

Agenda items 02.16.2016

Work Session

Audit Review – Mr. Larry Carpenter
Ella Baker Update
Parks & Recreation
Cemetery Needs
Roof Police Station
Board of Adjustments – replace Don Spragins
Engineering Services (CDBG Kirkland St Project) – Board Approval of Contract
Budget Planning – 2016-2017
Cathy Scott/ Economic Dev. - Heidi
Halifax County Econ Dev. - Heidi
Visioning Exercise?

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, February 16, 2016 at 10:00 am at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Heidi Hogan, Clara Debnam, Don Spragins, and Sylvia Alston. Mayor Ron Girdley presided over the meeting. Mr. Larry Carpenter, CPA was also in attendance.

Mayor Girdley called the meeting to order at 10:00 am.

Audit Review – Mr. Larry Carpenter, CPA presented to the Board the annual audit and Financial Statement FY 2014-2015. He reported a clean audit with no findings, nothing irregular or material to adversely affect the financial audit. He reviewed all revenues and expenditures for the general fund and the water sewer fund as well as capital assets, current liabilities and fund balance. He reported Town of Littleton net positions improved.

Citizens Economic Development – Commissioner Hogan reported that a citizen’s development group had met recently at her home for discussions of economic development. Commissioner Hogan also reported she met with Cathy Scott and Vernon Bryant to discuss Littleton. It was suggested that Lori Medlin, Halifax Tourism make a presentation to members of the community to consider how to market Littleton as a tourist destination. A subject of conversation was to contact Halifax County regarding the status of the current tenant at the Manufacturing Factory building in Littleton. Discussion was also held on options for a convalescence home in Littleton. Commissioner Hogan has contacted area residents and community activist on the topic of the factory site for development for convalescence home or charter school. Support and funding may be available through the aging arm of Upper Coastal Plains COG.

Commissioner Hogan was excused from the meeting at 11:30am.

Ella Baker Update - Commissioner Alston reported she has a meeting with the Ella Baker Committee today at 2:30pm. Items for discussion will be on income and expenses for the events. The major fundraising will be through tickets sales and program advertising to the “Let Freedom Ring” production at Halifax County Community College Theater. April 15th events also include public proclamation at Lakeland lawn at 10:00am followed by exhibits at the Littleton Community Center.

Parks & Recreation – Commissioner Alston requested permission to establish a Citizens Parks and Recreation Committee. Commissioner Alston requested permission to have conceptual drawings created for fitness trail

and Public Park for recreation. And Commissioner Alston requested the Board establish a line item for recreation and initially fund. All of these are required if the Town is interested in pursuing PARF grant (submission deadline May 1, 2016) – Commissioner Alston has been working with Pete Armstrong at NC State University recreation ***what is his title***???? There are additional funding sources of Brownfields, Reynolds and BCBS as grants. Permission was granted to allow Commissioner Alston to move forward with the conceptual drawing \$200 – \$500. Commissioner Aston made the motion seconded by Commissioner Spragins to establish Recreation Committee. The motion voted and carried. Commissioner Alston made the motion seconded by Commissioner Spragins to establish a line item for recreation and fund with \$10,000.00 from Fund Balance. The motion voted and carried.

Cemetery Needs – Commissioner Alston reported she would like to hold a hearing for public input, visions and desires for the cemetery. Commissioner Alston will review the calendar for a possible date for a cemetery public hearing. The date will be announced at the March 7, 2016 board meeting.

Roof Police Station – Commissioner Pitchford presented new rubber roof proposals from Dale Brown Roofing, Gary Love, Harry L. Williams, and Robert Barnette for the leaking Police Station. Commissioner Debnam made the motion, seconded by Commissioner Pitchford to hire Dale Brown Roofing to replace the roof at the police station in the amount of \$9800.00 with the money coming from fund balance. The motion voted and carried. Budget Amendment will be prepared for the Board meeting March 7, 2016. Commissioner Pitchford met with Mr. Buster Dawson to access renovations at the Police Station. Total costs of the project could be as much as \$70.00 per square foot or approximate costs of \$200,000.00. Commissioner Pitchford will continue to investigate options for renovating the building. Limited discussion was held on the need for routine maintenance of all town owned building.

Board of Adjustments – Commissioner Spragins needs to be replaced on the Board of Adjustments. Mayor Girdley suggested Mr. Fred Weber as a replacement. Limited discussion was held on the need for routine maintenance of all town owned building.

Engineering Services Contract – Board approval required for the Engineering Services Contract for the Kirkland Street project as part of the CDBG catalyst grant. Commissioner Alston made the motion, seconded by Commissioner Debnam to approve the contract. The motion voted and carried.

Budget (2016-2017) Planning – Finance Commissioner Spragins reminded all to begin their budget planning. He requested Commissioners have preliminary budgets prepared for a budget work session (90 mins) on Wednesday, March 9, 2016 at 10:00 am.

Visioning Retreat – Following a brief discussion on the pros and cons of visioning exercises no decision was made.

Having no further business Commissioner Pitchford made the motion seconded by Commissioner Debnam to adjourn the meeting at 1:07 pm. The motion voted and carried.

Clerk