

REGULAR TOWN COMMISSION MEETING MINUTES
AUGUST 6, 2018

Minutes of the Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday,
August 6, 2018, at 6:00 PM in the Town Hall Commission Chambers.

CALL TO ORDER

The meeting was called to order by Mayor Bonfiglio at 6:00 p.m.

ROLL CALL

Town Clerk Stevens led the roll call, which was answered by the following:

	<u>Present:</u>	<u>Absent:</u>	<u>Tardy:</u>
Commissioner Besler	x		
Mayor Bonfiglio	x		
Commissioner Coz	x		
Commissioner de Haseth	x		
Vice Mayor MaGruder	x		

PLEDGE OF ALLEGIANCE

Mayor Bonfiglio led the Pledge of Allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Vice Mayor MaGruder moved to approve the agenda as submitted; seconded by Commissioner de Haseth. Motion carried 5-0.

PUBLIC COMMENT

Terry Brown, Harbour Drive South, asked if the sewer discussions with the City of Boynton Beach would be a public meeting, and Town Manager Titcomb that it would be an open meeting. Mr. Brown also asked that the Commission include in the request for proposals for the landscaping services the requirement for a certified arborist to look at the trees in town and determine the maintenance needs for them.

ANNOUNCEMENTS

- a. The next Planning & Zoning Commission meeting will be held on Monday, August 13th at 8:30 a.m.
- b. The next Charter Review Committee meeting will be held on Wednesday, August 15th at 8:00 a.m.
- c. Town Administrative Offices will be closed on Monday, September 3rd in observance of Labor Day.
- d. The First Public Hearing on the FY19 Budget will be held on Thursday, September 6th at 6:00 p.m.
- e. The Final Public Hearing on the FY19 Budget will be held on Monday, September 24th at 5:00 p.m.
- f. Special Presentation: ICMA 30th Anniversary Manager-Commission Form of Government Recognition. Lori LaVerriere, City of Boynton Beach City Manager, congratulated the Town for reaching its 30 year anniversary of being a Commission-Manager form of government, and she presented a plaque on behalf of the Florida City & County Managers' Association. Also in attendance were: Jeff Green, West Palm Beach City Administrator; Dan Clark, Lake Clarke Shores Town Manager; Wes Smith, Lake Clarke Shores Police Chief; and Rich Reade, Palm Springs Village Manager.

APPROVAL OF CONSENT AGENDA

1. Adopt Minutes of Special Town Commission Meeting of July 2, 2018
2. Adopt Minutes of Regular Town Commission Meeting of July 2, 2018
3. Town Attorney Contract Annual Renewal – No Change

Commissioner Coz moved to approve the consent agenda as submitted; seconded by Vice Mayor MaGruder. Motion carried 5-0.

REGULAR AGENDA ITEMS

4. “Seawall Coalition” Non-Profit Membership Benefits Presentation (By: Alec Bogdanoff) & Resolution No. 2018-07, A Resolution of the Town of Ocean Ridge, Florida, Providing for the Town to Become a Member of the Seawall Coalition (By: Town Manager Titcomb)

Alec Bogdanoff, Florida Resilience Manager for the Seawall Coalition, presented information to the Commission regarding the membership benefits of the Seawall Coalition, a non-profit, non-partisan coalition advocating for national solutions to sea level rise and flooding. Presentation materials were presented in the meeting packages and were posted on the Town’s website for public viewing. Mr. Bogdanoff noted that the Seawall Coalition’s mission is to protect our coasts from sea level rise with effective sea level rise planning by investing in infrastructure and natural solutions that boosts the economy and protects property values, using smart planning to keep communities safe and save taxpayer dollars, building back stronger to protect communities from future flooding, and ensuring our military installations are ready to deploy 365 days per year. He noted that the residential properties at high risk in Ocean Ridge are now at 67 properties, and that number will increase to 149 by 2033. Member benefits include a forum for best practices and support in developing local and state-level responses to sea level rise flooding, and opportunities and tools to communicate with residents on sea level rise challenges and solutions including media opportunities. Joining the coalition is free and does not create any legal ties or obligations. Mr. Bogdanoff stated that there are currently over 80 members across six states, and he hopes Ocean Ridge will become the next member. He mentioned that the coalition helped with the Miami Forever bond which put \$200 million into sea level rise infrastructure funding, and the coalition helped the City build public will around the bond campaign.

Commissioner Besler asked if we have changed the wording of the resolution, and Town Manager Titcomb stated that he received a request to change the wording on page two by removing the words “will work”.

Commissioner Coz asked how the Seawall Coalition is funded, and Mr. Bogdanoff responded that the coalition is funded through philanthropic donations on the national level. Commissioner Coz voiced his concern about several political groups involvement with the coalition. He is concerned with signing the resolution as written, and Mr. Bogdanoff stated that the resolution provided was only a sample resolution and the Town could revise as needed. Commissioner Coz asked what political groups the coalition is affiliated with, and Mr. Bogdanoff stated that they are not affiliated with any; they are an independent group. Commissioner Coz asked why the coalition does not share information with municipalities that are not members, and Mr. Bogdanoff responded that they can share the information, however, in order to gain political will, you need to have members behind you. Commissioner Coz stated that the coalition seems to be a political action group, and Mr. Bogdanoff responded that they are not a PAC; they are a 501 (c)(4) organization. Commissioner Coz voiced his concern that some of the information contained in the resolution has been refuted by NASA. Town Manager Titcomb followed up that if the Commission would like to become a member of the coalition, it could change the resolution and eliminate any objectionable wording.

Commissioner de Haseth supports the resolution as written, and applauded Mr. Bogdanoff for the work the coalition is doing. Vice Mayor MaGruder noted that the work of the coalition goes hand in hand with the work of the Tri-County group.

Vice Mayor MaGruder moved to defer the passing of Resolution 2018-07 until the next meeting, directing the Town Manager to re-word the resolution as discussed; seconded by Commissioner de Haseth. Motion carried 4-1 (Commissioner Coz dissenting).

5. Higgins Engineering Report on Inlet Cay Island Drainage Study (By: Bob Higgins)

Engineer Bob Higgins reported to the Commission on the Inlet Cay Island Drainage study and noted that review of the soil borings indicates a 10-15 foot thick layer of muck/peat, and the soil layer is compressing. The existing drainage system capacity is at a two year flood protection level. Normal flood protection for roadways is 3-5 years, and the arterial road flood protection is typically 10-25 years. Continuation of ongoing outfall pipe inspection, cleaning and repairs is an effective near-term improvement to the drainage issues. "Slip Lining" may be necessary if outfall pipes are cracked or corroded. Tideflex valves at the end of the outfall pipes should continue to be implemented to eliminate backflow associated with high tides. This type of fitting requires continual maintenance, but no permit is required from the South Florida Water Management District (SFWMD). The estimated cost to clean, televise, valve and slip-line installation ranges from \$125,000 to \$175,000 ongoing, and the cost for annual maintenance can range from \$10,000 to \$20,000. A mounding analysis was performed on the land locked area between Bimini Cove and Spanish River Drive and it was determined that water cannot move downward through the peat/muck layer, therefore, water moves laterally into the streets primarily east to west on Spanish River Drive. There is no artesian spring below this area. Water is from local rainfall only with septic being minor. Drainage improvement alternatives include stormceptors, exfiltration trenches, permeable pavers, a pump station, or to raise the roadways, each at different price ranges.

Commissioner Coz noted that the flooding on Bimini Cove and Spanish River Drive has improved since the maintenance has been performed on the pipes there, with the exception of the standing water around the bend area on Spanish River which is caused by some overgrown roots in the outflow pipe which we are fixing now. If that work does not fix the problem, then we will explore different solutions such as a stormceptor.

Public comment: Ric Carey, 39 Spanish River Drive, noted that 12-18 inches of water stands in the street during high tide.

Commissioner Coz asked how the exfiltration trenches affect driveways, and Mr. Higgins responded that the exfiltration trenches would be placed in the non-driveway areas, or if that is impossible to do, it would be a driveway repair.

Vice Mayor MaGruder asked about the capacity of the pipe systems, and Mr. Higgins responded that you can increase to 10-15 cfs with the larger outfall pipes. Vice Mayor MaGruder questioned the proposed locations for the stormceptors, and Mr. Higgins responded that he chose the end of Spanish River Drive because that is a known problem area, however, if it is fixed, we can choose another location. Vice Mayor MaGruder suggested the Bimini Cove area for the stormceptor since that area will be repaved soon and we can do both projects in conjunction with one another.

Mayor Bonfiglio asked if we can do the cleaning and televising over a five-year period and Mr. Higgins responded favorably. Mayor Bonfiglio asked if the stated cost of \$10-20,000 is only for Inlet Cay, and Mr. Higgins confirmed. Mayor Bonfiglio asked if the stormceptors require a permit from SFWMD and Mr. Higgins confirmed and stated it would add another \$5,000 to the proposed cost.

Commissioner Coz stated we have been lax on maintenance even though our Town Engineer reports have indicated that we should provide maintenance on the system on an ongoing basis, and we have upped the maintenance recently due to complaints by residents in the area. Vice Mayor MaGruder noted that the previous company we used wasn't doing a very good job either, and service has been better since we switched vendors.

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Mayor Bonfiglio stated that we may want to combine the drainage and paving program funds in the budget and stretch the paving out so we can concentrate on our immediate needs in regards to drainage. Commissioner de Haseth asked if we are trying to fix something that is going to need to be replaced in the future, and Mr. Higgins stated that the system is under capacity and this is a way to alleviate the flooding and improve the drainage capacity, but it will still not be brought up to County standards.

Vice Mayor MaGruder noted that we cannot increase the size of the pipe without filtering the water. He asked if we could go through the exterior of the pipe and Mr. Higgins responded no because you would be trying to increase the structural integrity of the pipe which can only be done from the inside unless you are doing banding which is no different than replacing it.

Commissioner Besler asked how much more the permeable pavers cost than normally paving a road, and Mr. Higgins responded that it costs around ten times as much.

Public Comment: Jerry Lower, Harbour Drive, asked if the stormceptor is gravity-fed, and Mr. Higgins confirmed.

Ric Carey, 39 Spanish River Drive, thanked the Commission for investing in the study. He stated that the houses are fortunately on pilings, but over the 15 year period, the slope of the driveways has increased significantly. He stated that ultimately it is an elevation question. During tides, water comes out of the drains onto the streets, and he does not understand how we can create a gravity feed that will get water out of the streets, and stated that ultimately we will have to address having the road more stabilized or increased in height so we have a fall from the road to where the outfall is located, and it will not be an easy solution. Mr. Higgins stated that is fairly accurate, but a lot of the pipes benefit from a flap valve on the end so when the tide goes down, water will go back into the intracoastal.

Mayor Bonfiglio noted that the Commission will discuss the options identified in the study during the budget process. Town Manager Titcomb noted that each one of the suggested solutions are a civil engineering project that will require design drawings, specifications, pricing, etc. and we will work with our Town Engineer as the Commission decides to implement them.

6. **First Reading of Ordinance No 632: An Ordinance of the Town of Ocean Ridge, Florida, Providing for Adoption of Amendments to the Florida Building Code by Resolution of the Town Commission (By: Building Official Cameron)**

Mayor Bonfiglio read Ordinance No. 632 by title only.

Building Official Cameron advised that the Legislature adopted the sixth edition of the Florida Building Code in January of this year, and the administrative amendments are local in nature and provide for the construction standards of the town. The proposed ordinance removes the amendments from the code, and it is our intention to pass the amendments by resolution at the next meeting after second reading of this ordinance.

Commissioner Coz moved to adopt Ordinance No. 632 on first reading; seconded by Commissioner Besler.

Public comment: None.

Motion carried 5-0.

7. First Reading of Ordinance No 633: An Ordinance of the Town of Ocean Ridge, Florida, Amending Language to Remove Specific Fees to a Fee Schedule Adopted by Resolution of the Town Commission (By: Town Attorney Shutt)

Mayor Bonfiglio read Ordinance No. 633 by title only.

Town Attorney Shutt advised that staff recommends the removal of specific fees from the town code, and the subsequent creation of a fee schedule adopted by resolution, so that when the Town decides to change certain fees, we will not incur the cost of advertising for amendments to ordinances. He stated that staff has had discussions regarding fees that will be recommended to the Commission. He stated that we will need to adopt a schedule of fees at the next meeting after second reading and adoption of this ordinance; otherwise, we will have no authority to charge any fees. He stated that if the Commission has any suggestions on changes to the fees, they should let staff know.

Town Manager Titcomb stated that staff has been working on overhauling the building permit fee schedule so that the Town will be able to recoup some of the costs it has typically lost in the building permit process.

Commissioner Coz asked if the Police Chief is involved in the staff discussions regarding the fee schedule, and Town Attorney Shutt confirmed that he is involved in the discussions, especially related to parking fines. Chief Hutchins stated that he would take direction from the Commission related to parking fines so that we can have a schedule of fees ready for the next meeting. Commissioner Coz asked if the Commission will have the ability to discuss the fees at the next meeting and amend what is presented, and Town Attorney Shutt confirmed.

Commissioner de Haseth moved to adopt Ordinance No. 633 on first reading; seconded by Commissioner Coz.

Public comment: None.

Motion carried 5-0.

8. Set Date for Shade Meeting Regarding PBA Negotiations and a Budget Workshop in August (By: Town Manager Titcomb)

Town Manager Titcomb advised that staff had a PBA negotiations session today and there are still some items on the table, so we will need another closed meeting to discuss those items, as well as a budget workshop before the September public hearings. Possible dates were discussed and Commissioners checked their calendars. There was consensus to set the closed meeting for PBA negotiations on August 24th at 4:00 p.m. and the budget workshop on August 29th at 3:00 p.m.

9. Eleuthera Dr Drain Abandonment & Emergency Roadway Repair (By: Town Manager Titcomb)

Town Manager Titcomb advised that an emergency repair on Eleuthera Drive is currently in progress due to a sink hole involving the catch basin box on the south side of Eleuthera. The metal culvert running along the street has deteriorated on the bottom side and is laying upside down in the sand, and leaving it there would be a hazard. We also discovered that the catch basin was paved over when a driveway was installed years ago. Televac has also found other issues in the area. We received proposals for the work from two companies and the prices were drastically different. We decided to award the project to the lowest price proposal. Staff is asking the Commission to authorize the emergency repair.

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Commissioner Coz asked what abandonment of the catch basin means, and Town Engineer Tropepe responded that we will no longer be using the catch basin on the south side where the sink hole has started. She stated that we can either fill it or physically remove it, and one of the biggest reasons to remove is to accommodate future underground utilities.

Vice Mayor MaGruder asked if we are going to fill it or remove it, and Town Engineer Tropepe noted that we are going to do both, based on the conditions of the pipe. The pipe goes north and south and a portion of it across the road is corroded and we are going to remove that portion. The rest of the pipe to the north goes underneath an existing concrete driveway. The condition of the pipe there is pretty good so we are going to fill that portion. Another pipe in the east west direction will also be filled with grout for the same reason.

Vice Mayor MaGruder asked about a warranty, and Town Engineer Tropepe responded that a one year warranty is standard in the industry. Town Manager Titcomb responded that the warranty language is printed in the contract.

Vice Mayor MaGruder asked about the timeline of the work, and Building Official Cameron noted that the contractor will be able to mobilize this week and should be completed within one week.

Commissioner Coz moved to spend \$26,450 plus 20% contingency as needed for the Eleuthera Drive emergency repair; seconded by Commissioner Besler.

Public comment: None.

Motion carried 5-0.

REPORTS

10. **Town Manager**

Town Manager Titcomb advised that his report is included in the meeting package, and reported on the following:

- a. Staff met July 20th and August 3rd to process negotiations for the updates and renewal of the Collective Bargaining Agreement (CBA) with affected police personnel. The Commission will hold a "Shade" meeting on August 6th for Commission direction. Adoption of a final agreement will lock and set values in the FY19 proposed budget going into September public hearings for final budget adoption.
- b. Ordinance 630 set a temporary moratorium on building/zoning, land development applications and permits on new builds/substantial (50 %+) proposed within the RSF Zoning districts of the Town. A small number of applicants seek to use the "Section 4. Administrative Exemption" option to have their plans reviewed to meet all Town code and stated criteria to troubleshoot issues under moratorium and potentially be given a green light to proceed to P&Z "Concept Plan Review" process scheduling. The Town Planner, staff and related boards are making progress on tackling issues, definitions and suggested code language to address Town concerns.

Mayor Bonfiglio asked if we would be addressing our code on sheds, and Town Manager Titcomb responded that we will be looking at the setbacks for sheds, as the current code does not fully address the issues we have had in town. There have been recent neighbor disputes that have necessitated the discussions. Commissioner de Haseth stated that our code is very clear that nothing can be located in the setback, and Mayor Bonfiglio stated that we are now having problems because years ago, property owners were receiving verbal authorization from staff to place the sheds in the setbacks as long as the shed is not bolted down or has utilities even though the code does not allow for that, and now it is causing neighbor disputes. Vice Mayor MaGruder

asked if there will be grandfathering, and Mayor Bonfiglio stated that the P&Z will discuss the issues and recommendations will come back to the Town Commission. Town Manager Titcomb stated that the code is clear that you need an administrative permit to place anything in the right of way. Mayor Bonfiglio stated that the verbal authorizations from staff in the past is now causing problems between neighbors and we need to resolve the issues. **There was consensus of the Commission to have the P&Z discuss the code on sheds.**

- c. The Attorney updated our landscaping services "Invitation to Bid" (ITB) with contract services information for the Town to put a renewal ITB out. Chris Wayne Associates (CWA) has been our longtime landscaping contractor with no major issues reported. However compliant with town/county ordinances, we are preparing to engage in a re-bid process, including the addition of ongoing projects in the base bid, some previously considered "add-on" services as part of the service agreement. Winning bid recommendations will be brought back for contract and funding authorizations. Commissioner de Haseth stated that she would like to make sure there is a provision in the contract that a certified Arborist will make sure the tree trimming is done correctly, in order to address concerns from residents. Vice Mayor MaGruder stated that he would like to see a priority clause in the contract so that things are done quicker than they have been done in the past, especially during an emergency.
- d. Staff continued discussions with City of Boynton Beach Utilities and Administration toward reviewing and updating agreements, resolutions, addendums and emergency service protocols. Our utility infrastructure, long-term upgrades and maintenance issues to consider for jurisdiction and budgeting are paramount between the two communities. An October time-frame is anticipated for sit-down meetings between BB Utilities, Administration and Ocean Ridge elected officials to discuss these matters. Individual multi-family community requests for future sanitary sewer service agreements with Boynton Beach are also being monitored and shared between the administrations before any permission is granted. Ad valorem assessments would also need to be discussed. Vice Mayor MaGruder asked about the history of Ocean Ridge owning the potable water pipes, and Town Manager Titcomb responded that the Town is currently paying off a loan for the infrastructure and we own the pipes. Public Comment: Ken Kaleel, 86 Island Drive South, stated that it is important that the town owns the pipes in order to have control over the systems. Vice Mayor MaGruder asked about the age of the pipes, and Mr. Kaleel stated that the vast majority of the pipes were replaced during the last 20 year period. He stated that the Commission should be putting money aside every year in the budget for the maintenance of the systems so that when the problems occur, there is money set aside for that. Town Manager Titcomb stated that the Town Attorney is currently looking at the contracts between Ocean Ridge and Boynton Beach regarding the repairs on the pipes. Water rates were discussed and Mr. Kaleel stated that there was a deal with Boynton Beach years ago regarding in-city water rates and the trade off was that Boynton Beach could own the Oceanfront Park. Zoanne Hennigan, 91 Island Drive South, asked if Boynton Beach was placing an item in their budget for a study to provide sewer service to our multi-family residents, and Town Manager Titcomb confirmed. He stated that they cannot move forward without the cooperation from Ocean Ridge with building permits. Mrs. Hennigan stated that it is becoming more critical for Crown Colony due to their failing sewer system. Commissioner Coz stated that the Crown Colony system services more communities than just Crown Colony, and Boynton Beach will be installing a pipe large enough to service many of those areas and more.
- e. Town Manager Titcomb is attending the Florida League of Cities (FLC) Annual Conference in Hollywood FL, Aug. 16-18th. The theme is the 50th Anniversary of Home Rule Powers Legislation in the Florida Constitution. Municipal trends and management updates, legislative and technical information on key issues, and an exhibition hall of vendor services are featured. The commission has designated Town Manager Titcomb as voting delegate at the business meeting portions. He is also appointed by the FLC President to serve on the FAST (Federal Advocacy Action) and Resolutions Committees while meeting on site.

11. **Town Attorney**

Town Attorney Shutt advised that there is no report.

12. **Police Chief**

Chief Hutchins advised that the Police Department report is included in the meeting package and includes monthly police department statistics. Commissioner de Haseth noted that the EMS call response times are averaging ten minutes per call and asked Chief Hutchins to look into it. Chief Hutchins stated that the Police Department does respond to those calls as well, and stated that he would look into the call times and where the vehicles are coming from.

TOWN COMMISSIONER COMMENTS

13. **Authorizing Staff or a Consultant to Develop a Capital Improvement Plan
(By: Commissioner de Haseth)**

Commissioner de Haseth explained that we have a lot of things coming up such as maintenance, infrastructure improvements, sea level rise, vulnerability study, comp plan changes, etc., and she would like to see a staff driven master plan with an emphasis on the capital improvement plan, based on everything we have been working toward over the past several months. She stated that because we have not been judicious in the past in the maintenance programs in town, she would like us to look at everything in totality and develop timelines and budget impacts, and spreading the expenses out over several years. She would like to see several items addressed such as water lines, signage, paving roads, crossovers, septic to sewer, etc. so we know what the budget impacts may be in the future. Commissioner Besler stated he agrees with Commissioner de Haseth and followed up that he would like to see a smaller version of that developed for the next budget meeting so that we know what we will need to budget for in the short term in the upcoming fiscal year.

Mayor Bonfiglio stated that we already know some of the things that need to be done based on our comp plan and reports from Higgins Engineering and the Town Engineer. He reviewed the items in the report submitted by Commissioner de Haseth, and agrees with some of the items but does not agree that we need to address all of them. Commissioner de Haseth stated that she is not asking that this be completed in August, but would like to see a solid plan for the future. Vice Mayor MaGruder stated that he agrees that we need a plan, as a plan has not been developed since Ken Kaleel was in office.

Commissioner Besler clarified that he does not expect a capital plan to be completed in August, but he would like to see the Town Engineer prioritize and tell us how much will be needed for infrastructure projects in the next fiscal year. He does not think the Commission should be making decisions on infrastructure expenses until the Town Engineer gives a presentation on what is needed. Vice Mayor MaGruder followed up that now we have the report from Higgins Engineering, we need to know from the Town Engineer what the most important items are that need to be done this coming fiscal year, and how much they will cost. Mayor Bonfiglio stated that we already have the paving plan, and he suggests that we spread out those costs over 16 years as opposed to eight, which would free up some much needed money for drainage infrastructure. He stated that it is the Commission's job to prioritize the projects based on information given by the Town Engineer. Commissioner Besler stated that the Town Engineer is the expert, not the Town Commission, and Mayor Bonfiglio countered that the Town Commission still needs to decide which projects will be done based on resources available. Commissioner de Haseth stated that her point is that staff needs to develop the capital plan so that the Commission will know what is coming up and how much to allocate for it. Town Manager Titcomb stated that staff can develop a priority list for FY19, and create a template for a multi-year capital plan and what the costs would be per year. He stated that if a capital plan is developed, the Town should try to commit to funding the plan and not stretch projects out to subsequent years, however, the economy can affect that.

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14. **Town Manager Annual Review and Contract Renewal (By: Commissioner de Haseth)**

Commissioner de Haseth explained that it came to her attention that Mr. Titcomb was hired in 2015 and he has not received an increase in salary or a review over the past three years. She noted that the Commission decided to change the contract from an annual contract to a 30 day renewable contract last year. She stated that feedback is positive and necessary especially for the employee that is running the Town, and it is something that is up to the Commission, so she would suggest that Commissioners complete an annual review one-on-one with Mr. Titcomb, and then talk about it collectively in a workshop session.

Town Attorney Shutt stated that the annual evaluation will need to be done in a public session if a salary adjustment will be made, and the written evaluations will be a public document. He stated that it would be ok to do one-on-one meetings first.

Vice Mayor MaGruder stated that he would like to see all Commissioners fill out the same standard evaluation form, and the Commission would be able to review all five evaluations before the meeting. He stated he would like to see the evaluation done at a special meeting as opposed to a regular meeting.

Public Comment: Zoanne Hennigan, 91 Island Drive South, stated that a standard evaluation form was developed for past Town Manager's and she has forwarded the document to the Town Clerk. She stated that in the past, each Commissioner filled out the form and one-on-one meetings were held before a public meeting was held. She stated that feedback is given by the group collectively in a positive manner, noting which things the Town Manager does well and which things could be improved. She stated that the evaluations should be done annually.

Ken Kaleel, 86 Island Drive South, stated that evaluations have been done for past Managers, and it should let the process serve as goals and objectives for the next year because if you have nothing to base the next year on, there is nothing to evaluate. He stated it worked well in the past.

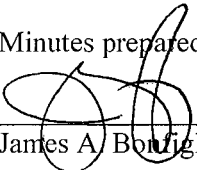
Commissioner Coz likes the idea of individual meetings, but he does not necessarily want to fill out a form. He asked about the timeline, and Mayor Bonfiglio stated that we should consider this before the budget is finalized due to potential budget impacts if a raise is given. Vice Mayor MaGruder stated that the Commission also needs to look at the contract and decide if there is comfort in changing it back to an annual contract. Commissioner Coz stated the only thing that was removed from the original contract was the 60 day notification period and pay associated with that.

There was consensus of the Commission to move forward with the annual evaluation process at the August 29th budget meeting.

ADJOURNMENT

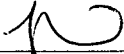
Meeting Adjourned at 8:24 p.m.

Minutes prepared by Town Clerk Stevens, and adopted by the Town Commission on September 6, 2018.



James A. Bonfiglio, Mayor

ATTEST:



Tracey L. Stevens, CMC, Town Clerk