



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, October 22, 2020



PENDING APPROVAL

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

STAFF: Danny Davis, Town Manager
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Manager
Jamie Gaucher, Economic Development Director
Estee LaClare, Planning & Project Associate
Julie Rivard, Finance Director/Town Treasurer
A.J. Panebianco, Chief of Police

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, October 22, 2020. Due to Governor Northam's executive orders requiring that people social distance, the Council meeting was held as a hybrid meeting, with some of the Council and staff participating in-person and others participating remotely.

Mayor Littleton explained for the viewing audience that it was the Council's responsibility to conduct essential public business despite the COVID-19 pandemic; however, it recognized the need to do so safely, not only for its members but also for the Town staff and members of the public. He further explained that to that end, in accordance with the Council's resolution declaring a local emergency and its ordinance implementing emergency procedures and effectuating temporary changes to address the continuity of governmental operations, the Council would hold its meetings via remote access until such time as the Governor rescinded his executive orders. Mr. Littleton advised the viewing audience that copies of the agendas were available on the Town's website and that the meetings would be livestreamed and recorded for viewing on the website. He reviewed the process that would be utilized for the remote meetings.

Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll call was called at 6:01 p.m.

Discussion Items

Recommendations for 2020 Holiday Season – MBPA & CCEC

Economic Development Director Gaucher reported that the Cultural & Community Events Committee (CCEC) reviewed the recommendations of the Middleburg Business & Professional Association (MBPA), endorsed their ideas, and proposed a few new ones of their own. He further reported that he continued to meet with the MBPA to work out the details and costs associated with each item. Mr. Gaucher advised that the CCEC and staff recommended the Town provide up to \$18,000 toward the cost of the activities, with any more being the responsibility of the MBPA. He noted that the Town had \$15,000 in the budget for Christmas in Middleburg, which could be used for these activities, as well as \$3,000 in marketing funds.

In response to inquiries from the Council, Punkin Lee, Chair of the MBPA, confirmed the list of activities was doable. She reported that they would also provide a brochure for the scavenger hunt. Ms. Lee further reported that the Middleburg Post Office agreed to provide a drop box for the letters to Santa. She noted that those letters would be read by Santa on Facebook. Ms. Lee advised that they needed greeters on the weekends to hand out treats to visitors. She explained that once most of the items were in place, such as the banners, they would be left up; therefore, no volunteers were needed for them beyond the installation and removal at the end of the season.

In response to inquiries from the Council, Chair Lee advised that the banners would be eight feet squared. She opined that there were many flat sided locations where they could be hung. Ms. Lee noted that one of the considerations of the locations would be that there would have to be room for people to stand to safely take a picture. She acknowledged the suggestion that frames be constructed for them so they could be free-standing; however, she advised that the MBPA preferred they be kept loose for storage purposes.

In response to an inquiry from the Council regarding the hot cocoa program, Economic Development Director Gaucher reported that Scruffy's would distribute hot cocoa from their take-out window and Market Salamander volunteered to give out free hot cocoa. He advised that they were looking for a third location as well so there would not be a crowd at any one place.

Councilmember Jacobs volunteered to assist where needed.

In response to inquiries from the Council, Economic Development Director Gaucher reported that the \$18,000 would be a reimbursement to the MBPA. He explained that while their request was for \$14,100, the Events Committee did not believe it was enough and recommended it be increased to \$18,000.

Councilmember Kirk moved, seconded by Councilmember Bernard, that Council endorse the holiday activities suggested by the MBPA for December 2020 and allocate up to \$18,000 to support these activities.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Kirk, Leonard-Morgan 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)

Chair Lee thanked the Council for their support. She advised that she recently spoke with a Leesburg business owner who asked that she commend the Town of Middleburg for all it had done to support its business community. Ms. Lee further advised that he indicated that other towns were still struggling to figure out what to do.

Public Presentation

FY '20 Audit – Mitchell & Company

Sandy Tondreau, of Mitchell & Company, reviewed the draft audit report for the fiscal year ending June 30, 2020. She advised that in summary, they gave the Town a clean opinion.

Ms. Tondreau noted that the Town provided a great response to the COVID-19 pandemic. She advised Council that the Town had the opportunity to include language in the management discussion/analysis section of the audit that identified what it was doing and suggested it may wish to include something related to the pandemic response. Ms. Tondreau noted that this could be added before they finalized the audit.

In response to an inquiry from the Council, Ms. Tondreau advised that the Virginia Retirement System calculated the Town's liability related to its life insurance program similar to its pension liability calculations. She explained that VRS was saying this was the liability compared to the money available in the Town's account. Ms. Tondreau further explained

that for the Town to actually have a \$84,000 liability in the life insurance program, all of the Town's employees would have to die at once, similar to the liability for the pension in that all of the employees would have to retire at the same time.

The Council agreed it would like to include a narrative explaining the Town's pandemic response in the audit. They thanked Ms. Tondreau for her hard work.

Public Hearing & Action Item

FY '21 Budget Amendments

Town Treasurer Rivard advised Council that the staff was proposing some adjustments to the FY '21 budget due to COVID-related revenues and expenditures, increased costs for trash collection, the expenditure of fire grant monies the Town had been holding, and to bring the Health Center Funds into the budget for donation purposes. She explained that because they totaled more than one percent, a public hearing was required. Ms. Rivard reviewed each individual budget amendment.

In response to an inquiry from the Council, Town Manager Davis explained that once the Town created the Middleburg Foundation, the remaining Health Center Funds would be transferred to it. He advised that the staff's goal was to have the foundation created by the end of the fiscal year.

Council expressed concern about the refuse and recycling collection schedules. It was noted that the lateness of the collections was resulting in large amounts of recycling being located on the street at one business in particular. Town Manager Davis reported that the staff was looking at options to assist that business.

In response to inquiries from the Council, Town Manager Davis reported that as of last week, the Windy Hill Foundation had received one inquiry regarding the housing assistance program. He advised that if these funds were not used for that purpose, a revised spending plan would be presented to the Council. Mr. Davis assured them that the Town had plenty of expenditures that would allow it to use all the CARES Act funding.

In response to an inquiry from the Council, Town Manager Davis explained that the fire grants rolled over if the Middleburg Fire Department did not use them in the year in which they were received. He reported that the staff was considering other alternatives for accounting for this money, such as placing it in the capital budget, so it did not impact the Town's operating budget.

Mayor Littleton opened the public hearing. No one spoke and the public hearing was closed.

Councilmember Leonard-Morgan moved, seconded by Vice Mayor Miller, that Council adopt the budget amendments for the Fiscal Year 2021 Budget, as shown in the FY '21 Budget Amendments staff report dated October 22, 2020.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Kirk, Leonard-Morgan 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)

Staff Reports

Town Treasurer's Report – September 2020

Town Treasurer Rivard reminded Council that the Town was at the end of the first quarter of FY '21. She reported that the August, September, and October meals tax collections were at 74%, 81% and 80% respectively and the lodging tax

was at 100% of collections compared to this same time period last year. Ms. Rivard noted that the Town received the second round of CARES Act funding in October. She reported that revenues in the Water/Sewer Fund were up compared to this time last year. Ms. Rivard advised that the staff was being vigilant about the collection efforts and had collected 94% of water/sewer revenues to date.

The Council expressed concern that the report did not reflect where the Town's finances should be at this given time. They requested that in the future they receive a report that compared month-by-month revenues and expenditures for the current period to the same period in the previous year.

FY '21 Budget Revised Outlook

Town Treasurer Rivard reminded Council that she provided them with information from the FY '21 Adopted Budget, the FY '21 Amended Budget and the staff's proposed COVID budget plan. She advised that she provided four different revenue projections, ranging from the best-case scenario to the worst-case one. Ms. Rivard noted that she met with the staff to identify areas of savings to make up for any reduced revenues the Town may experience. She advised that those savings were then placed into tiers, with the first tier being those that were the easiest to remove from the budget and the last tier being those that would be the most difficult. Ms. Rivard opined that the Town's revenues would fall under the most probable scenario; however, this could change and advised that the staff was keeping up with what could happen due to the pandemic. She explained that while it was in a reactive mode, the staff proactively identified areas where spending could be trimmed if needed.

Some members of the Council expressed concern that the tiers were reversed. They noted that the first tier identified the most dramatic amount of cuts, while the last tier identified the least amount.

Town Manager Davis explained that some of the items identified in the first tier were things that would not occur this year due to the COVID pandemic, such as special events, and others were things that would be easy to cut and would not affect the community. He explained that the next two tiers would include items that would result in significant program reductions and staffing level conversations. Mr. Davis noted that the budget originally called for the transfer of fund reserves to the budget for debt service for capital projects; however, that had been removed. He advised that the use of fund reserves to cover operating costs would not occur unless the reduction in revenues reached 35%.

The Council held considerable discussion regarding the proposed tier system. They suggested triggers be identified for when they would need to consider implementing expenditure reductions, i.e. 25%, 35% and 45% reductions in revenues. They further suggested the expenditure reduction amounts correlate with the associated revenue reduction amounts. The Council suggested the staff identify a Tier 0 that would contain those expenditures that would not occur this year, such as for the special events. They noted the need to maintain flexibility and suggested they may wish to use fund reserves to advance a capital project, particularly if delaying it would cost the Town more money in the future.

The Council noted that things could change quickly, particularly if the Governor issued an emergency order that could affect the businesses, and asked that this item be placed on all agendas going forward for their review. It was noted that the Council would only hold one meeting during the months of November and December. Town Manager Davis committed to providing the Council with an electronic report by November 22nd and December 22nd and advised that if there was an issue that required Council action, he would halt those items until a special meeting of the Council could be held.

COVID-19 Status Report

Town Manager Davis reminded Council and the viewing audience of the need to wear a face covering, wash their hands and maintain social distancing. He noted that the region was starting to see an uptick in cases and stressed the need to be vigilant.

Town Manager Davis noted that the Housing Assistance Program was underway.

Town Manager Davis reported that traditional door-to-door trick-or-treating activities were not recommended and suggested the residents find creative ways to do so.

Town Manager Davis reported that the Town Office was receiving inquiries regarding early voting. He reminded the viewing audience that there were several locations where early voting was available; however, in-person voting at the Town Office could only occur on election day. Mr. Davis advised that the staff met earlier in the day with the chief election officer for the Middleburg precinct and opined that a good plan was in place for safe, secure voting. He reminded Council that the Town Office would be closed on election day and advised that the plan was to set up a system whereby voters would go in one door and out another to avoid close contact. In response to inquiries from the Council, Mr. Davis confirmed the voting officers would have hand sanitizer available. He advised that he and the Deputy Town Manager would take shifts manning the front office area to ensure no one entered the Town's office spaces. Mr. Davis advised that the Town staff typically cleaned the Town Office at the end of the day and the beginning of the next day and would do so following the elections. He noted that there were air purifiers in the building that were in use and suggested it may be possible to open the windows, depending on the weather that day.

Project Update

Maintenance Building - In response to an inquiry from the Council regarding the construction of a maintenance building, Deputy Town Manager Moore advised Council that the staff was satisfied that what it had was working for now. He reported that the staff obtained a better cost estimate for the construction of a Butler building and advised that it was \$330,000, which was more than anticipated. Mr. Moore recommended that given the uncertainty of the Town's revenues due to COVID, this project be de-prioritized for now.

The Council noted that the items on the list were ones they were previously identified as being needed. They agreed they could be delayed; however, they suggested they may want to advance some of them as the Town's revenues became better known.

EV Charging Station - Councilmember Leonard-Morgan reminded Council that one of the projects was the construction of an electric vehicle charging station. He reported that beginning October 29th, Dominion Energy was offering a program that would provide thirty rebates in the Northern Virginia/Washington DC area that would close once thirty applications were approved. Mr. Leonard-Morgan advised that this rebate would cover most of the cost for two charger stations, which would allow four cars to charge in the Liberty Street Parking Lot.

The Council discussed this project. In response to an inquiry, Town Manager Davis advised that the cost to the Town would be approximately \$170,000; however, this would be reduced to \$40,000 over a five-year period under the rebate program. He estimated the first-year cost to the Town to be \$16,000 if it was approved for the rebate. Mr. Davis noted, however, that an unknown factor was the cost to extend electricity to the site and advised that the staff was trying to obtain a cost estimate. He advised that the staff would update the Council electronically on this item next week.

After some discussion, the Council agreed the staff should apply for the rebate program.

Pinkney Street - In response to an inquiry from the Council, Deputy Town Manager Moore confirmed there would be no additional costs to the Town if VDOT agreed to accept Pinkney Street as-is. He noted that he anticipated a response from them in two months.

Street Signs – Mayor Littleton advised that the Town's street signs were in bad shape and noted that this was a project that had been on the books for over four years. He questioned whether it was possible to separate them from the wayfinding project and install them.

Deputy Town Manager Moore reviewed the history of the wayfinding sign project. He reported that the staff was close to having bid documents prepared for the street signs. Mr. Moore committed to having them installed by May.

Town Hall Project – Councilmember Bernard reported that the Project Committee reviewed the thirteen proposals submitted for the architect/engineering services request for proposals (RFP). He reported that four of them have been identified for an interview.

Asbury Church – In response to an inquiry from the Council, Town Manager Davis reported that the Town had not received any proposals to date for the Asbury Church RFP. He advised that the staff had held conversations with the previous proposers. Mr. Davis reminded Council that proposals were due December 2nd.

Mayor Littleton asked that the project report be kept up to date so the Council could consider it as it looked at the pandemic’s impact on the Town’s revenues during each meeting.

Consent Agenda

- A. Minutes – October 8, 2020 Regular Council Meeting
- B. Council Appointment – Health Center Advisory Board

Vice Mayor Miller moved, seconded by Councilmember Kirk, that Council accept the consent agenda.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Kirk, Leonard-Morgan 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)

Discussion Items (continued)

2020 Employee Luncheon, Gift Certificates & Cancellation of November & December Meetings

After some discussion, the Council suggested the employee luncheon be postponed until the Spring, when it could be held outdoors. It was further suggested that, in the meantime, something else be done for the employees to recognize their hard work for the year. Mayor Littleton asked that the members send their ideas to the Town Clerk.

The Council agreed to give the employees and committee members the gift certificates as it has done in the past. They further agreed to cancel the second meetings in November and December due to the holidays.

Closed Session – Personnel

Vice Mayor Miller moved, seconded by Councilmember Kirk, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for the discussion or consideration of the performance of the Town Manager, as allowed under Subsection (A)(1). Vice Mayor Miller further moved, seconded by Councilmember Kirk, that Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Kirk, Leonard-Morgan 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)

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 each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

There being no further business, Mayor Littleton declared the meeting adjourned at 8:46 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

October 22, 2020 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: We will bring the October work session to order. First item on the agenda is, one minute, Pledge of Allegiance. Oh, wait, wait, hold on. I got to read my thing. [Off mic] All right. Meeting announcement. It is the Middleburg Town Council's responsibility to conduct essential public business despite the COVID-19 pandemic; however, it recognizes the need to do so safely not only for its membership, but also for the Town staff and members of the public. To that end, in accordance with the resolution confirming the declaration of a local emergency and the ordinance to implement emergency procedures and effectuate temporary changes to address continuity of government operations during COVID-19, the Town Council will hold its meeting via remote access until such time as the Governor rescinds his emergency order mandating social distancing. Copies of the previously referenced documents are available on the Town's website for those who wish to view it. Anybody wishing to participate may do so at two public comment periods at the beginning and end of the meeting. Okay, now, Pledge of Allegiance. [Off mic] All right.

Everyone: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Bridge Littleton: Okay, next item is the roll call. Darlene, you want to go first? [Off mic] Roll call.

Darlene Kirk: Darlene Kirk.

Philip Miller: Philip Miller.

Bridge Littleton: Bridge Littleton.

Peter Leonard-Morgan: Peter Leonard Morgan.

Cindy Pearson: Cindy Pearson.

Rhonda North: Rhonda North, Town Clerk.

Bridge Littleton: Bud you want to announce yourself?

Bud Jacobs: Bud Jacobs.

Bridge Littleton: Kevin, how about you?

J. Kevin Daly: John Kevin Daly.

Bridge Littleton: Chris.

Chris Bernard: Chris Bernard.

Bridge Littleton: Julie.

Julie Rivard: Julie Rivard.

Bridge Littleton: Danny.

Danny Davis: Danny Davis, Town Manager.

Bridge Littleton: Okay, [off mic]. And that came through as a mumble. [Laughter]. All right, we are going to move the MBPA Holiday Season Options to the front. So Punkin, if you would like to join us?

Jamie Gaucher: Why don't you sit there Punkin.

Bridge Littleton: Yeah.

Jamie Gaucher: Why don't you sit there. [Off mic] Thank you, Mr. Mayor. Very briefly, I want to bring to your attention the fact that the Cultural and Community Events Committee met this past Tuesday evening on the 20th and to review the suggestions and ideas that were put forth by the MBPA. And they overall, very enthusiastically, endorsed the original list of ideas and even brought some new ideas to the table. So I continue to work very collaboratively with Punkin and the other members of the MBPA around some of the details and gaining quotes and some of the logistics involved. But the Cultural and Community Events Committee is recommending an investment of up to eighteen thousand dollars with the MBPA to execute this list of ideas and staff is recommending that, that be a hard cap. If additional monies are required, they would be the responsibility of the MBPA or of a third party, a fundraising effort that would be led by the MBPA. Lastly, I want to bring to your attention the fact that originally this year's budget had 15,000 dollars set aside for Christmas in Middleburg. So if we were able to utilize that funding and some ancillary funding that we have set aside for marketing, there would be no additional allocation of funds needed. Punkin is here and she and I would be happy to answer any questions that you might have. Yes, ma'am.

Bridge Littleton: Oh, yeah, Darlene.

Darlene Kirk: Punkin, have you gone over the list and does it look doable to you? Is there anything that you'd like to add to it?

Punkin Lee: A couple of things that we're going to do that weren't on the list. We plan to do a brochure that will have the scavenger hunt in it. And the main reason of the scavenger hunt is to move people through town, not necessarily into stores, but just move them around, keep people moving, give them something to do. So we had planned on that. And then the post office has very graciously offered their third Dropbox. When you go to drop your mail in effective December 1st, that will be Letters to Santa that we'll be able to collect. And then our Zoom Santa on Facebook will be reading them on social media up till Christmas Eve. We want to have, hopefully we can twist a few arms to help us, to be kind of meet and greeters on Saturdays and Sundays, maybe from eleven to two prime time when people are kind of coming into town with some kind of treat that they would, you know, like talking to [inaudible] on green and red popcorn or peppermint popcorn or, you know. So we have a physical greeter, which I think would be nice, you know, thank you for coming to town. Have a great holiday. I don't know, just kind of warm and fuzzy things, which I think don't cost much, but it makes our town that much more special because we're taking the time to actually walk around and make people happy. So, I mean, we're keeping it pretty simple but pleasant and welcoming, which I think is what we want to be.

Bridge Littleton: Anybody else have any? Well, Cindy, how did it go in the meeting?

Cindy Pearson: Well, like I said, I attended the meeting [Off mic] so it was a little bit hard to say [Off mic] because I couldn't see people. But no, they were very glad to hear this and the recent family activities is what they were pleased with I think the most. Of course, the one concern always is you have enough time and people to take care of all of this. So that's the part that we have to stress that, you know, if you're going to do it, do it well.

Bridge Littleton: Right.

Cindy Pearson: Do it the best you can this year and then we can maybe grow on it next year and use some of these on different weekends and do [off mic] next week and next year. That's about all for right now.

Bridge Littleton: Does anybody have any other questions for Punkin or for Jamie? I'll just go around. Yeah, Darlene.

Darlene Kirk: I don't really have a question but I was going to say I was at the meeting and a lot of these had been done previously. And most and everybody that was there, because I sat next to Jim, he was really enthusiastic about it, too. And the other two committee people that were there, they were very enthusiastic about it and willing to help out wherever they could as well. So it was they were really interested in getting people to Middleburg any way he could, the best we could. And making sure that it was like a picture perfect experience for people. Thus we were talking about, the little white tree lights all the way down, [off mic] Main Street and that sort of thing. So the committee had a lot of support for all the ideas.

Bridge Littleton: Okay, we'll go around to see if anybody has any questions. Philip.

Philip Miller: You're certain you have enough staff time and you have the workforce, you need to pull all this off? It's a lot of stuff.

Jamie Gaucher: It is.

Philip Miller: Punkin, you think you got enough volunteers?

Punkin Lee: Our plan is what we're doing is it goes in place and it stays in place. You put it up and then you take it down. You check on it to make sure it's, like we've got a file of old Christmas in Middleburg pictures. We plan to blow up like three of them on banner fabric and they hang and they stay there for people to take a picture. You know, especially the one in the snow day, because everybody wants that one. So what we're kind of doing other than if we find some volunteers to do the popcorn thing will be in place and then come down. It's not like put it up, take it down, because we don't want to forget our locals for the come to town. I mean, it's great to have the Saturday and Sunday people, but I think that when people we know come to town with their kids, they want to feel comfortable partaking of the same things that are out there. So that's the plan.

Philip Miller: Okay. I think it's good work. I hope it, you know, helps people feel like it's really Christmas in Middleburg. Thank you.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Thanks, Punkin. I think it looks like a great program of events, the typical Middleburg. My main concern was personnel as well, because there's a lot of work and I'm sure you guys can handle it and have some volunteers. But thank you very much for doing it.

Bridge Littleton: Cindy.

Cindy Pearson: Punkin, you said you're going to hang the banners or they go up on the lights. Is that where you're going to hang them?

Punkin Lee: No, no, no. It'll be like an eight foot square. Like I mean, visualize the Hunt coming through town on the snow day, that big thing. And it'll have hashtag Middleburg moments. So if you're taking the picture and then you put on your own Facebook the people know where they are with the logos. We haven't quite figured where to hang them. I mean, there are a lot of flat sided places that have something we can hang and then it'd just stay there for the month.

Cindy Pearson: Okay.

Punkin Lee: So seven days a week you could click the picture.

Cindy Pearson: Yes. Thank you.

Punkin Lee: But in places where people have enough room to stand and do it and not be run over by a truck or something, you know.

Darlene Kirk: We also talked about possibly having a frame, like a frame built for some of [inaudible]. We didn't have a place to put them maybe, you know, Middleburg Millwork or something to donate that, build a frame or two on one or two of them.

Punkin Lee: If we keep them loose, we can roll them and store them.

Darlene Kirk: Right.

Punkin Lee: Because at the end of the time it's like, what do you do with this stuff? So trying to make it as simple as possible for the removal.

Bridge Littleton: Bud any input?

Bud Jacobs: Just a quick question, have you made any progress on identifying location or locations for the three hot cocoa dispensary's or stand.

Jamie Gaucher: We have Council Member Jacobs we're going to partner originally with Scruffy's. They have decided that they are going to remain open for December and so there will be hot chocolate from the Scruffy's takeout window. And additionally, Market Salamander is also going to have free hot cocoa. And we're hoping to secure maybe one more location, all in an effort to disperse any potential crowds. Right. We're very sensitive to having a crowd of people or a line of folks waiting for hot cocoa. So that's where we are right now.

Bud Jacobs: And they'll staff that, right?

Jamie Gaucher: That's correct.

Bud Jacobs: Great. And Punkin, I should reiterate my willingness to volunteer wherever you guys think it might be helpful.

Punkin Lee: Thank you again.

Bud Jacobs: That's all I have.

Punkin Lee: Thank you.

Bridge Littleton: Chris.

Chris Bernard: Yes, I think like everyone else, the biggest concern is staffing everything and making sure we have the volunteers, but [inaudible] that you guys have that put together. My one question is about the money. So a lot of these things say, you know, suggested request or up to. Do we cut a check for 18 grand and then you guys just kind of use it as you see fit. I mean, how does that work? I mean, or is it we're reimbursing up to a certain amount?

Jamie Gaucher: In my mind's eye, these are as we collect quotes, as we gain greater details, I think it's piecemeal. I think these are costs that are incurred and reimbursed by the town up to eighteen thousand dollars.

Chris Bernard: Okay, thank you.

Bridge Littleton: Kevin.

J. Kevin Daly: All my questions were already asked and answered. Punkin, Jamie and the committee, thank you all very much for your work in coming up with these ideas. I'm looking forward to Christmas in Middleburg.

Bridge Littleton: So I just have one quick question, so I was looking at and I just want to make sure I understand what the difference is. I was looking at the Culture Community Events Committee meeting from two days ago, and on that report, the suggested budget request amount was fourteen thousand one hundred dollars. But in your memo, it's eighteen thousand dollars. What's the difference?

Jamie Gaucher: The Cultural and Community Events Committee felt that the 14,000 dollars wasn't going to be able to get this level of or these many events across the finish line. So we actually had a conversation within cultural and community events, not only about what events, but what they should cost. So one of the examples that came through was.

Darlene Kirk: Horse, a carriage ride we thought would be more expensive than we had budgeted for [Multiple Speakers].

Jamie Gaucher: Carriage rides would be more expensive and an allocation for hot cocoa. They felt that the demand would far outpace what I originally thought the budget would be.

Bridge Littleton: Okay. Got it. Yeah, that just wasn't clear so all right, that makes sense. All right. Any other questions? All right. Does somebody want to make a motion?

Darlene Kirk: I move that the town council endorse the holiday activity suggested by the MBPA for December 2020 and allocate up to eighteen thousand dollars to support these activities.

Peter Leonard-Morgan: Second. [Multiple Speakers]

Bridge Littleton: Okay, all those in favor. Darlene. Actually I'm just doing roll call. Darlene.

Darlene Kirk: Aye.

Bridge Littleton: Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Bud.

Bud Jacobs: Aye.

Bridge Littleton: Kevin.

J. Kevin Daly: Aye.

Bridge Littleton: And Chris.

Chris Bernard: Aye.

Bridge Littleton: Okay, Punkin, thank you very much.

Punkin Lee: Thank you.

Bridge Littleton: Jamie thank you.

Jamie Gaucher: Yes sir.

Punkin Lee: I would just like to say thank you all. And I had a customer call me today who lives in Leesburg, who is a very prominent business owner and a mover and shaker over there. And he asked me to commend you all on what the Town of Middleburg has done this whole time. I mean, he brought it up and he said, you know, this town took off saw an issue, addressed it, is keeping addressing it. And the other towns in the county are still sitting there going [inaudible]. [Laughter] I said I would pass that along.

Bridge Littleton: By the way, that's a technical term. [Laughter]

Punkin Lee: Right. Thank you all.

Bridge Littleton: Thanks Punkin.

Everyone: Thanks.

Rhonda North: [Off mic] the minutes.

Bridge Littleton: Exactly. [Laughter] That's too funny. [Off mic] And loud now. Yeah. Okay, you know, I forgot to open the public comment session. Let me do that real quick. We're going open the public comment session for anybody who wishes to address the council. Rhonda, is there anybody online?

Rhonda North: No sir.

Bridge Littleton: All right, we will close the public comment session and move on to public presentations with Sandy. So I guess Sandy we just turn it right over to you.

Sandy Tondreau: Great. Thank you. I think you all received a couple of things from me that I'm going to go over. You should have gotten a copy of the draft audit report, and I won't go through this in detail. It's a big report. But as you will have the chance to look at it, feel free to ask me questions. I'm going to primarily concentrate on the PowerPoint presentation, which kind of has a good summary highlight, and we'll go through that. And then if there's any further questions, I will kind of refer you to some pages in the report if you want to specifically look at some more detail, either now or later. In general, the audit went very well. You know, it was a crazy year for everybody with everything. I mean, first of all, poor Julie got thrown in, in the middle of everything and then getting thrown right into an audit for the first time with us. And she did great. We were doing some of the stuff remotely. And I came in here some, you know, just trying to maintain distance, but did come in here so that we could get some concentrated time. And I think in general, it went really well. I mean, ideally, I'd like to be here and interact more with everybody and, you know, get a little bit more hands-on, but this year just didn't allow for it. But it still went really well so that was great. If we start on the first page, the comparative balance sheet, basically that's just looking at the three different funds to kind of do a year over year comparison so we can talk about some of the trends and some of the new things going on. With the general fund cash balances were up a little bit. And overall, if you look across all the funds, the water and sewer fund [off mic] cash balance is the most. Primarily due to you all taking out the line of credit and actually receiving that influx of cash it basically explains that amount. The receivables, primarily in the general fund you're going to have that's going to be your personal property tax and real estate that was still owed at the end of the year. You know, on those you're doing your billing through the county. But we did Book back. There's amounts that they received in June that they don't give to you all till July. So those were booked into the June year end. So that's part of that receivable balance. There was a bigger, you'll notice in the general fund, the bigger receivable between 2019 and 2020. And that was primarily due to if you remember,

last year we started booking back the meals and occupancy taxes that were received in July into June. And last year, those amounts were big. And this year that amount was not so big with everything happening. So that accounts for that bigger difference there. In the water and sewer fund the receivables are really just primarily the July billing that's done for the May and June timeframe, which is booked back into June. And in the health center basically, that amount, if you remember, is the leftover that Old Ox still owes from the sale of the health center that they pay every year. Fixed assets in the general fund is up a little bit this year. These are the total fixed assets, less than the depreciation we're seeing here, but it is up in the general fund a little bit. Primarily the money you all put in to start the new town hall was the biggest thing there. And then the water and sewer, basically the West End Pump Station, which was completed online by the end of the year. In the liabilities the accounts payable is basically as you know, at the end of the year, you end up with some bills that just don't get paid until July. So those are put back into the proper time period and that will vary year to year. So you do see some fluctuations depending on what's outstanding at the end of the year. And in the health center that amount if you recall from the sale, you all had agreed to pay for some elevator repairs. So I guess [inaudible] weren't done yet or they haven't billed you all yet. So we still have that sitting out there. The accrued expenses on the general fund side is basically accrued wages. At the end of the year there's usually a time period where the employees didn't get paid until July, but it's June work. So we pushed that back in there. And then for the water and sewer that is kind of made up of a couple different amounts, you have accrued interest relating to the loans and notes or bonds. There are some meter deposits in there and then some deferred revenues, which ended up being a little bit higher this year. When people prepay their account for whatever reason, those go into this deferred revenue until it is earned. And this year it ended up being a little bit higher, partly when you all did do the credit in May to help the residents out on their water and sewer some people went ahead and paid anyway. So now they had like a pre-payment on their account. And so that kind of accounts for that being a little bit higher this year. Long term debt, as you know, is all the bonds that you did have, the two new, well it's really three [off mic] broken out in parts. The lines of credit and then the refunding bond and then there's still also a piece of that, that we left in the general fund, because if you'll remember, there was years ago from the 2013 bond a piece that was booked into the general fund. So even though that one was part of the whole refunding, we left that piece there in the general fund. And then under other obligations in the general fund that was all related to there's accrual for vacation and sick that would be outstanding at the end of the year. And then the other portion of that is the pension liability. And I know we talked about this in the past. It's not an amount that really that the town books as a journal entry in the system. But as far as reporting, we're required to show it now. And we really just get the numbers from Virginia. As you know, you're part of the Virginia retirement system and they provide the calculations every year of what they call your net pension liability. And basically they do a bunch of calculations to estimate what the current liability would be. And then they compare that to what your current assets in your little bucket are. And right now they say or they're always a year behind. So it's really at the end of June 30, 2019, you were under-funded by two hundred and twenty thousand, which is up a little bit from the year before. But as I think I've pointed out in the past, it's not something to be gravely concerned about. First of all, it is lower than it was when they first started making us report this. But it's also, you know, the liability is based on a lot of actuarial calculations, which aren't exact and kind of under the assumption that everybody would retire right now and you'd have to pay it all out. So that's not going to happen. And the town has always paid exactly what they were supposed to do, exactly what they were told. So it's not anything that the town has done wrong to put you in this situation. It's just something we're supposed to disclose and that's part of that number there. And then the final column is looking at the total equity, which is what everything that you have left. And basically that's made up of a couple of different numbers. Any of your investment in your fixed assets net of any of the debt that you have related to those. And then there's the unrestricted monies that you can use for the town and general purposes. And then if there's any restricted funds. Like the health center is considered a restricted fund because you have to use it for charitable purposes in the town. And then in the general fund, we do have some restricted amounts. There's the fire program. As you may remember, the state runs those funds through the town and then now it's the county would use them for fire programs. They've been a little bit behind using that money. So it's been sitting here and restricted waiting for them. And then there was also the TOT grant that you all received last year and didn't get to use yet. So we'll just carry that into this year. It's still has to be used for their purposes, and that's sitting there waiting for you all. If you want to look at some more detail on the balance sheet, to look at some other things that make up this [off mic] numbers. That would be on page 11 of the report for the general fund and water and sewer and page twenty for the health center. We look at the next page, just some real general profit and loss looking at, I have some other slides that we'll talk about, some more specific numbers. But just looking at the general fund had revenues of almost three point five million this year, which was down from the prior year of three point eight, you know, primarily the expected stuff like meals and occupancy. [off mic] there were a few categories that were actually up, you know, like the business licenses and the bank stock tax. So there were some surprises there. But down in general. And

then expenses of three point three million, up from two point seven. You all did a lot of great programs to help everybody out during the pandemic, which did increase those expenses. And I know they're not done yet. And then the extra money you spent for the new town hall [off mic] and starting the process for that, which gives you still in that surplus of almost one hundred and twenty five thousand. That is down from last year of almost one point one million. But at least we're still at a surplus, given everything that's happened this year. You can see more detail for all of this on page 14 in the draft report. The health center, just small income, some interest and stuff. And then primarily now that the sale has occurred and there's not going to be at all the rental income anymore, primarily, you know, other than interest, and you have the expenses. Which this year you had the normal donations that the health center usually does, plus the extra help for COVID relief, you know, that they have done. You had run the restaurant vouchers through there and the [inaudible] water and sewer credits have been run through there. And then the water and sewer fund revenues of approximately one point four million down a little bit from the year before, one point five million, and then expenses of one point five million, which gave us a net deficit of one hundred fifty three thousand. There's another slide I have in here, which you may remember, that kind of looks more at the actual operating income. This number is, after all of our little accounting adjustments, like depreciation and stuff like that. So I think it's a little bit different number than you guys were probably expecting. I know Danny and I talked about but we'll look at those operating numbers on another slide and that will kind of explain some of the differences. The next slide, just in general, looking at operating revenue trends over the last 10 years. You know, you were on a trend with the general fund, especially, you know, ever since Salamander came in here with the increases in the meals and occupancy tax. And obviously we fell off a little bit this year. But, you know, when everything gets back to normal, I'm sure that trend will still continue. Water and sewer was also a little bit down this year on the revenue side, you know, basically the same thing with the pandemic, [off mic] have Salamander or the restaurants or, you know, so kind of expected little decreases. And then on the next slide, just looking at the general fund, specifically, some of those big revenue categories. As I had mentioned, the bank franchise tax was actually up this year, but then you could see the big changes in the meals tax and the occupancy tax, which are almost down to, you know, the first year of Salamander. But hopefully those will be on the rise. And then the business licenses was also way up this year. And then looking at the water and sewer revenues, we can see that trend down a little bit of the water and sewer charges for this year. Also, the water and sewer revenues, we didn't have any availability fees that occurred this year. So sometimes that makes a difference in that category also. And then the next slide, just a little bit, looking at budget to actual. And I realized something when I was looking at this earlier today. The first two columns were comparing the actual revenue to the budgeted revenues. That budgeted revenue does not include you all had originally budgeted to use some reserves. So that's why it looks a little I realized I didn't put that reserve amount in there. So you were under budget, you know, just a lot of programs that didn't get to occur and you didn't get to do as much with the town hall as you had anticipated. And actual expenditures were then also below budgeted. I mean, you did have a lot of extra different expenditures, but then there were some things you didn't get to do. The next slide is just looking at the general fund, the surplus, and just kind of a way of looking back and seeing how far you've come from the past, where you have those years and we've even dropped off the worst years off of this by looking back 10 years. But, you know, really a lot of ground has been gained in the town. You know, of course, the help of Salamander bringing a lot more revenue then and then the town also just, you know, really being conscious of managing that money and planning for the future. And so it's a good trend that we're on here. And I know you have plans for that money with the new town hall and and then just having you know, especially in these times of, you know, knowing you have that surplus there to fall back on. And then this next slide is that operating results schedule that I was talking about for the water and sewer fund. And you can see, we start out with the one hundred and fifty three thousand of deficit that I have been talking about. But if you kind of do some adjustments here for some of the things that are not really considered operating or to kind of put them back into your operating. Taking out the tower rental income, because that's not really water and sewer operating and add back the depreciation expense and adjust for the principal on the debt payments and then take out this other categories, primarily the bond fees that you paid this year so that wouldn't be really operating. You then would have a net operating of a positive one hundred seventy eight thousand. So that's just something to consider. I think that's more in line with the numbers you're used to seeing. The numbers I was showing you are more of my accounting numbers we have to show for the report. [Laughter] And then the next schedule is we always kind of show this percentage of gallons billed to pump, just that's a good indicator for you all to keep an eye on as far as the usage of your water. I know my 2020 looks a little funny. The one town we usually compare to, we haven't gotten their information yet, so I had to leave one off. [Laughter] But you all remained pretty level from last year, about 79 percent gallons billed to pump. It has been historically lower than some of the other local small towns. And it is something that I know you all have been [off mic] more to account for that usage and [inaudible] up leaks and all that sort of stuff. So it's just something to keep in mind. And, you know, it was as low as fifty two percent back in

2012. So a lot of progress has been made. It's just something to keep considering and looking at. And part of the differences, I think, in the past were how some of the numbers were accounted for too. So it might not have been completely, you know, as bad as 52 percent. But it has improved. And then just pretty much in summary, I guess, is what everybody likes to hear is that we're issuing a clean opinion. Nothing bad was found doing the audit. You know, we're required to communicate with you all if we did find anything that was alarming, any fraud or difficulties or anything, but we did not find anything like that. And no difficulties working with the town employees. Everybody was great and then just to mention some of the pandemic response. You know, I think, as Punkin said, you know, you guys did a great job. It sounds like just from reading through all, you know, how much you helped the restaurants and the other businesses. And were really quick to come with that response and the residents as well with water and sewer help. And I had mentioned to Danny and Julie when I met with them, you may want to consider before we finalize the report this first couple of pages, it's like page four to [off mic] four to 10. That's called the management discussion and analysis. And there are some things in here that originally we drafted this because there are some things that are required to be spelled out in here. But it also is a place where you all as the town could kind of express things that you're doing. So what we have in here is kind of like a general format. I know, like last year, Danny had given me some other verbiage to add in about some things that you are doing in the general fund. But that might be where you may want to consider. I think it would be great to put something in there maybe for this year about everything that you had done in response, you know, and then even if there's plans for stuff to continue with this year, because people could read this report and then it would be good for them to know what you all have done. So something to consider. We can throw it in there before we finalize the report. Just let me know. And then just I know we talked about the pension [off mic] reporting. The only other thing to mention, we also started, they started wanting us to report stuff about like the life insurance and the I know you all are on the life insurance plan also for Virginia. And they supply some reports about that. You do have a little underfunding in there it's like eighty four thousand for the [off mic]. We just included that in a footnote. We didn't actually book it because it's under what we would consider the materiality level in looking at the audit. And if we were to book it, we'd have to do another 17 pages of footnotes that we do for the pension all over again [inaudible]. So we didn't think it was material enough to warrant adding 17 more pages to this already thick report. But just to be conscious, if it does get bigger in the future, it may reach a point where it will actually have to be recorded as a liability and be some extra reporting. And subsequent events there wasn't anything big. I think I put in here just mentioned that you all did refund do another refunding bond subsequent to the end of the year to refund the 2010 bond. And just mentioned that you had the letter of intent for the other piece of land related to the town hall. Does anyone have any questions about anything I talked about or anything you saw when you were reviewing stuff that I didn't mention?

Bridge Littleton: So Sandy, let me just say first, thank you again, you guys, for all the hard work in putting all this together. We really do appreciate it. Thanks to everybody on the staff for working with Sandy and her team as well. But no, let's just go around and see if anybody has any questions. Darlene.

Darlene Kirk: [Off mic]

Bridge Littleton: Philip.

Philip Miller: No questions. Thank you, I know it's a heavy lift every year. [Off mic] I'm sure it was a little more difficult and complicated this year.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Thanks, Sandy. Wonderful job as always. I love your idea about adding some narrative regarding what we've done in the pandemic. I think it's a great idea.

Bridge Littleton: Cindy.

Cindy Pearson: I just don't understand the life insurance part. I can see where the retirement that you'd have to book that money. What is the eighty four thousand for the life insurance?

Sandy Tondreau: It's kind of similar to the pension. You're under the plan for Virginia, and it's kind of the same thing. They do calculations every year to keep track of the money that's put aside for you all. And they're saying that right now the liability compared to the amount of money they have sitting in the pot is underfunded by eighty four thousand.

Cindy Pearson: So God forbid, if we all, everybody bit the dirt at one time. [Multiple Speakers] Okay, all right. [Multiple Speakers]

Sandy Tondreau: You know, Middleburg, God forbid.

Cindy Pearson: Weird. Yeah, really.

Sandy Tondreau: Yeah. You would be underfunded by eighty four thousand.

Cindy Pearson: That's really strange. But Okay, thank you. [Laughter]

Bridge Littleton: Bud any questions or input?

Bud Jacobs: Thank you very much Sandy. It was really for a layman such as myself, it was remarkably easy to understand. So thank you for that.

Sandy Tondreau: Good.

Bud Jacobs: Question for you, Mr. Mayor I second Peter's comment about including pandemic narrative into the report, as Sandy suggested. Could we ask what your thinking is on that?

Bridge Littleton: No, I agree. I think it's a good idea. It just means more for Danny to do. [Laughter].

Darlene Kirk: And he loves it.

Bud Jacobs: I love taking those action items over to Danny, thank you.

Bridge Littleton: Well, if Danny's adding narrative, we ought to give him a word count.

Sandy Tondreau: [Multiple Speakers] He did pretty good last year. They were small [Off mic] [Laughter]

Bridge Littleton: You get one page, that's it. [Off mic] Twelve point font [off mic]. Exactly. Kevin, any questions? You're on mute.

Cindy Pearson: We can't hear you.

Bridge Littleton: Kevin, you're on, there you go.

J. Kevin Daly: Danny, take all the time and all the words you need.

Danny Davis: My favorite Council Member. [Laughter]

Rhonda North: He muted himself he was still talking.

J. Kevin Daly: Thank you very much for all your work and effort on putting all this together. I'm still kind of confused. I'm still used to doing the three year out budget. You know, where we discuss what, sorry military, we don't do that. Okay, carry on. [Laughter]

Bridge Littleton: Chris.

Chris Bernard: Yeah, I will also say that adding the context to the report would be great as long as Danny can keep it to you know, 9,000 [inaudible] [Laughter]

Bridge Littleton: I swear it's not a conspiracy.

Chris Bernard: [Multiple Speakers] Thank you for the passing grade. You are off the hook. My one question is actually for Danny. She mentioned that TOT Grant. Did we not use that for the kind of marketing and advertising program at some point?

Bridge Littleton: Not in the last fiscal year.

Danny Davis: Yeah not in the last fiscal year. We just started using it.

Chris Bernard: Okay, cool that was my only question.

Danny Davis: Yeah.

Bridge Littleton: Sandy, I have one quick question.

Sandy Tondreau: Yes.

Bridge Littleton: For the pension liability, what are they using [inaudible] I mean, what's the interest rate they're using to calculate that? Is it the Fed fund rate?

Sandy Tondreau: I think. [Multiple Speakers].

Danny Davis: I just saw it. It was they dropped it to six and [Multiple Speakers] quarters. [Multiple Speakers] Yeah. So they actually have a page near the end that shows assumptions up and down.

Bridge Littleton: Okay, because if interest rates go up that makes the liability go down.

Danny Davis: Yes, so if the actual rate of return goes back to what they had previously projected at 7.75, we would actually be over budget.

Bridge Littleton: Okay, all right. So that's a lot because I was wondering what drove that change. [Off mic] So it's the interest rate.

Danny Davis: And the IRS has it continually reevaluate their rate of return. [Multiple Speakers] It was a challenging year, obviously, and that can impact us in the future.

Bridge Littleton: Sure.

Danny Davis: If they revise their assumptions downward then our contributions.

Bridge Littleton: Our liability goes up.

Danny Davis: Our liability goes up, which means our contributions on the annual basis may go up.

Sandy Tondreau: They usually redo the contributions like every two years [Multiple Speakers] So sometimes there's a lag and then you might have [Off mic].

Bridge Littleton: A big bump. Okay. All right, that was my only question. Well, Sandy, again, thank you so much. We really appreciate it.

Sandy Tondreau: Thank you.

Bridge Littleton: Take care.

Philip Miller: Be safe.

Sandy Tondreau: Thanks to guys too.

Danny Davis: You can stick around. [Multiple Speakers] [Laughter]

Sandy Tondreau: If you need me to but.

Bridge Littleton: We got fun stuff budget amendments. [Laughter]

Sandy Tondreau: I'll be hearing about those next year when I come back. [Laughter]

Cindy Pearson: Yes.

Bridge Littleton: Yeah. Don't worry about how the [inaudible] is made. You just get to see how everybody liked it afterwards. [Off mic] [Laughter] Okay. A public hearing for the budget amendment. Julie, you're up.

Julie Rivard: Yes, I'm going to come up there. Okay, so if you take a look at the memo in your packet for the budget amendments. There's just a couple of adjustments that we need to make because the amounts are more than one percent difference in what had been originally projected within the budget. The first item on the memo is the seventy four thousand eight hundred and twenty four dollars. We want to show it as a revenue. But also as expending those funds. You can see they're just real quick, we are going to allocate nine thousand eight hundred and twenty four dollars of that money to COVID-19 expenses, fifteen thousand dollars to support and assistance within the economic development budget. And the remaining 50,000 dollars to assisting residents affected by the pandemic with housing payments. Moving right along in the economic development budget, the line item that was approved shows a 50,000 dollar budgeted amount. We're increasing we want to increase that by 70,000 dollars. You'll note, too, that there's an extra fifteen thousand dollars to get you to the full 135,000. And that fifteen dollars is from above.

Bridge Littleton: \$15,000.

Julie Rivard: The fifteen thousand from the COVID money, the Cares Act money. So but the budget amendment is for the 70 we want to be sure to reflect it though in the total. So that's what's happening there. The third item is within the maintenance budget. What had been approved for the refuse disposal cost is a little under what is actually going to cost us this year. So we need to increase that line item by twenty seven thousand five hundred dollars to cover our refuse disposal expenses.

Bridge Littleton: Let me stop you right there real quick. What drove that?

Danny Davis: That's the new contract rate. So as we went through the new rate we discussed how we had been at a much, much lower rate than market value.

Bridge Littleton: Oh, this is from the budget. Okay, never mind. I'm good. Yeah, thanks.

Julie Rivard: Also within the administrative budget there, within the general fund, the restricted funds for the fire grant program. There's actually sixty thousand dollars balance in that line. It's not been spent year over year. It's just been sitting there growing every year. And originally within the budget it was only anticipated that we would expend ten thousand

dollars. The Middleburg Fire Department came through with an expenditure that met the requirements and actually the full sixty thousand they want to expend the full sixty thousand that is sitting in that line item.

Danny Davis: [off mic] If I may real quick, we actually thought they were going to spend it at the end of last fiscal year and so we had made that fifty thousand dollar expectation in prior year budget. It reduced this current year to ten, but they didn't actually [off mic] the money until after the beginning of the fiscal year. So we have to just reflect that change.

Darlene Kirk: Since we hold that money we don't have to pay like add interest or anything to it [inaudible]. Thank God.

Julie Rivard: No.

Danny Davis: I don't believe we are supposed to [Off mic].

Julie Rivard: And then finally, you'll note within the Health Center Fund, we are marking the full balance of that account available for donations. So we want to make sure that we can push that money out if need be. But that is the full balance on the Health Center Fund Account.

Danny Davis: And that would be if we are able to finally create the charitable foundation, that will be a donation from the health center fund to zero out that fund to drive it all to the charitable foundation.

Bridge Littleton: Yep.

Julie Rivard: Do you have any questions or concerns regarding the budget amendments?

Bridge Littleton: Yeah, so let's just go around the room. Darlene, any questions?

Darlene Kirk: When do you think the charitable thing is going to be happening?

Danny Davis: Yeah, and I know we got obviously delayed this year with COVID [Multiple Speakers] And I appreciate council's allowing us to put that on hold for a period of time. My goal would be to complete it by the end of this fiscal year. Our goal last year was to get it done by about April, May of 2020. So I'm going to bump that back to April, May 21. I think we have the ability to get that done. There were just a few outstanding pieces, but I think by the springtime we should be able to complete that.

Darlene Kirk: Okay. And I noticed [Multiple Speakers]

Bridge Littleton: [Inaudible] on your requirements. [Off mic] April one, it'll be done. You heard it here first.

Danny Davis: I thought I said May. [Multiple Speakers]

Bridge Littleton: April one.

Darlene Kirk: It just doesn't exactly go [off mic] at this point but I just want to say this. The refuse disposal, I know they come around Ridgeview about four o'clock in the afternoon, but two weeks ago when I came through town out in front of King Street, there are a ton of boxes. They've got to do something. We've got to do something about that.

Danny Davis: We're in conversations about specifically on the recycling side, you know, the trash if there in the [inaudible] that's one thing. We do ask them to set out boxes because that's the way to pick up recycling.

Darlene Kirk: I mean, and I understand they get a lot of food, so they had a ton of boxes.

Danny Davis: Right. So we're looking at options that even if it's only for the recycling side, that we can help them because that particular week was a significant week and it's a visual impact. So we want to try to address that.

Darlene Kirk: Yeah, all the marketing in the world isn't going to help if you have a million boxes on the street. Okay. That's all.

Bridge Littleton: Philip.

Philip Miller: My only question is about the housing assistance.

Danny Davis: Yes.

Philip Miller: Have we seen anything happen there?

Danny Davis: And I apologize, I did not get an update for tonight. I had heard maybe the early part of last week that there had been one inquiry at the time, but I do not have an update on that. It was the front page article in The Middleburg Eccentric, which I really appreciate from Dee Dee putting that in there. So hopefully if someone does need it, they will see that. I don't know at this time.

Philip Miller: If that doesn't get used do we have to do anything to move it around?

Bridge Littleton: We'll be able to use it quickly.

Danny Davis: No, we will get council to approve a revised spending plan, but we have plenty of expenditures either already expended or that could be reimbursed where we will use every penny of our Cares allocation.

Philip Miller: All right. Otherwise, this looks very straightforward. Thank you for the third page. It lays it out very easily.

Julie Rivard: You're welcome.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Just a question on the Fire Grant Program. So if it was in the budget last year but not used, what happens to that?

Danny Davis: It rolls over and because it is a grant, it is one of those restricted funds that Sandy has to track separately to make sure that we don't go spend it on marketing. Right, or something like that. So I anticipate for what it's worth in the county and all of their efforts will likely not spend the ten thousand dollars. And it actually may be fifteen thousand dollars this year. I don't [off mic]. They may not spend that every year. So we are going to have to continually roll that in the budget until they have an expenditure that meets the intent of the grant and that then they spend the money on and then give us an invoice that they actually did. So all that being said I think maybe we'll try to find a way to roll that appropriately as a future expenditure. On the flip side, we can also show that appropriately as revenues. At the end of the day, there's no impact on the taxpayer.

Bridge Littleton: You just got to show it as an asset [inaudible] a liability.

Danny Davis: Yeah, and we don't budget our budget that way. That's the only challenge in terms of how we actually put our operating budget together. In the audit, we absolutely show it that way. So we're actually talking about how we can maybe roll that better. So it's not looking like it's impacting the operating budget.

Peter Leonard-Morgan: Thank you.

Bridge Littleton: Cindy.

Cindy Pearson: No questions, thank you.

Bridge Littleton: Yep. Bud.

Bud Jacobs: No questions, thank you.

Bridge Littleton: All right. Kevin.

J. Kevin Daly: No questions, no comment. Well done Julie.

Bridge Littleton: Chris.

Chris Bernard: Yep, same here, everything looks good, thanks guys.

Bridge Littleton: Okay. And I didn't have any questions either. It was very straightforward. Just on that question about the [inaudible] thinking about it from a budget perspective, you know, what you could do is just expense every year because you never know when the fire department's going to call you and say, send me the money tomorrow.

Danny Davis: Right.

Bridge Littleton: Just expensive as every year, whatever the total balance is.

Danny Davis: Right and yeah the total balance agreed.

Bridge Littleton: Yeah. If the balance next year is 30,000 bucks, have a thirty thousand [inaudible] dollars expense line.

Danny Davis: And then we'll have to figure out how to show the revenues. Right. If we expense that as a higher expense. Right. Because we're only bringing in a portion of that each year. Another idea we have is rolling into the capital budget. So it's not actually hitting operating. That will allow it to roll without impacting the cash balance [Multiple Speakers]

Bridge Littleton: Yeah, that makes sense.

Danny Davis: [Multiple Speakers] I think [Multiple Speakers] to make sure we don't run afoul of any [Multiple Speakers].

Bridge Littleton: Okay, now we have to have a public hearing. So let me open the public hearing on the budget amendment. So public hearing is now open if anybody would like to have any comments. Rhonda, is there anybody online?

Rhonda North: No sir.

Bridge Littleton: All right, we will now close the public hearing. And is there a motion and we will do a roll call vote. So Rhonda you get to do the roll call vote.

Peter Leonard-Morgan: I move that the Town Council adopt the budget amendments for the fiscal year 20-21 budget as shown in the FY 21 Budget Amendment Staff Report dated October 22, 2020.

Philip Miller: Second.

Rhonda North: Vice Mayor Miller.

Philip Miller: Aye.

Rhonda North: Council Member Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member Jacobs.

Bud Jacobs: Aye.

Rhonda North: Council Member Kirk.

Darlene Kirk: Aye.

Rhonda North: Council Member Leonard-Morgan.

Peter Leonard-Morgan: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Bridge Littleton: Okay, Julie, thank you very much. All right. Moving on to the next item is the Treasurer's report.

Julie Rivard: Yes.

Bridge Littleton: Report away.

Julie Rivard: All right, so we have made it through the first quarter of fiscal year 21. Looking at meals tax revenue for the first quarter, our August meals tax collections were about 74 percent of what they were the prior year. And the September meals tax collections were about 81 percent of what they were the prior year. The new meals tax collections, which came in in October, which are for the month of September, are at about 80 percent of what they were the prior year. So what we're seeing is that the restaurants are maintaining from August to September sales are about the same. So it's kind of staying right there where it's at. And our goal, obviously is the council's goal is to help the restaurants, hopefully maintain that through the fall and winter months. We did receive our first quarter occupancy tax payment. And I'm happy to report it's at 100 percent of what it was this time last year. That means for occupancy tax we are at twenty six percent of our projected revenues in the original budget, not the adjusted budget.

Danny Davis: That's cause for celebration.

Julie Rivard: It is. It's fantastic. It's good news. So and I think that's definitely due to the increased demand and people coming to visit the town and Salamander and Red Fox have done a great job of promoting those, you know what we are here and what's available here to do. We've received our second disbursement of Cares Act Funds in the amount of seventy four thousand eight hundred and twenty four dollars. We received that on October the second. Looking at the water and sewer fund. The July and August water and sewer fees, which were billed in September, were actually slightly above average compared to the same time last year, which is good news because we were down a little bit as of the end of the last fiscal year. So it's good to see it up there where it should be. And that's a good sign. We are remaining vigilant in our collection efforts and to date, out of what has been billed, we've collected about 94 percent. So that's good. We're doing pretty good there. So that's kind of it in a nutshell. Do you all have any questions for me or thoughts or concerns?

Bridge Littleton: Darlene, any questions?

Darlene Kirk: No.

Bridge Littleton: Philip.

Philip Miller: Just the last graph in your report is misleading.

Julie Rivard: Okay.

Philip Miller: I think, obviously that's the whole budgeted for the year in the first quarter. But like you said, we got our first occupancy tax, but here it says zero percent.

Julie Rivard: Okay, so the graph in the report is as of September 30th. In the Treasurer's report, the memo, I give you a little bit of a sneak peek as to what's coming up when you get the October financials.

Philip Miller: Got you. Okay.

Danny Davis: It's always a challenge of how to show the month when you close out the month but revenues came in the door later. So, yes.

Philip Miller: Got it. Thank you.

Bridge Littleton: Peter.

Peter Leonard-Morgan: No questions. Thank you.

Bridge Littleton: Cindy.

Cindy Pearson: No questions. Thanks.

Bridge Littleton: Bud any questions.

Bud Jacobs: No questions. Thank you.

Bridge Littleton: Chris.

Chris Bernard: No questions. Thanks Julie.

Bridge Littleton: Kevin.

J. Kevin Daly: Negative. Well done Julie.

Bridge Littleton: Yeah, so I actually had the same kind of a question that Philip did. So and I know we talked about this in the past before Julie was here. It's very difficult. [inaudible] it's, I don't know what the right word is. So as an example, you look at the variance, right. And it's a three point five dollars million variance. And I get it right. This is for the whole year.

Julie Rivard: It is.

Bridge Littleton: But it doesn't actually, it's not helping us reflect where we should be at this point in time to compare at the beginning of the year to what the whole year should be. And the same thing with the graphs on the back. I mean, I look at that and I don't know what to do with that because it's not an apples to apples comparison. So, I mean, you know, showing where we are after two months relative to 12 months ahead, I don't know what to look at. Where I'm going with

this is maybe and I know we had talked about this before you had gotten here. Maybe what is helpful is to do this on a quarter to quarter basis or a three month trailing average of what we did versus what we should have done.

Julie Rivard: Okay, I can do that on some of the taxes that we collect or some of the revenues that we collect monthly.

Bridge Littleton: Sure.

Julie Rivard: Some things come in all at once. [Multiple speakers]

Bridge Littleton: I get it..

Philip Miller: If we [Multiple Speakers] same quarter last year.

Bridge Littleton: Well, exactly. We could do that. And, you know, each month you go over your report, something will come in. It will true up. But I mean, like the way we've got it right now on this bar graph. You know, I'm not saying that the information is wrong, but as I look at it, it's not helpful in the sense of knowing where we actually are. You know, so like where were we last year to where we are today. You know, to the same point last year versus where we budgeted we would be. If that makes sense. [Off mic] Yeah.

Darlene Kirk: Chris wanted to say something.

Bridge Littleton: Yeah, Chris, go ahead.

Chris Bernard: Yeah, so along those lines, is there a way that we could take those, you know, like ten buckets or category and do a month by month for the past couple of years and just say, you know, for real estate tax on average at this point, we're at whatever level. And you can there's a way to draw a line or you could put another bar in so we can still see what the total amount for the year is, but then we'd have some to pace against. Because I agree. I mean, it's a nice graph, but it doesn't tell us anything.

Danny Davis: So just so I'm thinking this through properly, could we essentially have a graph per revenue source? So we have a real estate graph that is the last, say, 12 months?

Chris Bernard: No, I think you do that outside of it. And maybe you have three bars on this graph. One is the total year amount. One is the here's where the [inaudible] should be based on prior years.

Danny Davis: Okay.

Chris Bernard: And here's where we are.

Peter Leonard-Morgan: [Multiple Speakers] because essentially what we.

Chris Bernard: That should tell us, for example, with the meals tax it says we need to get to like one point one and we're at, you know, one hundred and fifty thousand [inaudible]. And then there's another maybe a bar in the middle that says, okay, over the past three years on average by the end of September, here's where we usually are.

Danny Davis: On a percentage basis.

Bridge Littleton: Correct? Yeah. At this point [Multiple Speakers] you look at the first page, the revenue page. Right. 90 percent of that's red. 90 percent of that will stay red until May.

Danny Davis: Sure. [Multiple Speakers]

Bridge Littleton: That's not helpful.

Chris Bernard: And that [Multiple Speakers] format should be based on whatever the pace number is, not what the total year.

Philip Miller: Right.

Chris Bernard: The variance.

Bridge Littleton: Because I can't manage to that because if it's [Multiple Speakers] it'll be red all the way until May. [Multiple Speakers] So why even look [Multiple Speakers]. If it's not useful for us to understand how to manage and make decisions, let's not have it.

Philip Miller: And I agree completely. And I think that doing it on a standardized quarterly basis really would help us to understand also the cyclical means of our economy, how it all works.

Bridge Littleton: Well and you guys think about the right way to do it, right? I mean, we're seeing quarterly, but things are lumpy, right? Real estate tax only gets paid twice a year. Well, you know what maybe zero for the first quarter is exactly what it should be because we don't get and it's green or right. So you guys get to figure it out. You know, some taxes come in every month. So a monthly, you know, three month trailing average is fine. Other things it isn't. So you might have to, you know, look at each revenue source and understand what the right way to do it is.

Danny Davis: I think we can we can sit down and play with some ideas here. On the first chart that we have I get a lot of red. I think our goal would be we still want to show you year to date and month numbers, but to take out that variance figure at this point.

Bridge Littleton: So, yeah, I mean.

Chris Bernard: [Multiple Speakers] Give us a benchmark and do a variance against the benchmark.

Bridge Littleton: Well, and we talked about this in the Finance Committee, right. Having a by month budget, not an annual budget, but a by month budget. Right. So and you can track a plan, right. You have a budget and you have your plan and your budget and what are your actuals to your plan. You know, so maybe not calling it a budget, right. So have a month by month plan of what we expect our revenues to be every month and what we expect our expenses to be every month and giving the lumpiness right. Hey, January is a slow month in town. So things dip and that's part of our plan. And then we can show the actuals to plan on both, if that makes sense. So, again, you guys think about it. I mean, I think you hear the concern. I've had to show it in some different ways it could be helpful. And, you know, come back next month and, you know, give us some of your thoughts and ideas.

Philip Miller: And Danny, I think once we kind of have that sort of benchmark for quarters, it'll actually help us understand for TOT and meals tax in planning all of our investment for marketing in the future as well.

Bridge Littleton: Yeah. Okay, that was the only question I had. [off mic] The worst form of graph ever.

Philip Miller: I'd like to see it in a van diagram, please. [laughter]

Bridge Littleton: Actually I'll have it in a Gantt chart or a histogram. So, yeah, pie charts should be banned. [off mic] Oh, that's fine. That's fine. [off mic] All right. Moving on to the next item is the Covid pandemic plans for the budget? [multiple speakers] Pretty much, all right, who's taking this one, Danny or Julie?

Julie Rivard: I'm doing it. Okay. [off mic] If you take a look at the memo and then at the summary sheet for the COVID plan, you can see in there we have a comparison and you can see it on the expenditure side of the summary sheet. You can see the FY 21 adopted and then you can see the FY 21 amended what you just approved this evening. And then the COVID plan compared to the FY 21 amended what you just approved. And then the last column is that difference, the

amount the the amount saved, if you will. We've done four different projected revenue scenarios, each in varying degrees. We've got the best case, the most probable case, the worst case and the worst case on the end, which is something that we added at the request of the of the Finance Committee when we spoke with them. In getting prepared for this COVID plan I met with all of the department heads and with Danny and with Will, and we went through and identified all the areas of savings that we could find. And we were looking to try and match our or try and make up for that difference in the revenue decrease. In doing so when we identified these budget savings, if you will, we rated them on a tiered system. Tier one, tier two, tier three. Tier one is low hanging fruit, easy things, things that have been cancelled, events that have been canceled, other things that won't happen due to the COVID pandemic. And those were just givens. Tier two are items that we've projected in yellow and they they represent charitable contributions and certain service reductions. And then tier three, which is highlighted in orange in the budget, it basically makes up marketing efforts and other economic development activities, which we we're hoping not to get to the point where we have to make those tier two and tier three cuts. At this time, it looks like we are trending in the in the in the revenue scenario that I have labeled the most probable scenario based on what I see right now. Of course, that can change depending on what happens as we as we move forward. It's something that we are we are watching, we are measuring and we're doing everything we can to make sure that we keep up with what's happening due to the pandemic scenario. [off mic] Yeah, sorry. Sorry. That's Okay. So we unfortunately, I think, you know, due to the the pandemic situation, we're in somewhat of a reactive mode. But as a taking a proactive stance, we've identified areas where we can trim our spending in hopes that we are in a better financial position as we make it through this year. Do you have any thoughts or questions for me?

Bridge Littleton: So I just want to make sure I understand this tiering system the right way. So green is easiest.

Julie Rivard: If you want to put it that way, yes.

Bridge Littleton: But that's nine hundred and sixty seven thousand. Are those not flipped?

Chris Bernard: I think what he's saying is that we get past 25 percent [inaudible] we like that's when we start feeling it past the first cut right?

Danny Davis: But to your point, why is the number so high for the easiest amount? There are some very large numbers that factor into that. So that factor number one is town hall debt. Four hundred and fifty thousand right there.

Bridge Littleton: I get it, I get it, but my question is, is that so the first. It seems like an inverse progression. We do the most drastic first in the least drastic last.

Philip Miller: Well, I think that this is identifying the things that we can do, I don't think it's necessarily a plan as to what we start cutting first.

Bridge Littleton: [inaudible] tier one, two, three, right?

Philip Miller: Yeah, but I don't.

Bridge Littleton: First step.

Philip Miller: Don't think we cut everything in tier one and just right off the bat.

Bridge Littleton: Well, I think that's what they're recommending, right?

Julie Rivard: No.

Danny Davis: What we're saying is these are these are things that at this time, we're either putting on [inaudible] or pausing, if you will, until we continue to see how the year goes.

Bridge Littleton: No, no. What I'm saying is, is that you're saying that if we are going to execute tier one, there is nine hundred and sixty seven thousand dollars' worth of things that will not be done.

Danny Davis: Correct.

Bridge Littleton: Okay, it's not a bucket of options of \$960,000. What they're recommending is nine hundred and sixty thousand dollars' worth of things that won't be done, not a menu of things we will choose from. What I don't understand is why is the most drastic at tier one and the least drastic at tier three?

Danny Davis: You're using it drastic. Well, I see what you're saying. These are not cumulative figures. That's what you're looking at. Tier two is one hundred and seventeen, which will be on top of right. 967.

Bridge Littleton: I get it.

Danny Davis: So the 967 fields drastic because it's a large figure, but those items are things that either are not happening anyway or that are easier to perhaps reduce than a specific level of service that might not impact the community. I can give you an example of a tier one [inaudible]. We budget as if every employee take that. But not every employee is taking those. So there is seventy three hundred dollars right there that we don't expect to spend this year. And if you look at a yellow, we're looking at perhaps cutting back on our landscaping. Well, we don't have to do landscaping, but we know it's important to the community and it's important to the town. So that's a service level type differentiator. So I don't know.

Philip Miller: but I think what you're what you're missing is that \$730,000 of that is in the non-departmental expenditures. Right. That's that's the debt, [off mic]. Yes. So that's that's a huge chunk of that. So if I took that out. That that changes the game.

Bridge Littleton: What I'm saying is here's what I don't what I don't understand. Right. Is that so if you're you know, from a company perspective. Right. The worse things get, the that's when you get the bigger you go after bigger things. Right. So if you're at your first level of worry, you go and say, Okay, well, I only have to go for ten thousand dollars' worth of stuff. Then if you get to your next level of worry, you go, Okay, I'm going after those ten thousand and a hundred thousand more. And then when you get to your third level, you go, I'm going after the 10,000, 100,000 and another 500,000. This seems to be inverted where we're going after a million dollars in our best case scenario. And then the really, really worst, worst, worst case, it's only 50 grand more.

Danny Davis: And so to answer it real quick to that one is if you look at the most probable scenario of revenues, yeah, the amount of revenue reduction is nine hundred and forty nine thousand dollars.

Bridge Littleton: I get it. My point is this then there's not really three scenarios. There's one. because one hundred grand. That's real. I agree. But 50 grand, whatever, you know, I mean, that's not a needle mover. If we're going from 25 percent reduction in revenues to 45 percent reduction in revenues, which is double essentially loss of revenue, 50,000 dollars.

Danny Davis: Well, it's impactful, I guess it doesn't move the needle like 900000 completely, but also we're looking at what are things that we are either obligated to do. Sure. We're not looking at this point at staff. Because we know that the staff here are continuing to work at 100 percent. So so as we got past that large figure of nine sixty seven, again, including the two big chunks in it, and then you get to tier two and tier three, there's not much else. It's thin around the edges. You're starting to get into either significant programmatic reductions and or staffing conversations.

Bridge Littleton: Okay, so then the question becomes, does any of this also drive pulling money from our fiscal reserves?

Danny Davis: So to answer that, if I can and I'm not sure if I'm answering the right the exact question we originally budgeted three hundred and fifty thousand as the transfer from reserves, that was going to be a regular contribution towards debt servicing capital projects as anticipated by Davenport. All of these revenue scenarios revised slash that out and don't put that as an assumption of revenue. So that's the answer number one. Answer number two, we do not

anticipate having to take fund balance or fiscal reserve to pay for operations until the 35 percent increase. That's that red number on this [inaudible].

Bridge Littleton: Okay, so if I understand it correctly, what you're telling me is we would not do all these things. So at a 35 percent decrease and or 45 percent, we also need to take money out of the reserve to pay the bills.

Danny Davis: Yes.

Bridge Littleton: [off mic] Right. Okay, so that's actually almost like a double hit.

Danny Davis: Well, you're not putting more money into your fund balance.

Bridge Littleton: No, no, no, no. I thought I mean, what I mean was we were going to use fund balance to actually do things. We're now not using this money to do things and we still have to actually go and take it out any way to pay for the ongoing expense? Correct. Almost like a double. It's not a double hit. It's only one. But you were going to use fund balance to do positive things, right? We're now using them also to keep we're not doing those things and we needed to keep the lights on.

Danny Davis: But that is where the rainy day fund.

Bridge Littleton: No, no, no. I'm I'm fully on board. That's the whole point of the reason we work so hard to create the fiscal balance.

Danny Davis: But you're absolutely right.

Bridge Littleton: I'm trying to make sure I understand the puts and takes in all of this, because it's just it's just there's no easy way to display all this. I just want to make sure I walk through it in my mind and understand it.

Philip Miller: So basically up to 25 percent. The seesaw is even [inaudible].

Peter Leonard-Morgan: Okay, so the tiers don't really correlate to the worst the scenarios. Right.

Bridge Littleton: [multiple speakers] I think they do. They just didn't call it the. They didn't call it the same thing just right. Yeah. It should you guys should have called it tier one, tier two, tier three. Not most probable. Worse and worst. [multiple speakers]

Danny Davis: They are different. We did not build out tier one, two and three to directly correlate to revenues. We wanted to give you a picture of potential revenues based on what we saw happening in the world, projections of economists, everything else. And, you know, a really bad scenario. On the expenditure side, we went through and said, here's everything that we can cut. And then we did prioritize them about what would be more impactful than perhaps other things. So we did not directly tie.

Philip Miller: Define what you mean by more impactful.

Danny Davis: That's going to be a bit of a gut feel. But some of those would be again, when you're getting into a little bit of the service level, that's another.

Philip Miller: But everything in green would be the things that would be the least difficult to remove from the expenditures. And then it increases from there by yellow and then orange. And then we get into the red situation and I'm assuming.

Bridge Littleton: So I know I understand what you guys are saying. And Chris, I understand what you're saying to the challenge, though, is they have to tie to a triggering factor. Right. So if the natural triggering factor is we've hit 25 percent,

we've had 35 percent, we've hit 45 percent reduction in revenues, then those trigger actions on the reduction and expense side. So it's just not I mean, it just seems natural to me if you have, you know, most probable are. That's a starting point, right? 25 percent reduction and you've analyzed 35. You analyzed 45. Your triggering events for your tier one, two and three should be tied to those. I mean, just sort of makes sense, right? I mean, what is the. Yeah. What is the when do you trigger what triggers tier two and the only thing it is a reduction of revenue. There's nothing else that triggers it.

Philip Miller: So why don't for our next meeting, we asked them to tie those two things together with a trigger.

Bridge Littleton: And if they're not correlated then correlate them.

Philip Miller: Yeah, I mean, I think you've done a great job of identifying where we can trim as much as we can. But I think if we want to have an actual action plan as to how to handle the 25, 35, 45 percent then then we want to know exactly at what point these things start to trigger and what gets cut.

Bridge Littleton: So let's do this real quick, because I have sucked up way too much of the oxygen on this topic, let's go around the room and see what other questions folks have. And then we can just sort of have an open dialog of how we want to, you know, think about this and plan for, because I do think time is of the essence for us to get our hands around this, because, you know, every two weeks that goes by with 25 percent reduction in revenue starts limiting our options for stuff. So, Darlene, any questions or input

Darlene Kirk: I'm glad you asked that. And I'm glad you came up with the idea to come up with a triggering mechanism that is the triggering mechanism triggered by us. I[inaudible] Or does it is it triggered by [inaudible].

Bridge Littleton: I think they give us parameters, but we ultimately decide when we want to pull a trigger on something.

Darlene Kirk: I was just was making sure.

Bridge Littleton: But we have a roadmap. Yeah, yeah.

Danny Davis: And I would say in addition to that, again, I want to be really cautious not to ask permission for every single thing. But when there are big expenditures, you know, that's also where likely those items are coming to you anyway. Right. So for that contract, for a consultant for some projects, that would then also be an appropriate time to have that conversation and say, do we need to pause this for three months, six months? Do we need to just go ahead and pay for it and understand that the cost of this may come out of fund balance, right?

Bridge Littleton: Yeah. Okay, Peter. Oh, sorry, Darlene did have give something else?

Darlene Kirk: Not right now.

Bridge Littleton: Okay, Peter,

Peter Leonard-Morgan: I was wondering whether we couldn't rebalance the tiers because to the point of discussion here, the 967 seems such a huge amount and they've got to be some significant portions in there that we could pull out of the green and put into the yellow. Isn't it like a huge jump?

Danny Davis: So let me let me talk with Julie about that. There may be an opportunity to rebalance a little bit of that. at that 25 percent level in Tier one, that would if I'm reading this again, we went through many iterations of this, we would actually be still looking at a surplus at that point. It would be minimal and still subject to fluctuations, but we would have one at that point. So we could potentially adjust Tier one to better match the actual revenue and the expenditure so that we're basically projecting a zeroed out plan.

Bridge Littleton: Well, I think from a council perspective, you know, I don't think there's anything wrong with us having a conversation that, you know, if we're at 25 percent, you know what? We still want to get that XX project done. So we

will dip into fund reserve to do it. Not saying we're committing ourselves to doing it, but something, you know, certain things do need to you know. The town still has to go on. You know, we've still got things we've got to do. And and I would also want to understand, are there infrastructure projects if we put off now, they end up costing us a whole lot more money down the road. Because of delayed planning or material or whatever. And it actually might be overall better to just go ahead and get it done. But, you know, I'm just. That's a hypothetical. Cindy.

Cindy Pearson: No, I think they've done a good job on picking. And I get where the big numbers make that nine hundred and some thousand there. It's just a tough call to make.

Bridge Littleton: Bud what are your thoughts?

Bud Jacobs: I think the documents that we have before us does a quite adequate job of laying out the potential decisions we may be called to make down the road. I would caution against getting locked into too concrete an understanding of what might be taken from the low hanging fruit category versus the harder to do categories. We simply don't know what the next nine months are going to bring. And I would urge that we maintain maximum flexibility across the board and not get too into the weeds on what we're going to do in one circumstance or the other. We're going to have to face those decisions as they come anyway. And I'm not sure we should spend a whole lot of time worrying about what the potentialities are. I also agree with Danny's suggestion that they might want to realign the low hanging fruit and the other two categories to take account of not shifting priorities. That's not what I'm trying to say, but to take account of to make a greater balance among the three categories, if that makes sense. That's all I have. I think it's a good job. I also think it's a hard job. So thank you, guys.

Bridge Littleton: Kevin.

Kevin Daly: Everybody said all the good stuff up front. Good job on the review, but I would definitely caution against automatic trigger point. We want to identify what may cause us to make a decision, but do it in such a manner that we're actually not having it as an automatic kick off, it needs to have some thought before we execute.

Bridge Littleton: Chris?

Chris Bernard: Okay, first of all, I think it is great and I appreciate you going through and trying to figure out where [inaudible]. I'm not concerned at all that the tiers don't match the scenario, because I think it and I don't think there need to be necessary trigger points. But what I think might be helpful is to maybe take a sheet for each of the tiers and group, all those, you know, group all the green ones together. And I think we need to look at some of the things and understand which things are like monthly payments and which things are maybe one time expenditures, so that when the time comes to make this kind of like if we're trending down, you know, 25 or 30 percent, you know, maybe something that maybe we stop doing it for a few months and then we go back to it, or it may be something that we just don't write that one check,. So I think that [inaudible] will be helpful rather than trying to realign the buckets or whatever. And think Kevin and Bud said, I think we need to be in a position to react as things happen. So let's spend our time trying to really had the most accurate numbers and projections on where we currently stand so that we can make this decisions going forward.

Danny Davis: If I may, I think, first of all, we have those grouped so we can show them to you in that way. And I think, in addition, the fourth maybe designation might just simply be not happening. Right. There are some of these we know it just are not going to happen because we didn't have Oktoberfest or we didn't have, you know, like that. So we get to have a, you know, already known that we're not going to spend this.

Bridge Littleton: That's a good point.

Danny Davis: And then here's that, the tier ones and they might be a monthly quarterly or a one time in where we think those expenditures might fall snow removal. Right. We may not know.

Chris Bernard: [inaudible] that might make up half of tier one, right? Yep. That's great. Yeah.

Bridge Littleton: So, yeah, I think Chris has got a good point. The other thing I would say is let's go ahead and put this review on every single agenda going forward. So every two weeks we're going to take a look at where our revenues are tracking and where our expenditures are tracking. Because if we do this, I mean, a month can get away from you so fast. You know, we don't want to have to call special meetings or whatever, and it can be 10 minutes. You know, it can be, hey, we're tracking at 18 percent reduction in expenditures. So we don't have to we really are not forced into a bucket where we have to make choices yet or and in the next month comes in and or the next two weeks comes in and it's a bunch of meals tax came in and it was like, oh, God, we're down 40 percent. We need to make decisions today. I don't want it to be a month by month thing. Because, Chris's point, it could be a one-time check. We right. Or it could be a monthly expense that we write. But a month can suck a lot of money real quick. And we're already three months in.

Chris Bernard: Let's not lose sight of the fact that we're probably only scheduled for one month meetings for the next two months. And it's going to be early. Yeah. So keep that in mind.

Danny Davis: And we're happy, too.

Bridge Littleton: I mean, I think you guys should send out an update for those two meetings we don't have in November and for the meeting we don't have in November and the meeting we don't have in December. Send us all out an update. And if things are tracking really bad quickly, we can call a special meeting if we've got to act.

Danny Davis: Yeah. And I mean, I you know, I agree. We will we will track that. I think our ideal will be that we can provide that to the twenty first or twenty second, just like today, because meals tax literally came in the door, you know, overnight Tuesday. And so we booked it in Wednesday. She was able to put this report together and get it out the door to you within an hour of those meals taxes being accounted for so we can do that, which will be helpful. I also and we can do a special meeting if necessary. You know, if I see that happening, I'm also going to take the halt method to say, let's pause this until either the next time we are in a meeting, if we don't have a special meeting, especially when there's a potentially large expenditure coming up. Right.

Bridge Littleton: And the worst part about is all this could be hinged on timing and you guys have no control of that.

Danny Davis: Well, and all of this could be hinged on a decision by the governor that could come in.

Bridge Littleton: Exactly. Exactly. Yeah. He could go put everybody back to phase two and then our whole world has changed. That's a great point. That's a great point.

Philip Miller: I just want to say, you guys did a great job on this, and I really appreciate you going through on the expense side and not worrying about revenue, looking at it completely neutral and saying this is where the fat needs to be trimmed on the expense side first before even considering what revenues would happen. Great. Thank you.

Bridge Littleton: And I think also, you know, you guys can get this down to this one first sheet and then just a secondary sheet of, you know, the list of things that you prioritized in order of.

Julie Rivard: What Chris was saying.

Bridge Littleton: Exactly. So this doesn't need to be a whole big blown out thing. You know, and just note for us what the changes you saw coming. Okay. Does anybody have any other questions on this item? If you're on the television screen, just raise your hand. Okay, we will go on to the next item. Again, thank you all very much, Mr. Davis.

Danny Davis: Thank you, sir. Just a few updates on COVID as I am always encouraging you and reminding and reminded by my colleagues across the region, please wash your hands and please wear a face covering and please continue to maintain [inaudible] I say, that for the public more than for you, because I know that you are very attentive and focused on this, but it's something that we continue to just encourage over and over again. That's the best way to keep everyone safe. We are starting to see a slight uptick in case counts. And so I know the health departments are watching this closely and the region is watching this closely as well. So the encouragement there is to not get too lackadaisical

about this, especially as indoor social gatherings are going to be more prevalent in the colder season. So, again, just encouraging careful activities. As mentioned, the Housing Support Program Assistance Program is underway. So if anyone is watching, we encourage you to see if you might qualify for that. I know the local activities around Halloween is very important to all of us. The encouragement here is that door to door traditional trick or treating is not recommended. And by traditional that would be the walking up in groups and grabbing candy all from the same bucket. So we encourage people to find creative alternatives to distributing candy, but especially for parents who might be bringing their children to also find creative ways to walk carefully and to keep social distancing as you're walking throughout the community. In terms of fiscal impact. We talked about that. Congressional action, as you know, has been a roller coaster. I'm not anticipating anything prior to the election. But, you know, you never know what may or may not happen. So we continue just to keep abreast of that and then want to point out on the voting side that we've had a lot of calls from the public, a lot of walk ins from the public wanting to vote early here and again, reiterating to the public that voting to vote early. You have a few location options that close. This one is probably the Dulles senior center. It's not open every single day, but the county has the hours located on their Web site. However, there is in-person voting here only on Election Day, 6:00 a.m. to 7:00 p.m. We as the town and town staff actually had a meeting today with the chief elections officer for our precinct. And we are well prepared to have a safe and secure voting environment here at the town office. The town office will be closed for general town business on that day. And we're working on the traffic flow, meaning the people traffic flow to try to avoid interpersonal conflicts as much as possible in terms of people bumping into each other, getting close to each other. Essentially one door in, one door out. So we are continuing to work through that and we think we have all the preparations in place for the building here and also for just the overall community to have a good experience on election day. And we're happy to answer any questions on this particular line about voting or about anything related to Covid.

Bridge Littleton: We'll go around. Darlene.

Darlene Kirk: [off mic]

Danny Davis: For voting day? Yeah, they actually do. They have [inaudible] tables. They have the plexi glass, when they had the primaries, it was very well done.

Bridge Littleton: Philip?

Philip Miller: All good thank you.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Nothing, thank you.

Bridge Littleton: Cindy.

Cindy Pearson: Yes. So how are you going to block the front office, though, so they can't wander back into that area? Do you all have a plan for that to happen?

Danny Davis: In short, I will be here for half the day and Will will be here for half the day. And we will be sitting up front essentially making sure that people get to where they need to go. We'll close the doors that I can close and that we'll be here to assist the elections team, that they have any issues with our facility, but also to make sure the public continues on their merry way.

Cindy Pearson: Okay, and also the clean up after to get your office clean so no one comes back in here to any.

Danny Davis: We'll work. Yeah, we will definitely have that taken care of. We typically clean at the end of the day when we leave and then also in the morning before we start. So we will make sure that we do a double extra cleaning that day.

Cindy Pearson: The election people don't supply that cleaning.

Bridge Littleton: I don't know if they did last time. I don't recall, honestly. Their primary area where they're touching is this table and those areas. And of course, then a little bit in the public spaces. They wouldn't be getting into any other staff offices.

Cindy Pearson: Just want you guys to be safe. Don't want you to. Yeah.

Danny Davis: And I will note that, as you all probably know, we have the air purifiers. So if it's a nice day, we'll crack the windows. I mean, again, airflow is an important thing.

Bridge Littleton: Bud any questions?

Bud Jacobs: Just a quick comment. My wife and I went over and voted at the registrar's office in Leesburg the other day and it was quite well run. I think they've got the Covid procedures pretty well nailed down. And if it's run as smoothly here, as it was over there, I think it'll go pretty well. Thank you.

Bridge Littleton: Kevin.

Kevin Daly: Nothing to comment.

Bridge Littleton: And Chris.

Chris Bernard: No comment.

Bridge Littleton: All right. Next item is the project status updates. All right, who's running this, Will or Danny?

Danny Davis: I'm looking for Will.

Bridge Littleton: Where is Will.

Danny Davis: He may be upstairs and on his way down, so he will be headed this way.

Bridge Littleton: Will did you fall asleep?

Danny Davis: I can start if you'd like.

Bridge Littleton: We can wait for Will.

Danny Davis: There he is.

Bridge Littleton: Where is he? Oh, there he is.

Will Moore: Good evening.

Bridge Littleton: Well, it's all dirty from where Julie was sitting there.

Will Moore: So it's been quite a number of months since we've presented this this set of projects to you and we were asked to give you an update. And I hope you may have seen the update to this document that went out late today. So the mayor had had some comments about putting in some more dates, putting in some more information to try to make it clear what we were providing on. But we can at your pleasure, we can simply ask if if you have any questions or we can walk through a project by project, whatever it is, whatever is to your liking.

Bridge Littleton: I think let's do it this way. Let's just go around and see if anybody has any questions on any specific project. And then if there's anything of topic or note you guys would want to highlight specifically for something, you know, I mean, this is a great overview of each one. But like, hey, by the way, this one, like the Laserfiche. Right. We're almost done. So that'll be accomplished. And that's great. And I know I have I just have one question on on one specific thing, but and then we can just talk to a general about all projects. So, Darlene, have you got anything?

Darlene Kirk: [off mic]

Bridge Littleton: All right, Philip.

Philip Miller: I just, are we still moving forward with the town maintenance building?

Will Moore: Well, I think that's a that's a conversation I think that we we wanted to have. So we are satisfied that for the time being, what we have is working okay, ideally, the chief would like to have a place to get some of these vehicles under roof. But in terms of storing our materials, we're functioning okay right now. We did have and we given you a cost estimate with a pretty wide range earlier, but we wanted to get more of a real world number. So we actually had a contractor come out, meet on site, walk us through and and get an estimate using a butler type building. And we're up to about three hundred thirty thousand dollars for for everything that we were looking to have. Now, there may be some opportunity to trim back a little, but we're not really looking for a Cadillac of a building here, it was pretty, pretty just functional building. So with that cost being, you know, I think a little bit higher than we were just anticipating, again, we just needed that real world number. And with some of the uncertainty, with some revenues and knowing that what we have right now is functioning okay, we were suggesting to de-prioritize it for now.

Bridge Littleton: Okay, so let me I'll say this again, one of the things I meant and I apologize as we're going through these part of the idea about understanding these projects is most of these are sort of capital projects that have we've already identified. There's a need to get it done. We have the reality of COVID. So, you know, we absolutely can delay some of them. And the question becomes and part of this why I wanted to make sure they put dates on there, because it also factors into, you know, when Julie and Danny come back every two weeks and say, hey, it's not as bad as we thought, Okay, do we want to then move forward with one of these projects or two or three that we feel are very high priority? Or if it's a worst case, we say, Okay, we're going to definitely shell these three. But this one is no kidding. We got to get it done. You know, like for me, one of the ones is Pickering. I mean, it's just that thing is deteriorating and, you know, but we don't have to do it. But, you know, so but in order to make an informed decision, I just thought everybody should have an understanding of, you know, where it was, what the cost was, but also how long it's going to take to get it done, you know, so and when we can have it completed by. So put that in your prism as well as your as we look at each one of those. So anyway, I'm sorry. Philip did you have anything else?

Philip Miller: No. That's it.

Bridge Littleton: Okay, Peter.

Peter Leonard-Morgan: Yeah. You recently we've been talking for the last two years about electric vehicle charging and we initially proposed a level two system in Liberty Street. And then we started talking about level three fast charges. We applied to Electrify America. We really got no response because they're looking for a different type of infrastructure. It's recently come to our attention of a time sensitive program underwritten by Dominion Energy, which I just wanted to mention here, because it's something that I think it's a pet project of mine. Of course, as with Go Green and I think it's an important project. And so Dominion Energy has a has this. It's called the SKIP. Can't remember what the acronym is for. Exactly. [off mic]. Right. Right. And so they have a set number of charges for different applications. We're on one of the applications, which is the DC fast charging in public locations. There's also transit, which is busses as multifamily housing communities and workplaces. They have 30 rebate packages for our scenario, which is the public DC charging. Once that thirty is reached, it's over. There's no more. The program launch date is actually the 29th of October. So frankly, we have to say we want it or we don't. And here's the basic summary. There are rebates available, thirty five thousand dollars for utility infrastructure per site. So we have one site, which is Liberty Street, which we're talking up to thirty three thousand dollars for infrastructure. So there's utility infrastructure and then there's infrastructure. So that's the actual making ready

of the site there on Liberty Street, up to ten thousand dollars for network fee. And the big one is up to seventy two thousand dollars for equipment, which is the Chargers. And by the way, it has to be a minimum of two charges per site. So that would be four cars. So it would take a bit more space than we were talking about in the original level two charge, but a lot less space than the very large Electrify America equipment. So the cost for the charge point systems would be eighty one thousand six hundred dollars. So if you break it down by equipment to equipment rebate, it's just under ten thousand dollars that we would be on the hook for for the equipment. But most of the rest, we should be able to get back as rebate. In fact, today I spoke to them just before coming here. One of the big expenses is thirty one thousand dollars for a five year prepaid [inaudible] plan, which if anyone remembers, it's the same one as the level two, which is the warranty, it's the maintenance is the support, etc. But they will allow us to do it on a year by year basis, which is about seven thousand five hundred dollars a year. So that net really is that we would like to discuss this and see whether the council is prepared to let us go ahead and submit an application on the 29th on the basis that it could cost us ten to fifteen thousand dollars. But this would be for level three DC Fast Chargers install in Liberty Street parking lot.

Danny Davis: And that the request really is at this point, we wouldn't commit any dollars until we get notice of a reward of being a participant in the program.

Peter Leonard-Morgan: Correct. We have to, thank you very much for clarifying that. We have to get in the day of the launch with the hope that we get an allocation. We don't know how weather is going to be 150 others or 35 others. You know, whether we're going to have be lucky with that.

Bridge Littleton: So what's the net impact or what's the difference between doing this grant route versus how we were going to do it in terms of net cost to the town.

Peter Leonard-Morgan: Well previously the net cost with the level two it was a thousand or two a year, but it was level two and it was for two chargers. And all the discussions we've had and for that, you know a lot about electric vehicles. I think, in fact, you championed the idea of a level three, because level two, frankly, just it just doesn't work. You know, you can charge a level with a level three. You can charge it in half an hour, 45 minutes, whereas it'll be hours and hours. So it's a bit more expensive, but it's nothing like the full cost of course.

Danny Davis: The full program, if we were to pay it all ourselves, would be around one hundred and sixty to one hundred and seventy thousand dollars. With the rebates as part of this program, we anticipate our five year total cost being around forty thousand dollars. So and that's not all paid up front that a you know, some of that in year one and the rest in the remaining years.

Philip Miller: And there's the potential to actually have revenue from this.

Danny Davis: There is we don't know we don't know what it's going to be or what level of significance it would be. But some of it.

Peter Leonard-Morgan: And that's a very good point. We do get to control to a degree what we charge, whereas with actual America, that was a complete turnkey and they operate it. They take the revenue they charge. Frankly, I think our feeling is the revenue probably will cover the cost of electricity. If there's a bit more, that would be great.

Danny Davis: So we realize we're dropping this kind of on you at the last moment, however, it really came up within the last three days or so. And again, the goal there would be to potentially being able to apply on October 29th, the day it goes live, to get our application in the hopper and ideally, hopefully hear back something.

Cindy Pearson: Wouldn't it be true if for some reason the economy hit the dirt and we did get accepted, we could deny it or not accept it?

Danny Davis: I suspect. The challenge is none of the details of the grant application have been fully released. We may have a little more details right now that Lynn sent about it two hours ago. So we don't know if there is.

Bridge Littleton: Let's just assume we're committed because I mean, I can see it right now, right? If you didn't. Boy, you can wait a lot of administrative time because everybody puts it in and goes I saw an escape hatch. So let me put it in. And then they got a call, the next guy, because the next guy said, no, then you can call the next guy. So let's just assume that we would do it.

Philip Miller: Can I just ask, would we qualify for the federal government's \$30,000?

Danny Davis: I don't know the details of the program. I know the grant is stackable. And that was clearly one of the questions is could you get other grants on top of this. Now what that program specifically goes for from the federal government I'm not fully certain, just to be honest, it could be it covers a portion.

Chris Bernard: Could you do a [inaudible] program that the overnight visitors that come to town can charge their cars and we can just put it on that [inaudible] grant.

Danny Davis: We'll see about that.

Bridge Littleton: The marketing of it. Yes. Not the cost of it. Let's ask Cindy about it.

Cindy Pearson: Okay, so what's the cost this fiscal year.

Danny Davis: This fiscal year, maximum cost that I anticipate that it would be with the sixteen thousand dollars. Does that sound about right Peter? [inaudible]

Peter Leonard-Morgan: I think less than that maybe.

Danny Davis: But we think there may also be an opportunity to get the chargers basically to price where it's fully paid by Dominion, where there's no additional costs on the table. And then the only thing remaining outstanding is that annual warranty fee.

Bridge Littleton: You don't know that.

Danny Davis: Yeah. So so worst case, we're looking at sixteen thousand, give or take in that range. Best case it could be. [off mic]

Chris Bernard: What are the mechanics of the rebate. Is it instant or do we pay for it and then we get the money back at some point. How does that work?

Peter Leonard-Morgan: We pay for it and we get the rebate back.

Chris Bernard: How long?

Danny Davis: 90 days.

Bridge Littleton: Now, one of your things, you said your rebate can be up to X dollars, so it actually could be worse than 16000.

Peter Leonard-Morgan: No. All right. Maybe the wording was wrong. It is. Those are the numbers for that equipment for this for this program [inaudible].

Danny Davis: If our utility costs to extend the power to the site where twenty thousand dollars, we could only get that 20000 thousand dollars reimbursed, we wouldn't get the full 35.

Bridge Littleton: I get that, get that. Okay, yeah. All right.

Philip Miller: So and if we get accepted into it, we get the maximum level up to the maximum level.

Danny Davis: That's the way they provided the program.

Philip Miller: So if we spend it, they'll pay up to the maximum.

Peter Leonard-Morgan: Correct. And with charge point, it is 30 days invoicing. So there's a delta of 60 days.

Bridge Littleton: I'm not worried about the time frame. That's Okay. That's just a cash flow issue. Okay. So you're saying all in no matter what, it would not be more than sixteen thousand dollars, worst case.

Danny Davis: For the first year,

Bridge Littleton: For the first year.

Danny Davis: That's my understanding of the numbers as I as we have them from charge point. Now, I will say the one X factor and I mean, again, I realize we're giving a lot of X factors here. We're reaching out to our electrician to see about the extension of power to the site as it's a different kind of power than what we were talking about the level two chargers. [multiple speakers] three phase. It's 45 kilowatts, something like that. I mean, it's a lot of power. And so, you know, again, that is an unknown. However, the amount of rebate up to for this program is up to thirty five thousand dollars. And that covers a fair amount of support.

Bridge Littleton: Yeah, no, no, I understand. But I mean.

Peter Leonard-Morgan: [off mic]

Bridge Littleton: Yeah. I guess, you know, you I mean, you raise a good point. Right. So if your guy comes out here and says, look, it's a different thing, we need a transformer, we need this you that the utility and the utility cost to run the power, there is going to be 90 grand. They would reimburse up to thirty five, but then we would be on the hook for the other 60.

Danny Davis: And so what what I would ask is we are gathering that information basically in the next week is our goal. And so there's an opportunity here if council's comfortable with the general moving forward, we can also provide an update to you, either by e-mail or by telephone call next Wednesday to say here's the status of what we know and any additional information we've gathered from Dominion for the program from our electrician or any other party. And with this, we're recommending a go or no go. Right. And they get a sense of council at that time. Or tonight you obviously have the opportunity to provide specific direction.

Bridge Littleton: Okay, Cindy, did you have any other input? Bud, any input on the charging station?

Bud Jacobs: If the question is, do we want staff to apply for the grant, my vote tonight is yes, go for it and apply. And as we learn additional factors, we can take them into account as to whether we actually want to go forward with the grant.

Bridge Littleton: Kevin?

Kevin Daly: No input.

Bridge Littleton: Chris.

Chris Bernard: Yeah, I think the economic benefits to the town will be more than seven grand a year, just forget about charging cars, but being able to market the fact that we have the chargers will be good.

Bridge Littleton: Yeah, yeah. I mean, I think this is an exact example who are sort of talking about the beginning. Right. We're going into tough times, but taking advantage of a program like this could allow us to have the infrastructure for sixteen thousand dollars. If we waited two or three years, it might cost us one hundred and fifty. So, I mean, that's exactly the kind of trades we need to make in order to understand what or where to maximize the dollars. So, Darlene do you have any concerns with putting the application together. [off mic] Okay. All right. So do you guys have what you need on that? I think everybody is in favor of it.

Danny Davis: Absolutely. That's great.

Bridge Littleton: And anything over \$16,000, Peter is going to pay personally. [laughter]

Philip Miller: It's coming out of the go green budget.

Bud Jacobs: Thank you, Peter.

Bridge Littleton: Thank you. Okay, so we still need to go over the other items real quick. Peter, was there anything else on the list of projects that you want to bring attention to?

Peter Leonard-Morgan: No, it's very clear, I think. Thank you.

Bridge Littleton: Okay, Cindy.

Cindy Pearson: So we the Pickering Street. So if VDOT accepts it, which they have not done. Right?

Will Moore: Correct.

Cindy Pearson: Do we still have this cost if they accept it?

Will Moore: No. So so we're in the discussions now as to whether they will accept it in current condition, so that that's that's really the key decision point that we need to reach. And we're anticipating that within the next two months.

Bridge Littleton: Next two, what?

Will Moore: Two months. So by the end of December, we I hope to have it sooner, but that's more of a realistic time frame.

Bridge Littleton: Okay, Bud any items for you?

Bud Jacobs: No, I'm good, thank you.

Bridge Littleton: Kevin.

Kevin Daly: Negative.

Bridge Littleton: Chris. [multiple speakers] All right, so I'll just throw something in real quick. Mine is on the wayfinding. Really mine is about the street signs, not the wayfinding stuff, but the street signs, you know, the street names and all that kind of stuff. I mean, that was on the first council meeting agenda when I was elected four and a half years ago. And we had made a decision that we were going to just do the street name signs. You guys that had the design, they were approved designs because it was wasn't outside that program, you know, the way we want to do them, which is basically how they are now. They currently look wretched all across town. You know, can we just get it done? Not waiting on the wayfinding, street signs.

Will Moore: Yes, so and that is not included on this project list and that.

Bridge Littleton: Well, that's a black mark against somebody. I'll figure out who later.

Will Moore: Yes. So we have been when we say it was approved, it wasn't. So I would simply say that we had to do almost a restart of the program. But we're to the point now where we are reviewing a legal document assigned maintenance agreement with VDOT that has been going on. And we're this close on that sign agreement.

Philip Miller: So when you say not approved, you mean by VDOT? Not by us.

Will Moore: Correct. Correct.

Bridge Littleton: Yes. I'm talking about the black and white name signs and that's it. Nothing else. [multiple speakers] Well, that was for the wayfinding.

Will Moore: But it was more than that. It was name signs, but it was a consolidation program so that we could put our street name sign on the same signpost as a stop sign and integrate the route number sign into that. So reducing the number of signposts going around. So we're very close on that. We're very close to having complete construction documents that we could then put out to bid. We just need to get this final agreement in place with VDOT.

Danny Davis: And to be very clear, that is separate from the wayfinding package.

Bridge Littleton: And that will be done when?

Will Moore: Which part?

Bridge Littleton: They will go up when? That's done, signs placed is done. The sausage will be delivered on.

Will Moore: April, May.

Bridge Littleton: Because we're talking probably let's assume it'll take through the end of the year to get this agreement. Shouldn't be that long.

Will Moore: Shouldn't be.

Danny Davis: And we will have the ability to go bid the documents out for for the fabrication and installation. And then the final thing is with that, to get the VDOT permits at each location. [multiple speakers] I will say despite all this is still better than us maintaining our own streets.

Bridge Littleton: I didn't say that at all. But World War Two was fought quicker than this.

Danny Davis: All pieces of that together and installation [inaudible]

Bridge Littleton: Okay, May 1st, writing it down. [inaudible] Oh, hey, Chris. Chris. [inaudible] Not just there. Did you have anything on the list that you wanted to review?

Chris Bernard: Yeah I don't know if you guys chatted about it while I was on my hiatus, but I had the pleasure of reading I don't know how many it was, but it was probably about 20 pounds worth of A&E documents. I think Kevin also was involved in that debacle. But no I think we found four really strong candidates that we're bringing in next week for interviews. So that's where we are on that.

Bridge Littleton: Very cool.

Kevin Daly: Have you read the other 13?

Chris Bernard: The construction one no. I work on deadline.

Bridge Littleton: Any, any proposals yet for Asbury?

Danny Davis: Not formally submitted, but we had some communications with some of the prior proposers.

Bridge Littleton: Okay, when's the due date for that?

Danny Davis: December first or second?

Bridge Littleton: Okay, cool. All right. So anybody have any other items that weren't on the list, like the signs. Trust me I'm going to go back to the old agendas, and I'm sure there's going to be two or three other things on there that we find. Okay, so going forward, as you guys put together your list on, you know, things that that impact budget based on our revenue and COVID impact and all that kind of stuff, let's make sure we keep this list updated so that we as we have to make tough choices. We have the full picture of what the current status is, because, like, you know, Will, let's say the signs are going to cost 50 grand and, you know, revenues are tight or whatever, but it's a week from being started. Okay, let's just get it done and let's find the 50 grand somewhere else that, you know, it's just good to have a global view of that. Okay, moving on to the next item, which is the consent agenda.

Philip Miller: I move that we accept the consent agenda.

Darlene: Second.

Bridge Littleton: Would anybody like anything removed from the consent agenda. Nope. All right. Consent agenda.

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

Peter Leonard-Morgan: Second.

Bridge Littleton: Darlene.

Darlene Kirk: Aye.

Bridge Littleton: Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Bud.

Bud Jacobs: Aye.

Bridge Littleton: Chris.

Chris Bernard: Aye.

Bridge Littleton: Kevin.

Kevin Daly: Aye.

Bridge Littleton: Okay, we have covered the MBPA stuff, holiday lunch. Please come up. [off mic] It's always Rhonda, the fun stuff is Rhonda.

Rhonda North: [off mic]

Philip Miller: [off mic] sneeze guards. [laughter]

Rhonda North: [off mic]

Bridge Littleton: So do we. So, yeah, do we want to have a luncheon? And if so, we have to probably get the community center.

Danny Davis: [off mic]

Cindy Pearson: [off mic] I think we should I suggest we not have it for Christmas this year and maybe in spring. If things are better, we could do a picnic at the outside and have some fun things. But in lieu of not having it to maybe either suggestion, I got a couple suggestions. I don't know where to go with that. Either give the employees a gift certificate to go have X amount to go out to eat themselves or call it in however they wish to use it, or another thing that they wouldn't have to as they seem to be able to bring their lunch and stuff, get a shirt or something with the town of Middleburg logo on it for them to have or some kind of maybe hats, I don't know, whatever instead.

Darlene Kirk: I like the food.

Bridge Littleton: So let's do this if you have ideas. So we're going to I think if anybody is not in agreement that we postpone it to better weather. Till we can do it outside. I think it's a great idea. I think outside would be perfect. Okay, Christmas in May. Okay, perfect. Second item then is if you have any ideas of what we could do in lieu of that, just send them to Danny and send them to Rhonda. And you guys come up with a recommendation. Yeah. Okay. [off mic] Yeah. I'm totally giving the gifts. [off mic] Yeah. Everybody do with the other two items. Okay, you guys good? [off mic]. I'm not going to say a word. Okay, we're now going to go have the second public comment session and then go into closed session, which should be pretty quick. What's that Darlene? [off mic] Send them to Rhonda. [multiple speakers] It could be a surprise for Danny. How about that? He needs one every now and then. [off mic] Yes, exactly. Okay, so I will now open the public comment, the second public comment session. If anyone would like to. Rhonda. Is there anyone on there? All right. We will close the public comment session and now go into the closed session. Who would like to read the memo?

Philip Miller: I move that counsel go into closed session is authorized under Section 2.2- 3711 of the Code of Virginia for the discussion or consideration of the performance of the town manager as allowed under subsection A 1 I further move that counsel thereafter reconvene in open session for action as appropriate.

Darlene Kirk: Second.

Bridge Littleton: Any discussion? Okay. All those in favor.

Darlene Kirk: Aye.

Bridge Littleton: Darlene, Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Bud.

Bud Jacobs: Aye.

Bridge Littleton: Kevin.

Kevin Daly: Aye.

Bridge Littleton: Chris.

Chris Bernard: Aye.

Bridge Littleton: All right. We're in closed session. Okay, I asked a council certified to the best of its members knowledge one only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and to any 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 and any discussion that occurred within shall be treated as confidential. Darlene.

Darlene Kirk: Yes.

Bridge Littleton: Philip.

Philip Miller: Yes.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Yes.

Bridge Littleton: Cindy.

Cindy Pearson: Yes.

Bridge Littleton: Bud.

Bud Jacobs: Yes.

Bridge Littleton: Kevin.

Kevin Daly: Yes.

Bridge Littleton: Chris.

Chris Bernard: Yes.

Bridge Littleton: And yes. And with that meeting is adjourned.