

## TOWN OF LITTLETON

## LITTLETON, NORTH CAROLINA

Town Hall  
112 E. South Main Street

**August 5, 2019**

### **SPECIAL MEETING**

**The Board of Commissioners of the Town of Littleton held a Special Meeting, Monday, August 5, 2019, at 6:30 p.m.** at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Bonita Knight, Steve Barcelo, and Ophelia Gould-Faison. Commissioner Don Spragins had an excused absence. Mr. James Miller from James Miller and Associates was also present as the architect in charge of the project. Mayor K. Owen Scott presided over the meeting. The purpose of the meeting was to accept the bid for Police Department Renovations and removal of Dilapidated Buildings bid. Mayor Scott called the meeting to order at 6:30 p.m.

Mayor Scott turned the meeting over to Commissioner Pitchford. Commissioner Pitchford explained the bids for the Police Department renovation were opened Thursday, August 1, 2019, and the low bid was from Turn-Key Contractors, Inc. at \$257,777. The bid was overbudget by \$42,777. Commissioner Pitchford explained the project was started over two years ago and constructions costs have risen since then. She explained the town needs to make a budget amendment to cover the increased costs.

Mr. Miller informed the Board the Turn-Key had some reductions which would lower the cost. The reductions were \$1000 in HVAC, \$16,000 in the ADA ramp construction, and \$4000 in electrical. After some discussion it was decided to not change the ramp from concrete to treated lumber but accept the other reductions.

The \$42,777 over budget was then reduced as follows:

\$8612 – reduce contingency to 5%

\$5000 – reductions by contractor

Amount town needs to provide funding for becomes \$29,165.

Commissioner Pitchford said the town could apply for a loan from USDA in the amount of \$16,600 to reduce the amount further, or the town could fund the entire \$29,165. She stated going back to USDA for a loan would slow down the project once again. She preferred to fund the whole project and not apply for a loan. She stated the Police Department had \$70,000 in Law Enforcement Separation pay and the town could get the \$29,165 from that fund. She would still have time to build the fund before it would be used.

Commissioner Knight made a motion; seconded by Commissioner Pitchford to accept Turn-Key Contractors, Inc. bid of \$252,777 for Police Department Renovations. Motion voted and carried unanimously.

Commissioner Pitchford made a motion; seconded by Commissioner Gould-Faison to amend the budget by \$29,165 to come from Fund Balance Appropriation to Police Department Capital Improvement Fund. Motion voted and carried unanimously.

Mayor Scott opened the bids for Dilapidated Building on Ferguson Street. The bids were as follows: T. M. Alston - \$55,800 for complete tear down and haul away minus any permits. Carlton Belfield - \$153,000 does not state complete tear down and haul away.

Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to accept T.M. Alston's bid of \$55,800 to remove dilapidated properties on Ferguson Street. Commissioner Gould Faison asked where the money for this project would come from. The town clerk explained there was already a Dilapidated Property account opened from a source that would replenish the funds as needed. The funds are not coming out of the town's funds. Commissioner Gould-Faison asked if Mr. Alston wanted the money upfront. Commissioner Pitchford said no, it would be staggered as the houses are taken down. The town clerk asked if the asbestos removal was also covered under the fund. Commissioner Pitchford said yes, the asbestos testing, removal, and permits would be taken care of from the fund. Motion then voted and carried unanimously.

Commissioner Knight made a motion; seconded by Commissioner Pitchford to adjourn. Motion voted and carried unanimously.

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Ellen M. Eller, Town Clerk