

**Minutes
Windsor Town Council Work Session
Town Hall
January 27, 2015**

The Windsor Town Council met in a Work Session on January 27, 2015 at 5:25 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Town Treasurer and Wallace W. Brittle, Jr., were present.

Council members present: J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood Scott
Patty Flemming
Tony Ambrose

Mayor Richardson thanked everyone for attending the work session. She asked Mr. Stallings to brief Council on the year-to-date budget revenues and expenses.

Six-Month Budget Analysis

Mr. Stallings reported to Council that most revenues were at 50% of collection if not more at this six-month point in the budget for the General Fund. He reviewed each of the revenue items with Council, stating that personal property taxes were at 90% of collection and real estate taxes were at 98%. He said General Fund expenditures are below 50% at the current time. He said he feels that the Town will meet budget again this fiscal year.

Mr. Stallings stated that the Water Fund revenues remain strong. He said revenues are up approximately \$13,000 from last year due to the rate increase. He also explained that the Town has sold approximately 250,000 gallons less than last year. He said expenditures for the Water Fund are on pace to come in less than budgeted. Mr. Stallings reported that by the end of the fiscal year, the Town will have collected enough revenue to cover operating, maintenance and debt service, but we should anticipate a loss due to depreciation.

Mr. Stallings said in summary, revenues are strong in both funds, and he will continue to watch revenues and expenditures for the remainder of the fiscal year. He stated that the Town's overall financial condition remains sound.

Mr. Stallings reviewed the draft budget calendar for 2015 with Council, stating that in February he will discuss the 2014-2015 revenue projections, and Planning Commission will be providing input on the CIP. He said in March, he and Council will be working on the development of the draft 2015-2016 budget and CIP. Mr.

Stallings said the calendar tentatively has April as the month to hold a work session for Council to continue working with him on the 2015-2016 draft budget. He concluded by saying he will have the 2015-2016 budget and CIP ready to be adopted by Council at its June 19, 2015 meeting. Mr. Stallings asked if Council had any questions regarding the budget.

Councilwoman Flemming said that she would like to propose that Council consider Town wide recycling when preparing the 2015-2016 budget. Council discussed the fees for recycling and possible methods of billing the citizens. Several Council members noted that citizens may individually request recycling by contacting A.V.E.S. Moody's and there is also a recycling container located on North Court Street. Councilman Ambrose said that some citizens may have a problem with being mandated to pay for recycling when they may not prefer the service. After further discussion, it was the consensus of Council to have Mr. Stallings contact Isle of Wight County to request an additional recycling container before a final decision is made regarding Town wide recycling. Mayor Richardson asked Staff to put in each quarterly newsletter that individual recycling is available by contacting A.V.E.S. Moody's and paying a monthly fee.

Windsor Middle School Gymnasium

Mayor Richardson said Council requested that Staff contact other contractors to obtain additional bids for renovating the exterior of the old Windsor Middle School Gymnasium. She said that the contractors were busy with other jobs and were not in a position at this time to take on such a large project. Mayor Richardson reviewed the written contract and scope of work provided by J.R. Wills & Sons with a total estimate of \$79,245. She noted that there will be a little over \$81,000 in the Windsor Middle School account when the last payment of \$5,000 is received from the Obici Foundation. She explained that the Obici Foundation would like to see this work completed by the end of April. Mayor Richardson stated that due to the April deadline, she would like to request authority from Council for her to sign the contract provided by J.R. Wills with an estimate of \$79,245 for the work to begin on the renovations.

After further discussion, Councilwoman Flemming made a motion to give Mayor Richardson authorization to sign the contract provided by J.R. Wills & Sons with an estimate of \$79,245 to begin work renovating the exterior of the Windsor Middle School Gym. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

U.S. Route 460 Project

Mayor Richardson presented Council with updated maps showing the northern route for the U.S. Route 460 bypass which has been proposed by the Virginia Department of Transportation (VDOT). Mayor Richardson continued to discuss the negative impacts that a northern bypass would have on the Town of Windsor.

She said that a businessman in Town met with Delegate Chris Jones, who is the Chairman of the House Appropriations Committee. She said they drove through Town and viewed the proposed northern route, and Del. Jones agreed that it is not the best route for the Town of Windsor. Mayor Richardson said that this businessman has a scheduled meeting with Governor McAuliffe and is going to propose an improved U.S. Route 460 which includes a center turn lane within the Town and a truck route to the south.

Mayor Richardson said the Commonwealth Transportation Board (CTB) will be voting on the proposed alignment in February and then a public hearing will be scheduled.

Councilman Willis made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:05 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Work session 5:25

Council Meeting Date January 27, 2015

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
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Jerry Whitehead, Clerk