



TOWN OF KILMARNOCK

Council Committee Notes – Administrative/Finance

Date: March 6, 2009 **Time:** 8:30 am **Location:** Town Hall **Chair:** Vice Mayor Paul Jones
Attendees: Vice Mayor Paul Jones - Council Member Howard Straughan - Marshall A. Sebra,
Planning/Zoning Director - Town Attorney Chris Stamm – Streets Franklin Carter

Notes on Discussions:

1. Franklin discussed the new roof leak at the Town office and contractors are working on fixing it. Public works building needs material for shelving, committee instructed Franklin to go ahead and buy the materials he needs. The dump truck needs welding done to the metal bed, committee gave the go ahead to do it.
2. Staff discussed the Personnel policy. Changes from Springsted were given to us after Council adopted the policy February 2008. We need to adopt the changes and distribute out to employees.
 - Committee recommends that Council approve the updated personnel policy and distribute to Town staff. (v)
3. Discussed current contract with Kaballero.COM.LLC (now Virginia Broadband). A recent offer letter from Northern Neck Wireless prompted this discussion. Further study is needed from staff. (v)
4. Staff discussed some needed office repairs: leaks in roof and heating/air conditioning units. Committee instructed staff to seek professional recommendations from at least three companies.
5. Discussed the need for flags/banners in the North part of Town. Roughly \$5,000 is available in the current budget for this.
6. Staff gave an update on the items submitted to the Governor's website for stimulus funding. (v)
7. Update from Mr. Stamm on new Town Manager Position.

Recommendations to Council:

1. Approve the updated personnel policy from Springsted and distribute to Town staff.

Recommended for further study:

1. Investigate current contract with Kaballero (now Virginia Broadband).