

The Town Council of the Town of Urbanna held a scheduled work session on January 9, 2020 at 6:30 p.m. in the Chambers of Town Hall. Mayor Diane Gravatt called the meeting to order. Members present were: Diane Gravatt, Barbara Hartley, Bill Smith, Bill Goldsmith, George DeVries, and Larry Chowning. Boyd Wiley was absent. Also present were Michele Hutton- Town Treasurer, Andy Bury-Town Attorney, 1 guest and one member of the press.

Ms. Hutton called the roll to which the following answered present: Diane Gravatt, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and George DeVries.

There were no public comments; therefore, no council response.

Under committee reports, Water Committee Chairman Bill Smith offered an update from the water committee. He stated that he continues to work on all the paperwork for the well replacement, funding opportunities, SERCAP, VDH and vulnerability study. He stated that a meeting was held with AH Environmental to go over the map in its current status. He noted that there were several areas that are still not confirmed and that work will continue until the project is complete. He stated that the VAWARN paperwork had been submitted. He continued to state that the water committee has completed an RFP for engineering services, which would plan out every phase of the well construction and then put the project out to bid. This document has been given to the town attorney for review.

Next, Bill Goldsmith offered an update on finance committee. He stated that he had a scheduled meeting with Garry Clay to discuss the Taber Fund. As the chairman of the finance committee he felt that a review was necessary to insure his fiduciary responsibility. He also mentioned that budget amendments would be completed at a later date as Ms. Gailey was out sick. Larry Chowning asked Bill Goldsmith if the town had 20-25% of the town's annual budget in reserves. Goldsmith stated that the town does have reserves that would represent a portion of the operating budget. Chowning also inquired about billing real estate 2 times annually as opposed to once. Goldsmith responded by saying that other than the cost to create the 2<sup>nd</sup> bill and the increased work load, he was not sure that the town would want to or be in a position to bill twice annually. Chowning asked that he consider having a conversation with Matt Walker at Middlesex County to see if there might be a benefit to the town to bill twice annually.

Moving on to old business, Mayor Gravatt asked for a motion to approve the town meeting schedule/calendar if there were no changes. Barbara Hartley made that motion and George DeVries seconded the motion. Those responding aye to the roll call vote: Hartley, DeVries, Smith, Goldsmith, and Chowning.

At this time, Mayor Gravatt asked for a motion to establish a public hearing to hear budget amendments on January 23, 2020. Bill Goldsmith made the motion and Bill Smith seconded the motion. Ms. Hutton called the roll to which the following answered aye: Goldsmith, Smith, Hartley, Chowning and DeVries.



Mayor Gravatt offered an update on the museum repairs. She stated that the porch is completed. She also stated the next phase was to have additional venting installed and also the masonry work to be completed.

Ms. Hutton offered an update for the accounting software company by stating that the town is now live with Edmunds on the Finance module and that the first check run was completed and everything went smoothly. She also explained that paper checks are still being used for payroll for at least one more payroll and then the direct deposit will active.

The next item for discussion was attendance at the museum for the year. Town council asked to be advised on what the visitor count was on the current days the museum is open. Mayor Gravatt offered the information verbally on the count of visitors. Barbara Hartley noted that in order for the museum to have a chance to be profitable, it has to be open. There was a general discussion among the council and consideration will be given to the schedule at a later date.

Moving on, Mayor Gravatt introduced a company named Jackcrete. This company will come in and repair sidewalks without having to demolish any portion of the sidewalk. They will drill holes in the concrete and pump in materials that will raise the sidewalk to a safe level surface. This work has been split into 3 phases. Phase 1 would include Prince George to Virginia Street on the Marshall's Drug Store side of the road and both sides of Virginia St from Cross St to the Marble House. Phase 2 would be from Virginia Street/Cross St to Marston Ave and along Marston in front of the church. Phase 3 would include Cross Street to the Urbanna Bridge. The town has \$12,000 budgeted for this work. At this time, Mayor Gravatt asked for a motion to authorize John Gill to move forward with Phase 1 at an estimated cost of \$4500.00. Larry Chowning made the motion to move ahead and Barbara Hartley seconded the motion. Answering aye to the roll call vote was: Chowning, Hartley, Smith, Goldsmith and DeVries. Bill Smith asked that the Planning Commission write a letter to VDOT with a copy to Delegate Hodges stating the town is doing its due diligence in repairing the sidewalks owned by the town and VDOT should follow suit and maintain those that are state owned. All agreed to the letter.

The next item was discussion on dehumidifying the entire museum structure to help with excessive moisture issues. Mayor Gravatt explained that the contractor that looked at the structure said that the most efficient way for the town to battle the moisture is to put a dehumidifier unit on the HVAC system so that it is building wide. Currently there are several independent units that only affect approximately 2-3 feet around each unit which was determined to be less than standard for removing moisture. Mayor Gravatt asked for a motion to move forward and to call Rymans to request an estimate for this addition. Rymans was recommended as the new HVAC system was recently installed by their company. Bill Goldsmith made the motion and George DeVries seconded the motion. Ms. Hutton called the roll to which the following responded aye: Goldsmith, DeVries, Chowning, Smith and Hartley.

Under announcements, Mayor Gravatt stated that the budget requests letters had been sent out with a deadline date for submission of February 5, 2020. Finance Chair, Bill Goldsmith, presented the concept of identifying financial requests that are funded annually, sighting the

Arts in the Middle Grant as an example, be granted a specific line item in the budget and tracked separately from the budget request that may not be granted annually for one reason or another. There was a discussion about if an entity would have to show financial need along with their request. This was more geared toward donations from the Taber Fund.

George DeVries announced that on Friday at 1:30 at the Middlesex Woman's Club, Larry Chowning will be speaking on "Growing Up in Urbanna" and encouraged all to attend.

Bill Smith asked for confirmation on who is on the Marina Committee and requested that the list of members be updated so that council is aware of who sits on the committee and when the meetings are scheduled.

Seeing there was no further discussion, Barbara Hartley made a motion to adjourn. George DeVries seconded the motion. Those responding aye to the roll call vote were: Goldsmith, Smith, Hartley, Chowning and DeVries. The meeting was adjourned at 7:33p.m.