



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, November 14, 2019



PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Darlene Kirk
Councilmember Chris W. Bernard
Councilmember J. Kevin Daly
Councilmember Peter Leonard-Morgan
Councilmember Philip Miller
Councilmember Cindy C. Pearson

STAFF: Danny Davis, Town Administrator
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Administrator
A.J. Panebianco, Chief of Police
Jamie Gaucher, Business & Economic Development Director
Estee Laclare, Planning & Project Associate

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, November 14, 2019 in the Town Hall Council Chambers located at 10 W. Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag.

Mayor Littleton expressed sorrow on the passing of Dan Morrow. He noted that he was a true humanitarian and a champion of journalism, transparency and fairness in government. Mr. Littleton advised that he would be missed.

Public Comment

Col. Jim Nichols, 22064 Sam Fred Road, expressed concern that the intersection of Sam Fred Road and Route 50 was dangerous. He noted the developer who wanted to increase the number of homes on Sam Fred Road. Col. Nichols expressed concern that the intersection needed to be fixed now. He noted that VDOT, which was responsible for traffic analysis, had indicated that an analysis was not warranted for the proposed development; however, Col. Nichols reiterated that the intersection was dangerous even without additional traffic. He opined that something needed to be done to fix it.

Eva Smithwyck, 22868 Sunny Bank Lane, agreed with Col. Nichols. She expressed concern about what may occur if the proposed subdivision was developed. Ms. Smithwyck noted that VDOT designed her driveway and advised that she could not see when exiting it. She reminded Council that the proposed development would add four entrances onto Sam Fred Road and opined that the construction would not be limited to thirty-eight houses. Ms. Smithwyck advised that Sam Fred was supposed to be a rural road and opined that someone was going to get killed on it as cyclists frequently traveled down the road; however, there was nowhere for them to go when a car approached.

Public Presentations

Status & Update – VDOT Progress on Crosswalk Repairs

Kim McCool, of the Virginia Department of Transportation (VDOT), reminded Council that the construction on Route 50 was only three years old and noted that some of the repairs were only a year old. She confirmed that VDOT had not achieved the results it had hoped for and advised that the concrete edging for the crosswalks was cracking. Ms.

McCool reviewed the history of the project, including the repairs that had been made to date. She reported that VDOT formed a team to review the road and found that the patches were breaking due to an inadequate bond between the road and the patch, which was allowing the layers to act independently. Ms. McCool explained that this independent motion was causing the upper surface to bounce and fragment, as well as allowing water infiltration. She opined that the patch was too thin and not anchored correctly. Ms. McCool reported that the fix was to remove the patch and replace it. She noted the need to coordinate the work with the Town as it would impact traffic. Ms. McCool advised that VDOT was recommending the patch be done across the entire road, which would require the closure of the entire intersection. She noted that traffic would then be diverted to the parallel roads. Ms. McCool suggested the roads be closed on a Friday and reopened on Monday. She noted that they would do multiple intersections at once. Ms. McCool advised that they would look to work out the traffic details with the Town. She advised that the proposal was to advertise the project in the spring, with the construction to occur during the summer months.

Nicholas Rourke, Assistant District Engineer with VDOT, advised Council that the fragmenting was similar to what occurred with bridges and noted the need to go deeper with the patches. He advised that he did not trust the existing patches; therefore, they were proposing to replace anything that had been patched.

The Council expressed concern about the impact of road closures on the businesses. Mr. Rourke explained that the concrete needed time to cure, otherwise it would fail again. He advised that it would take three days to remove and replace the structures and for the concrete to cure. Mr. Rourke suggested the work could be performed during the week if this was the Council's preference. The Council held some discussion regarding the road closures.

The Council expressed concern about whether the repairs would hold up or whether they would continue to fragment. It was noted that the cradles that were original and had not had any repairs were holding up and that only the ones that were repaired were failing. The Council suggested that VDOT consider rebuilding the crosswalks completely using the same construction method as was originally used.

Mr. Rourke noted that this would be a costly endeavor and opined that it was not needed. He advised that the method they were proposing was used frequently and lasted.

The Council expressed concern that the patches would fail again and noted the impact of repeated failures on the Town's economy. It was noted that the bricks were also an issue. The Council suggested VDOT owed it to the Town to fix this problem correctly and noted that it had only been a year since the last repair. They reiterated that the businesses were hurt during the construction and expressed concern about the impact of repeated repairs on them. The Council questioned whether VDOT would also inspect those crosswalks that were not currently failing.

Mr. Rourke confirmed they had already done so and that they had no issues. He advised that if any of them did fail in the coming months, they would add them to the work to be done.

The Council questioned whether there were any budget constraints associated with the project. Mr. Rourke confirmed there was no funding in the maintenance budget for this project and advised that they would take the money from elsewhere. He reported that the cost estimate was \$500,000 and noted the need to get the most bang for their buck. Mr. Rourke advised Council that based on his experience, this repair would work.

The Council questioned whether it was possible to do the work on a rolling basis, such as eight straight days, in order to reduce the amount of time it would take. Mr. Rourke confirmed it was.

The Council suggested the work be scheduled on a rolling basis during the beginning of August as this would have the least impact on the businesses. They reiterated that the bricks also failed and noted that they were not included in the report. It was further noted that the bricks broke within weeks of their installation – long before the concrete cradles failed.

Mr. Rourke advised that they would add this to their report and explained that it was a jointing sand issue. He opined that VDOT may need to routinely refill the sand. Mr. Rourke advised that they would rejoin all of them when the road was closed. He noted that they would also use a different sand. In response to an inquiry from the Council about setting the bricks so they would not require maintenance, Mr. Rourke suggested they could try using a polymer material. He advised that the next step was to develop plans for the project and reiterated that they would like to advertise it in the spring and do the construction during the summer. Mr. Rourke noted that they would return to the Council in March with a traffic plan.

Mayor Littleton advised VDOT that the Council expected to see a fully integrated master schedule within the next month. He further advised that he expected the Town to be a full partner in the project. Mr. Littleton suggested the Town may also do some engineering oversight to make sure the work was done properly. He asked that VDOT keep to the schedule and noted the need to focus on a solution. Mr. Littleton thanked the representatives, as well as CTB Member Scott Kasproicz, for their assistance.

Ms. McCool confirmed they would coordinate the details with the Town.

Interviews – Town Council Candidates

Don Woodruff advised Council that he has served the Town for fifteen years on the Planning Commission and offered to continue to serve it on an interim basis until the Council elections in May. He expressed a love of Middleburg and noted that he had been a resident for twenty-five years. Mr. Woodruff advised that what the Council did was important to Middleburg and opined that the last agenda item showed it was not respected by VDOT.

Morris “Bud” Jacobs noted that he served in the foreign services and would like to do good in his neighborhood. He advised that he had been a resident of Middleburg for ten years. Mr. Jacobs noted that he participated in the Comprehensive Plan update discussions and opined that the resulting document seemed right. He acknowledged the challenges facing the Town and opined that they had been laid out well. Mr. Jacobs suggested the most significant challenge would be development that was approaching the town, the need for homes and the need to identify what the town wanted to be in terms of its future. He advised that if selected, he would work hard to support the Town’s efforts.

Council questioned whether either of the applicants planned to run for the seat during the upcoming elections. Messrs. Woodruff and Jacobs advised that they did not know and could not make a commitment at this time.

Staff Reports

Stuart Will, of IES, reported that he was obtaining prices for stainless steel pipe and cable for Well L. He acknowledged that stainless steel would be expensive; however, it would last a long time. He reported that Well 4 was still sitting idle.

In response to an inquiry from Council, Town Administrator Davis reported that the Town was limited on what it could do at Well 4 given the situation with Well L. He explained that the plan was to get Well L on line first and reported that the new piping and pump would be ready for installation next week, assuming the Town could afford stainless steel.

Mr. Will noted that the lines at Well 4 would need to be flushed before the work on the plant could begin. Town Administrator Davis reported that once the resin was removed, the plant should work properly. He advised that if it did not, the nozzles at the plant would need to be replaced. Mr. Davis stressed that this work would be done properly so the problem would not repeat itself. He noted that the plant has been down for two years due to this issue.

The Council expressed a desire to go with the stainless steel. In response to an inquiry from the Council, Mr. Will reported that the contractor was able to retrieve the pigtail from Well L; however, he was not able to retrieve the pipe or the pump as they fell into a cavern. He advised that they could be left in place until they eventually dissolved.

In response to an inquiry from Council regarding a recent sewer backup, Mr. Will explained that it was the result of roots in the sewer main. He advised that grease was also a contributing factor. Mr. Will noted the need to televise and evaluate the lines. He confirmed the roots could be cut out and suggested the Town may also want to reline the pipe to prevent the roots from intruding again in the future.

The Council commended Chief Panebianco, Mr. Will and Five Star Septic on their response to the sewer backup.

Town Clerk North reported that 8,000 pounds of paper was shred during the recent public paper shred – the majority of which was generated by the Town. She further reported that a meeting was scheduled for next week with the small western towns to discuss the development of a regional RFP for solid waste collection services. Ms. North reported that the Town had vacancies on EDAC, Go Green, the Middleburg Arts Council, the Streetscape Committee and the Wellhead Protection Committee. She asked the Council to encourage anyone who may be interested in serving to apply for the vacant positions.

Town Administrator Davis noted that the Treasurer’s monthly report showed the journal entries that booked the appropriate revenues back into FY ’19.

Business & Economic Development Director Gaucher reported that Camoin Associates conducted interviews earlier in the week with regard to the development of a long-term economic development plan. He further reported that Charles Carroll, an orthopedic surgeon opened an office in Tim Clites’ building on Marshall Street and that The Community Shop would open in the former Wisdom Gallery space. Mr. Gaucher announced that Wild Hair Cidery had signed a lease for the former Olio space. He opined that the local economy was growing.

In response to an inquiry from Council, Mr. Gaucher reported that a review committee would meet next week to score the response to the RFP for the Asbury Church. He advised that he would report their findings to the Council.

Mayor Littleton advised Mr. Gaucher that he was recently approached by small businesses that were technically challenged and acknowledged the need to do better marketing. He noted that the Town previously discussed facilitating a joint marketing program and questioned how this could be pulled together. Mr. Littleton expressed concern that the businesses in question may not be able to stay open and noted that they needed help driving traffic into their door.

Business & Economic Development Director Gaucher opined that they needed help understanding their customers, how they bought things, any patterns associated with their behavior, who the business' competition was, pricing, and building a brand. He confirmed that he would meet with them one-on-one and from there could start to develop a cooperative marketing plan.

Business & Economic Development Director Gaucher announced that the Travel Channel selected Middleburg as one of the Top 10 Places to Visit at Christmas.

Police Chief Panebianco noted that his focus was on Christmas in Middleburg.

The Council noted that the Chief worked during the sewer backup even though he was ill. They thanked him, as well as the officers, for their help with the Mille Miglia.

Deputy Town Administrator Moore reported that the HDRC did not have a quorum to take action during their November meeting; therefore, they were scheduled to hold a special meeting on November 18th.

Town Attorney Crim reported that he was working on the loan agreement for the bronze fox sculpture. Town Administrator Davis opined that the agreement would be signed this week.

Consent Agenda

(a) Approval of Meeting Minutes – October 24, 2019 Regular Council Meeting

Councilmember Miller moved, seconded by Councilmember Daly, that Council approve the consent agenda as proposed.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie)

Action Items (non-public hearing related)

Amendments to Financial Policies

Town Administrator Davis thanked the Middleburg Strategic Finance Committee (MSFC) for their review, in conjunction with Davenport, of the Town's financial policies. He noted that they were continuing their review of the Utility Fund, which was about 90% complete. Mr. Davis reported that they reviewed the General Fund, conducted an economic analysis of the Town's finances, and identified how much of a fund reserve should be kept. He advised that the Town was economically strong and opined that the MSFC's recommendations would prepare the Town for the next recession.

MSFC Chair Boling expressed appreciation for the opportunity to work with the Committee members on the Town's finances and noted that he was proud of the Town. He advised that the Committee's recommendations were for slight modifications to the existing policies and were based upon changes in the economic scenario. Mr. Boling noted that the first loan he granted with the Middleburg Bank was to the Town and opined that now was the best time to look at another loan given the interest rates that were currently available in the market.

David Rose, of Davenport, advised Council that things were going well for the Town financially. He noted that the economy was cyclical and advised that he had some financial policy recommendations that would help with this. Mr. Rose advised that Davenport looked at the Town's finances on a holistic basis, including both its capital and operational needs. He noted that they also completed a comprehensive financial review of the Town's revenues. Mr. Rose advised that he would focus on the General Fund during this meeting and would present the recommendations on the Utility Fund following the MSFC's review.

Joe Mason, of Davenport, reminded Council that the Town has had financial policies for a long time and advised that the recommended amendments were minor adjustments that reflected the effects of the opening of the Salamander Resort and were intended to modernize the policies to reflect the new realities. He reviewed the recommendations with regard to debt versus assessed value and noted that the Town's policy was currently that the debt would not exceed 5% of the assessed value. Mr. Mason advised that based upon the increase in property values, 5% was too lenient; therefore, the recommendation was to reduce it to 3%.

Mr. Mason advised that the debt services to expenditure number was related to the amount of the budget that was used for debt. He noted that the current policy was 15%; however, because the Town was looking at constructing a new Town Office, the recommendation was that this number be increased to 20%.

Mr. Rose reminded Council that the undesignated fund balance was essentially the Town's savings. He noted that it was important to have one due to the uneven cash flows the Town experienced so it could draw down on it for cash flow purposes throughout the year. Mr. Rose reported that Davenport completed a sensitivity analysis, looking at the worst-case scenario, and was recommending the Town maintain an undesignated fund balance of 125% of the Town's operating budget. He noted that this was higher than other jurisdictions; however, those jurisdictions were not reliant upon one business. Mr. Rose advised that 125% would equate to \$3.4 million and noted that the Town already had that. He suggested that if the Town ever tapped into it, it needed to have a plan to replenish it and recommended this occur over a three year period.

MSFC Chair Boling advised the Council that the Committee's work was detailed and explained that the recommended plan would put the Town in charge of its finances. He noted the need to look at the economy annually and advised that the plan could be adjusted based upon that review. Mr. Boling applauded the Council for undertaking this endeavor. He noted that the Committee spent a lot of time working on the plan and suggested that Middleburg was in a position to attack issues.

Councilmember Bernard moved, seconded by Vice Mayor Kirk, that Council adopt the fiscal policies as attached to the November 14, 2019 Staff Report entitled Fiscal Policies and Financing Plan and as recommended by the Strategic Finance Committee.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie)

Financing Option Recommendations – Town Administrative Building

David Rose, of Davenport, advised Council that their recommendation had not been finalized and noted that they were just looking at this in the general sense. He advised that they would return in the future with a recommendation for funding options for the new Town Administration Building Project and the Town's other capital needs for the next few years. Mr. Rose reviewed the various scenarios they considered. He noted that they assumed the Town would borrow either \$6 million or \$7 million for the Town Office Project and that it would be a level debt, at 4% interest, to be repaid over a twenty-year period. Mr. Rose noted, however, that Davenport did a recent financing project at a 2.12% fixed rate. He advised that they also looked at the payment options, including increasing the meals, lodging

and/or real estate tax rates; although, they quickly ruled out the use of real estate tax revenues. Mr. Rose reported that if the Town's revenues and operating and capital needs remained the same, it was unlikely the Council would need to increase the meals or lodging tax until 2028 or 2029 at the soonest; however, he doubted it would need to be increased at all. He advised that based on the Town's schedule to begin construction in 2020, they would return with options for borrowing the money this summer. Mr. Rose confirmed the project was very much affordable for the Town and that borrowing the money for it fell within best practices.

MSFC Chair Boling noted that the plan was a mechanism and advised that anything could be fit within it. He noted that at some point there would be a recession and advised that this would be the test for the plan. Mr. Boling opined that if this occurred, the Town would see that it was better than it seemed.

Mayor Littleton thanked the Finance Committee and Davenport for their hard work. He noted that the Town Administration Building Project was doable over a twenty-year period with no tax increases. Mr. Littleton further noted that it would not put the Town at financial risk.

Mayor Littleton recessed the meeting for a five-minute period. He called the meeting back to order.

Ordinance – Shared Mobility Systems (e-scooters)

Town Administrator Davis reminded Council that the General Assembly gave localities until January 1, 2020 to adopt ordinances regulating the rental of e-scooters. He reported that the Town Attorney drafted an ordinance that would allow the Town to regulate such devices should someone wish to obtain a license in Middleburg and identified some regulations. Mr. Davis noted that the Town could pull the license in the event the regulations were violated. He advised that he did not expect anyone to apply for a license; however, he wanted to be prepared in the event they did.

Councilmember Daly moved, seconded by Councilmember Leonard-Morgan, that Council adopt the Ordinance entitled "AN ORDINANCE TO AMEND THE TOWN CODE BY ADDING CHAPTER 85 RELATING TO SHARED MOBILITY SYSTEMS" with an effective date of November 15, 2019

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie) (by roll call vote)

Ordinance – Address Posting Requirements

Deputy Town Administrator Moore explained that the proposed ordinance would amend the dimensions and other requirements associated with posting an address on a building. He advised that as the staff was inspecting properties, they noticed that a large number of structures did not have the address numbers posted, which could be an issue for emergency services personnel and/or delivery drivers. Mr. Moore noted that the staff was recommending increasing the numbers' size based upon the International Building Code so it would be a standard one. He advised that once changed, the staff would notify the property owners of the need to post the numbers.

In response to an inquiry from Council, Mr. Moore confirmed that if a property currently had numbers that were too small, they would need to be changed; however, the staff would not enforce that. He advised that rather, it would focus on those properties without numbers.

In response to an inquiry from Council, Deputy Town Administrator Moore advised that visibility was what was most important; therefore, the numbers would have to be posted in such a manner that they would be visible from the road.

Councilmember Pearson moved, seconded by Councilmember Daly, that Council adopt an Ordinance to amend Section 91-28 of the Code of the Town of Middleburg, Virginia pertaining to address posting requirements.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie) (by roll call vote)

Notice of Termination of Contract – SUEZ/Utility Services Co.

Town Administrator Davis advised Council that this was an existing contract that dated back to 2002 for maintenance services on the Town’s water towers. He further advised that the contract was not clear. Mr. Davis reported that the staff worked with the Utility Committee to develop and issue an RFP for tower maintenance services, with two proposals being received. He noted that they were currently under review and advised that a recommendation would be made to the Council in the near future. Mr. Davis explained that the Town must give ninety days’ notice to cancel the current contract and advised that he was seeking the authority to do so if needed.

Councilmember Leonard-Morgan moved, seconded by Councilmember Daly, that Council authorize the Mayor and Town Administrator to notify SUEZ of its intent to terminate the existing Water Tank Maintenance contract on the Town’s 60,000 gallon and 300,000 gallon water tanks, pending final review of proposals received in the RFP process.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie)

Discussion Items

2020 Legislative Policies and Town Charter Amendment

Town Administrator Davis reminded Council that in the past, their legislative policy consisted of items that were important to the Town. He read last year’s policy aloud, which took a generic position supporting legislation that increased the Town’s flexibility and authority and opposed anything that would limit it or include any unfunded mandates, and recommended the Council adopt it again this year. Mr. Davis opined that there was potential for the introduction of legislation during the upcoming session of the General Assembly that could put a financial burden on localities; although, he did not know what those might be. He recommended the Town take a general position again this year. Mr. Davis noted that the General Assembly moved at a fast pace and advised that the Town may need to take a position on legislation before the Council could meet to discuss it. He noted that in those cases, he would consult with the Mayor and Vice Mayor as necessary and would report back to the Council. Mr. Davis advised that he was not aware of any specific legislation that was being introduced on which the Town needed to take a position.

After some discussion, the Council agreed with the general policy language as outlined by the Town Administrator.

Councilmember Daly moved, seconded by Councilmember Pearson, that the Town Council of Middleburg adopt the following policy statement regarding the 2020 Virginia General Assembly session: “The Town of Middleburg supports increased flexibility and authority by the Commonwealth of Virginia for local governments and opposes any attempt to restrict or limit local authority, including in the areas of tax and fiscal policy, land use and proffer authority, regulatory constraints, and unfunded mandates (to include additional cost burdens without offsetting funding), in order that the Town can provide necessary and expected services to citizens at fiscally responsible levels of funding.”

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson
No – N/A
Abstain: N/A
Absent: N/A
(Mayor Littleton only votes in the case of a tie)

Mayor Littleton suggested the Council also request a charter amendment to go to a Town Manager form of government with all of the employees, with the exception of the Town Attorney, falling under the Town Manager. He noted that this would give Mr. Davis more authority to handle the needs of the Town. Mr. Littleton reported that Senator Vogel has agreed to carry the charter amendment to the General Assembly. He reminded Council that it would first require a public hearing and recommendation. Mr. Littleton noted that this was not about the existing personnel and explained that he only wanted to make sure the Town had the right structure in place.

After some discussion, the Council agreed to pursue the charter amendment with only the Town Manager and Town Attorney serving as charter employees. It was noted that the Council could always adopt an ordinance making other employees charter employees if needed.

Town Attorney Crim noted the need to advertise the public hearing ten days in advance. He further noted that it would require a two-thirds vote in both houses of the General Assembly in order to pass.

Town Administrator Davis reported that he would confirm the timelines and work with the Town Attorney and Mayor on the language for the charter amendment.

Cancellation of November & December Council Meetings; Gift Certificates; Holiday Luncheon

After some discussion, the Council agreed to hold a holiday luncheon for the Town employees on Friday, December 13th, with the members of Council providing the food. Councilmember Leonard-Morgan volunteered to organize the luncheon. The Council agreed to give gift certificates to the employees and members of the Town's boards, commissions and committees as had been done in the past. They further agreed to cancel the second Council meetings in November and December as they conflicted with the holidays.

Information Items

Branding

Councilmember Miller noted that the branding item was removed from the agenda due to the size of it. He suggested it would be great if the Council would schedule a special meeting devoted entirely to that item.

After some discussion, the Council agreed to hold a special meeting on Monday, November 25th at 5:30 p.m. to discuss branding.

Health Center Fund Charitable Donations

Vice Mayor Kirk reported that the Health Center Advisory Board met to discuss the applications for charitable donations; however, they felt more information was needed. She reported that the Town Administrator was gathering that information and advised that the Committee would meet again.

Vacancies on Town Boards, Commissions and Committees

Council asked the Town Clerk to send them a list of the current vacancies. They suggested they be advertised on Facebook.

Town Council Retreat

Town Administrator Davis noted that the Council expressed a desire to hold a retreat to look at their strategic initiatives and goals; and, advised that the staff was looking at the second or third weekend in January. He suggested there was value to holding the retreat off-site.

Mayor Littleton recommended the Council use the same format as the last time, which was a Friday evening and all-day Saturday session. He suggested that if they it off site, they could focus on the task at hand. Mr. Littleton recommended, with the Council’s concurrence, that the Town Administrator and Town Clerk identify possible locations for an overnight stay. The Council agreed with this approach.

Middleburg Community Charter School

Mayor Littleton reported that the Chairman of the Loudoun County Public School Board toured the Charter School and made a commitment to work with the remaining members of the School Board to focus on the school’s capital needs. He reported that the Charter School received a \$200,000 matching grant. Mr. Littleton advised that the Board of Directors recently set up a GoFundMe campaign and were working on donors to help raise the matching funds. He asked that the members of Council spread the word about the grant. The Council suggested the Charter School be sent an application for the Town’s Health Center Fund charitable donations.

Closed Session – Appointment to Council; Property Acquisition; Performance of Town Employees

Councilmember Miller moved, seconded by Councilmember Daly, that Council go into closed session as allowed under the Virginia Freedom of Information Act Sections 2.2-3711(A)(1) and (3) for the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees and employees of the public body and for the discussion or consideration of the acquisition of property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Miller further moved, seconded by Councilmember Daly, that these matters be limited to (1) an interim appointment to the Town Council; (2) property acquisition for a new Town Administration Building; and, (3) the performance of certain Town employees. Councilmember Miller further moved, seconded by Councilmember Daly, that in addition to the Council, the following individuals be present during the closed session: Danny Davis for all of the items, Martin Crim and Rhonda North for the first two items and Will Moore for the second item. Councilmember Miller further moved, seconded by Councilmember Daly, that the Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie)

Mayor Littleton asked that Council certify that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, which the members so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

Appointment of Interim Councilmember

Councilmember Leonard-Morgan moved, seconded by Vice Mayor Kirk, that Council appoint Morris “Bud” Jacobs in the interim to the Middleburg Town Council until the special election is held on May 5, 2020 and the replacement member is elected and sworn into office by the Loudoun County Clerk of the Circuit Court.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie)

Performance of Certain Town Employees

The Council directed the Town Administrator to move forward as discussed during the closed session.

Proposal for Design & Engineering Services – Town Administration Building

Councilmember Bernard moved, seconded by Vice Mayor Kirk, that Council authorize the Town Administrator to enter into contracts as necessary for design and engineering services to support the effort to acquire land for a future Town Office using existing contractors and firms.

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie)

There being no further business, Mayor Littleton declared the meeting adjourned at 9:30 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

November 14, 2019 Middleburg Town Council Meeting

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – www.middleburgva.gov)

Bridge Littleton: Okay, we will call the November 1st November meeting to order first action item is the Pledge of Allegiance.

Everyone: [Pledge of Allegiance]

Bridge Littleton: All right. Next item is Roll Call.

Chris Bernard: Chris Bernard.

Philip Miller: Philip Miller.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Peter Leonard-Morgan: Peter Leonard-Morgan.

Cindy Pearson: Cindy Pearson.

Kevin Daly: John Kevin Daly.

Rhonda North: Rhonda North Town Clerk.

Martin Crim: Martin Crim town attorney.

Danny Davis: Danny Davis, town administrator.

Bridge Littleton: OK. In a moment, we're going go to public comment. But before we did that, it is wanted to say something for the record for everybody. As many as you probably know some of you may not know a dear friend of the town of Middleburg, a true humanitarian and a champion for journalism, transparency, fairness in government and the absolute most amazing gadfly I've ever seen in my life. Dan Morrow unfortunately passed away about 10 days ago. And that's his chair right there. So if Dan ever shows up, get out of it. It's his. But no I just wanted to say, I know I speak on behalf of the whole town council that we are sorely and deeply going to miss Dan. And he was just a wonderful human being. So I just wanted to make that comment. So with that, we will now move into public comment. So at this time, if anybody would like to come forward and address the town council on any matter they see fit. Please just raise your hand and you will have the microphone. So, Mr. Nichols, please just state your name, your address, and the floor is yours.

Col. Jim Nichols: Thank you. My name is Colonel Retired Jim Nichols. 22064, Sam Fred Road. And I wanted to come. The reason I mentioned that whole [inaudible] business [off mic]

Army, sir. [off mic] Let me see your I.D. card. But anyway. Yeah, the only reason I mentioned that is I am well familiar with what it's like to work with bureaucracies. In this case, the Defense Department. So I understand that. But I had a number of command positions along the way. And my job was to look care, take care of our troops. Simple. Many times taking care of them would go outside of army regulations.

And as long as I wasn't breaking the law, I did that frequently. And and I think something is taking place in this community now that I find bothersome. And I know we have VDOT somewhere here. And so don't shoot me in the back if you're near. But the idea about the intersection of Sam Fred and 50, Route 50 is dangerous. It's been dangerous for years. And we put in now the development. It just increases that. And at some point in time, there will be an accident. And all of you sitting around this table, maybe a handful of people in Richmond or Leesburg will bear the responsibility for that accident. Now, I give you a comparison of something happened when we used to live in Prince William County. There was a road along Route 15, Log Mill Road. Some of you may be familiar with that, but over a 15 period of time, 15 year period of time, 10 different accidents took place that all resulted in fatalities. And they were all young people, probably right around graduation time. And one of the supervisors by the name of John [Inaudible] had the kahunas to get money to eventually, cause the problem was vision. And it was like Route 50. When you turn on off the Sam Fred, when you look to the left, like when I was coming here tonight, some Yo-Yo does not have on his headlights. You won't see him and you'll pull out in front of him or in the daytime. There is no lights that sort of give away a position, not to sound military. You like that? [off mic] OK. But the point is, it is very dangerous and we need to fix that before it is a problem. And I know the response from VDOT has been there are only you know, the trips that are going to be coming through there, in addition to what normally goes through there is not to enough to warrant a some sort of a safety check and safety check is not the right word, but some sort of VDOT analysis. And that sounds so bureaucratic that is just drives me nuts because we're not talking about the volume of traffic, which there is going to be a plus up. We're talking about it's dangerous today and we're going to. And I pulled out on there with a horse trailer, as I've done many, many times. And you almost you really have to wait to a federal holiday and come out before first light to be safe. And so I think something needs to take place between you all and VDOT to say, hey, guys, we gotta get this fixed. You know? And I would only encourage you not to be another Log Mill Road story, because that would really [inaudible] So there you are. Thank you.

Bridge Littleton: Thank you.

Kevin Daly: Colonel Nichols. Thank you for your service. This is from Colonel Daly.

Bridge Littleton: Anybody else like to a would able site to address the council during public comment? Get up there. [off mic]

Eva Smithwyck: I'm Eva Smithwyck 22868 Sunnybank Lane, which is actually right off of Sam Fred Road. Following up on his comments in regards to the Sam Fred Route 50 intersection, I can attest to that. I drive. We have a six horse van. And let me tell you, when I leave there now I'm like this. Here we go. And I said, I just am so glad that I'm actually in the big van because I know that I'm the one that's going to come out ahead if something does happen. But in any case, it this I think our biggest concern is it turns into this Log Mill Road type of situation with this upcoming subdivision that everyone says is by right or whatever.

But I have my own opinion that. But if we have more traffic, I just can't tell you how crazy that road is now. Coming out at Sunnybank, VDOT's the one that designed, they're going to shoot me in the back when I say this, but they designed our driveway that Sam Fred used to go down to the Sunnybank mailbox and turn a 90 degree angle when it was a dirt road. They came in years ago and made that curve. And now when I come out of Sunnybank. It's like you can't see to the left on the curve. It's just crazy. So if you're going to add four entrances onto Sam Fred Road, which is supposed to be a rural road with these 38 houses, which, by the way, it's a much bigger project than that. That's a whole nother discussion, because I know for a fact that it's not just going to be the 38 houses, but anyway, you add into all that polo fields, polo games, all this stuff going on. All this traffic coming out. Here I'm sitting with four entrances right in front of my own property. I think as a taxpayer and citizen, I have a right to be upset that that's going to happen on this rural road. Western Loudoun is supposed to be the rural area according to their comprehensive plan and this is a rural type road now, you're just having all this traffic and then something's going to happen. And if it does happen, you are going to have to do something cause

someone is going to get killed on that road. It's very dangerous. So we had bicyclists that come down through there and it's curvy. It's windy. It's pretty scary when you run into the bicyclist, you come around one of those curves. You're in a six horse rig or in a horse van or in a delivery truck. It's pretty there's nowhere to go. Absolutely nowhere to go. So you add all this. And there's livestock on that road. And everything is just something will have to be done to make it a safer area before something goes wrong. That's just my thoughts.

Bridge Littleton: Thank you very much. Anybody else like to address council in the public comment session? All right. We will close the public comment session and move on. There is no public hearing actions or special recognitions. Next up is public presentations. We have two areas, a public presentation night. One is interviews for town council candidates. And the second is the status and update of the VDOT progress on the crosswalk section. I'm going to actually flip the order of those real quickly. So we're going to do the VDOT's progress on the crosswalk repairs first and then we'll go into the interview of potential town council members. So at this time, I would invite the members who are here from VDOT to join us at the table.

And Danny, I think you want to give the background and we'll jump into it.

Danny Davis: Absolutely. And Kim McCool from VDOT is here, and she's the one that provided the report today. Hopefully you had a chance to look through it briefly. Due to the cracking and the continual concerns we have with the crosswalks and specifically the concrete on the edges of the crosswalks the mayor and staff and I met with Mr. [Inaudible] and with Mr. [Inaudible] and Mr. [Inaudible] and tried to come up with what can we do to figure out what's really going on at the crosswalks. And so at that meeting in June, we had the discussion of doing it, asking VDOT to do a deeper dive, to investigate the construction documents, to make sure they were engineered and designed properly, but then also look on site and see what could have happened in the construction process that may have resulted in the failures that we're seeing today. So thanks to to Kim and Mr. Rourke, who are here to discuss this with us. But I won't take a more time. Let them go over the report. And then I know there's been some questions so far. And then we can have that conversation.

Bridge Littleton: Well, thank you both very much for coming, we really appreciate the hard work in the report. Before we get started, I think all you need to do is just state your name into the microphone. And then if you want to take in, take the first part and give us an overview and then we can just dive into questions.

Nicholas Rourke: My name is Nicholas Rourke. I'm an assistant district engineer for North Virginia district and also Colonel retired. So I guess I fit it. [off mic] You know, we're here tonight, again, as mentioned, to discuss the crosswalks that were constructed in 2016 and the issues that that have occurred with them since then. You know, certainly VDOT did not achieve the the kind of objective that it wanted with the project. So we've looked at, as mentioned, to have done a a deeper dive investigation into what we think of wrong. We think we've identified that. We think we have prepared to identify [inaudible] discussed. So with that, I'll turn it over to Kim to go over our report.

Kim McCool: Hi. Good evening. I'm Kim McCool. Thank you for having us here to go over this with you. o coordinate further with you and as we keep going. But as you mentioned, this is kind of a status update of our findings to date and our recommendations moving forward. I'm not sure how many people have had a chance to read the report. I'm not going to go through exactly everything in there. But if there is something that you would like more detail on. Obviously, we'll be glad to discuss those items with you. So with that, I'll just kind of get started. As Nick mentioned, the crosswalks were constructed over a period of about a year between October 2015 and 2016. So they're only about 3 years old. And they obviously did not achieve the result that we were hoping for or else we wouldn't be back here talking about them so soon with you. The bricks were Claybrick pavers were used and they were they were the interior bricks within the crosswalk crosswalk. And they were surrounded by a concrete cradle that basically, you know, the [inaudible] surrounds it. Underneath was 8 inches of reinforced concrete. And then there was edge

restraints on either side that was concrete, but unreinforced. And as I said, there's some more information on the detail and things like that that I really don't need to go into, I think. But what we're really focusing on here is the concrete edge restraints more than the bricks themselves, because that's where we're finding that significant cracking and fragmentation that that's really unusual. So that's what we focus our report on. There may be some more questions regarding the bricks and things like that as well. During construction itself. There were a couple issues that resulted in some cracking in those concrete edge restraints. And at the end of the construction process, there was a final punch list walk through that both VDOT and some representatives from the town also attended as well. And those cracks were identified during that walk and it was decided at that time that those needed to be repaired before we accepted the roadway and closed out the construction process. So we did require the contractor to go back and repair those sections in the way that they did that was they went in and removed the top four inches of concrete from edge restraints. They then used put back some reinforcing and put in some new concrete. And they did that in about 20 to 25 locations that we had noticed in the field. After that was done, after those patches were completed, we did it then accept the project. So the construction was then considered complete at the end of 2016. However, in beginning, you know, in a couple of years later, we started to notice that the concrete edge restraints were having significant cracking in what we're calling is fragmentation in those top layers. So in October 2018 VDOT sent out one of our crews, a structure and bridge crew, and did some additional repairs. They repaired in a similar manner by removing the top four inches of concrete. They then put back the reinforcing that was there and they used a different kind of concrete when when they did their repairs and had fiber in it. So it's functioning well, but it has a different aesthetic. And those those patches were a little bit more obvious. If you go out and take a look. So those were done in October 2018. But in this year, we're finding new locations that are coming up where we're finding that this is continuing to occur. So because of that, we developed a team, if you will, to investigate and see what was going on. We did go back and look through the design plans. We talked to the contractor and we looked through some of the construction documentation and talked to the construction managers and things like that. We we did do a field walk out here in August, the end of August, to take a look at the extent, the nature and extent of the patching and documented what we found, obviously. And we had a little table and started to kind of bring that boil down into a summary. We found that of the concrete edge restraints that are in Route 50 itself, that the Route 50 traffic would be right driving on top of there. There's a total of twenty two of those out of those 22, 16 of them did have cracking Good. How cracking or patches. There's not as much in the ones paralleled to Route 50. Those concrete edge restraints. There's a total of twenty four of those and we only found that five of those had any issues. So it's as you would expect basically along Route 50 where you have more traffic, you're having more issues with those concrete bands. So the results of this and all this discussion is what we noticed. Is that really the problem that is occurring in those patch sections? So it's not just randomly anywhere within the crosswalks. It's what's breaking up, as is the sections that were patched at the end of that construction period. And our opinion of that is that there was not an adequate bond between that top four inch layer that was replaced and the layer underneath it. There was not there was a little bit of rebar in the sides, but it was not sufficiently reinforced or tied down to that concrete underneath it. So those two layers begin then act independently. And so you have the the larger layer on the bottom and then you have a thinner orange layer with traffic going on top of that, you know, repeatedly. And they essentially bounced together and it caused it to fragment. And basically, you know, in the nature of that fragmentation, that's something that we see in bridge decks. So that was kind of one of the things that was obvious when we first noticed it is that cracking and fragmentation is typical of what we would find in a bridge deck when the two layers are not bonded together correctly. So that's kind of the short version is we feel that the problem is that those patches themselves, they were too thin, they weren't anchored down correctly. And then they just became a separate unit and then they broke up under traffic. When that happens, then you also get water that comes in there. And there's other you know, it just kind of the domino effect from that. So it continues to break up over time and then the water comes in from the bricks to move and it's just think, like I said, it's kind of a domino effect. So the easy sort of repair to talk about is, you know, where there was a patch we'll pull up a patch, pull it up and put down something new, that that works better. You know, it's easier said than done maybe. And this is the part that really requires a little bit more coordination with the town as far as the how and the impacts and that kind of a thing. So that is something that we really do want to

coordinate with you as we move forward. But our recommendation then would be to as I said to remove all those sections that have patching in them. At this time, we're recommending that you remove the entire 24 foot length across a full roadway. By doing that you have a better aesthetic. Then you'll have your concrete matching all along. You'll have a unit that is fully reinforced along the edge and you're going to make sure you remove any patch section. By doing that it does require some traffic impacts. So that's that's something that, as I said to work on with you further. We're learning about, you know, closing the entire intersection at one time. Really. It's it's a tough thing to do, but it will give a better result we feel with the contractor will have been higher works zone to himself without any any traffic impacts that can also cause vibrations and it can also cause disruptions to construction. So but you do are fairly lucky you have parallel roads adjacent to it. We think it can be done in a relatively short amount of time. We're thinking of closing at rush hour on Friday, working all through the weekend and reopening Monday morning. Depending on how much work and in things like this as we move forward it may be that we can do multiple intersections at one time. That's something that we would investigate. We were talking about that probably would not be a good idea to do adjacent intersections. We would want to stagger them so that you could have that connectivity across town and within the businesses along 50. But that's our recommendation. What we are looking at doing is developing, working through these details with you on maintenance of traffic and the amount of repair work. And hopefully we would like to advertise this project to a construction contractor in the spring and have construction maybe in the summer. Work again, working with you on timing as far as events and things like that.

Nicholas Rourke: I want to add at the repair detail that we developed has substantially more re-enforcing than what was put in place in the field. In the field, in corners and basically in a corner of each patch there is simply a vertical dial that was embedded in the concrete and exposed for about two inches in one single piece of reinforced steel tied to it. I can tell you as a bridge engineering is my background. [inaudible] When I looked at it and all of the current bridge engineers, we immediately said that we need U-shaped [inaudible] spaced every six inches, not just at the corners, just ensure that we're getting it the time between the top concrete and the bottom concrete. So that's a substantially different detail. We're also going to go a little bit deeper? OK. Six inches, which is a it's a more robust section. It's something that you see similarly we would see on our use on our bridges. So it's could be a much more robust in a [inaudible]

Bridge Littleton: OK. Thank you very much. Any questions from Council. Cindy?

Cindy Pearson: I live close enough that I hear all the noise that these patches and where they've sunken per say, I guess because of this little dowel, maybe. I'm not sure from what. When the trailers hit it, you get the loud noises. Will that help stop that?

Nicholas Rourke: Yes. If they're hitting loose concrete right now. Yes, it should, because we won't have this concrete anymore.

Peter Leonard-Morgan: Do you think in between now and summer, it might get a lot worse and we've got real serious problems?

Nicholas Rourke: [off mic]

Peter Leonard-Morgan: I'm just thinking of going into the winter with snow and ice and thawing.

Nicholas Rourke: [off mic]

Cindy Pearson: When we did this project, it hugely impacted our businesses and years talking about doing this on the weekends, which is our busiest time here in town. Is there any way maybe that we could speak about this and see if a Monday, Tuesday, Wednesday? I don't know. But if there's some other options we might look at to have this done.

Nicholas Rourke: [off mic]

Kevin Daly: First off, thank you very much for saying that there is a problem and coming back to repair. But I'm sure a lot of people are wondering, because here is a military corps, Larry, I had there's never enough time to do it right the first time. But there's always enough time and more money to do it over again. Was there not any engineering board reviews before this initial build was constructed so that there wouldn't be 16 out of 22 intersections? That's a significant amount of failure out there. And now the town is going to have to go through yet again a disruption in our business cycle.

Nicholas Rourke: [off mic]

Kevin Daly: But there was no review board to check the process before it was done to ensure that it would work?

Nicholas Rourke: There was no review board. There were certainly discussions between the construction staff and other staff within VDOT and the contractor that [inaudible].

Bridge Littleton: Thank you, Darlene.

Darlene Kirk: Two questions. Would you consider doing the work at night? [off mic]

Philip Miller: So that would mean if it takes more time. You need a second weekend. [multiple speakers]

Nicholas Rourke: We are potentially looking at maybe on a single weekend doing three to four intersections. So all told the disruptions could be anywhere from two weeks to four weeks depending on things like weather. [off mic]

Bridge Littleton: Got you.

Philip Miller: Why? Why would we go in and spend all of this time and effort and only repair 16 instead of all 22 transverse?

Nicholas Rourke: [off mic]

Philip Miller: There is no concern that they're going to delaminate.

Nicholas Rourke: That there's no patch for it to delaminate. All of the areas that we've seen right now have been repaired that is a patched area. But the areas that weren't patched are performing fine.

Bridge Littleton: So to follow up on Philip's question. [off mic] Yeah. Well, there's that. But so I want to drive it on to very specific points here. So what you guys are saying is that in the original design and what was originally laid out, your assessment is that what was done was to a proper engineering standard and you feel confident and comfortable in saying to council and citizens right now that you have no concerns that those may fail in the near term.

Nicholas Rourke: That's correct

Bridge Littleton: OK. So then the second question I've got. Well, I mean, I understand, right? It was laid. It was poured. It cured. Then you guys came along and did some inspections and some of them had chips in them. So those ones that had chips, you went and, you know, cut them out and relayed some concrete on top. And those are the ones failing.

Nicholas Rourke: [off mic]

Bridge Littleton: I get it. I get it. Yeah. That was the ones. But the ones that weren't chipped that were originally poured once. You're saying that the engineering that was done for that is good to go. All right. So here's the dilemma I have with that. You're talking about an, it's very dangerous getting into an engineering world. You're saying that on these other patch areas, the right way to do it is to add, you know, reinforcement, put in rebar, put in these, you know, use or whatever every six inches and all that kind of stuff. Those don't exist in the existing ones.

Nicholas Rourke: No they don't. What we're trying to make sure that we're going to have a good bond between really have two separate layers of concrete that you're trying to bond together. OK, the re-enforcing still helps that to occur. For the homogeneous [inaudible] that haven't been disturbed it's one homogeneous section of concrete.

Bridge Littleton: And then why on these 16 units wouldn't you just go back and do it the way it was originally done like the other ones? If you're saying that they're functioning great.

Nicholas Rourke: Again because you're in those sections are a single homogeneous layer. And in areas now, what we're putting in this one repair, we have two separate forms of concrete we want to form as one reinforcing still helps that occur. It helps ensure the bond between the two pieces of concrete so it does act like one.

Bridge Littleton: So, yeah, I guess I guess where my concern right is, is that there's 16 and a failed that would leave four into six that were done that are these original one pieces. And what you guys are telling me is, you know, you just confirmed those are good. Why not go rebuild the 16 to that standard instead of this hybrid pour on top of pour with the risk that it might not? I mean, the last time we patched it, it didn't work. So why patch it in another way that we don't know will work? If you're telling me that the original way worked. [off mic] I'm saying I mean that way. I mean, I'm going back to the I'm looking for the guarantee that we don't have to come back in three or four years because these patches didn't actually, you know, anything can happen. Right. If you're telling me, you know the original way worked, go do it the original way. Let's do it once.

Nicholas Rourke: Since since we have two separate layers of concrete repeating what was done originally is really not an option unless you took everything out.

Bridge Littleton: That's what I'm saying. Take it all out.

Nicholas Rourke: That would be a far more expensive endeavor for us. I'm confident in the type of repair work that we're specifying. Using the [off mic] We do this on our structures that we are rehabilitating all the time. [off mic]

Bridge Littleton: OK. I mean at the end of the day, this is this is VDOT Right. And I'm just really concerned that, you know, what failed before was patches. So we're putting in again now, is patches right in a different way? I totally get it. You guys are telling us with this high degree of certainty that the if the original format had been filed on those other ones to failed. They're doing beautiful. Why wouldn't we just go with what we know works? And that way we can have a we can have, there's no absolutes, but we can have a high degree of certainty and confidence that we're good to go because of what I don't want to see is us shutting down, you know. And if you're telling me, you know, three a weekend, OK, you know, we're all in small-government, too, right? That's actually two a weekend. So we're talking five weeks, six weeks. So who knows, right. When we'd be shutting down in the summer, prime time for businesses, for tourism, that in two or three years these patches fail again and we've got to go do it again. So, you know, I understand it might be a little bit more expensive, but we're looking for minimum disruption and as best degree of certainty in solving this problem that we can. So and then there's the other issue about the bricks. So I mean, for me personally, I don't know about everybody here because again, we just got your

report last night. So I haven't really I've read it twice. I haven't really had the opportunity to get deep into it. That is my major concern on this. Right. If you've got a solution, you know, works. Let's just you know, I think it's owed to the town of Middleburg that diskette. I mean, these pictures are from 2000 a year ago and we're talking about now what the solution is a year later. And e solution isn't going to be implemented and completed till a year from now. That's a lot. That's a lot for this little town to take on. So and they're dangerous. You know, people trip over the broken concrete and stuff like that. So that's one of my biggest concerns. I don't know if anybody else has any input.

Darlene Kirk: I know our businesses were really hurt last time, too. Several of them almost we almost lost quite a few businesses because of having to shut down on the weekends.

Bridge Littleton: And I'll say this, I get it to fix it, we're going to shut down. Right. We're gonna have to figure out to make that works the most, you know, minimal way as possible. But what I don't want to do is implement a solution that then three years later, we have to go fix again and close down again. So I you know, like I said, I mean, I want everybody else to, you know, you guys to please opine. But my strong recommendation is, you know, if you're telling me as the engineer, you know, the original way worked. That's what I want to see. So but I'm one person and I don't even get to vote. Yeah.

Darlene Kirk: The other thing I was gonna ask about is somebody going to inspect the other six in some way to a certain that they aren't going to start it right after you leave.

Nicholas Rourke: Well, we've inspected them already. If anything occurs over the intervening months, while we're developing these plans then we will add them to the scope of work. But when we inspected them we did not see issues with. The problems are where the original edge restraints were patched.

Philip Miller: So this proposal, all of the patched areas would be completely replaced.

Nicholas Rourke: [off mic]

Bridge Littleton: [off mic]

Peter Leonard-Morgan: I would just reiterate what the mayor said. If there's a way you might be to go back and look at those numbers and see if it might work to do the same repair as the original product. And what the difference in prices and bearing in mind the inconvenience that is taking place to all the businesses and town, we'd be really appreciative. Just looking at it. [off mic]

Kevin Daly: The question would be time and money. So what's your budget constraint? It's not coming from the town, but is the state telling you this is how much you are allowed? Or can you go to the state and say to do it right so we don't have to do it ever again this is how much we need.

Nicholas Rourke: A maintenance budget for VDOT really has no funds to do this magnitude of this repair, so we'll be taking funds from some other need, paving or drainage repairs, things like that to to address this. Kim your estimate was that this would be about \$500000 for what we're proposing? OK, what we want to do is, is get the best bang for our buck just like anyone else does. Again, in my engineering judgment I've been at this for 38 years, I guess is the total number that this repair is robust enough to work. To take it, say the full depth of the concrete cradle, which would be another six inches of demolition and probably about four feet wide, would be much more extensive work than it certainly would probably be provide an even greater degree of surety, I'm not going to argue that or dispute it at all, but it's probably [inaudible] this is not necessary for us to do more to provide Middleburg with functioning crosswalks where we don't have the same type of fragmentation. [inaudible]

Kevin Daly: Well, as I started out saying at the very beginning, there's never enough time to do it right the first time, which it should have been done what was it three years ago? Done right the first time. But there always seems to be more money and more time to do it over again. So we're hoping that this won't have to be done over again and we don't have to sit here and meet again. I give you that core, Larry, of military knowledge that I picked up over 32 years. [off mic]

Chris Bernard: Really quick. So just thinking about it from a economic impacts instead of closing down four or five straight weekend periods. Right. Because that's what it sounds like. Is there a way to do it, to do intersections on a rolling basis for like a period of eight days or something? Does that makes sense? [off mic] So you just smash it all in one week and you pick the worst week of the summer.

Nicholas Rourke: [off mic]

Bridge Littleton: I think that's a good idea. Ideally, spring would be better. You know, I get you need the warm weather and stuff like that. But you know, what's that? [off mic] We got to figure it out.

Chris Bernard: [off mic]

Philip Miller: Beginning of August would be the best time.

Chris Bernard: Just jamming it in 10 days and the most more palatable than just [inaudible]

Philip Miller: I don't think that we would have a very good response from our businesses. I see a couple of our business owners shaking their heads at me all ready. [off mic] I hope you brought business cards.

Bridge Littleton: Okay. I think the only other issue. The only other thing we want to ask you about is the bricks. Right. So because everyone knows anything in your old report about also, you know, fixing what's going on with those. So and I can I will say specifically and purposely, those bricks started to break and crack and fragment within weeks. Long before concrete ever became a problem. So, I mean, I get it. The concrete starts failing, then the bricks get all loose and all that. But I mean, those things, day one were a big, big problem. So I didn't see anything in your report about addressing that.

Nicholas Rourke: You're right. And we will add that to the report. What I've been able to [inaudible] from the research we've done it's really it's a jointing sand issue here. The bricks are laid off about that 1/16th inch gap joint between. They need to be fully filled with sand. If that sand becomes loose. Okay. And then the interlock between the bricks is lost. [inaudible] starts to twist them. Then they start to chip into and potentially break. It may be something that for VDOT doing periodic refilling of the joint sands might be something that you might need to routinely do in the future in order to make sure that these the bricks that have been maintained with properly with sand between the joints. [inaudible]. But if I take you up to all your sections close to rejoin all the sand. I would like to use a some type of stabilizer, a polymer typing material that that could provide a potentially better seal. It's not just losing the joint sand from from the fragmentation that occurs, but it's sand So when it rains, you know, it's just subject to being washed out. Concrete and bricks each have their own different thermal coefficients of expansion. And although the differences slight over the length of the crosswalk, you're talking about like [inaudible] of an inch of movement. [inaudible], there's slight differential between them and make sure you have enough sand so that the bricks themselves expand or contract the sand moves along with them so that they and pop is something that that I think would help that at least make sure that we're not losing sand due to weathering keeping it all within the joints. But again, it might be something that it's simply on a routine basis the department may need to come here and to get in and to redo the jointing sand just to make sure that the bricks are the interlock is being sustained.

Bridge Littleton: Okay. Yeah, I think it's you know, that's got to be part of this overall solution, too. You know, whatever your recommendations are it's not what you know, you're the compound or whatnot. But yeah, those that was day one. Those things started to fail.

Darlene Kirk: I just wanted to ask something. Thank you. And maybe I read it, but I thought there were two different kinds of brick that were used. Or were they all the same because it says your [inaudible] And I didn't know if when they came in and did the patches, did they use the same type of stuff? It just didn't connect. Didn't click lock together?

Nicholas Rourke: [Inaudible]. But we have since found the correct pallet of bricks and we bought extra bricks when we did the project. So those are the concrete pavers which are mixed in with the clay pavers. Our maintenance crew should be in the process of scheduling replacing them so that you get the appearance that should be there.

Bridge Littleton: OK Philip.

Philip Miller: Is there no other way other than a polymeric sand or some kind of poly binder? Is there no other way to set the bricks so that we don't have to have the constant maintenance of worrying about the filler?

Nicholas Rourke: [off mic]

Bridge Littleton: So what are our next steps?

Nicholas Rourke: As Kim mentioned, we need to work to develop a set of plans. We do think, again, we are targeting spring advertisements so that this is a summer construction project. Sometime [inaudible] the March time frame. So we want to come back and say here's what our ideas are for maintenance and traffic. Then probably information for all the residents to see and weigh in on what [inaudible]. And I think that approved for [off mic]

Bridge Littleton: I think what will be helpful for us. And I know we've got you know, if that's the schedule plan, that's fine. I think we'd like for us to know when you guys are ready in the next month or two to see a full IMS of how we're going to do every city with all the major interdependencies. Right. So full integrated master schedule where the interdependencies what are the things that you need from the town in order to be able move forward like, hey, we can't do this until we hear from you. Right. So that way we know exactly where each party has to play. I expect us to be a full integrated partner at every step along the way. And, you know, we might have some outside engineering help come in and help us, you know, do an oversight, too, of making sure we get this right. I mean, at the end of the day, we have a responsibility to answer to the businesses and the residences, as do you. But as elected officials, you know, this will be the second time they've had to go through this in three years. We need to make sure we're covering and getting it right too. So and I think we need to air on the side of abject and overt transparency at every step along the way and keeping the schedules when we say we're going to deliver things. So we really you know, we really need to be focused on this, on this solution. So I appreciate all your guys hard work and, you know, being willing to come here tonight and take a couple arrows. And, you know, it's never fun stuff. It's nobody's fault. Right? It's not that anybody wanted anything to go wrong, but things do go wrong. But we just got to focus and fix them. I also want to thank Scott. Our champion in CTB Member for help all along the way. Danny, did you have anything else? Oh, OK. So did you guys have any questions of us? Now it's your turn.

Nicholas Rourke: I don't believe I do not at this time. Kim?

Kim McCool: No, I just we look forward to coordinating some of these details with you as far as the traffic and the timing and [inaudible]

Bridge Littleton: Perfect. OK Well, thank you guys very much. Thank you. All right. Next item on the agenda is town council candidates. So I believe we have two very distinguished individuals, citizens, citizen servants interested in filling the interim vacancy for the town council. And I believe it is Mr. Don Woodruff. And Mr. Morris Bud Jacobs at this time, what with what we did last time, which I thought worked very well, was just asked each of you to come up and just speak. However much time you like and give any thoughts or inputs to. What's that? So there's been an amendment from the floor that there will be a time. But no.

Just guess any of your thoughts around, you know, your interest in serving and and council may have questions or whatnot, but we can flip a coin or someone can volunteer to go first.

[off mic] Yeah, that's right you forget to mention we have a general in our midst.

Don Woodruff: That's right. Notice he's on my side. He shook hands with me. [laughter] He knows we're the ones who got him there. And he didn't have to talk about it. [off mic] That's right. Well, Mr. Mayor, thank you very much for the opportunity. I've served in the county government for about fifteen years already. And when Mr. Hazard said he was departing and there would be a vacancy for a number of months, I think it's probably down to about six months now. [off mic] Till May. [off mic] I don't either as you know. Only history. I thought perhaps I could offer my services, at least during that time up until of the election process would vettify someone in that job. I'm not an engineer. A lot of what you guys were talking about tonight is greek to me, but I do love this town. We've been here 25 years. My wife's works with this gentleman to your immediate right. Mr. Peter Leonard-Morgan, council member. [off mic] She's just put up with me most of the time Peter the other time. But it's just what the town council does is so important to Middleburg. And you just had a display of the type of thing that we all worry about, and that is that we are not necessarily respected as a town or community or a group of businesses and people. So thank you for your time.

Bridge Littleton: Thank you, Don. Mr. Jacobs. Oh, wait, I'm sorry. Did anybody have any question for Don? [off mic] [laughter]

Kevin Daly: Just a comment. Highcliff has a sale on bow ties.

Bud Jacobs: My name is Bud Jacobs. For the record, I also am not a former colonel. I am, however, a former staff sergeant in the infantry. [off mic] Not entirely comfortable having this general sitting behind me. [laughter] Thank you very much for your time and for the opportunity to present my case to you however briefly, Cindy. When I got out of the army and after college, I went into the foreign service thinking that I was going to have tremendous impact and helped change the world. Now that I'm older, I understand that probably the best you're going to be able to do is to do some good in your neighborhood. And that's what I would like to do if you should select me as the interim or acting I'm not sure what the title is member of the council. Some time ago I was listening to a program on C-SPAN. Please, no remarks about the old guy sitting at home, watching or listening to C-SPAN. And I think it was around the one of the conferences of mayors and the interviewer this was C-SPAN radio. The interviewer had a a mayor from a small town in Arizona, which sounded a whole lot like our town. He had our council. And the interviewer asked the obvious question, which was, Mr. Mayor, in this time of great domestic political turmoil how are the ideological and partisan divisions that we see around the nation having an impact on your governance of your town? And it was, as I say, it was radio. But you could tell the mayor kind of took a long and deep breath before he answered the question. And he said essentially, we don't really have that in our town. You see, we've got to make sure the trash gets picked up. And by my lights from what I've seen in the 10 years or so that we've been residents in Middleburg, this council does a terrific job of making sure the trash gets picked up. I took part in some of the Berkeley Group sessions and helping foment the town's vision and our comprehensive plan. To me, it all seems just about right. I'm not sure I would change very much at all. We all know what the challenges are that we face I think. They've been laid out very well in terms of our reliance on tourism, our need to plan for a rainy day. And I would add probably the most significant challenge we face is going to be threading the needle between development

as it approaches us from the east and people's legitimate requirements for having homes and places to live and putting that all together with what the town thinks it wants to be in terms of its future, its culture, if you will. And I think the council is going to be very busy dealing with a lot of those of those issues. If you select me, I promise to be diligent, to work hard. I am very sensitive to the fact that if you do select me, I'm not an elected official, really. So I wouldn't be bringing any great new initiatives to the council. But I'll certainly work hard to support the efforts that you all have already undertaken and as you move forward to to continue to represent and defend our interests as citizens and residents of Middleburg.

Bridge Littleton: Anybody have any questions for Mr. Jacobs?

Kevin Daly: Just a quick comment from one former staff sergeant to another. Thank you for your service.

Bud Jacobs: Thank you for your service. And you too Joe. [off mic] [laughter]

Bridge Littleton: Cindy.

Cindy Pearson: I actually have a question for both Don and Bud if we can do it. Do you plan on running for election when that comes around.

Bud Jacobs: I don't know. I'm not sure. I can't see if it's a requirement for you to appoint me as a temporary member. I can't make that commitment. I might well run, but I couldn't tell you right now whether that's a choice.

Don Woodruff: I concur. [laughter] [off mic]

Bridge Littleton: Any other questions? Okay. Bud thank you very much.

Bud Jacobs: Thank you very much.

Bridge Littleton: Gentlemen, thank you both so much. We'll take it under due advisement in closed session. [off mic] I know what that means. A fertile octogenarian. It's a legal principle. Next thing is, staff reports, first and foremost is Stuart. Stuart have a cookie. [off mic]

Stuart Will: We are getting prices and options on piping for well L. We're looking at stainless pipe. That's one where you buy it one time. You're going to pay probably three times as much for it, but then it's gonna outlast my lifetime. Your lifetime. Stainless is a remarkable material, not the other option we're looking at is going back with galvanized pipe new and a stainless cable. Again, it's going to be more expensive. But we're looking to avert this from ever, ever happening ever again. Well 4 is still idle. And we did some additional flushing there this past month and it's not moving forward, unfortunately.

Cindy Pearson: So what's the plan for well 4?

Danny Davis: Yeah. So so regrettably with well L being down, we're limit on how much we can do flushing and activity down at well 4 because we don't want to overextend ourselves in the use of water for that. So step one honestly truly is well L back online to have that redundancy and to have that support to our overall system. I think we're close to that. I talked to Mark on Tuesday. I believe it was. And unless things changed, I expect that to be ready next week for them for Broy to be able to install. And I think we are able financially to be able go the stainless route, at least based on the initial estimates, which would be, I think, a long term good solution for that well. So step 1. Well, L back online. Step 2. Mark was in town Thursday of last week, began working on well 4 again and he turned the water up to about one hundred twenty PSI, which shouldn't be enough to stir the mains, enough to create sedimentation and dirtying of the color of the water. But it did. And so again, part of that we think is because of how much we're pumping out of other especially well three that doesn't have the sand filter filtration on it.

Stuart Will: We're basically gonna need to reschedule our warming flushing, get that accomplished, and then we'll be able to move forward more with well 4 so.

Danny Davis: Well I flush the lines, start back on well 4 and pray that that it may work after clearing out all this resin in the bottom of the tanks. If not, then that gets back to that plan B on well 4 treatment plant which is dig out the sand, replace the nozzles and that's a multi-week

Stuart Will: A good two weeks of work.

Danny Davis: The project along with probably twenty plus thousand dollars just in terms of time and energy. We got to do it. We need we need well 4 back on line and so we will put the the resources in. We need to get it done, but we want to make sure that we've done everything we. Again, same type of conversation here to make sure this doesn't happen again in two years, three years. You know, what was the cause and how do we avoid that as much as we know how in the future.

Cindy Pearson: It seems like it's been a really long time.

Danny Davis: Yeah, it's been down for two years on this cycle. This this again, is the blew up in, what, 13? Back online for three, four years and then it's been down for 2.

Darlene Kirk: I agree on the stainless-steel one because you didn't you tell us the other day it lasted so much longer.

Danny Davis: Yes. Yes. I mean, you'll you'll get two, three, four, maybe five times the lifespan of the galvanized pipe.

Stuart Will: You'll replace several, you'll replace several pumps on that same stand pipe.

Darlene Kirk: [off mic]

Danny Davis: That's definitely the direction we're headed.

Bridge Littleton: Yes, sir.

Peter Leonard-Morgan: I don't know if I miss something. Did we retrieve that old pipe and the pump now? Has that been done? Or is it still stuck down there.

Stuart Will: We retrieved the pig tail and the pigtails. The electric wire runs up and the contractor had the pump and pipe along with the big deal and could literally see the tip of the pipe down in the hole. And it fell a second time. And the area where the top of the pipe is sticking up in the hole is a cavern and it's kind of off to one side. And they went down with their camera. And for a period of time, was not even able to see the pipe. And then we're able to see the pipe. But they did determine that we can reset and not have any obstructions whatsoever to a depth of I want to say three hundred and ten feet. And the existing pipe, pump and motor is not going to affect water quality at all. Per their recommendation. [off mic] Correct. It'll just reside there. Yeah. Till it dissolves eventually. [off mic] Yes.

Bridge Littleton: Okay. And the question is restored. Yes, sir.

Kevin Daly: Couple weeks ago, we had the issue with the manhole cover being lifted by stuff. Coming out as a solution been found as to why that happened and to prevent it from happening in the future.

Stuart Will: This one's escaping my memories.

Danny Davis: The overflow. The sewage. Oh.

Kevin Daly: Otherwise known as [inaudible]

Stuart Will: That, sir, was roots in our lines. We initially attributed that to grease just based on the odor. I could smell. And the fact that we saw grease floating to the surface and grease was a contributing factor. But what we found at our bar racked up the following Monday it was root balls and vegetable matter. And in any case, we need to get camera trucks in to evaluate those sections of lines and see where it is. Are we getting these roots from? Consequently, they can also cut those routes out and remove them preemptively. And then ultimately you might want to go ahead and line the pipe. So the roots are unable to intrude in the future.

Kevin Daly: One other comment. This is accommodation. AJ was out there along with Jason, but we were watching I think it was one of your guys. He was jumping in to down into the manhole cover to get things rolling and making it smooth again. So well done.

Stuart Will: Yes. AJ told me to give him an ataboy and I did. Spoke with the company owner and said, AJ, what's the name of the guy you sent out here to? And he didn't know his name. I said, Aaron, you gotta learn this guy's name. This guy's doing you proud. Yeah. 5-Star. Correct.

Bridge Littleton: [off mic]

Rhonda North: Thank you, Mr. Mayor. So over the week past weekend. We did do our paper shred. The majority of what would shred were town records that were eligible under the state records retention schedules for destruction. But we did have some citizens who participated as well. Little before 11:00, which our time was 8 to 11, we actually filled the truck completely and the alarm went off and the grinder shut down. So we spent about the last 15 minutes holding our breath that no one else would show up with a large volume of records. So eight thousand pounds of paper were destroyed on Saturday. Yes. [off mic] With regard to their regional solid waste RFP, I have prepared a draft. I have forwarded it to the other towns in Western Loudoun and we have a meeting scheduled for Monday afternoon to start discussing the details of that RFP and to try to get something finalized so we can get that out on the streets as soon as possible. And then the last thing that I have is we have a number of vacancies on town committees. We have advertised on the web site, also put a little notice in the newsletter that just went out with utility bills. But we're not getting any applications. So if you know of anyone that you think would be good on either EDAC. Go Green, Arts Council streetscape or well head protection please, please encourage them to apply.

Darlene Kirk: Is there an application or did they just have to do a letter?

Rhonda North: They can just send in a letter of interest.

Bridge Littleton: OK. Any questions for Rhonda? Treasurer's report.

Danny Davis: Mr. Mayor and Council. We've provided you the monthly report for October of this year. Happy to answer any questions you might have about the revenues or expenditures. Just as a brief update on the revenue side, this does now show the journal entries that were booked back to fiscal year 19. So what you're seeing are the revenues attributable to fiscal year 20. Happy to answer any questions.

Bridge Littleton: Any questions today on the Treasury report? OK. Next up is. I'm gonna switch it around, Jamie.

Jamie Gaucher: Thank you, Mr. Mayor. Members of Council. A couple of things I want to highlight on my report. Comion Associates was here in town yesterday doing a series of interviews. Their first site visit. They are the consultants that is helping that are helping us with our long term economic development strategic plan. Additionally, we have a new medical professional here in town, a gentleman named Charles Carroll, who is an orthopedic surgeon, retired or stepped away from a practice in Chicago. And he and his wife had been coming to Middleburg for years and years, and he decided to come here and open an office. So he'll be located in the basement of Tim Clites building right behind the Red Horse Tavern. We also have Cindy Thompson, who's going to be opening The Community Shop in this space that was formerly held by the Wisdom Gallery. And since I drafted this report, we have a new craft beverage company in town. Wild Hair Cider, signed a lease earlier this week. They're moving into 17 East Washington Street. Many of you might know that is where Olio used to be. That space has been vacant for over two years. So I think that's a really important step forward. And again, more evidence that our local economy is growing. That's a good thing. Outside of that, I'm happy to answer any questions that you might have.

Bridge Littleton: Any questions for, Jamie? Yes, sir.

Peter Leonard-Morgan: The cider. [off mic] The cidery it's you reasonably selling cider there? They're not producing or brewing.

Jamie Gaucher: It's only a retail operation. That's correct. So they have a production facility in Berryville, I believe, or someplace in that part of the world.

Peter Leonard-Morgan: And also, I was gonna ask any news on the old southern states building to your knowledge, what's the latest with that? Any.

Jamie Gaucher: I had a meeting earlier this week and invited a gentleman in to have a meeting with Mr. Moore and myself tomorrow with a new idea. So in the last 60 days, we've had three restaurants take a look at the building. And this gentleman has a novel retail idea that doesn't exist currently here in Middleburg. And he's coming in to hopefully talk to Will and me tomorrow.

Bridge Littleton: [off mic] So I got a couple of questions. Asbury Church status.

Jamie Gaucher: Asbury Church. We're going to have a meeting to score the RFP, the response to the RFP that we received. That meeting is going to be next Tuesday, the 19th in the evening. So after that, we will be able to come back to council with a report.

Bridge Littleton: Okay. Same question was I've had a couple of folks approach me about the smaller businesses in town. I know we've talked about this probably for years now, but what sort? So the question and the reason I'm bringing up right now is with someone literally pinned me this afternoon and really jumped all over me about it. The smaller businesses in town who have a challenge both technically and and I don't want to say financially, but just sort of mentally challenged and really helping them drive marketing. Right. And I'm not talking social media. I'm just, you know, better marketing in general, whether it's social media and or other things. I know at one point we were all talking about how we could help be the facilitator of the smaller, more boutique business in town coming together and do joint marketing and joint stuff like that. I know we clearly haven't done anything yet. How do we start to pull that together, and I tell you is that to these people we're talking about like they're concerned that they're not going to be open in a couple of months. So I think we real and we go into details later as to who they are to like stuff. But I mean, you clearly got the Salamander's and the oyster bars of the world. They know how to do that stuff in spades. But we got a lot of smaller businesses who, you know, they've got a great shop, they've got a great product. But how they get the traffic into their stores.

Jamie Gaucher: They need help.

Bridge Littleton: They need help. They really need help. And I know it's not a grant. It's not a training class.

Jamie Gaucher: It's technical assistance. It's sitting down and helping them understand who their customers are, how their customers buy things, whether the patterns associated with that behavior, who their competition is, pricing, building a brand. And it's all that stuff. Right.

Bridge Littleton: It's also just getting people in the door. Yeah, it's that simple. Helping them get people in the door. Yeah. Yeah. It's not about their pricing. It's about, you know, they don't know how to get the word out.

Jamie Gaucher: So for starters, I will meet with them one on one. When it when we're talking about putting together some sort of cooperative or some larger group to do large scale marketing, that would take some time for me to pencil that out. But in the interim, if you want to share whom those people are.

Bridge Littleton: [multiple speakers] hey, I'm a business in town, I pay my taxes, I'm a member of MBPA. I've yet to see Middleburg highlight my store in, you know, social media or, you know, Instagram post and all that kind of stuff. Like, it's a fair point. OK. You know, so I need which one put on your radar. I'll come give you guys the details tomorrow. But want to make sure we show that we're publicly addressing it.

Jamie Gaucher: The last thing I want to mention is the is the fact that Middleburg was just chosen by the Travel Channel as one of the top 10 places in America to visit for Christmas. That's kind of cool. Yeah. I don't know if that's happened before. It seems overdue. It is now.

Kevin Daly: We look forward to an influx of visitors.

Bridge Littleton: I'll be sick that day, so. OK. Any other questions for Jamie? [off mic] Yeah, the weather was perfect. OK. Jamie, thank you. Thank you. All right. Next is. Oh, Lord. Hang on, hang on, hang on.

A.J. Panebianco: I would just say it's going to be shorter than that because we're deep in Christmas in Middleburg mode. And that's my focus. If you have any questions. Let me know.

Bridge Littleton: Jim was looking for you earlier.

A.J. Panebianco: I actually just met with Jim. Literally Mr. Daly and myself did.

Peter Leonard-Morgan: So at the risk of embarrassing you, Chief, he came in he was sick to guide the traffic when we had that problem with the man hole. And just say thanks very much for doing that.

A.J. Panebianco: And I reiterated that guy was a superstar hero, did a great job. And I tried to make him feel. I tried to acknowledge that there on the spot. I did not shake his head. [laughter]

Bridge Littleton: Did you give him one of your AJ get out jail free card?

A.J. Panebianco: I actually tipped him.

Bridge Littleton: You know, that's not reimbursement.

A.J. Panebianco: I just felt it was necessary.

Bridge Littleton: That's great. Anyone have questions for AJ?

Philip Miller: Thanks for your help with the *Mille Miglia*

A.J. Panebianco: It was great time.

Philip Miller: Next time we need to, you know, do some spray sealant and glue things down to the concrete. You're our man.

Bridge Littleton: We're painting them to the ground. [off mic] Well, that one guy, when he he did it on purpose. I mean, he ripped out of there. I mean, there's still I mean, there's there's rubber on the asphalt. [off mic] See what? [off mic] I got it on video. I got his license plate. I'll give it to you.

Kevin Daly: But at least they didn't do it on our crosswalk.

Bridge Littleton: They would have blown a tire. All right. A.J., thanks a lot.

Darlene Kirk: [off mic]

Bridge Littleton: All right Will.

Will Moore: Thank you, Mr. Mayor. Members of council. Just one thing to highlight, I noted in my report that it's a very odd occurrence for HDRC was unable to obtain a quorum for the meeting last week. So they had a couple items they weren't able to act on but they've scheduled a special meeting for this coming Monday, the 18th so that those applicants don't have to wait. And so getting that taken care of. So other than that, don't have anything to necessarily highlight, but be happy to answer any questions you might have.

Bridge Littleton: Any questions for Will? Smithy is finally putting on his dining room.

Will Moore: No, I think, bathroom extension for their rental property. It's not actually there own property.

Bridge Littleton: Oh it's 406 cause. OK yeah. That's the next house over.

Will Moore: They've had a I guess a very long time great tenant there. And they just wanted to do something for them so they decide to put on an addition that bathroom addition.

Bridge Littleton: I should be renting from him. Okay. Because he you know, he told me a year ago like he wants to put this whole man cave and dining room and he goes, where do I go? You go to Will. Yeah, I saw that. That's why I thought. All right. Any questions for Will? OK, Will, thank you. All right. Last but certainly not least, Mr. Crim.

Martin Crim: Thank you, Mayor. You have my report. I would add to that that we're working on putting the final touches on a loan agreement for Bronze Fox. And so I sent some comments over and Danny, I think something to add to that.

Danny Davis: Yeah, we believe it's all acceptable. And I'll be signing it tomorrow.

Bridge Littleton: Anyone have any questions for Martin. OK. Martin, thank you. Don't go anywhere. OK. Next, we have consent agenda. Is there a motion.

Philip Miller: I move that we adopt the consent agenda as proposed.

Kevin Daly: Second

Bridge Littleton: Seeing as there is only one item on there. I don't imagine anyone wants to remove anything. All the. Any other comments? All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed abstentions. All right. Consent agenda passes. Just barely slipped that in. OK. Next is Action Item. Amendment to Financial Policy's Middleburg Strategic Finance Committee. General. Danny, do you want to start off?

Danny Davis: Just briefly. I will, Mr. Mayor and Council. Thank you. Thank you to Joe in the Finance Committee for their hard work, reviewing a lot of materials over the last almost year, now discussing items related to the town's financial position. And we've made a lot of progress. The committee has done a lot of review and a lot of recommendations. Obviously working closely with Davenport, David's gonna go through a few these presentations. But briefly, just to to remind council, I think we've discussed this a couple times, just as some some brief updates over the last few months. But the Finance Committee set some goals of looking at the town's current financial situation, then looking at our current policies and then looking at what are our opportunities when we need to look at debt financing, whether it's on the utility fund side or the general fund side. Briefly, the utility fund side, we feel I'd say 90 percent comfortable with where we are, but the committee asked to have one more look at that before we bring that back to council for one for a recommendation and for action. So we're not going to directly discuss utility fund this evening. This is more focused on the general fund side, meals, tax and lodging tax, specifically being key drivers of our revenues. But in these discussions, we we received an economic analysis report. I think that we've talked with you about that showed our sensitivities to potential recessionary scenarios and that led to working with Davenport in discussions of how much do we need to keep as a fiscal reserve. How much do we need to make sure that we are protecting ourselves for when the times are not going as well as they are currently going right now. Economically, our town is extremely strong and doing very, very well. We hope it continues as long as it will, but it may not. And I mean, as anyone to tell you, the next five years, it's almost guaranteed we'll have some kind of recession and maybe even the next six months. Who knows with other things happening. [off mic] So we have to well, that's that's why we're doing what we're doing is preparing for that time frame. So for the Finance Committee recommended a few modifications, edits to some of our the town's existing financial policies that we'll go over in a few minutes. But again, thanks to the committee for their work, Joe's here to answer questions about their review and then David's here to walk us through the presentation.

Bridge Littleton: So with that, I invite David and Joe and Joe to come join us at the table, if you guys will.

Danny Davis: If anyone wants a hard copy, we have hard copies. You also have it on your screen. So any preference? [off mic]

Bridge Littleton: So before we get started with Davenport, you know, walking through the presentation, I just want to say real quickly, I want to thank Joe and everybody on the Finance Committee and also David and Joe from Davenport and all the work you guys have done. A lot of time has been spent putting all this stuff together. Really trying to look at you know how, what we think about going forward in the future to protect the town but also make sure the flexibility to do things we want to do, like the new town hall and stuff. And I think they've all done a phenomenal job. And I'm just very, very thankful to everything you guys have done for Middleburg. And Joe, especially as chairman, you know, the amount you've gotten paid to do this is staggering. [laughter]

Joe Boling: If I may say something that I have appreciated the opportunity with this to work with this great group of men from this community relative to financial. I'm also proud of the town of what it's been doing over the over the years. And because what I can say is what's being recommended is slight modifications to things that are really changes in the economic scenario. I happen to be a guy who came here in 1992 and the first loan I dealt with was a to Middleburg. And it was a totally different situation back

then. As it was for what's a small communities and I don't have to take you through the economic scenarios to tell you that. But Middleburg even back then was very conscious of what it was doing financially and making sure. And so what we're doing now, I think, is just the add on to where the economic scenario is and what are the high points and oh, by the way, it may be the best economic time you could look at this, given where rates are going and what's going on in the marketplace. Is that not correct? So congratulations for taking on this situation and taking a look at it. And having been a long term client of Davenport & Company, I was also happy when they showed up in the room to work with them again because they're a great organization. And I'll answer any questions as we go along.

David Rose: Well, OK. Well, appreciate it. I think what we're going to do here is have Joe Mason and myself just kind of walk you through a couple of the pages. We're not gonna be very long. But I would reiterate what the chairman has said, and that is it's really the opportune time while things are going well. We've particularly been around long enough. All three of us that we know it's a things are cyclical irrespective of what happens 40 miles east of here. You know, it really is cyclical. So we want to be thinking about that. And that's what we've tried to do. So with that said, I understand the first presentation will be this. What you should have is the financial policies that's what we're going to do there. So just quickly, I don't think I need to belabor on page 2 who we are. You know, we were founded one hundred and sixty years ago during the war years. And so, again, we've managed to survive and we're from Richmond, Joe's from here. And we work with a whole lot of your local governments. And I've had the good fortune of working with both Loudoun County and the Water Authority since about 1984. So I had a lot more hair and skinnier and still wasn't good looking.

Joe Boling: Why you looking at me? [laughter]

David Rose: No, no, no. Next mistake. [off mic] I'm in trouble I get it. I get it. Yeah. So just page 3. So this is, I think, really a good time because one of the things one of the Finance Committee individuals mentioned was to think about this holistically. And that's exactly what we do. So the fact that y'all have asked us to help you look at your capital needs, we would naturally look at capital needs and want to also look at how the town is financially operating, how it's operated, what the prospects are for the future. And that then ties right back into what we did, which is a complete comprehensive financial review of the town and that we work through with the Finance Committee. At times we spent upwards of one and a half to two hours presenting information on a couple, three occasions. So we don't have that in here, but certainly that's available for everybody. So what that brings us back to, though, is just on that page three, we looked at a variety of things in that report and that's why we put in that green box. It was presented on October 22nd and that was the focus primarily of the general fund, utility fund as far as enterprise fund, as Danny said is almost there. Well, I'll be presenting. I will not be there, but Joe will be with our other colleagues next week to the Finance Committee. And if that works, well, then we'll be in front of you all in December. That's the thinking. It could be January, but it's really pretty much on track. OK. So that I'm going to ask Joe to talk for a few moments. But I have to frame if you don't remember, when Joe joined us and became my partner about 14 years ago, he was the lead analyst for one of the major rating agencies, Fitch. There's three of them. And the important point there is that Joe gave us a real perspective from the inside on best practices and interacting, and we worked with them regularly. So this is not just another person like I am. He's somebody that really has seen this and value in it. So go ahead, Joe.

Joe Mason: Well, thank you, David. And you'd sell yourself a bit short. You've been doing this well for 40 years. Just on page 5, so the challenge [inaudible] has long had a set of financial policy guidelines. And as the chairman said, the thoughts we have here are to make some minor adjustments that reflects some of the information and some of the experience you've had since your neighbor behind you has been open for five or more years now. And to sort of modernize, if I can use that word, the town's financial policies to reflect those new realities. So one of the reasons you you have financial policies is to help you manage through good times and bad times. You've got a sort of a lodestar out there, a set of benchmarks that you can continuously look back into your your budget development and say, OK, are we on the right path? Or if we're not quite on the right path, what's the proper goal to be working towards? So we've reviewed your

financial policies. And as I said, we've got a few modest suggestions. You do have on page 6, if you'll turn with me there, a policy on debt to assess value. And this is really a metric, if you will. It's basically your tax supported debt over the total assessed value in the property in the community. And it's a measurement of capacity both in some cases legal capacity, but it sets a limitation on how much debt a local government can take on. If you'll go with me with this, it's sort of the size of the credit card, if you will, size of the credit limit. And your existing policy says that your general obligation, the tax supported debt, shall not exceed 5 percent of the total assessed value of property. Well, your property value has gone up somewhat due to again, your neighbor behind. And 5 percent is a little bit compared to other local governments here in northern Virginia, here in Loudoun County. That's a little bit lenient if I can use that phrase. So we suggest to more closely align with your neighbors and to more closely align and be in sync with the credit markets. And, you know, David talked about rating agencies, think of it as the overall credit markets. It could be credit ratings, which you don't have. Some of your other neighboring towns in the county, of course, has public credit ratings. You don't. You might in the future, but think more broadly about bank financing. Any lender or anybody that wants to offer the town credit. So we thought that getting your tax supported debt to assess value ratio down to around 3 percent is a prudent goal. On page 7, the other metric that you have is debt service to expenditures. So this is a measure of affordability as opposed to what's the size of the credit card, this is a measure of OK, I owe some money on the credit card, can I afford to pay it? How much of your budget is taken up by debt service? And your current policy is 15 percent and that's fine. But we also have to recognize that the town is considering taking on an important new project, specifically the town hall project. And so we want to have enough room in there to make sure that you can comply with the policy, because once you adopt the policy, you want to comply with it going forward. Otherwise, its utility is diminished.

David Rose: You gotta say what it is. You don't need to tell 'em.

Joe Mason: Yes. I'm sorry. We're looking at expanding the policy from 15 percent to 20 percent.

David Rose: So with that said, I just want make sure everybody realizes that we didn't just set these policies just to be expedient. OK? We've worked with and I've worked with Leesburg, for example, going back to the 90s and when we first had their policies, they were set at 15 percent, but they didn't meet the policy and they didn't meet it for a few years. But given their size, what have you, we didn't want to go to 20 percent, so we did fifteen. Today they're well under 10 percent, so even though because of the growth and some things. So we want to be sure that we're thinking about this not just for the immediate but for the long term. So last thing and the big one here is your unassigned fund balance. That's basically a nice way of saying your savings account. That is your rainy day fund, whatever you wanna call it. It's moneys that, in effect, don't have anything tied to them with one caveat. And that is that unassigned fund balance is the moneys that you typically go to in a given year to draw down to help with cash flows. Because if you're fortunate, let's say, to have a paycheck that is the same every month and you get paid once or twice a month. And it's sort of very much on an even keel throughout the year. It makes it a lot easier to meet your expenses throughout the year. Local governments, whether it's town of, you know, Middleburg, whether it's the town, Leesburg, whether it's the Loudoun County, we don't operate that way, and that's the case nationwide because of the fact that virtually nobody collects taxes the same every month. They do it once a year, twice a year, maybe sometimes four times a year. So with the uneven cash flows, unassigned fund balance is important to have so you don't have to go to the local bank and say, hey, Mr. Chairman, when you were running the bank, I need some money to pay the bills. That's a loser. You don't want to do that. So having said that, one of the things we also looked at and you may recall is, as Danny said, an economic development analysis was done, a sensitivity analysis, if you would, by Chimera and Associates and they talked about what would happen or could happen if some bad things happened? We then took that and put it on steroids and said, what if unexpectedly, even if the salamander is doing very well, but has a fire or something happens that just stops things for a year or two? What does all that mean? So the upshot is we have made a recommendation to the Finance Committee, and I believe it's fair to say that they agreed with this after we talked about it to great degree and that is to make it at one hundred and twenty five percent of your operating budget. That's a big number, but again, it's not akin to

what we'd look at Leesburg, which is not reliant on one particular industry like tourism or it's not reliant on one particular entity in that tourism to a large extent. So that said, that's our recommendation. And I think what you're gonna find on page 9 is that this is the way we did some modeling for you. And this will be important for the next presentation we make, because what we said is if you look at your general fund expenditures in fiscal year 2020, it's about \$2.7 million. That would then translate into a number of the right hand side of about, I'm just gonna round off here, about \$3.4 million.

That's what we want you to have. Now, the good news is, is you have that number. We don't need to go raise taxes or cut expenditures to get there. You don't. However, what we then said was, right or wrong, let's assume that the general fund expenditures every year grows by one hundred thousand dollars trying to be conservative. And we know in a tough year things happen, you probably will cut that. That by won't be the case, but we want to act as if that wasn't the case. So you can see this on a side fund balance keeps growing. In our report that we did that we went through with Joe and the other members of Finance Committee, we went into great detail about the overall aspects of, you know, that fund balance. We also talked about a replenishment that would happen over a period of time. We speak to that as well. So if you do tap into that, there is a plan there to replenish it. Now, we purposely are not very specific about how you replenish it. We just specific with the idea of time. And that's over three years you replenish that. We purposely didn't say one third, one third. We don't want to do that. That's [inaudible] What's that?

Joe Mason: We don't want to overly bind you.

David Rose: Yeah, we don't overly bind you. But we just wanted you to know that over the course of basically the next 20 years, we acted as if these were the new bogies that you had to meet. So that's really our presentation. Hopefully that is, again, and the good thing I appreciate the mayor and some of you were also at different meetings here and there as I recognize the faces. So hopefully you all got a little bit of perspective. I think you did of course, Mr. Mayor, on all of this. So that's our suggestions for you.

Bridge Littleton: Well, David, Joe, thank you very much. Joe, did you have anything to add at the back, end or?

Joe Boling: No, I just I think that the work of the committee has been really good and pretty detailed. And the important part about this is this plan is putting you in charge of the finances. You don't want me in charge [inaudible]. [Laughter]. As a banker. But most communities, and I've lived in five and I've dealt with all of them, and I dealt with Middleburg in 1992, and I have seen the problem of not having a plan. The other side of the of the plan is we can look at the economic variables on an annual basis. And the economics are either there or not there. And the adjustments or inside here. They're not oh, my gosh. And that's you can't none of us can ask for anything more than that. And I think it's a great service to the community. And I applaud, and your committee has spent a lot of time at this. And these guys have spent a lot of time in guiding us through that. And we've had a chance to look at what other communities do. And we have seen that, a lot of them, and you can all look around right around us, they all have a big positive somewhere that's also the big negative. And you do, too. But what you've done in in your community on your own has been wonderful to give you the economic base to attack the question now where it's, you know, interest rates are the best they've ever been. Not ever, but been in a long time in my memory. And you have an opportunity to put a plan while you're on top and you're the one that's making the decisions, not somebody else forcing them. So congratulations.

Bridge Littleton: Any questions for Davenport or Joe? Philip.

Philip Miller: I was just curious as to why one hundred and twenty five percent is the magic number?

David Rose: There is no real magic number. However, in looking at this and doing sensitivity analysis, it got us a couple of things. Number one, I talk about us meaning collectively we're all together here, it got us the opportunity to weather a couple of years of really bad situation. All right? It also gave us

opportunity to not have to go and to do some short term borrowing for, you know, operations. It gave us a period of time to allow Danny to rework with Will on the budget that you might have to drastically rework. It just did a variety of those things. And so, you know, could the number have been 120 versus one, but it really was more than 100 percent. And like I said, a lot of times, and this is no disrespect to accountants, they might come in to you and say, you know, you really should be at a certain percentage because that's kind of the average percentage of other people. That's not how we think about this. That's where we're different. I think what we do is pretty on how this community looked at it. We looked at your alliance and the percentages of things like the meals taxes and the sales taxes, and we got into the weeds on that. So I think that October 22nd report that we did, I think that would be a really good report for everybody to read or at least look at. And if you ever really had a lot of time, we're happy to come back and kind of walk you through it. It might put you all to sleep, but because there's a lot of pages there. [Inaudible].

Bridge Littleton: [Off mic].

David Rose: Is that it? Only eighty five? Yeah. [Laughter].

Kevin Daly: [Off mic].

David Rose: Right. But the interesting thing was those are eighty five pages specific to you. They were not a bunch of boilerplate stuff that were pulled off the shelf and I really mean that, you know. So that's the point there. This is, again, a very simple summary just to get to the essence of a few things, but that's how we got to 125. In fact, you'll appreciate this. Some of my colleagues, younger colleagues. They've been around for 10, 15 years. They were thinking. All right. Let's first talk about 75 percent. And I came in and I said, no, no, no. You're off. You're way off. I said, that's not gonna work for me. And I told them and I said I'd overrode even on the manager it doesn't mean a thing I just said from a perspective and a historical perspective, I kind of overrode them and said, here's why. And they came around. I really you know, I think they really did because like I said, when you think about all the factors. Now, one last factor. If you had no capital needs in the future, I could see being closer to what my colleagues initially had thought when they did some numbers initially. But what we have done here, and this leads into our next presentation, if we can do that, is there was pent up needs not just for this building, but also just in general for the town. So we factor that into our analysis as well.

Bridge Littleton: I remember when we were talking about it too one thing that you had said going through you all's slides was because you actually you all focus on the raw dollars, not so much the percentage.

David Rose: Right. Exactly.

Bridge Littleton: Right? And they were [multiple speakers] like a lot, but it's only 2.7 million dollars and, you know, you have one thing half your money could go out the door.

David Rose: That's correct. Exactly.

Bridge Littleton: So that was like.

Joe Boling: [Inaudible] we were doing the economic cash flows and that showed the number.

Bridge Littleton: Yeah.

Joe Boling: It wasn't this is what the market liked kind of stuff.

Bridge Littleton: Right.

Joe Boling: It was, what are you all doing? And looking ahead a little bit. What would it take to make you feel comfortable?

David Rose: Exactly. So hopefully it's a that's a, and like I said, the written detailed report we'll [inaudible] show that to you. You could see that more clearly [inaudible] a sense.

Philip Miller: That's great. That's what I was hoping your answer was gonna be.

David Rose: OK.

Bridge Littleton: Any other questions?

Cindy Pearson: [Off mic].

Bridge Littleton: Ms. Cindy.

Cindy Pearson: I just want to say for the history of it all a couple of us have lived through this before when we have that here. We really don't want to do that again, and glad that this is happening because it does take a few years to get you back in a good spot. So I appreciate the work that you all have done.

David Rose: And Joe, I should have pointed this out, when you had your history of, you know, hit some bumps in the road Joe was involved at Davenport with us, you know, he took the lead on [inaudible].

Joe Mason: It's a far cry.

David Rose: Yeah. [Laughter].

Joe Mason: Chairman's right. It's it's a great time to be putting this in place so that you never have to go back there again.

Bridge Littleton: Anybody else? Chris, as a member of the committee.

Chris Bernard: [Off mic].

Darlene Kirk: [Off mic].

Bridge Littleton: OK. All right. So, yeah, unless there's no other, good lord, no other questions for the team is there a motion, Chris you wanna make it?

Chris Bernard: I move that the town council adopt the fiscal policies as attached to the November 14, 2019 staff report entitled Fiscal Policies and Financing Plan, as recommended by the Strategic Finance Committee.

Darlene Kirk: Second.

Kevin Daly: Second.

Bridge Littleton: Any other discussion? Again, thank you all very much. OK. All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed? Abstentions? And it carries. Thank you all very much. Now.

Danny Davis: You get to keep talking.

Bridge Littleton: You guys get to keep going. The next one is financing option recommendations for our town office. [Off mic]. All right, you guys are already in place.

Joe Mason: [Off mic].

David Rose: What's that?

Joe Mason: Start with introductions. [Laughter].

David Rose: I'm Joe Mason. That's David. [Laughter]. OK, so what you should have in front of you is, and it says draft working papers because this is a work in progress. So I think, and what I mean by work in progress is you're not finalized in certain things and we're not telling you specifically do X, Y or Z, but we want to give you a general sense of how to think of things, order of magnitude, and then we've got at the end a time frame, a timetable, if you would. And that timetable is not over the course of the next 30 days or anything like that. So I would think short of us getting kicked out of here you'll have us back hopefully on this particular second piece, which is how we take care of town-hall and your capital needs over the next several years. So with that said on page one, again, it's a little background for those who perhaps maybe came in or later or what have you. But this, again, is all going to be predicated upon what you just did, which is to say, fine, we're going to amend our town financial policies. And by doing that, you make this become a more real document. So that's sort of the upshot of that. So if you go to page two, we wanted to let you know we made a series of assumptions. And these assumptions are what I call conservative. What I mean by that is they're kind of more worst case, that's what I mean by conservative. So, for example, we assume that capital needs away from the town hall over the next three years are basic, I'm gonna round off here, like a million dollars. There's three hundred thousand per year for the next three years. And thereafter we assumed there's a couple hundred thousand dollars every year. That's a lot compared to what you've done. It's night and day. But again, to the extent that that gets chipped back, all the better. On top of that, we've assumed that they'd be taken care of on an actual cash flow funding basis versus a borrowing basis. That's the kind of thing that could also change for the better if cash flow requirements so warrant. In addition, what we did with regard to the capital borrowing for the town hall, we did a lot of scenarios and we're gonna cut it down to just four here, is we recommend that for the moment look at it as if it's borrowed over 20 years. But, you know, to do a town hall, which is a multi-generational project to be a 25 or 30 years, is not atypical. 20 years is probably on the short end, frankly, of something that's brand spanking new, expect to be lasting for a long time. In addition, we assume that the debt was restructured level, sort of like if you have a mortgage. Wouldn't necessarily always do it that way, and then on top of that, we assumed a 4 percent interest rate. I just gonna give you a sense of that. We did some financing for the county just a few weeks ago, 20 year rate. It was, I think, a 2.12 fixed rate. 2.12, that range, that kind of thing. I could be off by just a shade.

Bridge Littleton: [Off mic].

David Rose: I know. [Laughter]. Yeah, so and that's the fixed rate. That's a fixed rate. No derivatives.

Joe Boling: [Off mic].

David Rose: Right. [Laughter].

Bridge Littleton: [Off mic]. [Laughter].

David Rose: So you know, so we did that. And you know, the irony is when I started in this business in 1982, that would have been 14 percent if not higher. And this is so, again, we purposely built that all this in that way. And I want you take comfort in that because it's going to show you some other [inaudible] we

made. So Page 3. So then we said, OK, we're going to incur capital needs. How are we gonna pay for it? So we're not suggesting that it's on the meals tax, lodging, tax or the real estate. What we're showing versus suggesting is that if you are, excuse me, to increase the meals tax by 1 percent on the right hand side in today's dollars, that's a little over a quarter of a million dollars. That's what it gets you. OK? Lodging tax, 1 percent gets you 160 thousand dollars. And then real estate because the way the town is setup, very modest. One cent is 35,000. So keep those in mind. What we then did was we then said, what if we need to do certain things? We said how does it look equivalent to meals tax only or lodging tax only? It certainly could be some combination. We wanted you to see the extremes. We didn't even waste time on the real estate side of it because it's not a lot of dollars. OK. Now let's go to page four. What we did also is we grew the values of both of those by, in the case of the meals tax, four percent, case of lodging, 2 percent. Not a typo. We basically looked at some histories. We did a little bit of analysis and that's why we came to 4 percent and 2 percent each year. That is on the more conservative side. It is. OK? And we did for example, when you look at 4 percent, it wasn't like let's go back to a period before the Salamander. No no, it was once that was up and running we then saw how everything shook out. So just so you know, we can always change these assumptions. What's that? I'm sorry.

Philip Miller: Just thinking off top of my head. Wouldn't you run out of inventory, at some point, if you continue to grow the lodging?

David Rose: When you say run out of inventory?

Philip Miller: You're gonna run out of room.

David Rose: This what a penny yields. [Multiple speakers]. This is not increasing the tax. This is.

Philip Miller: [Off mic].

David Rose: Yeah, that's what I'm saying, but yes.

Bridge Littleton: [Off mic].

David Rose: Yeah. Yeah. OK. So let's go to page five. These are the scenarios that we ran. And this is where it's kind of important. So scenarios 1 and 3 assume that town hall costs 6 million dollars. 2 and 4 assume it went to 7 million dollars. Obviously when you bid that, you'll know exactly what it is. All right? Second thing we did, though, is we said to ourselves, if scenarios 1 and 2 and not 3 and 4, what happens if we took half? Well, let me say it differently. What if we took \$400,000 of the town's historic surplus? So what do we mean by that? This past year, I'm gonna round off here, you basically had a surplus of around a million dollars. Over the last five years that surplus has been a healthy average of eight hundred thousand dollars. So Joe and I said, what if we took half of that surplus in a couple of scenarios and then what if we had none of the surplus, acted like it did not exist? All right? That's a pretty draconian environment to lose basically a million dollars. When you think about it, going back to the points I made earlier, your annual expenses are about 2.7 million. It's as if we're basically cutting out a million of revenues. You know what we're basically saying, hey, you know, we're really hitting you there. OK. Go ahead Joe.

Joe Mason: Just one point about the sort of the average annual surplus. That's a function of two things. One, the high level of activity going on throughout town, generating meals and lodging tax, particularly Salamander, but also that surplus is a function of your budgetary conservatism and not letting that operating budget grow to meet that revenue stream, because that can easily happen and then you're you're really caught short when there's a problem. So that discipline is important.

Joe Boling: [Inaudible].

David Rose: And the last point is in your general fund, you have effectively no debt outstanding. So it's really essentially no debt service in your general fund. Not talking about your Enterprise Fund, but the general fund. OK. So then we used. said to ourselves. we thought about, well, you've got a bunch of fund balance. We looked at all this, like I said, holistically. Should we put some equity in? In all cases we did not. It's a loser. You're basically better off growing the fund balance than you are to use that monies. That was sort of what came out from internal analysis. And by the way, that's not the same for other local governments. It's not that cookie cutter concept, again, because I think in fairness, I think Danny was thinking and you correct me, he was thinking maybe we'll put a million dollars towards this, you know, the fund balance and all that. We looked at, it just doesn't make as much sense. So that's why you're seeing the summary here.

Peter Leonard-Morgan: [Off mic].

David Rose: Yes, sir.

Peter Leonard-Morgan: So I'm sorry, I'm maybe misunderstanding this. It says scenario one and scenario two have annual town surplus available for debt service of \$4000 each.

David Rose: Right.

Peter Leonard-Morgan: And so it doesn't change with the 400 or with zero?

Chris Bernard: [Off mic].

David Rose: Those are your assumptions. These are your assumptions. Now we're building up to what the results are gonna be, and it will definitely.

Chris Bernard: [Off mic].

David Rose: Yeah.

Chris Bernard: [Off mic] what you owe every year.

David Rose: Yeah, exactly. So interest rate, we use 4 percent, like I said. Amortization, we had 20 years again. And then finally you could see there very simply what's the annual debt service. All right? So interestingly enough, annual town hall surplus of four hundred thousand, annual debt service or four hundred and fifty thousand you might say, well, guess what? Fifty thousand, great. We're in great shape. And you are. Except for the fact that, again, I mentioned we get 300,000 every year of recurring needs. Maybe you really don't. 200 thousand thereafter after three years, so that's got to be factored in. And we have to factor into all of this that we keep growing the unassigned fund balance as part of the overall cash flows of the town. Like I said, this is a holistic review. I'm just giving you a couple key assumptions here. So we ran the four scenarios. What I just said, I think I don't really need to repeat on page 6. And again, we did make sure the very first bullet point, the unassigned fund balance, continues to be that 125. So what does it all come to? So this is where the rubber meets the road. This Page 7 is as if it's tied to meals tax. Page 8 is lodging tax. Just so you know, that's the difference. And so us being so graphically gifted, we said let's put red as negatives, you know? Shortfalls and all that good stuff. So what scenario 1 means is this if we ended up with all of the conservative assumptions, we will need basically at some point three hundred and seventy five thousand additional dollars. And you look right below and what you see there is it says point six six percent in twenty twenty nine and point two nine percent in 2030. What that basically means is the way the overall cash flow models of the town are set we've acted as if the town surplus goes from eight hundred thousand down to 400,000. OK? So we didn't act like you continue to have that big surplus. We've acted as if, again, you borrowed at these rates, we acted as if you need 300,000 on top of this every year for several years. And so you can do well, but in 2029, which is several years away, you

think about it's basically ended of the decade. It's almost a decade away. We're gonna need the equivalent of two thirds of one penny. Two thirds of one percent. So that collectively, the 0.66 and the point two nine comes out to a total of point nine five. That's one percent from a round off by the end of the decade. So that your meals tax, if it's today at 4 percent, which is what it is, would effectively need to go to a rounding off 5 percent. But before you all have to do this, you've got almost a decade. To us what that really means to me and Joe is more than likely you never will need to increase your meals tax. If things stay reasonably like they are.

Danny Davis: If I may, the reason we don't have to touch that for a decade in this scenario is because we are drawing down the unassigned fund balance slowly, slowly until we hit that point where we've met our policy level of having...

Philip Miller: [Off mic].

David Rose: Surplus of the unassigned fund balance. [Multiple speakers].

Danny Davis: Yes, the extra the extra of...

David Rose: The extra.

Danny Davis: Right. Above the hundred twenty five percent. And once we hit the one hundred twenty five percent then you need to recover those revenues.

David Rose: And for example, just so you know, like we looked at the unassigned fund balance, that money's sitting there, a lot of it's not going to be needed even in a cash flow basis. We didn't act as if you get any interest earnings off of it or anything like that. This was really a very conservative way of thinking about all this. So 7,000,000, all that really means is you're a little bit on the other side of it. You're at one point one six. That really says that you still again need, my experience, Joe's experience, you're gonna need still about one penny even if it goes up. But you still don't need it 'til 2028, until 2029. Again, a lot's gonna happen over the next decade. My other suspicion is that you're not going to probably spend three hundred thousand dollars every single year on capital needs, followed by 200,000, never skip a beat, all that. That's probably not what's gonna happen here, but it might. But we factor that in. And again, for everybody's benefit, we're not talking about spending on the utility side. Because utility side will easily spend those kinds of dollars. This is just general bricks and mortar and improvements.

Chris Bernard: So for the new required revenues we're assuming we're spending three hundred grand a year on capital projects. All it takes is two years where we spend half that, two and a half, and we make up that 375?

David Rose: Yeah. I mean, something like that, you know. Exactly. And like I said. [Off mic]. Yeah, let's assume and I mean and I don't pretend to know, town comes in at 8 million dollars. I mean, you know, but you have no choice. Let's say you again forget all the teeth gnashing, but just that's what happens. Well, we might make some suggestions. We might make some recommendations for how we structure it. We might say, you know what, Joe, is to take the words out of my mouth by saying we stretch it a little, maybe we go to 22 to 24 years, something like that. You know, it doesn't mean you can't prepay it earlier. Especially if rates are so good. So there's a lot of things that we could do. So that leads to let's go to lodging tax again.

Bridge Littleton: But if you think about like you said, if we take, which we will, I call it the statutory unassigned fund balance that can't be touched.

David Rose: All right.

Bridge Littleton: We'll put that in some kind of interim. You know, the arbitrage low might be more than the borrowing.

David Rose: The arbitrage alone.

Bridge Littleton: Right. The difference between what will make it sitting in an investment.

David Rose: Yeah, chances are [multiple speakers]. It'll be close. It'll be close Probably won't be given the nature of what we are able to invest in and the way we invest it. But that's yes. We didn't factor that either. [Multiple speakers].

Bridge Littleton: Right here this is assuming that money is getting no income on it. Right.

David Rose: Got it. Right. Right. Exactly. And so, again, the lodging tax. Let's go to Scenario 1. You need the equivalent of again, a basically almost 2 percent on the lodging tax, but you don't need it 'til 2029 again. So both of these situations allow us to really monitor what's happening with the town over the next decade. And we frankly do that in Leesburg, for example, which is really in very good shape. I will present on January 14 and I've done that every year now for years. I present sort of the state of the city, in this case state of the town. And that's sort of what we do and I've done it. And so we give them census. And there's been some tough years. There's been some tough situations. And there's you know, now obviously with things going well, they're in good shape. It's easier to do. But we do that. We could potentially do that, if you wanted us to do that, we potentially could do that going forward on a yearly basis if you ever wanted it. So that's lodging tax. And then I think lastly, let's just do Page 9. We're almost done. The schedule I think this is important because it gives you all a sense of what's next. So what we're sensing is that in the calendar year 2020, meaning coming up, you're going to design and engineer the project. And we're understanding, right or wrong, that sometime this summer, 2020, you'll have some cost estimates, some good estimates for that. At that point basically, we're going to talk about maybe dual tracking, how to raise the money, how to come up with the money. And I think there's a variety of ways to look at it. As your adviser we don't care. We can bid it out to banks. We can look through the state programs, which is the Virginia resource authority. Doesn't change how we get paid. We're indifferent. And so we do all that. We come back to you sometime in the summer. If you stay on that track and say, OK, you have a very good handle on what the the amount that you need to borrow. And this is how we go procure the moneys. And so the goal would be somehow, perhaps by the end of the summer, to lock it in. VRA's little funkier in their program. If they do another summer program we would have it known about then. If not, it would actually not be until the fall, which may not be what we want. But that's again, we'll work with you all and work with staff over the course of the spring into the early summer. Once Danny and others will give us a sense of what the real, you know, time and dollars are. So that's really our presentation. No actions are needed, but I think if I'm the audience and if I'm the council members, I would not walk away saying, oh, looks like we're gonna have to raise the meals tax, we're gonna have to raise lodging tax. I think that's a bridge too far. I think in reality, we monitor it. We see how things grow. We see things evolve. My experience is you probably won't be raising either of them. You're really cash flow-wise the strength of the town will get you through and not need it. That's my gut, but we'll have to wait till the end of the decade to figure it out.

Philip Miller: [Off mic]. [Laughter].

Bridge Littleton: See you in 2029. [Laughter].

Danny Davis: In the conclusion that the project as currently scoped out and with the other needs of the town it's affordable.

David Rose: Very much affordable. Yes, and we and the other that you don't see in here, but we have, we did what it all means to those ratios and what it means to best practices and it all falls within those

different numbers and statistics that Joe and I talked to you about. And I think it's fair to say that if my boss here, inaudible] finance chairman were to be sitting there with his lending hat on, you know, he would probably say, I'm happy to make a loan to Middleburg on this, given their strength, given their policies, given their cash flows and the way they've managed. I would think you would be doing it.

Joe Boling: I'm going to make a statement that I don't know whether you agree or not, but one of the things that hits me about this is that if you head down this road, stay on the road.

David Rose: Yeah, absolutely. Right.

Joe Boling: Be careful what you, you know, we got more than this and we got less than this and we're gonna do this. It's this whole thing is a plan. And it's not saying, no, you can't do things, but be careful. You know, it's nice to have it in your pocket. Well, we can do, well not until you think it through. And this actually is a mechanism, it's not just a financial plan. It's a mechanism and anything fits in it. I don't think we shouldn't forget that going forward because somewhere in this plan there's gonna be a recession of some description. And that's really the test. I don't want one, but I think we would see that this plan is better than it seems, particularly if you find yourself in a recession.

David Rose: Yes.

Joe Boling: And we like so many businesses, you're not the only one that has a big block of it sitting in one place and you know it. I mean, you've seen it. You've been through some of it already. So that's what I think is so this is just a beautiful time. And you've created a financial opportunity for the town that it's not had for a long time in my career anyway. And John Palmer told me stories better than that. [Laughter]..

Bridge Littleton: So does anybody have any questions for Joe or David or Joe?

Darlene Kirk: [Off mic].

David Rose: Thank you.

Bridge Littleton: Chris?

Chris Bernard: [Off mic].

Bridge Littleton: Yeah, I think the one thing I would say is I really appreciate the detailed work and the way you everybody scenario-ed, you know, all the different angles of this. I really like the fact that, you know, some things that you could plug into this model, right? Like, hey, we could take our assigned fund balance, make 2 percent on a year. That's a cash flow we can stick, but we just didn't even do it, right? So there are these, you've assumed risk, which is possible, but maybe not likely. And you've also not taken in potential upsides that could be windfalls and say, well, you know, they may happen, but they may not so let's not. And what boiled out of all of this is the town hall project is fundable, financeable and doable over a 20 year period without really having to go and jack up taxes on people. So and not jeopardize us and put us in a financially risky position with our new, you know, policies and stuff like that. So I think I really appreciate it. And it makes me feel really comfortable that the plan we want to go with, we can do it.

David Rose: And I would be remiss and I really mean this, especially to Danny, who we've worked with. We got to talking to us about it again. You'd be surprised how many towns, counties, cities just don't do this. I mean, they just hurtle into stuff and it's just you know, that's so I really mean it. And I don't have to do it. I mean, I've been doing this. Danny really got it and from the day started here he said, let's think about these things. Let's not just take it for granted. And, you know, while the music's still going, I'll take care of it. No, it's this thing about when the music stops and all that. So we appreciate that. Really do.

Bridge Littleton: Yeah. Any other last thoughts? Great. Gentlemen, thank you all so much.

David Rose: All right. Thank y'all. [Off mic].

Bridge Littleton: OK. We're going to take a quick five minute recess for biohazards. All right. And we're back.

Darlene Kirk: Wait 'til it turns back around.

Bridge Littleton: All right. Next item is ordinance for shared mobility systems.

Danny Davis: Thank you, Mr. Mayor. Very briefly, with the rise of rentable e-scooters or bikes and things like that in urban areas particularly, but really throughout the Commonwealth, the General Assembly has given localities by January 1st to adopt ordinances to be able to regulate the rental of these devices in a locality. And so Mr. Crim has drafted an ordinance based on some other localities and tweaking it to our particular needs. But the idea here would be that any company that would want to lease these out would be required to get a license. We would designate requirements as part of that. They would have to provide certain keeping in with those regulations and those guidelines and essentially abide by those. And that gives us the authority to pull their license should they or ostensibly their patrons not follow the regulations. A lot of that is borne out of public safety needs. So the ordinance provided to you is, I think, one that gives us a lot of strength as the town and hopefully, not that we don't want to benefit our visitors and our residents, but we don't expect necessarily to get these companies here in town but we want to be prepared just in case. So we're happy to answer any questions you have, but I won't belabor the point any further.

Bridge Littleton: Anyone have any questions for Danny or Martin?

Kevin Daly: [Off mic].

Bridge Littleton: Yup. So is there a motion and we have to do this by a roll call vote.

Kevin Daly: I move that the town adopt the ordinance entitled an ordinance to amend the town code by adding Chapter 85 relating to shared mobility systems with an effective date of November 15th, 2019.

Peter Leonard-Morgan: Second.

Bridge Littleton: Any other discussion? OK, we'll do a roll call vote. Chris, yeah.

Chris Bernard: Aye.

Philip Miller: Aye.

Darlene Kirk: Aye.

Peter Leonard-Morgan: Yes.

Cindy Pearson: Yes.

Kevin Daly: Aye.

Bridge Littleton: Motion passes, next action item is ordinance, address posting requirements.

Will Moore: Thank you, Mr. Mayor, members of council, this is a pretty straightforward proposal to amend the dimensions and other requirements for posting addresses. We noticed Estee and Tim when they were out doing their first section of inspections under the Dangerous Structures Ordinance this was also something, even though this doesn't fall under dangerous structures, it was on our kind of checklist of things to look for and it was surprising the percentage of structures that are not posted. And that can create issues for particular for emergency responders, but for delivery people, for customers looking for businesses, all those kinds of things. But before we started making contact with those individual property owners, we wanted to look at our posting requirements and we see just a couple of minor revisions increasing the size and the required posting. What you see in there in terms of the specifications are actually from international building codes, so it's a standard specification. So we wanted to get these changes first and then we'll notify those that need to post their addresses.

Bridge Littleton: Any other questions for Will? Yes, ma'am.

Darlene Kirk: [Off mic].

Will Moore: By the ordinance, yes, but that's not really our focus. Our focus is for people that don't have an address posted. Those are the people we're really going to be looking forward to. And then when we provide them something that says this is the specification for posting it, that they'll be in compliance. We're not really focusing on people that have posted. That's not to be our focus at first.

Bridge Littleton: Yes, sir.

Peter Leonard-Morgan: One of the dilemmas I think is Middleburg doesn't have a postal service delivery to houses, so it doesn't have mailboxes.

Chris Bernard: [Off mic].

Peter Leonard-Morgan: No.

Bridge Littleton: [Off mic].

Peter Leonard-Morgan: Some streets aren't allowed to for some reason. So we have to have a post office box, so we don't have it. And then some houses, instead of having that front door facing the street, they're squeezed in the wrong way. So the number is on the front door, but you can't see it from the road. Presuming that's the sort of problem.

Will Moore: It is a problem. Visibility from the road is what's most important. So if it cannot be posted on the structure in a manner that it's visible from the road then something out toward the road. So if it's an area where you don't have freestanding mailboxes, then there are other ways to do that with just a small signpost.

Bridge Littleton: [Off mic].

Peter Leonard-Morgan: [Off mic].

Will Moore: Correct.

Bridge Littleton: OK. Any other questions for Will?

Cindy Pearson: [Off mic].

Bridge Littleton: Actually I was gonna say, Will, I would prefer if the standard could say, you know, Vegas lights. Just a recommendation for the future. Cindy please.

Will Moore: [Inaudible] consideration.

Cindy Pearson: I move the council adopt an ordinance to amend section 91-28 of the code of the town of Middleburg, Virginia pertaining to address posting requirements.

Kevin Daly: Second.

Bridge Littleton: This too is a roll call vote, so Chris.

Chris Bernard: Aye.

Philip Miller: Aye.

Darlene Kirk: Yes.

Peter Leonard-Morgan: Aye.

Cindy Pearson: Aye.

Kevin Daly: Yes. [Off mic].

Bridge Littleton: Motion passes. Thank you. All right. Next one. Woops. Next one is SUEZ. I don't mean the canal. [Laughter].

Danny Davis: Thank you, Mr. Mayor. Very briefly, we have an existing contract with SUEZ. It was formerly a utility service company dating back to 2002. And they maintain our water tanks for us. They do inspections. They did recently do exterior renovations. Also, interior renovations, as required, but this contract is about a three paragraph contract. It's not very clear on what their requirements are and also how we can hold them to certain standard as necessary. So the utility committee has been working on an RFP for water tank maintenance. We have received two proposals. We are reviewing those and seeking to get clarification on some items so that we can then make a recommendation to the council. The request right here is that we have to give 90 days notice to SUEZ to cancel or terminate the existing contract and that would be December 5th or 6th. So what I'm asking for you is just to authorize me to sign that letter as needed. If it turns out that we don't want to pursue either of these two proposals in the RFP, then we won't and I won't send the letter. But this gives me the authorization if we decide to.

Bridge Littleton: [Off mic].

Kevin Daly: [Off mic].

Peter Leonard-Morgan: I move that the town council, authorize the mayor and town administrator to notify SUEZ of its intent to terminate the existing water tank maintenance contract on the town's sixty thousand gallon three hundred thousand dollar gallon water tanks pending final review of proposals received in the RFP process.

Philip Miller: Second.

Kevin Daly: Second.

Bridge Littleton: Any further discussion? All right. All those in favor say aye.

Everyone: Aye.

Bridge Littleton: No “yes”? All those opposed. Abstentions. All right.

Cindy Pearson: [Off mic].

Bridge Littleton: Yeah. [Laughter]. All right. Motion carries. All right. Discussion items, legislative policies. Mr. Davis.

Danny Davis: Thank you, Mr. Mayor.

Bridge Littleton: We'll cover the charter at the end.

Danny Davis: Yup. Last year and before I believe the council has considered taking legislative statements on items that are of particular interest to the council. Last year, in reviewing this and going through it, the council decided not to take any specific statements regarding individual legislation itself or promoting any one particular issue, but instead to take a more generic position that stating that the town supports legislation that increases our flexibility and authority and also then opposes anything that would limit our authority or flexibility. There was a brief amendment to the statement that we made last year that just adds not only unfunded mandates, but including additional cost burdens without offsetting funding. There's a feeling there could be some potential legislation that puts additional burdens on localities as it relates maybe to certain benefits for employees, certain requirements in one way or another. And we just don't know what those might be. So the idea is that the town wants to take just some general positions there. I will say that the legislative session, as you are well aware, is a very fast moving time of the year and items come and go very quickly. And sometimes positions are needed on a particular piece of legislation before the council is able to meet. If there's something that's that truly needs Middleburg's input, what I might suggest if the council concurs is that should there be an issue that needs immediate attention from the town, that I would consult with the mayor and the vice mayor, and that we would, in keeping with our general policy statements, then provide our input to our delegate and our senator as necessary. And then if we can report that back to council at the next meeting to talk about what that issue was, other options would be that I could call each of you and just talk it through as necessary. Don't expect, again, anything that's going to be directly impacting us, at least, you know, except for what we might talk about in a few minutes. But in terms of other legislation that may be coming up over the session, we're not aware of anything direct that might come up that we need to take a specific position on a piece of legislation. So happy to answer any questions on this or other items.

Peter Leonard-Morgan: My thinking is that, you know, you've got great judgment. I mean, if it's a really serious matter that needs everyone's it's a phone call to all of us, but otherwise, absolutely with the mayor of vice-mayor.

Bridge Littleton: Great. More work to do. [Laughter]. Anybody have any questions for Danny on the general legislative outline? It'll be an interesting year, to say the least. I think Danny hit one thing on the head is you don't really often see much where it's like they're trying to yank power away from you, but the thing that really does scare me is they tell you to go do these things and now it's this huge cost or labor burden that we have to do.

Kevin Daly: Nothing's impossible for those who don't have to do it. [Laughter]. [Off mic].

Bridge Littleton: Right.

Darlene Kirk: [Off mic].

Bridge Littleton: Exactly. So, yeah, I mean, as things move in this legislative session, I think we really will. And we'll rely on [inaudible], but I think we have to really be watchful of what comes out the woodwork. I know they're talking to this one thing now about the insurance for? Yes. That was one. I mean, that's actually not an issue we have to deal with. We don't, but it's things like that, like this, you know. So anyway. All right. The other item was our town charter. So I know we've talked about this in the past in two respects. And it's around town administrator versus town manager.

Cindy Pearson: [Off mic].

Bridge Littleton: Oh, do we need to do that? Oh, I'm sorry. Before we do that.

Kevin Daly: [Off mic].

Cindy Pearson: [Off mic].

Bridge Littleton: Who would like to?

Kevin Daly: I propose the motion. I move that the Town Council of Middleburg adopt the following policy statement regarding the 2020 Virginia General Assembly session. The town of Middleburg supports increased flexibility and authority by the Commonwealth of Virginia for local governments and opposes any attempt to restrict or limit local authority, including in the areas of tax and fiscal policy. land use and proffer authority, regulatory constraints and unfunded mandates to include additional costs burdens without offsetting funding in order that the town can provide, necessary and expect its services to citizens at fiscally responsible levels of funding.

Peter Leonard-Morgan: Second.

Cindy Pearson: [Off mic].

Bridge Littleton: Any other discussion? All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed? Abstentions? All right. Motion carries. OK. Back to the charter discussion. So I know we've, like I said, I know we've talked about this a little bit in the past around the current status of our town administrator, whereas most towns in Virginia have gone to a town manager paradigm. It just gives the town manager more authority to on an operational day to day basis to handle the needs of sort of actually outside of the mayor, more into the hands of the town manager. All other towns in Loudoun currently have town managers. So Joe Vogel has offered to carry a charter amendment for us. And like I said, I know we talked about this a year ago. And when Danny was just coming in, it was just not the right time. So I think, you know, I'd like for and I think we have to do some public hearings and stuff like that. So if we want to make sure we get this in with this legislative session, because it's not with this one, it's a whole nother year. I'd like to recommend that we go ahead and move forward with that unless anybody has any questions or objections or concerns. Okay.

Chris Bernard: [Off mic]. [Laughter].

Bridge Littleton: He will pay for those on his own and a new name tag.

Danny Davis: I'm running out anyway. [Laughter]. [Multiple speakers].

Bridge Littleton: No no, you know what we do, your name tag. We'll just put some duct tape over it and pen it in with a Sharpie. Exactly. Exactly. Well, we don't want the state to put fiscal, you know, [inaudible],

yeah. Okay, then the second thing is to also and again, I had a meeting with the folks at [inaudible] last night and, you know, talked about where their charter employees lie and what the scope is and in the typical breadth of it. And so, you know, the one real big challenge is that I've understood and talked with folks at VML as well as you know there's a great need for specific folks to be charter employees like the town attorney and obviously the town manager and stuff like that. But the other hard part is organizationally other roles, like I think right now in our town charter it says the town planner is a charter employee, which I mean it may be back. Is it not? I thought it was. Okay. Well, currently the treasurer is.

Danny Davis: [Off mic].

Bridge Littleton: I thought he wasn't. Okay.

Danny Davis: [Off mic].

Bridge Littleton: OK. So the question was, the idea was our town manager really is the one working for the council. And to have clear lines of authority on running the town government on a day to day basis, you know, do we want to take in, again this is open discussion, do we want to take and align, you know, our model with how most other towns have their their model right now and for sake of efficiency. And also, you know, if we want to have the same type of authorities we have on non charter employees like we have now as a charter employee, we can always do that by ordinance. You know, so if for whatever reason, the Treasurer shouldn't be a charter employee, but we would still want to be the ones who have hiring authority, we give ourselves that authority through ordinance. We don't have to go beg the state for permission to do that. So if we're going in for the one charter member right now, might as well go ahead and write set everything. So, again, open discussion. Danny, if you want to give any of your thoughts or inputs in advance or whatever.

Danny Davis: Yeah, I mean, from from my perspective, it's what the council prefers in this kind of situation. I mean, I think the way things are going right now obviously is fine. We have a great team. And so it's you know, there's no conflict here. I think where it can get confusing is where there's language in the charter that makes it unclear at times. OK, does that person if there's a performance issue, does that person need to go to council for discussion or is something that I can take care of? In other places there been situations, we're not dealing with this here, but I'm just saying it has happened in other locations where someone has not performed well. If they reported to the manager, it would have been dealt with and avoided a number of issues. However, the council didn't want to take the effort to go through that review and that discipline, separation, whatever it might have been. And that just led to additional problems down the road. So in terms of if you're looking at setting the organization to run efficiently, smoothly, you know, and feel comfortable delegating that out to the town manager, then that's great. But also then reserving for yourself that right in the town ordinances to say if at some point you realize that person should really report back to the council or be hired by the council and report daily to the town manager, then you could reserve yourself that right.

Bridge Littleton: Yeah, Darlene. [Off mic].

Darlene Kirk: What I was gonna say is we hired Danny to do the job, so let's let him do it. [Off mic].

Philip Miller: I agree. I mean, I think the onus then is just on council to manage the town manager, you know, and to make sure that after Danny, whoever's in that position is as strong and as good a leader and can lead the entire organization. I think, you know, we've obviously seen how that doesn't work when it's not such a ideal situation. So just something to keep in mind. But I think that makes the most sense to have one person in charge on the charter.

Cindy Pearson: Following that is there, I'm not saying it's Danny or maybe the next person or the person after that that comes in, that if I'm the employee and have an issue and we can't talk to it, is there the next person that they go to is personnel? Is it?

Bridge Littleton: Yeah, it would be the personnel committee. Yeah.

Cindy Pearson: So just so that it's clear that there's someone else that can [off mic].

Bridge Littleton: Yeah. And the one thing I'll say too this is not about anybody who's doing any job or how the office is working right now. Right? It's about the you know, [inaudible] it's about the boxes and the way you do the boxes. It's not about the people in the boxes right now because it's, you know, everything's great right now. But in the next 10 years, they'll be a different everybody in this room, probably, except for you. [Laughter]. And we need to make sure we have the right structure for them that can endure. Yeah. Kevin.

Kevin Daly: Well, this was kind of discussed. There has to be unity of command. Otherwise, each of us can go in and say, Rhonda here, run off about a dozen of these copies. You come in, Rhonda I need you to lick some envelopes for me. Rhonda, so too many, too many bosses coming in it should be channeled with the town manager. And we have oversight being on the town council, as Cindy was mentioning. Should someone have an issue that's the next line of chain of command.

Darlene Kirk: And if at some point we need to change that down the road, we can do that.

Bridge Littleton: Right. We can always do it by ordinance, which is the good thing. Right? I mean, we can do whatever. We can put the exact same actual way it works, but we can do it by ordinance instead of, you know, if it needs to go back the other way, then we don't have to beg the state. That's the part that really.

Kevin Daly: [Off mic].

Bridge Littleton: Yeah.

Philip Miller: Sounds like we're in violent agreement.

Bridge Littleton: Yeah.

Kevin Daly: [Off mic].

Cindy Pearson: [Off mic].

Bridge Littleton: Yes. The way I understand it, and again, I did reach out and check with everybody. So typically, I think what we're saying is the town manager and actually the town attorney, since he is our legal adviser to the council. I mean, Martin, doesn't report to Danny, but, you know, I get the distinction there, right? You're not actually managed by Danny. Well, your performance is managed by Danny, but you are representing us. So I totally understand that.

Darlene Kirk: [Off mic].

Bridge Littleton: Yeah, I know. So are there any other things on this? Martin and Danny, from a process standpoint, what has to happen? I mean, I guess with that public hearings.

Martin Crim: You do have to have a public hearing. You have to advertise it 10 days in advance. And then if after the public hearing you vote to approve the draft charter amendment, we forward that to

members of the General Assembly who represent this area and they can introduce it for action. It requires a two thirds vote in both houses.

Bridge Littleton: [Off mic].

Martin Crim: We don't want an emergency clause that gets people in trouble.

Bridge Littleton: OK. So I guess we don't vote on anything tonight, but that's the direction for you guys to advertise a public hearing and put it together and all that stuff. OK. Yes, ma'am.

Darlene Kirk: Is that going to be in December we have the public hearing?

Philip Miller: Yes.

Danny Davis: Yes, we're gonna just confirm our timelines as I'm reading them, just to make sure with the General Assembly session that we meet the pre-filing deadline so that we keep it as smooth as possible through the process. And then if I think council would be comfortable with this, I just work with Mr. Crim and with the Mayor on getting the draft language together in the way that makes the most sense in accordance with this conversation.

Darlene Kirk: [Off mic].

Bridge Littleton: [Off mic]. Perfect. All right. Thank you all very much. All right. Next item is canceling the meetings for the rest of the year and the holiday lunch. So, Kevin, thank you so much for volunteering.

Kevin Daly: [Off mic]. [Laughter].

Bridge Littleton: Just the first time. Yeah. All right. So I guess we're setting a date for the holiday party? Recommendation is?

Peter Leonard-Morgan: [Off mic].

Cindy Pearson: [Off mic].

Darlene Kirk: [Off mic].

Rhonda North: It's right after the day after the council meeting.

Darlene Kirk: [Off mic]. [Laughter].

Rhonda North: If you say so. [Laughter].

Bridge Littleton: Good luck with that. Hey, who who publishes it?

Darlene Kirk: [Off mic].

Bridge Littleton: Uh huh, yeah.

Philip Miller: [Off mic]. [Laughter].

Bridge Littleton: So what's everybody feel? 13th work?

Philip Miller: 13th.

Bridge Littleton: OK.

Cindy Pearson: [Off mic].

Bridge Littleton: That's too close.

Cindy Pearson: [Off mic].

Bridge Littleton: Yeah.

Cindy Pearson: [Off mic].

Bridge Littleton: Exactly, yup. All right. So we'll do the 13th. And who's volunteering? shepard's pie.

Peter Leonard-Morgan: [Off mic].

Bridge Littleton: No no no no no, who's the lead?

Cindy Pearson: [Off mic].

Bridge Littleton: Yes.

Cindy Pearson: As we have always done or for the last as long as I remember. [Off mic].

Bridge Littleton: [Off mic].

Cindy Pearson: Okay. Council has done the food for staff. There is also another option that if it's a busy time of year, course it costs money, you would then [inaudible] could do a meal for us and bring the food here and the council would have to chip in that money to provide that meal.

Darlene Kirk: [Off mic].

Cindy Pearson: [Off mic].

Darlene Kirk: [Off mic].

Cindy Pearson: [Off mic]. I'm just bringing it up again.

Bridge Littleton: [Off mic]. I'm game me the way. How does everybody feel?

Cindy Pearson: [Off mic]. I just want to throw it out there. No, it wouldn't be meatballs with [inaudible]. It would be...

Bridge Littleton: No, Phil's meatballs.

Cindy Pearson: Oh, yeah. [Off mic] and she said she could do beef tenderloin, macaroni and cheese, a vegetable, a salad and bread for \$20 a head. We would then have to provide the dessert and the drinks and the setup.

Bridge Littleton: If I want to make something and bring it you can.

Chris Bernard: [Off mic].

Cindy Pearson: If you want to continue it I'm good. I just wanted to throw it out there.

Darlene Kirk: [Off mic].

Cindy Pearson: Not that I'd want to shoot anybody in the foot, but last year somebody got sick and we didn't have some food that was supposed to show up and that made it harder on other people to fill that in. So the commitment has to be there and if for some reason you can't do it, you need to let somebody know ahead of time or arrange to buy the food to get it there, because if you were planning on bringing all your chili and nobody else is have anything and the chili doesn't show up that's a lot of food that's not common for the lunch.

Bridge Littleton: Yeah I got it. Yeah.

Philip Miller: [Off mic]. [Laughter].

Cindy Pearson: [Off mic].

Bridge Littleton: Yeah I got it. Yeah.

Cindy Pearson: [Off mic].

Bridge Littleton: OK.

Cindy Pearson: [Off mic].

Bridge Littleton: No. Got you.

Philip Miller: [Off mic]. [Laughter].

Bridge Littleton: All right. So I think we're saying status quo, stay with what we did last year. Everybody bring a dish. Well, whoever is leading it this year.

Philip Miller: [Off mic].

Bridge Littleton: Yeah. Right. [Laughter]. Who did it last year? Oh, yeah. It was Cindy. So who hasn't been the the supper sponsor?

Kevin Daly: [Off mic]. [Laughter].

Peter Leonard-Morgan: [Off mic].

Kevin Daly: [Off mic].

Philip Miller: [Off mic].

Darlene Kirk: [Off mic].

Bridge Littleton: Cindy's done it. Well, you've come back around the horn now. You're back on the rotation.

Darlene Kirk: I've done it twice.

Bridge Littleton: All right. So there'll be a volunteer or by the end of the meeting I'll volunteers, someone.

Peter Leonard-Morgan: [Off mic].

Bridge Littleton: All right. Yeah. Perfect. Cool.

Peter Leonard-Morgan: [Off mic]. [Laughter].

Bridge Littleton: Anything else we got to cover?

Darlene Kirk: [Off mic].

Philip Miller: [Off mic].

Bridge Littleton: [Off mic]. Yup. And then meeting schedule we have to do that by?

Rhonda North: Canceling the November 2nd meeting and November and December?

Bridge Littleton: Yes.

Rhonda North: Are you OK with that?

Bridge Littleton: Yep.

Philip Miller: [Off mic].

Darlene Kirk: [Off mic].

Philip Miller: So given the length of today's agenda, I asked Bridge to pull branding because I wasn't sure how late we were really going to be, how much financial discussion we were going to get into the weeds. So it would be great if we could. We have some things to discuss and some logos to discuss and what direction we want to move forward in. It would be great if we could schedule a special short meeting for that. Maybe, I don't know, next week or what what dates work? We want to make sure that we get it done quickly because at this point, we're obviously we know we're behind. But we're trying to get it moving forward so that we stay on track.

Rhonda North: So Monday, the room's not available. The HDRC is having a special meeting.

Bridge Littleton: Other than Monday 'til about two, I'm gone the entire week on a trip. [Multiple speakers]. No, no, I said I'm only here Monday. I'm here money about 2:00.

Darlene Kirk: You want to do it Monday morning?

Danny Davis: [Off mic].

Martin Crim: To do what?

Danny Davis: [Off mic].

Martin Crim: For when?

Cindy Pearson: [Off mic].

Martin Crim: Oh for Monday. Well, you don't have to have three days notice for a special meeting. It just has to be contemporaneous to the public and the press at the same time as you notify the members.

Darlene Kirk: [Off mic].

Bridge Littleton: [Off mic].

Philip Miller: When? I just realized I'm out of town Sunday night.

Peter Leonard-Morgan: [Off mic].

Bridge Littleton: [Off mic].

Darlene Kirk: [Off mic]. [Multiple speakers].

Rhonda North: The following Monday night it would be planning commission.

Bridge Littleton: [Off mic].

Darlene Kirk: [Off mic].

Kevin Daly: [Off mic].

Philip Miller: Yeah, in November.

Darlene Kirk: [Off mic].

Philip Miller: Retail, November.

Chris Bernard: [Off mic].

Bridge Littleton: [Off mic]. [Multiple speakers]. All right, Peter?

Peter Leonard-Morgan: Yup, good.

Darlene Kirk: [Off mic].

Bridge Littleton: All right. Branding. That is the 25th at 5:30. Perfect. OK. Great.

Darlene Kirk: [Off mic].

Darlene Kirk: [Off mic].

Bridge Littleton: Oh, I'm sorry. I totally skipped over that. Are there any other committee reports?

Darlene Kirk: Health Center Advisory Board met.

Bridge Littleton: Oh, yeah.

Darlene Kirk: And we talked about we don't have all the information from everyone yet. [Off mic].

Bridge Littleton: One quick question, Rhonda mentioned this earlier. Whose committees are actually looking for people and how many do you need?

Rhonda North: For Economic Development Advisory Committee, go green, Middleburg Arts Council, streetscape, and wellhead Protection Advisory Committee.

Bridge Littleton: [Off mic].

Rhonda North: [Off mic]. No. Some of them have multiple. Streetscape, has two vacancies I believe. Arts Council has one. Wellhead protection has one, possibly two, depending on what you do tonight. Economic Advisory Committee I think he has two, so yeah.

Cindy Pearson: [Off mic].

Rhonda North: Yeah, it is.

Bridge Littleton: [Off mic].

Rhonda North: Go green has one.

Bridge Littleton: Okay. No, that's good to know. Actually, if you don't mind, would you email just like the committees and exactly how many openings there are. Yeah, to all of us. Let's all put our thinking hats on of people who could help. OK.

Chris Bernard: [Off mic].

Rhonda North: I've not done a Facebook post on it.

Chris Bernard: [Off mic]. [Multiple speakers]. [Laughter].

Bridge Littleton: Yeah. Well, hell. No, we don't need that many applications. And none of those require anybody to be in town resident right? [Multiple speakers]. No, none of those.

Rhonda North: None of those. [Multiple speakers]. Yeah.

Bridge Littleton: Planning Commission and [inaudible]. OK.

Darlene Kirk: [Off mic].

Bridge Littleton: Exactly. All right. Is there anything else before we go into closed session?

Rhonda North: Mr. Mayor.

Bridge Littleton: Yes, ma'am.

Rhonda North: Talk about the retreat?

Bridge Littleton: Oh, right. So, Danny, you wanted to start this one off or you want me to start off?

Danny Davis: Absolutely. One of the items that we've talked about is looking at your strategic initiatives and goals for the next number of years with it's been almost three years, I guess, two and a half years since you adopted your strategic initiatives and the 12 kind of primary goals and with new council members, a new council member coming on. It's a great time to discuss that and talk about that. So we've been looking at probably the second or third, probably the second weekend or so in January, kind of trying to get this after the holidays, but also trying to get this in time where we can have some discussions

with council about what are key priorities, what are things to focus on. We've completed some tasks. We need to add some potential tasks and just talk about how to, you know, bring this all together. So there remains to be conversations about format of this and, you know, facilitator and support and all that. But at the end of day, talking with the mayor, you know, the value of being off site as well. And even out of the area a bit is good to allow for focus and intentionality when it comes to these conversations. So a lot of options before us. But I think it's good for you to be able to, again, kind of have these conversations back of what you want to see moving forward. And then that helps inform us, especially as we're getting into budget time of what are we putting resources and priorities on in terms of funding.

Darlene Kirk: [Off mic] have to plan it?

Bridge Littleton: Yeah, I think the idea is, you know, a Saturday afternoon with a dinner. Right? And then the next, or excuse me a Friday, you know, Friday afternoon, evening and then next Saturday start off boring and finish up 4:00, 3:00, 4:00, whatever. But yeah. But to Danny's point, right? An opportunity where we really you know, we really sequester ourselves. We really focus. What was it? Deliberate intention, right? Deliberate intention to really, you know, not let. And I think the idea around not being in town, it's not about trying to get away from people, but it's about trying to make sure that our life, it's very easy if we're here to be like aw I'm just gonna run over home real quick. And, you know, you're gone for an hour.

Kevin Daly: [Off mic].

Bridge Littleton: Yeah, exactly. Exactly. So I think what we'll do is if everybody's good with that approach Danny and Rhonda can come up with three or four options in that second, third week of January time frame and two or three options of locations.

Kevin Daly: [Off mic].

Bridge Littleton: Yeah.

Darlene Kirk: No. Oh, we're staying there?

Kevin Daly: Yeah, that's good.

Darlene Kirk: [Off mic].

Bridge Littleton: You can go back to your room. You can order Dominoes.

Kevin Daly: [Off mic].

Bridge Littleton: Well, that recommendation was made.

Kevin Daly: [Off mic].

Bridge Littleton: I don't know.

Darlene Kirk: [Off mic]. [Laughter]. I did. Could you look both was? Don't just look at all towards down [inaudible]. [Multiple speakers].

Rhonda North: We weren't looking to take you deep in. Yea, no no. [Inaudible].

Bridge Littleton: We're not like looking to drive four hours away. Right? We're looking to stay within 45 minutes to, you know, no further than that. But far enough that it's you know, we can deliberately focus.

Danny Davis: I think Mr. Moore has a town home under construction. [Laughter].

Bridge Littleton: Well.

Will Moore: [Off mic].

Bridge Littleton: I need to talk to the Mayor of Winchester. All right. But we'll get back to everybody options. But just want to make sure that there's no immediate heartburn as Danny and Rhonda start working it out.

Darlene Kirk: [Off mic] inside.

Rhonda North: I will keep that in mind [inaudible].

Bridge Littleton: We'll put that as an optional requirement.

Darlene Kirk: Optional.

Bridge Littleton: Optional.

Darlene Kirk: That's fine.

Bridge Littleton: OK. [Multiple speakers]. Wow, we're now looking for spas. [Laughter]. OK. Anything else before? Oh, one thing I do want to mention, charter school. We had Jeff [inaudible] come out. He's the chair of the Loudoun County School Board. We had him to the charter school on Tuesday, walked him around, gave him a tour. He hadn't been out there a long time. And I will say what a really great guy. I mean, really, really, you know, dedicated. He's the chair of the Loudoun County school board. And, you know, he brought up the concerns around the charter school, especially around capital needs. I mean, we got sagging floors, we got leaking radiators, we got mold, we got substandard bathrooms. And he did make the commitment to work with the new board because it's gonna be a whole new board. Not a whole new board, but a lot of new people. To figure out how they can more adequately focus the capital needs that the school needs to bring it back into repair. He did make the suggestion, you know, the town of Middleburg wants it. I said we do not have sovereign immunity, so we're never going to run a school. But unless you want to promote us to being a city, you know, that's not going to happen. And he didn't even understand that, but then he totally got it. He was a good guy. I mean, I think he really wants to try to help.

Peter Leonard-Morgan: Did I see that the charter school got a large grant? Donation is it? [Inaudible].

Bridge Littleton: Yeah, so that's a great point. So there is a family foundation who has offered a two hundred thousand dollar matching grant to the charter school through the end of the year. The charter school has set up a go fund me page to try to drive that. So please, if you have Facebook and all that stuff forward it out to everybody. But it's a matching grant. So we don't raise a dollar. We don't get the \$200,000. So, you know, every dollar raised is actually \$2 for the school of the two hundred thousand. So we're working on like some big heavy hitters and asking them to chip in, but every little bit helps. So if you saw it on Facebook because it's on the charter school website bet it out there. Yes, sir.

Chris Bernard: [Off mic].

Bridge Littleton: Absolutely.

Cindy Pearson: I sent them the application.

Bridge Littleton: Perfect.

Cindy Pearson: And suggested I send it to principal name?

Bridge Littleton: Stephen.

Cindy Pearson: Stephen. Thank you. Yes.

Bridge Littleton: OK. No, that's a great idea.

Darlene Kirk: [Off mic].

Cindy Pearson: I told him two or three days.

Bridge Littleton: OK. Cool. That's it. [Multiple speakers]. I didn't even think about that. That's a great idea. OK. Unless there's nothing else. Time for a close session, Philip. [Laughter]. Actually no, we'll move it around. Cindy.

Cindy Pearson: [Off mic]. [Laughter].

Philip Miller: I move that the council go into closed session as allowed under Virginia Freedom of Information Act sections two point two, dash 30711, a one and three for the discussion, consideration or interviews of prospective candidates for employment, assignment of appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees and employees of public body and for the discussion or consideration of the acquisition of property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. I further move that these matters be limited to one an interim appointment to the town council, two property acquisition for a new town administration building, and three the performance of certain town employees. I further move that in addition to council, the following individuals be present during the concession. Danny Davis for all the items. Martin Crim and Rhonda North for the first two items and Will Moore for the second item. I further move that Council thereafter reconvene into open session for action as appropriate.

Kevin Daly: Second.

Bridge Littleton: All those in favor say yes.

Everyone: Yes.

Bridge Littleton: Thank you for saying aye.

Cindy Pearson: Yes, aye.

Bridge Littleton: All right. We're in closed session. All right. I asked that council certify to the best of each member's knowledge, one only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and two only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. I would like to remind those present for the closed session that any discussion that occurred within it should be treated as confidential.

Chris Bernard: Yes.

Philip Miller: Yes.

Darlene Kirk: Aye.

Bridge Littleton: Yes.

Peter Leonard-Morgan: Yes.

Cindy Pearson: Yes.

Kevin Daly: Concur.

Bridge Littleton: With that, yeah, we have a couple of motions to make. Who wants to make the motion about the appointment of the council member? Yes, sir.

Peter Leonard-Morgan: I move that council appoint Morris Bud Jacobs in the interim to the Middleburg Town Council until the special election is held on May the 5th, 2020.

Darlene Kirk: Second.

Peter Leonard-Morgan: And the replacement member is elected and sworn into office by the Loudon County Clerk of the Circuit Court.

Darlene Kirk: [Multiple speakers]. Second again. [Laughter].

Bridge Littleton: OK. Is this a roll call vote?

Rhonda North: No.

Bridge Littleton: No, all right. All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed? Abstentions?

Rhonda North: No, the English version is Clark.

Cindy Pearson: [Off mic].

Bridge Littleton: That's a name, not a title.

Kevin Daly: Clark Kent. He wasn't Clerk Kent.

Bridge Littleton: Yeah, exactly. What was the next motion?

Rhonda North: Engineering. [Off mic].

Bridge Littleton: Yeah.

Danny Davis: [Off mic].

Bridge Littleton: All right. Council directs Danny to move forward with the engineering contracts, as discussed.

Philip Miller: [Off mic].

Kevin Daly: You can't do a [inaudible].

Danny Davis: I'm sorry. As it relates to the employees.

Bridge Littleton: Oh yeah.

Danny Davis: You just direct me to move forward as discussed.

Darlene Kirk: So moved.

Bridge Littleton: Move forward as discussed on both matters.

Danny Davis: Thank you. Mr. Bernard has a motion on the...

Chris Bernard: I move that the town council authorize the town administrator to enter into contracts as necessary for design and engineering services to support the effort to acquire land for a future town office using existing contractors and firms.

Kevin Daly: Aye.

Darlene Kirk: Second. [Laughter].

Bridge Littleton: Any discussion? All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Was there anything else?

Darlene Kirk: [Off mic].

Chris Bernard: [Off mic].

Danny Davis: [Off mic].