

Town of Hudson Regular Meeting

November 18, 2025, Hudson Town Hall, 6:00pm

Members Present: Mayor Pro Tem, Rick Shew, Commissioners: Larry Chapman, Jim Engelman (Zoom), Jeff Link, and Ann Smith

Members Absent: Mayor Janet Winkler and Commissioner Barry Mitchell

Others Present: Town Manager, Jonathan Greer, Assist. Town Manager/Finance Officer, Shana Guy, Police Chief, Brandon Nelson, Attorney Joey Petrack, Town Planner, Teresa Kinney, Code Enforcement Officer, Curt Willis, and Town Clerk, Tammy Swanson

Call to Order:

Mayor Pro Tem, Rick Shew, called the November meeting to order, and led the audience in the Pledge of Allegiance and opening prayer. He congratulated both Jim Engelman and Richard Blevins on the recent election results, and he thanked Chris Mann for his interest in the Town.

Discuss/Adjust Agenda:

Rick presented the November agenda, and there were no additions or changes requested.

Motion: (Larry Chapman/Ann Smith) to approve the agenda as presented. Unanimously approved.

Public Comment for Items Not on the Agenda:

No one signed up for public comment.

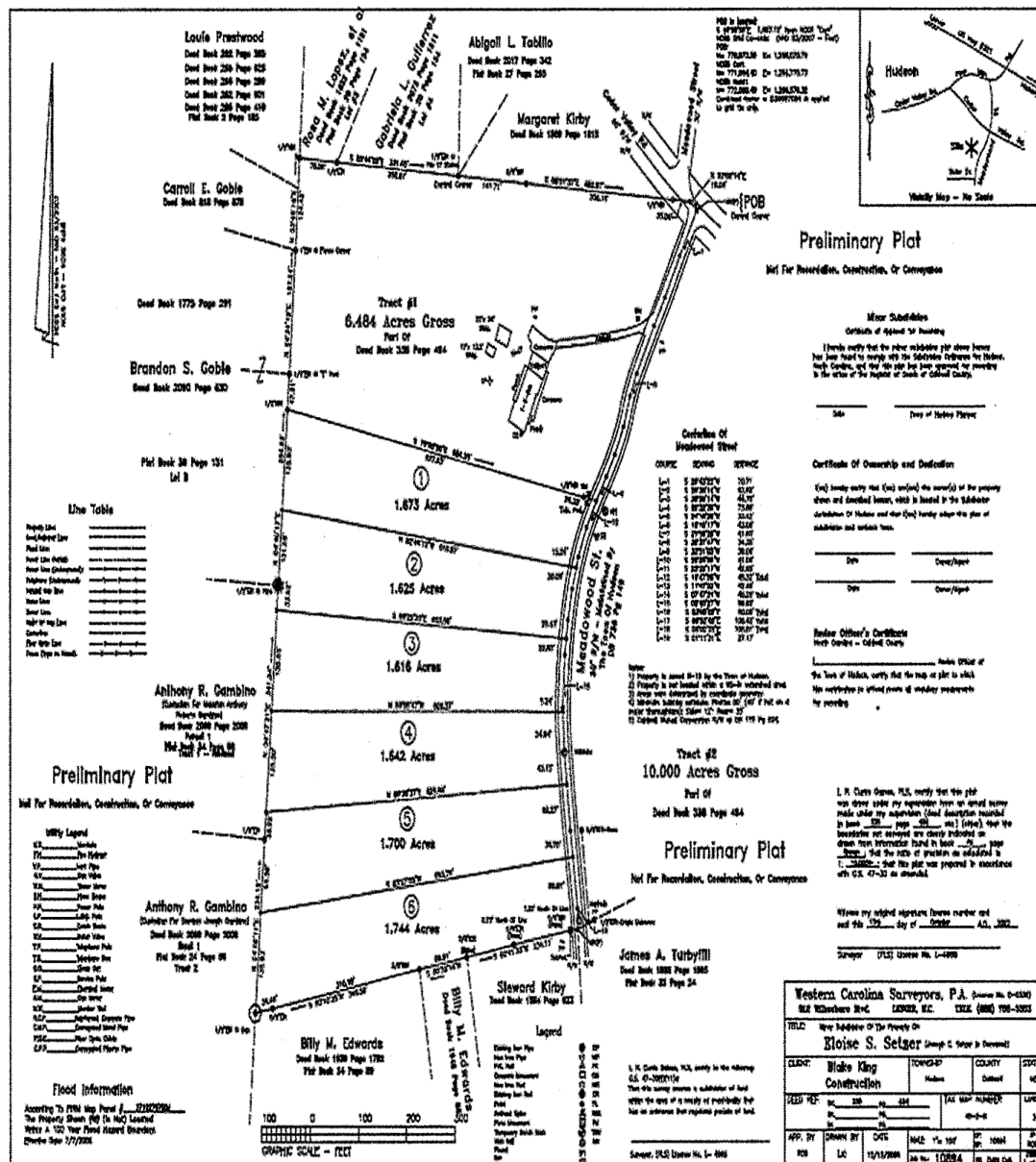
Approval of Minutes:

Motion: (Larry Chapman/Jeff Link) to approve the minutes, as presented, for the October 16, 2025 Special Meeting, the October 21, 2025 Regular Meeting, and the November 3, 2025 Personnel Committee Meeting. Unanimously approved.

Review and Approve Major Subdivision (Preliminary Plat):

Teresa presented a preliminary plat for a major subdivision for the Board to review. The property is located on Meadowood Street, and the subdivision will create 6 lots on 10 acres of property. Teresa explained that this property was originally part of a larger tract of land, owned by Joseph and Eloise Setzer, which also included a house. The house and approximately 7 acres was subdivided into a separate tract, leaving the 10 acres of vacant property. The plans are to create 6 lots, with the potential for 6 houses to be built on the property.

Teresa stated that the Planning Board reviewed and approved the preliminary plat at their meeting on November 13th. Attorney Joey Petrack also reviewed the plat, and suggested changes he would like to see made before final approval. Teresa commented that the changes



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Personnel Committee Meeting:

Jonathan stated that the Personnel Committee met on November 3rd and discussed the following policy updates.

-Tuition Assistance Policy: Jonathan stated that currently, our tuition assistance policy allows for a reimbursement of up to \$500, and the updated policy would increase the reimbursement amount to \$1,500. We have had the tuition assistance policy for years, but it just needed updating. Jonathan commented that this Policy would be budget-dependent, with requests being considered during yearly budget preparations. Plus, whatever the employee is going to school for would need to be related to their job with the Town.

Also added to the policy would be the following repayment conditions:

If an employee voluntarily resigns or is terminated **within twenty-four (24) months** of receiving any tuition reimbursement, the employee must repay the reimbursed amount to the Town on a pro-rated basis. 25% credit will be given for each 6-month period of service completed. This requirement may be waived at the discretion of the Town Manager under exceptional circumstances.

Motion: (Personnel Committee) to approve the updates to the Tuition Assistance Policy as presented. Unanimously approved.

Tuition Assistance Policy

Purpose

The Town recognizes that the development of employee skills and knowledge is essential to providing quality public service and to fostering career growth within the organization. The Tuition Assistance Program is designed to encourage and support employees in pursuing educational opportunities that will enhance their job performance and prepare them for advancement within Town service.

Eligibility

- All full-time employees who have successfully completed their initial probationary period are eligible to apply.
- Employees must be in good standing (no active disciplinary actions) at the time of application and reimbursement.
- Courses must be taken on the employee's own time and must not interfere with normal work schedules unless prior arrangements are approved by the Department Head and Town Manager.

Covered Expenses

Reimbursable expenses may include:

- Tuition and registration fees
- Laboratory and course-related fees
- Mandatory student fees directly tied to course enrollment

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- Required textbooks and materials

Non-reimbursable costs include travel, parking, meals, optional supplies, or any non-mandatory fees.

****Reimbursements are only made for costs incurred by the student after any applicable grants, scholarships, or other financial aid.***

Annual Reimbursement Limit

- Employees may be reimbursed **up to \$1,500** per fiscal year for eligible expenses.
- Reimbursements will be made subject to budgetary constraints and availability of funds.

Course and Institution Requirements

- Courses must be offered by an accredited educational institution or recognized professional training organization.
- Coursework must be job-related — meaning it either:
 1. Improves or updates skills directly related to the employee's current position, or
 2. Prepares the employee for potential promotional opportunities within the Town.

Approval Process

1. Application Submission

- Employees must submit a **Tuition Assistance Request Form** to their Department Head prior to course registration.
- The request should include:
 - Course title and description
 - Institution name
 - Statement of job relevance or professional benefit
 - Estimated costs

2. Review and Approval

- The Department Head will review the request for job relevance and potential benefit to the Town.
- The Department Head's recommendation will be forwarded to the Town Manager for final approval.
- Approval is contingent on available funding and alignment with Town priorities. Copies of all approved forms shall be forwarded to the employee, department head, and finance.

Reimbursement Procedure

1. Upon **successful completion** of the course (grade of "C" or higher for undergraduate, "B" or higher for graduate, or equivalent "Pass"), the employee must submit to department head:
 - **Reimbursement Form**
 - Proof of completion (official transcript or grade report)
 - Original receipts for all eligible expenses
 - Signed **Repayment Agreement**
2. Department head will forward all forms to Finance to obtain Town Manager's signature and process through the Town's Accounts Payable system and to be included in the next regular payment cycle.

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3. If the employee does not successfully complete the course or withdraws, reimbursement will not be made.

Direct Billing Option *(To be confirmed)*

To further remove the barrier of upfront costs to access education, the Town, in partnership with Caldwell Community College, may pay the college directly for Tuition, fees, and books up to the annual limit. An employee who chooses to take coursework at the Community College will still be required to follow the same procedure and guidelines as set forth in the policy.

Repayment Conditions

If an employee voluntarily resigns or is terminated **within twenty-four (24) months** of receiving any tuition reimbursement, the employee must repay the reimbursed amount to the Town on a pro-rated basis. 25% credit will be given for each 6-month period of service completed. This requirement may be waived at the discretion of the Town Manager under exceptional circumstances.

Program Administration

- The Finance Office shall maintain program records and track annual utilization and expenditures.
- Program records shall be maintained in each participating employee's HR file.
- This program shall be amended, suspended, or terminated at any time, subject to budgetary considerations or changes in policy priorities.
-

Town of Hudson Tuition Assistance Request Form

Employee Information:

Name: _____ Department: _____

Job Title: _____ Date: _____

Course Information:

Course
Title(s): _____

Institution Name: _____

State Date: _____

Credit Hours: _____ Degree/Certificate Program: _____

Course(s) Description: _____

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Explain how this course relates to your current position or prepares you for advancement within Town service:

Estimated Costs (attach documentation if available): \$ _____

Request Form Page 1

Employee Acknowledgment:

I hereby request approval for tuition assistance as outlined above. I understand that reimbursement is contingent upon:

1. Prior approval by my Department Head and the Town Manager;
2. Satisfactory completion of the approved course;
3. Submission of official proof of completion and original receipts within 30 days of course completion; and
4. Compliance with the Town's Tuition Assistance Policy.

I further understand that if I voluntarily separate from Town employment within twenty-four (24) months of receiving reimbursement, I will be required to repay the reimbursed amount on a prorated basis, unless waived by the Town Manager.

Employee Signature: _____ **Date:** _____

Department Head Review:

☐ Approved ☐ Denied

Comments: _____

Signature: _____ **Date:** _____

Town Manager Review:

☐ Approved ☐ Denied

Comments: _____

Signature: _____ **Date:** _____

Original- HR/Finance
Copy - Employee
Copy - Department
Head

**Town of Hudson
Tuition Assistance Reimbursement Form**

Employee Information:

Name: _____ **Department:** _____

Job Title: _____ **Date:** _____

Course Information:

**Course
Title(s):** _____

Institution Name: _____

End Date: _____

Course Grade: _____

Reimbursable Costs:

Tuition and Registration Fees \$ _____

Lab/Course Fees \$ _____

Mandatory Student Fees \$ _____

Textbooks/Materials \$ _____

Total Requested: \$ _____

Employee Signature: _____ **Date:** _____

Department Head Signature: _____ **Date:** _____

Finance/HR Use:

Proof of Course Completion ☐

Receipts ☐

Signed Agreement ☐

Total Reimbursed YTD: \$

Total this Request: \$

Date Processed: / /

Town of Hudson

Tuition Assistance Repayment Agreement

Employee Name: _____ **Department:** _____

This agreement is made between the Town of Hudson ("the Town") and the above-named employee ("the Employee") in connection with the Town's Tuition Assistance Program.

1. Acknowledgment of Reimbursement

The Employee has received tuition reimbursement from the Town in the amount of \$_____ on _____ [date] for coursework completed at _____ [institution name].

2. Repayment Obligation

The Employee agrees that if they voluntarily resign or are terminated for cause within **twenty-four (24) months** of the reimbursement date, they shall **repay the reimbursed amount on a pro-rated basis** to the Town, whereas 25% of the reimbursed amount shall be credited for each 6-month period served.

The Town may, at its discretion, deduct any unpaid amount from the Employee's final paycheck, to the extent permitted by law. If the final paycheck does not fully satisfy the repayment, the Employee agrees to remit the remaining balance within 30 days of separation.

3. Exceptions

This repayment requirement may be waived at the discretion of the Town Manager in cases of layoff, involuntary separation not for cause, medical incapacity, or other exceptional circumstances.

4. Payment Terms (if applicable)

If repayment is required, the Employee agrees to the following schedule:

- ☐ Lump-sum repayment within 30 days of separation
- ☐ Installment payments of \$_____ per month, beginning within 30 days after separation until the total amount is repaid in full.

(Payment schedule subject to approval by the Town Manager.)

5. Acknowledgment

By signing below, the Employee acknowledges and agrees to the terms outlined in this agreement and affirms that they have read and understood the Town's Tuition Assistance Policy.

Employee Signature: _____ **Date:** _____

Town Manager Signature: _____

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-Paid Parental Leave: Jonathan presented the updates to the Paid Parental Leave Policy. He commented that employees would be welcome to use their personal time instead of using the Paid Parental Leave Policy if that would work better for them. He also mentioned that there is some Town Manager discretion in the policy as well.

Rick and Jeff both mentioned that this policy is a good fringe benefit for employees, and it is also good to have clauses in the policy to protect the Town.

Jim asked how the policy will be communicated to the employees.

Jonathan stated that Department Heads are made aware of the policy changes, and they pass the information on to the other employees. Also, for some of the policies, employees are required to sign a statement verifying that they have read the policy.

Motion: (Personnel Committee) to approved the updates to the Paid Parental Leave Policy as presented. Unanimously approved.

Section 20. Parental Leave

The Town of Hudson encourages employees to take time away from work to bond and care for a newborn, newly adopted child, or newly placed child for foster care. A regular full-time employee who has successfully completed their probation period may request up to six (6) weeks of paid parental leave. Paid parental leave must be used within 12 months of the date of the qualifying event and used in one continuous, uninterrupted period of leave. **In return for this benefit, the Town requires a reasonable period of continued employment to ensure that the investment in its workforce supports long-term service continuity.**

Qualifying events include:

- Birth of a biological child
- Adoption or placement of child under the age of 17 (Adoption of spouse's child is excluded)

Each week of paid parental leave will be compensated at 100% of the employee's regular, straight-time pay and paid bi-weekly on the normal payroll schedule. The amount of paid parental leave may not exceed six (6) weeks in a rolling 12-month period. After paid parental leave has been exhausted, the employee shall use other accrued personal leave before requesting leave without pay for up to an additional six (6) weeks not to exceed 12 weeks of leave total.

In the event of a female employee who herself has given birth and qualifies for short-term disability, paid parental leave will pay 100% of employee's salary during the initial seven (7) day waiting period. Short-term disability pays 60% of employee's wages during eligible periods. The Town will cover the remaining 40% of salary during the covered periods of disability. At the conclusion of any short-term disability leave, the employee shall use accrued personal leave before requesting leave without pay to take up to an additional six (6) weeks of leave not to exceed 12 weeks of leave total.

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Service Commitment Requirement

An employee who utilizes Paid Parental Leave must agree to remain employed with the Town for a minimum of two (2) years following the employee's return to work after the leave period. If the employee voluntarily resigns or is terminated for cause before completing the two-year service period, the employee will be required to repay the gross amount of paid parental leave received on a pro-rated basis with 25% of the gross amount being credited for each 6-month period of service completed.

Repayment Terms

1. Amount Due

The amount to be repaid shall equal the total gross wages paid by the Town during the Paid Parental Leave period (before deductions or withholdings).

2. Timing of Repayment

- The full amount shall be repaid to the Town within 30 days of the employee's separation date.
- The Town may, as permitted by law, deduct unpaid amounts from the employee's final paycheck or any other payments owed at separation.

3. Installment Option

The Town Manager may, at their discretion, approve a repayment plan allowing installment payments on a mutually agreed schedule not to exceed six (6) months.

4. Waiver of Repayment

The repayment requirement may be waived by the Town Manager in cases of:

- Layoff or position elimination;
- Involuntary separation not for cause;
- Medical incapacity preventing continued employment; or
- Other exceptional circumstances as determined by the Town Manager.

Acknowledgment

Prior to commencing Paid Parental Leave, the employee shall be required to sign a Paid Parental Leave Repayment Agreement acknowledging understanding of and consent to these terms.

Town of Hudson

Paid Parental Leave Repayment Agreement

Employee Name: _____

Department: _____

Position Title: _____

Date of Hire: _____

1. Purpose

The Town of Hudson ("the Town") provides up to **six (6) weeks of Paid Parental Leave** to eligible employees for the birth, adoption, or foster placement of a child. This Paid Parental Leave is a benefit offered to support employees and their families during this important time.

In exchange for this paid benefit, the employee agrees to a period of continued service to the Town following their return to work.

2. Service Commitment

By accepting Paid Parental Leave, the employee agrees to remain employed with the Town for a minimum of **two (2) years** following the date of their return to active work after the paid leave period. If the employee **voluntarily resigns** or is **terminated for cause** before completing this two-year service period, the employee agrees to **repay the total gross amount** of Paid Parental Leave received on a prorated basis where as 25% of the total shall be credited with each 6-month period of completed service.

3. Repayment Terms

1. The amount due shall equal the **gross wages** paid to the employee for the Paid Parental Leave period, before deductions or withholdings, on a prorated basis where as 25% of the total shall be credited with each 6-month period of completed service.
 2. Repayment shall be made to the Town within **thirty (30) days** of separation from employment.
 3. The Town may, to the extent permitted by law, deduct any unpaid portion of the repayment from the employee's final paycheck.
 4. If repayment is not satisfied by final paycheck, the employee shall remit the balance due to the Town via check or approved payment method within the stated timeframe.
 5. The Town Manager may, at their discretion, approve an **installment repayment plan** not to exceed six (6) months.
-

4. Waiver of Repayment

Repayment obligations may be **waived** by the Town Manager under the following circumstances:

- Involuntary separation not for cause;
 - Layoff or position elimination;
 - Medical incapacity or disability preventing continued employment; or
 - Other exceptional circumstances as determined by the Town Manager.
-

5. Tax Implications

The employee acknowledges that all Paid Parental Leave benefits are taxable wages.

If repayment occurs in a different calendar year than the original payment, the employee understands that the Town cannot adjust prior-year W-2 forms, and that repayment may instead be eligible for a tax deduction or credit under **IRS Publication 525** and **IRC §1341**.

6. Acknowledgment

By signing this agreement, the employee acknowledges that they:

- Have read and understand the **Paid Parental Leave Policy** and this repayment obligation;
 - Voluntarily agree to the terms of continued service and repayment;
 - Authorize the Town to withhold, to the extent permitted by law, any unpaid repayment amounts from their final paycheck in the event of early separation; and
 - Understand that failure to repay may result in collection action by the Town.
-

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Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Town Manager Signature: _____ Date: _____

For HR/Payroll Use Only

Date Leave Taken Amount of Paid Leave Return-to-Work Date Two-Year Commitment End Date

_____ \$ _____

-Vacation Leave Accruals: Jonathan discussed the updates to the Vacation Leave Accruals that were discussed by the Personnel Committee. He commented that the updates would bring the Town's rates to around average, but still slightly below the state rates. These types of benefits don't really cost the Town a whole lot, but they are important to employees, and they help us keep employees.

Jonathan stated that the Committee reviewed vacation accrual rates from neighboring towns and towns around the state, along with the updates proposed for our Policy. The Committee suggested that the Days Accrued Per Year for 0-4 years of service be increased from the suggested 12 days per year to 13 days per year. The remainder of the policy was approved as presented. It was suggested that the Policy be reviewed after one year.

Motion: (Personnel Committee) to approve the changes to the Vacation Leave Accruals for employees as presented. Unanimously approved.

Days per Year														
Years of Service	Hudson	GF	Lenoir	Sawmills	Nashville	Salisbury	Car Beach	Cald Co	NC	Average	Low	High	Median	
0 to 3	10		10	10	14	10	12	12	15	14	12	10	15	12
4 to 5	10		12	12	14	12	12	12	18	14	13	10	18	12
6 to 10	12		15	15	17	15	15	15	21	17	16	12	21	15
11 to 15	15		18	15	20	18	15	18	24	20	18	15	24	18
16 to 20	18		18	20	23	20	18	21	27	23	21	18	27	20.5
21 to 25	20		20	20	26	21	21	24	30	26	23	20	30	22
26 to 30	20		20	20	26	21	21	24	30	26	23	20	30	22
30+	20		20	20	26	21	21	24	33	26	23	20	33	22

Suggested:

Years of Service

0 - 4 years

5 - 9 years

10 - 14 years

15 - 19 years

20 + years

Days Accrued Per Year

12 (13)

15

18

21

23

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Informal Discussion:

- Police Report – In Agenda Packets
- Planner's Report:

October 2025 Planner's Report -Teresa E. Kinney CZO, Senior Planner, WPCOG

Key Areas of Responsibility

Economic Development • Zoning Ordinance • Subdivision • Watershed • Floodplain Enforcement

Economic Development Overview

Active & Upcoming Projects

- **4 Potential Developments** in CBD and Highway Business Districts.
 - **Pepper Lane Redevelopment:** Proposed apartments near Freezer Locker Rd & Pine Mountain Road.
 - **New Subdivision Interest:** Early-stage exploration.
-

Major Project Reviews

1. Pocket Community – Huss Avenue

- Ongoing discussion.
- Site-plan review expected in **2026**.

2. Tractor Supply – US 321 & Cedar Valley

- Contract renewed.
- Plan review in progress through engineering consultants.
- Primary project timeline: **Late 2025 – Winter 2026**.

3. Walmart Property

- Property is currently under contract.

4. Additional Commercial Properties

- Multiple properties under contract or in negotiation including Central Business District
-

Watershed & Floodplain Management

- New FEMA floodplain maps released for public review.
 - Adoption required after public comment period.
 - Maps available at: fris.nc.gov/fris/Home.aspx?ST=NC
-

Subdivision Activity

Minor Subdivisions

- **4 approvals** completed.
- Additional subdivision concerns addressed as needed.

Major Subdivision

- **1 ongoing major subdivision** currently under review.
-

Zoning Permits & Citizen Services

2025 Permit Activity

- **67 permits issued** to date:
 - New single-family dwellings
 - Home additions/expansions
 - Swimming pools
 - Accessory buildings
 - Business occupancy & use changes
 - Sign permits
 -

Citizen & Business Interaction

- Over **40+ phone inquiries** from citizens, surveyors, realtors, and developers
 - Permit demand showing increased activity.
 - Meetings held with business owners regarding expansion and compliance.
-

Zoning & Floodplain Enforcement

Current Cases

- **Freshfield Drive:** Unapproved home occupation under investigation.
 - Additional violations monitored as they arise.
-

Items Requiring Commissioner Attention

Upcoming Actions

- **Two new rezoning applications** expected.
- **Text amendments needed** for:
 - Zoning Ordinance
 - Subdivision Regulations
- **Planning Board & Board of Adjustment** are reviewing:
 - Updated Sign Ordinance
 - Animal Keeping Text Amendments

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- Code Enforcement Report: October 2025 Report

Case Number (YRMT-XXX)	Date Opened (YRMTDY)	Town		Violation	Man Hours	Status	Deadline
HU2510-187	251023	Hudson	1682 Graystone Pl	Nuisance - TJD	1	Resolved	
HU2510-188	251023	Hudson	1682 Graystone Pl	JNMV	1	Resolved	
HU2510-189	251023	Hudson	1684 Graystone Pl	Nuisance - TJD	1	Resolved	
HU2510-190	251023	Hudson	235 Hemlock St	JNMV	1	Resolved	
HU2510-191	251023	Hudson	351 Spruce Ave	Nuisance - Ovrgrth	1	Owner Notified	251112
HU2510-192	251023	Hudson	520 Valley St	Non Res Min	1	Owner Notified	251112
HU2510-193	251023	Hudson	520 Valley St	Min Housing	1	Owner Notified	251112



520 Valley St. – Original complaint concerned someone was living in the abandoned home, and signs of someone living on a mattress beside of the transformer. They were trespassing from the adjoining property.

The junk was cleaned up, and then the house caught fire due to a generator being run inside.





455 Pine Mountain

Road: This property is located in the ETJ area – It could be addressed by the Town, or by Caldwell County. Curt is going to address the issues first through the county, but may still end up working through the Town to resolve this issue.



Sales Tax Revenue		
	PY	CY
3231	66,049.11	83,642.65
3232	55,324.52	57,638.05
3233	31,679.10	40,252.89
3234	14,112.83	14,771.62
3235	63,134.61	61,789.50
	230,300.17	258,094.71
% Increase		12.07%

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- November Tax Report

	Property Valuation	Rate	Tax Levy	Collections	Total Due
Categories					
Original Levy:		\$ 0.40			
Personal Property	56,536,468	\$ 0.40	\$ 226,145.87		
Unreg. Vehicles		\$ 0.40			
Mobile Homes		\$ 0.40			
Other		\$ 0.40			
Fixtures		\$ 0.40			
Mft. Inventory		\$ 0.40			
State Assessed	7,595,335	\$ 0.40	\$ 30,381.34		
City Late Fee		\$ 0.40			
Real Property:	441,155,674	\$ 0.40	\$ 1,764,622.69		
Total:		\$ 0.40	\$ 2,021,149.90		
Discoveries:					
Current Year			\$ 1,162.53		
Prior Years			\$ 984.78		
Late List Fees:					
Abatements:					
Current Year's Adjustments:			\$ (6.17)		
Discounts: Tax & Sanitation			\$ (30,621.09)		
Sr. Citizen Exemptions:	9,071,950		\$ (36,287.80)		
Mowing Fees Paid			\$ (900.00)		
Net Levy			\$ 1,955,482.15		
Collections as of 11/18/2025		82.00%	\$ (1,542,073.75)	\$ 1,542,073.75	
Uncollected as of 11/18/2025		18.00%	\$ 413,408.40		\$ 413,408.40
Sanitation:					
Residential	\$ 126.00	1,383 Billed	\$ 190,386.00		
Commercial	\$ 252.00	59 Billed	\$ 15,876.00		
Add: Discovery Sanitation:					
Less: Adjustments					
Total Sanitation			\$ 206,262.00		
San. Collections as of 11/18/2025		80.00%	\$ (162,078.50)	\$ 162,078.50	
San. Uncollected as of 11/18/2025		20.00%	\$ 44,183.50		\$ 44,185.50
Total Collections as of 11/18/2025				\$ 1,704,152.25	
Total Due as of 11/18/2025					\$ 457,593.90

- Reminders:

-Movie in Windmill Park 11/21 @ 6:00pm

-Holiday Reception at Chamber of Commerce/EDC 11/25 at 3:30pm

-Town Thanksgiving Luncheon 11/26 at 12:00pm

-CCC & TI Health Sciences Groundbreaking 12/16 @ 11:00am

-Reception for new Caldwell County Manager, Shane Fox, is December 1st from 4:30pm to 5:45pm in the meeting chambers at the Caldwell County Offices.

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Updates:

-Christmas lights look great: HCDA played a big part in purchasing new bulbs for the lights, and with getting the new American Flag banners. Larry commented that HCDA is working on once again having Christmas Trees purchased and decorated by our businesses. Hopefully by next year, we can once again get the schools involved by having them decorate the trees.

-Purchasing American Flags: The Board discussed allowing individuals to purchase American Flags in honor or in memory of someone, with the flags being used on the poles during holidays. At one time, citizens purchased flags that were used as replacements when others were damaged. The Board also discussed having banners that individuals or families could purchase to honor veterans.

-Street Scape: We are 3 weeks from having the plans done – the bidding process should begin in February, with a bid opening in March, and hopefully be under contract in April. Plans are also in the works for our wayfinding signage. Some of the stores in the project area are going to be asked to update their storefronts to match with the Street Scape design.

Rick asked about the status of the parking lot that is planned for the downtown area off Depot Street.

Jonathan stated that the lot may start out as a gravel lot; however, if there are enough funds left from the Street Scape project, we could pave the lot.

-Signs at intersections: Rick asked if the Town has a policy against the small temporary signs that are placed at intersections and in the rights-of-way.

Teresa stated that we do have a policy against these signs - they are considered off-premises signs. Our Public Works Dept. used to pick these up for us from time to time.

Rick asked that we start enforcing our policy on these signs a little tighter.

Teresa stated that we will have to be “across the board” with taking up the signs – we can’t take some, and leave others.

Adjournment:

Motion: (Larry Chapman/Ann Smith) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk