

The Regular Meeting of the Meeker Town Board was held Tuesday, January 6, 2009 at Town Hall.

Members Present	Mayor	Etheridge
	Trustees	Strate Omer Halandras Mills Gerloff Waldref
Town Staff Present	Town Administrator	Day
	Town Planner	Smith
	Public Works Super	Overton
	Town Attorney	Viscardi
	Admin. Assist.	Niemi
Citizens Present	Nikki Turner	RB Herald Times
	Dave Scherbarth	Dr. Dorsett
	Phyllis Schoenhals	Ellie Arnold
	Bill Schoenhals	Mike Arnold
	Peggy Schmidt	David Smith
	Terry Goedert	Jim Mense

CALL TO ORDER

Mayor Etheridge called the meeting to order at 7:00 p.m.

ROLL CALL

All Trustees present.

APPROVAL OF THE AGENDA

Mayor Etheridge asked if there were any changes to the agenda, with Town Administrator Sharon Day stating there were no changes, but the Colorado West discussion would be postponed until the next meeting.

A motion was made by Trustee Halandras to approve the agenda as presented, seconded by Trustee Waldref. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

Mayor Etheridge asked for changes or revisions to the minutes of December 10, 2008, with none noted.

A motion was made by Trustee Omer to approve the December 10, 2008 minutes, seconded by Trustee Strate Ayes ó Trustee Omer, Mills, Halandras, Strate and Gerloff. Trustee Waldref abstained, motion carried.

APPROVAL OF VOUCHERS

Mayor Etheridge asked for questions or comments regarding the revised set of vouchers dated December 31, 2008 and the revised set of vouchers dated January 6, 2009. Trustee Halandras inquired about the recycling center and if it still paid for itself. Day stated it pays the freight expense but not the whole recycling program.

A motion to approve the revised set of vouchers for December 31, 2008 and the revised set of vouchers dated January 6, 2009 was made by Trustee Strate, seconded by Trustee Waldref. All ayes. Motion carried.

PUBLIC PARTICIPATION

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David Scherbarth of Park Avenue and Sulphur Creek of Mr. Scherbarth stated the group present represented a small percentage of neighbors in the area who were concerned about the presence of surveyors and the proposed plans of the Town to put a road through their neighborhood. He stated everyone present felt they would be adversely affected by a road and hoped to begin an open discussion and present some options for the future that would be viable for the Town to maintain the neighborhood the way it currently is. Mr. Scherbarth stated there were several questions the group had and asked the Board, for the benefit of the group, to clarify the information they had heard, such as four lanes, and the Town allocating funding towards the project. He stated the first thing the group would like to know, is the process the Town would use to put the road through, who made the decisions, where the project is and why it is being done. Mr. Scherbarth stated he would be asking the questions as the group had appointed him representative of the group.

Mayor Etheridge stated it was nice to see the group present as the Board seldom saw the public present at meetings and many of the decisions the Board makes go un-noticed unless they read the paper. She also stated she hoped the group remained active participants during the process whatever direction the project goes. Mayor Etheridge stated the Board meets annually before budget season to discuss what capital projects the Town would like to focus on and one thing was realized this past fall, particularly after the election when the elementary school bond issue passed, was planning for growth. She stated the growth the Town had seen on the northeast side, i.e. the new recreation facility, a new day care, new sub-divisions and two new apartment complexes, had the Board focusing on how to plan for the new growth and how to get the children safely to school when the new elementary was completed. She also stated the other question was how to get people safely to all places and what would be the possibility of creating 2nd Street.

Mayor Etheridge stated the original plat for the Town was to have a street (2nd Street) that went like 1st Street and 3rd Street but was not developed that way. She stated the Board thought it would be in the best interest of the Town to look at potentially developing 2nd Street but had not progressed very far at this time. She stated the Town had budgeted a small amount of funding for feasibility studies. She stated the feasibility study for the road determines if it is feasible or possible to put a road over Sulphur Creek, or to put in a 2nd Street. The first step was to survey the area, to locate the Town's right-of-way so an engineer could look at it and determine if there would be enough room. Mayor Etheridge stated the Town had not heard back from the engineer to determine if the Town could move forward with the feasibility study. She stated again, the Town was in the infancy stages of a proposed 2nd Street and would not be making any decisions without public input/participation as all decisions are made via the public process. Mr. Scherbarth inquired about the decision process, who makes the decisions and didn't know most of the staff. Mayor Etheridge introduced the Town Staff to the group, stating the Board makes the final decision but Town Staff does all the project work and brings the information to the Board for decision making. She stated again public participation would be part of the vehicle the Board used to make a decision. She also stated the Board meetings are not closed and the information is public knowledge and on public record.

Mr. Scherbarth inquired if the Town followed the Sunshine Law regarding open records with Attorney Viscardi stating yes. Mr. Scherbarth inquired if there was funding earmarked over the next fiscal year for the project. Mayor Etheridge stated the Town budgets for one year at a time, with the 2009 Budget having approximately \$50,000 for feasibility studies and is not earmarked for any specific project. Mr. Scherbarth inquired if something were to go in, how did the Town plan to pay for it, would it be 100 percent capital and allocation of Town money or would the Town plan to obtain state funding. Mayor Etheridge stated the Town would seek grant funding and would be a major source of funding for the project. Mr. Scherbarth inquired if the Town could not obtain grant funds would the project not go through, with Mayor Etheridge replying that was so far ahead, it would be hard to say, as at this time there are no guidelines as to cost or what type of grants would be available.

Mr. Scherbarth stated if the Town extended the Sulphur Creek Road; it would put the children on the other side of a very busy road. He stated the group wanted to know if the Town had looked at other options that would route

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traffic further east into areas where existing homes/residential areas would not be impacted. Mayor Etheridge stated no other options had been looked at yet, as this one seemed the most clear cut option to look at first. She also stated the Town wasn't sure if it would even be possible. Mayor Etheridge stated the safety of students was a huge motivating factor for the Town to do something and was also the motivating factor for another capital project for 2009 regarding the safety of Market Street and students who cross it daily. She stated the Town is taking steps to see what is feasible at this time and as a Board, they are open to any options or suggestions the public may have to achieve that. She also stated there is a community Taskforce group which meets regularly and involves other taxing districts including the County that would allow districts in the future to apply for multi-jurisdictional funding for large capital projects.

Mr. Scherbarth inquired about what the Town was considering for the road project of two lanes up and down, with Mayor Etheridge stating again, the Town doesn't know what is feasible. Public Works Superintendent Russell Overton stated nothing would be known until the engineer provided the information. Mr. Scherbarth inquired if the Town was considering connecting Park Street with Mr. Overton stating that was unknown as well. Trustee Halandras stated the project is all theory at this time with the goal to alleviate traffic off of 3rd Street.

Jim Mense stated he lives on the corner of Garfield and Sulphur Creek and there is a tremendous amount of traffic that comes down Sulphur Creek and turns right. He stated approximately 50 percent of drivers come to a rolling stop with many not even slowing down. He stated by exiting the elementary school down Sulphur Creek Road, it would become more dangerous than what it currently was and creating a through street wasn't going to solve the problem. He stated the elementary school needed to move to the east. Trustee Halandras stated going east with the school wasn't going to solve the problem when the majority of the town people lived west and would take the shortest route possible. Mr. Mense stated if the elementary school doesn't have an exit to the west that could be the route. Trustee Halandras agreed but stated the Town didn't have jurisdiction over that. Trustee Mills stated the school already had their plan. Mr. Mense stated again, it would make Sulphur Creek Road very dangerous.

Mayor Etheridge stated part of the reason the Board was looking at the project was so the road and the intersection could be made safer. She stated if putting a road or a through street there was not the correct answer, then the Board would not go that way, stating to the group, "this project is not a done deal." Peggy Schmidt stated she lives next to Mr. Mense, and the area is a racetrack and very dangerous. She stated if the Town puts a through street in, they need to consider doing a four-way stop or the Town would have a nice racetrack. Mayor Etheridge stated it seemed everyone agreed the Sulphur Creek area is a problem, in particular due to all the development in the area, with the Town looking for a better alternative to what is currently there, something safer and more fluid.

Mr. Scherbarth inquired if the group needed to address the school board and if the Board had approached them to come up with a joint resolution or would the school board mandate how they will do business and the homeowners having to swallow what they do. Mayor Etheridge stated that part of that would be accomplished at the Taskforce where there would be a representative for each taxing district and the Town is in a phase where all districts were sharing information about what each group is working on for capital projects. She stated the school board, the Town and the County are working together to solve the problem. Ms. Schmidt stated in the last three weeks the oil fields had begun pulling out, and was the Town looking at loss of money or collapsing back into a bust as many workers stated they won't be coming back. She inquired about the sub-divisions that are up there and if they would be moving forward. Mayor Etheridge stated she was thinking of the Sanderson Hills subdivision with the roads installed and the empty lots for sale, up Sulphur Creek but also the existing apartment complex already there with the plan to put more up. Discussion focused on Planner Smith's remarks regarding property development, the subdivisions being platted with lots, the basic infrastructure being completed but the development of homes not progressing yet. Mr. Scherbarth stated he disagreed with the statement that the infrastructure is not there to support what is up the hill and the reason for the group's presence. Mayor Etheridge stated that is why the Board is looking to see if it is feasible or an option for infrastructure to be put in. She stated

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the infrastructure Planner Smith described was what developers had put in for the sub-division. Mr. Scherbarth stated he understood that, but for the Town and that they had control over whether to approve that development, and the Town's infrastructure to support that is generally put in place beforehand. Town Administrator Sharon Day stated those specific sub-divisions were approved twenty years ago, and were not built out due to the energy industry going away before. Mr. Scherbarth stated the group's frustration was "if the road would go through, it is done on this group's backs, it's all of our homes, the value of our homes, we all paid a lot more for those homes and if they wanted to live on a busy street, they would have bought homes on a busy street, which is secondary to the safety of children." He stated if Park Street builds across he would not be happy have statistically the worst drivers (high school students) driving every day up and down the street.

Discussion focused on high school drivers, safety issues with energy workers, safety of children and why the school route was placed where it is. Mr. Overton stated when the new school is built out on Sulphur Creek Road, it would give parents and children a choice of a travel route, stating they could go to Schults, turn off of Cleveland or they can go to Garfield, but it gives them a choice. He also stated if they are made to go down through the high school then all the traffic is down one road and doesn't give them a choice. Trustee Mills stated part of the process is, as Mayor Etheridge was trying to state, is to get the public's input, stating the Board has done the survey, but the remainder is unknown and to see if it is at all feasible to move forward. He stated the overall goal is to alleviate traffic congestion with the possibility of taking 2nd Street straight to Market Street. He stated the Town is looking to do what is best for everyone and do it as nicely as possible. Mr. Scherbarth stated one of the options the (2nd St. neighborhood)group looked at was another road that was a private road coming down beyond the Middle School. Day stated it is a private road. Mr. Overton stated it had been brought up at the school meetings and the owners would not allow access to the school on that specific road. Trustee Mills stated the school had gone through a lengthy process to determine how to get the children safely to school, and possibly stricter enforcement might be the key. Discussion focused on the police force being too busy to help enforce traffic issues in that area, other areas where stricter law enforcement is needed, and the Board trying to be progressive based on population growth and projected growth for the Town.

Phyllis Schoenhals inquired if the Town wanted to put 2nd Street through over the creek, and stated the creek was developed for flood control and wondered what agency was in charge of it. She stated she wasn't sure it would be legal to build over it. Day stated the Town can not change the flood plain, with Trustee Mills stating the Town isn't trying to stop the water or go over the creek, that is part of the feasibility study. Mrs. Schoenhals asked where would the road go with Trustee Mills stating that would be part of the study and if there isn't room to put a road, then there isn't room. Discussion focused on observing the flood plain, original plats, concerns over the ditch, the growth and infrastructure in the area, costs of building roads and if property was going to be condemned for a road to go in. Day stated that the Town had obtained a conditional letter of map revision for the flood plain improvement and had to observe that. David Smith stated that his concern was the Town Ditch. Trustee Mills reiterated again the first step would be to determine what the Town could do, how it could be done, the cost and if the group had other options or ideas the Town could look at.

Mr. Scherbarth inquired if the Board knew where the new school was going exactly, with the Board and Mr. Overton stating yes, they knew. Mr. Scherbarth inquired if the Town had a copy, with Trustee Mills stating the school board could provide the information. Trustee Day stated that the Town didn't have plans because it wasn't the Town's jurisdiction. Mr. Mense stated he had not done a feasibility study, but had gone out there and observed where the stakes were placed, stating if there would be a lane going down either side of Sulphur Creek and a guard rail (assuming it would have to be done) he felt some people were going to lose their homes, or the Town would have to go against their rule, as the rules stated a street on the side of a home, the curb has to be 12 feet from the home. He stated he paced it off and it didn't leave room for a vehicle. Mayor Etheridge stated some of the comments she is hearing are more for exploration in the future when the information comes back from the engineer regarding what the Town can or can not do, if it is possible or not possible and if so, how. Mr. Mense stated that might mean the Town would have to go out over the creek, with Mayor Etheridge stating that was

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unknown at this time. She reiterated again the project is in its infancy stage. Mr. Mense presented an aerial photo to the Board showing the lack of room for a road/traffic.

Mr. Scherbarth stated for the feasibility study, when one was done, parameters must be given and inquired if parameters had been set or given. He stated as Mr. Mense mentioned, "Here is the survey, but we have to remain so far from homes by our own rules, what is being given to see if it is feasible?" Day stated there had not been any parameters set, and they just want to know what the Town could do in its own right of way. Mayor Etheridge stated again the project is in its infancy stage and parameters aren't even being considered at this time. Ms. Schmidt inquired of Trustee Halandras about his subdivision and the road, and if it was a conflict of interest. Trustee Halandras stated yes he was implementing a sub-division, but when Board discussions regarding his sub-division arose, he leaves the room or doesn't attend the meetings and doesn't discuss it with other Board members, only talks to Town Staff. Ms. Schmidt inquired how many will profit from the sub-division, with Trustee Mills stating no one is profiting. Mr. Scherbarth inquired if another sub-division is being proposed with Planner Smith stating the Escondido Sub-division had been initiated for about one and half years ago through the planning review process. She stated it has not gone through final plat review and outlined the sub-division information for the group. She also stated the sub-division is proposed to hook into public infrastructure with the road being private, large acre lots (7 lots) zone Rural Residential. Mr. Scherbarth stated he is amazed the Board is allowing more development up there before the Town fixes the problems they have now. Trustee Strate stated that is what the Board is trying to do. Additional discussion focused on approval of the Escondido Sub-division, fixing the current problems, putting more pressure on the group's homes in the area, and making the problem worse with a new sub-division and growth issues. Public Works Superintendent Russell Overton stated that the Escondido Subdivision process had been begun over a year prior to the School's decision and some of the other development that has occurred in the area.

Mr. Scherbarth inquired if the engineer comes back and says the feasibility study is possible, has the Town already made the decision this is what will happen or would the Town look at another option or a plan B and to his knowledge there were no other options and the Board had not allocated any other funding to any other feasibility studies. He stated his concern was if the project was feasible it was going to go through. Mr. Overton stated that is what the Town and Board is asking the group, to come up with another alternative if the Town's solution doesn't suit the group. Day stated again, the \$50,000 is for feasibility studies (during 2009), not just one study. She stated it gave the Board some funding to look at some issues and try to come up with solutions. Day clarified that currently this was the first project the Board was looking at. Mr. Mense stated Mayor Etheridge stated this was the only alternative being studied, with Day stating this was the first place the Board started. Mayor Etheridge stated the Board is very open, and was pleased to see the group, have the discussion and the group taking an interest even if the project is personal to them. Mayor Etheridge stated again this was the only option the Board had come up with so far, and reiterated again the Board had budgeted for feasibility studies and if there were other options out there, the Board would be happy to look at them, but at this time, no one had found any other options. She reiterated to the group again, the project is in a very infancy stage, the first step to see if it is even possible.

Discussion focused on public input for projects affecting the community, options for the project, how it could work, can the Town afford it, how it could possibly be funded, the project being feasible, but not affordable. Mayor Etheridge stated if the project is feasible, it does not mean it is a done deal and there are many other things to consider as well. Mayor Etheridge asked if there were any other questions, with Mr. Scherbarth inquiring about when the Town would submit their parameters for the feasibility study and if there was a planned date. Mayor Etheridge stated it depended on when the information was obtained from the engineer, presented to the Board via Town Staff and would be an agenda item. She stated it would be published on the door of Town Hall, and in the local newspaper. Mr. Scherbarth inquired if the engineer would submit to the Board a plan, with Day stating, no. Mr. Scherbarth stated he didn't mean a planned road, but a plan itemizing what the parameters would be for a feasibility study. Day stated the engineer would tell the Town if the project is possible or not and that is

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all the Town was asking at this time. Mayor Etheridge stated again it is not even in the formal stages; nothing had been formally submitted and didn't believe the engineer would formally submit anything. She stated if the information from the engineer was favorable then the Town/Board would start a formal process, such as doing an actual engineering study. At this time, all is unknown, but anything discussed for the project would be an agenda item and would be published. Mr. Mense asked if a communication process could be developed with Mayor Etheridge stating yes, she would be happy to answer any questions. Mr. Mense inquired about any major developments that occurred to be sent to Mr. Scherbarth to be disseminated among the group. Mayor Etheridge stated the Board intended to go slow and go with the group's assistance and thanked the group for coming to the meeting to express their concerns and address their questions.

NEW BUSINESS

Bid Award for Water Leak Detector.

Administrator Sharon Day stated one bid had been received in the amount of \$2,995.00 which met the specs and recommended approval. Mayor Etheridge inquired if the price was what had been quoted at the last meeting with Day stating yes, and possibly a few dollars cheaper. Mayor Etheridge asked for comments or questions, with none noted.

A motion was made by Trustee Omer to approve the bid award in the amount of \$2,995.00 from Utility Technical Services, Inc. for the Water Leak Detector, seconded by Trustee Strate. All ayes, motion carried.

Discussion concerning adding a workshop time to 2nd monthly Board meetings to discuss processes for upcoming 2009 projects.

Administrator Day stated there are many projects for discussion in 2009 which would be a year of planning, processes and because of that, she suggested the Board do most business during the first meeting of the month and the remainder of business during the second meeting of the month, then adjourn and hold an informal workshop. Mayor Etheridge stated she would like to see more work session time primarily because of the bigger projects, such as the feasibility study, Market Street, the school building and felt if the Board could free up time for discussion it might help them focus better. Trustee Mills stated he felt it would be good since they would still be in the business frame of mind and could dive right in, instead of coming in early or having special meetings. Day stated she would see what she could work out.

Discussion concerning process to appoint Water Roundtable committee member replacement.

Administrator Day stated she had spoken with Ann Brady and Peter Brixous from Rangely and Forrest Nelson is interested in the position. She also stated Ann Brady had volunteered to be the alternate and has great water experience. Day recommended that the Board appoint Forest Nelson as committee member, with Ann Brady as the alternate. She stated Rangely's Board would meet next week and they would do the same. Mayor Etheridge inquired if Ann and Peter were comfortable with Forrest serving with Day stating yes. Mayor Etheridge stated it was nice that Forrest had the county commissioner experience as he would be serving the county as a whole. Day stated Mr. Nelson had also been appointed to the Colorado River Water Conservation District and felt he would do a great job. She also stated she had spoken with Bill Dunham and he declined as he had other water issues he was dealing with.

A motion was made by Trustee Waldref to appoint Forrest Nelson as Water Roundtable Representative for Rio Blanco County with Ann Brady serving as an alternate, seconded by Trustee Halandras. All ayes, motion carried.

MANAGER'S REPORTS

Colorado West Mental Health ó Day stated this item has been postponed and will be one of the Board's first workshop discussions.

Chamber Membership Survey ó Day stated the Chamber of Commerce wanted the membership surveyed and

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she wanted to remind the Board that if they wanted to be part of the group that answered from the Town, to please get the information to her and she would compile it and get it to the Chamber.

Wells Fargo ó Day stated Wells Fargo had sent a request asking the Town to approve their investment strategy. Day stated she is unable to find the last one and would be asking Wells Fargo to forward the information to her before the Board discusses it.

Club 20 ó Day stated Club 20 had written a response to what Gunnison had written to everyone and it was included in the Board packets to read at their leisure. Day stated she had not changed her opinion, and felt Club 20 was an extremely valuable organization and stated the Board had approved their membership for 2009.

Meeker Sand and Gravel ó Day stated the item in the packet was informational in case they were approached concerning the issue.

Change of Offices in Town Hall ó Day stated the staff would like to change around some offices in Town Hall. She stated if anyone had visited Building Inspector Carl lately, there hardly was room for one person to visit with him and no place to lay out plans. Day suggested moving Carl to the BAG office, move Becky to Carl's office and move BAG to the center office, noting it is about half the size of their current office. Day stated the Town currently donates \$75.00 of the rent and BAG pays \$75.00 of rent from their grant. Day suggested that the Town continue to donate the \$75.00 rent and let BAG spend their \$75.00 (monthly match) on programs needed, and she outlined one of the programs BAG runs. Day stated she had spoken with Dondi briefly and she had no problem changing offices. Day stated there would be some costs as Doug the IT Tech would need to come in and move all the computers because the Town is on a mainframe/server. The Board agreed it made sense to move employee offices if needed.

Employee and Board Breakfast ó Day stated there had been some discussion about having the employees and the Board have breakfast together to get to know each other in an informal setting. Day stated it could be used as well to honor some things employees have done over the past year, and asked if the Board was interested in attending. Day stated the breakfast would take place on January 12th at 7 a.m. at Town Hall. Consensus from the Board was to have the event at that time.

ATTORNEY'S REPORTS

None

MAYOR'S REPORTS

None

OTHER TOWN BOARD BUSINESS

Minimum Main Floor Square Footage Code - Trustee Halandras stated the minimum square footage code needed to be looked at and possibly changed to be more efficient. He felt the revision was necessary so that smaller and more efficient homes could be constructed. Trustee Halandras stated in the last house he worked on, the entire floor plan was approximately 1,500 square feet and had to obtain a variance to change the layout to get the bottom floor correct to code. He stated it didn't make sense to have minimum square footage and that originally it was because of homes being moved. He stated he felt it was a time and age where people were trying to become more efficient, not getting bigger. Day asked if it should be put on the workshop docket. Discussion focused on eliminating the code, people having to come in for variances, if it would be for single family dwellings, re-evaluation of codes and code adjustments.

Mayor Etheridge stated if Mr. Overton and Planner Smith could compile a listing of any issues that have arisen over the past year that people have taken an issue with, and take a look at the issues individually, discuss them

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and see if it was feasible to go through the process of changing/modifying codes. Day stated the Town's codification was almost complete and the rough draft should arrive in a couple of weeks. Discussion focused on codification, the reason it was done and changing codes in the future.

Smoking River Pow-wow Committee ó Mayor Etheridge stated the Smoking River Pow-wow Committee would be meeting on Friday January 9th at 1:00 p.m. and she would not be able to attend. She inquired if any of the Board would like to attend to represent the Town; with Trustee Mills stating he would be interested in attending the meeting.

Housing Needs Assessment Update- Trustee Omer asked Day to provide the Board with an update regarding the Housing Needs Assessment. Day stated the Request for Proposals is out and have had three consultants notify the Town that they would be submitting a proposal. Day stated the (selection) committee was chosen at the Taskforce meeting Monday night and will meet via phone January 20th to discuss the candidates and January 22nd is when phone interviews would be conducted. She stated the committee hoped to make a decision right away and the grant to be submitted by February 1st.

Kennel Update ó Trustee Gerloff asked for an update regarding the status of the kennel project with Day stating the concrete work had been completed and Carl would be installing the metal structure when the weather was warmer. She also stated the cover would not be done until spring.

Water Well ó Attorney Viscardi stated the proposal from Water Pump & Supply had been received and reviewed. Attorney Viscardi outlined the steps taken to get the contract, and supporting documents put together to move the project forward. He stated the materials have been ordered, the timeline had been extended to ninety days to complete the work, in order to accommodate the ordering of specific materials and the project would be underway once the materials are received.

Attorney Viscardi stated all that was left was to review the letter of credit, get the notice to proceed information out and finish the contract document. Once completed Mayor Etheridge would be able to sign it. Trustee Gerloff inquired if the ninety days puts the project completion into April with Mr. Overton stating the water table doesn't come up until May/June and the project should be completed by then. Attorney Viscardi stated there would be testing required by the contract documents, stating Mr. Overton and Travis from Water Pump & Supply were not able to connect with Chris Hale before the paperwork was done with uncertainty of what the cost would be. He stated the contract document had been modified because of the testing problem and will be a pass through cost.

ADJOURNMENT

Mayor Etheridge adjourned the meeting at 8:20 p.m.

Mandi Etheridge, Mayor

Attest:

Lisa Cook, Town Clerk