

**TOWN OF WILLIAMSBURG**  
**BOARD OF TRUSTEES MEETING**

**FEBRUARY 2, 2021**

**PLEDGE OF ALLEGIANCE:**

**PRESENT:** Forrest Borre, Steve Ricotta, John Purvis, Jerry Farringer, Philip Ott, Alberta Winslow, Joan Borre.

**Citizens Attending:**

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**CALL TO ORDER:**

Meeting was called to order at 6:30 p.m by Mayor Forrest

**APPROVAL OF PRIOR MINUTES:** Jerry moved to approve minutes second by Steve , motion carries 6 yes votes, 1 abstain-Alberta.

**MAYOR'S REPORT:** Forrest said January mayoral meeting, Rockvale is working on building an office for a town marshal. Town Hall will be closed the 15th for Presidents Day. After checking with CIRSA, Rich will be covered under the VAMP program and written agreement regarding the coverage.

**EXECUTIVE SESSION:** N/A

**COMMITTEE REPORTS:**

**MAINTENANCE:** Report submitted by Rick Pint. Busy with installing water taps.

**PARKS:** Philip wanted to know what the board's thoughts were about putting in some boulders to keep people from doing donuts and tearing up the park, Philip will talk to Rick about getting something done.

**CODE ENFORCEMENT:** Donna submitted a report for January. Jerry moved to have the PT Cruiser towed at the owner's expense, and as set in the Ordinances the town's charge is \$50 it is a violation of town codes/abandoned vehicle. Seconded by Alberta, following discussion it is so moved to tow, roll call 7 yes. Donna called to say she would be unable to attend.

**PLANNING & ZONING COMMITTEE:** No meeting.

**WATER:** John said that the Regional Committee met and approved the agreement. Judy McCormick is the new Chairman. Brandon said that the plant would be selling bulk water at the new facility.

**TREASURE REPORT:** (see report) Read by John and he moved to pay the bills second by Joan, approved 7 yes votes.

Forrest said that the large withdrawals were due to end of year payroll splits and the large deposit in general was the deposit of those funds.

**TOWN CLERK REPORT:** Lucinda reported the second submission was made for the CVRF for \$15,959.16 this includes the cost of the floors. The annual audit for CIRSA is in, it's not due until February 22nd but it is done. As soon as the portal for the CTF and HUTF audit is open she will get those done, they are usually due in February and June. There were 22 permits for the month of January. Lucinda added that if there were adjustments to be made for the end of year and she spent hours of time on the phone with the Intuit and the IRS as well as the Bank of San Juan due to another glitch in the system payroll taxes were withdrawn on the 7th and duplicated on the 18th of December when payment was done only once on the 3rd. The town should be receiving reimbursement for \$1,590.22. The accountant is working on the 2020 audit for all accounts and those are due to the State by mid March. Philip, Jerry and Lucinda had the initial training with Trisha for maintaining the website. 4 taps to be installed from today through February so far. Water shut offs (2) for the month.

**OLD & UNFINISHED BUSINESS: Road Signs-** Philip is only addressing the signs that are leaning due to wind, so up to about \$200, mostly labor time. Philip has listed priority 1 & 2 along the main roads so that the town looks better. Philip said that he thinks it is mainly in the ground set up and mainly is a routine maintenance thing given all the winds. Forrest said that they would need to look at the materials needed. Philip said that he spoke with Rick about a couple and he got right out and fixed them. Priority 1 should be addressed as soon as possible (within the month). Rick to get back with a list of possible items needed so the board can look at associated costs.

**COVID 19** Telework/virtual meeting items for purchase. Laptop as well as webcam, headphones and microphone for the main office computers. Forrest said that the new computers that the town received for free did not come with sound or microphone. Free standing hand sanitizer at doorway of town hall. Forrest said that he was mainly looking at approval for purchase since it will all be covered under CVRF grant. Jerry moved to purchase the necessary items it was seconded by Joan. Roll call 7 yes votes.

**NEW OR OTHER BUSINESS: Ordinance 2 of 2021 Fines/Fees-** Jerry said that the former Resolution needs to be an Ordinance, there are additional fees that are in the code book that have been included in addition to those in the Resolution.

Decks and owner built vs commercial, along with some additional flat fee rates. Fee set for variance application and rezoning application. Philip said that square footage should be added to 1 and 2. Jerry motioned to approve and add the municipal code Article III, Chapter 1 to be effective immediately. Phil seconded and the Ordinance is approved.

**Ordinances 3-7 update Series 2021-** Jerry read each Ordinance and the modifications.

**Ordinances 10-13 further updates 2021-** Jerry read each according to sections and changes, mainly to remove the word resolution and replace with the word ordinance. Jerry so moved for the adoption of these items, seconded by Steve approved with 7 yes. Forrest stated that Ordinances 1, 8, 9 and 14 will be addressed next month.

**Health Insurance-** Forrest said that employees need to have coverage and Rick is now covered through VA, however Lucinda does not have that available. The town had previously paid 80%, however that was

not necessarily actual health care coverage. Jerry asked if other funds could contribute to the cost and wanted to know how much of her time was spent in water. Forrest said that currently it is 15%, however now that there is no longer anyone else in the office they need to consider about 30% and perhaps consider adding \$.50 cents to the admin fee. Jerry said that it would make sense to distribute costs among each fund. Forrest said that insurance could not be paid annually, it has to be paid monthly out of Lucinda's bank account and the town would have to decide how to pay a portion and how much. Jerry read an example from Fountain and the lowest was about eight thousand per employee, so this is by far cheaper than others out there. Forrest moved to fund 80% of the plan second by Jerry. Further discussion as to amounts and 30% of water, however admin increase may be looked at later. This would not be for another town clerk should Lucinda leave(sail away). The 80% would be of this particular plan for 12 months and payable monthly, so the town would be covered should something happen. Forrest called for a vote that carries with 6 yes votes, 1 abstain (Steve).

Forrest presented the salary % split increase for Rick and Lucinda. Lucinda spends more time in water so it makes sense to increase. Philip asked if it would affect the water loan. Forrest said that he would look at the budgets and percentages and the board could look at it next month.

**CONSENT AGENDA – N/A**

**BOARD OF TRUSTEE COMMENTS:** Forrest had mentioned that the women's group had inactive and others are asking what else can they do. Forrest thought that the board might consider a special event committee and appoint a chairman. This committee would be under the supervision of the town for town events. Forrest moved to create the committee with the condition only if CIRSA approves such events and coverage of the volunteers under VAMP. Jerry seconded and Philip asked if they needed to set a number for the committee and Forrest had said that Alberta could be a board representative of the committee. So moved with 7 yes votes.

Philip saw that Steve fights with the cassette tapes each month and that they could be doing digitally. He thought that the laptop purchase could probably be used for that.

**CITIZENS SUBMISSIONS/COMMENTS:**

**Next Scheduled meeting:** March 2, 2021; 6:30 pm

**Adjournment:** 8:10 pm.