

**TOWN OF LITTLETON**  
P. O. BOX 87  
LITTLETON, NORTH CAROLINA  
27850  
TELEPHONE (252) 586-2709

November 5, 2008

AGENDA

1. Call regular meeting to order at 7:30 p.m.
2. Pledge of Allegiance.
3. Consider approval of minutes of meeting(s) held in October, 2008.
4. Approve for payment bills made in October, 2008.
5. Citizens concerns.
6. Award contract for engineering services for CDBG-ED Storm Water Grant #07-E-1736.
7. Award contract for administrative services for CDBG-ED Storm Water Grant #07-E-1736.
8. Consider Adoption of **Resolution by Governing Body of Applicant (R-08-012)** authorizing the Mayor to execute and file an application with NCREDC (Rural Center) for a grant to assist in water system improvements.
9. Consider adoption of **Resolution by Governing Body of Applicant (R-08-013)** authorizing the Mayor to execute and file an application with the State of North Carolina for a loan for the construction/reconstruction of a drinking water distribution system.
10. Consider adoption of **Resolution of Adoption Authorizing Littleton to Submit an Application for North Carolina Governor's Highway Safety Program Grant (R-08-014)**.
11. Consider recommendations for Warren County appointments to Board of Adjustment (regular member and alternate).
12. Commissioners reports on activities in October, 2008.
13. Enter into closed session pursuant to NCGS 143-18.11(a)(5) concerning the acquisition of real property.
14. Adjourn.

Additions: Dennis Patton (UCPCOG) concerning Rural Center/DENR Grants

Due to the national elections, the Board of Commissioners of the Town of Littleton held their regular meeting Wednesday, November 5, 2008, at 7:30 p.m. at the Town Hall. Present were Commissioners Betty Willis, Patrick McAtee-MacRae, Clara Debnam and Terry Newsom.

Mayor Hawfield opened the meeting with the Pledge of Allegiance.

Following Mayor Hawfield pointing out corrections had been made to the two sets of minutes from October, Commissioner Willis made a motion, seconded by Commissioner MacRae, to approve the minutes.

Commissioner Debnam made a motion, seconded by Commissioner Newsom to approve the bills due from the month of October as presented. Mayor Hawfield advised the storm drain repairs done by Annie's Construction might get paid for under a grant and the Casa Mia bill would be paid by Beautification Funds. The motion was voted and carried.

Commissioner Willis made a motion, seconded by Commissioner Newsom to adopt the **Resolution by Governing Body of Applicant (R-08-012)** authorizing the Mayor to execute and file an application with NCREDC (Rural Center) for a grant to assist in water system improvements. The motion was voted and carried.

Commissioner Willis made a motion, seconded by Commissioner Debnam to adopt the **Resolution by Governing Body of Applicant (R-08-013)** authorizing the Mayor to execute and file an application with the State of North Carolina for a loan for the construction/reconstruction of a drinking water distribution system. The motion was voted and carried.

Following Mayor Hawfield advising that with the Governors Highway Safety Program the Police Department would receive traffic check point equipment including a light with generator, Commissioner Newsom made a motion, seconded by Commissioner Willis to adopt the **Resolution of Adoption Authorizing Littleton to Submit an Application for North Carolina Governor's Highway Safety Program Grant (R-08-014)**. The motion was voted and carried.

Commissioner Willis made a motion, seconded by Commissioner MacRae to award the engineering services contract for the CDBG-ED Storm Water Grant #07-E-1736 to Mack Gay Associates. The motion was voted and carried.

Following Commissioner Willis reporting John Skinner had agreed to serve on the Littleton Board of Adjustments and Commissioner Newsom that Mark Forrest and Judith Forrest had also agreed, Commissioner Willis made a motion, seconded by Commissioner Newsom to nominate and recommend that Warren County appoint John Skinner as the regular member and Mark Forrest as the alternate to the Board of Adjustment. The motion was voted and carried.

Dennis Patton reported a checklist had been started for the packet to go to the State for a grant application. There were two things the State would consider; the water rate structure, does it discourage high usage, and the other is conservation efforts including incentives for conservation. Discussion followed and Mr. Patton advised they would have the packet completed by December 1 for the DENR Grant and possibly the Rural Center Supplemental Grant. The DENR Grant would be \$175,000 and would be a companion to the Rural Center Grant for which the Town qualified for \$500,000. The grants would be used to clean up the remainder of the water system problems. Discussion continued on conservation incentives and discounts.

Commissioner Willis made a motion, seconded by Commissioner MacRae to award the contract for administrative services for CDBG-ED Storm Water Grant #07-E-1736 to Progressive Resources & Opportunities (PRO). The motion was voted and carried.

In response to a question, it was reported Window Fashion Resources had gotten bank approval but the papers had not been executed.

In response to a question from Heidi Hogan about the library, Mayor Hawfield advised Mr. Chichester (Town Attorney) had a copy of the letter agreeing to continue the lease for five more years at \$1.00 per year. Commissioner MacRae pointed out there was never any chance the library was going to be closed.

Commissioner Debnam gave the budget report for October; General Fund revenues YTD \$128,936.21 or 22%, expenditures \$182,164.53 or 31%, Water & Sewer Fund Revenues YTD \$118,202.44 or 32% and expenditures \$88,016.87 or 24%. Mayor Hawfield pointed out the half year rent for the library would not be needed and the Powell Bill was down due to the economy.

Commissioner Newsom gave the police report for October and Chief Suggs reported that 6 of 7 felony break-ins had been solved and they were still working on the last one.

Commissioner Willis reported the WWTP average daily flow was 95,000 gpd, there had been no spills, violations or inspections. The Town had purchased 2,497,000 gallons of water and sold 1,666,000. Of the 725,000 unaccounted for, flushing hydrants was part of that. The TThm results were high and they were working with the County as they were the major problem. The County wanted the Town to flush in November and she felt the County should help with the cost. Monday the main meter would be calibrated. She also reported Keith Hamm had finished up what was required for his certification and had also held a "Hazardous Materials Session" at the WWTP. Infiltration had been found on Hwy 158 and the grant had paid for all but \$400.00 dollars of the repairs and it was expected this would cut down the losses.

Commissioner MacRae stated he had no report as the library had already been discussed.

Commissioner Willis made a motion, seconded by Commissioner Newsom, to enter into closed session pursuant to NCGS 143-18.11(a)(5) concerning the acquisition of real property at 8:02 p.m. The motion was voted and carried.

The regular meeting resumed at 8:22 p.m.

Commissioner MacRae made a motion, seconded by Commissioner Debnam, to adjourn the meeting.

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Clerk

#### General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a)(6)

The Board of Commissioners entered into executive session at 8:09 p.m. following a short recess.

The Board discussed the cemetery budget.

The Board discussed the cost of an environmental study and the possibility of purchasing a property in town.

Commissioner Willis made a motion, seconded by Commissioner Newsom to return to regular session at 8:22 p.m. The motion was voted and carried.

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Clerk