

**Town of Littleton**  
**Board of Commissioners Work Session Agenda –**  
**November 17, 2015 10:00am**

**Agenda**

**Littleton Police Dept Facebook page**

**Festival Policy Update - Hogan**

**Website Update - Leslie**

**HCIA Legislative Goals – Hogan**

**Cemetery Ordinance & Fee Sched – Alston**

**Halifax Co Emergency Operations Planning meeting – Terry**

**Meeting & Holiday Calendar 2016**

**Economic Development**

**Birthday celebrations for employees**

**Jamie Riggin issue**

**Special Permit applications**

**2016 Meetings Calendar**

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, November 17, 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. Three members of the public were in attendance (Don Spragins, Ron Girdley and Kim Gray).

Mayor Pro Tem Newsom called the meeting to order at 10:04 am. He announced that Commissioner Debnam would need to leave at 11:30 am.

Mayor Pro Tem Newsome read a letter/invitation from the “Silver Tsunamis” Landowners and Halifax Concerned Citizens (Valerie Williams) attend an educational meeting on 11.19.2015. All Commissioners mentioned they also received the same letter.

“Littleton Police Department Facebook Page – Commissioner Pitchford suggested the Littleton Police Department should be the sole administrator of the Littleton PD Facebook Page. The page was created for the PD by Steve Barcelo. Mark Oakley was later added as an additional administrator to the page. Following discussion two options were presented: A) Request Steve Barcelo be removed as an administrator and allow full ownership of the page to Littleton PD; B) Have Littleton PD create an official Police FB page. The consensus of the Board was to have Mark Oakley talk with Steve on the issues and request he be removed as an administrator. The Police Facebook page should be a non-interactive page for informational purposes only administered by the Littleton Police Department.

Festival/Event Policy – Commissioner Hogan updated the Board on the progress of developing an event policy. Commissioner Hogan mentioned she has contacted several municipalities and has concerns for: clean-up fee/deposit, barricades, port-a-johns, street closures (\$250.00), no weapons and festival event policy enforcement responsibilities. Many questions still need to be addressed. The policy will require legal review

prior to Board vote. The consensus of the Board was to allow Commissioner Hogan to continue developing the policy.

Website Update – Commissioner Alston requested the Board consider additional options in developing an official Town of Littleton website. Motion made by Commissioner Alston, seconded by Commissioner Hogan to obtain additional proposals to develop and monitor a website for the Town. The motion voted and carried.

HCIA Legislative goals – Commissioner Hogan presented Halifax County Intergovernmental Council current legislative goals. Commissioner Alston had spoken with Assistant County Manager Dia Denton on issues concerning Littleton. Commissioner Alston will forward emails from Dia Denton to Commissioner Hogan prior to the HCIA Meeting 11.18.2015 hosted by Littleton, NC at Lakeland Arts Center.

Cemetery Ordinances – Revised Cemetery Ordinances were presented to the Board by Commissioner Alston with review notes from Town Attorney Kris Gardner. Commissioner Alston would like the goal to have the ordinances be approved, adopted and effective January 1, 2016. Clerk to inquire if a public hearing required to review the revised ordinances before the December 07, 2015 meeting. “Currently commissioner Alston is developing a policy regarding the removal of flowers and decorations that have been in place for several weeks and show signs of deterioration.”

Commissioners discussed if rules and regulations would be needed for the burial or spreading of cremated ashes. Revised cemetery ordinances will be available for public review at the Town Hall. Commissioner Alston is requesting public input and comments.

Halifax County Emergency Operations Planning – Mayor Pro Tem Newsom will continue to attend meetings regionally and with Halifax County and remain as Emergency Operations Coordinator after his term as Commissioner/Mayor Pro Tem ends on December 07, 2015. Consensus of the Commissioners was to continue his appointment as Emergency Operations Coordinator.

2016 Meetings & Holiday Calendar – Board agreed for the Town to follow the North Carolina State holiday calendar. One change to the meeting schedule will be the November 2016 Board changed to Thursday Nov 3 2016 4:00 pm to accommodate the 2016 presidential election date. Clerk will prepare 2016 Schedule for adoption at the December 2015 meeting.

Rural Center Economic Development – Commissioner Hogan attended a regional economic develop meeting in Snow Hill NC on November 03, 2015. She gathered a great amount of information and hopes to schedule a meeting of interested area individuals and partners on the second Thursday in January (01/14/2016) to brainstorm ideas for downtown Littleton.

Birthday celebrations for employees – Commissioner Pitchford asked what the Board is willing to do to part time employee’s birthdays that work evening or night shift. Following discussion it was agreed that a small acknowledgement should be done for each employee by whoever was available to participate during the employees scheduled shift.

Jamie Riggin/ Alfred Cooke – personal property dam on Alfred Cooke’s property creates a flooding issue on Mulberry Street on Jamie Riggin property – Commissioner Debnam will follow up with Keith Hamm to contact NC Dept of Natural Resources before the next Board meeting (12/07/2015).

No "Special Permit" applications have been received by the Clerk for consideration by the Board.

Sewell Plumbing invoice \$175.00 for the installation of the exterior water faucet at the back of the Town Hall. Mayor Pro Tem Newsom made the motion seconded by Commissioner Hogan to pay the invoice. The motion voted and carried.

The Library Board met October 20, 2015 and recommends the Town of Littleton Board of Commissioners reappoint Addie Solomon and Bonita Knight to another 3 year term beginning 2016. Mayor Pro Tem Newsom made the motion, seconded by Commissioner Alston to reappoint Addie Solomon and Bonita Knight to an additional three year term beginning 2016 to serve on the Littleton Library Board. The motion passed unanimously.

Clerk asked the Board to consider if a December 2015 work session was necessary. Several members of the Board mentioned there were enough open issues to not cancel the scheduled work session on December 15, 2015.

Clerk has had a request to allow a candy vendor at the Town of Littleton Christmas Parade. The Board saw no issues and agreed to authorize the candy vendor on Saturday, December 5, 2015.

Two citizens have requested to address the Board at the December 7, 2015 meeting. Mr. Bernard Burch, alley issue on Johnston Street. Mr. Charles Harvey will request the Board consider more flexible payment plans for water sewer accounts.

Commissioner Alston inquired if the magnetic underground utility locator had been purchased as part of the Rural Center grant. The Clerk clarified the equipment had been ordered but not delivered or paid yet. The final pay request is processing. The grant closed on September 30, 2015. When funds are released the equipment will be delivered upon payment.

Commissioner Alston inquired if the Town had job descriptions for all town employees. Following discussion the Clerk will review minutes for updated job descriptions and distribute to the Commissioners for further discussion at the January 2016 work session. Her concern is succession planning for key Town of Littleton employees. This item will be on the January 2016 work session agenda.

Commissioner Hogan reported on the progress of the CDBG HUD grant project. Following review of RFQ for Engineer for the Kirkland Street Project by UCPCOG the bid was awarded to Engineering Services of Garner, NC. Upper Coastal Plains Council of Government reviewed, evaluated and selected the following of sealed bids for the manufactured HUD house, current house demolition and asbestos removal. Excavator was awarded to Rick Bostic Construction & Demolition of Kinston. Atlantic Housing LLC of Goldsboro, NC was selected for the doublewide home. Eastern Environmental, Inc. was selected for asbestos removal. Award letters will be distributed.

With no further business Commissioner Pitchford made the motion, seconded by Commissioner Debnam to adjourn the meeting at 11:35 am.

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Clerk