

# TOWN OF LITTLETON

01.09.2018

## Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, January 09, 2018 at 6:00 pm. In attendance were Commissioners Gerleen Pitchford, Donald Spragins, Stephen Barcelo, Clara Debnam and Bonita Knight. Mr. Ron Girdley and two members of the public were in attendance. A quorum was present. Mayor Owen Scott called the meeting to order at 6:01 pm.

**Sidewalk extension** request Joshua and Kathy Lee Pair – owners of the Littleton Town Center, located at 125 & 127 West South Main Street, Littleton requested the Town Board consider extending the sidewalk along US Hwy 158 from 113 West South Main to the stop light at the intersection of Hwy 903. Following discussion the Board agreed to inquire with NCDOT regarding right of way and obtain a cost estimate for the requested sidewalk improvement.

**Library Commissioner** / Library Board Meetings - Commissioner Pitchford made the motion; seconded by Commissioner Debnam to appoint Commissioner Bonita Knight to serve as the representative from the Town Board. The motion voted and carried unanimously.

Following discussion on the need for **town facility oversight**, Commissioner Don Spragins volunteered to offer facility management oversight for town properties. Commissioner Stephen Barcelo offered his assistance if necessary.

The Clerk made the Board aware of three ongoing projects that should be prioritized in 2018: **Capital Improvement Plan / Town Festival Policy / HR Policy**. Following a brief discussion; no action was taken.

Office Staff Hours – Commissioner Don Spragins mentioned to the Board he is reviewing the administrative front office and a more efficient distribution of responsibilities. Following a brief discussion; no action was taken.

Budget Prep – Commissioner Don Spragins took the opportunity to remind the Board of upcoming budget year and to begin reviewing their departmental budgets. He requested Commissioners have a prepared draft budget in March. Following a brief discussion; no action was taken.

Gas Cards – Commissioner Gerleen Pitchford made the Board aware at her request the Clerk was exploring options for Fuel Cards for town vehicle gas purchases. Following a brief discussion on the need for occasional out of town gas purchases and the pros and cons of House Account purchases at New Dixie in Littleton; no action was taken.

**Town Landfill** – Clerk Wanda Clark reported a conversation with NC DENR today inquiring what equipment and what types of items would be disposed of at the Landfill. NCDENR plans to upgrade the gravel road to the landfill and the work up fitting the Landfill projected completion date is June 2018.

**Affinity Living Group** – Clerk inquired if the Board had plans to contact Affinity Living on any interest in locating a senior living facility in Littleton. Following a brief discussion Commissioner Don Spragins and Mayor Owen Scott agreed to reach out to Affinity.

**M&M Grill** – Mayor Owen Scott advised the Board that the M&M Grill is scheduled for public auction on Tuesday, 01/16/2018. He noted that the owners of Chick Fil A had expressed an interest in the property. Clerk reminded the Board that the property is on the Brownfield's Grant application with Upper Coastal Plains Council of Government.

**Police Department Interim space** – Commissioner Gerleen Pitchford made the Board aware that Joshua and Kathy Pair at Littleton Town Center has office space available for the Police Department at the rate of \$200.00 per month including utilities during the renovation of the current Police Department. The USDA application is still in process and in the underwriting phase. Commissioner Pitchford recommends the Police Department relocate sooner than later due to the health risk of mold.

**Duke Progress Lions Club Electric supply, North Main Street** – Commissioner Don Spragins inquired why the electricity remains in the name of the Littleton Lions Club Festival Account. The Town Board authorizes the deposit of

\$75.00 and the electric costs each year for the Christmas lights on the crepe myrtles on North Main Street. He also asked who owns the property where the electric meters are located. One panel of meters is located in the town parking lot with the other located in the CSX/Casa Mia's parking lot. The Board agreed to inquire why and how the Lion's Club owned the power panels. Following brief discussion on parking lot ownership, improvements and rights to the property; The Clerk reminded the Board of the "Commissioners Special Project Fund" line item for improvements to downtown clean up and development. \*\*\***Action Item:** Clerk to inquire with Lion's Club Bobby Johnson on account ownership of panel boxes on town property. Mayor Scott offered his assistance if necessary.

**Proclamation former Mayor and Commissioners** – Commissioner Pitchford said the Board had done it in the past and should do it again now. Mayor Scott inquired on projected ETA for the park and how nice it would be to present at a ceremony for their efforts. With unknown delay for the park it was agreed to do sooner rather than later.

**Yard Sale and Police coverage** – Commissioner Gerleen Pitchford inquired if Police coverage is required on the first Saturday of the month for the parking lot yard sale applicants. When the yard sale was first initiated by the Board the thought was the events would turn into a mini flea market. The question was asked is it necessary to have a police officer on duty? A fee was discussed. The Clerk advised the issue of a fee be discussed at budget time. Commissioner Clara Debnam offered that the Citizen's on Patrol group may be interested in covering yard sale Saturday hours.

With no further business Commissioner Pitchford may the motion; seconded by Commissioner Barcelo to adjourn the meeting at 6:51 pm. The motion voted and carried unanimously.

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Town Clerk