



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING, RECESSED FROM JANUARY 16, 2018
FRIDAY, JANUARY 19, 2018 – 1:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina reconvened their Recessed Meeting of January 16, 2018 on Friday, January 19, 2018 at 1:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Mike Sullivan; Commissioners Pat Kwiatkowski, Joe Butler, John Fletcher and Peter Freer; Town Manager David W. Hewett; Town Clerk Heather Finnell; Building Official Tim Evans; Public Works Director Chris Clemmons; Shoreline Protection and Recreation Manager Christy Ferguson; Fiscal Operations Clerks Margaret Lancaster and Mandy Lockner; and Detective Jeremy Dixon.

Mayor Holden reconvened the Special Meeting of January 16, 2018.

BEACH MANAGEMENT ACTIVITIES – FRAN WAY, APPLIED TECHNOLOGY AND MANAGEMENT

Mr. Way gave an overview of beach nourishment on Holden Beach. He provided background on some of the problems in the 70's, 80's and 90's. The east end is the most erosive. The central reach is a mildly erosional area. The west end is categorized as stable, but can be erosional. He reviewed facts from the NC Beach Inlet Management Plan.

The Central Reach Plan (CRP) was just completed about a year ago. The Town has many permits relating to beach management activities. Annually those permits are monitored to make sure they are active. He said it is much easier to modify a permit than to apply for a new permit. Ongoing projects include the Terminal Groin Project, the Shallow Draft Inlets Project and the static vegetation line/ development line. The Town has been really good at maintaining a healthy, robust dune system. It took a beating during Hurricane Matthew. FEMA does realize the importance of those dunes and has been helping out. Annual monitoring and data collection and reporting is how we track how healthy the beach is and see what areas are erosional. It also keeps the Town eligible for FEMA engineered beach projects. The Board talked about the Town being an engineered beach. Mr. Way stated that Federal projects include the Lockwood Folly Inlet Crossing, the Lockwood Folly Outer Channel Dredging and the 50-Year Project.

Mr. Way explained that the offshore of Holden Beach is relatively sand starved. We did find some for the CRP, so there is some, it is just difficult to find. He showed a slide with the offshore areas for further study. He talked about finding the CRP borrow area and showed a slide of it. Now that the Town did a successful project, he thinks we could go back and look a little further off the three nautical mile limit line that they looked at for the CRP. Mr. Way talked about how we retrieved the data for the CRP. He reviewed the timeline for the CRP. Hurricane Matthew did a bunch of damage to the dunes, but having a healthy dune system works during storms to help absorb that energy. The CRP borrow area could be used again, it still has 500,000 – 600,000 cubic yards left. Oak Island has expressed an interest in the area and there are no rules against that. Town Manager Hewett added that the 500,000 cubic yards was the walk away amount when we finished the project. We have no idea what kind of recharge will occur, if any. Mr. Way said from a planning perspective the CRP could last 10–15 years,

assuming there are still some minor projects to augment it. A few major storms could really knock that down, but based on historic erosion and how the beach has performed we are hoping it could be a 15 year project. We will keep an eye on it from year to year. The permits are good for five years, but then you can get extensions. He explained the different permit mechanisms. Town Manager Hewett said we have three active Corps' permits (CRP, Turkey Trap and the general permit for Lockwood Folly Inlet piggyback). All have rider permits that go along with them. He works with Mr. Way to keep them current. Mr. Way said they review them when they do the annual monitoring report. He showed a slide of the Lockwood Folly Inlet. He talked about what types of vessels can work in the different areas. He showed a slide of the 2017 Lockwood Folly Inlet Crossing Project. Mr. Way discussed potential and historic borrow areas. He showed pictures from a truck haul project. The material is a little darker, but can bleach out. Truck haul projects are a lot more equipment intensive than offshore dredging. It is a good tool to have in your toolbox. We do have the Turkey Trap Road site ready to go if we need to use it. The Final Environmental Impact Statement is being worked on for the Terminal Groin Project. There is material in the other offshore borrow areas. Their recommendation would be to look at the data again to find another borrow area offshore. He thinks it would make sense to start looking in the next year or two. Town Manager Hewett and Mr. Way talked about how long the data is good for. Mr. Way showed slides and provided information about seismic investigation and seismic data.

GOALS AND OBJECTIVES

Commissioner Kwiatkowski suggested that after going through the items on the Goals List (hereby incorporated into the minutes) the Board assign each one a number: must have - 3, should have - 2, nice to have - 1 and 0 - wouldn't give it a priority this year. She said they could be tallied and then the Board can decide how to move forward. Mayor Holden asked Commissioner Kwiatkowski to lead the Board through the process. The Board numbered each bullet in each section.

General Management

1. *Limit growth of annual operating budget to increases in taxes from new homes being built* - Town Manager Hewett said on an every four year basis, there is a revenue neutral calculation done, so if we are only talking about increases in taxes from new homes, wouldn't that serve to ignore possibly the increases in taxes that may result from an increase in property values from year to year. Every year the tax base changes up or down. More importantly to the point is that ad valorem taxes are not the only revenue in the General Fund. There is a host of other revenues that go into that General Fund pot. One specifically is the local options sales tax. It is annually and repeatedly under attack. That's \$100,000; if that state distributed revenue goes away it may impact it from a revenue side, assuming you want to keep services the same. He explained why tying it to just the ad valorem tax might be restrictive. He asked if this is a way of saying no tax increase. Commissioner Fletcher said yes, this would enable you to grow the budget for the Town, based on all of the income from the new homes. He would like to limit any growth in the operating expense to the tax amount brought in from the new homes. He doesn't want to spend any other increased revenues in the General Fund. He would like to have more protection in the General Fund in the event something bad happens on the island.

2. *Limit future borrowing and tax increases and direct funds flow to General Fund when long term loans are repaid. Objective is to improve the General Fund ratio for payment of Town's operating expenses* - Commissioner Fletcher explained his basic purpose is as we pay off debt as a general policy, that amount would go to growing the General Fund. Town Manager Hewett asked if that can be correlated to the Fund Balance Policy we established last year that establishes a range of 40% - 70% as the desired range and when you get over 70% those funds would be contributed to the BPART Fund. Commissioner Fletcher responded he thinks it does. When we get to the 70% in the General Fund he will be as happy as a lark and the excess money would be put into the sand fund to protect for the 10 year plan to refurbish the beach. Mayor Pro Tem Sullivan said if this was adopted,

you wouldn't be able to spend the money that you don't have to use for the debt service on fixing the roads or doing something else. It would just go into the General Fund. Town Manager Hewett said you already have that policy in place. If you are not spending money, by practice it falls into Fund Balance. Mayor Pro Tem Sullivan provided an example of what he understands. Commissioner Fletcher responded he doesn't want to spend funds on additional items until the fund is grown to 70%. Town Manager Hewett said it is roughly 40% right now. When we crunch the numbers we will have an estimated Fund Balance Ratio. It will take several years to get to 70%.

3. Update of the Town Land Use Plan (LUP) and concurrent review and as needed update of Town ordinances – Commissioner Kwiatkowski had taken a look at the LUP and saw that it is time to update the plan. She said they have all discussed there are changes that needs to be made. She believes the Town should start the update in the upcoming budget. Town Manager Hewett said we heard \$35,000 as an estimate on the cost. It is a common practice to spread the cost over two years. The agreement could be structured to reflect that. He will put it into the budget if it gets a high score once the Board tallies their items. Once the budget pasts, he will coordinate the development of a contract.

4. Debt service & 6. Maintaining/ increasing the BPART Fund coupled with desire to decrease taxes by two cents – Mayor Pro Tem Sullivan said when he originally submitted his goals, he submitted one issue and it was broken into three. He said we as a community decided to invest \$15 million into the CRP. In order to do that we borrowed \$12 million and took roughly \$3 million from the BPART Fund. Hurricane Matthew came along and destroyed the beach. He said we applied to FEMA for reimbursement and asked about the totals. Town Manager Hewett said we received about \$2.5 million and talked about what's left. He said he thinks the important number is we have about \$5 million cash to work with in terms of escrowing or using as a pot to draw from in order to reduce taxes. He said that includes the FEMA reimbursements that have come in. Mayor Pro Tem Sullivan said we received \$2.5 million that we didn't know we would have. The people of the community absorbed, depending on your house, somewhere in the neighborhood of a 40% tax increase to fund the CRP. His proposition is the Town could give the taxpayers a two cents reduction on their taxes. It would cost \$260,000. He said if the Board all agrees that they won't spend a nickel more than the revenue they take in and what we have now, he won't argue about the reduction, but if it is going to be spent on anything else, he believes it should be spent giving the taxpayers back some of their tax increase. He is proposing doing it this year and as long into the future as makes economic sense. Town Manager Hewett said there are a couple of interrelated pieces to that. He would like to run the numbers to see what that does if that is how the Board would like to proceed. Commissioner Freer agrees, we run the numbers. He said if there is an overage, he agrees. He said the next bullet is to increase the General Fund and BPART and do in a way not taking from one and increasing the other.

5. Increase both General Fund and BPART Fund reserves without transfers from other accounts - Town Manager Hewett said in relation to Item 5, the transfer from the General Fund to the BPART Fund is directly correlated to the tax increase, so that amount is specific and relevant to the debt service payment. Commissioner Freer agrees. Town Manager Hewett said there are transfers from other accounts to the General Fund, canal dredging. In the year of execution, it is to reimburse the General Fund for expenses associated with providing support to that canal dredging fund effort. We budget it, but we don't actualize that prograded expense until the year of execution. It was not transferred last year since there was not a project. You always budget like you will have a project. Commissioner Kwiatkowski said so what he is saying is increase both General Fund and BPART Fund reserves without transfers from other accounts other than after a project is executed. Town Manger Hewett said that is canal dredging specific. He wanted to explain that for clarity. Commissioner Kwiatkowski asked how much effort goes into the calculation of when you when increase/ decrease the tax rate. Town Manager Hewett said the revenue neutral calculation is a fairly easy calculation. Even though we are not required to, we do it just so we know what the tax rate should be in order to collect the same amount of revenue as the last year.

7. *Other key infrastructure requirements to be included in a reserve fund and funded separately* – Town Manager Hewett said when you are talking about a reserve fund, that practice will be counter to your desire to increase the General Fund, BPART Fund and Water and Sewer Fund. If you are talking a reserve fund there are specific rules that go along with establishing them. He explained how the amount in the Unobligated Fund Balance works. If you start pulling funds out of the General Fund for a Reserve Fund you are decreasing your flexibility. Commissioner Butler asked what is in place to monitor the lifespan of the HVAC system in the building. Town Manager Hewett responded when they break, we fix them. We are out of the warranty life cycle. We have 13 units. We have not budgeted a repair and replacement program. We need to start budgeting to replace two a year in the Operations budget. Commissioner Butler said that is what he is accustomed to. He said if you identify it and it doesn't occur you have a windfall. If it does occur, funds are available. Town Manager Hewett said the Operations, Maintenance and Repair budget is close to \$50,000 per year, but it includes things like insurance payments and the light bill. The building is 10 years old; we will need to start putting things like that in the line items budgets. Commissioner Kwiatkowski said so you are saying it is better to have an annual line item that you budget, rather than creating a separate fund. Town Manager Hewett said you budget for it and in the years we don't have to replace it, it doesn't get spent. Commissioner Freer said he thinks the point he is making is we have some assets that are aging. Maybe we have to up the 40% to cover these assets. Town Manager Hewett said when you put it in the Operations budget as expense lines it is going to drive that Reserve Fund Balance down. You can't obligate it and count it as Fund Balance Available. Commissioner Butler would like a list of all those items. Mayor Holden commented that there are 13 original units and two more were added.

8. *Review of spending limits, along with authorization process* – Commissioner Butler asked if the Town has spending limits. Town Manager Hewett explained the budget ordinance is the spending plan. All expenses are pre-audited. Department heads need to approve any budgeting expense. Expenses cannot exceed the appropriations by law in a particular line item in the budget ordinance. Commissioner Freer asked if there is a limit where Town Manager Hewett has to go to Board. Town Manager Hewett said that is a twofold question and it gets into construction law because there are formal bidding requirements. Outside of that, the budget ordinance is the barometer.

9. *Budget monitoring process to include latest estimate budget reporting* – Commissioner Butler asked how often we review the latest estimates in spending. Town Manager Hewett replied the Board gets a quarterly report. The budget to actual report is posted every month to the website. Commissioner Butler said the seasonality impacts the budget as well. He said the latest estimate would include that as a notation. Commissioner Kwiatkowski asked if it would be a lot of effort to at the quarterly level, show the previous year for comparison. Town Manager Hewett said he could print a report that has 400 line items for comparison to each item. We have been posting the budget to actual report for 18 months and he has had one question on a line item. He said he could do it for the quarterly report. The Board agreed that would help.

~~10. *Continue to address mega/ event houses*~~ – Commissioner Butler said this was talked about many times and doesn't want it to fall off the radar screen. Town Manager Hewett asked the Board how they would want to address this. The Citizens Advisory Committee made a report and the Board took no action on some of the recommendations. Commissioner Butler said we could exclude parking because that is being discussed and the Board will have more information next month. Town Manager Hewett said you also will have a report on solid waste. Commissioner Kwiatkowski suggested discussing this when they get to staffing. She said the Board can cross out 10 for voting purposes and deal with it under staffing.

10. *AED for Police* – Mayor Pro Tem Sullivan said he would like to suggest AEDs for all of the Police cars. He said a couple of years ago the Property Owners Association allocated money to place those in the cars, but it never happened. He thinks in the community we live, AEDs should be available. If a Police car can get to the scene first, the chance of survival would be better. He said the unit can be used in on-duty vehicles, so we would only need

three. If we needed more, it would be money well spent. Detective Dixon said if we could get a couple, it would be great for the community. All of the officers are already CPR certified. Commissioner Kwiatkowski said they can change item 10 to AED. Town Manager Hewett said we will get the cost and do research on things like if there is any specific training needed.

Beach Nourishment

Commissioner Kwiatkowski said she thinks items 2, 3, 4 and 5 all pretty much say the same thing. The Board decided Items 2 and 3 could be combined to say develop and implement. They are crossing out items 3, 4 and 5.

1. Use current permits to allow Corps to deposit sand from inlet dredging directly onto beach rather than near shore. Gain easements from remaining properties to allow placement of sand from inlet dredging directly onto beach from 240 OBE to inlet, with particular attention to beach from 249 OBE to 339 OBE - Town Manager Hewett said it is important to note when talking about using the Corps' dredges it is either a sidecaster or hopper dredge. They don't put the sand directly on the beach. They don't have the supporting logistics tail, being the bulldozers, pipelines and the transfer stations to do that work. For the inlet crossing work, that's traditionally done with a contractor's pipeline dredge that does have the logistical tail to put the sand directly on the beach. Commissioner Fletcher asked if there is any way to get the sand instead of having it dumped offshore. Town Manger Hewett said if we can get industry to respond to our SDI-5 Permit, he hopes that is where we are going to. He thinks it is a goal to facilitate industry to be able to respond to that. It will be an issue beyond just Holden Beach because someone will need to build a \$20 million dredge to do it. Commissioner Fletcher asked if he is dealing with the State regarding that. Town Manager Hewett replied there is study the State is doing right now to determine the feasibility of whether a State owned plant to do that kind of thing is a viable option. Commissioner Fletcher said the item can be changed to aggressively focus on everything we can do to make that happen. Commissioner Kwiatkowski asked if that is acceptable. Town Manager Hewett said absolutely it is something that we have seen before and have recognized. Our issue is that there is resistance from the Corps on disrupting the current ways of cleaning out the inlets. It's the question on whether it should be a governmental function or an industry function. Commissioner Butler asked if the Corps ever worked with private industry in the past to make that happen. Town Manager Hewett said the inlet crossing is a contractor job. Commissioner Kwiatkowski said the item can be continue to aggressively pursue a change in practice to deposit sand from inlet dredging directly on the beach. Town Manager Hewett said obtaining the easements is in the budget this year. He assumes if they are not finished it would rollover into the extra year. Commissioner Kwiatkowski suggested it is a good idea to leave it there for that reason.

2. Develop and implement a Short and Long Term Plan for beach re-nourishment, dune stabilization and inlet maintenance implementation – Town Manager Hewett said there will be elements in the plan that are beyond this year so he suggested adding implement as appropriate. Commissioner Freer said that is fine.

6. Address terminal groin process - Commissioner Butler said he thinks that was discussed the other day. There is no need for discussion, but the item will remain on the list.

The Board took a break from 2:53 p.m. – 3:00 p.m.

Beach/ Inlet Funding

The Board talked about combining items. They talked about changing item 6 by removing the word reserve from Reserve Fund. Town Manager Hewett provided information about establishing a fund for a specific purpose, like a sand reserve fund. You need to articulate the purpose of it; give an estimated life cycle of the period involved

to accrue the funds; give the maximum amount you think you need to accumulate; you have to say from what sources you will derive the money from; and you can't expend funds directly from that reserve fund. Any expense of funds that you would choose to pull money out of it would have to be accomplished by a resolution to amend that fund and execute that expense through the operational budget. Commissioner Butler said this would be very specific, putting money in over X amount of years and identifying what that total amount would be. In the future, if a storm comes through we would have a pot to go to. Commissioner Freer said it could even be used for 10 years from now when we need to redo the central reach. Mayor Pro Tem Sullivan said the items are one issue with a few different components. Town Manager Hewett said if the Board wants to establish a Capital Reserve Fund, we need to articulate it in an ordinance and he needs to know the specifics. He recommends it be done as part of the budget ordinance. He said basically by default you fund it now in the context of a cash account, but it hasn't been memorialized as far as these are the things we want to dedicate it for. Commissioner Kwiatkowski asked the best way to proceed if the Board establishes this as a high priority. Town Manager Hewett said it is probably best for the Board to think about the time period to accrue the funds and let him prepare it as part of draft budget proposal. The Board discussed how to move forward and what numbers to use. Town Manager Hewett reminded the Board that relative to the existing BPART law, the funds that would go into this reserve account from occupancy taxes would have to be used for the purposes that it was established for so we will need to track the different contributions. The Board agreed to an initial \$3 million, at the end of 10 years they would like to see \$10 million in the fund.

Town Facilities/ Recreational Items

1. *Investigation of possibility of moving the boat ramp from under the bridge to further west* - Commissioner Kwiatkowski stated she knows there was discussion about the amount of space near the boat ramp and the problems there. She said it is the County Game and Fish Department, not the Town's. She asked if it would be worth the Town investigating moving the boat launch ramp down further west to the dog park area. The first thing would be for the Town to investigate if it is a possibility (parking, safety). She said if it is viable we would have to approach the Game and Fish Department to suggest the move. Town Manager Hewett said this isn't so much budget oriented as much as a commissioner initiative to see if this is a potential project. He doesn't know the particulars about the establishment of the boat ramp. We can get some facts together. Commissioner Kwiatkowski said there is staff time associated with it so budget time is a good time to bring up these things. Commissioner Butler said part of the parking recommendations is to look at the Jordan Boulevard area, to include where people park their boat trailers to make that a little more organized.

2. *Beach access improvements with mats to facilitate crossing soft sand* - Commissioner Kwiatkowski asked if there is a plan to use more mats to help wheelchairs and people who have difficulties on the sand. Shoreline Protection and Recreation Manager Ferguson explained we add them as we can. For consideration, a budget point is the last ones we ordered were in November 2015 and they were cut into 25 foot sections. They were \$774 each, plus tax at that time. She believes they were on a special. Town Manager Hewett said they have been well received.

Staffing

The Board talked about combining items 3 and 4 and 1 and 5.

1. *Increased April through October evening hours police patrol to watch for parking, party and grilling violations and 5. Additional police support for the summer season* - Commissioner Kwiatkowski suggested increased evening patrol April - October to watch for violations to nip any problems in the bud before they become full blown offenses. She thinks extra support (Police or a Ranger Program) is something some of the owners and residents will appreciate. Commissioner Butler said he thinks the Police Department needs additional support

for enforcement and compliance in the summer months. Detective Dixon said compared to the call volume, parking and noise complaints are minimal. He talked about most calls that come in. He said they get prioritized over things like parking. He said if they are going to get extra policing to focus their efforts it should be to help protect the citizens. Detective Dixon talked about their current staffing situation and said having a second officer to help cover the island would be great. They wouldn't overlook noise and parking. Commissioner Butler asked if the Police Department would be able to obtain seasonal help if the funding is there. Detective Dixon replied yes, if they had funding he doesn't see why they couldn't hire seasonal help. He said there is a lot that goes into it. Commissioner Butler explained his experience is people just don't know or understand the rules. Commissioner Freer said seasonal police is interesting. He thinks the Ranger Program should be amped up. Building Official Evans said in his report last year he advised that he thinks the program could do better if he can run two shifts. He is not sure if they could help with the stuff on the roadside, but can catch lots on the ocean-side. He said if we are going to have an increase in the program, we would probably need another person and another vehicle. He talked about their routes. Town Manager Hewett said relative to #1, the budget only supports starting in July. Commissioner Kwiatkowski said she understands the budget cycle and that it won't start this April. Commissioner Butler added unless they review the latest estimate and find a way to do it. Town Manager Hewett said the latest amount will show what we estimated. We will have enough for starting Memorial Day through June.

3. Employee compensation review and 4. Review employee salary review process that includes salary ranges and how a competitive salary increase percentage is determined - Commissioner Freer said to him this is an annual exercise. Commissioner Butler said he wants to make sure the Town has a process in place to make sure we are competitive with the other communities around us. Town Manager Hewett said we do.

Parking

1. Extension of parking areas further west on the island, 2. Parking recommendation implementation and 3. Review Citizens Advisory Committee recommendations on parking and potential funding requirements - Commissioner Kwiatkowski asked if all of the items are all pretty much saying the same thing; we need to put a budget into next year for implementation of additional steps as needed. Commissioner Butler said the BPART Fund has funds that are put into it to help people who are visiting the island. He asked if we can look at using some of those funds to address some of the issues on the parking list. Commissioner Freer said he thinks the Board started the process to see what budget requirements are driven from the seven items on the list at the last meeting. Commissioner Kwiatkowski said she thinks the items are saying make sure there is a budget for parking items for the 18/19 budget to continue implementation beyond signage and painting lines on the road. Town Manager Hewett talked about tourism related expenses and said he believes there is a direct correlation between expanding parking and BPART Law. Commissioner Butler said one of the items on the list is that some of the Town owned properties may be able to be converted to parking at a minimal expense. He said he would be willing to sit and help with items on the list.

Communications

1. Visitor and renter communication by video – Commissioner Kwiatkowski said we all know people don't like to read things anymore, they like to see videos and shows. It could get some of the points across better to our visitors if the Town had a video that they could watch on the website. She thinks it would improve visitor recognition and understanding of what the Town is asking of them. Mayor Holden asked what happened to the Town's channel. Town Clerk Finnell said the station does not have the capability to do videos. We do have a YouTube channel that is linked to our website. Commissioner Kwiatkowski said she just wanted to see what it would take in terms of dollars. Town Manager Hewett said if this is something the Board wants to consider, he

would insist the video be produced professionally. He talked about past videos staff made. He said we can get a price on it.

Solid Waste

1. *Waste removal improvements, 2. Waste advisory group implementations and 3. Establish a policy for trash can rollback that includes weekly recycling* - Commissioner Kwiatkowski said she thinks all of the items are saying the same thing, we need to have a budget for waste removal improvements. She said until the Board sees the presentation they can't say much beyond that. Town Manager Hewett said he will have a suite of cost options for the Board's consideration. He said that will be timely for inclusion in the budget.

Sewer System

1. *Plan to complete sewer re-engineering projects by the end of 2018 for Station 4, by the end of 2019 for Stations 3 and 2 and by the end of 2020 for Station 1, 2. Sewer system project design, projected costs and installation timeline and 3. Sewer upgrade implementation* - Commissioner Kwiatkowski thinks the first three items are saying the same thing. She pointed out that Town Manager Hewett mentioned at a previous meeting that what wasn't factored in was the candy cane replacement. Town Manager Hewett said after follow-up with his staff, they need to do more work on it. It may come up in sewer fee development review. Town Manager Hewett said the timeframe in one of the items says complete Stations 2 and 3 by 2019. He said he is not certain, but he doesn't think the Town will have the reserves to fund the two stations with cash in the same fiscal year. Commissioner Freer said there was discussion about doing Stations 2 and 3 together. Town Manager Hewett said it is sequential in the Capital Plan. Commissioner Butler said he thinks the Capital Plan is the driver. Town Manager Hewett said he thinks you will have a cash issue if you do it together, but he is not certain of that. Commissioner Kwiatkowski said she thinks it is about doing it as expeditiously as possible, funding allowing.

4. *Inclusion of public restrooms at the new Pumping Stations 2 and 3* - Commissioner Kwiatkowski said it is the right time to consider if public restrooms can be added at the facilities in a cost effective way according to regulations. She said we need to look at the cost and if it is worth doing it. Commissioner Freer said he believes it is worth investigating. Public Works Director Clemmons said he would have security concerns if we are talking about housing them in the same building. Building Official Evans stated you can't put bathrooms in a hazardous occupancy, so it would have to be external. He said you would have to look at the cost of meeting FEMA guidelines to have those types of facilities below the BFE. There are quite a few factors. It is feasible, but it is the cost the Board would need to look at. Town Manager Hewett said if the Board would like to proceed with an investigatory preliminary assessment, we will need to get a professional design. This is a departure from the concept of the lift stations that was approved by the Board. He said if that is what the Board wants to do we could get some estimates, but he would like them backed by a professional. Commissioner Butler asked if there is an area somewhere between the stations where we can put a unit like at the park. Public Works Director Clemmons said in the 800 block there is a parking lot where you can construct something in the east end of the lot. Town Manager Hewett said we would need to do a site assessment. Building Official Evans talked about the criteria that you would need to take into consideration. He thinks this is something the Town would want to take a look at after the flood maps come out. It could change the feasibility and cost. Commissioner Kwiatkowski said she thought the Town could suss it out based on what the new maps would be. She was hoping before any action needed to be taken the maps would be final. Building Official Evans stated we could start looking at areas, but he would wait until we get the letter of final determination on the maps. Commissioner Freer said it doesn't make sense to spend any money until then. Commissioner Kwiatkowski said so we are saying investigate the potential cost for inclusion of restrooms near the new pumping station. Mayor Pro Tem Sullivan said after listening, the idea is if we are in a position to do a bathroom, it will not have anything to do with the pump station. It is a separate issue from the pump stations. Commissioner Freer said it would make sense to put it

near parking. Commissioner Kwiatkowski said parking was one of the reasons she suggested putting it there. Town Manager Hewett said the Board could make the goal contingent on the flood maps, punt it or resurrect it when the maps are approved. Town Manager Hewett said since it is tourism related it would be sourced from the BPART Fund. Commissioner Kwiatkowski suggested what they will tally their response on is investigate the potential cost of additional restrooms at sites further west near parking when the FEMA flood maps are available.

Commissioner Kwiatkowski said everyone will have to assign points to the items. She volunteered to tally the items.

Motion by Commissioner Fletcher to add an item to the agenda, to approve the addition of a new member to the Audit Committee, second by Commissioner Freer.

Mayor Holden advised the Board that this is a technical question the Board needs to ask themselves. They have to decide the urgency of the item without the public knowing about it in advance. He said it is up to the Board to determine that. He cautioned the Board that every time you add something to the agenda, you will continue to get the criticism. Mayor Pro Tem Sullivan said he parrots what Mayor Holden said. He doesn't think there is anything pressing. He believes it can be added to the Regular Meeting agenda. Commissioner Freer said that conceptually he agrees, but he thinks the issue is there is an upcoming meeting next week. He said how many meetings do they actually have, that is the urgency and otherwise he wouldn't even consider it. Commissioner Fletcher stated the Board is also asking the Audit Committee to take on a new task. Commissioner Kwiatkowski said the Board could proceed by calling a Special Meeting. The Board discussed further if the item should be added. Town Manager Hewett added the special tasker is to review and comment on the proposed rate revision that comes out of McGill and Associates. That proposal won't be ready for at least 45 days.

Commissioner Fletcher, with Commissioner Freer in agreement, withdrew his motion.

ADJOURNMENT

Motion by Commissioner Fletcher to adjourn.

The Board agreed to get their numbers to Commissioner Kwiatkowski by the end of Monday. She will make copies and give the originals to the Town since they are public record.

The motion to adjourn passed by unanimous vote at 4:00 p.m.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

23 January 2018

RE: BOC Budget Objectives Tally across all 5 Commissioners

Introduction:

At the Friday, 19 January 2018 session the goals and objectives were numbered for each category before grouping like objectives. Each Commissioner assigned points to objectives, 3 being highest priority ("must have"), 2 "should have", 1 "nice to have" and 0 being no priority at this time. Below are the total points for objectives (descriptions may be modified for brevity and/or expanded according to my notes from the discussion) in each category according to their original number.

General Management:

Number	Description of Objective	Total Points
GM-1	Limit AOB growth to increases in taxes from new homes	11
GM-2	Limit future borrowing and tax increases, and direct funds to GF when long term loans are repaid to improve GF ratio	12
GM-3	Update LUP with concurrent ordinance review and update	11
GM-4	Debt service	5
GM-5	Increase GF and BPART fund reserves w/out transfers from other accounts other than after a project is executed	14
GM-6	Maintain/increase BPART fund coupled w/ 2¢ tax decrease	7
GM-7	Reserve fund for other than beach nourishment infrastructure requirements	1
GM-8	Review of spending limits and authorization process (note: checks and balances already exist)	2
GM-9	Budget monitoring process (note: estimates are currently provided on regular basis)	5
GM-10	AEDs for police	15

Beach Nourishment/Shoreline Protection/Navigation

Number	Description of Objective	Total Points
BN-1	Continue to aggressively pursue change in practices so to deposit sand from inlet dredging onto beach and gain easement from remaining properties	14
BN-2	Develop and implement as appropriate short and long term plans for beach renourishment, dune stabilization and inlet maintenance	15
BN-6	Address terminal groin	15

Beach/Inlet Funding

All objectives are covered by BIF 1. Discussion at meeting established a monetary objective of 10 million\$ in 10 years.

Number	Description of Objective	Total Points
BIF-1	Establish Beach Renourishment and Inlet Management Fund with initial 3 million\$ from BPART.	15

Town Facilities/ Recreational Items

Number	Description of Objective	Total Points
TFR-1	Investigate possibility of moving boat launch ramp	5
TFR-2	Mats for beach access improvement	8

Staffing

Number	Description of Objective	Total Points
S-1	Increased patrol for ordinance violations	10
S-2	Beach ranger program update	10
S-3	Employee compensation review	14

Parking

All objectives are essentially the same and covered by objective 2

Number	Description of Objective	Total Points
P-2	Parking recommendation implementation	15

Communications

Number	Description of Objective	Total Points
C-1	Video for visitor and renter communication (professionally made)	9

Solid waste

All objectives are essentially the same and covered by objective 2

Number	Description of Objective	Total Points
SW-2	Waste advisory group implementation (specifics dependent on TM February report)	12

Sewer System

Number	Description of Objective	Total Points
SS-1-3	Plan to complete sewer re-engineering projects by end of 2018 for station 4 and for stations 2,3 and 1 as expeditiously as funds allow (may not be possible to do 2 and 3 simulatenously)	12
SS-4	Construction of public restrooms at additional sites further west on the island near parking. Investigate the potential cost after new FEMA flood maps are available.	6