

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

March 5, 2010

AGENDA

1. Call regular meeting to order at **5:00 p.m.**
2. Pledge of Allegiance.
3. Invocation.
4. Consider approval of minutes of meeting(s) held in January and February, 2010.
5. Approve for payment bills made in February, 2010.
6. Budget Amendments.
7. Consider 2009-10 audit proposal from Flowers & Stanley, LLP. (same as last year)  
Audit \$5,500  
Preparation of Financial Statements \$1,400  
Preparation of AFIR (Annual Financial Information Report) \$250  
Work paper review (if required) \$100/hr
8. **Resolution Approving Rehabilitaion and or Upfitting of Town Facilities (R-10-03)**  
Formally approving intentions to up-fit the current Town Hall/Clerk's Office/Police Department building for use as the Police Department and the building at 112 E South Main for use as the Town Hall. Also, to pursue planning and funding for a new Library.
9. Consider changing parking on E. South Main in front of Casa Mia and Halifax County ABC to allow for parking after 6 pm.
10. Citizens concerns – none turned in for this month.
11. Commissioners reports on activities in February, 2010.
12. Adjourn.

Next regular meeting scheduled Tuesday, April 6, 2010 at 6:30.\*

The Board of Commissioners of the Town of Littleton held their regular rescheduled meeting Friday, March 5, 2010, at 5:00 pm at the Town Hall. Present were Commissioners Patrick McAtee-MacRae, Clara Debnam, James Kearney, Terry Newsom and Town Attorney Gilbert Chichester. Commissioner Heidi Hogan arrived after the meeting started.

Mayor Willis opened the meeting with the Pledge of Allegiance followed by an Invocation.

Commissioner Kearney made a motion, seconded by Commissioner Debnam, to approve the minutes from January and February with the correction to the January 4, 2010, minutes to indicate Commissioner Kearney seconded the motion to enter into Executive Session. The motion was voted and carried.

Commissioner Debnam made a motion, seconded by Commissioner Newsom, to pay the bills from February as presented. The motion was voted and carried.

Following Mayor Willis explaining "Hold Harmless", Commissioner MacRae made a motion, seconded by Commissioner Kearney, to approve the budget amendments as presented. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Debnam made a motion, seconded by Commissioner Newsom, to approve the FY 2010-11 audit with Flowers and Stanley, LLC. The motion was voted and carried.

Commissioner Newsom made a motion, seconded by Commissioner Kearney to adopt the **"Resolution Approving Rehabilitaion and or Upfitting of Town Facilities (R-10-03)"**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Willis advised she had been asked by citizens to have the Board of Commissioners consider allowing parking on E. South Main in front of Casa Mia, the Halifax County ABC store and MSat after 6 pm as most of the businesses were closed by that time. In response to a question, Chief Suggs stated he had no opinion. Commissioner Hogan arrived at 5:09 p.m. and Mayor Willis explained what was being discussed. Commissioner Newsom made a motion, seconded by Commissioner Hogan, to allow parking on E. South Main Street after 6 pm. The motion was voted and carried.

Commissioner Debnam reported the Town had purchased 5,222,000 gallons of water and sold 1,831,000 with 3,228,000 unaccounted for. Two BacT tests were negative. There were no violations, spills or inspections of the wastewater system. Mayor Willis advised they were actively looking for the leak and had contacted Rural Water for assistance. She also asked for citizens' help in finding the leak.

Commissioner MacRae reported he had received a couple of complaints about flowers missing at the cemetery and advised the wind may be to blame as well as Mr. West cleaning up old arrangements.

Commissioner Kearney reported they had started patching pot holes and would continue next week.

Commissioner Newsom gave the police report for February.

Commissioner Hogan gave the budget report; General Fund revenues YTD \$268,227 or 45%, expenditures \$298,260 or 50%, Water & Sewer Fund Revenues YTD \$189,072 or 48% and expenditures 225,418 or 57%. Mayor Willis asked the Board to hold back on unnecessary expenses.

Town Attorney Gilbert Chichester counseled the Board on the subject of confidentiality and closed sessions. He advised that issues discussed in closed session must be kept confidential and not discussed with the media or others until such time as the information could be disclosed. No action could be taken during the closed session, the Board must return to open session to vote. Mayor Willis thanked Mr. Chichester and Commissioner Hogan stated she had just finished the “Essentials of Municipal Government” and wanted to thank the Town Attorney and Clerk.

Commissioner Debnam made a motion, seconded by Commissioner Kearney, to adjourn the meeting at 5:29 pm. The motion was voted and carried.

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Clerk