

# TOWN OF LITTLETON

02.21.2017

## Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, February 21, 2017 at 10:00 am. In attendance were Commissioners Gerleen Pitchford, Heidi Hogan, Sylvia Alston and Don Spragins. A quorum was present. Commissioner Clara Debnam emailed that she would be absent due to illness.

Mayor Ron Girdley called the meeting to order at 10:07 am.

**Larry Carpenter, CPA, CA** went over the annual audit for the year ending June 30, 2016. Mr. Carpenter reported a clean, favorable financial audit and no findings or areas of concerns. Mr. Carpenter went over all areas of the financial audit report and financial statement of the town with the Board.

**Cooke Dam Update** – Commissioner Hogan reported she is still working on the issue. Keith Hamm reported Green Engineering suggested a Certified Engineering Report be done from Mulberry Street to Devine Street to protect the Town's legal interest in the storm drain issue.

**Storm Drain Repairs** – Commissioner Hogan reported she and Keith Hamm met with Leo Green, III and Rodney Tart of Green Engineering to discuss the availability of a storm water assessment grant. Mr. Green indicated Littleton's Fund Balance percentage was too high to qualify for funding assistance. However Green Engineering is able to do a comprehensive storm water management plan at a nominal fee. Commissioner Hogan is very concerned with current issues under the streets in town and intends to also check with Upper Coastal Plains Council of Government on the any available storm drain or storm water programs for which the town may qualify. Commissioner Hogan is waiting for an estimate from Green Engineering.

**Street Lighting** – Commissioner Hogan also reported talking with Duke Progress Power Company on how to increase the number of street (LED) lights along Hwy 903(Mosby Avenue) and Hwy 158 (South Main Street) through town. There is no charge for the installation of the new lights there will be the electric service charges for the lights each month.

**Building Demolition for Pocket Park** – Commissioner Alston reported she has spoken with several contractors for bids on demolishing the building. She reported she has done her best to contact anyone who may have stored items in the building. Any items in the building belong to the town. Commissioner Alston will take a photo inventory and list the property to declare surplus and accept bids. All items will be sold as is, where is and removal of all items will be the responsibility of the buyer. The building needs to be demolished, removed and the property graded and seeded. Commissioner Alston with the permission of the Board would like to set a minimum bid of \$500.00 for an original, turn of the century (1900's) stone grinder if no bid is accepted then she suggest the grinder then be donated to historic Halifax. Any funds received from surplus items should go into the recreation park budget. Commissioner Alston will make a photo and list inventory and get to the Clerk for posting to the town website.

**Cemetery Clean Up** – Commissioner Alston reported Notices had been posted at Town Hall and on the Town's website for the past six weeks regarding February cemetery cleanup. She expects the Cemetery clean-up of worn, seasonal flowers would occur in the next two weeks.

**Cemetery Ordinances** – Commissioner Alston confirmed that the Fee schedule was adopted and presented updated cemetery ordinances to the Clerk as part of the ordinance review and update project.

**Ordinance Update** – (Work Session II) It was agreed that Wanda, Keith and Clara would meet to work on the Water Sewer Ordinances. The Mayor will coordinate meeting time and place. The Clerk was instructed to

begin typing the suggested changes from the first work session (10.26.2016) to have available for the Commissioners at the next yet to be scheduled Special Ordinance work session.

Keith Hamm reported several large pieces of equipment at the waste water treatment plant (Aerator, Clarifier) need to be repaired or replaced as part of the water sewer capital improvement plan. The Clerk suggested she, Keith and Commissioner Debnam meet to discuss and prepare a financial plan prior to presenting to the Board. It was agreed the Clerk will schedule a meeting time and place.

Commissioner Pitchford read Mark Oakley's resignation letter from the Littleton Police Department. Commissioner Pitchford made the motion; seconded by Commissioner Alston to accept the resignation of Officer Mark Oakley. The motion voted and carried unanimously. Commissioner Pitchford then requested the Clerk advertise for a full time police officer and post until the position is filled.

With no further business the meeting adjourned at 12:34 pm.

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Town Clerk