

Town Hall
112 East South Main Street

AGENDA

May 12, 2020 6:30 pm
Regular Monthly Board Meeting

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Consider approval of minutes of meeting(s) held April, 2020
4. Approval for payment of bills for April, 2020
5. Audit Contract with Larry Carpenter
6. CloudWyze update
7. Appointments to the Board of Adjustments
8. Permit for Steve's Sno Kone Kups
9. 2020-21 Budget
10. Commissioners Reports on activities in April, 2020
11. Mayor's Remarks
12. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, May 12, 6:30 p.m. remotely through Zoom. Present were Commissioners Stephen Barcelo, Gerleen Pitchford, Ophelia Gould-Faison, Lynn Moseley, and one member of the public. Commissioner Bonita Knight was absent. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the to order at 6:30 p.m.

Commissioner Gould-Faison asked to amend the agenda to include information about the 2020 Census. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to approve the agenda with the addition of 2020 Census to be placed between item 9 and 10. Motion voted and carried unanimously.

Commissioner Gould-Faison made a motion; seconded by Commissioner Pitchford to approve the minutes of meetings held April, 2020. Motion voted and carried unanimously.

Commissioner Pitchford made a motion; seconded by Commissioner Moseley to approve the payment of bills for April, 2020, as presented. Motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

Audit Contract with Larry Carpenter - The town clerk said Mr. Carpenter's fee would be \$6000 for the year. She explained she had looked into changing auditors, but there would be at least a \$4000 increase in fees and not knowing how the virus would affect income she felt it was better to wait another year and change auditors then. Commissioner Pitchford made a motion; seconded by Commissioner Gould-Faison to accept Larry Carpenter's audit contract as presented. Motion voted and carried unanimously.

CloudWyze update - Mayor Scott stated Kris Gardner, town attorney, had sent an email letting the board know CloudWyze and Charter were two different types of companies. CloudWyze might create some competition for Charter, but the town also runs the risk of Charter wanting to decrease their payment. There was some discussion about what both companies do. Mayor Scott asked each commissioner to give

their opinion. Commissioners Pitchford and Gould-Faison both stated they were not tech savvy enough to give an opinion. Commissioner Barcelo and Commissioner Moseley both felt there was a difference in the companies. Commissioner Pitchford asked how long the contract would be good for, and would the town be able to terminate the contract. The town clerk found in part 3 of the contract that the term was for a year and renews each year unless either party desires to terminate giving notice at least 180 days prior to the expiration. Mayor Scott then asked if there was a consensus to move forward with the contract and the \$50 per month CloudWyze would pay the town. Each commissioner said yes. Mayor Scott said the town would look into CloudWyze providing free internet in the downtown area for people who come through town. It was also noted Jim Skilton would have to be contacted before any equipment was put on the water tower.

Appointments to the Board of Adjustments - Mayor Scott said the town clerk had reached out to each member whose term was expiring May 31st and they all were willing to continue to serve. The town clerk informed the Board these people also were part of the Planning Board and their terms on that board were expiring as well. Commissioner Pitchford informed the Board she has spoken to Al Cooke, Jr. and he was willing to serve on these boards too. Commissioner Gould-Faison asked to receive a list of members of these boards. It was decided to send a copy of all members of both the Board of Adjustments and Planning Board. The town clerk informed the Board a resolution will be made and presented at the roundtable session. The clerk will also let everyone know how many members were on the board.

Permit for Steve's Sno Kone Kups - The town clerk said Steve Milligan wanted to do a Friday, Saturday, Sunday event. Mr. Milligan would not need a porta john, but would need electricity. She said the Board had talked about fees by the week and daily, and wanted to make sure Mr. Milligan knew what the fee would be. Commissioner Gould-Faison asked if anyone else wanted to rent the area would Mr. Milligan have precedent. Mayor Scott said yes, but maybe an agreement could be worked out between both groups. Commissioner Moseley stated he thought the town should charge the \$30 for the water/electricity, but only charge the registration fee of \$20 once. After some discussion the Board thought they had put together something in regard to guidelines in a previous meeting. The town clerk will look and see what she can find.

Commissioner Pitchford also mentioned someone has been selling strawberries in the parking lot and has not gotten a permit. She said Chief Trivette was not been enforcing ordinances during COVID-19. Commissioner Pitchford also mentioned someone was also selling vegetables.

Mention was also made that the town had not put in place any kind of penalty for not getting a permit and following the guidelines for the use of the parking lot. Commissioner Pitchford said it might be the town needed to put an ordinance in place so fees could be imposed. Mayor Scott asked what the smallest penalty fee was, and Commissioner Pitchford said \$50. Commissioner Barcelo said getting permit was cheaper.

Mayor Scott said we should get back with Steve Milligan and let him know we were looking into what our policy was. It was also noted the first Saturday for the month is for Yard Sales, from 7 a.m. to noon with no charge from the town. But a permit was necessary and needed to be obtained from Town Hall. It was also mentioned there were no guidelines on what constituted a garage sale. Commissioner Pitchford said she thought the town might need to include baked goods, vegetables, etc in the garage sale permit as well.

Commissioner Pitchford also mentioned Mr. Milligan was trying to lease an area similar to a courtyard where he could sell food and drink items.

Mayor Scott asked the clerk to contact Mr. Milligan and let him know the town was going to look and see what vendor paperwork had already been put in place. Mayor Scott also asked that the town put together some kind of declaration the town could use to enforce social distancing, the use of hand sanitizer, gloves

and masks. Mayor Scott also mentioned the county Health Department might have something that could be used too.

2020-21 Budget - Mayor Scott turned the meeting over to Commissioner Moseley. Commissioner Moseley said he and the town clerk would be presenting some information about the budget and was asking the rest of the board to help balance the budget with some changes that had occurred since the last meeting. After some explanations from the town clerk the water and sewer part of the budget was balanced.

Commissioner Moseley then moved to the General Fund account and stated there were some changes in accounts which included an increase in Bike/Pedestrian park grant of \$1500 and \$374.50 for maintenance on the town's generator. After some discussion \$500 was taken out of Travel and Training for Mayor Scott and the rest was taken out of Tipping Fees in the Street Department to take care of the increases.

The clerk told the Board there has to be a public notice in the paper for a public hearing on the Budget before it could be adopted. The notice has to be in the paper at least ten days before the Public Hearing. She also informed the Board if the Public Hearing had to be conducted remotely the Budget could not be adopted immediately. Citizens need to be given 24 hours to present comments after the public hearing. She reminded them the budget has to be in place by June 30th and there is plenty of time to meet that deadline.

Commissioner Moseley mentioned the town had received information about car registrations being extended due to COVID-19. The money will be delayed in coming in. The town clerk mentioned she was a little concerned whether the town had budgeted revenues for General Fund well since we are not sure how they will come in because of the virus. She also mentioned Mayor Scott had contacted Xerox to see what it would cost the town to rent a color printer that copies 8 ½ x 11 and 8 ½ x 14 paper. She had received a quote from Xerox for \$40 plus tax for 500 copies per month for five years. The town would pay 2 cents per copy over the 500. The town prints 500 water bills so we would pay more than the base amount each month. The clerk will check and make sure the copier is laser and then move expenses around in Administration to take care of the lease.

Census 2020 - Commissioner Gould-Faison told the Board she had received information today about the percentage of people who had completed the census. The statewide percentage is 54.8%, but the Littleton percentage is only 26.9%. She asked if it would be possible to put information about how to complete the census on the water bill to improve the town's percentage. The town clerk said there was room on the water bill and it would be placed on the June bills. Commissioner Gould-Faison said she would try to contact someone who could maybe give the town copies of the paper census for town hall to have on hand to give to people who have not filled the census out yet.

Commissioners Reports on activities in April, 2020 - Streets – Commissioner Barcelo said his department was doing lots of mowing. He also mentioned they were marking the roads in town for pothole repairs and bids would be taken for major street repairs.

Water/Sewer Department – Commissioner Gould-Faison read her water and wastewater report. A copy is hereby incorporated into the minutes. She reminded the commissioners no late fees were being applied right now due to the virus. Commissioner Gould-Faison said the town is still working with Affinity to connect their sewer to the town's system. She also mentioned Mr. Hamm was working on the CCR which is due to citizens in June. Mr. Hamm is continuing to work on the water and sewer maps too.

Finance Report – Commissioner Moseley read his finance report. He reported the town has taken in 91% of revenues budgeted and expended 90%. In Water and Sewer the town has taken in 87% of the amount budgeted and expended 84%. A copy of the finance report is hereby incorporated into the minutes.

Police Department – Commissioner Pitchford read her police report. A copy is hereby incorporated into the minutes. Commissioner Pitchford stated the renovations at the Police Department are moving along. Insulation and sheetrock are going up and windows have been ordered. The handicap ramp has been dug out and rods put in. She also mentioned the GLDP is going to complete the painting at the Battle Building. They will also be painting the back of the dentist office, Chinese Restaurant, and Tri-Lakes Flooring.

Mayor's remarks - Mayor Scott thanked everyone for all they have done throughout the pandemic. He said to let the employees in their department know how much we appreciate them. He asked everyone to continue to follow social distancing, wear masks, stay clean, use hand sanitizers and follow safety protocols the state has put out. He said he hoped in the near future everyone would be able to sit in a room together.

Commissioner Pitchford made a motion; seconded by Commissioner Moseley to adjourn. Motion voted and carried unanimously.

Ellen M. Eller, Town Clerk