



**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
BOARD WORKSHOP**

Tuesday, June 7, 2011  
7:00 PM

**AGENDA**

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Recognition of Persons to Be Heard (**NOTE: Comments are limited to 5 minutes per person. Everyone addressing the Board shall first state their name and their residential physical address**).
- D. PUBLIC HEARING (**NOTE: The public is asked to adhere to the following guidelines for the Public Hearings:**
- Step to the podium in front of the Board. State your name clearly. Direct comments to the full Board, not an individual member.
  - Be concise; avoid repetition; limit comments to five minutes or less; designate a spokesperson for large groups.
  - Each person may speak once for a specific Public Hearing.
1. Fiscal Year 2011-1012 Budget
- E. DISCUSSION ITEMS
1. 2011 Contract for Auditing Services *Page 4*
  2. Contentnea Creek Bridge Waterline Relocation – Engineers Estimate *Page 8*
  3. Mashie & Fairway Drive Drainage Upgrade – Engineering Contract *Page 9*
  4. Doubtful Utility Accounts – Write-off *Page 14*
- F. Commissioner’s Comments
- G. Adjourn



June 7, 2011

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for June Workshop

*Below I have attempted to summarize and provide explanation for each agenda item.*

### **Item D-1: Public Hearing – FY 2011-2012 Budget**

A public hearing has been scheduled to occur during the June Board of Commissioner's Workshop to receive public comment on the proposed FY 2011-2012 Budget. The public hearing has been duly advertised through the local media and posted in Town Hall.

### **Item E-1: 2011 Contract for Auditing Services**

It is necessary yearly to approve the contract for auditing services. Pittard, Perry & Crone, Inc. has performed our auditing for many years. I believe this firm does excellent work and is reasonably priced. Therefore, I recommend that the contract for auditing services in the amount of \$13,000 be placed on the consent agenda of the next regular meeting of the Board.

### **Item E-2: Contentnea Creek Bridge Waterline Replacement – Engineers Estimate**

The need to relocate the waterline at the Contentnea Creek Bridge on Highland Avenue was discussed at the most recent Retreat of the Board of Commissioners. Based on that conversation, I have budgeted sufficient funds in the upcoming FY 2011-2012 Budget to complete the project. I have attached the engineer's estimate to complete the project. I

recommend that at the next regular meeting, the Board, as a consent agenda item, authorize me to proceed with securing the engineering services and proceed to bid this project.

**Item E-3: Mashie and Fairway Drive Drainage Upgrade – Engineering Contract**

The need to upgrade the drainage tile of the main canal system in the Country Club subdivision was discussed at the most recent Board of Commissioners Retreat. It has also been discussed in previous years. I have budgeted funds in the upcoming FY 2011-2012 Budget to complete this project. I recommend approval of the attached engineering contract for services via the consent agenda of the next regular meeting of the Board of Commissioners. Approving this contract will allow the engineering to proceed and provide us with sufficient plans and documents from which to properly bid the project.

**Item E-4: Doubtful Utility Accounts Write-off**

As a desirable accounting procedure, it is necessary for the Board of Commissioners to take action to officially write-off certain utility accounts with outstanding balances owed to the Town. These are accounts for water and sewer services that are more than ten years in the past and basically uncollectable. It is necessary to take this action to make our receivables account more reliable and realistic. Leaving these balances can unintentionally inflate the amount shown as receivables in the annual audit. I recommend that the attached list of doubtful accounts for the years prior to 2001 be written off via the consent agenda of the next regular meeting of the Board of Commissioners.