

**TOWN OF LITTLETON**  
**Board of Commissioners Work Session**

**03.13.2018**

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, March 13, 2018 at 6:00 pm. In attendance were Commissioners Gerleen Pitchford, Donald Spragins, Stephen Barcelo and Bonita Knight. A quorum was present. Mayor Owen Scott was absent (mission trip to Ecuador). The Clerk called the meeting at 6:01 pm. Three members of the public were in attendance.

The first order of business was to appoint a Mayor Pro Tem for the meeting. Commissioner Spragins made the motion; seconded by Commissioner Knight to appoint Commissioner Pitchford as Mayor Pro Tem for the meeting. The motion voted and carried unanimously.

**GLDP** – CSX Parking lot gravel invoice – Rightmyer Machine Rentals, (John Rightmyer) invoice in the amount of \$3000.00 plus tax for the gravel in the alley and parking lot. GLDP Chair Buddy Isles, Sr. is taking donations from area businesses, organizations and the town. Following discussion on the status of the parking lot project, Commissioner Spragins made the motion; seconded by Commissioner Knight to pay \$1500.00 towards the invoice. The motion voted and carried unanimously. It was noted the Littleton Lions Club had pledged \$1000.00 and several area businesses were pledging \$100 each.

**GLDP** – Clean up Week – GLDP Chair Buddy Isles, Sr. requested the Board consider scheduling a week for a Littleton area beautification. The week would be coordinated by GLDP with volunteers to assist area residents with yard clean up. Following discussion on annual Earth Day celebrations and community clean up events, the Board agreed Saturday, April 21<sup>st</sup> was a good day to begin this event. The Clerk was asked to update GLDP of this decision. \*\*\*ACTION ITEM\*\*\*

**GLDP** – Parking lot asphalt over the old railroad bed. GLDP Chair Buddy Isles, Sr. had received a quote to asphalt the gravel as well as the current black top area of the town parking lot. Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to allow GLDP to asphalt the entire town parking lot. The motion voted and carried unanimously.

Commissioner Debnam arrived at 6:21 pm and assumed her responsibilities as Mayor Pro Tem for the remainder of the meeting.

**Southern Corrosion** water tower maintenance 10 year contract extension – The Clerk presented to the Board a ten year contract extension offered from Southern Corrosion on the town's water tower maintenance. The new annual rate of \$9553.00 is a savings of \$2093.00 over the current rate. The contract was reviewed by town attorney Kris Gardner and will be added to the April 4<sup>th</sup>, 2018 Board meeting for adoption.

**North Main Street Closures for festivals.** Two North Main Street businesses requested this item be added to the work session agenda. They asked the Board to consider the negative effects of closing North Main Street. They expressed concerns with rumors of adding more festivals events in town.

**Report a pothole, link on the website** – Assistant Clerk Holly Barcelo asked if the Board would like to place an electronic link on the website to report street light or pot hole issues. Following discussion Commissioner Spragins inquired on the liability on the town once an issue has been reported. The Board requested Holly research this issues. \*\*\*ACTION ITEM\*\*\*

**Ordinance review** – this issue was tables until the June 13<sup>th</sup> work session at 6:00 pm.

**Mission Statement** – The Board discussed a vision and mission statement as a priority and need to be completed ASAP for review and adoption at the next Board meeting. Commissioner Knight added that she would like to have a town Seal created for Littleton branding and name recognition. Suggestions included dogwood flower, state seal, state flag, a mustang, a blue jay, or the portico at Lakeland or the Persons Ordinary. Assistant Clerk Holly Barcelo was tasked with this project. \*\*\*ACTION ITEM\*\*\*

**Budget Work Session**, Tuesday, March 27, 2018 at 7:00 pm. Mayor Pro Tem Debnam reminded all of the upcoming work session for the 2018-2019 budget year.

**Trim Crepe Myrtles** – Commissioner Barcelo updated the Board that he and Matt Johnston will supervise the trimming and will begin on North Main as soon as the weather breaks, hopefully with the week. A brief discussion was held on the idea of replanting dogwoods along Mosby Avenue.

**Engineering RFP/RFQ** – Randy Welch (SERCAP) plans to meet with Wanda Clark and Keith Hamm on March 26<sup>th</sup> to open and rate the submitted engineering RFQ's.

The Clerk was asked to email the auditor with suggested dates to meet with the Board to go over the most recent audit results. \*\*\*ACTION ITEM\*\*\*

Commissioner Spragins commented he would like to see large rigs and eighteen wheelers banned from the town parking lots. The new lot of gravel and asphalt will not last very long if large rigs continue to park there on long weekends.

With no further business Commissioner Pitchford may the motion; seconded by Commissioner Barcelo to adjourn the meeting at 8:09 pm. The motion voted and carried unanimously.

---

Town Clerk