



**Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Board of Commissioners  
Work Session  
4:00 PM Monday, September 25, 2023  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

---

---

**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 Hagle  
Commissioner Oliver  
Commissioner Cooper  
Commissioner Terwilliger  
Commissioner Hollinshed

**Agenda Approval**

Commissioner Hagle made a motion to approve the agenda.

The motion carried unanimously.

**Presentations**

1. Beaufort Housing Authority (BHA) FY 2022 Audit Report

Rachel Carroll, Executive Director of the Beaufort Housing Authority (BHA), provided the Board with a copy of the FY 2022 Audit Report. She reported there were not any audit findings for fiscal year 2022. *A full copy of the report is on file in the Town Clerk's office.*

**Items for Discussion and Consideration**

1. First Tryon - Financial Plan

Chazzo Habliston, Vice President of First Tryon, provided an overview of the Town's Capital Improvement Plan (CIP) and presented factors used to develop several scenarios in the General Fund, Stormwater Fund and Utility Fund. *A full copy of the presentation is on file in the Town Clerk's office.*

Following the presentation, the Board asked several questions regarding the Capital Planning and discussion materials provided. It was noted that First Tryon Advisors have the ability to adjust variables of the model presented, for example interest rates. The Town will have the ability to edit the model through project list, prices, loans, terms, interest rates, etc. Mr. Habliston suggested the model should be utilized often, as it is a living document. He noted he would be available to meet with the Board as needed, and suggested they take the wish list items out to only see the CIP projects the Town is already committed to completed or deem a necessity.

No action was taken following the presentation and staff were directed to continue working with First Tryon to provide alternate scenarios that did not reflect such increases at a future meeting.

## 2. On-Street Parking Concerns

Todd Clark, Town Manager, explained Town Staff have expressed concerns with on-street parking down Hedrick Street. Currently, vehicles are being parked on both sides of the street, making it impassable for trash trucks, fire trucks, and other large vehicles. These safety concerns have been recognized by Public Works staff, as well as the Fire and Police Departments. Residents on each side of Hedrick Street have a dedicated alley for parking. The staff is requesting an open discussion with the Board to address these issues to ensure a navigable roadway in the event of an emergency, as well as daily traffic patterns.

Tony Ray, Fire Chief, also spoke of the safety concerns on Hedrick Street. He suggested restricting parking on one side of the street could be an option. He discussed fire hydrant locations and trash cans that often take up space on the street.

Commissioner Hollinshed suggested presenting this concern to the Homeowners Association (HOA) first, rather than the Board of Commissioners making a sudden decision to close the street.

Chief Ray confirmed there was a HOA and volunteered to reach out to discuss these safety concerns with the group.

Mayor Harker suggested Town Staff analyze parking on other streets that might pose a safety concern, noting Pine Street is often a one lane road, especially with larger vehicles. She requested Chief Ray reach out to the HOA that encompasses Hedrick Street and report back to the Board with an action plan, as well as any other streets that might be considered a safety concern.

## 3. August Financial Report

Christi Wood, Finance Director, provided the August 2023 financial report. She highlighted the below areas in her report.

- The Town received a distribution from Carteret County for \$139,779. This receipt was accrued to FY 2023.
- MVT received in August for June and July was \$51,624.00
- Sales and Use tax distribution for September is \$281,900 (June sales). This is a 5% increase from the distribution received in September 2022.
- General Fund- Unrestricted Fund Balance: \$4,706,044.00
- Utility Fund Unrestricted Net Position: \$2,916,616.00

## Project Updates

### 1. Town Manager Report

Mr. Clark discussed several ongoing items. He shared the Town is continuing to make efforts with the National Park Service (NPS) to reach a lease agreement.

Kyle Garner, Planning Director, shared a construction schedule has been provided for the Compass Hotel. He noted their goal was to have the hotel completed by September 2025 and they agreed to provide a quarterly report to the Town.

Mayor Harker confirmed the 18-month extension request would be back on the agenda for consideration at the October 9th Regular Meeting.

Mr. Clark provided an update regarding advertisement bids and deadlines associated with the USDA Funded Utilities Project. He also discussed the open RFP for the Waterfront Concessionaire for Front Street, which will tie into the Waterfront Improvement Project.

Mr. Clark shared the 160D updates were presented to the Planning Board at their September 18th meeting. He noted the Planning Board expressed a desire to go into a greater level of review of the document and were directed to submit any questions or concerns to the Town Attorney.

Mr. Clark shared the CAMA Land Use Plan would be considered for adoption during the Board of Commissioners October 9th Regular Meeting. He noted a Public Hearing would be conducted.

Paul Burdette, Police Chief, provided a quarterly crime report for Beaufort. These reports are also presented during Chat with the Chief sessions throughout the year.

Mr. Clark also noted a draft contract with Beau Coast regarding an extension of George Street and Fairview Drive would be before the Board at their October 9th Regular Meeting.

### **Closed Session**

1. Pursuant to NCGS 143-318.11 (a) (3) and NCGS 143-318.11 (a) (4)

Commissioner Hagle made a motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) and NCGS 143-318.11 (a) (4).

The motion carried unanimously.

### **Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 6:50 p.m.

The motion carried unanimously.

---

Mayor, Sharon E. Harker

---

Town Clerk, Elizabeth Lewis