

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

**Work Session 08/18/2015 10:00 am**

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, August 18, 2015 at 10:00 am at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam and Heidi Hogan, Mayor Pro Tem Terry Newsom presided over the meeting. Mr. Keith Hamm, Water Sewer Superintendent was also in attendance.

Mayor Pro Tem Newsom called the meeting to order at 10:06 am

Mayor Pro Tem Newsom informed the Board that he had a received and email request from Mrs. Joyce Walker. The Lakeside Lutheran Church would like a small volunteer project for the church from the Town. Commissioner Hogan will contact Mrs. Walker to discuss possible projects. Commissioner Alston mentioned she had a ½ day of volunteer work at the cemetery.

Commissioner Alston reported on a conversation she had with Mr. Alfred Cooke on August 13, 2015. Memo notes attached from conversation. Clerk to contact former Town Attorney Mr. Gilbert Chichester for further information and details on prior litigation and settlement with Mr. Cooke.

Streets - Commissioner Hogan updated the Board on the overhanging limbs and street trimming. She has contacted Duke Power and scheduled an appointment for review of the limbs and power lines for assistance in trimming. Rev. Hux submitted a repair invoice for damaged to her car from a pot hole on Mosby Avenue. Following discussion amongst the Board Commissioner Pitchford advised a police accident report should have been filed at the time of the incident and an insurance claim could be filed. Clerk will send letter to Rev Hux to contact her insurance. Mayor Pro Tem Terry Newsom reminded the Board of the hole near the sidewalk in front of his home. He has placed a cone in the hole. He expressed serious concern for pedestrian welfare and safety. Mr. Hamm said he will come by and fix the hole. Commissioner Hogan requested permission to purchase DOT certified traffic cones for use in street issues.

Mason Building update – Commissioner Hogan has scheduled Mr. Buster Dawson to inspect the building on September 3, 2015. He will submit a letter of review and estimates for necessary repairs.

Water Sewer Update - Capital Improvement Plan for the Water and Sewer Dept – Mr. Hamm presented the CIP through as required by the state of NC. Resolution needs to be adopted, signed and dated. Commissioner Alston made the motion R-2015-4 to adopt the resolution seconded by Commissioner Pitchford. The motion voted and carried unanimously. Rural Center Grant – Mr. Hamm informed the Board the generator at McIver School had been repaired, the lift station had been installed in the ground at 300 Hwy 158. Plumber and electricians need to be scheduled to complete the work. Telemetry hook up with Warren County has been scheduled by Mr. Mark Russell within the next seven days. The construction of the building at the WWTP complete except for the electric and insulation. All work on the rural center grant to be completed by September 30, 2015.

CDBG Grant Update – Commissioner Hogan updated the Board on the status of the closing documents for the HUD house. Mrs. Hogan delivered the documents from attorney Mr. Tom Skinner to attorney Mr. Larry Armstrong on Wednesday 08.15.2015.

Festival Update – Commissioner Hogan has begun the process of developing an official festival policy for the Town. She will keep the Board involved in the developing and review. Clerk will contact the Clerk's list for other Town's Official Policy.

Police Department – National Night Out update – Commissioner Pitchford reported the Police Department did an excellent job with the arrangements however the Police Department are not be able to do the event at that scale in the future. She admitted it was a great learning opportunity suggested the event should be put on by the Town of Littleton or as an area event with the local churches and food vendors, etc.

Yard Sale Policy – Commissioner Pitchford reported on a yard sale held on South Main Street on Saturday 08.14.2015. The items displayed were not Retail Sidewalk Sale items but rather personal yard sale. All agreed a yard sale policy was in the best interest of the Town to prevent future eye sores on the Main Streets of the community. Suggestions will be considered from other Town policies and local police dept.

Board Appointments – the Board discussed terms ending on appointments on the Board of Adjustments (zoning and variance issues), the Planning Board (development) and the Jones Memorial Library Board of Trustees. Suggestions attached. Clerk will contact suggested persons.

Oak Grove Baptist Church – Letter received invitation to the 150<sup>th</sup> Anniversary of the Church – Mayor Pro Tem Newsom will write a congratulatory letter on the history of the church, community and history. He will send to the Clerk for distribution.

A brief discussion was held on developing a vision/mission of the Board and setting immediate and defining long range goals for the Town as a whole.

Commissioner Pitchford made the motion, seconded by Commissioner Hogan to adjourn the Board Meeting at 12:14p.m. The motion was voted and carried.

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Clerk