

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

October 15, 2019

7:00 p.m.

Approved Minutes

- CALL TO ORDER: Mayor Fred Catlin called the Town Council meeting to order at 7:04 p.m. Council members Mary Ann Kuhn, Katharine Leggett, Brad Schneider, Joe Whited and Gail Swift were present. Patrick O'Connell was absent. Town Attorney John Bennett and Town Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Ms. Swift requested to continue items "A" and "D" under New Business and Mayor Catlin requested item "B" under Old Business be continued. Ms. Kuhn motioned that the amended agenda be approved, Ms. Swift seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Ms. Kuhn voted "yes"

Mr. Whited voted "yes"

And the motion passed 6-0 with Mr. O'Connell absent.

Ms. Swift voted "yes"

Ms. Leggett voted "yes"

Mayor Catlin voted "yes"

- MINUTES: Ms. Swift made a motion to accept the minutes and Ms. Leggett seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Ms. Kuhn voted "yes"

Mr. Whited voted "yes"

And the motion passed 6-0 with Mr. O'Connell absent.

Ms. Swift voted "yes"

Ms. Leggett voted "yes"

Mayor Catlin voted "yes"

- REPORTS:

Mayor's Report:

Mayor Catlin spoke with Mr. Tim Tedrik a week ago regarding the Post Office construction. Mr. Tedrik is processing the necessary paperwork to obtain building approval with the County, State and postal service. Mayor Catlin plans to follow-up again in near future for another update.

Mayor Catlin read from a report by Linda Webster and Fawn Evenson of the Rappahannock Garden Club regarding the cherry tree planting. It was reported that planting has been postponed till mid-November due to the recent warm weather. The planting celebration is scheduled for November 22, 2019 at Town Hall. There are 113 trees on 49 lots being planted in Town. On November 13 2019 Mr. Tom Baughn will give a presentation on planting the trees at the Trinity Community Center at 4:00 p.m. It's strongly suggested that any tree recipient call 811 to identify any underground lines prior to digging. Mayor Catlin thanked The Inn at Little Washington, Mr. O'Connell, the Inn's staff and Mr. Bob Fasce for their support of this endeavor.

Treasurer's Report:

Ms. Swift reported that beginning January 2020 she expects to have a profit and loss statement available for Town Council meetings. Ms. Swift also reviewed the new format for bills to be paid.

Mr. Bennett joined the meeting at 7:14 p.m.

Mr. Schneider asked if the closing of the Country Café would make much of an impact on revenue. Ms. Swift responded that she did not think so. Mr. Whited motioned to accept the Treasurer's report and Ms. Kuhn seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. O'Connell absent.

Planning Commission Report: There was no Planning Commission representative present.

Architectural Review Board Report: There was no ARB representative present.

Mayor Catlin reported the Town has submitted an application to the ARB to approve building a message board outside of Town Hall that will house notices of Town meetings. The application has been submitted to be included during the November 13, 2019 ARB meeting.

- TOWN ATTORNEY: Mr. Bennett reported The Inn at Little Washington will present a documentary about the Inn at the Virginia Film Festival on October 27, 2019.

- OLD BUSINESS:

(a) Town Council, Planning Commission, ARB emails and Town website:

Mr. Whited reported that the new Town email accounts should be ready for Town Council, Planning Commission, and Architectural Review Board members in November 2019. He is speaking with two companies that work with municipalities about redesigning the Town's website. He is also researching the possibility of accepting electronic payments for water bills and other payments to the Town. He recommended the Council look at the websites for Warrenton, Front Royal, and Madison to get a sense of what can be done with the website. Mr. Whited preferred the website design for Warrenton.

Mr. Schneider discussed a company in Iowa that integrates with QuickBooks that allows required state reports to be generated. This company currently has a water and wastewater module available in its platform. At the time of his discussion they weren't working with anyone in Virginia and were open to absorbing some of the initial setup costs.

(b) Impact Assessment of Future Town Growth Update:

ESS proposal for comprehensive evaluation was continued.

- NEW BUSINESS:

(a) Consideration of proposal from ESS to do a detailed inventory of the WWTP and a risk assessment:

Consideration of ESS proposal to do a detailed inventory of the WWTP and a risk assessment was continued.

(b) Consideration of Resolution Pertaining to the Lease of Office Space for the Town Clerk:

Mayor Catlin discussed his desire to move the Town Clerk's office from its current location in the loft of Town Hall to a more suitable office space. He feels the current office space is an unhealthy work environment and is not American's with Disability Act accessible. He thanked Ms. Swift for her efforts in finding a location for the new office space. He said that Town Hall will still be available for all of its other current purposes. The new proposed location for the Town Clerk and town files is at the Washington School building.

Ms. Swift reported that Mr. Schneider, Ms. Kuhn, Mayor Catlin, and Ms. Batson have looked at the proposed office. The rent of \$550 a month is within budget and includes all utilities. The only additional cost would be moving Comcast services. The lease would be for 3 years.

Ms. Leggett asked if the special use permit, previously issued two-three years ago, was still in effect. It was determined that further research was needed to verify the status of the special use permit.

Ms. Swift reported there will be a sign indicating the presence of the Town Clerk's new office.

Ms. Swift motioned to allow Mr. Bennett to negotiate a lease for the new Town Clerk's office. Ms. Leggett seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. O'Connell absent.

(c) Continuation of November 11, 2019 Town Council meeting to November 12, 2019:

Mayor Catlin discussed the next regularly scheduled Council meeting is scheduled to be held on November 11, 2019 which is Veterans Day. Mayor Catlin motioned to continue the meeting to November 12, 2019. Mr. Schneider seconded and a roll call vote was taken.

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. O'Connell absent.

(d) Wastewater Treatment:

1. Building exterior repair proposals
2. Generator platform proposals

Review of both proposals was continued.

(e) Christmas in Little Washington Update:

Mayor Catlin thanked Chair, Ms. Caroline Anstey, for all the hard work done to coordinate the Christmas in Little Washington festivities and parade. The parade will be held on December 8, 2019. Chairman of the parade is Thom Pellikaan.

(f) Holiday Party Schedule:

Mayor Catlin asked for suggestions about a start time for the holiday party. Mayor Catlin proposed starting at 5:00 p.m. and Council agreed. The party is being organized by the Town Council and Mayor Catlin proposed the party setup occur on December 15, 2019 at 9:00 a.m. Ms. Kuhn discussed decorating Town Hall on December 5, 2019. Mayor Catlin invited the Town Council to attend a planning meeting for the party on November 2, 2019 at 10:00 a.m.

(g) Electronic distribution of Town Council, Planning Commission, and ARB packets:

Mayor Catlin asked Town Council if an electronic version of meeting packets was acceptable instead of hand-delivered paper copies. All Council members were agreeable to electronic distribution of Council packets moving forward.

- Public Forum:

Mayor Catlin Opened The Public Forum:

Nancy Buntin asked Council members about their experience with phones on a land-line. Ms. Swift recommended Ms. Buntin contact Century Link to discuss the minimum service option available.

- ADJOURNMENT:

At 7:49 p.m. Mr. Whited motioned to adjourn the meeting. Mr. Schneider seconded and a roll vote was taken:

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. O'Connell absent.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL IS November 12,
2019

Barbara Batson, Town Clerk

Attachments:

Treasurer's report

Additional Bills Paid

Bills to be Paid

Resolution Pertaining to the Lease of Office Space for the Town Clerk

