

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Organizational Meeting**  
**December 10, 2019**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its organizational meeting on Tuesday, December 10, 2019 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER ORGANIZATIONAL MEETING – Town Manager Rob Hites**

Manager Hites called the Organizational Meeting to order at 6:30 p.m., and asked Haywood County Clerk of Court Hunter Plemmons to administer the Oaths of Office to the Board of Aldermen.

**B. OATHS OF OFFICE**

Mr. Plemmons administered the Oath of Office to:

James Gary Caldwell	Mayor
Jon Douglas Feichter	Alderman
Julia Boyd Freeman	Alderman
Clarence (Chuck) Dickson	Alderman
Anthony Sutton	Alderman

Mayor Caldwell expressed his gratitude to the citizens of Waynesville for putting their trust in him to be the Mayor of Waynesville. He said he had big shoes to fill as Mayor following Gavin Brown.

Mayor Caldwell adjourned the Organizational Meeting at 6:45 pm.

**A. CALL TO ORDER REGULAR MEETING - Mayor Gary Caldwell**

Mayor Caldwell called the regular meeting to order at 6:46 pm with the following staff members present:

Rob Hites, Town Manager  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Bill Cannon, Town Attorney  
Various Town employees

The following media representatives were present:

Becky Johnson, The Mountaineer  
Cory Vaillancourt, Smoky Mt. News

**B. CALENDAR AND ANNOUNCEMENTS**

1. Announcements

- Seating at the dais – Mayor Caldwell

Mayor Caldwell explained how the seating at the dais would be, and each Alderman was seated.

2. Adoption of Minutes

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the minutes of the November 12, 2019 regular meeting as presented. The motion carried unanimously.***

**C. COMMUNICATION FROM STAFF**

3. Appointment of Mayor Pro Tem

- Mayor Gary Caldwell

Mayor Caldwell opened the floor for nominations from the Board for the appointment of Mayor Pro Tem.

***A motion was made by Alderman Anthony Sutton to appoint Alderman Julia Freeman as Mayor Pro Tem\*. The motion passed unanimously.***

*\*Robert's Rules of Order – a nomination does not require a second*

Alderman Freeman said she was grateful to serve as Mayor Pro Tem and looked forward to working with Mayor Caldwell and the Aldermen.

4. Affirmation of Appointments of Town Manager and Town Attorney

- Eddie Ward, Town Clerk

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to affirm the appointments of Robert Hites, Jr., as Town Manager and William E. Cannon, Jr., as Town Attorney in accordance with the terms of their current employment agreements with the Town of Waynesville.***

Town Clerk Eddie Ward administered Oath of Office to Town Manager Robert W. Hites and to Town Attorney Bill Cannon.

5. Meeting Schedule and Meeting Time for 2020

- Eddie Ward, Town Clerk

Ms. Ward presented the Board with the regular meeting schedule for 2020 and reminded the Board that there will only be one meeting in December 2020. Ms. Ward also stated there had been some discussion concerning changing the meeting time to 6:00 pm. She stated that there are multiple projects that will be moving forward in 2020 and beyond, and with an earlier start time there is potential for more in-depth presentation and discussion.

Mayor Caldwell asked the Aldermen if they had any comments about changing the meeting time for the meetings.

Alderman Sutton said he had no problem with the time change.

Alderman Feichter stated he worked in Sylva, and it would be hard for him to be back to Waynesville in time for a 6:00 PM meeting.

Alderman Freeman said she would not have a problem with an earlier time frame.

Alderman Dickson stated he wanted to make sure that the public that worked regular hours would be able to attend meetings, and he felt that the Board should accommodate Alderman Feichter by keeping the meeting time at 6:30 pm.

***Mayor Caldwell made a motion, seconded by Alderman Sutton, to keep the meeting time for the Board of Alderman at 6:30 p.m., and to approve the meeting schedule for 2020. The motion passed unanimously.***

6. Manager's Report
  - Town Manager Rob Hites

Municipal Building damage repair/renovation

Manager Hites explained to the Board that repairing the damage to the Municipal Building and adding several items for renovation is somewhat complicated because we must separate the cost of repair due from the insurance company from the improvements to the building not covered by insurance. The insurance company has paid for the removal of asbestos in damaged areas. During the investigation of asbestos, we found considerable asbestos in the Assistant Town Manager's office, the Human Resource Specialist's office and the hallway where the photocopy machine is located. Those areas will have to be abated at the Town's cost since it wasn't part of the water damage. Manager Hites stated that he would like the Board's input on the conceptual plans in order to complete the specifications for the bid documents.

Manager Hites said he wanted to make sure that the recommendations meet the Board's vision for the Municipal Building. The old Board room is one of the most frequently used meeting rooms in Waynesville and it needs upgrading. In consultation with Mayor Caldwell, it is recommended that furniture that is purchased for the Mayor's office can be used as a meeting area for all the Board members. The office would have a traditional desk and side chairs but instead of a table, a seating area would be created so the Board and staff can meet with constituents in an inviting atmosphere. Staff recommends that the 1st floor be carpeted throughout to match the carpet that will be installed in the damaged areas. The current restroom is not ADA compliant and now is the time to remodel it to meet the ADA. Many of the groups that meet in the old Board room bring food and beverages. Manager Hites recommends that the two-foot inset in the room be upfitted with cabinets and countertops so that food and drinks can be located between a sink and the refrigerator. Most groups use our audio-visual equipment to show webinars or PowerPoint. The current blinds do not darken the room so the screens can be easily viewed. Staff recommends that the outdated curtains and blinds be replaced with window treatments that can more efficiently prohibit light from entering the room. Initially staff had hoped that the original floors could be restored to as they were in the 1920's, but the estimate to refinish the floors was such that he recommends carpet purchased off State contract.

The bid will be sent out when the plans are approved, and the Board will have the opportunity to review and approve construction, hopefully at a meeting in January.

Manager Hites provided a detailed description of the project as follows:

## **MUNICIPAL BUILDING REPAIR COVERED BY INSURANCE**

### Clerk's Office:

- Install underlayment and level with Terrazzo floor. Prep for carpet
- Install cabinets under frosted glass to replace those torn out. Countertop will have recessed area for ADA access.
- Repaint areas damaged by water and tear out (color to be chosen by Town).

### Foyer between Clerk's office and Restroom:

- Install underlayment and hardwood floor level with Terrazzo and Clerk's floor (hardwood to match original).
- Repaint areas damaged by water and tear out (color to be chosen by Town).

### ADA Compliant Restroom:

- Tear out partition wall between old restroom and kitchenette
- Remove old plumbing fixtures
- Install blocking for grab bars and restroom fixtures
- Install green board for tile (subway tile approved by Town)
- Remove old water lines and toilet flanges and relocate as per specifications
- Install underlayment and backerboard for ceramic tile floor (tile to be chosen by Town).
- Install ADA compliant water closet, sink, grab bars and fixtures
- Paint remaining walls (color chosen by Town)
- Replace ceiling tile and light fixtures

### Meeting Room:

- Replace carpet (through State contract)

### Human Resources Office

- Install underlayment and level with foyer floor. Prep for carpet
- Install carpet (through State contract)
- Repaint areas damaged by floor and carpet removal

**Estimated cost to be reimbursed by insurance company**

**\$40,000**

## **MUNICIPAL BUILDING RENOVATIONS NOT COVERED BY INSURANCE**

### Clerk's Office:

- Remove storm windows, prep window trim and paint (color chosen by Town)
- Paint walls
- Remove paint from vault door and restore its original surface

### Foyer to Town Hall:

- Remove rubber floor mat in lobby. Repair holes. (if surface below mat is beyond repair, replace mat with walk off carpet).
- Repair cracks in terrazzo foyer, remove existing chemical finishes and grind with 3,000 grit to restore original finish.

- Hallway adjacent to Human Resources Office:
- Remove flooring that has been exposed to asbestos
- Install underlayment and lay new hardwood floor to match original hardwood flooring

Assistant Manager's Office:

- Remove flooring exposed to asbestos
- Install new subfloor level with terrazzo foyer and prep for carpet to be installed through State contract.

Human Resources Office:

- Purchase new office furniture to make it a more conducive work environment

Mayor's Office:

- Install new carpet
- Purchase new desk and side chairs
- Purchase furniture for meetings with constituents (to be used by all elected officials)

Meeting Room:

- Install cabinets and plastic laminate countertops in two foot inset where Town Seal is located.
- Install sink, GFI wall sockets and area for refrigerator
- Install carpet purchased through State contract (chosen by Town)

Alternate bid will be provided to restore the original hardwood floors.

- Paint trim and walls to match original 1920 color palette
- Remove old window coverings
- Install new moveable light blocking window coverings

Manager's Office:

Remove old carpet and install carpet to match meeting room and other carpet.

**Total Estimated cost** **\$110,000**

Assistant Town Manager Amie Owens added that a fixed glass partition, as well as a transactional window, would be added security for the Clerk's Office.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the conceptual plan for repairing/renovating the 1st floor of the Municipal Building. The motion passed unanimously.***

7. Attorney's Report

- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

**D. COMMUNICATIONS FROM THE MAYOR AND BOARD**

- Mayor Gary Caldwell

## 8. Homelessness Taskforce

Mayor Caldwell stated that as part of the issues that were acknowledged during the most recent campaign, homelessness and the impact on the community was brought forth as a community issue. In response, a taskforce comprised of key stakeholders is proposed.

Mayor Caldwell has already approached the following individuals to ask if they would assist on the taskforce:

- Alderman Anthony Sutton
- Sheriff Greg Christopher/ Public Information Officer - Lindsey Regner
- Former Police Chief and NC Police Chiefs Association Executive Director - Bill Hollingsed
- Mountain Projects Executive Director - Patsy Davis
- Haywood Pathways Center Executive Director - Mandy Haithcox
- Representing Frog Level Merchants – Jim Pierce
- Haywood County Board of Commissioners Representative
- Waynesville Police Lieutenant - Tyler Trantham
- Representative from Longs Chapel/Open Door

FACILITATOR – Sarah Thompson, Executive Director, Region A/Southwestern Commission

Alderman Jon Feichter stated that the homelessness was a very real problem in Waynesville, and he feels that this process is rushed. He said he did not see any experts in substance abuse on this panel, and more private citizens needed to be on the task force. He expressed concerns that there were no business owners from Hazelwood and Frog Level, and that there were no other municipalities represented. He said this is a county wide problem as well as a national problem.

Alderman Feichter said he felt it would be beneficial to allow individuals to apply to be on the task force as was done with the Cemetery Committee. He said would like to slow this process down to make sure everyone knew where it was going and how to get there. He feels that the most important thing is to get it right. He asked the Board to postpone taking any action to further consider the wisdom of including other people to the task force.

Mayor Caldwell said he did not wish for the task force to be too large, but there was a possibility of adding two or three more people. He said he was asking for support to start getting the task force together.

Alderman Sutton said he understood the urgency and noted that there are grants from the Dogwood Health Trust Immediate Opportunities and Needs (lon grant) of up to \$25,000.00 to go toward the development of a task force; however, there is a deadline of January 15, 2020 for applications.

Alderman Freeman agreed that there is an urgency, but she also felt that there needed to be an opportunity for individuals to submit applications and be on the task force. She said she was in support of developing the committee and would like to have the process of applications being submitted and approved by the Board.

Alderman Dickson suggested that a small group be formed to develop the grant proposal, which could be used to hire a consultant to help with this process. He said there needed to be more structure in the planning to decide if this was a County or Municipal task force, and he felt that the Board needed to concentrate on the Town of Waynesville and not so much the County.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman develop the task force and advertise for applicants for membership. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to apply for the Dogwood Health Trust Immediate Opportunities and Needs Grant (ION Grant) for use by the homelessness task force. The motion passed unanimously.***

Mayor Caldwell took the opportunity to recognize Philann Medford, Libba Feichter, June Ray, Phyllis Prevost, and Hunter Plemmons for their contributions to the Town of Waynesville.

Alderman Dickson asked that with the consent of the Board that the Town Staff research and report back to the Board the feasibility and mechanics of sending a newsletter to the residents of Waynesville, at least on a quarterly basis.

**E. CALL ON THE AUDIENCE**

The were no comments from the audience.

**F. ADJOURN**

***With no further business, a motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to adjourn the meeting at 7:34 p.m. The motion carried unanimously.***

**ATTEST:**

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

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Eddie Ward, Town Clerk