



MINUTES
PUBLIC COUNCIL MEETING
April 14, 2014

Minutes of the Regular Meeting of Council held in the Council Chambers, Town Hall on April 14, 2014 at 7:43 p.m.

Members Present

Mayor Ralph Tapper
Deputy Mayor Geoff Gallant
Councillor Thomas Hall
Councillor Peggy Roche
Councillor Craig Scott
Councillor Carol Ann Smith
Councillor Mary Thorne-Gosse

Staff Present

Dawn Chaplin, CAO/Town Clerk
Tina Auchinleck-Ryan, Director of Community Services
Bernie Manning, Director of Public Works & Technical Services
Ann Picco, Executive Clerk
Brian Winter, Director of Planning

Gallery

There were a total of 8 people in attendance.

Adoption of Agenda

153-14 Motion – Councillor Smith / Councillor Roche

RESOLVED THAT the Agenda be adopted, as presented.

Question called. Motion carried unanimously.

Adoption of Minutes

154-14 Motion – Councillor Roche / Councillor Scott

RESOLVED THAT the Minutes of the April 2, 2014 Public Council Meeting be adopted as presented.

Question called. Motion carried unanimously.

PROCLAMATIONS / PRESENTATIONS

None.

MAYOR'S REPORT

Mayor Tapper provided a report, dated March 27 – April 10, 2014, of his work and connections that he has made in the community over the past two weeks.

Highlights included:

- Public Meeting on Strategic Plan on April 7th.
 - Overall was a great meeting with high attendance and positive attitudes from all in attendance.
 - As per initiatives listed in the Strategic Plan, there is a lot of work to do. Mayor thanked Council and the public for making it happen and will move forward with the plan.
- Volunteer Appreciation Night on April 9th.
 - Great turn-out and most community groups were represented.
 - Mayor thanked all who participated in this event, and he thanked staff for organizing as it was a great set up.

CORRESPONDENCE

1. Newfoundland Labrador Hydro / Newfoundland Power – Safety Message. ***For information purposes – message to be promoted to the community and correspondence to be forwarded to Occupational Health and Safety Committee.***
2. Correspondence from resident regarding Depot Area. ***Response has been forwarded to resident.***
3. Correspondence from resident regarding Condition of North Pond Road / Convent Lane & Beyond. ***Meeting/site visit is scheduled for next week. Director of Public Works advised that the asphalt plant opens around the middle of May; and, noted that there is some work to be completed prior to.***
4. Department of Municipal Affairs – Province-Wide Basic 911 Service. ***CAO to complete survey upon her return from annual leave – deadline is end of May. Mayor to attend regional meeting on April 29th.***
5. Chair, Holy Trinity Elementary School Council – Sponsorship for Attendance at the Annual General Meeting for the Federation of School Councils. ***Referred to Finance and Administration Committee.***
6. Department of Municipal and Intergovernmental Affairs – Budget 2014. ***For information purposes.***
7. Department of Municipal Affairs – Prime Consultant – 2012-14 Multi Year Capital Works Program – Waste Water Treatment Study. ***It was noted that a study will be done on this project, with completion by December 31, 2013.***

8. NL Historic Trust – Call for Nominations: 30th Annual Southcott Awards. *Referred to Heritage, Arts and Culture Coordinator and the Heritage Advisory Committee.*
9. Department of Municipal Affairs – Sports Facility – Upper Three Corner Pond. *Prime Consultant Agreement was authorized relating to the sports facility at Upper Three Corner. The Economic Development Officer has submitted new application; and, will wait to see outcome within next month before making additional recommendation on this project.*
10. Bae NewPlan Group Limited – Rezoning Application, New Torbay Area School. *Referred to Planning, Land Use and Development Committee.*

CORRESPONDENCE & ACTION REPORT

The Correspondence and Action Report, dated April 14, 2014, was discussed and accepted as presented.

- Item No. 5 – Electric Vehicles – Green Rock E.V.S.
 - Deputy Mayor noted that the Jack Byrne Arena Annual General Meeting is scheduled for this coming Wednesday and requested that Councillor Hall forward information to him to discuss possible charging station at the Arena.

COMMITTEE REPORTS

Economic Development

Councillor Hall advised that a final copy of the Accord is included in Council's packages and read aloud Vision, Economic Development, Guiding Principles and Commitment sections. See motion below:

155-14 Motion – Councillor Hall / Deputy Mayor Gallant

RESOLVED THAT the Town of Torbay approve and sign the Municipalities Newfoundland and Labrador Economic Development Accord as presented by the Urban Municipalities Committee of MNL to the Town of Torbay, and as stated in the final version.

Question called. Motion carried unanimously.

Finance & Administration

The Financial Report, dated March 31 – April 10, 2014, was accepted, as presented. Deputy Mayor Gallant read out payroll and accounts payable information as per the report:

Payroll for the period of March 31 – April 10, 2014, for 33 employees and first quarter remuneration for Council is \$95,042.50.

For the period of March 31 – April 10, 2014, Accounts Payable invoices in the amount of \$28,093.50 were paid. These expenditures were within budget.

There is one (1) Main Operating Invoice totalling \$24,917.92 for approval:

156-14 Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

RESOLVED THAT the Town of Torbay approve payment to Receiver General for Canada, for Payroll deductions March 16-31, 2014, in the amount of \$24,917.92.

Question called. Motion carried unanimously.

A copy of the current income and expense reports were included for Council's information.

A copy of the cheque disbursements journal for first quarter 2014 (January 1-March 31, 2014) was included for Council's information.

Motions required in Chief Administrative Officer's Absence:

157-14 Motion – Councillor Thorne-Gosse / Councillor Hall

RESOLVED THAT in the absence of the Chief Administrative Officer/Town Clerk for the period of April 15-May 4, 2014 that Executive Clerk Ann Picco be appointed the Acting Town Clerk. Any operational matters are to be referred to the appropriate senior department staff member.

Question called. Motion carried unanimously.

158-14 Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

RESOLVED THAT in the absence of the Chief Administrative Officer/Town Clerk for the period of April 15-May 4, 2014, that Executive Clerk Ann Picco be authorized to sign cheques on the main operating bank account.

Question called. Motion carried unanimously.

Parks, Recreation and Community Services

No reports or motions.

Planning, Land Use and Development

Deputy Mayor Gallant provided an overview of items discussed under the Planning, Land Use and Development Committee Meeting Minutes, dated April 8, 2014.

Items discussed in the report included:

1. Development Proposals
 - a) Proposal from property owner at 102-104 Bauline Line to have their property rezoned from Residential Subdivision Area (RSA) to Residential Large Lot (RLL) to accommodate a proposed 13 lot unserviced subdivision development.
 - Committee reviewed proposal from property owner and it was agreed that there are a number of items that need to be addressed prior to Committee making a recommendation on the proposal.
 - Director of Planning is looking into closely.
 - Cul-de-sacs were discussed – Committee will be taking a more comprehensive view of the area.
 - Numerous correspondence received from residents in the area – impact to existing residents will be looked at for recommendations from Committee.
2. Items for Five Year Review Consideration
 - a) Correspondence from property owner at Byre's Lane, requesting land currently zoned Agricultural (AG) to a Residential zone.
 - Committee reviewed proposal and it was agreed that this item should be discussed at our meeting with Plan Tech on April 16, 2014.
3. Correspondence
 - a) Correspondence from property owner at 106 Bauline Line in relation to proposal that was outlined in item 1 a) above.
 - Committee reviewed correspondence and Director of Planning to review and double check regulations.
4. Amendments
 - a) Development Regulations Amendment No. 41, 2014 – land located at 393 Indian Meal Line with proposed access through Woodbridge and Barkwood Lanes. Currently zoned Residential Subdivision Area (RSA), request is to have the property rezoned to residential Large Lot (RLL) to accommodate a 35 lot unserviced subdivision development.
 - The amendment was advertised in the March 22, 2014 edition of the Telegram. There were no written submissions in relation to the advertisement.
 - Director noted that he spoke with Manager of Land Use Planning, Municipal Affairs, and that a regional plan amendment will be required. Therefore, a request must be sent to the Minister to allow the proposed amendment.
 - Committee agreed that the Town should follow the normal process and send the amendment to Municipal Affairs for review along with a letter requesting an amendment to the St. John's Urban Region Regional Plan.
5. Other Items
 - a) Correspondence from Habitat for Humanity Newfoundland and Labrador
 - From February 11, 2014 Planning, Land Use and Development Meeting:
 - Committee reviewed correspondence Director suggested a site on Indian Meal Line may be appropriate for the project.
 - The same property was referenced in a proposal from the property owner of 29 Indian Meal Line where he wanted to trade land with

the Town for the parcel in question. The Town could then develop the site for a park.

- Committee agreed that while Habitat for Humanity is a good cause, the property suggested may not be a good fit and that the Director should continue to investigate the previous proposal. In the meantime, the Director will continue to look for possible sites Habitat for Humanity.
- Committee reviewed correspondence received from Municipal Affairs in relation to the request to trade land. It stated that the act doesn't contemplate trading of land but clearly stipulates that land owned by a municipality can only be sold by public tender or auction.
- DOP to inform property owner of 29 Indian Meal Line of the outcome.
- Committee then discussed whether or not the land could be offered to Habitat for Humanity for that group to build on.
- Committee agreed that the Director should ask CAO to check with other Towns that have partnered with Habitat for Humanity to see what their experience was like.
- Director also noted that he would check to see how the Town actually came to own the property. It may have been deeded to the Town for a recreation site.
- Director is also going to check and see if the Department of Transportation would allow drive way access to the site.
- There was some discussion as to whether or not the Town should team up with Habitat for Humanity or try and go it alone on an affordable home build.

Mayor Tapper requested that a decision be made and a recommendation be forwarded as soon as possible – CAO has forwarded information to the Planning, Land Use and Development Committee pertaining to information/references from other partners who had projects within their towns. It was requested that CAO forward information on to members of the PLUD Committee again and matter to be added to next Agenda.

b) Meeting with Planning and Development Committee. Town of Logy Bay-Middle Cove-Outer Cove (LMO).

- The PLUD committee along with CAO met with the Planning committee from LMO on March 26, 2014. The topic of discussion was the possibility of a regional water assessment study for the area around Jack Byrne Arena.
- The main points were;
 - 1) Who is going to pay for the study?
 - 2) Who should write the terms of reference for the study?
 - 3) How much involvement should the Towns have in the study?
 - 4) What effects if any would development in the area have on the plum of contaminates around the airport?
 - 5) What involvement should the Department of Environment?
- It was agreed that staff members present would meet with the Department of Environment to discuss their role in the process and what they would require for such a study.

- It was also agreed that the committees should bring all the information back to their respective Councils for further discussion.
- Committee also discussed an email sent to the CAO from the Town Manager of LMO, it was agreed that the email should be shared with all of Council when it sits down to discuss, the over issue of a regional water assessment for the area.

Mayor Tapper noted that a meeting is scheduled with Department of Environment and Conservation, on May 5th, at which time this matter will be discussed further.

c) Next Meeting

- Director noted that the next scheduled meeting was April 22, which after the long weekend, therefore an agenda would have to be drafted by April 17. Director suggested that this might be a good time to have Mr. John Kennedy from the department of environment and conservation come in to discuss the trail blockage at Jones Pond.
- Committee agreed with the suggestion. Director also noted that if something pressing came forward that he would add it to that meeting.

6. PLUD Items for Correspondence and Action Report

- a) Committee reviewed table.

Building Applications Approved

The following application was approved subject to the normal conditions and requirements for building within the Town of Torbay:

<i>Application Number</i>	<i>Location</i>	<i>Proposal</i>
B2014-027	36 Bridge Road	General Repairs

Note that application numbers have changed from the previous format. The Town is currently using a new planning program. The applications numbers are generated by the new program. Outlined below are the application types.

- B - Building**
- D - Development**
- C - Building & Development**
- DM – Demolition**
- S – Subdivision of Land**
- MV – Minor Variance**

Building Applications for Approval

Application: C2014-028
Location: 23 Peter's Place
Proposal: 14' x 30' Extension to Single Family Dwelling
Zoning: RI (Residential Infill)

159-14 Motion – Deputy Mayor Gallant / Councillor Scott

RESOLVED THAT the Town of Torbay Approve Application C2014-028, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following condition:

1. All normal conditions and requirements for building within the Town of Torbay.

Question called. Motion carried unanimously.

Application: C2014-029
Location: Portion of 17-43 Quarry Road (Lot 3)
Proposal: Single Family Dwelling
Zoning: RI (Residential Infill)

160-14 Motion – Deputy Mayor Gallant / Councillor Smith

RESOLVED THAT the Town of Torbay Approve Application C2014-029, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following condition:

1. All normal conditions and requirements for building within the Town of Torbay.

Question called. Motion carried unanimously.

Application: C2014-030
Location: Portion of 128-134 Country Drive (132 Country Drive)
Proposal: Single Family Dwelling
Zoning: RMD (Residential Medium Density)

161-14 Motion – Deputy Mayor Gallant / Councillor Scott

RESOLVED THAT the Town of Torbay Approve Application C2014-030, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following condition:

1. All normal conditions and requirements for building within the Town of Torbay.

Question called. Motion carried unanimously.

Application: C2014-031
Location: Portion of 128-134 Country Drive (134 Country Drive)
Proposal: Single Family Dwelling
Zoning: RMD (Residential Medium Density)

162-14 Motion – Deputy Mayor Gallant / Councillor Smith

RESOLVED THAT the Town of Torbay Approve Application C2014-031, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following condition:

1. All normal conditions and requirements for building within the Town of Torbay.

Question called. Motion carried unanimously.

Application: C2014-033
Location: 26 Bauline Line
Proposal: Single Family Dwelling
Zoning: RMD (Residential Medium Density)

163-14 Motion – Deputy Mayor Gallant / Councillor Scott

RESOLVED THAT the Town of Torbay Approve Application C2014-033, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following condition:

1. All normal conditions and requirements for building within the Town of Torbay.

Question called. Motion carried unanimously.

Application: C2014-034
Location: 17 Salerno Place
Proposal: 26' x 30' Accessory Building
Zoning: RI (Residential Infill)

164-14 Motion – Deputy Mayor Gallant / Councillor Smith

RESOLVED THAT the Town of Torbay Approve Application C2014-034, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following conditions:

1. The use of the accessory building is restricted to residential accessory use.
2. All normal conditions and requirements for building within the Town of Torbay
3. Subject to issuance of a permit 9686-12 for Single Family Dwelling.

Question called. Motion carried unanimously.

Application: C2014-035
Location: 423 Indian Meal Line
Proposal: 26' x 36' Accessory Building
Zoning: RI (Residential Infill)

165-14 Motion – Deputy Mayor Gallant / Councillor Scott

RESOLVED THAT the Town of Torbay Approve Application C2014-035, under the Applications for Approval section of the Building Application Report, dated April 11, 2014, subject to the following condition:

1. The use of the accessory building is restricted to residential accessory use.
2. All normal conditions and requirements for building within the Town of Torbay.

Question called. Motion carried unanimously.

Building Applications to be Deferred for Advertising

Application: C2014-032
Location: 7 Bourne's Close
Proposal: Single Family Dwelling with In-law Suite/Double Dwelling
Zoning: Residential Large Lot (RLL)

166-14 Motion – Deputy Mayor Gallant / Councillor Smith

RESOLVED THAT the Town of Torbay Approve Defer Application C2014-032, under the Applications to be Deferred for Advertising section of the Building Application Report, dated April 11, 2014, pending public notification and consultation required in accordance with Regulation 33 of the Torbay Development Regulations, and that any explicit costs associated with the public notification and consultation be billed to the applicant.

Question called. Motion carried unanimously.

Public Works

Councillor Smith provided an overview of items discussed under the Public Works Committee Meeting Minutes, dated April 8, 2014.

Items discussed in the report included:

- Depot Update
 - Moving forward - going through process for land acquisition and project proposal.
 - Mayor stated that the Public Works Committee with the Director of Public Works and staff are taking lead on this project. It's a learning experience, and need to ensure project happens this year as it impacts other plans and projects. He advised great work by Committee Members.

- Potholes
 - Received a number of calls, which staff are attending to. Work will further progress once Winter is over and the asphalt plant opens.
- Trinity Lane
 - Staff are monitoring on a regular basis, paying particular attention to loitering in the area.
 - The Town will be bringing security back before long weekend – this area will be added to list.
 - There haven't been any ATV issues in the area for some time.
 - Staff are keeping an eye on this area from a safety perspective.
- Wastewater BAT study
 - Approved by the Minister. Waiting on completion of the Prime Consultants Agreement.
- Strategic Plan Meeting
 - Councillor Smith advised she was very pleased with the Public Strategic Planning Meeting.

ADVISORY COMMITTEES

Environment

- Town of Torbay Environmental Advisory Committee Terms of Reference.

167-14 Motion – Deputy Mayor Gallant / Councillor Hall

RESOLVED THAT the Town of Torbay adopt the Environmental Advisory Committee Terms of Reference, as presented at the Public Council Meeting of Monday, April 14, 2014.

Question called. Motion carried unanimously.

Council discussed the Terms of Reference referring to matters relating to number of members on committee and committee member terms. Mayor Tapper also thanked CAO Dawn Chaplin for spearheading.

Heritage

Councillor Roche provided a brief overview of Meeting of April 14th with Committee Members:

- A copy of the regulations were distributed to all and Committee discussed how they want to move forward.
- A representative of the Beach Committee was in attendance. A representative, or liaison, from the Beach Committee will sit on the Heritage Committee meetings and a representative of the Heritage Committee will sit in on the Beach Committee meetings to relay information back to respective committees.
- Hoping for meeting of both committees on April 23rd for meet and greet.

- NL Heritage Trust
 - Topic will be discussed at next meeting, but open to all and everyone in the gallery. Would be appreciated if anyone could advise if they know of a building that can be used, restored or designed; or, a heritage trade person or a committee member that we can submit to Heritage Trust for recognition. Requested information by April 23rd.

LIAISON COMMITTEES

Jack Byrne Arena

Deputy Mayor Gallant provided an overview of items discussed under the Facility Status Report, dated March 26, 2014.

Items discussed in the report included:

- The next Board Meeting is scheduled for April 16th.
- Operations Update
 - In process of having a water meter installed to confirm the amount of water consumption at the Arena.
- Board Update
 - The Board of Directors met on March 20th. The Board now have a full complement of members. The Chair will soon meet with the Town of Pouch Cove to conclude the Strategic Planning process and to ensure the strategic priorities are moved forward in a timely fashion. The Annual General Meeting for the Arena is scheduled for April 16th. The Audited Financial Statements will be distributed at that time.

Northeast Avalon Joint Council

Councillor Roche advised a meeting is scheduled for Wednesday evening in Conception Bay South. She noted that Minister Kent will be in attendance, and all are welcome to attend.

She advised that Committee met on Saturday past in Mount Pearl to discuss and facilitate with Consultant regarding strategic planning session and to review for meeting on Wednesday evening.

Minutes of the last meeting will be brought forward to Council once approved.

Torbay Harbour Authority

No report.

Torbay Volunteer Fire Department

Councillor Scott advised there was a meeting on April 7th. Information discussed included:

- There were 10 calls since last meeting.
- Boot Drive is on April 19th, 9:00 a.m., at Foodland.
- NL Design looked at generator and electrical for backup system. They have to re-visit.
- The Department has no issues with the Civic Address Policy/guidelines.
- Requests for donations for the Fire Fighters' Ball.
- Snow clearing at the Jack Byrne Arena. It was noted that snow was piled up in front of the dry hydrant. It was requested that this be brought to the contractor's attention for next Winter. Deputy Mayor to pass along information.
- Ecumenical Service last Wednesday evening – Celebration of 40 Years of Service. Fire Chief talked about the history of the Fire Department. It was a nice service with a tribute to fire fighters who have passed away.

Urban Municipalities Committee

Minutes of the Urban Municipalities Committee Meeting, dated February 27th and 28th, 2014.

- Deputy Mayor Gallant advised that he attended last meeting in Deer Lake. The Minutes are attached for information.
- The Economic Development Accord was presented.
- There was a presentation from MMSB – challenges were discussed around the table. He discussed growth in the Town, which can be challenging in the way of water, septic, residential vs. business tax. He discussed the proposed business park and contamination issue.

Mayor Tapper advised that next meeting is scheduled for June 6th, and he has already committed to attending. The Charter will be signed by all municipalities at the upcoming Municipal Symposium in Gander in early May.

Councillor Smith pointed out the new tax initiative for the City of St. John's – they're taxing lots as approved versus as developed. She asked that the Finance and Administration Committee look at this for next fiscal year.

North East Avalon Regional (NEAR) Plan

Mayor Tapper advised that a meeting was held this morning at Confederation Building. A representative from the City of St. John's was in attendance. A gentlemen from Municipal Affairs presented an activity plan to be reviewed with deadline for completion.

He discussed town amendments, plans, and the St. John's Urban Region Regional Plan. All towns have their own municipal plans in place, which are approved by the Provincial Department. The Town's Planning Consultant suggested to the Minister that he would like to see all plans put together and used as foundation for new plan. The Minister reported today that he did look at this and would like to get this completed. They will have to go through a process, in the interim, they're calling it a super amendment to old plan. They have a time line established to incorporate

all plans - looking at possible time frame of twenty-four months. MNL is support and all are on side.

Regional planning was questioned in the way of transportation, water, etc. Mayor advised there will be no impacts to town's own plans once all comes together. All plans will be incorporated. There are a lot of issues regarding transportation, traffic congestion, road intersections, etc. A study is being done internally on transportation, which will be incorporated in the Plan. St. John's is taking the lead on the study and will take several months to complete.

Other issues discussed included rezoning matters, environmental issues, flooding, climate change, effects on towns with ocean fronts and how this could impact the plan.

Councillor Smith questioned if Healthy Communities Building Healthy Communities was discussed and requested an update. Mayor to provide her with update.

Mayor advised that as soon as the minutes are received, he will have included in Council Package.

Municipal Assessment Agency Inc. (MAA)

Councillor Roche advised that they met about a week ago. She advised that the Town is in good standing, relating to MAA fees. She noted that most towns have turned around 100 percent, and there are only a few outstanding.

She reported that MAA are looking at mapping properties.

Stewardship Association of Municipalities Inc. (SAM)

- Invitation – Annual General Meeting – May 2-3, 2014.
- Agenda
- Minutes – Fall Business Meeting, September 7, 2013.

Deputy Mayor Gallant advised that meeting is taking place in Hawke's Bay, Great Northern Peninsula, NL on May 2nd and 3rd.

Attached are Minutes from the last meeting, dated September 7, 2013, for Council's information, and he encouraged all to read and advise if any questions.

Deputy Mayor noted that SAM is growing – 1/3 since he's President. It's a great organization to be apart of in Newfoundland. They are environmentally conscious, and Torbay is seen as a leader.

Eastern Regional Service Board

- Meeting Information – February 26, 2014.
- Meeting Package, dated March 26, 2014.

Councillor Roche advised that there is a lot of information in Council's package. She's happy to report that they're more proactive, and better proactive for future in areas. She provided highlights, including:

- Garbage collection and tippage fees.
 - Garbage will start to be collected in unincorporated areas. She noted that increasing tonnage to Robin Hood Bay increases tippage fees.
 - Fees for individuals in unincorporated areas will be \$180 per year.
- Organics and compost was another topic.
 - Issues of location was mentioned, such as:
 - Health Hazards
 - Proximity to residents.
 - Associated fumes/odours.
 - Effects on and proximity to wet lands and ponds.
 - Composting can be of benefit to all.
 - Can sell for revenue.
 - Reduce tippage fees.

NEW BUSINESS

Mayor Tapper - Pass

Deputy Mayor Gallant

Deputy Mayor advised there was a great turn-out for the recent Public Meeting on the Town's Strategic Plan, and he thanked all residents of Torbay who participated.

He also thanked the Town's volunteers for attending Volunteer Appreciation Night, further noting that there was a good turn-out.

Councillor Roche - Pass

Councillor Scott - Pass

Councillor Smith - Pass

Councillor Thorne-Gosse - Pass

ADJOURNMENT

168-14 Motion – Councillor Smith / Councillor Scott

RESOLVED THAT the meeting be adjourned at 9:04 p.m., as there was no further business.

Question called. Motion carried unanimously.

Mayor

CAO/Town Clerk