



Town Council

**Town Hall Council Chambers
6231 Estero Boulevard
Fort Myers Beach, FL 33931
Monday, August 3, 2026**

Agenda

9:00 AM

ORDER OF BUSINESS

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF FINAL AGENDA**
- V. PUBLIC COMMENT**
- VI. LOCAL ACHIEVEMENTS AND RECOGNITIONS**
- VII. ADVISORY COMMITTEES ITEMS / REPORTS / APPOINTMENTS**
 - A. Audit Committee
Request for appointment to fill current vacancy on the Town's Audit Committee.
 - B. Anchorage Advisory Committee
Report only - Water Taxis/Ferry Recommendations. Accept into the record the report from the Anchorage Advisory Committee (AAC)
- VIII. APPROVAL OF MINUTES**
 - A. Town Council - June 1, 2026
 - B. Town Council - June 15, 2026
- IX. CONSENT AGENDA**
 - A. Resolutions 26-143 through 26-146; Extension of Local Emergency - Tropical Storm Debby
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, EXTENDING THE DECLARATION OF STATE OF LOCAL EMERGENCY DUE TO TROPICAL STORM DEBBY PROVIDING THE TOWN WITH POWERS, INCLUDING, BUT NOT LIMITED TO THOSE PURSUANT TO FLORIDA STATUTES, CHAPTER 252, AND TOWN CODE CHAPTER 2, ARTICLE VI; PROVIDING FOR PENALTIES FOR VIOLATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND FOR AN EFFECTIVE DATE AND A TERMINATION DATE.

- B. Resolutions 26-147 through 26-150; Extension of Local Emergency - Hurricane Helene

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, EXTENDING THE DECLARATION OF STATE OF LOCAL EMERGENCY DUE TO HURRICANE HELENE (FORMERLY KNOWN AS POTENTIAL TROPICAL CYCLONE NINE) PROVIDING THE TOWN WITH POWERS, INCLUDING, BUT NOT LIMITED TO THOSE PURSUANT TO FLORIDA STATUTES, CHAPTER 252, AND TOWN CODE CHAPTER 2, ARTICLE VI; PROVIDING FOR PENALTIES FOR VIOLATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND FOR AN EFFECTIVE DATE AND A TERMINATION DATE.

- C. Resolutions 26-151 through 26-154; Extension of Local Emergency - Hurricane Milton

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, EXTENDING THE DECLARATION OF STATE OF LOCAL EMERGENCY DUE TO HURRICANE MILTON, PROVIDING THE TOWN WITH POWERS, INCLUDING, BUT NOT LIMITED TO THOSE PURSUANT TO FLORIDA STATUTES, CHAPTER 252, AND TOWN CODE CHAPTER 2, ARTICLE VI; PROVIDING FOR PENALTIES FOR VIOLATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND FOR AN EFFECTIVE DATE AND A TERMINATION DATE.

X. ITEMS REMOVED FROM CONSENT AGENDA

XI. PUBLIC HEARINGS

- A. Resolution 26-141, VAR20250260, 100/102 Bay Mar Dr

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH APPROVING/APPROVING WITH CONDITIONS/DENYING VARIANCE 20250260, REQUESTING A VARIANCE FROM LDC SECTION 34 TABLE 34-3 - FOR THE PROPERTY LOCATED AT 100/102 BAY MAR DRIVE GENERALLY REFERRED TO AS STRAP NUMBER 29-46-24-W2-00155.1010 IN FORT MYERS BEACH, TO REDUCE THE REQUIRED 20-FOOT REAR SETBACK BY 7.9 FEET TO ALLOW A REAR SETBACK OF 12.1 FEET FOR AN ENCLOSED ACCESS STAIRCASE EXTENDING TO THE SECOND FLOOR OF A TWO-FAMILY RESIDENCE WITHIN THE RESIDENTIAL CONSERVATION (RC) ZONING DISTRICT; AND PROVIDING FOR OTHER CLARIFICATIONS AS NECESSARY; PROVIDING FOR CONFLICTS OF LAW, SCRIVENER'S ERRORS, SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

- B. Ordinance 26-02; DA20250277, 6890 Estero Blvd. (Old Wyndham Garden)
This quasi-judicial agenda item is a 1st Reading and Public Hearing on proposed Ordinance 26-02. If approved at First Reading, a Second Reading and final adoption hearing will be scheduled for Wednesday, September 9, 2026 or at another time identified by Town Council.

AN ORDINANCE OF THE TOWN OF FORT MYERS BEACH, FLORIDA

APPROVING OR DENYING A HOME RULE DEVELOPMENT AGREEMENT FOR PROPERTY LOCATED AT 6890 ESTERO BOULEVARD, FORT MYERS BEACH, FL, STRAP NO. 03-47-24-W1-00003.0010 OWNED BY FMBH LLC, AS AUTHORIZED BY SECTION 2-100 OF THE TOWN'S LAND DEVELOPMENT CODE AND IN COMPLIANCE WITH THE PROCEDURES FOR APPLICATION AND APPROVAL OF DEVELOPMENT AGREEMENTS WITH TWO PHASES OF DEVELOPMENT AND A REQUEST FOR SEVEN DEVIATIONS FOR THE PURPOSE OF REDEVELOPMENT OF THE PROPERTY TO ALLOW RESTAURANT, ENTERTAINMENT, COMMERCIAL PARKING AND RECREATIONAL USE; PROVIDING FOR TERMS AND CONDITIONS INCLUDING BUT NOT LIMITED TO THE IDENTIFICATION OF THE PROPOSED USE OF THE PROPERTY, A FINDING OF CONSISTENCY WITH THE TOWN OF FORT MYERS BEACH COMPREHENSIVE PLAN, COMMITMENTS AND DEVELOPMENT OBLIGATIONS, DEVIATIONS NEEDED FOR DEVELOPMENT; PROVIDING FOR OTHER CLARIFICATIONS AS NECESSARY; PROVIDING FOR CONFLICTS OF LAW, SCRIVENER'S ERRORS, SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

TOWN COUNCIL MUST DETERMINE IF SAND CAPER CONDOMINIUM REPRESENTED BY MAX FORGEY WILL BE ALLOWED TO PARTICIPATE IN THE PUBLIC HEARING AS AN INTERVENOR AND THE EXTENT OF THEIR PARTICIPATION.

- C. Ordinance 26-10, CPD20250286, 1207 Estero Blvd. (Silver Sands Resort)
This quasi-judicial agenda item is a 1st Reading and Public Hearing on proposed Ordinance 26-10. If approved at First Reading, a Second Reading and final adoption hearing will be scheduled for Wednesday, September 9, 2026 or at another time identified by Town Council.

AN ORDINANCE OF THE TOWN OF FORT MYERS BEACH, FLORIDA APPROVING/APPROVING WITH CONDITIONS/DENYING A REZONING OF PROPERTY LOCATED AT 1207 ESTERO BLVD, FORT MYERS BEACH, GENERALLY IDENTIFIED AS STRAP NUMBER 19-46-24-W4-0150D.0050 FROM DOWNTOWN ZONING DISTRICT TO A COMMERCIAL PLANNED DEVELOPMENT WITH 11 DEVIATIONS TO ALLOW FOR A 60-UNIT HOTEL, AND 2,500 SQUARE FEET OF COMMERCIAL RETAIL SPACE AND 46 PARKING SPACES; PROVIDING FOR OTHER CLARIFICATIONS AS NECESSARY; PROVIDING FOR CONFLICTS OF LAW, SCRIVENER'S ERRORS, SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

XII. ADMINISTRATIVE AGENDA

- A. Resolution 26-142, FY2027 Proposed Maximum Millage Rate
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, ADOPTING A PROPOSED MAXIMUM MILLAGE RATE FOR THE TOWN OF FORT MYERS BEACH, FLORIDA OF 1.34 FOR

FISCAL YEAR 2027, COMMENCING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027, FOR THE PURPOSE OF PROVIDING SUFFICIENT FUNDS FOR THE GENERAL GOVERNMENT OPERATING FUND; SETTING THE DATE, TIME AND PLACE FOR THE FIRST AND SECOND PUBLIC HEARINGS AS REQUIRED BY SECTION 200.065, FLORIDA STATUTES FOR ADOPTION OF A TENTATIVE AND FINAL MILLAGE RATE AND A PROPOSED AND FINAL OPERATING BUDGET; AND PROVIDING AN EFFECTIVE DATE.

- B. Resolution 26-167; Establishment of Six Ad Hoc Committees to Assist in the Preparation of a Charter School Application

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA ESTABLISHING SIX AD HOC COMMITTEES TO ASSIST IN THE PREPARATION OF A CHARTER SCHOOL APPLICATION PURSUANT TO SECTION 1002.33, FLORIDA STATUTES, AND RULE 6A-6.0786, FLORIDA ADMINISTRATIVE CODE; PROVIDING FOR COMMITTEE DUTIES, MEMBERSHIP, AND DURATION; PROVIDING AN EFFECTIVE DATE.

- C. Resolution 26-155, 2027 F-ROC Participation

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA AUTHORIZING THE TOWN MANAGER TO PARTICIPATE IN THE FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM; AUTHORIZING THE TOWN MANAGER OR DESIGNEE TO EXECUTE AND SUBMIT RELATED DOCUMENTS NEEDED TO IMPLEMENT AND ADMINISTER THE PROGRAM INCLUDING THE DISASTER READINESS ASSESSMENT, ANY POST DISASTER QUESTIONNAIRES, AND ABATEMENT ACTIVITIES; PROVIDING AN EFFECTIVE DATE.

- D. Resolution 26-168, First Amendment to the Non-Exclusive Right of Way Agreement with the Fort Myers Beach Chamber of Commerce

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, APPROVING A FIRST AMENDMENT TO THE NON-EXCLUSIVE RIGHT-OF-WAY LICENSE AGREEMENT WITH THE FORT MYERS BEACH CHAMBER OF COMMERCE, RELOCATING THE LICENSED PROPERTY FROM 1046 ESTERO BOULEVARD TO PROPERTY LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY NEAR 1035 ESTERO BOULEVARD, FORT MYERS BEACH, FLORIDA; AUTHORIZING THE MAYOR OR TOWN MANAGER TO EXECUTE THE FIRST AMENDMENT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

- E. Acceptance of Grant: TDC FY25-26 Attractions Marketing Funding for the Mound House

Acceptance of the Lee County Tourist Development Council (TDC) Attractions Marketing funding awarded to the Town of Fort Myers Beach for the Mound House for the 2025–2026 funding cycle in the

amount of \$20,000, and authorize the Culture, Parks, and Recreations Director and/or Museum Manager to execute all documents necessary to administer the award.

F. Special Event: Matanzas Pass Inn Labor Day Bash

Approval of a Special Event Permit for the Matanzas Inn / On The Bay Labor Day Bash hosted by FMB Bayside, LLC, including waivers of the Town's Noise Ordinance and Open Container regulations, and approval of the temporary closure of portions of the public right-of-way, to facilitate event setup on September 4, 2026, and the Labor Day festival on September 5–6, 2026, subject to all applicable staff conditions and final approvals from the Lee County Sheriff's Office and the Fort Myers Beach Fire Control District.

G. Special Event: Island Hopper Songwriter Festival

Approval of a Special Event for the Island Hopper Songwriter Festival to be held September 25 through September 27, 2026, at Bayside Veterans Park, Fort Myers Beach, from 4:00 PM to 10:00 PM on September 25, 3:00 PM to 10:00 PM on September 26, and 1:00 PM to 4:30 PM on September 27, as requested by President Jacki Lyszak of the Fort Myers Beach Chamber of Commerce in partnership with iHeartMedia, including setup beginning at 12:00 PM on September 25, amplified live music on the permanent stage, and a waiver of the Town's open-container restrictions within Bayside Veterans Park, subject to compliance with all applicable Town requirements and final approval by the Fort Myers Beach Fire Control District and the Lee County Sheriff's Office.

H. Resolution 26-160; Special Event - FMB Chamber of Commerce Bayside Concert Series

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, APPROVING A REOCCURRING SPECIAL EVENT PERMIT FOR THE BAYSIDE CONCERT SERIES HOSTED BY THE TOWN OF FORT MYERS BEACH AND THE GREATER FORT MYERS BEACH AREA CHAMBER OF COMMERCE AT BAYSIDE VETERANS PARK; GRANTING WAIVERS OF THE TOWN'S NOISE ORDINANCE AND OPEN CONTAINER REGULATIONS TO ALLOW AMPLIFIED LIVE MUSIC ON DESIGNATED SUNDAYS FROM 4:00 P.M. TO 8:00 P.M.; ESTABLISHING A ONE-YEAR PERMIT TERM SUBJECT TO APPLICABLE STAFF CONDITIONS AND FINAL APPROVALS FROM THE LEE COUNTY SHERIFF'S OFFICE AND THE FORT MYERS BEACH FIRE CONTROL DISTRICT; PROVIDING AN EFFECTIVE DATE.

I. Resolution 26-166, FDOT Memorandum of Agreement - Maintenance Services

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE MAINTENANCE AGREEMENT NO. BEK14 (FM

NO. 432729-1-78-19) BETWEEN THE TOWN OF FORT MYERS BEACH AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR MOWING, LITTER REMOVAL, AND MECHANICAL SWEEPING MAINTENANCE SERVICES ALONG STATE ROAD 685; AUTHORIZING THE MAYOR TO EXECUTE ANY FURTHER DOCUMENTS, INCLUDING RENEWALS, NECESSARY TO EFFECTUATE THE AGREEMENT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

- J. Resolution 26-169; CHNEP ILA Grant Approval - Engineering for Stormwater Projects

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN CHARLOTTE COUNTY, ON BEHALF OF THE COASTAL AND HEARTLAND NATIONAL ESTUARY PARTNERSHIP (CHNEP), AND THE TOWN OF FORT MYERS BEACH FOR SERVICES SUPPORTING CHNEP'S COMPREHENSIVE CONSERVATION AND MANAGEMENT PLAN, INCLUDING THE ASSOCIATED WORK ASSIGNMENT FOR THE STORMWATER EVALUATION AND IMPROVEMENT PROJECT FOR FOCUS AREA 15 (INDIAN BAYOU) AND FOCUS AREA 16 (IBIS STREET), FOR AN ESTIMATED PROJECT COST OF \$200,000.00; AND PROVIDING AN EFFECTIVE DATE.

- K. Resolution 26-159; Change Order #2, ITB-23-18-UT, Andrew Sitework LLC

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE CHANGE ORDER #2 TO CONTRACT ITB-23-18-UT BETWEEN THE TOWN OF FORT MYERS BEACH AND ANDREW SITEWORK LLC. TO ADD ADDITIONAL WATER AND STORMWATER IMPROVEMENTS NEEDED TO CARLOS DRIVE AND SEAVIEW STREET; INCREASING THE CONTRACT AMOUNT BY \$1,047,146.57; AND PROVIDING FOR AN EFFECTIVE DATE.

- L. Resolution 26-171; EarthBalance Change Order #3 for Dune Plantings

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE CHANGE ORDER #3 TO CONTRACT ITB-25-02-EN BETWEEN THE TOWN OF FORT MYERS BEACH AND EARTHBALANCE CORPORATION TO ADD 274 DAYS TO THE DEADLINE FOR COMPLETION OF THE CONTRACT, EXTENDING THE COMPLETION DATE TO DECEMBER 31, 2026, TO ALIGN WITH THE EXTENDED FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM) LOCAL AGENCY PROGRAM GRANT AGREEMENT D1502; AND PROVIDING FOR AN EFFECTIVE DATE.

- M. Resolution 26-164, First Amendment CUSI Agreement

A RESOLUTION OF THE TOWN OF FORT MYERS BEACH, APPROVING

A FIRST AMENDMENT TO AN AGREEMENT BETWEEN THE TOWN OF FORT MYERS BEACH AND CONTINENTAL UTILITY SOLUTIONS, INC., TO INCREASE THE YEARLY TOTAL BY \$768 AND TO INCORPORATE THE TOWN'S CONTRACT ADDENDUM TO THE AGREEMENT; AUTHORIZING THE TOWN MANAGER TO SIGN THE AMENDMENT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

N. Resolution 26-165; Tidal Basin Second Amendment

A RESOLUTION OF THE TOWN OF FORT MYERS BEACH, FLORIDA, APPROVING THE SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE TOWN OF FORT MYERS BEACH AND TIDAL BASIN GOVERNMENT CONSULTING LLC; AMENDING THE AGREEMENT TO INCORPORATE ADDITIONAL FLORIDA STATUTORY REFERENCES FOR CONTRACT COMPLIANCE AND COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY (CDBG-DR) SUPPLEMENTAL TERMS AND CONDITIONS TO ENSURE COMPLIANCE WITH APPLICABLE STATE LAW AND U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) REQUIREMENTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

O. Resolution 26-158; Axis Infrastructure LLC, STA #2

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA APPROVING SUPPLEMENTAL TASK AUTHORIZATION (STA) #2 WITH AXIS INFRASTRUCTURE, INC. IN AN AMOUNT NOT TO EXCEED \$220,000, RETROACTIVE TO APRIL 1, 2026, FOR A CUMULATIVE TOTAL OF PAYMENT FOR SERVICES UNDER RFQ 24-26-AD TO CLOSE OUT THE FY2026 FOR THE CONTINUATION OF PLANNING SERVICES; AUTHORIZING THE TOWN MANAGER TO SIGN STA #2 AND PROVIDING FOR AN EFFECTIVE DATE.

P. Resolution 26-170; Coastal Engineering Consultants, STA #5 Beach Project Permit Required Activities

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE SUPPLEMENTAL TASK AUTHORIZATION #5 OF CONTRACT RFQ-24-06-AD BETWEEN THE TOWN AND COASTAL ENGINEERING CONSULTANTS, INC. FOR PERMIT REQUIRED SHOREBIRD MONITORING AND TILLING COORDINATION SERVICES ASSOCIATED WITH THE ESTERO ISLAND 2026 TRUCK HAUL PROJECT FOR A COST OF \$7,010.00; AND PROVIDING AN EFFECTIVE DATE.

Q. Motion To Dismiss Second Renewed Building Appeal

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH APPROVING/DENYING A MOTION TO DISMISS FILED BY ZACHARY W. LOMBARDO, ESQUIRE ON BEHALF OF TODD R. PLAISTED, AS TRUSTEE FOR THE TODD R. PLAISTED TRUST OF A

[SECOND RENEWED] ADMINISTRATIVE APPEAL BUILDING PERMIT # 242333 / #234477 (21391 WIDGEON TERRACE) FILED BY HIMMELSTEIN ASSOCIATES, LLC, ROBERT HIMMELSTEIN, AND STEPHANIE HIMMELSTEIN; PROVIDING FOR AN EFFECTIVE DATE.

- R. Resolution 26-157; Authorization to Foreclose, Case 20240994, 2815 Estero Blvd.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA AUTHORIZING THE TOWN ATTORNEY TO REQUEST AUTHORIZATION TO FILE A FORECLOSURE ACTION FROM THE TOWN OF FORT MYERS BEACH SPECIAL MAGISTRATE REGARDING A CODE ENFORCEMENT LIEN RECORDED ON SEPTEMBER 15, 2025 IN CODE ENFORCEMENT CASE NO. 20240994 IN THE AMOUNT OF \$16,500.00 (THE "LIEN") RELATED TO PROPERTY LOCATED AT 2815 ESTERO BLVD AND OWNED BY HIMMELSTEIN ASSOCIATES, LLC FOR VIOLATION OF THE TOWN'S FLOOD REGULATIONS BY KEEPING A NONCOMPLIANT STRUCTURE/SHIPPING CONTAINER ON THE PROPERTY; AUTHORIZING THE TOWN ATTORNEY TO FILE A FORECLOSURE ACTION REGARDING THE LIEN IN THE 20TH JUDICIAL CIRCUIT IN AND FOR LEE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

XIII. FINAL PUBLIC COMMENT

XIV. TOWN MANAGER'S ITEMS

XV. TOWN ATTORNEY'S ITEMS

- A. 1:00 PM - Executive Session (White Sands)

XVI. COUNCILMEMBERS ITEMS AND REPORTS

XVII. ADJOURNMENT

NOTE: THIS MEETING IS STREAMED LIVE ON [YOUTUBE](#).

IF A PERSON DECIDES TO APPEAL A DECISION MADE BY THE COUNCIL IN ANY MATTER CONSIDERED AT THIS MEETING/HEARING, SUCH PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, TO INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH ANY SUCH APPEAL IS TO BE BASED.



For special accommodation, please notify the Town Clerk's Office at least 72 hours in advance. (239) 765-0202

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Board's proceedings should contact the Town Clerk's Office not later than three days prior to the proceedings.