

TOWN OF LITTLETON
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October 20, 2008

AGENDA

1. Call special meeting to order at 6:00 p.m.
2. Review/Adopt Job Descriptions.
3. Approve trade of 1994 GMC truck for 1999 Dodge truck (Commissioners polled)
4. Consider approving purchase of two shot guns for the cost of shipping fees.
5. Consider purchase of computer for WWTP and purchase of dot matrix printer.
6. Consider bids for installation of storm drain on Roanoke Avenue.

Annie's Construction	\$8,500.00
B & D Paving	\$12,000.00
H. G. Reynolds	\$10,300.00
7. Presentation by Town Engineer, Mark Russell, concerning water grant.
8. Adjourn.

The Board of Commissioners of the Town of Littleton held a work session Monday, October 20, 2008, at 6:00 p.m. at the Town Hall. Commissioners present were Betty Willis, Clara Debnam, Billy Matthews, Terry Newsom and Patrick McAtee-MacRae.

Mayor Hawfield opened the meeting with the Pledge of Allegiance.

Mayor Hawfield recognized Mark Russell, engineer with Mack Gay Associates. Mr. Russell presented the Board with a map and advised the Town had two water grants, one for East End which would be used as matching funds for the Rural Center Grant to repair and fix and the water lines in town. The map indicated the areas they intended to do with the Rural Center Grant. The majority of the taps in these areas were hooked up to smaller parallel lines, where most of the water leaks were. These lines would be abandoned and the taps would be hooked up to 6" lines and valves would be installed to isolate lines.

Mr. Russell also advised the Rural Center had been granted more money for another round of grants. These would be based on \$2.00 from the grant for every \$1.00 matched by the Town; \$250,000 from the Town would get \$500,000 from the Rural Center. A 2 ½ % loan for 10 years would have payments for \$2,300.00 per month. According to research done by Commissioner Willis, engineer Mark Russell assisted by Keith Hamm and Mr. Willis who obtained the figures from records in the Town Hall, the cost would be offset by the lower cost for maintenance and she felt confident they would be able to do more than proposed. Discussion followed including the extra generators that were installed from previous grants, whether there was a possibility of 100% grants in the future, and that grantors compared notes on the grantees. Don Willis advised the dollar loss for repairs for the past 12 months averaged \$2,044 per month and water loss was \$19,000 for the year and if reduced, it could cover the cost of the loan. Commissioner MacRae stated he would like to have more information before voting for a loan. Additional discussion included Commissioner Willis requesting the County calibrate the main meter and the contract with the County.

Commissioner Willis made a motion, seconded by Commissioner Matthews, to pursue the \$500,000 grant from the Rural Center using matching funds of 2:1 (\$250,000). Mr. Russell advised there was a very good chance of getting the grant and Commissioner MacRae questioned the availability of the loan and stated he would feel better having a look at the budget. The motion was voted and carried with Commissioner MacRae voting in opposition.

Mayor Hawfield reported the Town had received the final payment from the estate of Mrs. Dorothy Burton Hubbard in the amount of \$216.56 for Sunset Hills Cemetery.

Following Mayor Hawfield advising the Commissioners had been polled concerning trading the Town's 1994 GMC with 200,000 some miles on it for a 1999 Dodge with 100,000 some miles, Commissioner Newsom made a motion, seconded by Commissioner Debnam, to approve the trade of the 1994 GMC truck for a 1999 Dodge truck. The motion was voted and carried.

Commissioner Newsom made a motion, seconded by Commissioner to accept two shotguns from the State for the cost of shipping, \$69.25. The motion was voted and carried.

Commissioner Willis made a motion, seconded by Commissioner Debnam, to authorize the purchase of a computer for the Wastewater Treatment Plant, not to exceed \$500.00. The motion was voted and carried.

Following Mayor Hawfield reporting three bids had been received for installing the storm drain on Roanoke Avenue; Annie's Construction \$8,500, B&D Paving \$12,000 and Rightmyer \$10,300,

Commissioner Newsom made a motion, seconded by Commissioner Willis, to accept the bid from Annie's Construction for \$8,500.00. The motion was voted and carried.

Following discussion of the job descriptions, Commissioner Willis made a motion, seconded by Commissioner Debnam, to approve the Job Descriptions for Town Clerk, Assistant Clerk, Police Chief, Police Sergeant, Police Detective, and Police Officer. The motion was voted and carried.

Commissioner Newsom made a motion, seconded by Commissioner MacRae to approve the Standard Operating Procedures (SOP) for the Police Department. The motion was voted and carried.

Commisinoer Willis made a motion, seconded by Commissioner Matthews, to adjourn the meeting at 6:40 p.m. The motion was voted and carried.

Clerk