

**TOWN OF WILLIAMSBURG  
BOARD OF TRUSTEES MEETING  
January 4, 2022**

**PLEDGE OF ALLEGIANCE**

**Roll Call**

**PRESENT:** Jerry Farringer, Philip Ott, Alberta Winslow, John Purvis, Robin Stinchcomb, Joan Borre.

**Citizens Attending:** 5

**CALL TO ORDER:** Public Hearing for 2022 Budget and discussion at 6:00 pm adjourned at 6:17 pm.

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

**APPROVAL OF PRIOR MINUTES:** Jerry Moved to approve minutes second by Alberta, motion carried with 6 yes.

**Trustee Appointment:** Billy Jack Hawkins and Karen Ott submitted interest and were interviewed by the board of trustees. Paper ballots were collected and counted. Karen Ott was selected for the vacant position.

**MAYOR'S REPORT:** Jerry

**EXECUTIVE SESSION:** Jerry moved for executive session, second by Joan. Recessed 6:57 pm- back in session 7:17. Karen was sworn in. Jerry had said that Jennifer was due for a 90 day review and moved that her monthly rate be increased to \$300 a month. John seconded the motion and motion carries with 7 yes votes. Rich Esch has volunteered for the last two months and therefore they would like to consider a \$400 bonus, so moved by Jerry and seconded by Robin which carries with 7 yes votes. Jerry moved to give Lucinda a \$700 bonus as during the last year or so she has been invaluable. Alberta seconded the motion and it is approved unanimously, 7 yes. Jerry had said that due to adverse situations and covid Lucinda has been indispensable would recommend a 4.5% increase that is within the new budget, plus a 1.4% of the ARP for incentive proposing a 5.9% increase effective January. Joan seconded the motion; carried with 7 yes votes.

**MAINTENANCE:** No report

**PARKS:** No report

**PLANNING & ZONING COMMITTEE:** No report

**CODE ENFORCEMENT:** Jennifer submitted a written report. Philip moved to order a magnetic sign for code enforcement vehicle, motion was seconded by Joan. Motion carries 7 yes votes.

**EVENTS:** Alberta said that the committee gave cash prizes for the outdoor lighting contest as well as the indoor for first, second and third place. Now they will be working on some fundraising for more events, since the awards depleted funds.

**TREASURE REPORT:** (see report) Read from bank reconciliation reports comparison with current month quickbooks register by account by John, and he moved to pay the bills second by Alberta, approved 7 yes votes.

**TOWN CLERK REPORT:** Lucinda said that Rich had read the meters or did his best given tech issues and first time doing it. Jerry moved to approve Rich Esch to read meters for the current rate of \$150 a month. Seconded by John and approved with 7 yes votes. Lucinda informed the board that 16 Wilmont N had been in the water meter pit and a fine had been added to the water account. She reminded them that the tax roll lien had been recorded for the past due balance for collection; no one has responded to the notification of tap abatement/repossession. The renters are in municipal court for other code violations and non compliance, the town has been unable to communicate with the possible owner(s) for further follow through. Philip moved to send another notification by the 10th of the month and if no one responds in a proactive manner within 10 days then remove the water tap. Robin seconded the motion following board discussion; Jerry called for the vote, motion approved for pulling off the water tap with 7 yes votes.

**OLD & UNFINISHED BUSINESS:**

**Personnel Plan-** New Hire, The board discussed a PRN/part time position for the office to fill in. Further discussion about applicants/interviews for the maintenance position. After some discussion, Philip moved to hire a 10 to 20 hour per month PRN for the office at \$13/HR and publish it in the papers along with the maintenance position again. Joan seconded the motion and it passed unanimously(7).

**Water Rate Ordinance/Policy proposals-** Philp moved to approve Ordinance 1 of 2022 table of fees, second from John and is adopted with 7 yes votes.

Jerry moved to approve Ordinance 2 of 2022 Water payment/tap removal structure, which John seconded. Ordinance 2 of 2022 is approved with 7 yes votes.

**Budget 2022** - Resolution 1 of 2022 to approve the budget and appropriation of sums, moved by Jerry and second from John; approved with 7 yes votes.

**Mill Levy Adjustment-** Lucinda addressed the change from the assessor and email provided to the board of the reduced mill levy; setting 2022 at 2.995 mills.

**CONSENT AGENDA- N/A**

**NEW OR OTHER BUSINESS:**

**Retention Resolution 2 of 2022-** Philip moved to approve, John seconded and Jerry asked that the removal of Forrest as a signer be within that portion of the resolution. Roll call vote was 7 yes.

**Resolution for signing Authority 3 of 2022-** Jerry asked Robin to review the code and write a resolution for next month's meeting

**MOA Flood Risk Assessment-**The board approved the signing of the agreement unanimously.

**BOARD OF TRUSTEE COMMENTS:** Robin asked where we were with the road construction and how many new permits we have had lately. Jerry moved to resend the bid approved for PMS and publish it for bids received by Jan 31. Philip seconded the motion approved with 7 yes votes. Lucinda said that there were 4 or 5 permits in the last few months.

**CITIZENS SUBMISSIONS/COMMENTS:** Evelyn Purvis

**Next Scheduled meeting:**February 1, 2022; 6:30 pm.

**Adjournment:** 8:28 pm

