



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

Tuesday, May 3, 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. DISCUSSION ITEMS
 - 1. Downtown Trees *Page 5*
 - 2. Paving Proposal *Page 6*
 - 3. Pavement Study *Page 7*
 - 4. Sewer Rehab Engineering Contract *Page 10*
 - 5. Selection Process for Vacant Board Seat
 - 6. Farmers Market
 - 7. Budget – Set a Public Hearing Workshop for June
- E. Commissioner's Comments.
- F. Adjourn.



May 3, 2011

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for May Workshop

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

Item D-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 these trees be removed. 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 D-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 placing this item on the consent agenda for approval at the Regular Meeting of the Board.

Item D-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 this item be placed on the consent agenda for approval at the Regular Meeting of the Board.

Item D-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 this item be placed on the consent agenda for approval at the Regular Meeting of the Board.

Item D-5: Selection Process for Vacant Board Seat

Because of the vacant Board of Commissioner's seat, the Board will need to discuss how it wishes to fill the vacancy.

Item D-6: Farmers Market

Commissioner Whitehurst has been working with a group of interested citizens to establish a farmers market in Grifton. He will have an update on the progress of that endeavor.

Item D-7: Budget – Set a Public Hearing Workshop for June

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 hold a public hearing on the FY 2011-2012 budget during the June Workshop.