

## MINUTES

The Town of Manteo Board of Commissioners held their December 3<sup>rd</sup>, 2003 adjourned session in the Manteo Town Hall meeting room, December 10, 2003 at 3:00 PM NO ACTION WAS TAKEN.

The following members were present: Mayor John Wilson  
Commissioner David Farrow  
Commissioner Dellerva Collins  
Commissioner H.A. Creef, Jr.  
Commissioner Lee Tugwell

The following member(s) were absent: Commissioner Edward Etheridge  
Commissioner Larry Belli

Also present at the meeting were: Town Manager-Kermit Skinner  
Finance Officer- Shannon Twiddy  
Town Clerk –Becky Breiholz  
Planner Fred Featherstone  
Police Chief-F. T. D'Ambra

Mayor Wilson called the Adjourned/recessed December 3<sup>rd</sup> 2003 meeting back in order at 3:00 p.m.

The Board discussed various topics that were included in the December 3<sup>rd</sup> agenda and received reports on various on going projects:

Meeting times discussed and the Board will hold there regular monthly meeting as usual on the first Wednesday of the month and then adjourn until the second Wednesday of the month to 3:00 p.m. at the Town Hall for more informal Board discussion. No action will be taken during these meetings. The Board also discussed when to have there annual budget workshop and consensus was to bring ideas to the January mid month recessed meeting and then to do a budget workshop at the February mid month meeting at noon at the Town Hall upstairs in the conference room.

Commissioner Tugwell gave a report on the dredging project and that there was a meeting with John Sutherland with the N.C. Division of Water Resources and the area marina owners, Shallowbag Bay; Pirates Cove; and Salty Dawg. The cost will be approximately \$5.00 a yard. Discussion on letting other property owners, especially those on Gilbert and Grenville Street, know about the dredging and paying their portion of the cost. The Town Manager is to check to make sure no property owner has been left out.

Lighthouse update-Town Manager Kermit Skinner commented that Perry Glass was to start installing the glass today or tomorrow and that the metal roof was to be put on tomorrow.

Manteo Way of Building- Mayor Wilson commented that the suggested architectural guidelines done by Randy Hester is finished and ready for the Board to adopt at their January regular meeting.

Board appointments for various Boards were discussed and Mayor Wilson asked the Board members to be ready to make appointments to the Planning Board and Board of Adjustment. Also Special Events Committee Chair Frank White resigned. Commissioner Collins gave a brief account of the details leading up to Mr. White's resignation. Special Events Budget was discussed and the Board will have an accurate cost of all the Christmas celebration. Various outside boards that have Town Commissioner's on them were discussed; Roanoke Island Business Association, possibly appointing a citizen if no Commissioner can do it; Government Access Channel-possibly having employee Lewis Hoffmann, our Information Technology officer sit on that committee. Commissioner Lee Tugwell will be the Emergency Management designee and possibly have Commissioner Belli on the Roanoke Island Corridor Committee.

Creef Davis Boat House- Repairs or reconstruction was discussed and Mayor Wilson asked that Commissioner Tugwell, Commissioner Creef and Planner Fred Featherstone work as a committee to get a better idea of which direction they should go. Mayor Wilson also asked that Commissioner Tugwell and Town Manager Kermit Skinner serve on the Dredging Committee.

Attendance of Board members at the Essential of Municipal Government course being held in Duck on February 18<sup>th</sup> through the 20<sup>th</sup> was discussed, and Mayor Wilson, Commissioner Collins, Creef, Farrow, Town Attorney and Town Manager will all be attending.

Commissioner Farrow requested that someone from the Town speak to Willie Etheridge about possibly acquiring a solid wooden anchor he has to be put on display at the lighthouse, Commissioner Tugwell commented that he would speak with Mr. Etheridge. Commissioner Farrow also commented about missing flags on the waterfront and some County flags that were faded and asked that the Town Manager see who is responsible for their upkeep.

Discussion of new Town Logo, Commissioner Farrow had requested the logo be changed to a lighthouse and Mayor Wilson has drawn up a concept for the Board to review at the January meeting.

Planning issues were discussed-annexation of areas at midway, some were not designated B-3 zoning when they were annexed particularly the Animal Hospital which would automatically make it R1 by the N.C. General Statutes. Russell Twiford parcel was zoned B2 and the Board would like to designate all the area at Midway B3 zoning.

The development of the Salty Dawg Marina and various issues such as traffic flow; Fernando and Uppowoc Street and making Fernando two way. Commissioner Farrow commented possibly reducing the parking by the CAMA public access boardwalk and changing Agona to one way; having NCDOT engineers and private traffic engineers assess the traffic flow and possibly have applicant pay for a traffic study as a condition.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Creef seconded by Commissioner Collins the meeting was adjourned at 5:00 p.m. and approved by the following vote: Ayes: Commissioner Tugwell, Farrow, Collins and Creef. Noes: None. Absent: Commissioner Belli and Etheridge.

This 10<sup>th</sup>, day of December 2003.

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Mayor John Wilson, IV

ATTEST:

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Town Clerk Becky Breiholz