henry School of Arts in Richmond, which was the first charter school in Virginia. She noted that they were using their contract as a template and opined that presenting a contract to the School Board showed them that the Charter Committee was serious about this change. Ms. Domanski reported that she had a call into Janet Clarke's office to discuss transferring ownership of the building and advised that she would present information regarding this to the Council next month. She explained that they were trying to determine whether the transfer was possible and the procedure and timeline for such a transfer.

Mayor Davis thanked the Committee for their hard work. She requested that they let the Town Administrator know if they needed anything so she could pass it along to the Council.

Approval of Minutes

Councilmember Snyder moved, seconded by Vice Mayor Kirk, that the Council approve the November 14, 2013 Regular Meeting Minutes as amended.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Staff Reports

Town Administrator Semmes reported that the Town received another check from Troy & Banks in the amount of \$348 resulting from savings found in the Town's Verizon accounts. She noted that this brought the total savings they have found to \$2,700. Ms. Semmes reminded Council that the Town would continue to enjoy these savings as the result of the corrections in the utility accounts.

Mayor Davis inquired as to the status of the Town's solid waste contract. Town Administrator Semmes reported that she would hold contract negotiations with CSI, the current vendor; however, she was also securing an alternate proposal from American Disposal so she could compare the two.

Mayor Davis advised that unless there was a major difference, she hoped the Town could continue to use CSI and noted that she was happy with their service.

Town Administrator Semmes advised Council that CSI had expressed an interest in renewing their contract. She suggested the Town may be able to ride on another larger jurisdiction's contract with them. Ms. Semmes advised that she was evaluating this contract. She noted that she did not know whether any other jurisdictions used CSI; however, she was aware of some who used American. Ms. Semmes advised that she would look to see if she could find another contract on which the Town could ride.

Vice Mayor Kirk inquired as to the overall cost to repair the Well 4 treatment plant. Town Administrator Semmes reported that she spoke with the insurance adjuster, who expressed hope to get a recommendation to VML this week on what costs should be covered. She noted that he was confident this loss would be covered under the Town's boiler and machinery coverage; however, she did not know the amount of the coverage. Ms. Semmes reported that the Town has spent \$240,000; however, it would not get all of that back as some of the work was for add-ons to improve the performance of the plant. She advised Council that she would let them know when she had more information.

Councilmember Snyder questioned whether the staff had any more information regarding the water pressure issue on East Washington Street. Town Administrator Semmes reported that no one would provide a cost estimate; therefore, the Town may need to simply get someone to do the work. She explained that they just wanted to do the work on a time and materials basis. Ms. Semmes agreed with the need to get the work done.

Mayor Davis questioned whether the pressure was still down. Councilmember Littleton reported that it was “spotty”. Councilmember Hazard reported that the Middleburg Country Inn was starting to experience low water pressure.

Councilmember Snyder advised that he would like to see progress made on this item.

Town Administrator Semmes reported that the heating problem at the Health Center has been corrected. She explained that Climatic found out what was going on with regard to the wiring of the thermostats and reported that Charter Technologies now had a working thermostat.

Economic Development Coordinator Pearson reported that during the Visit Loudoun Board of Directors meeting held earlier in the day, it was announced that Patrick Kaler was leaving and that Beth Erickson had been appointed the Acting Director while they searched for a replacement. She further reported that Ms. Erickson would apply for the position. Ms. Pearson noted that the last search for a Director took six months. She advised that Ms. Erickson has stepped down as Chairman of the Board to take this position and planned to step down from the Journey Through Hallowed Grounds as well.

Mayor Davis noted that the Christmas in Middleburg event was well done. Economic Development Coordinator Pearson opined that the barricades helped open the sidewalks. She noted that there were some different items this year, such as the balloons. Ms. Pearson opined that it was a good day.

Chief of Police Panebianco reported that the Police Department donated a “Detective for the Day” item to the Middleburg Elementary School’s silent auction. He noted that he was waiting to see which child won the bid. Chief Panebianco reported that the Christmas Shop went well, as did the Christmas Parade. He noted that they experienced a timing issue with the support agency for the parade; however, he would take care of that for the future. Chief Panebianco opined that the barriers worked well and noted that people seemed to like them. He advised that the Department would have enough barricades for the entire parade route next year.

Mayor Davis noted that there were no barricades in front of the Fun Shop and when the Hunt came through, people ran into the road in front of the horses. Chief Panebianco advised that next year, the Police Department would have a link to its website so members of the press could secure credentials. He noted that they would be the only people allowed to go outside of the barriers. Chief Panebianco thanked his staff for their help during the Christmas in Middleburg event, including Administrative Assistant Kilday who spent most of the day at the welcome tent. He noted that the Maintenance Supervisor was a huge help to the Department. Chief Panebianco further noted that the Economic Development Coordinator fed the officers. He advised that the entire Town staff helped; and, recognized the number of volunteers needed to put on the event.

Chief Panebianco reported that the Department now had a Facebook page that they would use to respond to issues. He advised that it has received over five hundred forty “likes” and was being visited three to six hundred times a day. Chief Panebianco reported that he posted maps of the detour route for the parade and locations where food could be found during Christmas in Middleburg. He opined that it was helpful.

Chief Panebianco reported that he met with the Go Green Committee. He noted that the Police Department has been looking at a drug take back program; and, advised that Go Green and the Wellhead Protection Advisory Committee were as well. Chief Panebianco noted that the Department did not do a take back collection this year as it was held in October and they had their hands full at that time. He reported that the Sheriff's Department did a drug take back twice a year; and, noted that they would look at doing one with them in the spring. Chief Panebianco advised that they would do this once a year to start and noted that he would begin working on it next week.

Mayor Davis opined that everyone did a great job with Christmas in Middleburg. Chief Panebianco noted that it took a lot to put on such an event. He thanked Mollie Morgan for loaning the Police Department her building for the day to serve as a staging area.

Councilmember Snyder reported that he was excited about the **utility** maintenance and operations bids the Town received. He advised that he saw an opportunity to improve services and reduce costs. Mr. Snyder reported that the Committee would be coming to the Council in January with more information.

Reports of Town Committees/Council Liaisons

Councilmember Hazard reported that the Christmas in Middleburg Committee held a wrap up meeting this week. He opined that the parking went well considering the property was wet. Mr. Hazard advised that next year, the Committee would take a road through the site. He noted that the buses could not pull onto the property as it was too wet, which affected traffic on Route 50. Mr. Hazard reiterated that the Committee would do some work in the fields next year.

Councilmember Hazard advised that the restaurants reported that they did well and the shops reported that they did at least as well as last year if not better. He noted that he had heard reports that the crowds were down; however, he did not agree. Mr. Hazard opined that the barriers made a difference in that they allowed the sidewalks to be clear. He noted that he observed people walking down the street with multiple bags. Mr. Hazard advised that the Committee Chair was working on a report.

Councilmember Hazard reported that next year, the Committee planned to use three public address systems as opposed to one. He advised that they would put wireless speakers on poles so people could hear music through them.

Councilmember Hazard advised that while the Committee explored it last year and it did not happen, they still wanted to get Safeway to allow for the placement of tables in their parking lot so people would have a central place to sit.

Councilmember Hazard reminded Council that the event was pretty much a break even one, with any leftover funds being donated to Seven Loaves. He noted that many large sponsors were planning their budgets and advised that the Committee was working on marketing materials that could be distributed now.

Councilmember Hazard reported that the Baptist Church organized the trash pick-up; and, opined that the thirty-five volunteers did a good job of collecting items throughout the day. He noted that by the end of the day, there was not a lot of trash around town.

Councilmember Hazard advised that the Committee would appreciate any feedback from the Council. Mayor Davis opined that everything was much smoother this year. Councilmember Snyder requested that the snowman not be on the Council float next year.

Action Items (non-public hearing related)

Council Appointments – Boards & Commissions

Councilmember Snyder moved, seconded by Councilmember Littleton, that Council re-appoint Eric Combs to the Middleburg Planning Commission for a term to expire December 31, 2017. Councilmember Snyder further moved, seconded by Councilmember Littleton, that Council re-appoint Bill Turnure, Punkin Lee and Linda Wright to the Historic District Review Committee for terms to expire December 31, 2016. Councilmember Snyder further moved, seconded by Councilmember Littleton, that Council re-appoint Erik Scheps and Jane James to the Health Center Advisory Board for two-year terms, said terms to expire December 31, 2015. Councilmember Snyder further moved, seconded by Councilmember Littleton, that Council re-appoint Mary Kay Garwood, Joanne Hazard, Rita Lang, Linda Platt, and Dana Reuter to the Pink Box Advisory Committee for two-year terms, said terms to expire December 31, 2015. Councilmember Snyder further moved, seconded by Councilmember Littleton, that Council appoint Jeralyn “Jeri” Coulter to the Pink Box Advisory Committee to fill an unexpired term, said term to expire December 31, 2014. Councilmember Snyder further moved, seconded by Councilmember Littleton, that the Council recommend to the Judge of the Circuit Court, the re-appointment of Eura Lewis to the Board of Zoning Appeals for a five-year term, said term to expire December 31, 2018.

Mayor Davis questioned whether there was an open seat on the Planning Commission. Town Clerk North confirmed that Dan Broderick was moving; therefore, he was not seeking reappointment. She advised that the staff was currently advertising the seat.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Council Approval – Health Center Fund Donations

Councilmember Littleton moved, seconded by Councilmember Snyder, that Council approve the recommendation of the Health Center Advisory Board for the donation of \$29,000 in Health Center Funds as follows: Seven Loaves Services, Inc. - \$10,000; Middleburg Volunteer Fire Department - \$4,500; Windy Hill Tutoring Program - \$2,000; Cherry Blossom Breast Cancer Fund - \$500; Middleburg Library Advisory Board - \$2,000; Middleburg FISH - \$2,500; Loudoun Abused Women’s Shelter - \$2,500; Middleburg Community Center - \$4,000; American Legion - \$500 and A Place To Be - \$500.

Mayor Davis noted the donation to the Loudoun Abused Women’s Shelter. She opined that in the past, the Council has expressed a desire to keep the donations local. Ms. Davis asked whether a donation was made to the shelter last year. Vice Mayor Kirk confirmed there was. She noted that women in town used their services.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Public Comments

Scott Bessette, of Charter Technologies, noted that he was a tenant of the Health Center building, having leased the property since April of 2012. He reported that when he entered into the lease, he was told of the heating issue; however, because he was told it would be resolved in thirty days, he was not concerned. Mr. Bessette advised that after being six hundred and one days into the lease, the heat issue was still not resolved. He reported that he had no heat last winter and this winter has experienced either a lack of control of the heat or no heat. Mr. Bessette opined that he has been a good tenant; and, noted that he paid his rent a year in advance. He further opined that he had been flexible and accommodating. Mr. Bessette noted that he has raised this issue a number of times and heard a lot of excuses. He reported that he was not even offered space heaters and purchased them himself. Mr. Bessette expressed frustration and noted that he has had to send his staff home because the office was either too hot or too cold. He advised that this morning, the thermostat was set on fifty-eight degrees; however, the temperature was ninety-two degrees in the office, which made it difficult to work.

Mr. Bessette noted that he sent a letter to the Council this morning; however, no one called him. He opined that the Town had not delivered on the lease as it called for heat. Mr. Bessette reported that he spent \$80,000 improving the building. He explained that he offered to pick up the cost because the space he wanted to lease was in poor shape and not worth the lease rate. Mr. Bessette noted that he only asked the Town to pick up 33% of the costs. He advised that he was frustrated, tired, angry and either hot or cold. Mr. Bessette noted that he did not know what the Council was going to do as no one called him. He expressed appreciation for the opportunity to share his frustration.

Mayor Davis advised Mr. Bessette that when she spoke with him in person at the Town Office earlier in the day that this was her response. She noted that she also sent the Town Administrator an email on the subject. Ms. Davis advised that while she knew it did not make things right, she had hoped that speaking with Mr. Bessette earlier in the day allowed him to know the Town was making an effort. She noted that her e-mail confirmed that she wanted to address Ms. Semmes' suggestion regarding the rent. Ms. Davis advised that it was her understanding that the heat was working as Climatic did address the problem. Mr. Bessette acknowledged that the heat was working.

Mayor Davis acknowledged that it was too early to know whether the heat was fixed; however, she noted that the Town was making an effort to address the problem through the hiring of a new contractor. She advised Mr. Bessette that the Council did want to work something out to compensate him for the past issues. She thanked him for his patience.

Mr. Bessette advised Council that he would like for the Town to sell the building to him. He expressed a belief that it was a burden to the Town and advised that he would pay a fair price. Mr. Bessette noted that the building had problems and advised that if the remainder of the electrical system was similar to what was in his suite prior to the construction, there was a lot of work to be done. He reported that he loved being in Middleburg and noted that he had a great working relationship with the staff; however, the issue has now gotten to the point where additional effort needed to be expended.

Mayor Davis expressed hope that the Town has fixed the irregularity and developed a system that would allow Mr. Bessette to control the heat in his unit. She advised that the Council was keeping a close eye on this situation. Ms. Davis asked Mr. Bessette to contact the staff immediately if he experienced a problem.

Councilmember Littleton advised Mr. Bessette that he did not receive his email until 4:30 p.m. He noted that he wanted to discuss it during the meeting before replying. Mr. Littleton expressed hope that the situation was resolved; however, he asked Mr. Bessette to call him if it was not.

Action Items (continued)

Council Approval – Economic Development Consulting Contract – The CLUE Group

Town Administrator Semmes advised Council that this contract involved the marketing and program development work that was budgeted for in the Economic Development budget. She noted that the main item that the staff wanted to do was to help the small business community and downtown businesses be more successful. Ms. Semmes reported that she brought in Kennedy Smith, of The Clue Group, to identify what the Town could do to help them and noted that the contract included items the businesses felt would be helpful. She advised that one of those items was the development of a business toolkit. Ms. Semmes reported that Ms. Smith planned to interview the businesses about how the Christmas Parade went. She advised that if the contract was approved, she and the Economic Development Coordinator would work with Ms. Smith to make sure the businesses were closely involved. Ms. Semmes noted that they would also make presentations to the Council.

Councilmember Hazard moved, seconded by Vice Mayor Kirk, that Council approve an agreement, in a form approved by the Town Attorney, for economic development consulting services with The CLUE Group in an amount not to exceed \$34,000. Councilmember Hazard further moved, seconded by Vice Mayor Kirk, that Council authorize the Town Administrator to sign the agreement on behalf of the Town.

Town Administrator Semmes noted that the contract included in the agenda packet was not the final version. She reported that they have received another version that addressed the staff's comments.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Council Approval – Resolution – First Day Introduction Requirement for Bills with Local Fiscal Impacts

Town Administrator Semmes advised Council that this request was received from Pat Herrity, Chairman of the Governor's Task Force for Local Government Review. She noted that it was also an item that the VML was promoting and advised that they were asking jurisdictions to adopt the resolution. Ms. Semmes explained that as proposed, if a bill had a fiscal impact on local governments, it must be introduced on the General Assembly's first day in session so that local governments would have a chance to address it before the session was over.

Councilmember Snyder moved, seconded by Councilmember Stewart, that Council adopt a resolution pertaining to a First Day Introduction Requirement for bills with local fiscal impacts. Councilmember Snyder further moved, seconded by Councilmember Stewart, that the Town Clerk be directed to send copies of the signed resolution to the Town's representatives in the General Assembly.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Council Approval – Release of Salamander Performance Bond

Town Planner Beniamino advised Council that when Salamander opened the resort, they were given an occupancy permit with conditions based upon the inspections. He reported that the final inspections have been performed and the staff was recommending the release of the \$2.1 million performance bond that was on file with the Town. Mr. Beniamino noted that the performance agreement required that the Town hold a five percent maintenance bond to ensure the public improvements that were installed would last through the first year. He advised that he was asking that the Council release the performance bond contingent upon the execution and acceptance of a maintenance bond.

Councilmember Snyder moved, seconded by Vice Mayor Kirk, that Council authorize the release of the Irrevocable Letter of Credit #TFTS-918043, in the amount of \$2,155,745, issued by JP Morgan Chase, for the Salamander Resort and Spa Project. Councilmember Snyder further moved, seconded by Vice Mayor Kirk, that this release be conditioned upon the receipt of a one-year maintenance bond, executed by Salamander, in the amount of 5% of the actual cost of the public improvements, or \$183,673, in a form acceptable to the Town.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Discussion Items

Proposed Zoning Text Amendments related to Helicopter Landings

Town Planner Beniamino reminded Council that several months ago, they asked the staff to take the issue of helicopter landings at the Salamander Resort to the Planning Commission. He reported that the Commission discussed this issue over a couple of meetings and advised that their recommendation was included in his staff report. Mr. Beniamino explained that they have recommended the addition of a definition for a “helistop” and that once the landings rose to the level of being repetitive that a special use permit be required. He noted that the Town could attach conditions to the permit, such as hours of landing and flight paths. Mr. Beniamino reminded Council that the State Code did not allow the Town to ban private helicopter landings. He noted that the Commission discussed the issue of private versus commercial helicopters; however, it agreed that landings at the site were the concern.

Councilmember Snyder questioned whether the staff was bringing forth a recommendation for action by the Planning Commission to address the zoning ordinance. Town Planner Beniamino explained that he was asking the Council to initiate a formal zoning text amendment by sending this matter back to the Planning Commission. He further explained that they did not want to go through a public hearing unless the Council was on board with the idea.

Councilmember Snyder opined that this was a reasonable recommendation and recommended the Council send it back to the Planning Commission for pursuit. The remainder of Council agreed.

Mayor and Council Salaries

Town Clerk North reminded Council that they discussed this item during their budget discussions and directed her to set up a tickler to place it back on the agenda in December.

Councilmember Snyder advised that he was in favor of making the change and noted that it had been forty years since the salaries were last adjusted. He noted the amount of time he put into the position; and, advised that he was getting paid the equivalent of \$1.50-\$2.00/hour. Mr. Snyder advised that he did not run for office expecting the pay to cover the hours. He noted that fewer people were willing to run for public office. Mr. Snyder advised that he did not want to leave the Council in a position where there were not enough people to staff the Council and opined that the Council needed to pursue the salary increases.

The Council held some discussion regarding the salaries and inflation. It was noted that the FY '14 Budget contained funds based upon the new salary amounts for a half a year; however, the Council did not authorize the expenditure of those funds when it approved the budget.

Councilmember Snyder moved, seconded by Councilmember Littleton, that Council authorize the Town to expend the revised Town Council pay that was approved in the annual budget.

Vote: Yes – Councilmembers Littleton, Snyder and Stewart

No – Councilmembers Kirk and Hazard

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Councilmember Snyder noted that he was up for re-election in May. He suggested that if the citizens did not like his vote on this item, they could vote him out of office.

Information Items

Mayor Davis reminded Council of the Holiday Luncheon scheduled for December 13th.

Closed Session – Legal Advice by Counsel and Acquisition of Real Property

Councilmember Littleton moved, seconded by Vice Mayor Kirk, that Council go into closed session as allowed under the Virginia Freedom of Information Act Section 2.2-3711(A)(7) and (3) for consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel and for the discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Littleton further moved, seconded by Vice Mayor Kirk, that this matter be limited to (1) legal advice regarding a fee charged by the Town and (2) the acquisition of real property for a community purpose. Councilmember Littleton further moved, seconded by Vice Mayor Kirk, that in addition to the Council, the following individuals be present during the first portion of the closed session: Angela K. Plowman, Martha Mason Semmes and Rhonda North. Councilmember Littleton further moved, seconded by Vice Mayor Kirk, that in addition to the Council that the following individuals be present for the second portion of the closed session: Angela K. Plowman, Martha Mason Semmes and David Beniamino. Councilmember Littleton further moved, seconded by Vice Mayor Kirk, that the Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Snyder and Stewart

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock and Shea

(Mayor Davis did not vote as there was no tie to require her vote)

Mayor Davis asked that Council certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, which each member so did. She reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

There being no further business, a motion was made and approved to adjourn the meeting at 7:22 p.m.

APPROVED:

Betsy A. Davis, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk