

MINUTES  
BOARD OF ALDERMEN  
RETREAT  
JANUARY 15, 2019

Mayor Blair called the Retreat to order at 8:37 a.m. in the Town Hall Council Chambers.

Attendance: Mayor William J. Blair III, Mayor Pro Tem Darryl Mills, Alderman Ken Dull, Alderman Elizabeth King, and Alderman Henry E. Miller III; together with Town Attorney John C. Wessell III, Town Manager Timothy W. Owens and Town Clerk Sylvia J. Holleman.

**OPENING REMARKS BY MAYOR BLAIR.**

Mayor Blair said this was the Board's annual gathering to set forth items to work on in 2019 and to give staff direction on what is important for the year. He said it was not a public hearing and there would be no public input.

**DISCUSSION OF PERSONNEL POLICY.**

Mr. Owens said staff had been working on this for about a year and a half with the MAPS Group. A brief overview of the proposed changes to the Personnel Policy by Human Resources Officer Sara Wilson included the following:

- Probationary Pay Increases: Employees will now receive a 5% increase after successfully completing probation regardless of if they were hired at hiring rate or above.
- Non-Exempt Employees: Holiday hours will no longer count towards time worked for overtime calculation.
- Stand-By Pay: Paid as one hour of regular time per each day on Stand By.
- Special Event: Any Special Event hours worked will be paid at overtime rate if that is not their regularly scheduled workday.
- Certification and Educational Increases: Employees may receive an increase upon obtaining certifications and degrees.
- Employment of Relatives: Verbiage added to address relationships in the workplace.
- Tobacco Products: Verbiage added to address proper tobacco use procedure.
- Lactation Breaks: Verbiage added to address lactation breaks.
- Life Insurance for Retired Employees: Will be removed.
- Holidays: The Town will follow the State of North Carolina schedule.
- Transfer of Sick Leave from Previous Employer: The Town will accept sick leave balances from new hires and rehires with documentation from their previous employer within the past five years.
- Bereavement Leave: An employee may have up to three days of full pay granted for death of a family member.
- Adverse Weather/Hazardous Conditions: Verbiage added to state that employees will not be paid if the Town closes due to weather; however, salaried employees will.
- Rehiring: Former employees who return within five years may be credited with their sick balance in place when they left employment.
- Probationary Period for Fire and Police: Changed from twelve months to six months with the option to increase an additional six months if needed.

Mr. Owens said, “We are trying to make it more in line with FLSA laws. This was just a quick introduction of the proposed changes. Staff will bring this back to the Board for consideration at a later date.

**SELECT ROADWAY CONFIGURATION ON EAST/WEST SALISBURY STREET.**

Paramounte Engineering Representatives Allison Engebretson and Mike Nichols reviewed the following two concepts:

SUMMARY OF CONCEPTUAL DESIGNS				
Concept	Number of Parking Spaces	Parking Design	Description	Design Options
<b>C-1</b>	Breakdown by Location (Salisbury Street) East 107 West 99 Total 206  Breakdown by Type: Paid Parking 198 ADA Accessible 7 Dedicated Lifeguard 1 206	60 Degree Angle Spaces 20' Deep x 9' Wide  23' x 8' Parallel Spaces  No Wheel Stops 16' Drive Aisles  7 ADA Spaces Provided  Landscape Islands Provided	No Left Turn at Lagoon Drive Reverse Existing One-Way Traffic on Lagoon Drive from Northbound to Southbound Traffic  Provide Right Turn Only from Lagoon Drive to Westbound Salisbury Street  230' Left Turn Lane from Eastbound Salisbury Street to Northbound Lumina Avenue (Approx. 10 Cars Stacking).	Relocate Dedicated Lifeguard Space to Adjacent Street to Add One Additional Paid Public Space at East Salisbury
<b>C-2</b>	Breakdown by Location (Salisbury Street) East 107 West 99 Total 206  Breakdown by Type: Paid Parking 198 ADA Accessible 7 Dedicated Lifeguard 1 206	60 Degree Angle Spaces 20' Deep x 9' Wide  23' x 8' Parallel Spaces  No Wheel Stops 16' Drive Aisles  7 ADA Spaces Provided  Landscape Islands Provided	No Change to One-Way Traffic Direction at Lagoon Drive – Keep Traffic Flow Northbound on Lagoon Drive  115' Left Turn Lane from Eastbound Salisbury Street to Northbound Lagoon Drive (Approx. 5 Cars Stacking)  185' Left Turn Lane from Eastbound Salisbury Street to Northbound Lumina Avenue (Approx. 8 Cars Stacking)	Relocate Dedicated Lifeguard Space to Adjacent Street to Add One Additional Paid Public Space at East Salisbury  Provide Additional Stacking at Eastbound Left Turn Lane to Northbound Lagoon Drive (No Change to Total Parking)
<b>Existing</b>	East 114 West 84 Total 198	Parking Space Angles Vary Depth & Width Vary No Wheel Stops Drive Aisles Vary  4 ADA Spaces Provided No Landscape Islands	Much of the Existing Parking is NOT Compliant with Current Town Standards	

- The goal today is to have discussion on a basic alignment to take to NCDOT. If there are red flags, it will come back to the Board.
- Mayor Blair said, “The left-hand turn onto Lagoon does provide better protection for people looking for parking.” Alderman Miller said, “It would be good during a rainstorm but not on a normal day.” Mr. Nichols said, “If you are new to the area and you miss the first turn, you have a second chance. It’s just a matter of preference at this time.”
- The neighbors on Lagoon are split on whether to reverse traffic flow or not.
- We will go through the design details in the next phase.

Following a brief discussion regarding the two concepts, there was Board consensus to go with C-2. Mr. Nichols said they would take it to the NCDOT and refine it. Mrs. Engebretson said they would like to start looking at some of the grading and get some reactions from the Board within the next two weeks.

### **DIRECTION ON CHANGES TO THE TOWN'S PARKING PROGRAM.**

Mr. Owens recapped the discussion at the Parking Workshop in December and said, "Parking revenue is used a lot for tourism-related activities. We are a town of about 2,500 residents that services around 40,000 people on the weekends. We put away \$500,000 for beach nourishment each year. We have additional costs coming up for Salisbury Street and we are also looking to upgrade some of our other tourism-related facilities. Ordinance No. (2019) 1782 was prepared by Mr. Wessell to address the changes that were proposed during the workshop."

Mr. Owens reviewed the proposed ordinance and said, "Residential hangtags are not currently allowed on East Salisbury Street. We can add West Salisbury Street if the Board would like because some contractors are using residential hangtags." A brief discussion followed with regard to parking in the Historic Square area that included the need for common signage and possibly making that a paving project for 2020.

Mr. Owens said, "We are looking at purchasing 194 meters to allow for apple and google pay. Lanier Parking has a plan to do away with 134 old meters. We need meters on Waynick Boulevard but the old gray meters cannot go to \$3.00. If we do the new pay stations and new meters, it would be \$159,000. You have Budget Ordinance No. (2019) 496-B in front of you for that. \$60,000 of that is coming from the CIP."

When asked if the bulk of the new pay stations were for Waynick, Parking Manager Matt Amor replied, "We will move the black meters there. The new meters will go along Lumina." Mayor Blair said, "In past years, what is the return on investment there?" Mr. Amor replied, "Three months." Alderman Dull said, "We talked about how technology is changing. Will these meters be obsolete in a couple of years anyway?" Mr. Amor replied, "I think meters make more sense in these areas than Pay-by-Phone." Alderman Dull suggested leaving the meter poles there and putting up small signs that say, "This is a Pay-by-Phone space." Mayor Blair expressed the need to look for something else as the black meters die. Mr. Amor said they were talking about putting smart meters in front of Wings.

Mayor Blair expressed concern that there was no media coverage on why we are proposing a rate change. He said it was related directly to costs. Mr. Owens said, "We pay \$450,000 for the operation. It is a turnover-related matter."

Alderman Miller said, "We have talked about the definition of shoulder season before. I would like to consider talking about special events from Katie's presentation to coincide with our parking. We would not allow new events without special consideration." Mayor Blair suggested placing this item on the February agenda to give people a chance to prepare.

Mr. Wessell said, "The proposed ordinance does not capture the undesignated parking spaces at the Historic Square; it does not address the issue of contractors using residential parking passes; and it does not address West Salisbury hangtags. You can adopt this as is and we will bring those back." Alderman Miller made the motion to adopt Ordinance No. (2019) 1782; Budget Ordinance No. (2019) 496-B to replace the gray meters; and Budget Ordinance No. (2019) 497-B to amend the Parking Fee Schedule. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

## **ANCHORING OF VESSELS AND MOORING FIELDS.**

Mr. Owens reviewed the current ordinance that says you can anchor a boat for 30 days in any 180-day period. He said enforcement must be continual and it must be observed daily. He then reviewed the following suggestions that could improve enforcement:

- Limit the amount of time for anchorage to two weeks per 180-day period.
- Direct the Police Department to inventory boats weekly at least from May 1 to September 30<sup>th</sup> for compliance and civil ordinance violation issuance.
- Direct Park Ranger (and new Ranger position if approved) to assist in weekly observation and civil violation issuance year round.
- Consider installing cameras on Banks Channel that are PTZ and they can zoom in on boats moored in the Channel (estimated cost of \$7,000).
- Amend Town Code to add language to address boats that have broken anchor, abandoned vessels and sunken boats that is consistent with state and federal law.
- Consider installing a boatlift at some location so that the Police Boat can stay on the water. The locations could be at Public Works, at Wynn Plaza (based on grant conditions), construct a small dock and boatlift(s) behind the Well near the Blockade Runner. Another opportunity would be at one of the street ends such as at the end of Keel Street where people are already rafting up boats (would need Board exception and waiver from neighbors).
- Consider purchasing another used boat so that other personnel can assist in the enforcement of these regulations or determine if the Police Boat can be used sparingly for enforcement by non-sworn officers.
- Install regulatory signage at Wynn Plaza regarding mooring and other marine-related items.

When asked about how we would track the number of days a boat is moored out there, Mr. Wessell said, “I think someone has to look at the boat each day if you want to win in court.” Mayor Blair asked if a visual recording was applicable. Mr. Wessell replied, “The best way is to say I looked at the hull number every day. The next is to identify the boat with some identifying mark. You have to identify it every day in some fashion and then go to court and testify.” Alderman Dull noted that a camera would have a time-date stamp. Mr. Wessell said, “That would do it but you do not want to have fifteen people doing it because all of those would have to go to court. You need to log every day. We have had good success in the past with enforcing. This past year is the worst I have seen.” Mr. Owens expressed the need for a pamphlet to hand out that would give the mooring regulations. Mr. Wessell said he would like to see thirty days stay in the ordinance because it was a reasonable amount of time for the court. Following a discussion regarding sunken or abandoned vessels, Alderman Dull asked if a salvage company could handle this. Mr. Wessell replied, “I doubt we can get a towing company that will bear the expense so they can sell because there is no value. But, we can do it if you find a company.” Mayor Blair said, “We need to put some effort into trying to do something about the discharge issue. The violations are a concern but the discharge is a greater concern. Let’s have a meeting with the Coast Guard to discuss enforcement possibilities.”

Alderman King said she was concerned about sunken boats in the channel and not been removed because of their masts. Mayor Blair said none of those had engines so at least there is no gas in the channel. Alderman Dull said he liked the idea of a camera. Mayor Blair expressed the need to give the Town the ability to launch a boat

to check on these violations. Alderman Miller suggested Wynn Plaza and Alderman Dull suggested the possibility of putting a slip next to the Blockade Runner. Following a brief discussion regarding who would be tasked with using a camera to enforce the ordinance, Mayor Blair asked Mr. Owens to bring this back on another agenda with what things cost and an action plan for enforcement.

#### **EXTRA ENFORCEMENT COVERAGE.**

Mr. Owens said, “This ties in to what we just talked about. It would be another Park Ranger position that would work staggered hours with Ranger Slocum to enforce the quality of life issues. The position would be in Planning and Parks and would report to Ranger Slocum with Tony Wilson as the department head. Ranger Slocum would be responsible for training and work with Mr. Wilson on scheduling. It would be \$57,500 for full time not including a vehicle. Part time would be for 34 hours per week from May 1 to September 30 with a budget of \$20,000 minus a vehicle. The position would focus on beach, shoreline and street end enforcement, assisting in monitoring mooring in Banks Channel, and zoning violations after hours and on weekends.” Mayor Blair said, “I would like to see a clearer organizational chart from Mr. Wilson as to how he intends to schedule Ranger Slocum. The funding part is less important than the coverage. I’m not interested in having Ranger Slocum and the new person riding around the beach together. We need to know who is on duty all the time. If we are going to do this year, I suggest we start as part time with the intent of trying to figure out what to do in the off-season that makes sense. We need to start before May if we can find the right person.” Following a brief discussion regarding the need to find the right person and the need for Mr. Wilson to organize so the Town can see the benefit, Mr. Owens said he would bring this back to the Board in February.

Meeting recessed for a break at 9:50 a.m. and reconvened at 10:00 a.m.

#### **STORM WATER CATCH BASINS WITH NO OUTLETS.**

Public Works Director Bill Squires said, “Storm drains to nowhere were installed several years ago on Shearwater Street, East Asheville Street, Oceanic Street, Sweeney Street, and the 500 Block of North Channel Drive. These are bottomless storm drains that were intended to assist drainage during heavy rain events and prevent ponding in these areas. This type of bottomless drain has limited capacity and is not intended to disperse water rapidly. They also require regular maintenance to remove sand and debris that prevent absorption into the underlying soil. At one point, Steve Delles hired an engineering firm to come in and see if this could be tied into our system but that was not possible due to the elevation of the existing system. There is nowhere for the water to go because the pitch is wrong. These are just boxes with a grate with sand and stone in them. We will have to start a maintenance program.” When asked if he was convinced that maintaining these would make a big difference, Mr. Squires replied, “It will serve the intended purpose to assist during a heavy rain event.” Mr. Owens suggested choosing one to try. Mayor Blair suggested trying the one on East Asheville Street. Mr. Squires said maybe removing them was the answer. Mayor Blair asked him to try one to see what happens.

#### **POLICE GRANTS, PROJECTS AND RETENTION.**

Mr. Owens asked that this item be deferred to another meeting when Police Chief House could be present. He explained that Chief House was at a conference in Cherokee and would be sworn in tonight as Chairman.

### **DISCUSSION OF PUBLIC WORKS' STAFFING ISSUES.**

Mr. Squires reviewed Public Works staffing as follows: 1) There are twenty-six authorized permanent positions; 2) the current level is at twenty-one with five openings (four in Streets and Facilities and one in Water & Sewer); 3) Retention chart: three 20-30 year employees; three 15-20 year employees; and fourteen 0-5 year employees. There is no one in the mix for progression when supervisors retire. We will lose institutional knowledge. 4) We are having major difficulty recruiting (wages is the biggest part). Mr. Squires said he would like to work on reorganization of the Public Works Department and bring it to the budget meeting to try to address his concerns about succession and retention. Mayor Blair said he would like to see what is related to wage in the 0-5 year range to see if it was that or because unemployment is low. He said the Board would be happy to review this during the budget process.

### **DISCUSSION AND DIRECTION ON SANITATION ITEMS.**

Sanitation Supervisor Daniel Keating expressed concern that the current Sanitation Fee Schedule does not match the definitions in the current ordinance. He said the ordinance needs to be amended to match reality in order to bill correctly and cover Town expenses. As an example, he said residential cart customers are charged for twice-a-week pickup but we do not charge them for extra trash. The Landfill charges us by weight so the Town has to pay more for extra trash. Mr. Keating referenced commercial customers that do not have space for a dumpster and said the ordinance needs to be amended to reflect the need to accommodate the limited space and bill at commercial rates instead of residential rates. He suggested the following changes to address the issues: 1) Update the Fee Schedule for extra refuse; 2) Add a new definition for refuse that will not fit in a cart; 3) Bill for the use of non-Town carts or make the decision to refuse to service them; 4) Change the rate for carts used for commercial use; make them the same charge as a dumpster; 5) Service commercial carts as a dumpster; and 6) Put commercial dumpsters on the commercial route sheets and not service them on the residential route. Mayor Blair said he would rather see this in a regular meeting. Mr. Owens said staff would bring this back to the Board as soon as possible.

### **HURRICANE FLORENCE UPDATE.**

Mr. Owens said, "To date, the Town has spent \$316,688.09 in direct expenditures for Hurricane Florence-related items in the General Fund and \$55,572.78 in Water and Sewer expenditures. These amounts do not reflect overtime, emergency response time, and force account equipment. \$156,000 of the \$316,688 is vegetative debris removal and the Town should receive 100% of that back. The \$55,572 is for LS1. The Town should receive funding from the Town's insurance and be able to seek the \$22,500 deductible from FEMA to offset that expenditure. I am currently working with FEMA to get reimbursed for all items that the Town is eligible. A project under FEMA must be above \$3,240. This would allow for reimbursement of most items but maybe not for buildings with low deductibles. The Town has submitted \$558,000 worth of expenses to FEMA for expenditures on top of the damaged building total of \$624,140." Following a brief discussion, Mr. Owens said he was concerned about the garage, the public safety building, and the Parks and Rec office building. He said he hoped to have a better handle on the over/under of this by budget time and he would continue to update the Board.

### **SIX-MONTH FINANCIAL UPDATE.**

Finance Director Erica Walters gave an update on where the Town is regarding revenue and expenditures for Fiscal Year 2018/19 as well as an update on projections regarding some of the revenue that could be impacted by Hurricane Florence such as sales tax, room occupancy tax and parking revenue. She said, “As of December 31, 2018, all revenues and expenditures should be at 50% in order to be on target for our budgeted amounts. In General Fund Revenues, there are multiple items that are not at the 50% collection rate. However, as a whole, the General Fund is at 57.20%. In the Water and Sewer Fund, there are a few line items that are not at the 50% collection rate but, as a whole, the Water and Sewer Fund is at 57.32%. In General Fund Expenditures, there are a couple of departments that are above 50%. As a whole, the General Fund is at 64.59%. In the Water and Sewer Fund, there are no departments that are above the 50% rate. As a whole, the Water and Sewer Fund is at 38.19%. With regard to the outstanding loan on the Public Safety Building, the current balance is \$2,771,164.25. The interest rate is 2.39% with a payoff date of January 13, 2024.”

### **DISCUSSION AND UPDATE ON TOWN PROJECTS.**

Mr. Owens gave an update on General Fund Projects that included the Coral Drive Sidewalk Project and the Trolley Stop Restroom Project. Mr. Squires gave an update on Water and Sewer and Paving Projects that included the NEI Segment Replacement and the Salisbury Street Rehab Project as well as the Keel Street, Short Street, Jasmine Court and Jasmine Place paving projects. Mr. Owens said they would keep the Board up to date as we proceed with all of the projects.

### **DISCUSSION AND DIRECTION ON TOWN HALL RENOVATIONS.**

Mr. Owens said, “We’ve been working on this since the last budget year. We hired John Sawyer to look at space needs and renovation elements for the existing Town Hall based on the following: 1) Separation of Planning related function from Administration to improve safety and security for both; 2) Renovate the existing space to accommodate the same number of employees now as in the future (including space for a temporary Planning Administration employee if funded); 3) Accommodate future space needs for documents; 4) Include a separate space for closed sessions; and 5) Renovate the older portion of Town Hall to match the changes in the Board Room. Project elements include: 1) Creates a joint entrance to Planning and Administration and allows the patron to pick the direction under a single breezeway; 2) Switches the configuration of Planning on the southern side of the hallway. Planning will have offices for all parties and a separate entrance; 3) Switches the configuration of Administration to the northern side of the hallway; 4) Raises the ceilings and extends the Boardroom renovation to all public spaces such as hallways and lobbies; 5) Provides a separate closed session/meeting room from the existing Boardroom; 6) Centralizes the work room and kitchen area; 7) Minimizes demolition of existing walls; 8) Need to review HVAC options for renovation given that thermostats for different areas were divided to save money but they do not function adequately based on location; and 9) Should all furnishings be replaced to be uniform. The estimated project cost is at \$363,000 but the actual renovation may be closer to \$500,000 when complete. The Town recently put away \$150,000 in a CIP line item to implement the renovation. A space needs analysis and cost analysis could help to determine the most efficient path forward. The estimated cost would be \$25,000.” Mayor Blair: said, “Let’s move it to the budget and see if it can be done in phases. Let John Sawyer come in and ask us about that. The budget will be determined once we figure out what we have.” Mr. Owens suggested having a workshop and inviting John Sawyer.

Meeting recessed for a break at 11:10 a.m. and reconvened at 11:20 a.m.

**DISCUSSION AND DIRECTION ON MERIT PROGRAM FOR FISCAL YEAR 2018/19.**

Mr. Owens said, “At the beginning of the budget year, employees received a 1.5% COLA. The Town also budgeted an additional 1.5% of total salaries to be considered at mid-year for some sort of bonus program. In prior years, departments were held to the percentage amount allocated for their department but merit pay could range from 0% to 2.5% for each employee. This same type of situation would be implemented this Fiscal Year if merit pay is allowed. The options include: 1) Merit Raise; 2) Merit Bonus; or 3) Across-the-Board Adjustment. My recommendation is that the Town consider a merit raise or an Across-the-Board Adjustment.” Mayor Blair said, “In the past, we have looked in December as a function of our snapshot of where we are and how we performed as a town. My sense is it was an unusual year based on the hurricane and a lot of effort was put in because of the storm. I suggest getting out of the norm this year and look at a 1.5% merit raise because it is a different kind of year. Mayor Pro Tem Mills agreed and said, “We have endured unusual circumstances and they did a good job in my opinion.” Mayor Blair made the motion to approve a 1.5% merit raise. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

**STRUCTURES IN FRONT OF THE 1939 LINE.**

Mr. Owens said, “The Town has a 1939 Line that was established by the State so that erosion control measures could be established. House Bill 1004 that was approved was somewhat vague and did not consider 2019 practices. To amend and clarify the 1939 Session Law, the Town will need to ask for a change to State Law. The discussion items include: 1) East Salisbury – The Town has a quitclaim deed of property that is 100x130 for the Salisbury Street Project; 2) The Town is designing the renovation of existing waterlines in front of the 1939 Line (between Stone and Columbia) and connections in front of the 1939 Line in other areas. The lines can be bored and would need to be approved by DCM. The line would be a two-inch line that provides good water quality and limits impact on each street; and 3) As the 1939 Session Law is written, beach crossovers are not allowed. The Town can no longer permit them. In the event that existing walkovers are destroyed, they cannot be replaced. Does the Town want to consider asking for changes from the State regarding the construction of beach walkovers?”

Mr. Wessell said, “Last year, we got the State to quitclaim any interest it may have in the property to the 39 Line that they may have acquired because of the reverter clause. We own some of the land and the State owns some of the land. The deed from the State gave us a clean slate to work with. The Law as written says you cannot put any structure out there with a couple of exceptions. We got a little exception on the Bill that Ted Davis did last year and got an exception for the end of Salisbury Street. This is the time to do something while the General Assembly is in session. We could change the Bill to say we could use the beachfront for public purposes so we could put these waterlines out there. There is also another issue; we have attempted to regulate businesses out there. I’m not sure permitting these private activities would be for a public purpose. We could say we have a right to do things on the beach for a public purpose and we are authorized but not mandated to regulate businesses. It would clearly give authority to regulate business activities. It would require the assistance of Ted Davis and Harper Peterson. I think there should be limitations to what the Town can do for your own good.” Alderman Dull noted that there used to be a platted road there. He said he did not want people to be able to build roads. Mr. Wessell said, “The pressure will be from people wanting to do business there. Private walks will not be allowed. If you are satisfied with the proposed concept, I will let Ted Davis know we want to amend the Bill in this fashion.” There was Board consensus to proceed.

**DAMAGE TO BUILDINGS; RECOVERY; AND LOCATION OF PR OFFICE.**

Mr. Owens said, “The Parks and Rec office building is a total loss. It has over 50% damage so you would have to flood proof it to get it back in. They are now in the east wing of the Fran Russ building.” Following a review of several options, Mr. Owens said, “It needs to be looked at professionally like we did for Town Hall.” Alderman Dull asked if we could get John Sawyer to look at it. Mr. Owens replied, “We can get a quote from him. I will bring this back to the Board at the February meeting.” Mr. Owens referenced the Public Works garage and said, “We received \$58,000 from our flood insurance with a \$4,000 deductible. We have roof damage; the siding needs to be repaired and we are waiting for an estimate for the gutter system. Mr. Squires has come up with ideas to flood proof. We have had some problems with the steel beams corroding. We are checking for FEMA reimbursement.” Mr. Owens referenced the Public Works office building and said, “We have a \$17,500 deductible. It needs a new roof, siding and windows. We will have to seek FEMA reimbursement for the deductible.” Mr. Owens gave a brief review of the damage to Lift Station #1, the Chamber building, the new Museum building, and other Town facilities and said, “We have a bunch of roofs that need repair. We will get three quotes for all of those.”

**PUBLIC SAFETY BUILDING DOOR LOCKING MECHANISMS.**

Mr. Owens said he would bring this back to the February meeting when Chief House would be present to present his proposal.

**DISCUSSION OF BRIDGE OPENING SCHEDULE.**

Mr. Owens said, “It appears we just need to decide what we want to do as a town and make a request. If there are no comments, it goes through rule changes and moves forward. No matter what we do, the commercial person would still have priority. We just have to make a formal request.” Mayor Blair asked if we could take this information and push it around the beach for feedback. He asked to move this to the February meeting so they could talk to folks. There was Board consensus to do that.

**REVIEW OF PROPOSED BUDGET CALENDAR FOR FY 2019/2020 BUDGET.**

Mr. Owens said, “You have a draft budget calendar with several proposed workshop dates. I am proposing the morning of March 14<sup>th</sup> for the Department Heads to present their budgets. We could feed you lunch and meet from 12:00 Noon to 5:00 p.m. before the regular meeting at 5:30 p.m. We can put this on the February agenda if you need time to check your calendars.” There was Board consensus to set the first meeting for March 14<sup>th</sup> from 12:00 Noon to 5:00 p.m. Mr. Owens said he would bring the other dates to the February meeting for consideration as possible budget workshop dates.

**ALDERMAN MILLER: OTHER ITEMS AND REPORTS.**

Alderman Miller noted the recent passing of Karen Collette’s husband. (Mrs. Collette is a Division Engineer with the North Carolina Department of Transportation.)

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 11:52 A.M.

Respectfully submitted,

Sylvia J. Holleman  
Town Clerk