



Town of Beaufort, NC

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Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, July 27, 2020 - Held Virtually through Zoom Due to the COVID-19 Pandemic Minutes

Call To Order

Mayor Newton called the meeting to order.

Roll Call

Mayor Newton called roll and declared a quorum present for the meeting.

PRESENT

Mayor Everette Newton
Commissioner Sharon Harker
Commissioner Charles McDonald
Commissioner Ann Carter
Commissioner Marianna Hollinshed
Commissioner John Hagle

Agenda Approval

Mayor Newton asked for the agenda to be amended by moving Case 20-02 PUD Zoning Amendment-Beau Coast, Case 20-03 Preliminary Plat Beau Coast Phase V and Case 20-08 513 Front Street Micro Distillery/Restaurant to just below the Cedar Street Park discussion.

A motion was made to approve the agenda as amended.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Public Comment

Dick Debutts commented on the parking situation along Cedar, Orange and Moore Streets with boats and trailers. He asked for the board members to please address the issue early before the hotel comes into the mix. He recommended the board members consider stickers for residents.

Sarah Spiegler of Charles Street neighborhood expressed her thanks to the Beau Coast developers for working with them on the 60 ft natural buffer. She asked for the buffer to exist perpetuity.

Presentations

1. Eastern Carteret County Collaborative

Barbara Garrity-Blake, BJ Frazier, Ava Bryant and Julia Royall Johnson of the Eastern Carteret County Collaborative gave a presentation for the annual report. The report outlined the purpose of the collaborative focus as well as the financial aspects of the grant funds received from the Z Smith Reynolds Foundation. A copy of the annual report is attached to these minutes for reference. A copy of the power point presentation is also attached for review.

The collaborative is structured so it is sustainable long after the grant funds are gone.

Commissioner Carter asked what specifically the collaborative was wanting to accomplish; something tangible. Ms. Garrity-Blake indicated a platform to facilitate collaboration to help line up efforts to support eastern Carteret County.

Commissioner Harker indicated it was very unusual to try and understand how this would be handled. She thanked Ms. Garrity-Blake and Ms. Shi-Day for helping to make this a bit clearer. She indicated it did seem intangible at times, but it will be tangible in the end.

Commissioner McDonald commented in order to get something done then you have to go to the ground root (people having the problems) and work up. He indicated the ECCC helps to eliminate broken communications and promises.

Commissioner Hollinshed thanked Julia Royall Johnson for her hard work after Hurricane Florence. She asked if the collaborative worked with organizations already in place or create something new. Ms. Garrity-Blake indicated the collaborative is expanding their network all of the time. Commissioner Hollinshed asked about the top heavy salaries for consultants and management; over 90%. Ms. Garrity-Blake indicated the experts were being brought in to provide training and guidance. The process is helping to grow human capital and human skills as well as helping to get funds into the community through stipends. Ms. Johnson reported one aspect was to teach people how to use and teach people how to do. Commissioner Hollinshed recommended letting people know what is being done to facilitate support.

Commissioner Hagle indicated he felt the tangible things to come out of this collaboration will be the network of people and the establishment of relationships.

Mayor Newton indicated he has watched this network develop with people talking to those whom they have not talked to before. He indicated this collaborative foundation was established and helped with the Black Lives Matter movement.

Items for Discussion and Consideration

2. Preliminary Plat for Beau Coast Subdivision Phase V

Town Planning Director Garner stated the amendment to the Planned Unit Development (PUD) mainly focused on the streets and right of ways. He continued to say it did impact the Phase V infrastructure through the streets, right of way trees and the exchange of town homes for single

family cottages. Mr. Garner indicated no additional comments were received during the 24 hour time period.

Commissioner Hollinshed asked for the town to please get easements granted to BeauCoast for the properties abutting the project in order to be able to maintain the 60 foot buffer natural area. Planning director Garner indicated he would work with the developers and adjacent property owners.

Commissioner Hagle echoed Commissioner Hollinshed regarding the easements. He also asked for as many trees as possible to be saved on the east end of properties in the 20 foot vegetative buffer.

A motion was made to approve the request as presented.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

3. Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision

Planning Director Garner reported once the plans are approved by the commissioners, then the construction plans, documents and maps will be recorded and require dedication of the undisturbed area. All of this information will be transferred over to the Home Owners Association (HOA) and recorded in the Register of Deeds office. Mr. Garner continued by stating Town Engineer Greg Meshaw had reviewed the plans for the storm water and believed it to be in compliance.

Don Mizelle reported the 60 foot buffer natural area would be taken to the edge of the future storm water pond and the additional 20 feet area to the east will be re-vegetated.

Commissioner Carter indicated the 60 foot buffer was very considerable for Beau Coast. She further commented the original plan was approved in 2008 and it was generous of Beau Coast to come back and work with the adjacent property owners.

Commissioner Harker echoed Commissioner Carter. She also stated the town and members of the surrounding neighborhood are looking to save as much as possible.

Commissioner McDonald indicated he was concerned about the additional four properties with the 20 foot buffer and hoped the town could help work out any issues.

Commissioner Hollinshed indicated she felt the best management practices for storm water put in place will help in this area. She commented again to get easements in place.

Commissioner Hagle thanked the developer for the 60 foot buffer. He also thanked the developer for trying to keep as much of the 20 foot buffer as natural as possible. Additionally, he commented he felt the landscaping plans looked good.

A motion was made to approve the request as presented.

A motion made by Commissioner Carter.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

4. Case #20-08 513 Front Street - Micro Distillery/Restaurant

Planning Director Garner indicated the item was for a Special Use Permit for 513 Front Street. The board conducted the public hearing during the July 13, 2020 meeting with no additional comments being received during the 24 hour comment period.

Commissioner Carter made a motion to open the Evidentiary Hearing. The vote was 5 to 0 in favor.

Planning Director Garner indicated he testified regarding the items listed below in the previous meeting and all requirements had been met.

E) Required Findings

1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:

- a) The proposed use is an allowable special use in the zoning district it is being located within;
- b) The application is complete;
- c) The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;
- d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
- e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
- f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
- g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

Commissioner Harker made a motion was made to close the evidentiary hearing. The vote was 5 to 0.

Commissioner Hagle made a motion based on the evidence presented by the town planning staff as being in compliance. The vote was 5 to 0 in favor off the motion.

5. Cedar Street Park

Town Manager Day gave the following report.

Two adjoining property owners to the site of the future Cedar Street Park have requested the Town to support the abandoning of NCDOT right of way (ROW) in front of their properties. The owner of Homer Smith Seafood has requested that the town support NCDOT abandoning 19,409 square feet of ROW, which will be used for parking for an expansion of the marina. In exchanged, the owner has offered to contribute \$75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park.

The other adjoining property owner would like the portion of the ROW abandoned as outlined in the "100 Cedar Survey". Note, however, that the Carteret County Property Tax Maps show that same portion of property as being owned by Irma Wiggins. Staff has not researched the conflict in information.

Homer Smith Seafood has received a Boating and Infrastructure Grant (BIG) to expand parking for the marina. The NCDOT has agreed to turn ROW over to the town for the park development and transportation related use. One issue is the road currently in place will serve as the entrance to the park. NCDOT had agreed to resurface the road prior to it being turned over to the Town. This resurfacing has been delayed due to the NCDOT funding crisis. Once the Town accepts the ROW the NCDOT will not resurface.

The questions to answer are whether the board is supportive of NCDOT abandoning the ROW for adjacent property owners. Mr. Day reported the owner of the marina indicated the parking spaces would be available for park patrons when not in use by his customers. Mr. Day also reported the approximate cost for the restroom/kiosk area would be \$135K to \$150K with Homer Smith Seafood donating \$75K toward the project.

Homer Smith Seafood representative, Ron Cullipher indicated it would be easier for the town to control the look of the structure. He also indicated the ROW acquisition would allow for more parking, landscaping and marina expansion. Homer Smith Seafood respectfully requested the Town to support the NCDOT abandonment of the ROW.

Commissioner Carter indicated she was under the impression the original agreement was for Mr. Frost to build the structure. The proposal to donate \$75K is far below the cost and from where would the additional funding be received. She also indicated the Parks and Recreation Advisory Board had expressed concern over some aspects of the park plan. She stated until NCDOT could pay for the paving she supported delaying.

Mayor Newton asked about the proposed cost for the paving. Mr. Day indicated he would ask Town Engineer Meshaw to provide an estimate.

Commissioner Harker indicated she supported waiting to hear from NCDOT regarding the paving. Mr. Day indicated this portion Mr. Frost is asking for would be a transaction between he and NCDOT and would not include the road which would come to the town later.

Commissioner Carter indicated it was a pretty prime piece of land for no more than Mr. Frost was offering for the construction of the restroom. Mr. Day indicated it was approximately .44 acres.

Commissioner McDonald indicated he was concerned about the shared parking at the marina. Mr. Cullipher indicated the shared parking would be for anyone. Commissioner McDonald indicated he believed it was a win-win to go along with Mr. Frost's request.

Commissioner Hollinshed asked about the surface of the parking area. Mr. Cullipher indicated the surface type has not been decided. She indicated there are storm water issues around the corner at Moore Street to be considered. She also stated it was a good deal of land being turned over to a private owner. Commissioner Hollinshed also asked about the regulation of who can park where. She expressed concern of parking spaces being available for people using the park.

Commissioner Hagle indicated he had the same concerns as Commissioner Hollinshed and the parking. Mr. Cullipher indicated there was not a boat ramp so there was no anticipation of boat trailers. Commissioner Hagle asked about the value of the land. Mr. Day indicated there was limitations on the property since there was a ROW for major power transmission lines. He further indicated no type of structures could be placed on the property. Mr. Day stated he believed the value of the property for the entire area was close to \$500K.

Commissioner Hagle asked if the road into the turn around area for the park was the existing roadway. Commissioner Carter indicated part of it was. Mr. Day also confirmed this for Commissioner Hagle. Commissioner Hagle asked if it could be used as is until the resurfacing occurs by NCDOT. Mr. Day informed the board members the only way the town could use the area is by taking ownership of the ROW and at that time DOT would not resurface. Commissioner Hagle indicated he preferred DOT pay for the resurfacing.

Commissioner Hollinshed asked for staff to look at the figures for running the water and sewer infrastructure.

Mr. Day indicated for the second property it is located in the parking area on the corner of Moore Street. The tax maps show the parcel belonging to Irma Wiggins. A more current survey completed for Vic and Laura Fasolino shows a different ROW.

Mr. Vic Fasolino indicated two years ago the town gave up right of way for the hotel. He proceeded to say he could also ask for that same amount but it would be the area where the trees and curbing are currently located. Mr. Fasolino indicated the survey completed by Jimmy Powell did not show the parcel as belonging to Ms. Wiggins. He continued by saying instead of asking the town to vacate the ROW he is asking for the inside cut in their parking lot vacated to provide more access to their parking lot area. He indicated it would not change the area of the proposed park.

Commissioner Carter indicated the Wiggins property was just a small portion. Mr. Fasolino indicated he felt the Wiggins did a Quit Claim when the park was filled in. She asked if Durwood's Landing was close to this area. Mr. Fasolino stated the property in question was marsh area where the old Welcome to Beaufort sign used to be located.

Commissioner Harker asked for clarification if one document was more legal than the other since there were two documents showing ownership. Mr. Day indicated this was not the town's decision

but NCDOT's decision. He continued to say the property owners would need to ask DOT for the property and DOT would then ask if the town wants to vacate the ROW.

This item was placed on the agenda under Items for Discussion and Consideration.

6. FY 21 Budget Amendment #1

Finance Director Wood gave the following report for the FY21 BA #1.

General Fund (\$114,286)

This amendment requests the appropriation of fund balance for projects and professional services budgeted in FY20 but not completed prior to June 30, 2020. Projects and services include:

Utility Fund (\$12,500)

This amendment requests the appropriation of fund balance for services that were budgeted in FY20 but not completed prior to June 30, 2020. These include:

This item was placed on the agenda under Items of Consent.

7. Order for Carteret County to Collect Taxes for 2020

This item was placed on the agenda under Items of Consent.

8. Special Revenue Fund – Z. Smith Reynolds

Finance Director Wood gave the following report for the creation of the Special Revenue Fund for the Z Smith Reynolds Grant.

For external reporting purposes only, our auditor suggested that a special revenue fund be formally created and approved by the Board of Commissioners for the Z. Smith Reynolds Grant. Internally a separate fund was created last year (fall 2019) to account for the revenue and expenditures associated with this grant.

A special revenue fund is established by a government to account for money collected that is to be used for a specific purpose. The NC General Statutes (159-26(b)(2)(iii) names grant project ordinances as one of the classes for a special revenue fund.

According to the grant resolution the Z. Smith Reynolds Foundation resolved to make a three-year Collaborative Problem-Solving grant of \$450,000, payable for three years, \$150,000 each year, to the Town of Beaufort.

Commissioner Carter asked why the fund had not been established when the funds were first received. Ms. Wood indicated the auditor did not mention any specific need to create the revenue fund at the time of receipt but to just make sure it was kept separate. Ms. Wood further stated when talking with the auditor during the pre-audit, the discussion centered on creating the special revenue fund.

Commissioner Harker asked how the money was provided to the coalition? Ms. Wood indicated there was a separate checking account for the grant. She indicated two approvals were needed before payments could be made as well as two signatures required.

Commissioner McDonald asked if the town was liable in anyway on how the funds are handled by the coalition since the town is the agent for the funds. Ms. Wood indicated as long as the guidelines of the grant are being followed then the funds are being used properly. Mr. Day indicated the requirements of the grant must be met. Secondly, the financial procedures must be followed as far as receipts and payments. Commissioner Carter indicated in her experience in dealing with funds through Coastal Federation if there is a gross misuse of funds then the town can be held liable.

Finance Director Wood indicated the foundation requires a monthly reporting as well as a yearly reporting of the use of the funds.

Commissioner Hollinshed asked about being reimbursed for in-kind services being provided by town staff time. Town Manager Day indicated any town staff time is counted toward the in-kind payment. Commissioner Hollinshed asked about the total amount for in-kind services. In response to a question of how many town employees are performing activities, Mr. Day indicated there were a couple of employees working with the coalition.

Commissioner Hagle asked for clarification if there was a separate checking account for this funding. Ms. Wood confirmed this for him. Commissioner Hagle asked if activities and materials were being purchased that were not allowed by the grant who would be responsible. Town Manager Day indicated the town would be responsible for identifying the issue and require repayment by the individuals. Mr. Day continued by saying the part Finance Director Wood plays is making sure the financial reporting requirements are met. Commissioner Hagle continued by saying the amount of town personnel time involvement should be provided.

Finance Director Wood indicated the item needed to be approved this evening.

A motion was made to approve the item as presented.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

9. June Financial Report/Notes

Finance Director Wood indicated there was not an actual report for the month of June since the year end was still being completed. She continued by saying the FY20 audit was in process.

She indicated the tax collections for the county for April, May and June were included in the packet.

Commissioner McDonald asked to see the amount the Town pays to the County based on the percentage collected by the County. Ms. Wood indicated she would be able to provide that amount to everyone.

This item was placed on the agenda under Items of Consent.

10. Draft Minutes for June 8, 2020 Regular Meeting, June 15, 2020 Budget Work Session, June 22, 2020 Work Session/Budget Work Session

This item was placed on the agenda under Items of Consent.

11. Amendments to the Personnel Policy

Town Clerk Davis reported the Personnel Policy needed to be amended as to how disciplinary and non-disciplinary suspensions are handled as well as how grievances should be handled if they are related to the manager. The question is to identify if the grievance should go directly to the board or the mayor first. Ms. Davis continued by saying Town Attorney Jill Quattlebaum had provided guidance and written the amendments to the policy.

Commissioner Harker asked about the steps that would be taken if a grievance is against the town manager and if the employee should put the grievance in writing through Human Resources or go directly to the mayor. Ms. Davis indicating the Ms. Quattlebaum recommended the writing go directly to the Mayor. Commissioner Harker asked if the fifteen day time period would also apply to this process. Ms. Davis confirmed this for Commissioner Harker. Commissioner Harker also asked about the establishment of a committee to address the complaint and what members would make up the committee. Ms. Davis reported the committee would be made up of board members only.

Commissioner McDonald asked if the employee has a problem with a supervisor why are we going around them to the mayor. Ms. Davis explained the process of having the complaint going to the Mayor if the employee has a grievance against the town manager.

Commissioner Harker indicated the process needs to be more defined.

Commissioner Hollinshed indicated she would like this to be broken down as a separate section or paragraph and identify the specific reasons. She also asked for a time frame for which it will be brought to the board for consideration.

Commissioner Hagle commented the need to form a committee may not be needed since all commissioners would need to be involved in gathering the information and a final decision.

Mayor Newton asked for clarification to be provided as the best manner in which to communicate the grievance to the board members.

12. Emergency Management Ordinance

Commissioner Carter commented she was interested in talking about the proclamation part that may need to be revised slightly. She indicated an emergency proclamation is something that is imminent. She expressed concern over the process that was used for the pandemic since it was an urgent situation but not an emergent situation and the board should be involved in discussion about specific actions.

Commissioner Harker indicated it should help clarify the process also. Commissioner Carter stated the point she was trying to make was that an emergency situation where there are only a few days to react the process was working, but in a situation that was urgent like the pandemic requiring restrictive action without the total decision being put on the board. She asked for a discussion to be held with the board all at one time.

Mayor Newton indicated he was all about making things better. Commissioner Carter indicated the key would be the item is urgent and not emergent.

Commissioner Hollinshed indicated she supported more widespread input for the board when time allows.

Commissioner Hagle agreed there should have been more board discussion about details prior to the proclamation being put in to place. He continued by saying more board involvement before the proclamation is issued would help the commissioners with being more supportive of the actions and help with being able to explain the actions to the public. Commissioner Hagle indicated he felt the closure of the town limits should have been discussed more prior to the closing.

Mayor Newton indicated he had hundreds of citizens come to him and thank him for the closure of the town limits. Commissioner Carter indicated she hoped the problems encountered by the board members could have been avoided if more discussion had taken place.

Mayor Newton indicated the declaration of emergency had been made on March 17th so funding could be received from FEMA. He continued by saying an open letter was published on March 24th and then the following weekend Beaufort was overrun with visitors not following recommended social distancing. Because so many people were not social distancing the State of NC shut down the Rachel Carson Reserve. He continued by saying Beaufort needed to be calm during the month of April. He also stated April was calm in Beaufort due to many processes. He openly admitted the actions were not perfect but a portion of each day was spent gathering information from all local regulatory agencies on how to address the pandemic. He continued by saying the town's process was reflective of the Governor's actions also.

Mayor Newton asked Commissioner Carter if she had any further comments. She indicated she hoped the urgency of a pandemic never came about again but did express concern of addressing the issuance of a proclamation without more board involvement.

Commissioner Harker indicated she worked at the hospital and had heard from people they wished their town was doing what Beaufort was doing. She continued by saying this was an unusual time and no one knew exactly how to react. She suggested coming up with a pandemic protocol and what to do when and how to act as a board. She asked for Town Manager Day to check into someone who might could help establish a protocol for pandemic. Town Manager Day indicated Chief Ray was looking into a process.

Commissioner Hollinshed indicated she hoped the new General Statute would help clear up the issue. She continued by saying having good data was a must.

Commissioner Hagle indicated he was not being critical but was expressing the concerns he had heard. He continued by saying this is a different situation and more involvement would have been better so each could be equipped with the information needed.

Mayor Newton indicated he appreciated the dialogue the group was having regarding the issue.

Commissioner McDonald indicated he received comments from citizens in town in reference to the closure both pros and cons. He responded by saying he appreciated the Mayor taking a stance in preserving life ahead of making dollars. No one from residential areas complained. He commented he heard more negative comments from business owners and others not being able to get into a business. He also stated he felt the protocol was important.

13. Noise Ordinance Review

Town Manager Day reported there had been recent complaints about amplified sound on Sunday mornings. He reported the ordinance had been established some time ago and needed to be amended to meet the current zoning. He reported the Police Department currently has an accepted support able device to use to establish noise measurement. Town Manager Day indicated he was providing this information in order to receive additional information or suggestions from the board members.

Mayor Newton asked the commissioners to please provide comments about their experiences.

Commissioner Carter indicated there had been issues when the board was establishing the current ordinance. She stated coming up with a realistic noise ordinance was hard to do.

Commissioner Harker indicated the enforcement piece needed to be considered and how the enforcement would take place. She commented she had received a complaint about leaf blowers with one citizen asking for them to be banned. Commissioner Harker also indicated the time frames (7 am to 10 pm) needed to be considered also.

Commissioner McDonald stated he felt his hands were all over the place when noise complaints since that was during his time of working with the PD. He recommended having a plan but making sure it was a sensible one.

Commissioner Hollinshed stated she felt things could be added to the ordinance as well as some being taken away. She indicated she would send the Town Manager some suggestions. She continued by saying she hoped it would all be enforceable.

Commissioner Hagle indicated it was hard to write the ordinance. He stated the ordinance was hard to enforce since the time frame from reporting to time of measuring the noise may be different. He continued by saying there were a lot of parameters that had to be considered when writing the ordinance.

Mayor Newton asked everyone to get their suggestions to the Town Manager.

14. Designation of Legal Counsel

Town Manager Day informed the board members of the change needed in attorney services. He stated the current attorneys Arey Grady and Jill Quattlebaum were leaving the firm of Sumrell Suggs and forming their own firm.

Commissioner McDonald asked for some discussion on the current contract with Sumrell Sugg. He asked if the town was bound to the current law firm or if the town could change lawyers at any time. Town Manager Day reported the retaining of a town attorney is like that of a town manager; a change can be made at any time.

Mr. Arey Grady reported he and Ms. Quattlebaum were leaving Sumrell Sugg in order to downsize and streamline their work. He indicated there was no bad or negative reason for starting the new firm. He stated internal administrative requirements took time away from clients, so he stated they decided to make a change. Mr. Grady encouraged the board members to reach out to any of the lawyers remaining at Sumrell Sugg if they had any questions.

Commissioner Hollinshed asked about the scope of work since there were multiple attorneys on staff at Sumrell Sugg and their having to go outside if the town needs expertise in other areas. She also asked about billing rates and processes. Mr. Grady indicated he and Ms. Quattlebaum would honor the same rates and processes as the town agreed with Sumrell Sugg. He also indicated he and Ms. Quattlebaum had handled at least 98% of the town's work since coming on board and they did not anticipate having to go outside for help.

Commissioner Hagle indicated he also was concerned about things such as Commissioner Hollinshed and the depth of the resources at Sumrell Sugg.

A motion was made that Jill R. Quattlebaum and Arey W. Grady, III are designated as legal counsel for the Town of Beaufort, and that the Mayor and the Town Manager are authorized to take any steps they deem necessary or reasonable to transition the Town's legal representation from the Town's former legal counsel.

Motion made by Commissioner Carter.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Mayor/Commission Comments

No commissioner comments were made.

Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 7:18 pm.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk