



**Wake Forest Board of Commissioners  
Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, March 17, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Clapsaddle called the meeting to order at 6:00 p.m.

Mayor Clapsaddle led everyone in the Pledge of Allegiance.

**Commissioner Members Present:** Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

**Commissioner Members Absent:** None.

**Staff Members Present**

Town Manager Kip Padgett  
Assistant Town Manager Candace Davis  
Assistant Town Manager Aileen Staples  
Town Attorney Nathan McKinney  
Town Clerk Evelyn Wright  
Police Chief Julius Jefferson  
Engineering Director Tim Watson  
Police Captain Matt Perkinson  
Police Captain David Zick  
Lieutenant Patrick Misko

Planning Director Jennifer Currin  
Planning and Project Manager Kari Grace  
Development Services Manager Patrick Riedy  
Planner I-Historic Preservation Michelle Michael  
Planner II Rayvon Walker  
Grants Program Manager Jack Cassidy  
Budget and Performance Director Michelle Daniels

## 1. Approval of Agenda

### **ACTION:**

Mover: Commissioner Wright moved to approve the Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

## 2. Approval of Minutes

### 2.A. Draft BOC Minutes

- February 3, 2026, Work Session
- February 17, 2026, Regular Meeting

### **ACTION:**

Mover: Commissioner Wright moved to approve the minutes as presented.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

## 3. Presentations

### 3.A. Proclamation Recognizing Women Veterans Month

### 3.B. Age Friendly Community Update

Ann Welton presented the update to the Board on the Town's participation in the AARP Age-Friendly Community Network, noting acceptance in June 2024 and current progress in Year 2 of the five-year program. Ms. Welton advised the first year included a comprehensive community survey and focus groups, which received record participation and captured diverse community input. Ms. Welton advised a needs assessment was completed based on AARP's eight domains of livability, and work is now underway to develop an action plan with recommendations to be presented later this spring. Ms. Welton emphasized that the age-friendly initiative serves all residents ("cradle to grave"), focusing on accessibility, safety, and inclusivity. There is ongoing research which includes collaboration with regional groups on "meaningful housing," visits to best-practice programs, and exploration of intergenerational services. Ms. Welton advised that they secured two AARP grants to conduct pedestrian and bicycle safety audits at 11 locations; findings highlighted strong areas and opportunities for improvement, particularly in pedestrian and bike safety. Also, they applied for an additional \$18,000 grant to enhance crosswalk safety along South Main Street. Ms. Welton advised the committee is reviewing each of the eight livability domains monthly to identify priorities, gaps, and opportunities. The future recommendations will include a mix of short- and long-term, cost-conscious initiatives aligned with community needs and Town priorities. Ms. Welton advised the

staff collaboration is ongoing to ensure alignment with existing Town plans and to avoid duplication; a budget request is being considered to support implementation of identified projects. The Board clarified that the program focuses on achievable, incremental improvements rather than large-scale cost increases. Ms. Welton advised the success will be measured by improved quality of life, accessibility, and inclusivity for residents of all ages and emphasized coordination with existing Town plans and identification of unmet needs. Ms. Welton discussed the importance of including youth perspectives and expanding intergenerational programming. Finally, Ms. Welton advised the final action plan, and recommendations will be presented to the Board later in the spring. Continued collaboration with Town staff, community members, and stakeholders to implement priority initiatives.

### 3.C Sustainability Plan Existing Conditions Presentation

Planning and Project Manager Kari Grace introduced Cisco Tomasino, consultant with Blue Strike Environmental, for an update on the development of the Town's Sustainability Plan, which will guide sustainability efforts over the next 10 years. The plan aims to establish a unified, data-driven strategy by assessing current conditions, reviewing existing policies, identifying climate risks, and developing goals, strategies, and actions with community input. Mr. Tomasino advised that work began in August with baseline data collection and research on existing Town initiatives. The public and stakeholder engagement is ongoing through spring. Mr. Tomasino advised the development of strategies and action items will follow, with a final plan expected later this year. Mr. advised that significant population growth has increased demand for housing, transportation, and services, while rising costs have created affordability pressures. The Town has several existing sustainability-related initiatives (e.g., composting pilot, microtransit, EV fleet transition), though efforts are not yet unified under a single framework. Mr. Tomasino advised the peer communities were reviewed for best practices, though approaches will be tailored to Wake Forest's needs. Mr. Tomasino gave an overview of greenhouse gas inventory, risk and vulnerability assessment, and public and stakeholder engagement. Mr. Tomasino advised the next steps are to develop evaluation criteria to prioritize sustainability strategies based on impact, cost, feasibility, and community input, establish goals, strategies, and action steps for implementation, and continue collaboration with staff and community stakeholders. Discussed expansion of composting efforts, including potential partnerships with local businesses. Clarified that the greenhouse gas inventory serves as a baseline; future goals and reduction targets will be determined during the next phase of planning. Emphasized importance of setting realistic, measurable targets aligned with Town, County, and State efforts.

3.D Resolution recognizing Officer Lawson on his service to the Town of Wake Forest

**RESOLUTION OF APPRECIATION FOR  
THE SERVICES OF  
Michael Lawson**

*WHEREAS, Michael Lawson was hired as an Auxiliary Police Officer in January of 2003 and has served as a sworn member of the Wake Forest Police Department for over 23 years with a separation date of April 1, 2026; and*

*WHEREAS, Lawson has served the Department as a Chaplain during his entire tenure with the Wake Forest Police Department; and*

*WHEREAS, Lawson also served as a member of SWAT (Special Weapons and Tactics Team) for 22 years; and*

*WHEREAS, being the Director of Campus Security at Southeastern Baptist Theological Seminary, Lawson has served as a liaison between the Seminary and Town on security matters; and*

*WHEREAS, Lawson has built a reputation as a hardworking, respected, and dedicated professional. Lawson served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;*

*NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Officer Michael Lawson is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.*

*BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Michael Lawson.*

*This the 17th day of March 2026.*

ATTEST:

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*Ben C. Clapsaddle  
Mayor*

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*Evelyn Wright  
Town Clerk*

3.E Resolution recognizing Captain Matt Perkinson on their retirement from the Town of Wake Forest Police Department

**RESOLUTION OF APPRECIATION FOR  
THE SERVICES OF**

**Matthew Perkinson**

*WHEREAS, Matthew Perkinson began his career with the Norlina Police Department in December 1994 before joining the Henderson Police Department in 1997. In January 2005 he joined the Wake Forest Police Department and has served as a sworn member of the Wake Forest Police Department for over 20 years with a retirement date of April 1, 2026; and*

*WHEREAS, Perkinson achieved Police Officer II in July of 2007; and*

*WHEREAS, Perkinson achieved Master Officer in January of 2008; and*

*WHEREAS, Perkinson was promoted to Police Sergeant in September of 2008; and*

*WHEREAS, Perkinson was promoted to Police Lieutenant in March of 2010; and*

*WHEREAS, Perkinson was promoted to Police Captain in January of 2025; and*

*WHEREAS, throughout his career Perkinson has served as a Patrol Officer, Canine Officer, Drug Investigator, Patrol Sergeant, Patrol and Impact Lieutenant and finally as a Captain overseeing the Special Operations Division. Perkinson obtained his Advanced Law Enforcement Certificate, the FBI-LEEDA Trilogy award and is an AOMP graduate, which complimented his undergraduate and graduate degree work. Perkinson was also awarded a canine award from Crime Stoppers for his work with his canine partner; and*

*WHEREAS, Perkinson served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;*

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Captain Matthew Perkinson is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.

**BE IT FURTHER RESOLVED** that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Matthew Perkinson.

*This the 17th day of March 2026.*

ATTEST:

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Ben C. Clapsaddle  
Mayor

Evelyn Wright  
Town Clerk

4. Public hearings / Public Comment

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).

Planner II, Rayvon Walker, introduced Tyler Davis, the applicant, to give an updated presentation on the request to expand an existing dental practice on South Main Street by incorporating an adjacent duplex property. Mr. Davis noted both properties are adjacent and functionally connected; proposal would convert the duplex for dental use with minimal exterior changes. Mr. Davis advised stated improvements would focus on ADA compliance and minor modifications to meet Town requirements. Mr. Davis indicated there would be no significant increase in traffic, staffing, or operating hours and estimated seeing approximately 10 additional patients per day. Mr. Davis shared that community outreach was conducted with nearby residents, with no opposition expressed and explained that the project delays were due to COVID-19 and zoning considerations; he is proceeding now to support business growth and increase local healthcare access.

Mayor Clapsaddle opened the floor for comments. None were heard. Mayor Clapsaddle declared the public hearing closed.

- 4.B. Public Hearing to receive public comment on the installment financing of Fire Station 6 construction.

Mayor Clapsaddle opened the floor for public hearing.

**Public Comment:**

David Blackwelder – 213 Cottesbrook Drive – Wake Forest, NC 27587

Mayor Clapsaddle declared the public hearing closed.

- 4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring

further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff, and other speakers.

Mayor Clapsaddle opened the floor for general comments.

**Public Comment:**

David Griffin – 905 Traditions Ridge Drive – Wake Forest, NC 27587

David Blackwelder – 213 Cottesbrook Drive – Wake Forest, NC 27587

Margaet Watkins - 407 Belmellen Ct. – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

5. Consent Agenda
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*(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)*

- 5.A Approval of resolution authorizing installment purchase agreement (FY 26 Equipment and Vehicles)
- 5.B Approval of Budget Ordinance Amendment # 4 - FY 2025-2026
- 5.C Approval of On-Call Engineering Services Contracts
- 5.D Resolution recommending the appointment of review officers for the Town of Wake Forest
- 5.E Approval of Appointment to Citizen Advisory Boards
- 5.F Approval of a Resolution to surplus the badge and service weapon carried by Officer Michael Lawson
- 5.G Authorization to purchase a portion of property located at 203 N. Brooks St. pursuant to N.C.G.S. 160D-1312 and 160D-1315.
- 5.H Approval of a Resolution to Endorse Ailey Young House and Northeast Gateway Park Vision Plan
- 5.I Approval of a Resolution to surplus the badge and service weapon carried by Captain Perkinson

**ACTION:**

Mover: Commissioner Sliwinski moved to approve the Consent Agenda.

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Item presented

7. Planning Items

7.A Consideration of LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).

**ACTION:**

Mover: Commissioner Fatmi moved to approve LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA) with a consistency statement.

Seconder: Commissioner Cross

Vote: Motion carried 5-0

8. Administration and Financial Items

8.A Consideration of approval of Amended Grant Policy & Procedures

Grants Program Manager Jack Cassidy presented an update to the Town's Grants Policy, originally adopted in 2011, to reflect organizational growth and increased grant activity. The core objective of the policy remains unchanged: to actively pursue grant funding to support capital improvements and services for residents and businesses. Mr. Cassidy advised the Town currently manages over \$60 million in active grant funding, with more than \$20 million awarded as of December 2025. The grants are primarily driven by individual departments, with support from Finance, Budget, Town Management, and Board approval where required. Mr. Cassidy advised existing grant processes are effective but vary by department, leading to inconsistencies and inefficiencies. Mr. Cassidy identified there are communication gaps that exist in financial and administrative coordination; however,

opportunities were identified to increase capacity and pursue additional funding without adding staff. Mr. Cassidy advised the creation of a Grants Program Manager role is to coordinate efforts. There is a requirement for each grant to have a designated departmental project manager and clear assignment of roles and responsibilities across departments and staff. Mr. Cassidy advised there will be implementation of a standardized, step-by-step grant lifecycle process (application through closeout) and introduction of formal quarterly updates to the Board on grant activity. Mr. Cassidy advised this is expected to improve coordination, accountability, and efficiency across departments, increased capacity to pursue additional grant opportunities, better align with strategic goals and financial oversight requirements, and streamline budgeting, reporting, and audit processes. Mr. Cassidy explained the next steps of immediate implementation of the updated process upon approval and continued collaboration across departments to pursue new funding opportunities, including several current grant applications in progress.

Commissioner Cross inquired about the determination of the grant amount to come before the Board. Mr. Cassidy clarified that no specific dollar threshold will determine Board review; many grants will continue to require Board approval based on funding source requirements. Commissioner Cross inquired about the criteria. Mr. Cassidy explained the criteria for pursuing grants, emphasizing cost-benefit considerations and staff capacity. Commissioner Fatimi inquired about the audit process. Mr. Cassidy confirmed that financial oversight, including audits, will be managed by the Finance Department and included in regular reporting. Commissioner Fatmi inquired if there will be quarterly audits. Mr. Cassidy confirmed quarterly updates will provide ongoing visibility into grant status, including audit and closeout stages.

Town Manager also advised that the process is included in the annual audit.

**ACTION:**

Mover: Commissioner Shackleford moved to approve the Amended Grant Policy & Procedures

Secunder: Commissioner Wright

Vote: Motion carried 5-0

9. Public Services Items
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No Public Service Items presented.

10. Parks and Recreation Items
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No Parks and Recreation Items presented.

11. Public Safety Items
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No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports

Received.

12.B. March Tax Report

Received.

12.C. Commissioners Report

Commissioner Wright had no report.

Commissioner Cross thanked Ann Welton, in her absence, for the Age-Friendly Communities presentation. Commissioner Cross advised she attended an NCDOT meeting with the Mayor and noted improved clarity on key issues. Commissioner Cross advised she completed the NC League of Municipalities Advanced Leadership Course in Chapel Hill at the School of Government and highly recommended the program. Also, Commissioner Cross attended Central Pines Regional Council orientation as an alternate for the Mayor and volunteered with Meals on Wheels at the Center for Active Aging; she highlighted strong participation and program success. Commissioner Cross attended the Community Schools Art Showcase at the Renaissance Center and praised student talent across local schools. Commissioner Cross advised she will be hosting "Coffee with a Commissioner" at WFCOA on Wednesday, March 18<sup>th</sup>, at 9:30 a.m. Commissioner Cross shared information about a Duke Energy grant; she advised the Wake Forest Conservation Foundation applied for funding to support Joyner Park (Butterfly Meadow and Piedmont Prairie). Town Manager Kip Padgett advised he wrote a letter of support for the grant. Commissioner Cross raised concerns about anonymous, negative letters circulating in neighborhoods; she emphasized the importance of respectful communication and asked residents to report such incidents. Mayor Clapsaddle agreed with Commissioner Cross and asked that all residents treat each other with dignity and respect. Finally, Commissioner Cross advised she attended the EMS County update meeting highlighting a new triage-based response system and strong collaboration with the local fire department.

Commissioner Fatmi expanded on EMS update mentioned by Commissioner Cross. Commissioner Fatmi noted community concerns about response times and population growth and shared statistics of significant daily population increases in Wake County. Commissioner Fatmi clarified that all emergency calls still receive ambulance response and emphasized the ongoing adjustments to the EMS triage system and coordination with local departments. Commissioner Fatmi encouraged residents to provide feedback to the county or the Board.

Commissioner Sliwinski announced a vacancy on the Human Relations Council with the application closing March 22<sup>nd</sup> and he highlighted the Council's mission to promote

understanding and goodwill across the community.

Commissioner Shackelford had no report.

Town Clerk Evelyn Wright had no report.

Town Manager Kip Padgett congratulated the Police Department on receiving CALEA (law enforcement accreditation) recertification.

Mayor Clapsaddle extended Easter holiday wishes and noted Town Hall closure on Good Friday. Mayor Clapsaddle announced upcoming flag-raising ceremony at Centennial Plaza on April 6<sup>th</sup>. Mayor Clapsaddle recognized a resident who voluntarily helped clean vandalism from a public area, praising community character and thanked volunteers for participating in roadside litter cleanup efforts. Mayor Clapsaddle expressed appreciation to Town staff for their work and to public safety personnel.

Mayor Clapsaddle requested a motion to enter closed session.

12.D. Closed Session: N.C.G.S 143-318.11(5)

**ACTION:**

Mover: Commissioner Wright moved to go into closed session at 7:43 p.m.

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

Reconvened at 8:28 p.m.

Town Manager Kip Padgett reported that he, Mayor Clapsaddle, and Commissioner Cross met with representatives from the Department of Health and Human Services (DHHS) to discuss the Certificate of Need process and statistical review. DHHS attorneys explained how determinations of need are made and provided insight into the Certificate of Need evaluation process. Commissioner Cross echoed Town Manager Padgett emphasizing the very structured nature of the process. Town Manager Padgett advised documentation will be shared to clarify how UNC responds to evaluation criteria and how decisions compare to past Certificate of Need. The process was described as highly structured, with detailed annual evaluations of applications, including those within Wake County. The Commissioners expressed interest in reviewing the documentation provided, which will be distributed.

13. Adjournment
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**ACTION:**

Mover: Commissioner Wright moved to adjourn the meeting.

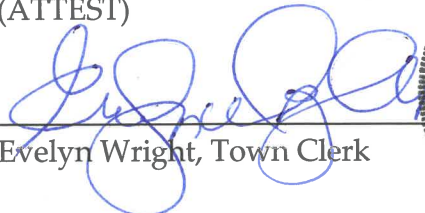
Seconder: Commissioner Fatmi

Vote: Motion carried 5-0

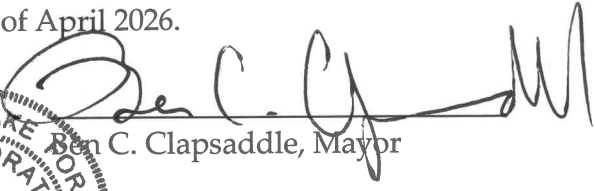
Mayor Clapsaddle adjourned the meeting at 8:30 pm.

Duly approved in open session this 21<sup>st</sup> day of April 2026.

(ATTEST)

  
Evelyn Wright, Town Clerk



  
Ben C. Clapsaddle, Mayor