

REGULAR MEETING of the Burrillville Town Council to be held Wednesday, June 13, 2012 at 7:00 P.M. in the Town Council Chambers, 105 Harrisville Main St., Harrisville for and within the Town of Burrillville.

PRESENT: Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson

MEMBERS ABSENT: None

1. Council President Nancy F. Binns led those present in pledging allegiance to the flag.

2. VOTED that the question of accepting the minutes of the regular meeting held May 23, 2011 and the public hearings held May 24 and May 31, 2012, be continued to a future meeting.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

3. Public Comment: None

4. General Good and Welfare of the Town of Burrillville

Councilor Margaret L. Dudley announced the final Friends of the Library Coffee House of the season, scheduled for June 22, 2012 at the library.

Councilor Margaret L. Dudley encouraged attendance at the June 23, 2012 dedication of the farmers' market pavilion.

Councilor Margaret L. Dudley reviewed the 2012 schedule of the river walk concert series.

Councilor Kevin D. Heitke announced the 2012 Burrillville Extended Care concert series at the gazebo.

Councilor Edward J. Blanchard discussed the neighborhood yard sale at the former Pascoag Grammar School building.

Councilor Edward J. Blanchard noted that the 2012 Relay for Life had been scheduled for the last weekend of June at Branch River Park.

Councilor David J. Place announced a fundraiser to benefit the Komen 3-Day Walk for Cure.

Council President Nancy F. Binns congratulated resident Mark Brizard on his recent appointment to the State Board of Medical

Licensure & Discipline.

5. Petitions: None

6. Special Business: None

7. Public Hearing: None

8. Unfinished Business: None

9. New Business:

12-158 VOTED to declare surplus certain items.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

12-159 VOTED to refer to the Screening Subcommittee the application from Ken Milligan for reappointment to the Recreation Commission.

Motion by Councilor Margaret L. Dudley. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke,

David J. Place and Stephen N. Rawson.

12-160 Correspondence from Councilor Wallace F. Lees, Chair, Screening Subcommittee, regarding the Subcommittees recommendations.

VOTED to reappoint Christopher Desjardins, Bruce F. Ferreira and Jeffrey Presbrey to the Planning Board for three year terms to expire March 31, 2015.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint Paul MacDonald to the Personnel Board for a three year term to expire March 31, 2015.

Motion by Councilor Margaret L. Dudley. Seconded by Councilor Wallace F. Lees. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint Jose A. Pedro, Cynthia Carlozzi and Mike Skurka

to the Conservation Commission for three year terms to expire March 31, 2015.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint Sandra Cooney as First Alternate and Edmund Varin as Second Alternate to the Zoning Board for one year terms to expire on March 31, 2013.

Motion by Councilor Margaret L. Dudley. Seconded by Councilor Wallace F. Lees. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint Ken Johnson to the Zoning Board for a five year term to expire March 31, 2017.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint William Andrews to the Sewer Commission for a three year term to expire June 30, 2015.

Motion by Councilor Margaret L. Dudley. Seconded by Councilor Wallace F. Lees. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint Arthur Hurley to the Budget Board for a three year term to expire on June 30, 2015.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to reappoint John Pacheco III as an alternate member to the Budget Board for a one year term to expire on June 30, 2013.

Motion by Councilor Margaret L. Dudley. Seconded by Councilor Wallace F. Lees. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke,

David J. Place and Stephen N. Rawson.

VOTED to appoint Dorothy Karolyshyn as a member to the Juvenile Hearing Board to fill an unexpired three year term expiring June 30, 2013.

Motion by Councilor Margaret L. Dudley. Seconded by Councilor Wallace F. Lees. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED that the term expiration date for Michael Molloy on the Budget Board be extended to June 30, 2013.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

10. Relative to discussion, consideration and action on FY2013 budget matters:

12-161 VOTED to open consideration and action on a resolution adopting the FYE June 30, 2013 Operating Budget. Note: The Town

Council may vote to exceed the tax cap levy, pursuant to the provisions of RIGL 44-5-2(e).

Motion by Councilor Edward J. Blanchard. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

Discussion: The proposed budget resolution, based upon input from the public hearings and June 11, 2012 special meeting, was reviewed.

VOTED to adopt the budget resolution, as follows:

Budget Resolution

Fiscal Year Ending June 30, 2013

SECTION A.

That a resolution of the Town of Burrillville adopting the annual Town Budget for the 2012-2013 Fiscal Year be adopted.

Whereas, the Burrillville Town Charter provides in Article Ten for the budget process and specifically in Section 10.04 (F) for the final adoption of the Town Budget including School Operations.

And whereas, the final budget when adopted shall show a balance between authorized appropriation and anticipated receipts.

Now, therefore, be it resolved that the Town Council adopts a final budget for the 2012-2013 Fiscal Year of \$ 44,948,156. This total budget is divided into the following Sections:

(1) Total Town Operating Appropriation: \$ 9,531,044

(2) Total Town Indebtedness and Interest Appropriation: \$ 3,601,508

****NOTE 1**

(3) Total Other Transfers: \$ 5,000

(4) Total Town Capital Improvement Appropriation: \$ 2,347,000 **NOTE 2

(5) Total School Department Appropriation: \$28,733,604 **NOTE 3

(6) Overlay Variance Appropriation for Tax Abatements, Refunds and Uncollected Taxes:

\$ 730,000

Total Appropriation: \$44,948,156

The Total Adopted Departmental Budgets as recommended by the Town Manager, and amended by the Town Council, for the 2012-2013 Fiscal Year is attached and incorporated as part of this resolution.

SECTION B.

That the Town Council hereby orders the assessment and collection of a tax on ratable real estate and tangible personal property in a sum not less than \$ 27,102,191 and not more than \$ 27,832,191 based upon current estimated assessed valuations.

The Total Revenues allocated for Town and School Expenditures are broken out as follows:

**(1) Total Estimated School Department Revenues: \$
13,215,501 **NOTE 3**

(2) Total Estimated Town Non-Property Tax Revenues: \$ 3,102,983

(3) Total Funding Other Sources:

a. Spring Lake Fund

b. Burrillville Extended Care

c. Wastewater Treatment Fund

d. Recycling Fund

e. Debt Reduction Fund

f. BPAC

\$ 35,000

30,000

265,000

25,000

437,481

5,000 **NOTE 1

Subtotal Other Funding Sources \$ 797,481

(4) Application of General Fund Balance: \$ -0- _____ **NOTE 4

(5) Application of School General Fund Balance: \$ -0- _____

(6) Total Estimated Amount to be raised from Property Taxes:

Class I Real Estate and Tangible

Personal Property 84.35%

Class II Motor Vehicles 15.65%

\$23,476,453

4,355,738

Subtotal Estimated Amount –From Property Taxes \$27,832,191

Total Revenues: \$44,948,156

Total Estimated Net Assessed Valuations:

Class I Real Estate and Tangible Personal Property \$1,451,771,028

Class II Motor Vehicles \$ 108,831,126

Total Estimated Net Assessed Valuations \$1,560,602,155

The Estimated Percentage of the Tax Levy to be raised from:

Class I Property is Projected to be 84.35%

Class II Property is Projected to be 15.65%

The Total Tax Rates to raise the above percentages of the Tax Levy are to be no greater than:

Class I Real Estate & Tangible Personal Property \$16.17

Class II Motor Vehicle \$40.00

An exemption in the valuation amount of \$ 1,500 shall be applied to all motor vehicles and trailers subject to an excise tax as provided in RIGL 44-34.1.

Any and all revenue/receipts (prior and current fiscal year ending 2012 shall be considered to be part of the general receipts of the Town and shall not supplement nor increase the amount appropriated to a specific department by the Town Council). This does not apply to direct reimbursements (e.g. insurance, grants, cancelled orders).

Subsequent to the adoption of this budget by the Town Council, should State Aid be higher than anticipated, the amount will be utilized to adjust the tax rate in lieu of increasing the related appropriations for Town and School Operations.

Municipal department expenses incurred during their normal operation that will result in the over expenditure of a given municipal department's appropriation for the given year shall be balanced through transfers from the General Fund Contingency line item by the Finance Director who shall notify the Town Council of any transfer at the next Town Council meeting.

Now, therefore, be it further resolved, that the tax levy WILL EXCEED the four percent (4.00%) annual cap as imposed by Rhode Island General Laws Chapter 44-5-2, as amended.

Said Taxes are for ordinary expenses, the payment of Town interest and indebtedness in whole or in part, the payment of the Town's proportion of the State Tax, and for other purposes authorized by law.

The Tax Assessor having assessed and apportioned said tax on the ratable property of said Town as of the 31st day of December 2011 at Twelve o'clock midnight, according to law, and shall on completion of said assessment, date, certify and sign the same and deliver to and deposit the same in the office of the Town Clerk, on or before July 1, 2012.

The Town Clerk on receipt of said assessment, shall forthwith make a copy of the same and deliver it to the Town Treasurer/Finance Director who shall forthwith issue and affix to said copy, a warrant under his hand, directed to the Collector of Taxes of said Town, commanding him to proceed and collect said tax of the persons and estates liable therefore, said tax shall be due and payable on the 15th day of July, 2012.

Said tax may be paid in equal quarterly installments, the first installment of 25 per centum on or before the 1st day of August 2012 and the remaining installments as follows:

25 per centum on the 1st day of November 2012

25 per centum on the 1st day of February 2013

25 per centum on the 1st day of May 2013

Each installment of taxes if paid on or before the 1st day of each installment period successively and in order shall be free from any charges for interest.

If the first installment or any succeeding installment of taxes is not paid by the last day of the respective period or periods as they occur, then the whole tax or remaining unpaid balance of the tax as the case may be shall immediately become due and payable and shall carry until collected a penalty at the rate of Twelve (12) per centum per annum from August 1, 2012.

This Resolution adopting the Budget for Fiscal Year Ending June 30, 2013 will become effective July 1, 2012 unless amendments are made prior to July 1, 2012.

****NOTE 1. This budget does include utilizing funds from the Town's Debt Reduction Fund for the purpose of funding a portion of outstanding annual debt obligation as provided in Section 2-113 [d] 4 of the Town Ordinances.**

****NOTE 2. The Capital Portion of this budget, which does not include the use of the Unassigned [Unreserved, Undesignated] General Fund Balance, was adopted in accordance with the Town Charter Section 3.14 (j) at a Public Hearing held on March 28, 2012. As such, the Capital Budget as voted on March 28, 2012 has been slightly modified and is hereby incorporated into the overall budget for fiscal year ending June 30, 2013.**

****NOTE 3. The School Department Expenditure and Revenue Appropriation does incorporate State Aid targeted for several programs including the following: Student Equity, Technology, Early Childhood, Language Investment, and Professional Development, which shall be received by the Finance Director/Town Treasurer and accounted for separately by the School Department.**

****NOTE 4. The Operation Portion of this budget does not include the use of the Unassigned [Unreserved, Undesignated] General Fund Balance. The transfer of these funds would require the affirmative vote of six (6) Council members due to the appropriation of funds from the Unreserved Undesignated General Fund Balance [Town Charter 3.14 (j)].**

Adopted as a resolution this 13th day of June 2012

Motion by Councilor Stephen N. Rawson. Seconded by Councilor Wallace F. Lees. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

12-162 VOTED to open discussion of a resolution adopting the Town Restricted Fund Budget.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Kevin

D. Heitke. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

Discussion: There was discussion of the significance of spelling out the terms of the restricted fund. The matter was tabled while copies of the resolution were made.

12-163 VOTED to open discussion of resolution adopting the Extended Care Program FYE June 30, 2013 Operating Budget.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Kevin D. Heitke. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

VOTED to approve a resolution adopting the Extended Care Program FYE June 30, 2013 Operating Budget, as follows:

**Burrillville Town Council
Resolution**

The Town Council has previously established by ordinance an Extended Care Program within the Recreation Department. The ordinance requires the program to be self supporting.

The Extended Care Program request for funding for the fiscal year beginning July 1, 2012 and ending June 30, 2013 is \$475,000 for operations, based on expected revenue of at least \$475,000. The sum of \$475,000 is hereby appropriated subject to program receipts or grants totaling \$475,000. To the extent receipts fall short of projected revenue, the appropriation is reduced to equal revenue receipts unless otherwise voted by the Town Council.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

12-164 VOTED to approve a resolution adopting the Spring Lake Beach FYE June 30, 2013 Operating Budget, as follows:

Burrillville Town Council

Resolution

The Town Council has previously established the operation of the Spring Lake Beach within the Recreation Department. The Spring Lake Beach operation is intended to provide a program that is deemed to be self supporting.

The Spring Lake Beach Program request for funding for the fiscal year beginning July 1, 2012 and ending June 30, 2013 is \$137,000 based on expected revenue of at least \$137,000. The sum of \$137,000 is hereby appropriated subject to program receipts or grants totaling \$137,000. To the extent receipts fall short of projected revenue, the appropriation is reduced to equal revenue receipts unless otherwise voted by the Town Council.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

12-165 VOTED to approve a resolution adopting the June Rockwell Levy Ice Rink FYE June 30, 2013 Operating Budget, as follows:

Burrillville Town Council

Resolution

The Town Council has previously established the operation of the June Rockwell Levy Ice Rink within the School Department. The June Rockwell Levy Ice Rink operation is intended to provide a program that is deemed to be self supporting.

The June Rockwell Levy Ice Rink request for funding for the fiscal

year beginning July 1, 2012 and ending June 30, 2013 is \$438,000 based on expected revenue of at least \$438,000. The sum of \$438,000 is hereby appropriated subject to program receipts or grants totaling \$438,000. To the extent receipts fall short of projected revenue, the appropriation is reduced to equal revenue receipts unless otherwise voted by the Town Council.

Motion by Councilor Edward J. Blanchard. Seconded by Councilor Margaret L. Dudley. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

12-166 VOTED to adopt a resolution establishing a Preschool Tuition Revolving Fund, as follows:

Burrillville Town Council Resolution

Establishing a Preschool Tuition Revolving Fund

The Finance Director is hereby authorized to establish a “Preschool Tuition Revolving Fund” for the use of the School Department.

(1) Purpose: This Fund is established to allow the School Department to segregate funds received and expended for its Preschool Program from its operating budget.

(2) Receipts: The School Department may direct that funds

appropriated to the School Department operating funds be transferred to the Revolving Fund. In addition, all tuition revenues, grants and other revenue received for the preschool program shall be deposited into the Fund.

(3) Disbursement: Money shall be disbursed from the Fund upon receipt by the Treasurer's Office upon properly documented vouchers from the School Department to the extent that monies are available in the Fund.

(4) Advancements: The School Department may advance funds to the Revolving Fund and request a refund at a later date when funds are available.

(5) Unexpended Funds: All funds not expended from the Fund shall remain in the Fund to be used for future expenditures chargeable to the Fund. In the event that the Preschool Tuition Revolving Fund is terminated, any remaining unencumbered funds may be transferred to the School Department upon approval by the Town Council.

(6) Operating Procedures: The Finance Director or his designee may establish procedures to govern the operation of the Fund.

(7) Expiration Date: The Preschool Tuition Revolving Fund authorization will expire June 30, 2013, unless extended by resolution of the Town Council.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J.

Place and Stephen N. Rawson.

12-167 VOTED to adopt a resolution establishing a Summer School Revolving Fund, as follows:

Resolution Establishing

A Summer School Revolving Fund

The Finance Director is hereby authorized to establish a “Summer School Revolving Fund” for the benefit of the School Department’s Summer School Program.

(1) Purpose: This Fund is established to allow the School Department to segregate funds received and expended for the operation of the Summer School Program from its operating budget.

(2) Receipts: All revenues from tuition, grants, or other funds received in connection with the Summer School Program shall be deposited in the Fund.

(3) Disbursements: Money shall be disbursed from the Fund upon receipt by the Treasurer’s Office upon properly documented vouchers from the School Department to the extent that monies are available in the Fund.

(4) Advancements: The School Department may advance funds to the Revolving Fund and request a refund at a later date when funds are available.

(5) Unexpended Funds: All funds not expended from the Fund shall

remain in the Fund to be used for future expenditures chargeable to the Fund. In the event that the Summer School Revolving Fund is terminated, any remaining unencumbered funds may be transferred to the School Department upon approval by the Town Council.

(6) Operating Procedures: The Finance Director or his designee may establish procedures to govern the operation of the Fund.

(7) Expiration Date: The Summer School Program Revolving Fund authorization will expire June 30, 2013, unless extended by resolution of the Town Council.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

12-162 VOTED to reopen discussion of a resolution adopting the Town Restricted Fund Budget.

Motion by Councilor Edward J. Blanchard. Seconded by Councilor Kevin D. Heitke. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

Discussion: There was review of the appropriations of the restricted

funds. It was noted that \$150,000 had been appropriated at the June 11, 2012 special meeting and that the current vote would be for the balance, for a total amount of \$354,400.

VOTED that the Town Restricted Fund budget in the amount of \$204,400 be adopted with the funding provided by a transfer from the Town's unassigned fund balance.

Motion by Councilor Kevin D. Heitke. Seconded by Councilor Edward J. Blanchard.

Councilor Margaret L. Dudley stated for the record her objections to the special appropriations to WellOne and Senior Services, Inc.

The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

Note: The final resolution, as adopted, was as follows:

Burrillville Town Council Resolution

Establishing a Town Restricted Fund - Agenda #12-162

The Finance Director is hereby authorized to establish a "Town Restricted Fund" for the use of the Municipal Department.

(1) Purpose: This Fund is established to allow the Municipal Department to fund specific activities that are not annually recurring and not funded in its operating budget. That the Town Restricted Fund Budget in the amount of \$354,400 be adopted with funding provided by a transfer from the Town's Unassigned Fund Balance

(2) Funding: Town Restricted Fund will be financed through an appropriation of funds totaling \$354,000 from the Unassigned Fund Balance (Unreserved Undesignated General Fund Balance) [Town Charter 3.14 (j)]. **NOTE:** The transfer of these funds requires the affirmative vote of six (6) Council members

(3) Disbursement: Money shall be disbursed from the Fund upon receipt by the Treasurer's Office upon properly documented vouchers to the extent that monies are available in the Fund.

(4) Unexpended Funds: All funds not expended from the Fund shall lapse and be returned to the Town's Unassigned Fund Balance

(5) Operating Procedures: The Finance Director or his designee may establish procedures to govern the operation of the Fund.

(6) Expiration Date: The Town Restricted Fund authorization will expire June 30, 2013, unless extended by resolution of the Town Council.

Motion by Councilor Kevin D. Heitke. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

11. Town Clerk/Communication: None

12. Additional New Business: None

13. VOTED to adjourn at 7:31 P.M.

Motion by Councilor Wallace F. Lees. Seconded by Councilor Edward J. Blanchard. The vote was unanimous. Voting in favor of the motion were Council President Nancy F. Binns, Councilors Wallace F. Lees, Edward J. Blanchard, Margaret L. Dudley, Kevin D. Heitke, David J. Place and Stephen N. Rawson.

The meeting was recorded.

Louise R. Phaneuf, Town Clerk