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**MEMORANDUM**

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**TO:** BOARD OF ALDERMEN  
**FROM:** MIMI GAITHER, TOWN MANAGER  
**SUBJECT:** ADMINISTRATION REPORT  
**DATE:** 12.23.24

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- Met with Robert Hyatt with McGill 12.3.24
- BOA Meeting 12.3.24
- NCLM Webinar re ETJ 12.4.24
- TH Committee with Creech 12.6.24
- Parade 12.7.24
- Planning Board Interviews 12.9.24
- Ribbon Cutting for Shally Shuttle 12.10.24
- Adm Christmas Party 12.12.24
- Interviewed Construction Mngrs at Risk 12.13.24
- Interview with MPA Student Chris Bouzane 12.16.24
- Town Christmas Party 12.17.24
- Staff Meeting
- TH closed 12-26 as well as 1.1.25

**Project Update – Riverwalk**

SeaDog contract in place and contractor working on permit with BC Building Inspection. Work to start Feb 1, 2025.

Riverfront Committee – Work with Dan and surveyor on road layout, getting Town Hall located on map and broken out. Recombination in nest.

**Project Update – Price Landing**

Contractor has remobilized and working on the french drain under the parking lot. Building permits are worked out and we should see constant work in the new year. McGill, the Town and Cinderella had an onsite meeting to discuss issues. We will be getting weekly reports from McGill on progress or lack there of. Hopefully this will keep the project moving. We were granted an extension from PartF to June 30, 2024.

**New Town Facility**

Bi weekly meetings are being held every two weeks with the Committee. Interviewed two firms for Construction Manager at Risk. I have emailed several cities and towns for references for both firms. The committee will meet early January and come up with a recommendation for the BOA.

**FYI – Update of November’s Activities from Brunswick Co Association of Realtors – [www.bcarnc.com](http://www.bcarnc.com)**

