

**TOWN OF DUCK
TOWN COUNCIL
RECONVENED MID-MONTH MEETING
June 28, 2010**

The Town Council for the Town of Duck reconvened at the Duck Municipal Offices at 7:00 p.m. on Monday, June 28, 2010.

COUNCIL MEMBERS PRESENT: Mayor Dave Wessel; Mayor Pro Tempore Don Kingston; Councilor Neil Morrison; Councilor Monica Thibodeau; and Councilor Chuck Burdick.

COUNCIL MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Christopher J. Layton; Director of Community Development Andy Garman; Police Chief Phillip Ferguson; Fire Chief Donna Black; Town Attorney Robert Hobbs; Project Manager Chris Dewitt; Project Architect Barry Moss; and Permit Coordinator Sandy Cady.

OTHERS ABSENT: Town Clerk Lori Kopec.

Mayor Wessel called the meeting to order at 7:01 p.m.

CONTINUED UPDATE ON TOWN HALL – MEETING HALL CONSTRUCTION

Mayor Wessel stated that this meeting would be a continuation of the June 16, 2010 meeting. He stated that Chris Dewitt of VHB, Inc. and Barry Moss from Tymoff & Moss Architects would be giving presentations to Council and the audience on the Town Hall-Meeting Hall buildings.

Chris Dewitt of VHB, Inc. was recognized to speak. Mr. Dewitt went on to give a short progress update of the site plan for the Town Hall-Meeting Hall buildings to Council and the audience.

Mayor Pro Tempore Kingston asked if the ramp to the gazebo would have to be reworked. Chris Dewitt stated that it would.

Barry Moss of Tymoff & Moss Architects was recognized to speak. Mr. Moss went on to give a short presentation on the Town Hall-Meeting Hall concepts with Council and the audience.

Councilor Thibodeau asked if the kitchen area would have a built-in counter with a sink. Barry Moss stated that she was correct. Councilor Thibodeau asked if the kitchen area would have a full-size or small refrigerator. Mr. Moss stated that there would be a small refrigerator under the counter. He added that there would be a full-size refrigerator in the break room.

Councilor Burdick thought the question was what the Town's vision was and how Council should support the Meeting Hall from the standpoint of food preparation regarding bringing in food and storing it. Barry Moss stated that there was some space where a full-size refrigerator or stove could be added which would be taken from the storage room. He suggested having a discussion on the subject. Councilor Burdick felt it should be discussed now instead of waiting until the building was constructed.

Councilor Thibodeau clarified that the full-size refrigerator and stove in the break room of the Town Hall would not be used. Town Manager Layton stated that without adding square footage to the Meeting Hall, the Town Hall break room would have to be used. He added that there wasn't anywhere else within the Meeting Hall to eek out additional facilities as staff had to do a lot to fit the break room in. He stated that staff never envisioned a team of caterers preparing food as it was not designed to be a country club or wedding facility. Barry Moss thought the issue did not have to be solved at this moment and suggested that Council table the discussion of the issue until their July 21, 2010 mid-month meeting.

Mayor Pro Tempore Kingston suggested exploring the idea of reducing the size of the conference room to accommodate a larger break room. Councilor Thibodeau thought it was interesting to think about how much room the conference room would have based past experiences. She envisioned the conference room as one for Closed Session meetings, but thought Council could cohabitate with items in the room. Councilor Burdick agreed, adding that there were other meeting rooms. Councilor Thibodeau noted that the other meeting rooms were on the first floor of the Town Hall, such as the EOC room. Barry Moss thought there could be an accommodation.

Councilor Burdick thought the question was whether or not the space could be optimized. He added that there was plenty of meeting space at the Meeting Hall. Councilor Thibodeau thought that Council walking down the hall to go to another conference room wouldn't be an issue. Town Manager Layton asked if Council wanted to do that. He added that if Council did, it was something that Barry Moss could do. He stated that if there was something placed along the wall, a slightly smaller table could be put in the room. Councilor Burdick noted that tables would be needed in the room for food preparation. He thought it would be an ideal place to find the accommodation for food preparation. Councilor Thibodeau agreed, adding that people would not be cooking huge meals. Town Manager Layton stated that staff envisioned having a place where people could store items in the refrigerator as well as a stove to warm items up. Councilor Burdick agreed.

Barry Moss suggested eliminating a door with storage on either side and have a refrigerator put in. Mayor Wessel asked if a corner of the room could be rearranged to accommodate a sink. Barry Moss stated that he could do that. Councilor Burdick thought the question was whether it could be a workable space and not just a place for a refrigerator and cook top in the room. He wondered if it could be done in a way that it would be a reasonable, workable kitchenette and have an area for food preparation. Councilor Thibodeau stated that she could envision cabinetry along the wall to the left of the table along with counter space so it would all blend in. Barry Moss thought it could be worked out.

Ron Forlano of 1378 Duck Road was recognized to speak. Mr. Forlano stated that if equipment was put in the Meeting Hall, the Health Department will insist on it being a commercial NSF with fire suppression requirements. He stated that the Duck United Methodist Church had to do the same thing even though they tried to keep things simple. He stated that if the Town starts allowing caterers, chefs and cooks in that space, they will leave a mess and the equipment would need to be cleaned every time. He suggested that Council keep it simple by providing ample space for food preparation and let caterers bring everything in that would already be prepared to be served. Barry Moss stated that it was not the intent to do that. He added that Building Inspector Tate stated that a cook top for warming food only would be used. He agreed with Mr. Forlano's comments.

Councilor Thibodeau asked if a refrigerator, counter space and a microwave would be sufficient. Ron Forlano thought that it would be. He didn't think the Town needed to provide the caterers

with equipment. Councilor Burdick didn't think that Council wanted to go that far but more of a serviceable area where caterers would work.

Councilor Burdick asked if the windows in the storage closet were needed. Barry Moss stated that they weren't but would be nice to have one in there. Councilor Burdick pointed out that there were 2 windows in the closet. Barry Moss stated that the one on the north side was there for balance and the one on the east was also for balance, but both were not needed. Councilor Burdick asked if one of the windows could be centered. Mr. Moss stated that it could, but noted that a window had been eliminated since the last discussion. Councilor Burdick stated that he could not see 2 windows in the storage closet. Councilor Thibodeau thought it was a decorative feature. Councilor Burdick stated that it was wasted money. Barry Moss stated that he would try to balance it out better.

Councilor Thibodeau understood Barry Moss trying to get a little more space in the storage room by having people go in the storage closet to get to the A/V. She thought the door should remain where it presently is since A/V equipment is delicate. Town Manager Layton agreed, adding that it would be discussed. He added that staff would want to be able to lock the A/V room. Councilor Burdick agreed. Barry Moss continued his presentation to Council and the audience.

Councilor Morrison clarified that there would be a baby changing station in the public restrooms. Barry Moss stated that there would be one in both the men's and women's restrooms.

Councilor Burdick stated that it still bothered him to have the reception area on the second floor. Barry Moss stated that it would not preclude having the reception area on the first floor as the lobby would be big enough. Town Manager Layton reminded Council that the concept they were discussing was the one that Council had already voted on and staff moved forward with.

Councilor Morrison clarified that people exiting the steps and elevator would do so in front of the receptionist area. Town Manager Layton stated that he was correct. Councilor Morrison stated that it looked fine to him. He asked why the Town Clerk's office was moved. Town Manager Layton stated that it was done so Town Clerk Kopec and Permit Coordinator Cady would be able to provide an overlap of the reception area. He stated that they would also be able to watch the reception area. He stated that the offices were labeled but there was nothing specific as to who would be going into each office, adding that they could easily be changed if needed.

Mayor Wessel asked if the windows for the men's and women's restrooms were set so that anyone walking by could look in. Barry Moss stated that they would be windows with obscure glass to provide natural light. He continued his presentation.

Councilor Burdick asked if the number of wells reduced. Barry Moss stated that they were significantly reduced. Town Manager Layton believed it went from 23 to 16 wells.

Councilor Burdick asked if solar lighting would be used. Barry Moss stated that photovoltaic could not be used since the Town did not receive the energy grant. He stated that the only solar use would be for hot water.

Mayor Pro Tempore Kingston asked if there were any after- hours lighting plans for the existing gravel parking lot and path where the Meeting Hall will be. Town Manager Layton stated that it would be part of the final plans. Chris Dewitt agreed and noted that it was in the works.

Ron Forlano asked if the water in the cisterns would be used for the toilets. Barry Moss stated that they would be used for the irrigation system.

Mayor Pro Tempore Kingston asked if the Council table in the Meeting Hall would be curved instead of straight. Barry Moss stated that it could be done, but it depended on how much money Council wanted to spend.

Councilor Burdick asked how the sloped area behind the Meeting Hall would be handled. Barry Moss stated that he was planning to let the natural grade slope and have heavy grade lattice underneath the building to close it off. He added that a gate could be added for additional storage space.

Mayor Wessel stated that Council was being asked to do their part in keeping the schedule moving forward by authorizing the Town Manager to advertise for bids for construction of the Town Hall. He asked for any discussion before a motion would be made.

Councilor Burdick asked how the questions that were raised would be handled. Town Manager Layton stated that the timeline was to have the bid packet out by mid July. He stated that he wants Council to hold a mid-month meeting in July so the Emergency Operations Plan could be reviewed. He stated that staff could come back with the options for the changes that were discussed and move forward from there. He added that the key was to get the bid packet out before prices start going up so he could take everything to the Local Government Commission. He stated that there could be a July mid-month meeting or Council could hold another special meeting. He wasn't sure if Barry Moss would have items available by the July 7, 2010 meeting. Barry Moss stated that he would like to have sketches sent to Town Manager Layton by the end of the week and have an email dialogue so he could bring it back to Council's July 7, 2010 meeting.

Town Manager Layton anticipated that furniture would be done separately, but suggested having a dollar amount that would be built into the financing. Councilor Thibodeau asked if the furniture could be financed. Town Manager Layton stated that it could be.

Councilor Thibodeau asked how long the bid process would be. Town Manager Layton stated that he was originally looking at a four week/month-long type period. He stated that he would like to have the application to the LGC in early September. He added that a public hearing would need to be held for the financing in either August or September so that the resolution to send it to the LGC would be ready. He stated that the bids would be needed before going to the LGC for their review. He stated that if it was pushed to August, then it would be pushed very close to the September deadline, adding that October would be the absolute drop-dead month without setting everything back.

Mayor Pro Tempore Kingston thought that if Council could obtain a sketch of the Meeting Hall by the July 7th meeting, they should be able to discuss it and bring the finalized plan to Council's July 21st meeting. Town Manager Layton stated that it could be done at Council's July 7th meeting. He added that it would put things in good shape, giving staff a good portion of July to work on the bids as well as a good portion of August to get the final bid package together.

Mayor Wessel stated that, having been involved recently with a construction project at the College of the Albemarle, several complaints were received that local contractors and suppliers were not used. He didn't know if an issue such as that needed to be incorporated into the bid package. He stated that he would prefer to indicate a preference of supporting North Carolina or

local businesses. Barry Moss stated the with regard to LEED design, it will be specified that materials must come within a 500 mile radius. He thought it would be difficult to do but it could be done after he had conversations with local subcontractors and suppliers.

Town Manager Layton noted that a motion was not needed. He stated that he would bring back the option at the July 7, 2010 meeting with the expectation of approval and a motion to advertise the bid package would be needed then.

Council thanked Chris Dewitt and Barry Moss for their presentations.

ADJOURNMENT

Mayor Pro Tempore Kingston moved to adjourn the meeting.

Motion carried 5-0.

The time was 8:17 p.m.

/s/ Lori A. Kopec, Town Clerk

Approved: July 7, 2010

/s/ Dave Wessel, Mayor