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## MEMORANDUM

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**TO:** BOARD OF ALDERMEN  
**FROM:** MIMI GAITHER, TOWN MANAGER  
**SUBJECT:** ADMINISTRATION REPORT  
**DATE:** 6.26.25

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- BOA Meeting 6.3.25
- Budget prep 6.4-6.6.25
- Conference call with NCLM insurance re employee issue 6.9.25
- Budget work 6.9-6.13.25
- Budget work and prepared budget workbooks 6.16 – 6.20.25
- Staff Meeting 6.25.25
- Met with town Attorney and Mayor re future Fire Dept funding 6.26.25
- Budget Public Hearing and workshop 6.26.25
- Zoom phone call re Feasibility Study for merger 6.27.25
- Met with other Town Managers re Fire Funding 6.30.25

### **Project Update – Riverwalk**

The final remaining tasks include installing the handrail around the basin and completing approximately half a day of punch list items.

Initially, Sea Dog anticipated that the concrete would extend to the basin, so they held off on the handrail installation until the concrete work was complete. Now that this has been clarified, the handrail is scheduled for installation next week.

They anticipate wrapping up all field work by the end of next week and will be ready to schedule inspections shortly thereafter.

### **Project Update – Price Landing**

The contractor is continuing to make progress on several items:

- Playground equipment has been set in place, and the playground team is expected onsite soon to complete final installation.
- The walkway over the ditch is nearing completion.
- The pavilion roof has been installed.
- Cinderella is awaiting delivery of roofing materials for the bathroom, as well as the aluminum gangway.
- Bracket issues on the walkway to the kayak launch are currently being addressed. Additionally, some piling must be reworked to accommodate the hog slat material.

Please note that the contractor remains subject to the \$1,000 daily penalty for delays, which began accruing on June 13. This penalty will continue until substantial completion is achieved, defined as the issuance of a Certificate of Occupancy.