

MINUTES

The Town of Manteo Board of Commissioners held their November 1st, 2006, adjourned/recessed session in the Manteo Town Hall meeting room, November 8th, 2006 at 4:00 pm

The following members were present:

- Mayor John Wilson
- Commissioner H.A. Creef, Jr.
- Commissioner Darrell Collins
- Commissioner Lee Tugwell
- Commissioner David Farrow
- Commissioner Edward Etheridge
- Commissioner Hannon Fry

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Town Clerk -Becky Breiholz
- Finance Officer-Shannon Twiddy
- Department Heads-Erin Trebisacci; Nathan Pharr;
- Steve Jozik; Det. James Burroughs; Johnny Boniface.

Mayor Wilson called the Adjourned/recessed November 1st, 2006 meeting back to order at 4:00 pm

SUBJECT: Department Head reports-these were given to the Board at their regular September meeting for review and will be on file for one year. Commissioner Tugwell commented about the Police Report and the amount of dispatched calls for the Town of Manteo and wants to know if we have a crime wave or do we do a different report schedule than the rest of the law enforcement in Dare County. Detective Burroughs commented that the Town has a lot of self initiated calls which we count besides central dispatch. Consensus of the Board is to include a report without the self initiated calls to reflect calls like the other agencies.

SUBJECT: Consideration of two (2) nominees for appointment to Dare County Tourist Bureau, our current appointment is David Farrow and his term is about to expires. The Tourist Bureau request two (2) nominees even though only one will serve.

MOTION: Commissioner Tugwell seconded by Commissioner Fry to nominate Commissioner Farrow and Commissioner Creef was approved by the following vote: Ayes: Commissioners Tugwell, Fry, Collins, Etheridge, Creef, Farrow. Noes: none. Absent: none

SUBJECT: Discussion of information requested by the Board for per piling cost with a new wooden piling for comparison prices for the waterfront dock piling replacements. Building Inspector Johnny Boniface gave a report to BOC about the Spears Diving proposal to encase the existing pilings and explained that each piling would have a different expense based on diameters and lengths for the wrapping of the pilings. Cost is determined per linear foot and diameter of the material necessary to encapsulate the pilings. The jacket gives the piling an almost lifetime of no repair and does not require the demolition and replacement of the decking and joists. It also does not require the closing of the boardwalk facilities. A complete list of linear feet and pile count is provided in Spear's Diving Proposal. The request to have a price quote for piling replacement only was not obtained in time for this meeting and when one is obtained it will be forwarded via fax to the Board. The Board took no action on this item; they want an estimate to replace the pilings and decking.

The Board requested additional information for the Cook House since there was a change order request \$10,860.60. Items not included in the original contract were 3 new windows; 1 new door; 1 new sash and frame due to extensive rot; 2 custom louvers and plastic and rock under the building. Finance Officer Shannon Twiddy commented that they originally budgeted \$80,000 and the budget amendment in the last Board package she was asking for an additional \$9,000 which was actually funded last year but did not get expenses to this fiscal year, so in addition to that we need about \$4,380 plus the \$9,000 from last year. This is to do the exterior only and the Coalition was to do the interior. Commissioner Collins commented that originally we had a contract for inside and out side and it was \$101,000 and he could not convince them to go with it; because the Coalition wanted to do the interior, but have since changed their mind.

MOTION: Commissioner Tugwell seconded by Commissioner Fry to approve Budget amendment #2 was approved by the following vote: Ayes: Commissioners Tugwell, Fry, Collins, Etheridge, Creef, Farrow. Noes: none. Absent: none

SUBJECT: Discussion of a Town Newsletter. Mayor Wilson commented about the possibility of having someone to be a public information officer to do a newsletter, promote the Town and notifies the public of all goings on in the Town and the possibility of hiring as part time or by contract. The salary is already budgeted for Waterfront Coordinator, which was Carl Jordan's position before his salary was moved over to the income from the docks. Commissioner Creef thinks the idea of a newsletter is good and will need a lot of organization. Commissioner Farrow asked if we could hire a part time employee maybe someone who works part time for another town. The Board would like to know what other towns are doing and the cost. Commissioner Fry does not think we need a full time employee. Commissioner Etheridge thinks people would enjoy getting one. Commissioner Tugwell does not feel we have established a real need for one. He also thinks that with a little fluffing up our department head reports could be sent out and he still thinks we should televise our meetings. Commissioner Tugwell commented that if we do contract it out the person could listen to the Board minutes; use department head reports and in about a day or two a month could get something out and could do it mostly in house. Manager thinks a newspaper would be beneficial and if we hire someone on contract it would give us the flexibility to use them when we need them. The Board discussed authorizing the Manager to explore possibilities and authorize him to get us started

by January, using the salary that was Carl's and not to exceed that amount of money that was budgeted. Commissioner Tugwell commented that he has difficulty using that salary line item and thinks it is inappropriate from a budget standpoint, fiscal standpoint and accountability standpoint and does not know if we can expend funds for one purpose that is earmarked for another and would like to see a specific proposal to be considered, along with a budget amendment. Mayor Wilson commented that he assumes that if this motion is approved it will require a budget amendment to transfer that money from one line item to another.

MOTION: Commissioner Farrow seconded by Commissioner Creef to authorize manager to begin preparation of publishing a newsletter that will promote public information; promote events; not exceed the amount of money budgeted for Waterfront Coordinator salary and to come back to the BOC with a specific proposal and a budget amendment was approved by the following vote: Ayes: Commissioners Etheridge, Tugwell, Fry, Creef, Farrow, and Collins Noes: none. Absent: none.

Commissioner Etheridge still disturbed about the stop signs being removed by NCDOT and wants to know where the authority came from. He would like to ask our Manager to write to our Representative and our Senator and a copy to Stan White our NCDOT representative how the 4 way stop signs have come about and what has occurred to date. He also had asked our Attorney to also look into our Town Charter.

Commissioner Fry asked if our trash trucks were automated and told they are semi automated.

Mayor Wilson gave the Board a brief update; the Planner and Town Manager are working on the CAMA grants; the Manager is working on getting information and cost of crosswalk material for Budleigh Street as recommended by NCDOT; he passed copies of metal work the cemetery committee is going to be requesting.

MOTION: Commissioner Tugwell seconded by Commissioner Farrow the meeting was adjourned at 4:45 pm was approved by the following vote: Ayes: Commissioners Tugwell, Farrow, Collins, Etheridge, Fry, Creef. Noes: none. Absent: none

This 8th, day of November 2006

John Wilson IV, Mayor

ATTEST:

Town Clerk Becky Breiholz