



## MIDDLEBURG TOWN COUNCIL REGULAR WORK SESSION MINUTES



Thursday, July 27, 2017

PRESENT: Mayor Betsy A. Davis  
Councilmember J. Kevin Daly  
Councilmember Kevin Hazard  
Councilmember Trowbridge "Bridge" Littleton  
Councilmember Philip Miller  
Councilmember Mark T. Snyder

STAFF: Rhonda S. North, MMC, Town Clerk  
William M. Moore, Town Planner  
Jamie Gaucher, Business & Economic Development Director

ABSENT: Vice Mayor Darlene Kirk  
Councilmember Peter Leonard-Morgan

The Town Council of the Town of Middleburg, Virginia held their regular monthly work session on Thursday, July 27, 2017 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:00 p.m.

### **Annual Report – Wellhead Protection Advisory Committee**

Morris "Bud" Jacobs, Chairman, and Jilann Brunett, a member, of the Wellhead Protection Advisory Committee (WPAC) appeared before the Council. Mr. Jacobs reviewed the list of committee members, which also included Terry Inboden, Snooks Swain, Bruce Gilbert, Councilmember Snyder and Town Clerk North. He thanked Town Planner Moore, Town Clerk North and Councilmember Snyder for the energy they put into giving the WPAC guidance that hopefully added value to the Council's work. Mr. Jacobs noted the written report that was included in the agenda packet and advised that he wanted to draw the Council's attention to some of the items within it.

Chairman Jacobs reminded Council that the WPAC had been working on a draft wellhead protection zoning overlay district ordinance that would cover specific items. He noted that one of those items included the idea of prohibiting septic tanks in the town. Mr. Jacobs reported that, as far as the Committee knew, there were only five septic systems located in the town, four of which were compliant with the County's pumping requirements. He opined that the problem of septic tanks was not pressing and advised that given the Town's other budget priorities, the Committee understood that the idea of prohibiting septic systems and extending the Town's sewer mains, while a good idea, would not happen anytime soon. Mr. Jacobs noted that the Committee was also considering a prohibition on the bulk storage of hazardous materials in town and prohibiting underground storage tanks for heating oil; however, there was no enabling State legislation that would allow this to occur. He advised that the Committee was also concerned about contaminants getting into the ground water from snow dumping. Mr. Jacobs noted that the Council already took care of the dry cleaning issue. He advised that as to the bulk storage of hazardous materials, the Fire Department performed an annual inspection of the facilities where they were stored.

Chairman Jacobs advised that the other big issue for the WPAC was that the Wellhead Protection Plan, which was developed in 2013, probably needed to be revised and updated. He noted that the State had an RFP on the street for technical consulting activities like this and reported that at least one company had responded. Mr. Jacobs reported that the Town Clerk was tracking this and once available, the Town would make an application for technical assistance to review and revise the plan where necessary.

Chairman Jacobs advised that since he began service on the WPAC, it had become clear to him that one of the most important things the WPAC could do for the Council was to conduct broader education and outreach to help people understand the issues associated with how the Town got its water. He reported that the WPAC had talked with the science teachers from The Hill School, and hosted a visit of the Stonewall Treatment Plant, about incorporating ground water testing into their curriculum. Mr. Jacobs noted that they already did some stream testing and reported that the teachers were excited about the opportunity to incorporate ground water testing as well. He advised that the Committee was also going to talk to the Middleburg Charter School to see if they were interested in taking part in this.

Chairman Jacobs reported that the Committee continued to press the issue of tours of the water treatment plant. He noted that he lived in Steeplechase Run, which had nineteen homes, and advised that it surprised him how little the residents knew about the sources of their water. Mr. Jacobs advised that he spoke with people who thought it came from a river. He opined that there was not much understanding of the issues the Town faced with respect to protecting the ground water. Mr. Jacobs reiterated that the Committee had begun some education efforts with the schools.

Chairman Jacobs suggested the Council may have seen the brochures that went out with water bills, including one in the July water bill related to the storage of hazardous materials. He advised that the Committee would expand those efforts and make the materials more accessible. Mr. Jacobs noted that Councilmember Snyder had also dealt with water issues in the past in his newspaper column and expressed hope that he would continue to do so.

Committee Member Brunett asked that the Council bring items to the Committee that were of concern, if the WPAC had not brought them to the Council. She advised that the Committee was happy to be the educational/research arm for the Town. Ms. Brunett agreed it was time to look at the plan again in order to get a new focus and direction on additional things that could be done.

Chairman Jacobs noted that the Committee was concerned that water issues should be reflected in the Comprehensive Plan when it was updated and advised that they sent a memo to the Town Planner asking that the concerns as outlined in the Wellhead Protection Plan be taken into account or that the plan be referenced in the Comp Plan.

Councilmember Snyder noted that he thought highly of the WPAC, as did the State. He advised that the consultant had mentioned that it was one of the most active wellhead protection committees in Virginia.

Chairman Jacobs advised that they expected this would put the Town in good stead with regard to their request for consultant assistance.

Councilmember Littleton inquired as to the one thing the Committee felt was important to start thinking about if money was no object.

Committee Member Brunett noted that Terry Inboden was going to meet with Valley Drilling in order to try to get handle on the wells in town, regardless of whether they were used or not. She advised that they also wanted to know about any wells located within a quarter of a mile of the town. Ms. Brunett noted that she would like to see the Town put together a fence diagram to plot the wells and ground elevations and to look at general trends. She reiterated that Mr. Inboden was going to start the ball rolling and would try to get as many records as possible. Ms. Brunett suggested the need to look at the ingredients of the water and where contaminants may be coming from.

Chairman Jacobs noted that Mr. Inboden believed that Valley Drilling's records were pretty good and should be able to provide a good deal of information on the inventory. He advised that he did not foresee a problem getting those records.

Committee Member Brunett noted that this would not require a financial commitment; however, she opined that it was something the Town needed to know for planning purposes.

Mayor Davis noted that the Council was very supportive of everything the Committee had done and opined that it did a phenomenal job. She reminded Council of the Rural Water Association's Water System of the Year Award and noted that she was impressed by the amount of work done for a town of this size. Ms. Davis expressed appreciation for the Committee's assistance in securing the award and asked that if it needed money at any time that it come to the Council.

Councilmember Snyder advised that, from both a member of the WPAC and the Utilities Committee, his wish was for a utility budget that was able to accommodate extending the Town's sewer system so it could eliminate all of the septic systems in town. He noted that this was a long-term goal that would require planning. Chairman Jacobs agreed this was the one thing the Committee would seek if money was no object.

Committee Member Brunett suggested that if there were wells that need to be properly closed, the Committee may seek funding to close them.

Councilmember Snyder reminded Council that the Town arranged for the Boy Scouts to place medallions on the storm drains warning people that they were only for water. He noted that a lot of the medallions on Washington Street were removed during the streetscape project. Mr. Snyder reported that the Town still had some left and questioned whether the Council objected to having the Boy Scouts do another project to replace the missing ones. The Council agreed it had no objection.

Committee Member Brunett reported that she saw an elderly gentlemen push trash from the street into one of the storm sewers. She noted that the Committee asked her to suggest to him that this was not the proper place to put trash. Ms. Brunett reported that the gentleman was not available; however, she spoke with his son. She advised that at first, he defended his dad; however, once he saw the medallion, the son said "it says water and I know he can read".

### **Discussion – Goals/Strategic Initiatives**

#### **Post vision/mission/initiatives on website**

Town Clerk North reported that the Council's vision/mission/initiatives had been placed on the Town's website, under the "Council" heading, including links to each of the initiatives. She noted that she researched other localities' websites and found that this was where they were generally located.

Councilmember Snyder suggested that if anyone wanted it to be more prominent or to contain more information, they should bring it forward for discussion.

Councilmember Littleton noted that he saw the posting a week ago. He questioned whether the new website would be a continuing project for a while and advised that he did not get the feeling it was nearing an end.

Town Planner Moore noted that a larger discussion was where the vision would ultimately be located on the new website. He advised that once the staff figured out the plan for the new website, this could move on.

Mayor Davis questioned whether the Town could return to the vendors that were previously interviewed. Town Clerk North reported that the Town had received a report from Focal Creative on whether the proposed website met the bid specifications. She further reported that it had been sent to the Town Attorney for his legal advice on how the Town should proceed with the current contract.

Town Planner Moore suggested the need to wait for that legal advice. He reported that the staff was having internal discussions and noted that the Business & Economic Development Director had ideas and experience about how to engage with a consultant once the Town had one.

Councilmember Daly questioned who from the Town staff was designated as the Webmaster/Webmistress. Town Planner Moore opined that no conclusion had been reached and suggested it may be a part of the new Accounting & Administrative Assistant's position. Town Clerk North noted that in her last conversation with the Town Administrator, she (Town Clerk) would handle anything on the website that was not economic development related. She advised that just getting a system in place would be the first big hurdle.

Mayor Davis suggested that several individuals could work on this. She further suggested the new person may be able to handle it.

Town Clerk North advised that how this was handled in Front Royal was that each department was responsible for updating their own piece of the system. She further advised that she was the Webmistress and reviewed what was posted and reminded the departments of the need to update their pages.

Councilmember Daly suggested the need for one person to oversee the website and make sure that each department was fulfilling their mission. Councilmember Snyder agreed with the need for coordination.

Councilmember Miller suggested the need for a plan for updating progress on the Council's vision/mission/initiatives at least annually so people would know what was being accomplishing. Councilmember Snyder opined that the idea was to do this through a Mayor's update.

Mayor Davis reminded the members that, in the past, there would always be a review of the list of what was accomplished and what needed to be done. She noted that while it may not be on the website, it could be found in the meeting minutes.

Councilmember Littleton opined that the City of Manassas did a good job of posting their goals, which were also updated quarterly. Town Clerk North advised Council that another piece could be added that identified the goals that had been completed and those that were in progress.

Councilmember Snyder suggested there be a status report that people could click on. He further suggested that it be simple.

Town Planner Moore suggested the staff develop ideas for how that would appear and agreed that the status was an important component.

Councilmember Hazard suggested that as items were done going forward, they be added to the list of priorities. He noted the need for an easy way to update this. Mr. Hazard suggested that if it was done before the new website was developed, it would be easier. Councilmember Snyder suggested the design should include an easy way to look at the status of an item.

Councilmember Littleton reminded Council that people will be able to pay their bills on the Town's website, which would drive more citizens to it. He noted that he paid his bill online.

Mayor Davis questioned whether there was a charge to use credit cards. Town Clerk North confirmed there was.

Mayor Davis questioned whether there would be a charge for e-checks. She further questioned whether they would be free and noted that people have said "they would not pay a fee". Ms. Davis advised Council that Dominion Power charged for the use of a credit card; however, it was free to use an e-check. She expressed hope that the Town could accept e-checks for free.

Town Clerk North noted that the Town was not set up to accept e-checks; however, the Treasurer was working on it. She suggested she give the Council a report during their next meeting.

Councilmember Miller noted that the answer would depend on who processed the payments and how many payments were processed per month. He reminded Council that the number of payments per month could make a big difference.

Councilmember Snyder noted that if Dominion was doing this, they have already set an expectation, which he would like to meet.

Councilmember Hazard suggested this be a part of the solution with the new website. Town Clerk North advised that this was something that was more related to the financial system than the website. She reiterated that this was something the Town Treasurer was working on and suggested she offer a report during the next Council meeting. Councilmember Daly asked that the Council receive a report at its next meeting.

Councilmember Littleton opined that until the Town had the new website, this initiative would change. He agreed it was important to have the vision up and that it should be easy to get to. Mr. Littleton opined that the new website would have a new look and feel. He suggested that the person who was responsible for the website be thoughtful about posting the vision/mission/initiatives.

#### Host annual reception for Council's appointed boards/commissions

Mayor Davis questioned whether the Council wanted to discuss a date for the reception and noted that the suggestions were September, October and March.

Councilmember Daly recommended the Council not consider March due to the possibility of inclement weather. He opined that there would not be many conflicting events in September or October. Mr. Daly suggested that based on having invitations sent five weeks in advance, the date be early October.

Councilmember Littleton noted that the Middleburg Film Festival was usually held the third week of October. Mayor Davis opined that there was a lot going on the first weekend in October.

Town Clerk North reminded Council that one of the factors in setting a date was the venue. She advised that if they were talking only committee members, the count would be seventy if everyone came; however, if they wanted to include a guest, it would be closer to one hundred fifty people. Ms. North noted that there were a limited number of venues capable of accommodating that number, including Salamander and the Community Center. She reiterated that the availability of the venue would drive the dates.

Councilmember Snyder noted that, in the past, the Council gave appreciation coupons. He suggested that most of the committees received them and that they were appreciated. Town Clerk North confirmed they still received the certificates. Councilmember Miller reminded Council that they doubled the amount this past year.

Councilmember Snyder suggested the Council target the Community Center as the venue as it was more economical.

Councilmember Littleton questioned whether there was any value in splitting this in two and holding a reception for half of the committees at one time and the half at another time. He suggested this may make it more manageable. Councilmember Daly opined that it would not and suggested it would double the amount of work. Mayor Davis reminded Council that part of the purpose of the event was to allow the members to network.

Councilmember Miller questioned the number of people that could be accommodated at the VFW. Councilmember Daly confirmed it could not handle that number. He recommended that spouses/dates be allowed to attend so there would not be a perception that things were going on without spouses/significant others. Mr. Daly suggested the Town pursue a venue capable of holding one hundred fifty people.

Councilmember Snyder opined that one hundred twenty people could be expected.

Mayor Davis questioned whether this needed to be held on the weekend. She further questioned whether it could be held during the week. Councilmember Miller suggested it could be a lunch. Mayor Davis opined that it would be nice if people could bring a guest.

Town Clerk North reminded Council that if this was a luncheon that was held during the week, it may be difficult for people to attend if they had jobs. She noted that the Council had mentioned that they would like to have as much participation as possible and opined that holding it during the day would reduce the participation.

Mayor Davis opined that the event did not need to be held on a weekend. She suggested it be a cocktail party held on a week night. Ms. Davis noted that the Town would be more likely to get the Community Center by going with a week night.

Councilmember Snyder suggested the Town Clerk look at the options and report back to the Council. Mayor Davis noted that there was not a lot of time. Councilmember Daly agreed it was not if the Council wanted to send the invitations out five weeks in advance.

Councilmember Snyder noted that the Town Clerk suggested they be sent three weeks in advance. Town Clerk North advised that, based on past experience, if the invitations were sent out too soon, people would forget about them. Councilmember Littleton suggested reminders be sent out. He noted the need to make sure there was nothing else occurring on that date.

Councilmember Daly opined that having it on a week night would help avoid conflicts. He noted the need to give the Town Clerk some direction. Mr. Daly questioned whether the Council was talking about cocktails and heavy hors d'oeuvres. He suggested the time be limited.

Councilmember Snyder questioned whether the Council needed to serve alcohol. Town Clerk North reminded Council that the Town could not pay for the purchase of alcohol.

Councilmember Daly suggested the Council try to hold the event at the Community Center, with it being catered by a local vendor. Town Clerk North advised Council that the Town generally used the Back Street Café, as she had always done a good job. Councilmember Snyder noted that this was what he was thinking.

Mayor Davis questioned whether the Council had some dates in mind for the reception. After some discussion of the Town's meeting schedules, it was suggested that it be October 3<sup>rd</sup> or 11<sup>th</sup>. Town Clerk North advised Council that she would check with the Community Center to see if either of those dates was available. She further advised that she would also check with the caterer and would make sure there was nothing else happening that evening.

Councilmember Daly asked that the Council receive feedback by the next Council meeting so decisions could be made. Town Clerk North confirmed she would do so.

Councilmember Miller questioned whether the Council was talking about an \$11,000 budget and noted that this would allow for \$75/person for one hundred fifty people. Town Clerk North noted that this was up to the Council; however, she opined that it did not need to spend \$75/person. After some discussion, the Council agreed to allow the Town Clerk to propose a budget based upon what she found.

Councilmember Miller suggested the Town offer a cash bar, with the money raised being donated to charity. Councilmember Daly suggested it be limited to wine and beer. Councilmember Miller agreed.

Town Clerk North questioned whether the Community Center had a liquor license. Town Planner Moore noted that they had some rules regarding the service of alcohol. He opined that they put it on the vendor or server.

Councilmember Miller noted that organizations, such as Piedmont, served alcohol at their events.

Councilmember Hazard noted that the Town could secure a daily license. He questioned whether the Council needed to ask the Town Attorney about serving alcohol during a Town event. Mayor Davis opined that it did not.

Councilmember Hazard questioned whether the Town had any liability by serving alcohol at a Town event. He further questioned the limit of the Town's liability. Mr. Hazard noted that companies have had liability when they served alcohol at a Christmas party and someone had an accident on their way home.

Mayor Davis noted that some of the items listed under “resources” were event plan, dinner, speakers and awards/recognitions. She advised that, in her mind, awards and recognitions were not necessary. Ms. Davis suggested this be reserved for milestones, such as retirements, as people could get their feelings hurt if there was a “Volunteer of the Year”. Councilmember Snyder agreed. He opined that it was not necessary nor was it appropriate for the first event.

Councilmember Daly suggested the Mayor thank everyone for their time and effort at the beginning of the reception. Mayor Davis suggested the Council recognize anyone who just retired from service. Town Clerk North suggested the Council recognize individuals for years of service and noted that Bill Turnure had served for thirty years on the HDRC. She suggested the Council could recognize individuals for their service based on five year increments. Mayor Davis suggested the Council could catch up on the awards during the first reception. She noted that the Fire & Rescue Department recognized members based upon years of service, using five year increments.

Councilmember Littleton suggested there be recognition for special awards, such as the WPAC receiving the water award. Mayor Davis agreed. She opined that it was important to make recognitions when they were made; however, she suggested there not be something like a Volunteer of the Year Award. Ms. Davis reiterated that this could hurt feelings and noted that everyone was important. Councilmembers Littleton and Daly agreed.

Councilmember Snyder noted that the water award was the result of the work of the Utility Committee, not just the WPAC.

Mayor Davis advised that as far as a speaker was concerned, she did not believe this was necessary. Councilmember Daly suggested the Mayor be the speaker. He further suggested she thank everyone and recognize those committees that did something outstanding. Councilmember Snyder advised that he did not want to go with a paid speaker.

Councilmember Miller suggested that if this were going to be a sit down dinner, with there being a speaker while everyone was eating, this would be more appropriate. He opined that it was not for an event that involved heavy hordourves.

Councilmember Daly suggested this was a great opportunity for different committee members to meet other committee members.

Councilmember Miller questioned who would be the team lead on this item. Mayor Davis and Councilmember Snyder suggested it be Town Clerk North. Mayor Davis noted that the Town Clerk and Economic Development Coordinator have always done a great job. She suggested the Town Clerk return with recommendations for the Council’s consideration.

Town Clerk North reminded Council of the retirement of Economic Development Coordinator Pearson and noted that a reception would be held for her prior to the start of the work session on September 28<sup>th</sup>. She advised that an announcement would be made that this would be open to the community.

Councilmember Hazard noted the “Desired Outcomes” on the quad sheet, the first of which was to schedule a date, which the Council was working on. He noted that the second item was to “initiate a party plan”. Mr. Hazard questioned whether the Town Clerk would do that as well. He volunteered to take this on and would ask his wife to prepare a format for the evening. Councilmember Snyder opined that this would be great.



Councilmember Snyder noted the need to determine a budget and for more information. Mayor Davis noted that this would be received during the Council's next meeting.

Councilmember Littleton volunteered to document what was done.

Town Clerk North noted that she participated in hosting many of the galas that were held by the Warren County Rotary Club and, as such, had a lot of decorations in storage. She opined that some of them may be appropriate for this event.

#### Implement the wayfinding program

Mayor Davis reminded Council that they discussed this during their last meeting. Councilmember Miller agreed the Council had a good direction for their next steps and noted that they were waiting for the photo mock-ups.

Town Planner Moore advised Council that the plans have been resubmitted to VDOT for what was hoped would be the final submission. He opined that the Town would most likely begin implementation of the consolidated stop/street signs rather than the wayfinding ones. Mr. Moore advised Council that he requested and received a proposal from the consultant for the photo simulations and, based on the price, was waiting to discuss this with the Town Administrator. He reported that the cost was \$2,600 for three images, which consisted of two views of the kiosk sign and one of the other signs.

Councilmember Miller opined that the price was extremely high. Town Planner Moore noted that this was the reason he did not immediately sign the contract.

Mayor Davis questioned whether this firm did this work before. Town Planner Moore advised that it was the same firm that developed the plan submission.

Mayor Davis questioned whether this was the best price they could offer.

Councilmember Miller advised that he could prepare the images himself if he had the artwork for the signs. He suggested the staff explore other options. Councilmember Littleton opined that Bill Turnure could do it.

Town Planner Moore reminded Council that this consultant had the artwork. He advised that it was not that the Town could not use it as it was not proprietary.

Councilmember Littleton noted that Bill Turnure did this type of work for the Pink Box. Mayor Davis suggested the staff ask Mr. Turnure whether he could do this for the Town.

Town Planner Moore advised Council that he had some options and would take his direction from the Town Administrator. He reported that she would be back at the beginning of the week.

Mayor Davis asked that the staff have something to report at the next meeting.

Councilmember Daly noted that the members of Council served as liaisons for the committees. He inquired as to who were the Council representatives for the Streetscape and Main Street committees.

Councilmember Littleton opined that there was no Council representative for the Streetscape Committee.

Councilmember Daly questioned whether one was needed. He further questioned whether a Councilmember needed to work with the Town Planner on this project. Mayor Davis suggested the staff bring the information to a Council meeting.

Mayor Davis questioned whether the Council had anything else to go over on this item. Councilmember Snyder opined that they did not as everything was in the pipeline.

Councilmember Littleton asked that the Town Clerk update the three quad sheets that were discussed.

Councilmember Miller questioned whether the signs would need to be bid out once VDOT approved the plan. Town Planner Moore confirmed they would and reminded Council that there was money in the budget. He noted that he was not sure how the number was reached and suggested the Town Administrator would know.

Councilmember Miller suggested that since this would be bid out, there was a potential for another consultant to do the mock-ups. He further suggested that if VDOT approved the design, the Town could ask the builder to prepare a mockup.

Town Planner Moore advised that he had other ideas and noted that there was a sign contractor that regularly submitted applications to the HDRC. He reiterated that he took his direction from the Town Administrator.

Councilmember Littleton noted that the contractor referenced by Town Planner Moore did a great job of inserting signs into photographs.

Town Clerk North inquired as to what goal items/strategic initiatives the Council wished to discuss next. The Council asked that the next three items be placed on the agenda for their review.

### **Discussion – Cancellation of August Work Session**

After some discussion, the Council agreed to cancel the August work session.

### **Town Council Reports**

Councilmember Littleton reported that he was working with Town Administrator Semmes and Vice Mayor Kirk to hire someone to be the museum's director. He advised that there had been discussion of the Pink Box funding the position; however, this would need to be someone who worked for the Town. Mr. Littleton explained that this would be easier and simpler than for the Pink Box to have one employee. He noted that they were not sure whether this was possible and suggested the need to check with the Town Attorney to see if there were any regulatory issues. Mr. Littleton advised that they would identify a role that this person could have with the docents and noted that he would bring this item back to the Council for discussion. He advised that if it was not possible, it would not be a problem.

Councilmember Hazard questioned whether this position would be for the Pink Box or the museum. Councilmember Littleton advised that this person would serve as the curator/director/grant writer for the museum and be the support person for the docents.

Councilmember Hazard questioned whether the Town would pay for this position. Councilmember Littleton reported that the Museum Foundation would give the Town money to cover the full cost to have that person on the payroll; therefore, it would be a net zero cost to the Town.

Councilmember Snyder questioned how this would benefit the museum. Councilmember Littleton noted the cost of health insurance and advised that it would cost them ten times as much for insurance to have it on one person as opposed to having that person on the Town's insurance plan. He noted that the museum also did not have a payroll system. Mr. Littleton advised that there would be a ton of administrative costs for the museum to have one employee when the Town already had the system in place.

Councilmember Snyder noted that he was happy to help; however, he suggested the need for a separate MOU.

Councilmember Littleton reiterated the need to run this through the Town Attorney to understand the legal liabilities and to make sure the Town was protected.

Councilmember Snyder noted that consideration must be given to who that individual would report to and how that would occur. He acknowledged that the museum would have an interest; however, he opined that if this was a Town employee, he/she should report to the Town Administrator or the Business & Economic Development Director.

Councilmember Littleton noted that they must figure out the details and explained that he wanted to put the idea in front of the Council so they could be thinking about it. He advised that they wanted to do it the right way. Mr. Littleton advised that if it did not work at the end of the day, the Foundation would figure it out.

Town Clerk North noted that Front Royal placed the employees of the library, which was operated by a non-profit group, under the Town's payroll and insurance systems and advised that it was not difficult to do.

Councilmember Littleton noted that this would be the only paid position, as all of the other people were volunteers. He advised that the cost of the insurance was \$29,000 and opined that the individual would only make \$50,000-60,000 annually.

Town Planner Moore announced that the Town had made an offer of employment to Tim Cole for the Facilities & Maintenance Supervisor position. He advised that Mr. Cole would start work on August 21st. Mr. Moore noted that he was currently the building & grounds person at the Community Center.

Mayor Davis questioned whether the Community Center was understanding of this. Town Planner Moore confirmed they were. He noted that the Town had given them some names for a possible replacement.

Councilmember Daly inquired as to the status of the recruitment for the Accounting & Administrative Assistant position. Town Planner Moore reported that the position had been advertised for two weeks. Town Clerk North reported that interviews were scheduled for next week.

Councilmember Hazard questioned whether there was a cutoff date to submit resumes. Town Clerk North reported that the position would be open until filled. She noted that the Town Treasurer and Town Administrator would do initial interviews and that some candidates would be brought back for a second round of interviews, at which point she would participate since they would share the same office space. Town Planner Moore noted that the Town Treasurer had been flooded with applications.

**Discussion**

Town Clerk North reminded Council that when they had their last meeting, there were two closed session items that were to return during the August meeting. She reported that Councilmember Littleton had asked that they be moved to the September one as he would not be present for the August meeting. The Council agreed to move the items to the September meeting.

There being no further business, Mayor Davis declared the meeting adjourned at 7:09 p.m.

APPROVED:

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Betsy A. Davis, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk