

**Minutes  
Windsor Town Council Work Session  
Town Hall  
July 21, 2016**

The Windsor Town Council met in a Work Session on July 21, 2016. Vice Mayor Clint Bryant was present, and he called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Dennis Carney, Planning and Zoning Administrator, were present.

Council members present:           Greg Willis  
  Durwood Scott  
  Patty Flemming  
  Tony Ambrose

Members absent:                       Carita J. Richardson  
  N. Macon Edwards, III

Vice Mayor Bryant reported that Mayor Richardson would not be attending the work session due to an illness, and Councilman Edwards was out of Town. He thanked everyone for attending the work session.

**Windsor Town Center**

Mr. Stallings said he was instructed by Town Council to obtain a mold and asbestos evaluation of the Windsor Town Center before future plans are made for the facility. He reviewed the asbestos report provided by Servpro with Council noting that asbestos was located in the building with 95 percent being in the boiler room. Servpro also determined that the mold is located on the surface and can easily be cleaned. Mr. Stallings reported that renovation plans will help determine where asbestos will need to be removed.

After further discussion, it was the consensus of Council to have Mr. Stallings obtain a proposal from Mosely Architects to evaluate the facility and help Council come up with renovation plans. Council also agreed to have Mr. Stallings contact the School Board for approval before any interior structural renovations are planned. They also suggested that Mr. Stallings discuss the option of having the lease extended with the School Board. Mr. Stallings said he would review the lease and contact the School Board Superintendent to discuss what is permitted and the option of having the lease extended.

Council continued to discuss obtaining HVAC proposals. They agreed that the HVAC system should be put on hold until renovation plans are determined to prevent it from having to be moved in the future.

**New Municipal Building Revised A&E Contract**

Mr. Stallings reviewed the revised architectural and engineering contract for the new municipal building with Council. He reported that Mr. Brittle, the Town Attorney,

expressed concerns with language in section 2.2 regarding the architect providing no warranty. Mr. Stallings said it was addressed in a conference call with Moseley Architects and the language was omitted from the contract. He also reported that Councilman Edwards requested clarification regarding the Compensation for Reimbursable Expenses. He said that Moseley Architects has provided detailed information regarding the expenses in the revised contract.

Mr. Stallings noted that the negotiated contract price is \$183,642 allowing for a contingency of 7% to cover any unforeseen costs and consultants fees of approximately 10% for a total potential cost of \$214,242.

Mr. Stallings said he has prepared and attached a resolution that would appropriate the funds from the Space Needs Fund to perform the A&E work.

Mr. Stallings read the resolution entitled: "A resolution appropriating the sum of \$214,242 from the Unappropriated Fund Balance of the Space Needs Fund to the 2016-17 Space Needs Fund Operating Budget."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$214,242 From The Unappropriated Fund Balance Of The Space Needs Fund To The 2016-17 Space Needs Fund Operating Budget.* Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Mr. Stallings said that Brian Camden, Senior Construction Program Manager, with Alpha Corporation is working with Moseley Architect to schedule a Project Organization and Space Needs kickoff meeting. Council agreed to schedule the kickoff meeting for August 15, 2016 at 10:00 a.m. at Town Hall.

### **Other Reports**

Councilman Ambrose asked Mr. Stallings to obtain a cost estimate to have a water fountain installed in the Centennial Park. Mr. Stallings said he will check into this matter and report back to Council.

### **Closed Session**

None

The meeting adjourned at 6:45 p.m.

---

Clint Bryant, Vice Mayor

---

Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date July 21, 2016

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
1	Y	Y	Y	Y	Absent	Y	Absent
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk