

TOWN OF LITTLETON
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27850
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December 1, 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 November, 2008.
4. Approve for payment bills made in November, 2008.
5. Citizens concerns.
6. Consider administrative contract with UCPCOG for Building Re-use Grant (privately owned building – grant through Rural Dev. brownfields program).
7. Consider Christmas bonus for employees (last year \$50 full time \$25 part time).
8. Consider Budget Amendment for Library.
9. Consider contract with Cummins Atlantic for maintenance of 5 lift station generators.
10. Consider approval of 3rd Quarter Project Report for 2007 CDBG-Infrastructure Grant #07-C-1270.
11. Commissioners reports on activities in November, 2008.
12. Adjourn.

The Board of Commissioners of the Town of Littleton held their regular meeting Monday, December 1, 2008, at 7:30 pm at the Town Hall. Present were Commissioners Patrick McAtee-MacRae, Clara Debnam, Terry Newsom and Billy Matthews and Town Attorney Gilbert Chichester.

Mayor Hawfield opened the meeting with the Pledge of Allegiance.

Commissioner MacRae made a motion, seconded by Commissioner Debnam, to approve the minutes of November 5, 2008, as presented. The motion was voted and carried.

Commissioner Debnam made a motion, seconded by Commissioner Newsom, to pay the bills made during the month of November. The motion was voted and carried.

Mayor Hawfield noted there were no citizens present and introduced Alfreda Williamson, from the Upper Coastal Council of Governments (UCPCOG) who was presenting the administrative contract for a Rural Center Grant for Board approval. Ms. Williamson explained the Rural Center had awarded a grant to the Town for building reuse for a business owner that wanted to open a creamery, and the grant had to be awarded in the Town's name. UCPCOG wrote the grant and were the consultants and did the assessment and market study. The grant was \$22,500 for the project with the business owner putting up \$4,000. The Town's portion of \$1,000 was waived.

Commissioner Newsom made a motion, seconded by Commissioner MacRae, to approve the administrative contract with UCPCOG for the Rural Center Building Re-use Grant (Ref # 2009-080-60501-107). The motion was voted and carried.

Mayor Hawfield stated each year the employees were given a Christmas present of \$50.00 for full time and \$25.00 for part time, and even though these were tough times, he thought it was well appreciated. Commissioner Matthews made a motion, seconded by Commissioner Debnam to give full time employees \$50.00 and part time employees \$25.00. The motion was voted and carried.

Mayor Hawfield pointed out the agenda had an error, the budget amendment should read for the Library not the Cemetery. Commissioner MacRae made a motion, seconded by Commissioner Newsom to approve the budget amendment for the Library. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Mayor Hawfield advised the contract with Cummins Atlantic for generator maintenance was recommended by the manufacturer and engineer and also by the Water and Sewer Commissioner. Commissioner Debnam made a motion, seconded by Commissioner Newsom, to execute the contract for maintenance of the 5 lift station generators at a cost of \$1,811.75. The motion was voted and carried.

Commissioner MacRae made a motion, seconded by Commissioner Newsom, to approve the 3rd Quarter Project Report for 2007 CDBG-Infrastructure Grant #07-C-1270. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes

Commissioner Matthews had nothing to report.

Commissioner Debnam gave the budget report for November; General Fund revenues YTD \$160,157.94 or 27%, expenditures \$224,530.58 or 38%, Water & Sewer Fund Revenues YTD \$145,624.36 or 39% and expenditures 121,587.06 or 33%. Mayor Hawfield expressed his concern about the financial situation, asked the Board to try to cut back as much as possible on expenses, and stated he did not think revenues would meet expectations.

Commissioner Newsom gave the police report for November and Chief Suggs stated it had been a peaceful month.

Commissioner MacRae reported there had been two burials at the cemetery and asked the clerk to provide him copies of the plot maps of the cemetery.

Commissioner Newsom made a motion, seconded by Commissioner Debnam, to contribute \$35.00 in memory of Assistant Clerk Leslie Carver's husband to Flotilla 93. The motion was voted and carried.

Mayor Hawfield reminded those present the Christmas Parade was Saturday at 10 am.

Mayor Hawfield read a letter thanking the Board for their efforts to keep the library open.

Commissioner Debnam made a motion, seconded by Commissioner Matthews to adjourn at 7:51 p.m. The motion was voted and carried.

Clerk