



**TECHNICAL COORDINATING COMMITTEE (TCC) OF THE SANDHILLS  
 METROPOLITAN PLANNING ORGANIZATION (SMPO)  
 SPECIAL MEETING  
 THURSDAY, FEBRUARY 08<sup>TH</sup>, 2024  
 FALLON COUNCIL CONFERENCE ROOM  
 395 MAGNOLIA ROAD  
 PINEHURST, NORTH CAROLINA  
 10:00 AM**

<b>VOTING MEMBERS:</b> Village Manager – Village of Pinehurst Town Manager – Town of Southern Pines Town Manager – Town of Aberdeen Town Manager – Town of Whispering Pines Town Administrator – Town of Pinebluff Village Clerk – Village of Foxfire Town Clerk – Town of Taylortown * County Manager Designee – Moore County Moore County Transportation Services Director * NCDOT Division 8 Engineer * NCDOT Transportation Planning Division Representative	<b>NON-VOTING MEMBERS:</b> NCDOT Public Transportation Division * FHWA North Carolina Division *
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\* = Absent

Approximately 5 audience members in attendance.

**I. Welcome**

Mr. Doug Willardson, Assistant Village Manager for the Village of Pinehurst, opened the meeting at 10:09 a.m.

**II. Selection of a Chair and Vice Chair**

Upon a motion by Mr. Jeff Sanborn, Village Manager for the Village of Pinehurst, seconded by Ms. Debra Ensminger, County Manager Designee for Moore County, the TCC unanimously appointed Mr. Paul Sabiston, Town Manager for the Town of Aberdeen, as Chair of the TCC by a vote of 8-0.

A motion was made by Ms. Melissa Adams, Town Administrator for the Town of Pinebluff, to appoint Mr. Reagan Parsons, Town Manager for the Town of Southern Pines, as Vice Chair. No second. Motion was recalled by Ms. Adams.

Upon a motion by Mr. Jeff Sanborn, Village Manager for the Village of Pinehurst, seconded by Mr. Paul Sabiston, Town Manager for the Town of Aberdeen, the TCC unanimously appointed Ms. Melissa Adams, Town Administrator for the Town of Pinebluff, as Vice Chair of the TCC by a vote of 8-0.

**III. Adjustments / Approval of the Agenda**

The agenda as presented by Mr. Willardson was unanimously approved.

**IV. Review Draft TCC By-Laws**

The Committee and Mr. Willardson reviewed a draft version of the Technical Coordinating Committee's By-Laws. The Committee agreed to add language further clarifying the assignation of designees in the absence of the TCC Voting Member.

**V. Appoint TCC Personnel Subcommittee**

Upon a motion by Mr. Jeff Sanborn, Village Manager for the Village of Pinehurst, seconded by Mr. Paul Sabiston, Town Manager for the Town of Aberdeen, the TCC unanimously appointed Mr. Jeff Sanborn, Village Manager for the Village of Pinehurst, Mr. Paul Sabiston, Town Manager for the Town of Aberdeen, and the Village Manager for the Village of Whispering Pines (position currently filled by Mr. Rich Lambdin, Village of Whispering Pines Fire Rescue Chief) to the TCC Personnel Subcommittee by a vote of 8-0.

**VI. Review Draft Job Description for SMPO Director**

The Committee and Mr. Willardson reviewed a draft version of the SMPO Director job description. The Committee agreed to minor adjustments in the language of the job description and minor additions to the Duties and Responsibilities and Knowledge, Skills, and Abilities sections. The Committee further agreed to present the SMPO Director job description to the SMPO Governing Board at the February 15, 2024, Regular Meeting.

**VII. Discussion of Lead Planning Agency Agreement Adjustments**

The Committee, Mr. Willardson, and Ms. Dana Van Nostrand, Finance Director for the Village of Pinehurst, reviewed a version of the Lead Planning Agency Agreement that was updated since the SMPO Regular Meeting of January 18, 2024, to reflect the correct dates, dollar amounts, etc.

The Committee, Mr. Willardson, and Ms. Van Nostrand discussed the breakdown of projected costs, how direct and indirect costs are tracked, and an implementation timeline for distribution of SMPO funds; and agreed to change "indirect LPA costs" to "facilities and administrative LPA costs".

**VIII. Develop Work Plan for Calendar Year 2024**

The Committee and Mr. Willardson reviewed the "Draft SMPO CY 2024 Initial Priorities of Work Summary" document and discussed the implementation timelines and levels of importance of the proposed work.

**IX. Review Options for Public Participation Plan and Develop Recommendation for Governing Board**

The Committee agreed to have a draft of the Public Participation Plan (PPP) on the next TCC meeting agenda and to plan for presentation of the PPP to the SMPO at the March 2024 meeting.

**X. Other Business**

The Committee and Mr. Willardson discussed draft agenda items for the February 15, 2024, SMPO Regular Meeting.

**XI. Next Meeting Date**

The Committee agreed to a Regular Meeting schedule of the 1<sup>st</sup> Wednesday of each month at 10:00 a.m. in the Fallon Council Conference Room of the Village of Pinehurst's Village Hall with the next Regular Meeting being March 06, 2024, at 10:00 a.m.

**XII. Public Comments**

None.

**XIII. Motion to Adjourn**

Upon a motion by Ms. Debra Ensminger, County Manager Designee for Moore County, seconded by Mr. Jeff Sanborn, Village Manager for the Village of Pinehurst, the TCC unanimously approved to adjourn the Special Meeting by a vote of 8-0 at 11:35 a.m.

Respectfully Submitted,



Shannon Konstantinou

Village Clerk

Village of Pinehurst

The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.