



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, May 10 2011
7:00 PM**

AGENDA

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes (April Workshop and Regular Meeting) *Page 5*
- D. 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**).
- E. CONSENT AGENDA
 - 1. Downtown Trees *Page10*
 - 2. Paving Proposal *Page11*
 - 3. Pavement Study *Page12*
 - 4. Sewer Rehab Engineering Contract *Page15*
 - 5. Farmers Market
 - 6. Budget – Set a Public Hearing Workshop for June
 - 7. Mayor Pro Tem - Appointment
- F. Commissioner's Comments.
- G. Adjourn.



May 10, 2011

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for May Meeting

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

Item E-1: Downtown Tree Maintenance

The Grifton Garden Club is concerned about the appearance lack of usefulness of the trees lining Queen Street. The STEP Committee has discussed this as well. Therefore, I am recommending that the Board officially endorse the removal of these trees via the Consent Agenda. I would also recommend that both the Garden Club and the STEP committee be tasked with devising a suitable replacement to enhance the appearance of downtown.

Item E-2: Pavement Proposal

A pavement proposal has been submitted by Moses Paving Asphalt Repair for town street work. The street work includes:

- 1) cutting out and patching utility cuts and pot holes on fourteen (14) streets throughout town - \$3,875

- 2) Fairview Dr. patching and repair - \$4,400
- 3) Cleaning, leveling, and repairing of Wall St. - \$5,575

The total cost of the proposal is \$13,850. I recommend approval of the proposal via the Consent Agenda.

Item E-3: Pavement Study

As discussed at the Board of Commissioners retreat, the town has sought out the assistance of the Wooten Company to study the street conditions of town owned roads within Grifton. This assessment will consist of an in-field pavement condition survey using mapping-grade GPS equipment to locate and assess the current pavement conditions. The Wooten Company will analyze the data collected and formulate a definitive project scope to present to the town for maintenance and/or bond referendum approval. The cost of the Study would be \$21,000 and would be paid for using Powell Bill Funds. I recommend approval of the Study via the Consent Agenda.

Item E-4: Sewer Rehab Engineering Contract

As you are aware, we have received funding in the form of grants and loans totaling \$1.7 million for the Sewer Rehabilitation Project. The Wooten Company has submitted an engineering contract for the project also discussed at the Board of Commissioners retreat. *Because the entire engineering contract is over 50 pages, I have only included the page with the cost breakdown. Should you desire to see the entire contract, please let me know.* As you know, they have performed all of the preliminary engineering and grant applications on this project to date. This standard engineering contract outlines the scope of services, responsibilities, costs and special provisions provided by the Wooten Company and assumed by the town throughout the engineering, construction and post construction phases of the rehabilitation project. Additional service provided will include USDA grant administration assistance, rural center grant administration, permitting, and construction inspection. The total cost for the Wooten

Company's services will be \$222,000. I recommend approval of the Engineering Services Contract via the Consent Agenda.

Item E-5: Farmers Market

Commissioner Whitehurst has been working with a group of interested citizens to establish a farmers market in Grifton. I recommend that the Board take action via the consent agenda to allow the group to use the Town Commons at their discretion for the purposes of having a farmers market. This should be done with the understanding that the group will follow all applicable local and state laws relating to this type of endeavor.

Item E-6: Budget – Set a Public Hearing

The Board will need to set a public hearing for the review of the Fiscal Year 2011-2012 Town of Grifton Budget. I recommend that the Board take action via the consent agenda to hold a public hearing on the FY 2011-2012 budget during the June 7th Workshop.

Item E-7: Mayor Pro Tem - Appointment

It is necessary for the Board to appoint one of its members to be the Mayor Pro Tem.