

TOWN OF LITTLETON

09.24.2018

Board of Commissioners – Special Meeting

At the request of the Mayor the Board of Commissioners of the Town of Littleton held a Special Meeting on Monday, September 24, 2018 at 7:00 pm. In attendance were Commissioners Gerleen Pitchford, Clara Debnam, Stephen Barcelo and Bonita Knight. Town attorney Kris Gardener participated via telephone. The Mayor called the meeting to order at 7:00 pm.

Commissioner Knight made the motion; seconded by Commissioner Pitchford to go into Closed Session pursuant to 143-318.11(6)(i) to discuss a personnel matter. The motion voted and carried.

The Board returned to open session at 7:18 pm.

Kris Gardner suggested if the Board was seriously considering restructuring the administrative team they should first define job descriptions that will outline the duties of the Town Clerk and those of an Administrator. The Mayor cited the recent and upcoming economic growth and the need to prepare with additional personnel to support the demands of the town hall. A copy of the Mayor's list incorporated into the minutes.

The Clerk was asked to distribute the current job descriptions to the Board and the attorney added he would email a sample personnel policy/handbook to the Board.

With no further business involving the attorney; Kris Gardner was excused from the call at 7:34 pm.

Commissioner Barcelo made the motion; seconded by Commissioner Debnam to pay the remaining August bills as presented in the amount of \$31,654.51. The motion voted and carried unanimously.

The Board briefly discussed the Greater Littleton Development Partnership request for \$5,000.00 for the municipal parking lot project. Those in attendance thought it best to wait until the October 3, 2018 meeting to make that decision. No action was taken.

Commissioner Debnam brought to the attention of the Board that Holly Barcelo was having technical difficulty obtaining the meter readings from the handheld Sensus unit. Commissioner Debnam reported that Holly had been on the phone all day with technical support and was still unable to retrieve the data (individual meter readings) to create the monthly water sewer bills. The Commissioner Debnam suggested if the data was not retrieved by noon on Tuesday the town should move forward with an estimated billing for the period 08/15-09/15-2018. Thus Commissioner Debnam made the motion; Commissioner Knight made the second to order an estimated billing if the data was lost and irretrievable. The motion voted and carried.

With no further business the meeting adjourned at 7:55 pm.

Clerk