

TOWN OF LITTLETON
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October 3, 2011

AGENDA

1. Call regular meeting to order at 6:30 p.m.
2. Pledge of Allegiance.
3. Invocation.
4. Consider approval of minutes of meeting(s) held September, 2011.
5. Budget Amendment for FEMA – Hurricane Irene
 - a. Increase revenue 10-336-00 FEMA \$26,288.00
 - b. Increase expenditure 10-560-46 FEMA \$26,288.00
6. Approve for payment bills made in September, 2011.
7. Citizens Concerns.
 - a. Dorothy Boone
 - b. Daphne Boone
8. Commissioners reports on activities in September, 2011.
9. Mayor's remarks.
 - a. Town Hall progress
 - b. FEMA update
10. Adjourn.

Next regular meeting scheduled Monday, November 7, 2011 at 6:30.*
MEETING WILL BE HELD IN THE LITTLETON SALES OFFICE.

The Board of Commissioners held their regular meeting Monday, October 3, 2011, at 6:30 pm at the Littleton Sales office. Present were Commissioners Heidi Hogan, Terry Newsom, Patrick McAtee-MacRae and Jimmy Kearney, and Town Attorney Gilbert Chichester.

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

Mayor Willis asked to amend the agenda to add Glenn Todd and Commissioner Debnam made a motion seconded by Commissioner Newsom to amend the agenda allowing Glenn Todd to address the Board to give an update to the Town Hall project. The motion was voted and carried.

Mayor Willis welcomed the citizens present and stated she was glad they were with them tonight.

Commissioner Kearney made a motion seconded by Commissioner Hogan, to accept the minutes as presented.

Mayor Willis advised a budget amendment was the next agenda item increasing expenditures and revenues to allow for FEMA reimbursement and Hurricane Irene clean up expenses. There would be reimbursement for generators for the lift stations as well as the debris cleanup done by Jay Myrick. Mr. Myrick had agreed to the Town paying half of his bill now and the other half in thirty days. Commissioner Hogan made a motion seconded by Commissioner Debnam, to approve the budget amendment as follows:

- a. Increase revenue 10-336-00 FEMA \$26,288.00
- b. Increase expenditure 10-560-46 FEMA \$26,288.00

Discussion continued, including Commissioner MacRae asking about support documentation for Myrick's invoice, the possibility the debris may have to be chipped and Mayor Willis stated she would find out the next day when meeting with FEMA, whether further budget amendments would be needed and keeping the Board informed and allowing them to see the paperwork. The motion was voted and carried. Mr. Chichester stated FEMA reimbursed 75% and the State 25%, and asked if there was any assurance the Town would get all its money back and Mayor Willis responded she was not expecting any problems.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to approve payment of the bills as presented. In response to a question from Commissioner MacRae, the Clerk advised the funds would be available for the contractor's payment request for the Town Hall project.

Mayor Willis reported a problem with copper pipes being stolen from out from under houses and warned citizens to be on the alert and report and thefts. Discussion followed.

Mayor Willis recognized Mr. Glenn Todd, inspector for USDA and representative of the architect, who reported the Town Hall project was proceeding ahead of schedule, 120 days had been allowed for completion and went on to explain the process for a contractor's draw on the funds and the retainage. He also explained there had been several change orders including bullet proof glass, an additional door and additional electrical outlets which so far amounted to less than \$4,000.00. Following discussion, the Board agreed to meet Mr. Todd for a tour of the new Town Hall the next day, Tuesday, at 8:30 am. Discussion continued on the handicapped ramps for the project.

Commissioner Newsom gave the police report for September.

Commissioner Debnam reported there had been inspections at the WWTP, one before the hurricane and one after, there had been no spills or violations. The Town had purchased 3,468,000

gallons of water and sold 2,159,000, two bacterial tests were negative, hydrants had been flushed and leaks accounted for most of the water loss.

Commissioner MacRae reported he had received a citizen concern about a stone marker, the cemetery had been mowed twice and because of the sustained winds from Irene some of the markers had settled and or shifted. He went on to say it was not the Town's responsibility to fix the markers unless damage was done by mowing or the Town's negligence. In discussion about unauthorized use of the trash container in the cemetery by someone from Warren County and the Town's Police Departments inability to act in Warren County, Mayor Willis asked Mr. Chichester to write a letter to Warren County about a reciprocal agreement (between the Sheriffs Department and Littleton Police Department and Mr. Chichester agreed.

Commissioner Hogan gave the budget report for September, General Fund revenues YTD \$154,042 or 27%, expenditures \$103,079 or 18% and Water/Sewer Fund revenues YTD \$89,700 or 20% and expenditures \$64,634 or 14%.

Commissioner Hogan reported she had 4 estimates for the library roof repairs, Wood Bridges seemed to be the best at \$10,000, replacing the existing tin roof with a rubber roof. Discussion included Mayor Willis soliciting another bid from Mr. Woodruff and making a decision at the work session. Commissioner Hogan also advised the library had been promised \$25,000.00 from an anonymous donor when donations reached \$225,000.00.

Commissioner Kearney reported every time he thought all the storm debris had been picked up, there was more. Discussion followed including reimbursement for additional cleanup and cutting brush over stop signs on Halifax and Ferguson Streets.

Commissioner MacRae stated he would like to discuss the "y's and t's", the Board was supposed to have gotten monthly reports on the progress and they still hadn't received any. Commissioner MacRae made a motion to have the Town Attorney write a letter asking for clarification. Mr. Chichester responded advising he had met with two citizens from the Town last week who had brought him material and time lines and he would like to place the matter on the November 7 agenda so he could have a chance to review the information. He asked Commissioner MacRae to reconsider his motion and Commissioner MacRae withdrew his motion after stating he had not been happy about how the matter had been handled and the unacceptable delay.

Following discussion, Mayor Willis stated she would set up a work session and let the Board know the date.

Commissioner Newsom made a motion seconded by Commissioner Hogan, to adjourn the meeting at 7:46 pm. The motion was voted and carried.

Clerk