

TOWN OF LITTLETON
Board of Commissioners Work Session

06.12.2018

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, June 12, 2018 at 6:00 pm. In attendance were Commissioners Gerleen Pitchford, Donald Spragins, Stephen Barcelo, and Bonita Knight. A quorum was present. Mr. Fred Stow, Keith Hamm, Kim Gray, and Dean McFaddin were in attendance. Mayor Owen Scott called the meeting to order at 6:00 pm. Commissioner Debnam was absent due to a work schedule conflict.

Mr. Fred Stow, **Rivers & Associates Engineering** Firm shared with the Board his appreciation of selecting Rivers & Associates to assist the town with upcoming engineering projects including drainage, storm water related issues (Mulberry and Devine Streets) and the waste water treatment plant upgrades. Mr. Stow expressed that Rivers & Associates looks forward to working with the Board. Currently Commissioner Barcelo is working with Fred Stow on corrective action scenarios for Mulberry and Devine Streets storm water issues.

Sabina Gould Day – Saturday, June 16th 10am-12pm, rededication of the Sabina Gould Walkway. The Mayor and all town officials are invited to share in the celebration.

Cemetery Mowing Agreement – Commissioner Knight presented for Board review the proposed agreement for mowing services for the cemetery from Olde South Property Services. The agreement to begin July 1, 2018 is for three years at the rate of \$625.00 per cut. The rate will increase to \$665.00 per cut in the third year. The Board agreed to consider and add this to the Budget Hearing scheduled June 19, 2018. Commissioner Knight commented that she had solicited bids for three months resulting in only one viable contract from the current contractor.

Resolution 2018-05 – Authorizing Engaging in Electronic Payments – Commissioner Spragins made the motion; seconded by Commissioner Knight to adopt the Resolution as presented. This resolution prepared by the Local Government Commission in compliance with NCGS 159-28 & G.S. 115C-441 to authorize engaging in electronic transactions for the payments directly debited from the bank account for utility billing and regularly scheduled purchases. .

Ordinance Review – Tabled until July work session

Mission Statement – Tabled until July work session

Logo – Tabled until July work session

Festival Policy – Commissioner Barcelo briefly discussed his work to develop a festival policy for the town. Commissioner Barcelo then recommended a subcommittee be established to work on this project. Commissioner Barcelo will contact likeminded people for this project. Clerk will contact attorney for a resolution to establish subcommittee.

Park Update – Mayor Scott inquired on the progress of the park. He indicated he will speak with Sylvia Alston when she returns from vacation. Holly Barcelo updated the Board that the bids are out for concrete, water line, electric line and plumbing. Commissioner Stephen Barcelo added to the discussion that he is concerned with the lack of bids coming in for work in Littleton. The Town Clerk shared to please document the process for solicitation in the event only one bid is presented it can be demonstrated an effort was made received bids for pending work.

Police Department Budget – Commissioner Pitchford shared with the Board her concern for the lack of remaining budgeted funds in the police budget for labor. (Recent events had overspent labor: Chief retiring and recent crime related issues). The Town is paying overtime for the two full time officers. Commissioner Pitchford asked the Board how they would like to handle this issue. Commissioner Spragins said they needed to find the funds and continue with a regular schedule of 42 hours per week.

Commissioner Knight introduced Kim Gray, Halifax County Librarian, Littleton branch. Miss Gray respectfully requested the use of the back ally parking area behind the library on the morning of June 29th to conduct science experiments as part of the summer reading program. The Board agreed and asked the police department to barricade that area of the alley on that morning.

Following discussion of the remaining funds in the cemetery budget, Commissioner Knight made the motion; seconded by Commissioner Barcelo to reallocate the remaining funds from the cemetery budget to the Police Department for the purchase of uniforms. The motion voted and carried unanimously.

At 6:56 pm Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to go into Closed Session pursuant to NCGS 143-318.11(6) to discuss personnel. The motion voted and carried unanimously.

The Board returned to Open Session at 7:10 pm.

Following the discussion how a rate change from bulk to commercial would affect Lassisters and other bulk water accounts; Commissioner Spragins made the motion; seconded by Commissioner Pitchford to rescind his motion of changing Lassiter's Plant Farm from Bulk to Commercial rate. The motion voted and carried unanimously. Following the discussion on the water line to Lassister's Plant Farm; the Board agreed Lasseter's should remain at the bulk rate water code.

Following discussion of Mr. Joseph Lee water meter complaint issues of the past three years; Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to credit Joseph Lee, account #399, water bill in the amount of \$817.20 for three years overcharge by \$22.00 per month. The motion voted and carried unanimously.

The meeting recessed at 7:21 pm for a short break before returning to address the FY 2018-2019 budget.

The Board returned to the meeting at 7:31 pm.

Commissioner Spragins continued to lead the discussion of the FUND 30 budget for fiscal year 2018-2019. Discussion continued on the need for a rate increase to balance the budget. Commissioner Spragins presented scenarios of proposed rate increases and total revenue raised. His intent was to not overburden the minimum user accounts (under 2000 gallons per month) and to have higher volume users pay a higher percentage of the increase. Along with a rate increase to help balance the budget the Board discussed the Envirolink proposal to contract the water distribution and waste water treatment plant operations, meter reading and billing. Final proposed numbers were not available prior to the Board meeting from Envirolink.

Commissioner Spragins reminded all the Public Hearing is scheduled for June 19th at 10:00 am.

The Board discussed several rate increase scenarios and where to reduce expenses until 8:36 pm. The Board agreed to meet on Friday morning at 8:00 am, 06.15.2018 to continue the budget discussion.

Town Clerk

General account of Closed Session The Board discussed personnel issues related to the water sewer department.

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