



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

Tuesday, September 6, 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. Hurricane Irene - Recovery Update *Page 7*
  - 2. Town Hall Façade *Page 8*
  - 3. Harvey Building Room Renovation – Shad Art Show
- E. Commissioner's Comments
- F. CLOSED SESSION – Town Manager Annual Performance Review  
-as authorized by N.C.G.S. 143-318.11(a)(6)
- G. Adjourn.



September 6, 2011

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for September Workshop

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

### **Item D-1: Hurricane Irene – Recovery Update**

As you know, this past Saturday, Grifton endured more than twelve hours of tropical storm and hurricane force winds. Also, we were pounded with more than ten inches of rain. As is evident by the damage, the torrential rains couple with the strong winds devastated our tree population and caused some property damage. Below, I will outline and explain what we, the Town staff did to prepare for the storm, weather the storm, and what we are doing to recover. Needless to say, it has been an extremely tumultuous and trying time as of late.

**Preparation:** In preparation for the storm, staff preformed many tasks. Those tasks included checking and fueling all generators at our main sewer pump stations and wells and public buildings. *The generator at Town Hall was inoperable so a rental unit was secured and used.* We filled all vehicle and equipment tanks and then filled the gas and diesel tanks at the Utilities Shop. We removed all flags and banners from the downtown area. We cleaned all storm grates and inspected and cleaned minor ditches where necessary. We contracted with Mike Gaskins to spot clean the main drainage canal from Country Club to Contentnea Creek.

*While this did not prevent flooding from occurring, I believe that the situation would have been far worse had we not taken this action. The fact that the water left so quickly after the rain stopped leads me to this conclusion.* We sharpened and readied our chainsaws and other equipment. We participated in pre-storm meetings with Pitt County Emergency Management. I had contact with three local contractors and received hourly price quotes for post-storm debris removal. I also spoke with Al Cannon to discuss the Buckleberry Canal as well as the probable need for the use of his septic hauling service to pump the sewer lift stations that do not have back up power generators.

**During the Storm:** During the storm on Saturday, Department Heads stayed in regular contact with each other, Fire and Rescue, and the Pitt County Emergency Operations Center. After the constant wind speed topped 45mph, we removed our officers from the streets and took shelter at the Police and Fire Buildings. All calls during this time were handled on a case by case basis depending on risk. I remained at Town Hall and corresponded with Pitt County and answered phone calls.

**Storm Recovery:** Saturday night, after the storm had weakened, the Fire Department and Utilities began working to open the impassable streets. This could only be done on trees that were not involving power lines. Sunday morning, we continued to clear streets and block or barricade those that could not be cleared. I began assessing the damage by riding all streets and taking photographs of as much damage as I could see (295 photos). On Sunday, I met with the three local contractors (Mike Gaskins, Roger Carroway, and David Conway) to discuss and prepare for debris removal. Also Sunday, I remained in contact with Pitt County Emergency Operations. Because of the power outage, we had to hire Cannon's Septic Service to pump and haul sewer from some of our lift stations. Monday morning, the contractors began storm debris removal. I met with a representative of the North Carolina Department of Environment and Natural Resources to discuss and determine a suitable site to dispose of the debris. I did this

because I felt that the Littlefield site would be inaccessible due to the amount of rain. The State representative was able to find a suitable site on land just outside of town that is owned by one of the debris removal contractors. I have also had discussions with the County Landfill about bringing in their tub grinder to grind up all of the debris. *I expect debris removal to take about a month.* The remainder of the week following the storm has been spent on keeping the debris removal coordinated, dealing with the County and State on damage assessments and seeking assistance from various non-profit agencies. I also spent considerable time this week assisting the Dixon House, which is the assisted living facility on Wall Street, with their power issues and dealings with State agencies concerning the health and care of their residents. Although minimal, I will be meeting this Saturday, September 3<sup>rd</sup>, with State officials whom will be in Town doing a damage assessment on our public facilities. This damage mainly consists of minor roof and water damage.

**Going Forward:** To date, we have incurred approximately \$30,000 in expenses. The majority of these expenses are for debris removal and septic hauling services. We have just been declared a Disaster area for Individual Assistance. This will allow individuals in need to seek FEMA assistance. We are still waiting to hear if we will be declared a Disaster Area for Public Assistance, which is what would trigger funding for our clean up and recovery costs. If not, we will have to rely on our Fund Balance to cover these costs.

**Item D-2: Town Hall Facade**

As you have probably noticed, we have demolished the old roof awning that covered the front of Town Hall. In doing so, we learned two things. First, a section of the brick parapet and roofing was removed to install the previous shingle structure. Thus, when we removed that structure we exposed an area of rubber roofing that need to be replaced. I had that work done, but only in a temporary manner because of the fact that we will not be able to permanently repair the roof until the façade work is completed. These temporary repairs did not completely protect

us from the storm. The second thing we learned Town Hall used to be two separate buildings, the facades above the brick line to not match. Therefore, we will not be able to merely stucco and paint the upper half of the building. The only way to match the two buildings is to continue the brick veneer up to the roof line. I have received what I believe to be a reliable estimate for the this brick work (see attached). However, I will seek more competitive bids for the work. As you will recall, we have \$20,000 in the current budget for this project. The brick work, the roof, and any awning work done will probably be close to, or slightly higher than this budgeted amount. If that is the case, I would recommend that we used a portion of the \$10,000 that is budgeted for the repair of the St. David Street Park Building. I welcome your input on this project.

**Item D-3: Harvey Building Room Renovation – Shad Art Show**

As you will recall, we were recently made aware that the Museum would be using the space in the front museum room (lobby) to house more displays of artifacts. Because of the Museum's need for more space, this room will no longer be available to be used for the Shad Festival Art Show. It was discussed that there is a vacant, unfinished room in the Harvey Building that, if finished, could house the Show. I requested an opportunity to bring to the Board an estimate for finishing the large room in the Harvey Building to make the space suitable for the Shad Art Show. I believe the room can be renovated for less than \$3,000. This would be done with mostly volunteer labor. Once finished, I believe the room would be more than adequate to house the Shad Festival Art Show. More importantly to the Town, I believe this space would be an asset to our operations. This would provide a nice room with a variety of potential uses. I believe that I can find the necessary funding within the General Fund budget for this project.

**Item F: Closed Session – Town Manager Annual Performance Review**

This month will mark my second anniversary as Town Manager. Thus, it is time for the Board to conduct my annual performance review. I will provide documentation concerning my review at the meeting.