

TOWN OF LITTLETON
BOARD WORK SESSION

08.14.2018

Call meeting to order

Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel.

Water & Sewer Rate Structure

EnviroLink Proposal

Consider Water Shortage Policy and Resolution

Consider work session decisions of formal actions

Payment of July Bills

Finance Report

Water Sewer Report

Water account adjustments

Street Sign repairs

Town wide speed limit of 25 mph – discussion Barcelo

Mission Statement / Vision / Logo – discussion Barcelo

Festival Policy – discussion Barcelo

NCLM – Regional Roundtable at Ralph's 08/29

Board of Adjustment – Resolution correction of term years

Planning Board – nominations to renew terms.

The Town of Littleton held the monthly work session on Tuesday, August 14, 2018 at 6:01pm. In attendance were Commissioners Spragins, Pitchford, Barcelo, Debnam and Knight. Town attorney Kris Gardner and nine members of the general public were in attendance.

Commissioner Barcelo made the motion; seconded by Commissioner Knight to go into Closed Session pursuant to NCGS 143-318.11 (a)(6) to discuss personnel. The Board returned to open session at 6:12 pm.

Water Sewer Rate Structure – Discussion led by Commissioner Spragins with revised water sewer rates at the new minimum of 1500 gallons. Clerk Wanda Clark added that the comments at the customer service window at town hall had been positive. Commissioner Debnam added she has had several calls that were in support of the new lower minimum of 1500 gallons. Commissioner Barcelo inquired at what cutoff level would be for the next rate level and if the Board would be able to re adjust the rates at a later date. Commissioner Barcelo added he had heard from some out of town residents and businesses that felt like they were unfairly targeted with a higher rate. Commissioner Spragins replied that historically out of town rate was always about \$5.00 more per month. The Mayor thanked Commissioner Spragins for the extra effort in reworking the new rate proposal. Commissioner Pitchford made the motion to the Board to go forward with the new proposal and roll over to the new rate at 1 gallon (at 1501 gallons) over the minimum and readdress later if necessary. Commissioner Knight made the second to the motion. The motion voted and passed unanimously. The new rate to be effective with the September 15th water reading and billing. A copy of the new rate schedule is hereby incorporated into the minutes.

EnviroLink proposal – Mr. Carr McLamb, EnviroLink appeared before the Board again to continue the discussion of contracting the operations and management of the water distribution, waste water collection and treatment, meter reading, customer service and public works (Street Department). Commissioner Barcelo explained there was more to the public works than was quoted in the proposal. Commissioner Barcelo requested a better breakdown of savings of every segment overall as this is a large amount of money. Commissioner Barcelo said he was not in support of contracting out services as the town was now in a better position to accomplish some of these services on its own. Mr. McLamb clarified that EnviroLink was presenting a negotiable proposal. He explained the process would be for the town to adopt a resolution in support of going

forward with contract negotiations for a five year contract. The base rate is locked with annual adjustment provision for 15% net profit for Envirolink. No formal action was taken.

Consider Water Shortage Policy and Resolution – tabled as this item will be on the agenda 09.05.2018 for adoption following the public review of thirty days.

Consider work session decisions of formal actions – Town attorney Kris Gardner suggested the Board may want to consider renaming the work session to a regular Board meeting since this Board regularly takes action and votes at this meeting. He suggested it may be better if keeping the meeting as labeled a work session than the Board should consider not taking action until the formal board meeting at the beginning of the month. He offered these comments for board consideration.

Payment of July Bills - Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to pay the bills as presented from the month of July 2018. The motion voted and carried unanimously.

July Finance Report - Commissioner Spragins presented the Finance Report for the month end July 31, 2018. General Fund 10 budgeted revenues \$656,785, received revenues year to date of \$16,151.34 with budgeted expenditures of \$656,785, and expenses year to date of \$17415.02. Water Sewer Fund 30 budgeted revenues \$411,626.13 with revenues received year to date of \$27,653.35 with budgeted expenditures of \$411,626.13 and expenses year to date of \$9,296.44.

July Water Sewer Report - Commissioner Debnam presented the Water Sewer Report for the month end July 31, 2018. A copy is hereby incorporated into the minutes. Commissioner Debnam then brought to the attention of the Board three water accounts that required Board approval for adjustments. Lakeland had been billed since December 2015 for a total of 32 months for a meter that had been turned off resulting in overcharge of \$1310.00. Following a brief discussion on how this could have happened, Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to credit account 972 in the amount of \$1310.00. The motion voted and carried unanimously. Commissioner Debnam then reported that Ray Cole account 46 had a leak (146,000 gallons following his death and the home was vacant during an ice storm). A sewer adjustment in the amount of \$1721.60 was requested. Commissioner Barcelo made the motion; seconded by Commissioner Spragins to give a credit of \$1721.60 for the sewer credit on account 46. The motion voted and carried unanimously. Commissioner Debnam then reported to the Board that following months of complaining by the customer, De bra Williams, the meter had been replaced with the old style meter and a credit in the amount of \$401.00 was due for overbilling on account 26. Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the adjustment to account 26 in the amount of \$401.00. The motion voted and carried unanimously.

Street Sign repairs – Commissioner Pitchford reported that Jim Skilton and Eric Barnes (son-in-law) were ready to move forward with pressure washing and repainting the street signs. They plan to volunteer this project on weekends and there would be no cost to the town.

25 mph speed limit in Littleton – Commissioner Barcelo reported he had contacted NC DOT and was going through the right channels to slow down traffic on residential streets throughout Littleton. He mentioned concern to add diagonal parking in front of Lakeland and the possibility of adding speed bumps at key areas where safety is a concern. He added he is also requesting additional painting of crosswalks were needed throughout town.

Mission Statement / Logo / Vision Statement – Commissioner Barcelo responded that he and Commissioners Knight and Pitchford had submitted Mission Statements for consideration but had not been able to move forward with a logo design. The Mayor added that he will work on the logo project and perhaps consider a local competition for submissions.

Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to select “The mission statement of the Town of Littleton, NC is to progressively enhance the quality of life for all citizens, businesses and visitors and to protect our historic resources and to celebrate our diversity in a safe and clean community” as the mission statement for the town of Littleton. The motion voted and carried unanimously

Commissioner Pitchford made the motion; seconded by Commissioner Knight to select “The Town of Littleton’s vision is to promote and improve our quality of living, enhance our sense of community and preserve historic small town heritage. We strive to sustain the public trust through open and responsive government and provide a safe and clean community with efficient and effective quality town services with diverse opportunities for cultural and economic development and to foster a healthy environment where individuals and families choose to live, work and play” as the vision statement for the town. The motion voted and carried unanimously.

Festival Policy – Commissioner Barcelo requested this item be tabled until a special work session on September 11, 2018 to work out the details of a festival policy with requirements for use and maintenance of the stage and town parking lot.

NCLM Roundtable at Ralph’s BBQ – 11:30-1:00 Mayor Scott reminded the Board of the upcoming Regional Roundtable for discussion Wednesday, August 29, 2018. Reservation required with \$10.00 fee.

Board of Adjustments Resolution – Clerk shared with the Board a typo correction to Resolution R-2018-09 correcting the date of term from 2022 to 2021. Clerk will have revised Resolution prepared for the September 05, 2018 meeting.

Planning Board terms expiring – Nominations to renew terms for Planning Board members terms expiring, Bob Burke, Kevin King, Richard Brown and Teresa Hilliard. Clerk will prepare new Resolution to reappoint members.

Commissioner Barcelo reminded the Board they need to move forward with employee handbook. Town attorney Kris Gardner offered to send a sample policy to Commissioner Barcelo. He suggested that was a great place to start.

Commissioner Spragins mentioned that GLDP may be coming forward with a request for additional funding to complete the parking lot project. Commissioner Spragins said GLDP President Buddy Isles Sr would need to get figures together. Mr. Isles said the budget was about \$5,000.00 short due to the handicap ramp and rail as required by law. He mentioned that additional fundraising continues. No action was taken.

With no further business or action, Commissioner Pitchford made the motion; seconded by Commissioner Spragins to adjourn the meeting at 7:49 pm. The motion voted and carried unanimously.

Town Clerk

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General Account of Closed Session – the Board discussed personnel matters related to the streets departments.