

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMISSION  
TUESDAY JANUARY 22, 2013 3:00-5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Commission to order on Tuesday January 22, 2013 at 3:00 PM at the Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper

Pam Brewer

Joy Eberhardt

Liaison: Council Member Steve Bastardi

Town Clerk Arlene Tuck

Town Utility Director Gary Freeman

ABSENT:

Vice Chairman Shelagh Byatt

Tal Rancourt

Alternate Liaison: Council Member Mike Waldron

CONSENT AGENDA:

A. Approval of agenda

B. Approval of meeting minutes from January 8, 2013

Mrs. Eberhardt made a motion to approve the agenda; Mrs. Brewer seconded the motion. On roll call, motion carried unanimously.

Mrs. Brewer made a motion to approve the minutes as presented; motion seconded by Mrs. Eberhardt. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

A. Director's report:

1. Mr. Freeman stated his staff had been flushing the lines in Tomoka Heights and found several problems, but that now the water was coming out crystal clear.
2. Budget presentation format – The Committee asked that Mr. Freeman work with the Town's finance department and come up with a Profit and Loss Statement that would list actual income and expenses compared to last years and the year-to-date.

3. Cross-connection control presentation – Mr. Larry J. LaBute, of HydroDesigns was present and discussed the cross-connection control program. After several questions and answers, the Committee asked that Mr. Freeman get with staff and that they come up with a request for proposals for how much they would charge to inspect the controls. Mr. Freeman stated he would bring it back to the Committee at the next meeting.
4. Sludge: Facility to handle at South Plant/sale to Howard Fertilizer – Chairman Draper stated he had a company approach him about dumping their sludge at our South Plant for a fee. Chairman Draper stated the person told him now they travel to Avon Park and dump it. They stated they pay per lot that they dump and they would be willing to pay the Town so they would not have to travel all the way to Avon Park. Mr. Freeman stated there would be a lot of renovation that would have to be made to the South Plant and being as the South Plant is under a consent order, he did not know if the DEP would allow it. The Committee asked that Mr. Freeman continue to check into this matter and see what it would cost for our plant to be made accessible and if the DEP would allow it.
5. Re-use water-FDEP Variance – Mr. Freeman will be sending a letter to the members for their review.
6. Discuss future Rate Study preparations – no report
7. Aqua Utilities Update – Chairman Draper stated there was not further information about this matter.

Mrs. Brewer made a motion the meeting adjourn; motion seconded by Mrs. Eberhardt. Chairman Draper, hearing no objections, declared the meeting adjourned at 5:00 pm.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY FEBRUARY 12, 2013 3:00 PM – 5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday February 12, 2013 at 3:00 PM. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Pam Brewer  
Joy Eberhardt

Town Clerk Arlene Tuck  
Town Utility Director Gary Freeman

ABSENT:

Shelagh Byatt  
Tal Rancourt  
Council Member Steve Bastardi  
Council Member Mike Waldron

CONSENT AGENDA:

- A. Approval of agenda – Mrs. Brewer made a motion to approve the agenda; motion seconded by Mrs. Eberhardt. On roll call, motion carried unanimously.
- B. Approval of meeting minutes from January 22, 2013 – Mrs. Eberhardt made a motion to approve the minutes of the January 22, 2013 meeting as present; motion seconded by Mrs. Brewer. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. Cross-connection control RFQ – The Committee reviewed Mr. Freeman’s proposed RFQ. After discussion on the different sections, the Committee asked Mr. Freeman to go back over the RFQ and make same changes that were suggested. Mr. Freeman stated he would email the revised RFQ to the members before sending it to the newspaper for any of their further comments.
- B. Sludge – Facility update – Mr. Freeman stated he and Town Administrator Phil Williams had toured a sludge plant in Fort Meade. He stated the plant actually even makes their own fertilizer out of the sludge. Mr. Freeman stated the gentleman who took them on the tour stated they are a private company and that it was very expensive to start up the plant. Mr. Freeman stated this discussion came up through an individual who owns a septic tank pumping business who suggested dumping the sludge at one of our plants. Mr. Freeman stated our plant would have to be revamped for us to accept raw sewage. He stated it had

been suggested we could use our south plant, which would be a possibility with the changes. Mrs. Tuck suggested they consider the Town's "Old Landfill" property. Mr. Freeman stated that might be a very good idea. Chairman Draper asked Mr. Freeman to continue to pursue this matter and keep the Committee updated.

- C. Re-use water – FDEP Variance – Mr. Freeman stated the request has been sent in and we are just waiting for the variance to be reviewed by the State.
- D. Discuss future Rate Study preparations – Mr. Freeman stated we were not ready to begin on this project. Chairman Draper asked that this matter remain on the agenda because he did not want it to be overlooked.
- E. Aqua Utilities – Still nothing to report.
- F. Other items –
  - 1. Mr. Freeman stated the flushing of the Tomoka Heights system went very well.
  - 2. He also stated we are proceeding with the FEMA grant.
  - 3. Discussion was brought up about holding just one meeting a month. The Committee felt they were at a point where one meeting a month was feasible compared to the two meetings a month they were now holding. The Committee decided to hold their meetings on the fourth Tuesday of every month at 3:00 PM – 5:00 PM until further notice.

Mrs. Brewer made a motion the meeting adjourn; motion seconded by Mrs. Eberhardt. Chairman Draper, hearing no objections, declared the meeting adjourned at 4:30 PM.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY FEBRUARY 26, 2013 3:00 PM – 5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday February 26, 2013 at 3:00 PM. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Shelagh Byatt  
Pam Brewer  
Joy Eberhardt

Council Member Steve Bastardi  
Town Utility Director Gary Freeman  
Deputy Town Clerk Vickie Bollinger

ABSENT:

Tal Rancourt  
Council Member Mike Waldron  
Town Clerk Arlene Tuck

CONSENT AGENDA:

- A. Approval of agenda – Ms. Byatt made a motion to approve the agenda; motion seconded by Ms. Eberhardt. On roll call, motion carried unanimously.
- B. Approval of meeting minutes from February 12, 2013 – Ms. Byatt made a motion to approve the minutes of the February 12, 2013 meeting as present; motion seconded by Ms. Brewer. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. PSC Regulation of Municipal Systems – The PSC may be looking to regulate municipal utility systems, but state-wide discussion is just beginning. More information is needed to determine if our utility will be affected. This will be an agenda item for the March 26, 2013 meeting.
- B. Cross-connection control RFP – The Committee reviewed Mr. Freeman’s revisions to the proposed RFP. A few additional changes were suggested. Mr. Freeman will make the changes, amend the dates for submittal of bids, and publish the RFP.
- C. Sludge – Mr. Freeman reviewed the information provided by Engineer Roger Polston regarding the level of investment needed to open a sludge facility. Mr. Polston provided data for different sized plants and the Committee discussed various possible locations. Discussion included the need for a plant in the area, potential customers, and competition

from other utilities. The preliminary analysis estimates an initial investment of \$4 million for the plant alone. Mr. Freeman will estimate possible revenue and cost streams for continued discussion at the next meeting.

- D. Re-use water – FDEP Variance – Mr. Freeman stated the Department of Environmental Protection had requested additional information from the Town.
- E. AMI Discussion – Mr. Freeman described the possible systems and vendors. He will meet with a vendor next month. The Committee discussed the project and agreed that more information is needed before making a recommendation to the Town Council. A cost/benefit analysis must be completed. This will be an agenda item for the March 26, 2013 meeting.
- F. FEMA Grant – The bid documents have been published.
- G. Discuss future Rate Study preparations – Chair Draper asked that this matter remain on the agenda because he did not want it to be overlooked.
- H. Aqua Utilities – Still nothing to report.
- I. Other items – Director Freeman was complimented on his department’s handling of a recent water leak in Tomoka Heights.

The next meeting will be held Tuesday, March 26, 2013.

Chairman Draper, hearing no objections, declared the meeting adjourned at 4:50 PM.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY MARCH 26, 2013 3:00 PM – 5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday March 26, 2013 at 3:00 PM. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Pam Brewer  
Joy Eberhardt  
Tal Rancourt

Council Member Steve Bastardi  
Town Administrator Phil Williams  
Town Utility Director Gary Freeman  
Town Clerk Arlene Tuck  
Deputy Town Clerk Vickie Bollinger

ABSENT:

Shelagh Byatt  
Council Member Mike Waldron

CONSENT AGENDA:

- A. Approval of agenda – Ms. Brewer made a motion to approve the agenda; motion seconded by Ms. Eberhardt. On roll call, motion carried unanimously.
- B. Approval of meeting minutes from February 26, 2013 – Ms. Eberhardt made a motion to approve the minutes of the February 26, 2013 meeting as presented; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously. The committee noted that the date was incorrect on the agenda.

DISCUSSION ISSUES:

- A. Director's Report – Mr. Freeman stated an operator resigned and he has advertised for a replacement. In addition to Mr. Freeman, the Town has one other certified operator.
- B. PSC Regulation of Municipal Systems – The Committee discussed ways to express opposition to PSC regulation of municipal utility systems. Mr. Williams reported that Florida League of Cities said this issue is no longer being considered by the legislature. The Committee recommended that Mr. Williams inform the Town Council and suggest a letter be sent to state representatives expressing opposition and listing specific reasons for the Town's opposition.

- C. Cross-connection control RFP – Mr. Freeman stated the bids would be opened April 4 at 2:00 PM. The Committee will review the bids at the next meeting.
- D. Sludge – Mr. Freeman stated he had worked on estimating operating costs. The Committee: agreed that if the Town wants to pursue this project a site needed to be identified and a new plant built (current facilities lack capacity); discussed the possible business opportunity; and discussed government involvement in this project. They asked Mr. Williams to inform the Town Council about the issues and financial estimates, and to get input from the Town Council as to any further action the Committee should take.
- E. Re-use water – FDEP Variance – Mr. Freeman will revise the response to the Department of Environmental Protection per suggestions of the Committee members and send it in.
- F. AMI Discussion – Mr. Freeman met with company representatives to discuss their automated meter reading system.
- G. FEMA Grant – Mr. Freeman stated the pre-bid meeting was held and questions are being answered. The bid deadline was extended one week. Bids will be opened April 4, 2013 at 2:30 PM, after the bid opening for the Cross-connection Control.
- H. Discuss future Rate Study preparations – Chair Draper asked that this matter remain on the agenda because he did not want it to be overlooked. Ms. Tuck stated the rate study must be completed within in five years of the contract with the county.
- I. Aqua Utilities – The Committee agreed this does not appear to be an opportunity for the Town. This item will be removed from the agenda.
- J. Other items – Mr. Freeman shared a list of projects completed by the Utility Department in the last 10 years and suggested the Master Plan be updated. The Master Plan provides a guide to future expansion. He said having the plan has helped to secure grant funding and updating it will benefit the Town when applying for future grants. Council Member Bastardi asked about the Service Availability Fee. This is a fee charged to customers who have access to the sewer system, but have chosen not to connect. This may encourage more customers to connect and would bring additional revenues to help maintain the sewer systems. It was agreed to add this to the April agenda.

The next meeting will be held Tuesday, April 23, 2013.

Chairman Draper, hearing no objections, declared the meeting adjourned at 4:45 PM.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMISSION  
TUESDAY APRIL 23, 2013 3:00 PM – 5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Commission to order on Tuesday April 23, 2013 at 3:00 PM. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Pam Brewer  
Joy Eberhardt  
Tal Rancourt

Council Member Steve Bastardi  
Council Member Debra Worley  
Town Administrator Phil Williams  
Town Utilities Director Gary Freeman  
Town Clerk McQueen Small  
Deputy Town Clerk Vickie Bollinger

ABSENT:

Shelagh Byatt  
Council Member Mike Waldron

CONSENT AGENDA:

- A. Approval of agenda
- B. Approval of meeting minutes from March 26, 2013  
Ms. Eberhardt made a motion to approve the Consent Agenda; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. Sludge: Cost/Revenue discussion – Director Freeman introduced Mr. Dale Polston, Polston Engineering, who was present to discuss this issue with the Commission and the Council. Council Member Bastardi stated that the Council continues to be interested in researching the opportunity for the town to operate a sludge processing facility. He asked Mr. Polston about options for the town to profitably fulfill the need for this facility. Mr. Polston, Commissioners, Council Members and Mr. Freeman discussed: different processes to dewater the sludge; possible regulations for septic systems to be pumped out; costs of hauling and processing septic tank contents; cost of sludge disposal; current plant capacities; required changes at the north and south wastewater plants to add a processing facility; equipment that will need to be purchased and installed and related costs; the business opportunity and the desire to fulfill the need at a profit for the town; use of the revenues to support maintenance and future expansion of the wastewater systems; some industries are required to use this type of facility for their industrial waste;

advantage of having a screw press for current and future operations; and need to look at all options and then narrow the list to the most feasible options.

Council Member Worley suggested the Commission consider the Everglades Restoration Project and water quality issues as part of their evaluation. Property may be available adjacent to the north and south plants for expansion if needed. She also recommended the Commission invite the state to do a presentation about brownfields and possible grants that would be available to fund this new processing facility.

Everyone acknowledged this is a complex topic, that the project should be evaluated from a business perspective with consideration for the current and future needs of local businesses, residents, and the environment. It was agreed that the next step would be to consider purchase of a screw press. A screw press may reduce current operating costs and will be used if additional sludge processing is approved.

**Motion** – Moved by Tal Rancourt, seconded by Pam Brewer, to authorize a breakeven analysis for the purchase and installation of a screw press; to be completed by Polston Engineering; at a cost to be determined at the discretion of the Utilities Director and Town Administrator. Roll Call Vote: unanimously approved.

Town Administrator Williams thanked the commission for their efforts on this project. He said it was a good discussion and met the desires of the Town Council for them to further explore the options for a sludge processing facility.

- B. Director's Report – Nothing further to report.
- C. Cross-connection control RFP – Mr. Freeman stated two bids were received, but he felt one bidder did not meet the bid specifications. Ms. Brewer volunteered to help evaluate the bids. Mr. Freeman said the bids would be presented to Town Council at their May 13 meeting.
- D. Re-use water – FDEP Variance – Mr. Freeman stated FDEP received the additional information he sent and the request is being evaluated.
- E. AMI-Review additional information – Nothing further to report.
- F. FEMA Grant – Mr. Freeman stated the engineer is evaluating the bids and he hopes to present the bid analysis to Town Council on May 13, 2013. After the Town Council approves, it will be sent to the state for their approval and processing.
- G. Discuss future Rate Study preparations – Chair Draper stated this needed to be done at a later date. Director Freeman stated the Florida Rural Water Association will do the rate study when the Commission is ready.
- H. Other items – Mr. Freeman reported he has received 5 applications for the Operator's position and has chosen three to interview.

The next meeting will be held Tuesday, May 28, 2013.

Chairman Draper, hearing no objections, declared the meeting adjourned at 5:00 PM.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMISSION  
June 25, 2013

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Commission to order on Tuesday, June 25, 2013 at 3:00 PM at Town Hall, 311 W Interlake Boulevard, Lake Placid Florida. A quorum was not present at that time.

ROLL CALL:

Chairman Jon Draper  
Commissioner Joy Eberhardt  
Council Member Steve Bastardi  
Commissioner Tal Rancourt (arrived after start of meeting)

Town Utilities Director Gary Freeman  
Town Clerk L McQueen Small

ABSENT:

Vice Chair Shelagh Byatt  
Commissioner Pam Brewer  
Council Member Mike Waldron

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of meeting Minutes from May 28, 2013.

Approval of Consent Agenda was delayed until a quorum was present.

PRESENTATION:

Terry D Gullett and Jay Meyers of Neptune Technology Group Inc. made a presentation on the automated water meter reading system. Mr. Gullett gave a history and general background of Neptune. All building, testing and research & development are done in house here in the USA. They currently have 86 utilities in Florida using the Automated Meter Reading (AMR) & Advanced Metering Infrastructure (AMI) systems. The system comes with a 20-year warranty.

The AMI and software systems would integrate with most of the Town's current meters and with the current billing system. The AMI would require a licensed spectrum of 450 megahertz from the FCC. The system would read each individual water customer hourly and send the information to a collector every night at midnight. This would enhance the ability to find leaks and backflows more rapidly than presently possible. There are priority alarm functions that can be programmed for varying levels of leaks and backflow. The billing interface would provide a multitude of reporting options and formats.

Towns where the system has recently been installed are seeing a payback within 4 years. Mr. Gullett & Mr. Meyers will send Director Freeman the forms needed to do a cost benefit analysis for a system for the Town. Mr. Freeman stated that the Neptune Company was the best in its field.

With the arrival of Commissioner Rancourt a quorum was present.

Chair Draper returned to the Consent Agenda.

**Motion:** Commissioner Eberhardt made a motion to approve the May 28, 2013 minutes, seconded by Commissioner Rancourt. Roll Call Vote: Unanimous approval.

The Commission then discussed the presentation by Neptune, the benefits of backflow prevention, having a dual check and the possibility of increasing the number of years between required backflow checks.

**Motion:** Commissioner Rancourt made a motion to move forward with a cost benefit analysis for the AMI System with the Neptune Technology Group Inc. Seconded by Commissioner Eberhardt. Roll Call Vote: Unanimous approval.

#### DIRECTOR'S REPORT:

Director Freeman is working on next fiscal year's budget to include adding a backhoe, operation supervisor, and part-time office worker.

The current year budget to actual had a few overages that Director Freeman explained to the Commission.

The new Operator is starting either July 8<sup>th</sup> or 15<sup>th</sup>. He has 26 years experience and will be working at the Wastewater Plant. The Trainee has already passed ½ his correspondence course and should be licensed next year. Director Freeman needs a supervisor in the field, but that will be discussed at a later meeting.

FDEP Variance is still being worked on. Director Freeman will e-mail the Commission as soon as he has received it.

FEMA-CDBG Grants are moving forward. The pre-construction meetings will be held July 16<sup>th</sup>. There is a small legal problem with an easement boundary at the lift station. The Town Attorney is handling it. All necessary paperwork has been sent to Tallahassee and bids will go out when final approval is received.

Screw Press Cost/Revenue analysis is reasonable and shows a breakeven point in about seven years. Director Freeman expressed concern over the investment of \$350,000, where will the money come from, and where does it fit in the priority list of other projects being researched. It was decided to put the Screw Press in the budget as a potential capital project.

FRWA – Florida Rural Water Association provided the list of the information needed to provide a Financial Rate Review. The Town will need to complete the Rate Review within five years. It was decided to have Tom Gustafson, a Central Florida Water Circuit Rider for FRWA, come speak to the Commission at the August meeting.

Biosolids Analysis was covered in the Screw Press discussion.

Chair Draper wanted everyone to know that the Water Quality Report published in the paper was an excellent report and job done by Director Freeman.

Chair Draper informed the Commission that the Town is looking into acquiring Placid Lakes Utilities Inc. The Commission will be asked to work on the due diligence. Placid Lakes Utilities Inc has water and a small wastewater treatment plant. As the process moves forward, more information will become public.

There being no further business before the Commission, Chair Draper adjourned the meeting at 5:12 pm.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMISSION  
TUESDAY AUGUST 27, 2013 3:00 PM – 5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Commission to order on Tuesday August 27, 2013 at 3:00 PM. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Joy Eberhardt  
Tal Rancourt

Council Member Steve Bastardi  
Town Utilities Director Gary Freeman  
Deputy Town Clerk Vickie Bollinger

ABSENT:

Shelagh Byatt  
Pam Brewer  
Council Member Mike Waldron

CONSENT AGENDA

- A. Approval of agenda
- B. Approval of meeting minutes from March 26, 2013  
**Motion** – Moved by Ms. Eberhardt, seconded by Mr. Rancourt, to approve the Consent Agenda. Roll Call Vote: Unanimous Approval.

PRESENTATION

FRWA Rate Study – *(Item take after Discussion Issues: Water at Tomoka Distribution System)*  
Tom Gustafson from the Florida Rural Water Association (FRWA) stated he has worked on previous rate studies for the town. He reported/discussed: rate structures with fixed and variable components; wastewater rates are often based on water usage; need to analyze the infrastructure and include repair and replacement costs; building conservation measures into the rate so that the more water used the higher the cost per gallon; difference between residential rates and commercial rates; efforts are made to be fair to all customers; each utility needs to be self funding; water revenues should not be used to pay for wastewater costs; and CPI increases can be included so rates stay current.

Mr. Gustafson said that FRWA will do the rate study at no cost to the town. Town staff will need to work with them and provide data. In response to questions, he said that the rate study is for existing customers; it will not include projections of future growth. The study will take a few months to complete and then review, but it could be available prior to the next budget cycle. Commission Members discussed this project and agreed that Director Freeman should report to the Town Council that the rate study is moving forward.

## DISCUSSION ISSUES

### Water at Tomoka Distribution System – *(Item taken after Consent Agenda)*

Utilities Director Freeman reported that staff will continue flushing the system and taking samples. In response to questions, he reported he received 1 call after the public notice was issued; and that there is a regular flushing program for all water systems. He stated: the issue with the Tomoka system is universal throughout the world; the line serving the area is too large; water usage is not always great enough to maintain water quality during the summer season.

### Letter to Customer about the CCC Program – *(Item taken after Presentation: FRWA Rate Study)*

Director Freeman reported this program has started and data has been provided. Feedback from customers has been positive.

### Update on Re-use Variance

Director Freeman reported the variance was approved and reuse will begin operations for 5 days each week. A new operator was hired to help with this effort.

### FEMA and CDBG Grant Update

Director Freeman reported that both grants are progressing as planned.

### Budget for FY2013-14 Review

Commission Members and Director Freeman commented/discussed:

- Last year's budget and previous year actuals do not provide a good basis for comparison because the Town was in the process of acquiring the Regional Utility and had little history to set the budget.
- The commission asked that estimated actuals for the current fiscal year be included for comparison to next year's budget.
- Several line items were discussed including revenue estimates, cost related to the FEMA grant, purchase of a backhoe, number of staff positions, and salary levels.
- Commissioners asked that line items with large dollar increases or decreases be footnoted with an explanation for the change. They encouraged Director Freeman to be prepared to discuss these large changes with the Town Council.

Utilities Director Freeman announced his plan to retire in November 2014.

The commission and Director Freeman discussed the transition and the need to include salary for the new director in the last couple months of the next fiscal year. They discussed the new Field Supervisor position, the need to hire a Supervisor as soon as possible, and the need to have the new director in place for several months before Mr. Freeman leaves. Director Freeman stated his retirement date is flexible.

The commission asked several questions about the proposed budget, especially related to line items that are significantly different from this year. Finance Officer Rachel Osborne came to the meeting and answered those questions.

Director Freeman and Ms. Osborne stated that the Town Council would like a recommendation from the Commission regarding next year's budget. It was agreed that Ms. Osborne would add actual information and provide that to the commission as soon as possible.

The Commissioners stated that without information about estimated actual expenses, it would be difficult to provide a full recommendation of the budget to the Town Council. However, they

agreed that: they generally support the FY2013-2014 budget as proposed by staff, their questions were answered; they do have more questions, but they understand the changes made; they would like more time for budget review in the future; and they desire more information about current year actuals.

Director Freeman stated the revised budget worksheets would be sent to the commissioners. He asked that each commissioner then review it and send an email with a recommendation or a statement of support for the budget as proposed. He will include their comments during his budget presentation on Tuesday, September 3, 2013. He acknowledged that the commission was not given much time to review the budget and will work to improve the process and information for next year.

The next meeting will be held Tuesday, September 24, 2013.

Chairman Draper, hearing no objections, declared the meeting adjourned at 5:25 PM.