



TOWN BOARD REGULAR MEETING  
March 14, 2011 - 7:00 P.M.  
Town Board Chambers – 301 Walnut Street  
Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

1. Roll Call

The following Town Board members were present:

Mayor John Vazquez  
Mayor Pro-Tem Matthew O'Neill  
Robert Bishop-Cotner  
Mike Carrigan  
Kristie Melendez  
Jon Slater  
Don Thompson

Absent:

Also present:

|                                |                 |
|--------------------------------|-----------------|
| Town Attorney                  | Ian McCargar    |
| Assistant Town Attorney        | John Frey       |
| Director of Finance            | Dean Moyer      |
| Director of Planning           | Joe Plummer     |
| Chief Planner                  | Scott Ballstadt |
| Associate Planner              | Diana Aungst    |
| Director of Engineering        | Dennis Wagner   |
| Director of Parks & Recreation | Melissa Chew    |
| Director of Public Works       | Terry Walker    |
| Chief of Police                | John Michaels   |
| Town Clerk                     | Patti Garcia    |
| Excused:                       | Kelly Arnold    |
|                                | Town Manager    |

2. Pledge of Allegiance

Town Board Member Mike Carrigan led the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

**Town Board Member Slater motioned to approve the Agenda as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez  
Nays – None. Motion carried.**

4. Board Liaison Reports

- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission Alternate  
No report.
- Town Board Member Carrigan – Water & Sewer Board  
Town Board Member Carrigan stated there would be a Special Meeting of the Water & Sewer Board on March 23 at 6:30 a.m. to review the 2011 water rate study developed by Clearwater Solutions.
- Mayor Pro-Tem O'Neill – Library Board; Planning Commission; North Front Range/MPO Alternate Library board  
Mayor Pro-Tem O'Neill stated the library budget should be on its way to the Town and to the school district. Mr. O'Neill brought forward a question a citizen had regarding Christian fiction genre in the public library to which the library board decided to keep Christian fiction. Mayor

Pro-Tem O'Neill reported on the MPO and noted Chairwoman Kozad had resigned and that Tom Donnelly became the Chair with Vernice Thomas as the Vice-Chair. A review committee was established related to inter-regionalism and the call for projects was voted on.

- Town Board Member Melendez – Chamber of Commerce; Cache La Poudre Trail Board  
No report.
- Town Board Member Slater – Tree Board; Windsor Housing Authority  
Town Board Member Slater stated the Windsor Housing Authority would be meeting on Thursday, 7:30 a.m. Mr. Slater also reported on the 23<sup>rd</sup> Annual Tree Conference that was held at the Windsor Recreation Center on March 12. He commended the Tree Board and staff on a well organized conference and thanked Dr. Jim Klett and Dr. Whitney Cranshaw for their presentations. Mr. Slater also noted he learned the Tree Board was formed on November 22, 1976 with current member Gene Hoehne being an original member of the Board.
- Town Board Member Thompson – Parks & Recreation Board, Great Western Trail Board  
No report.
- Mayor Vazquez – North Front Range/MPO; Student Advisory Leadership Team (SALT)  
Mayor Vazquez noted that Mayor Pro-Tem O'Neill reported on the MPO and there was nothing additional to report regarding SALT.

5. Public Invited to be Heard

Mayor Vazquez opened the meeting for items of concern not on the agenda; hearing none, Mayor Vazquez moved on to the next agenda item

**B. CONSENT CALENDAR**

1. Minutes of the February 28, 2011 Regular Town Board Meeting – P. Garcia
2. List of Bills – D. Moyer

**Town Board Member Slater motioned to approve the Consent Calendar as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez  
Nays – None. Motion carried.**

**C. BOARD ACTION**

1. Ordinance amending Chapter 17 of the Windsor Municipal Code to adopt certain land uses and design standards for developments within the Corridor Activity Center at the intersection of the Interstate 25 and Colorado State Highway 392, Second Reading – J. Plummer (Ordinance No. 2011-1402)  
*(Super-majority vote required for adoption on second reading)*

**Town Board Member Melendez motioned to approve Ordinance No. 2011-1402, an Ordinance amending Chapter 17 of the Windsor Municipal Code to adopt certain land uses and design standards for developments within the Corridor Activity Center at the intersection of the Interstate 25 and Colorado State Highway 392 on Second Reading; Town Board Member Carrigan seconded the motion.**

Director of Planning Plummer reviewed the ordinance, noting it had been approved on First Reading on February 14 subject to town staff and Fort Collins meeting with representatives of the stucco industry. The intent was to discuss opportunities that could be incorporated into the design standards for the Corridor Activity Center (CAC). Through contact with members of the industry, information was received and relayed to staff and the town board regarding proposed uses and requests. Mr. Plummer noted the collaboration between the Town of Windsor and the City of Fort Collins on review of the design standards.

Pete Wray, Senior Planner, City of Fort Collins, stated they had been tasked with identifying a list of permitted land uses and design standards to raise the bar for the interchange project which serves as a gateway for both Windsor and Fort Collins. The four design standards identified were minimum level of masonry, roofs, building height and sign standards. The design standard in question is the first standard related to building materials at the ground floor elevation for future commercial projects. Mr. Wray noted that information had only been received from representatives of the synthetic stucco industry. Information was handed out to the Town Board from representatives of the brick industry and included in the permanent record. Pursuant to discussions with the EIFS representatives, staff has proposed an amendment to the ordinance. The original design standard prohibited synthetic stucco from all building elevations. The amendment allows for other building materials at the ground floor elevations of the future commercial project buildings if they are not visible from a public street or from any building elevation above the ground floor.

Director of Planning Plummer noted the amendment was a large stride in moving forward with the requests from the EIFS industry but was not giving anything up in the aesthetics. It was noted staff felt the amendment was reasonable.

Mayor Vazquez opened the meeting up for public comment.

Ted Shepard, Chief Planner, City of Fort Collins, reported first reading of the ordinance was approved in Fort Collins on March 15 and stated they had the some of the same concerns. Mr. Shepard believed the Fort Collins City Council will appreciate the modified language as it clarifies the standards and allows for EIFS.

Bill Pelissier, StoCorp, addressed the Town Board and stated his concern that the proposed amendment is still restrictive. He noted good design uses many materials and EIFS gives freedom to the design professional and recommended it be allowed to be used for all elevations.

Mark Austin, BASF, thanked the Planning Commission for their revision of the CAC but also requested for an equal opportunity for the use of insulated stucco systems. He stated they have been used on other projects and have been chosen based on aesthetics.

Director of Planning Plummer reported staff recommended approval of the amendments.

The Town Board discussed the ordinance amendment along with questions regarding aesthetics and long-term use of synthetic stucco

Mayor Vazquez noted the amendment addressed concerns regarding high traffic, high impact areas. He thanked the City of Fort Collins for their work and stated his belief that the industry representatives were accommodated.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nayes – None. Motion carried.**

2. Ordinance amending Chapter 16 of the Windsor Municipal Code to adopt certain regulations to allow Seasonal Sales for Christmas Trees and Pumpkins and for Farmers Markets, Second Reading - J. Plummer (Ordinance No. 2011-1404)  
*(Super-majority vote required for adoption on second reading)*  
**Town Board Member Slater motioned to approve Ordinance No. 2011-1404, An Ordinance amending Chapter 16 of the Windsor Municipal Code to adopt certain regulations to allow Seasonal Sales for Christmas Trees and Pumpkins and for Farmers Markets on second reading; Town Board Member Bishop-Cotner seconded the motion.**

Director of Planning Plummer reported on the ordinance which establishes regulations for sales of Christmas trees, pumpkins and farmers markets. There were no changes to the ordinance since first reading. The Planning Commission supports the ordinance and recommended approval.

Mayor Vazquez opened the meeting for public comment to which there was none.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

3. Ordinance Rezoning the Windsor Highlands Annexation No. 2, Raindance River Annexation, and a part of Windsor Highlands Annexation No. 1 – Martin Lind/Water Valley Development Company, applicant/Steven Humann, TST Engineering, applicant’s representative, Second Reading - S. Ballstadt (Ordinance No. 2011-1405)

*(Super-majority vote required for adoption on second reading)*

**Town Board Member Slater motioned to approve Ordinance No. 2011-1405, Ordinance Rezoning the Windsor Highlands Annexation No. 2, Raindance River Annexation, and a part of Windsor Highlands Annexation No. 1 on Second Reading; Town Board Member Melendez seconded the motion.**

Chief Planner Ballstadt reviewed the ordinance noting it is to rezone the Windsor Highlands Annexation No. 2, Raindance River Annexation and part of Windsor Highlands Annexation No. 1. The request is to rezone a majority of the property to residential and commercial use. A minor subdivision is being concurrently reviewed by staff which would create five different parcels. Mr. Ballstadt reported the proposed zoning is within the Town’s comprehensive plan. The ordinance was approved on first reading on February 28 and staff recommends approval at second reading. It was noted there were no changes between first and second reading of the ordinance.

Mayor Vazquez opened the meeting for public commented to which there was none.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

4. Public Hearing - Amendment to Chapter 16 of the Windsor Municipal Code to adopt certain regulations pertaining to small and large places of assembly bringing such regulations in compliance with applicable federal and state law – J. Frey

**Town Board Member Slater motioned to open the Public Hearing; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

Assistant Town Attorney Frey reported on the proposed amendment noting it had been reviewed by the Town Board at a work session on February 7 and the Planning Commission reviewed it on February 28. The Town Board had stated concern regarding the dividing line between large and small places of assembly and had requested staff to research the issue. The ordinance was changed from 200 people being assembled at one time to a seating capacity of 400 people. The language was changed from persons to seating capacity which is consistent with how the Municipal Code equates how many on-site parking spaces are required. The ordinance will provide for large and small places of assembly to become a use by right.

Town Board Member Slater commended the work of Mr. Ballstadt on the ordinance and stated his approval of the compromise in the dividing line between large and small places of assembly.

Mayor Vazquez opened the meeting for public comment to which there was none.

**Town Board Member Slater motioned to close the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

5. Ordinance Amending Chapter 16 of the Windsor Municipal Code to adopt certain regulations pertaining to small and large places of assembly bringing such regulations in compliance with applicable federal and state law, First Reading – J. Frey (Ordinance No. 2011-1406)

**Town Board Member Slater motioned to approve Ordinance No. 2011-1406, Ordinance Amending Chapter 16 of the Windsor Municipal Code to adopt certain regulations pertaining to small and large places of assembly bringing such regulations in compliance with applicable federal and state law on First Reading; Town Board Member Bishop-Cotner seconded the motion.**

Mayor Vazquez echoed the comments made by Town Board Member Slater and stated he was comfortable with the modifications as presented.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

6. Public Hearing – Amendment to Chapter 16 of the Windsor Municipal Code to adopt certain regulations pertaining to notification requirements for conditional use grant applications for Oil and Gas Operations and Open Surface Gravel Mining Operations – J. Plummer

**Town Board Member Slater motioned to open the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

Director of Planning Plummer reported on the regulations for notification requirements noting the amendments were in response to public comments received related to an oil and gas application. Staff had been directed to look at the notifications for conditional use grants for oil and gas applications; at the same time staff looked at open surface mining notifications as well. Mr. Plummer reviewed the memorandum submitted in the Town Board packet which addressed the change in notification area, neighborhood meeting requirements, signage upgrades and website references. Mr. Plummer noted the requirement for notification for a conditional use grant associated with oil and gas of open surface mining would be 500 feet which was included in the ordinance.

**Town Board Member Slater motioned to close the public hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

7. Ordinance Amending to Chapter 16 of the Windsor Municipal Code to adopt certain regulations pertaining to notification requirements for conditional use grant applications for Oil and Gas Operations and Open Surface Gravel Mining Operations, First Reading - J. Plummer (Ordinance No. 2011-1407)

**Town Board Member Slater motioned to approve Ordinance No. 2011-1407, Ordinance Amending to Chapter 16 of the Windsor Municipal Code to adopt certain regulations pertaining to notification requirements for conditional use grant applications for Oil and Gas Operations and Open Surface Gravel Mining Operations on First Reading; Town Board Member Bishop-Cotner seconded the motion.**

Director of Planning Plummer reported the Planning Commission recommended approval of the ordinance as presented.

The Town Board discussed the ordinance and commended the planning staff on their work.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

8. Public Hearing - Request for Extension of Conditional Use Grant approval for Outdoor Storage in the Limited Industrial (I-L) zoning district – John Heppner and Russell Heppner, Guardian Self Storage, applicants/Tricia Kroetch, North Star Design, Inc., applicant’s representative – D. Aungst  
**Town Board Member Slater motioned to open the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

Associate Planner Aungst reviewed the conditional use grant (CUG) and noted the original CUG was approved in 2008. The original request granted the concealed storage of RV’s with an expiration date of May 12, 2012. Ms. Aungst provided a power point presentation showing the location of the RV’s and storage units and noted that they were not visible from the street.

Tricia Kroetch, representing the applicant, addressed the Town Board and stated the request was to have the new extension start at the expiration date of the current one.

**Town Board Member Slater motioned to close the public hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

9. Request for Extension of Conditional Use Grant approval for Outdoor Storage in the Limited Industrial (I-L) zoning district – John Heppner and Russell Heppner, Guardian Self Storage, applicants/Tricia Kroetch, North Star Design, Inc., applicant’s representative – D. Aungst  
**Town Board Member Slater motioned to approve the Request for Extension of the Conditional Use Grant; Town Board Member Melendez seconded the motion.**

Associate Planner Aungst stated the Planning Commission recommended approval of the three year extension of the Conditional Use Grant with the condition it expire on a date certain, May 12, 2015.

The Town Board noted the outdoor storage is not visible from the street and is kept in immaculate condition.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

10. Public Hearing on Ordinance Amending The Windsor Municipal Code To Decrease The Per-Acre Value Of Land For Purposes Of Calculating School District Payments In Lieu Of Land Dedication With Respect To Land Development Within The Town Of Windsor, Colorado – I. McCargar  
**Town Board Member Slater motioned to open the Public Hearing; Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

Town Attorney McCargar reported on the ordinance and stated the Town had entered into agreements with each of the school districts which provided the Town be the pass through for fees that are paid by land developers to the school districts. Mr. McCargar referred to exhibits from the Poudre School District that were included in the packet which referred to a reduction in the per-acre value of land with a reduction from \$100,000 to \$89,000. He stated that similar exhibits are found in each of the school district's land dedication agreements and the format is consistent.

Mayor Vazquez opened the meeting for public comment to which there was none.

**Town Board Member Slater motioned to close the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

11. An Ordinance Amending the Windsor Municipal Code to Decrease the Per-Acre Value of Land for Purposes of Calculating School District Payments in Lieu of Land Dedication with Respect to Land Development within the Town of Windsor, Colorado, First Reading – I. McCargar (Ordinance No. 2011-1408)

**Town Board Member Slater motioned to approve Ordinance No. 2011-1408, An Ordinance Amending the Windsor Municipal Code to Decrease the Per-Acre Value of Land for Purposes of Calculating School District Payments in Lieu of Land Dedication with Respect to Land Development within the Town of Windsor, Colorado on First Reading; Town Board Member Bishop-Cotner seconded the motion.**

Town Attorney McCargar stated he did not have any additional information to share and was available to answer any questions regarding the ordinance.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

12. A Resolution Extending the Deadline for the Town of Windsor and the City of Fort Collins to Take Certain Actions Under the Terms and Conditions of an Intergovernmental Agreement Between the Town and the City Pertaining to the Development of the Interstate Highway 25 and State Highway 392 Interchange and the Area Surrounding the Interchange – J. Frey (Resolution No. 2011-10)

**Town Board Member Slater motioned to approve Resolution No. 2011-10; Town Board Member Bishop-Cotner seconded the motion.**

Assistant Town Attorney Frey reported on the resolution noting the deadline is requested to be extended to June 7, 2011. He stated it may not take until June 7 to meet the conditions of the Intergovernmental Agreement, but it will provide enough time for completion.

**Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**

13. Alzheimer's Association fee reimbursement request – M. Chew

Director of Parks & Recreation Chew provided an overview of the fee reimbursement request of \$344 which includes room rental and staff expenses. The fundraiser is for a breakfast on March 23, 2011 called Reason for Hope Breakfast.

**Town Board Member Slater motioned to approve the Alzheimer's Association fee reimbursement request; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nayes – None. Motion carried.**

14. Windsor Severance Historical Society fee waiver request – M. Chew

Director of Parks & Recreation Chew reported on the request from the Historical Society for reimbursement of fees for using images from the Town of Windsor photo archives for a book they are producing. The request is for reimbursement of current fees paid along with a waiver of any future fees. Ms. Chew reviewed the staff memo and letter submitted.

The Town Board discussed the opportunity to cooperate on the project.

Marjorie Straube, representing the Windsor Severance Historical Society, addressed the Town Board and noted they want to produce a book of Windsor's history. The reimbursement and waiver of fees for use of the pictures would be beneficial due to their non-profit status.

**Town Board Member Bishop-Cotner motioned to approve the reimbursement of \$118 of fees already incurred and the waiver of future fees; Town Board Member Slater seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nayes – None. Motion carried.**

15. The Lauren Project – Windsor-Severance Carbon Monoxide Project – D. Johnson

Cathy Broida presented an overview of the project and requested the Town Board consider the funding of 300 carbon monoxide detectors for homes in the Windsor/Severance school district. Ms. Broida provided a description of the Lauren Project and noted the community collaboration and the various town strategic goals that are being met through the effort. Ms. Broider reviewed the letter included in the town board packet and noted 135 volunteers participated in the project with over 685 hours of volunteer time logged.

Mike Davis, Windsor/Severance Fire District, addressed the Town Board and thanked those involved with the Lauren Project for allowing the fire district to participate in the carbon monoxide detector outreach. To date, 281 carbon monoxide detectors need to be installed. The fire department is working to install them in the homes of those that volunteered first and will then divide the balance up by geo code for installation.

Town Board Member Melendez noted her family participated as volunteers in the effort and found it a great success; she noted it was a proactive move by the Lauren Project.

Mayor Vazquez stated his support of the Project as no one should have to go through what the Johnson family did in losing their daughter, Lauren, to carbon monoxide poisoning. Mr. Vazquez also noted that all new homes are required to have carbon monoxide detectors.

**Town Board Member Slater motioned to approve the request for \$7,500 to the Lauren Project; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nayes – None. Motion carried.**

16. Financial Report – D. Moyer

Director of Finance Moyer provided an overview of the February financial report stating the Town had surpassed February 2007 sales tax collections, which had been the highest to date.

Mr. Moyer reviewed the year to date comparisons and noted the Town was 7% ahead of last year's sales tax collections. The report identified 30 single family home permits issued through February 2011 and Mr. Moyer reported that seven more had been issued during the first two weeks of March.

The charts included in the packet which outlined sales tax collections by geographic code and by industry were explained.

Mayor Vazquez thanked Mr. Moyer for the visuals. He noted that revenues were above budget and the expenditures were below and commended staff for keeping the Town in the black.

**D. COMMUNICATIONS**

1. Communications from the Town Attorney  
Town Attorney McCargar reported the Town was involved in a small claims action that, through mediation efforts, has been rescheduled for April 11 at 10 a.m.
2. Communications from Town Staff  
Parks & Recreation – Ms. Chew stated the Tree Conference was a huge accomplishment and noted the staff efforts of Ken Kawamura and Sandra Sheffler that ensured its success. Grants for the summer concert series and Diamond Valley have been submitted and staff should hear shortly regarding the outcome of the GOCO grant for the trails.
3. Communications from the Town Manager  
No report.
4. Communications from Town Board Members  
Mayor Pro-Tem O'Neill inquired as to the sold sign on the Chevy dealership. Staff does not know who it was sold to.

Town Board Member Carrigan reported on the Rural Economic Summit he and Director of Finance Moyer attended and noted the feedback received from the state agricultural leadership.

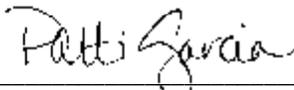
Mayor Vazquez congratulated the Windsor High School boys wrestling team in their state championship win. He also congratulated the boys basketball team at their effort at the state championship.

**E. ADJOURN**

**Town Board Member Bishop-Cotner motioned to adjourn; Town Board Member Slater seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Vazquez**

**Nays – None. Motion carried.**



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Patti Garcia, Town Clerk