

MINUTES

The Town of Manteo Board of Commissioners held their October 7, 2015 recessed meeting October 21, 2015 at 4:00 pm starting at the Manteo Water and Sewer Plant, 710 Bowsertown Road and reconvening at the Dare County Administration Building, 954 Marshall C. Collins Drive, Manteo, Room

The following members were present:

- Mayor Jamie Daniels
- Commissioner Nancy Peele
- Commissioner Richie Burke
- Commissioner Martha Wickre
- Commission Darrell Collins, Mayor Pro Temp
- Commissioner Hannon Fry
- Commissioner Christine Walker

The following member(s) were absent:

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz,

Mayor Daniels called the recessed meeting to order at the Manteo Water and Sewer Plant, 710 Bowsertown Road for a tour at 4:00 p.m.

Mayor Daniels reconvened the meeting at 5:00 pm at the Dare County Administration Building room #168

EMPLOYEE RECOGNITION- Mayor Daniels presented Jonique Lee with his 5 year plaque of service to the Town of Manteo.

SUBJECT: Discussion of Capital Improvement Plan. In 2012 the Board approved a plan that was done by the Wooten Company which was a 3 part planning document and included a space needs study, water and sewer rate study and capital improvements that will be needed in the future. To establish a capital improvement plan the project has to be identified and that money set aside specifically for that improvement. Shannon Twiddy commented that it can be done by a contingency line item if the Board was looking to set money aside for various projects. Enterprise funds and general funds also have different rule guidelines. The Board discussed future infrastructure needs and the Board would like Nathan Pharr to go through the Wooten study for capital improvements, and also identify things that he thinks that needs to be done that are not list. They would like him to combine those lists and put in priority order and estimated prices. They would like this placed on the November workshop agenda.

SUBJECT: Discussion of Water-Sewer line replacement-The Agona street project was estimated at \$577,000 and had been added to the list after the Capital Improvement study was

done. The Board would like to update the stormwater basin also while the street is torn up. The Board would like to know if the bar screen replacement needs to be done before the Agona Street line replacement. Mrs. Twiddy informed the Board that Mr. Pharr has been limping the bar screen along for some time and needs to be done. After discussion the Board wanted Mr. Pharr to prepare a list with the street water and sewer line replacements that he had previously identified. The Board would like to discuss this at the November workshop meeting and what projects that they can start saving for.

SUBJECT: Discussion of cost of Shelter for Equipment-The Board discussed the need to protect our large equipment from the elements and would like Nathan Pharr to get a cost estimate to build a pole shed with a gravel floor that could be enclosed and amenities added later.

Finance Officer Shannon Twiddy asked the Board to consider amending the agenda even if action is not taken until the November 4th meeting, she would like to get a consensus from the Board regarding budget amendments #2 and #3 for the Town Hall renovations to keep the project moving toward the target completion date. If we wait until November 4 meeting it could cause a brief delay in the project. Budget Amendment # 2 consists of 3 parts; the first part for \$89,624.37 is the previously funded amount left over in last year's budget and needs to be recorded as a budget amendment to move the balance into this year. The second part in the amount is \$5824.75 is necessary to provide funding for the replacement of contaminated duck work with mold in the ceiling of the first floor. Part three in the amount of \$1416 was for the replacement of 5 additional lines upstairs due to mold contamination in the duct lines. Change Order #2. Budget Amendment #3 if approved would provide funds to remove and replace the carpet downstairs as it was not in the best of condition prior to the start of the project. The presence of mold was not identified in the report but we assume the carpet will contain mold spores as it was not treated or covered up during the remediation portion of the project. Cost of removing and replacing existing carpet would be \$5823.91

MOTION: Commissioner Walker seconded by Commissioner Peele to approve Budget Amendment #2 was approved by the following vote: Ayes: Commissioners Fry, Burke, Walker Collins, Wickre and Peele. Noes: None. Absent: None.

MOTION: Commissioner Peele seconded by Commissioner Wickre to approve Budget Amendment #3 was approved by the following vote: Ayes: Commissioners Fry, Burke, Walker Collins, Wickre and Peele. Noes: None. Absent: None.

Commissioner Concerns/Comments

Commissioner Wickre reminded the Board of the litter pickup and would like to add to the November agenda a presentation by Sarah Benson regarding this. She also reminded the Board of the Wooden Boat show and the Halloween house at the boat house.

MOTION: Commissioner Burke seconded by Commissioner Wickre to adjourn at 6:45 pm was approved by the following vote: Ayes: Commissioner Burke, Walker, Peele, Fry, Collins and Wickre. Noes: None. Absent:

This the 21st day of October 2015

ATTEST:

Mayor Jamie Daniels

Becky Breiholz, Town Clerk