

# The Town of Washington

"THE FIRST WASHINGTON OF ALL"

February 10, 2020

7:00 p.m.

APPROVED Minutes

- CALL TO ORDER: Mayor Fred Catlin called the Town Council (TC) meeting to order at 7:05 p.m. Council members Katharine Leggett, Patrick O'Connell, Brad Schneider, Gail Swift and Joe Whited were present with Mary Ann Kuhn absent. Town Attorney John Bennett and Town Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Ms. Leggett motioned to approve the agenda. Ms. Swift seconded and a roll call vote was taken:

|                           |                          |
|---------------------------|--------------------------|
| Ms. Leggett voted "yes"   | Ms. Swift voted "yes"    |
| Mr. O'Connell voted "yes" | Mr. Whited voted "yes"   |
| Mr. Schneider voted "yes" | Mayor Catlin voted "yes" |

And the motion passed 6-0 with Ms. Kuhn absent.

- MINUTES: Ms. Swift motioned to accept the minutes and Mr. Whited seconded and a roll call vote was taken:

|                               |                          |
|-------------------------------|--------------------------|
| Ms. Leggett voted "yes"       | Ms. Swift voted "yes"    |
| Mr. O'Connell voted "abstain" | Mr. Whited voted "yes"   |
| Mr. Schneider voted "yes"     | Mayor Catlin voted "yes" |

And the motion passed 5-0 with Mr. O'Connell abstaining and Ms. Kuhn absent.

- REPORTS:

Mayor's Report: Mayor Catlin reported the post office is anticipated to break ground in the next few weeks. He invited any Town resident who wants to join the landscaping committee to do so. Mayor Catlin also encouraged residents to stop by the Town Clerk's office to see the final plans for the Post Office.

Treasurer's Report: Ms. Swift reported a new check was sent to Ms. Mitzi Young for the sale of Town Hall. The previous check sent in 2017 was never cashed. Ms. Swift pointed out the payments for the 2017-2018 and 2018-2019 audits. She also noted the check for \$300 made payable to her was for reimbursement for the leaf cleanup at Town Hall.

Ms. Swift made a motion to accept the treasurer's report and Mr. Schneider seconded and a roll call vote was taken:

|                           |                          |
|---------------------------|--------------------------|
| Ms. Leggett voted "yes"   | Ms. Swift voted "yes"    |
| Mr. O'Connell voted "yes" | Mr. Whited voted "yes"   |
| Mr. Schneider voted "yes" | Mayor Catlin voted "yes" |

And the motion passed 6-0 with Ms. Kuhn absent.

Planning Commission Report: Ms. Swift reported the Planning Commission (PC) wasn't ready to present anything to the Town Council at this time. They are currently working on drafting talking points on a food truck ordinance and notes to be submitted to the Architectural Review Board (ARB) regarding derelict buildings. There will be no PC meeting in February.

Architectural Review Board Report: The ARB is considering an application for building a screened-in porch at 609 Main Street.

Town Attorney: Mr. Bennett had no report.

- OLD BUSINESS:

(a) Capacity Proposal for WWTP: The ESS waste water capacity proposal is for \$9,500.00. Mayor Catlin expressed his opinion that it's important to know what the current and future capacity is for the WWTP.

(b) Mayor Catlin made a motion to approve the expenditure for the WWTP capacity proposal and Ms. Leggett seconded.

Ms. Leggett asked if this work had been done previously after the WWTP was built. Mayor Catlin responded that it had not been previously done. Mr. O'Connell recalled the capacity review was completed previously. Ms. Swift said if the Town were going to do the items stated in the Comprehensive Plan an in-depth review was needed, especially related to the Town boundary line expansion.

Mr. Schneider shared that many components of the system have been changed since the completion of the plant and it's unknown if that has affected the capacity of the system. He also shared that this review would help the upcoming needs for equipment replacement and the reliability of the system.

Mr. O'Connell asked if other bids, in addition to the one from ESS, could be solicited. Mr. Schneider replied that ESS knows the system and he wasn't sure how easily it would be for another company to evaluate the system for a lower cost. Mr. O'Connell also asked what information this review would give us. Mr. Schneider said it would help determine plans for needed upgrades, budgeting for repairs, current capacity and allow insights into how much future capacity is available for additional businesses coming into Town.

Mr. Whited said he appreciates the need to be proactive in planning for repairs and asked if the inventory and capacity review could be split into two separate tasks. Mr. Schneider responded that the two go hand-in-hand. Mr. Whited also asked if this evaluation could be postponed to the next fiscal year. Mayor Catlin said doing the evaluation now would help get ahead of finances and planning for the next budget cycle.

Mr. O'Connell suggested the Town approach ESS and ask for a 20% discount on the current proposal. He also shared if ESS weren't willing to offer the discount the work should be opened to bids.

Mr. O'Connell amended the motion to approve up to \$7,600 for the ESS proposal.

Mr. O’Connell made a motion to approve the amended motion for the WWTP capacity proposal and Mr. Whited seconded and a roll call vote was taken:

|                           |                          |
|---------------------------|--------------------------|
| Ms. Leggett voted “yes”   | Ms. Swift voted “yes”    |
| Mr. O’Connell voted “yes” | Mr. Whited voted “yes”   |
| Mr. Schneider voted “yes” | Mayor Catlin voted “yes” |

And the motion passed 6-0 with Ms. Kuhn absent.

- (c) Budget assumptions: Mayor Catlin reported there will be a budget work session on March 28, 2020 and asked if there were any budget assumptions the Council would like to add. Ms. Swift said she and Mr. Schneider were reviewing what water meters would need to be replaced. Mr. Schneider said the two waterworks tanks needed to be sandblasted and repainted. Mr. Whited said he was postponing consideration of building a new website and other IT upgrades.
- (d) Town Social Update: Mayor Catlin thanked Ms. Leggett for leading the effort to organize the potluck Town Social being held at Town Hall on March 1, 2020, 4:00-06:00 p.m. and encouraged everyone to attend.
- (e) Reminder to use Town email: Mr. Whited reminded everyone to use the Town emails setup for the Council.

- NEW BUSINESS:

- (a) Approval to hire clerical support for the summer: Mayor Catlin shared that much of the Town’s records are only available in hard-copy and there is a need to have them digitized to protect the records from being lost.

Mr. Whited suggested approaching a local high school to find a student who may do the work in exchange for community service credit. Mayor Catlin volunteered to call a local high school.

Mr. Whited made a motion to approach a local high school and Ms. Leggett seconded and a roll call vote was taken:

|                           |                          |
|---------------------------|--------------------------|
| Ms. Leggett voted “yes”   | Ms. Swift voted “yes”    |
| Mr. O’Connell voted “yes” | Mr. Whited voted “yes”   |
| Mr. Schneider voted “yes” | Mayor Catlin voted “yes” |

And the motion passed 6-0 with Ms. Kuhn absent.

- Public Forum: Mayor Catlin opened the Public Forum. Ms. Buntin expressed her concern that a backup plan for managing the WWTP was needed. She is concerned that all the responsibility currently falls on Ms. Swift and Mr. Schneider. Ms. Buntin is concerned this will cause over-burdening someone in a volunteer position. She also asked if ESS can offer suggestions on who we can contact for repairs to the system. Mr. Schneider answered that ESS does currently offer suggestions. Mayor Catlin replied that a plan would be discussed at the special March 28, 2020 meeting to give additional support to Mr. Schneider.

- ADJOURNMENT: At 8:02 p.m. Mr. Whited motioned to adjourn the meeting. Mr. Schneider seconded and a roll call vote was taken:  
Ms. Leggett voted “yes”                      Ms. Swift voted “yes”  
Mr. O’Connell voted “yes”                      Mr. Whited voted “yes”  
Mr. Schneider voted “yes”                      Mayor Catlin voted “yes”  
And the motion passed 6-0 with Ms. Kuhn absent.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL IS March 9, 2020.

Barbara Batson, Town Clerk

Attachments:

- Treasurer’s report
- Additional Bills Paid
- Bills to be Paid
- Capacity proposal for WWTP