

**TOWN OF LITTLETON**  
**Board of Commissioners Work Session**

**04.10.2018**

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, April 10, 2018 at 6:00 pm. In attendance were Commissioners Gerleen Pitchford, Donald Spragins, Stephen Barcelo, Clara Debnam and Bonita Knight. A quorum was present. Mayor Owen Scott called the meeting to order at 6:11 pm.

**Tammy' Place** – Construction water sewer hookup – Mr. Keith Hamm joined the Board to discuss RCR quote to install water sewer hookup with irrigation connection. A copy of the quote is hereby incorporated into the minutes. The Mayor will contact Ken Carroll tomorrow. \*\*\*Action item\*\*\*

**Water meter issues** – Lassiters, Hardees, Laundry \*\*\*Action Item\*\*\* Asst. Clerk arrived at the meeting and confirmed with Keith Hamm that the three meter issues in question have been corrected.

**Cooke Dam / Flooding Mulberry Street** – Commissioner Pitchford inquired the status of this project. The Board had approved the project in 2016. Mulberry Street neighbor Mr. Jamie Riggins continues to complain that the issue is not resolved. Following discussion, it was agreed the Board needed to get a new quote, and have the lawyer confirm letter is still in effect. \*\*\*Action item\*\*\* Project turned over to Commissioner Barecelo.

**Office Part Time budget** – Commissioner Spragins brought to the Boards attention that part time salary in admin and in water was both over budget. Following discussion Commissioner Spragins made the motion; seconded by Commissioner Debnam to hold the position to 30 per hours per week to be paid equally from water and administration. The motion voted and carried unanimously.

**GLDP** – Mr. Buddy Isles, GLDP advised the Board that Marion Alston had donated time and equipment to remove the two remaining trees from the town parking lot including a load of gravel to back fill the holes. Mr. Isles reported the GLDP group would prefer a low maintenance permanent stage in the same location as used during the annual Littleton Lake Gaston Festival along the east side of 138 East South Main adjacent to the parking lot. The Board requests a blueprint for the stage so they know what they are voting on. Bobby Johnson has offered to assist in the construction of a stage. GLDP intends to request donations for the stage. GLDP requested to relocate the flower bed by 12' to add diagonal parking on North Main Street. Commissioner Pitchford made the motion; seconded by Commissioner Knight to relocate the flower bed 12' to add diagonal parking spaces on North Main Street. The motion voted and carried unanimously. This will not involve the relocation of benches or storm drains. There was concern mentioned on how to level the benches at that corner. The question then arose if it would be possible to purchase a bench for the park as a memorial to a loved one. Following discussion, it was agreed that question should be referred to Sylvia Alston, Park Project Manager.

GLDP Work Day, Saturday, April 21, 2018 - following discussion, Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to allow the administrative office to print flyers for distribution by the water dept when they read meters on the 16<sup>th</sup> and 17<sup>th</sup> this month. The motion voted and carried unanimously.

Commissioner Spragins made the motion; seconded by Commissioner Pitchford to add a Resolution to the agenda 05.02.2018 adding a **third stop sign** at North Main and Church Street. The motion voted and carried unanimously.

**Town Park** – Commissioner Spragins presented report from Sylvia Alston, Park Project Manager on the status of the park. It was reported that Phase one was complete with swings and activity play station for ages 02-12. Saint Alban's donated \$1400.00 for the purchase of a picnic table and trash can. The estimate of the picnic

table and trash can is \$1170.00; presenting a question to the Board how to proceed with the monetary donation. Phase two outdoor classroom was complete. Phase three includes three to four elements in an active play area for 12 and older...and fencing and signage \$13,000.00. Commissioner Barcelo inquired if this budget includes lighting? The Board also needs to consider park rules and signage. Sylvia Alston's report noted that it may be helpful in future grant applications if the final park result is closer to the original park plan. Commissioner Spragins inquired if it is possible for the town to offer additional funding for the fence it would prefer to have around the park.

Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to have Sylvia Alston obtain quotes on industrial ornamental steel, wrought iron or heavy aluminum fencing. The motion voted and carried unanimously. No decision was made on the Saint Alban's donation and that further discussion was necessary and may include additional funding from the town. Mr. Buddy Isles was requested to obtain a quote from Dean Glover. \*\*\*Action item\*\*\* Clerk to inform Sylvia Alston of request for additional quotes.

**Mission Statement / Town Logo** – Commissioner Barcelo presented a draft mission statement and vision – “the town of Littleton, NC is a progressive city committed to providing excellence for its citizens and businesses. Protecting our historic resources and celebrating our diversity promoting tourism and a safe and healthy environment through cost effect governance. VISION – The town of Littleton's vision is to promote the quality of living enhance the sense of community preserve historic small town heritage strive to sustain public trust through open and responsive government quality town services diverse opportunity safe clean cultural economic foster healthy environment where families choose to live work and play.... LOGO – still working on this, ideas include blue jay, mustang, persons ordinary, dogwood, etc. Commissioner Pitchford made the motion; seconded by Commissioner Debnam to table until future work session. Voted and carried unanimously.

Mayor reminded everyone of the upcoming **Budget work session**, Tuesday, April 24, 2018, 7:00 pm.

**Trim Crepe Myrtles** – Commissioner Barcelo informed the Board that the trimming of the crepe myrtles was mostly complete.

At 8:22 pm Commissioner Pitchford made the motion; seconded by Commissioner Knight to go into Closed Session pursuant to NCGS 143-318.11(6) to discuss personnel. The motion voted and carried unanimously.

The Board returned to Open Session at 8:33 pm.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to accept retirement letter from Chief Winifred Bowens effective June, 30, 2018. The motion voted and carried unanimously.

Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to hire Dana Killen part time at the rate of \$8.33 per hour, six hours per week, effective immediately. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to accept the Lighting Bid from Duke Progress. \$215.78 additional charge monthly lighting town parking lot. The motion voted and carried unanimously.

With no further business Commissioner Spragins made the motion; seconded by Commissioner Pitchford to adjourn the meeting at 8:50 pm. The motion voted and carried unanimously.

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Town Clerk

\*\*\*General account of Closed Session\*\*\* The Board discussed personnel issues related to the police department.