



**Town of Beaufort, NC**

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**Board of Commissioners Work Session**

**4:00 PM Monday, October 28, 2024**

**Train Depot, 614 Broad Street**

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**Call To Order**

Mayor Harker called the meeting to order at 4:00 p.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

Mayor Harker  
Mayor Pro Tem Cooper  
Commissioner Gillikin  
Commissioner LoPiccolo  
Commissioner Oliver  
Commissioner Spiegler

**ABSENT:** None

**Agenda Approval**

Commissioner Cooper made a motion to approve the agenda as presented.

The motion carried unanimously.

**Presentations**

1. Carteret County Comprehensive Transportation Plan (CTP)- NCDOT

Amanda Killian and Hemal Shah with the North Carolina Department of Transportation provided an update related to the Carteret County Comprehensive Transportation Plan (CTP). The presentation included details on highway recommendations, roundabout projects, and bike and pedestrian recommendations for Beaufort. A copy of the presentation was distributed to the Board of Commissioners as well as included in the meeting packet.

Commissioner LoPiccolo asked about the prioritization of projects in the 25-30 year plan.

Ms. Killian clarified that the CTP is a needs-based plan and does not prioritize projects at this stage.

Commissioner Gillikin inquired about the three roundabout projects mentioned in the presentation.

Kyle Garner, Planning Director, explained the funding status and local input behind the roundabout projects.

Commissioner Cooper raised concerns about school bus access to the Cedar Street and Live Oak intersection.

Commissioner Oliver asked questions about the plan in relation to the area around Beaufort Airport. He suggested the plans for Highway 101 to reroute around the airport should be shown in the draft transportation plan. He also questioned if 12-foot travel lanes were feasible, noting he would like to review those engineered plans.

Commissioner Spiegler suggested coordinating the Pamlico Sound Hazard Mitigation plan update with the proposed CTP.

Commissioner Gillikin suggested inclusion of resilience needs and green infrastructure in the plan, noting the importance both at the state and local level.

## **Items for Review and Discussion**

### **1. Beaufort Waterfront Operations and Finance Committee Update**

Ted Morris, Beaufort Waterfront Operations and Finance Committee (BWOFF), presented recommendations from the committee that focused on a near-term execution within a long-term strategy. Mr. Morris emphasized the importance of public feedback and right-sizing plans. He noted the committee's approach includes initial capital expenditures, fundraising, and engaging a grant services firm. The recommended plan includes a new fuel tanking system, engaging an engineering firm, and identifying a marina management company. Mr. Morris explained that the BWOFF Committee was requesting the Board of Commissioners vote to approve the near-term tactics and implantation of Phase 1, which is captured below.

#### **Phase 1: Establish Dedicated Town Control**

- Assume control of docks/fueling on January 1, 2026, to secure revenue sources.
- Engage engineering firm to identify/quantify CAPEX option.
- Secure funding and install new fuel tank and other critical infrastructure.
- Engage marina management firm; transition complete by January 1, 2026, with an anticipated 3-5 year contract.
- Establish oversight committee for 3-year term.

Mr. Morris explained that a positive vote would allow BWOFF to take immediate action related to resource development, infrastructure, data collection, community engagement, and long-range planning.

Commissioner Spiegler explained that with the recommended plan, the committee aims to transition to a new management company by January 2026 and track data for a year to optimize operations and revenue.

Commissioner Gillikin added the proposed plan would not be a lease, rather than a contract with a management company.

Commissioner LoPiccolo asked about the longevity of the dock's infrastructure.

Mr. Morris suggested it was a conversation that was yet to be had but suggested it would be a staged approach.

Vic Fasolino shared the committee had reviewed previous engineered plans by Moffatt & Nichol that determined the boardwalk and fuel lines need total replacement. He noted the condition of the existing floating docks was uncertain. He suggested the overall lifespan of the docks was about 5-years with minor repairs.

Commissioner Cooper commended the committee for their work thus far.

Commissioner Oliver said the number one priority was to initiate plans for the fuel tank system. He suggested the second thing should be advertising for marina companies in the

form of a RFQ. He suggested the third step should be starting to develop a draft contract in relation to the type of services the Board would like to have in a dock management firm.

Commissioner LoPiccolo suggested using a maritime attorney in the future.

Commissioner Oliver explained RFQs would not be related to prices, rather than qualifications. He emphasized the importance of getting the RFQ process started as soon as possible.

Commissioner Spiegler said installing a new fuel system is top priority.

Charlie Burgess, Interim Town Manager, explained that the fuel tanks could potentially be financed for a shorter term, less than five years to avoid LGC approval. He recommended starting the process to determine estimated cost.

Commissioner Spiegler explained the committee's process for vetting marina management companies and the importance of a clear transition plan with the current concessionaire. She noted there would not be a lease with the marina management company, rather it would be a short-term contract (3-5 years). She suggested it did not make sense to continue forward with using Ward & Smith as a maritime attorney. She shared the committee plans to use past RFPs and RFQs to inform the process and ensure a diverse response.

Mr. Grady provided clarity on RFQ and RFP processes.

Commissioner Spiegler noted there were many third parties that were unaware of the RFPs that were advertised in the past.

Mayor Harker thanked the committee for their work and commended the draft recommendations which were distributed by Commissioner Spiegler. She encouraged continued citizen input and staff involvement in the RFQ/RFP processes.

Commissioner Spiegler made a motion to approve the "Beaufort Waterfront Plan Recommendations for the Beaufort Board of Commissioners", a document drafted by the Beaufort Waterfront Operations and Finance Committee and dated October 20, 2024.

The motion carried unanimously.

## 2. FY 2025 Budget Amendment #3

Christi Wood, Finance Director, explained the budget amendment by noting the information below.

The first part of the amendment requests the appropriation of Intergovernmental revenues for purchases associated with a reimbursable grant for Mobile Command Stations for Police Department unmarked staff vehicles. It also requests the appropriation of Fund Balance for survey, assessments, and legal fees associated with the property purchase at 611 Front Street. The total is \$39,700 in the General Fund. The second part of the amendment requests the appropriation of Fund Balance for emergency sewer repairs on Moore Street and Professional Park. The total is \$38,500 in the Utility Fund.

Commissioner Gillikin made a motion to approve FY 2025 Budget Amendment #3 as presented.

The motion carried unanimously.

## 3. Duke Energy/CCEC Agreement

Mr. Grady explained the request involves property that the Town annexed by Beaufort Club, called Captain's Point Development. Carteret-Craven Electric Membership Corporation (CCEMC) has the franchise for the provision of electric services in the unincorporated areas of the county around Beaufort and Duke Energy has the franchise within the Town of Beaufort limits. In this case, CCEMC is already set up to provide service to the annexed area and Duke Energy is releasing its franchise right to provide the

service in this specific area in favor of CCEMC. Mr. Grady explained CCEMC already has the infrastructure, they are ready to serve the area, and the two utility companies agree on it. He noted Will Pittman with CCEMC was in attendance if there were specific questions for him.

Commissioner LoPiccolo confirmed with approval of the exchange, the Board would be directing the Town Manager to sign any related documents.

Commissioner Gillikin asked if there was an example of another area it had been done in the past.

Mr. Grady said he did not recall a similar situation since he had been with the Town.

Commissioner Cooper asked for clarity on Beaufort Club, annexation and utility services in those areas.

Mr. Pittman, VP of Engineering and Operations for CCEMC, shared that Duke Energy reached out to him regarding the specific area in the subdivision. He explained that while Duke Energy has a franchise agreement with the Town, they suggested releasing the service to CCEMC due to territorial boundaries.

Commissioner Oliver said he viewed it basically being a business contract negotiation between two private properties, both of whom must have the Board of Commissioners consent. He suggested in the future this should be a checklist item for future annexations.

Commissioner Cooper made a motion to approve the exchange between Duke Energy and CCEMC by giving the Town Manager the authority to execute any corresponding documents associated with the transaction.

The motion carried unanimously.

## **Project Updates**

### **1. Professional Park Area Storm Water Study Update**

Sam Bell, Interim Town Engineer, shared the WK Dickson had provided a draft of the report and met with staff regarding alternatives for flooding in the Professional Park area. He noted the final report should be coming out in the next few weeks, after staff comments are incorporated. He announced a public information meeting would be held on December 10, 2024, at One Harbor Church in Beaufort from 4:30-7:30 p.m.

The Board discussed the importance of receiving the final document as soon as possible to ensure enough time to review alternatives and funds associated with each option. It was noted the proposed plan would be a roadmap of potential solutions, but a plan should be formed for next steps to ensure there is not a false perception in the community the Town is responsible for funding and implementing the study. The potential of grant funding for future projects in the area.

## **Recess**

Commissioner Cooper made a motion to recess the meeting to 5:00 p.m. on October 30, 2024, at the Beaufort Train Depot to discuss personnel matters.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk