



**MIDDLEBURG TOWN COUNCIL**  
**Special Meeting Minutes**  
**Monday, April 12, 2021 &**  
**Wednesday, April 14, 2021**



**PENDING APPROVAL**

April 12, 2021

PRESENT:	Mayor Trowbridge M. Littleton Councilmember Chris W. Bernard Councilmember Morris “Bud” Jacobs Councilmember Peter Leonard-Morgan	Vice Mayor Philip M. Miller Councilmember J. Kevin Daly Councilmember Darlene Kirk Councilmember Cindy C. Pearson
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STAFF:	Danny Davis, Town Manager William M. Moore, Deputy Town Manager	Rhonda S. North, MMC, Town Clerk A.J. Panebianco, Chief of Police
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April 14, 2021

PRESENT:	Mayor Trowbridge M. Littleton (left early) Councilmember Chris W. Bernard Councilmember Morris “Bud” Jacobs Councilmember Peter Leonard-Morgan	Vice Mayor Philip M. Miller Councilmember J. Kevin Daly Councilmember Darlene Kirk Councilmember Cindy C. Pearson
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The Town Council of the Town of Middleburg, Virginia held a special meeting, beginning at 6:00 p.m. on Monday, April 12, 2021 to discuss the Town Hall Project. Due to Governor Northam’s executive orders requiring that people social distance, the Council meeting was held as a remote meeting, with the Council and most of the staff participating in-person and the remainder of the staff and the audience 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of governmental operations, the Council would hold its meetings via remote access until such time as the Governor rescinded his executive orders.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 the staff in the Pledge of Allegiance to the flag. The roll call was called at 6:00 p.m.

**Budget – Town Hall Project**

Town Manager Davis reminded Council that during their last meeting, they began a discussion of the total all-in budget number for the Town Hall Project. He noted that a 5% contingency reserve had been added to the project cost and reported that the upper budget limit was now \$10.5 million. Mr. Davis reminded Council that the Project Review Team was working with Downey & Scott to identify value engineering measures that could be implemented. He reported that different tiers have been developed, with each containing two categories, one related to site options and one related to space reductions. Mr. Davis noted that the Project Review Team was already looking at the items in Tier 1, as they felt they were needed to right-size the project. He advised that none of the recommendations in that tier would affect the Town’s operations; however, the items in Tiers 2 and 3 would affect programs and operations. Mr. Davis noted that the Tier 3 reductions would essentially mean the Town Hall would only be for today and would not meet future needs.

Town Manager Davis reported that the staff was continuing to perform a funding analysis and noted that the Strategic Finance Committee was scheduled to meet next week to discuss it. He reported that he was confident the project could continue. Mr. Davis advised that he did not anticipate direction from the Council during this meeting; however, it was fine if they wished to provide it. He reminded the members that the purpose of the meeting was to discuss the options.

Mayor Littleton advised that the goal was not to make any decisions, but rather to review the list of items so the Council could get an understanding of them. He suggested that later in the week, the members individually provide their input to the Town Manager. Mr. Littleton advised that he was not comfortable making a decision without thinking about this further. He suggested that if everyone agreed on an item, it would be easy to remove it; however, if they did not, they would need to discuss it.

Bill Downey, of Downey & Scott, noted that some of the items were classified as “ABD”, meaning they were already being done. He reviewed the list of items under each of the three tiers, some of which elicited discussion and others of which did not.

Tier 1:

Clearstory above Council Chambers – Delete this architectural feature.

Asphalt as opposed to pervious pavers in parking lots – After some discussion, Council expressed a desire to use some type of pervious paver system for the parking lots. They noted the need to understand the different options that were available and their short- and long-term costs.

Sod & irrigation system – Eliminate and utilize seed and native drought resistant plantings. Once established, this would reduce long-term maintenance costs as well.

Site Lighting – The Council expressed concern that five light poles may not be enough and expressed a desire to assure adequate lighting not only for the parking lot but also for the driveway at night. It was noted that in addition to the light poles, there would be exterior lighting on the building.

HVAC System – The Council agreed to go with Option 2 – a DOAS system, which would allow outside air to be delivered to each space, with sensible cooling and heating air terminals. It was noted that this system would allow for individual temperature controls in each space.

Exterior Design Features – Mr. Downey noted that the reduction in the stone water table was already underway. He suggested that in lieu of a soffit under the porches, the exposed structure simply be painted. Mr. Downey advised that reducing the level of interior trims and finishes to a standard commercial office fit-out would provide significant cost savings. The Council asked that the exterior colors/materials that were being presented to the HDRC later in the week be sent to them as well.

Elimination of Council Office – Would produce a \$117,000 cost savings.

Right-size Council Chambers – Reduce the Council Chambers to 1,280 square feet, which was the size identified in the space needs study.

Council Chambers Lobby – Reduce by one-half. Council noted the need to ensure the lobby continued to meet ADA accessibility requirements if it was reduced.

Police Training Room – Reduce by 104 square feet.

Police & Administrative Lobbies – Reduce by 50 square feet each.

In response to concerns expressed by some members of Council regarding some of the recommended space reductions in Tier 1, Mr. Downey advised that the architect confirmed that none of the recommended items contained fatal flaws. He noted that the items recommended in Tiers 2 and 3 would, however, raise significant concerns.

Town Manager Davis advised that the idea behind Tier 1 was to reduce some spaces but not to eliminate any use/space.

Right-size Police Offices – Adjust to conform to the sizes identified in the space needs study.

It was noted that the space reductions proposed in Tier 1 would simply return the building to the size as recommended in the space needs study. Mr. Downey advised that, with the inclusion of some form of pervious pavers, the Tier 1 cuts would result in an all-in budget of \$9.6 million.

Council held some discussion of the proposed lighting for the property. It was noted that there would be night events; therefore, there needed to be enough light for people to see to walk back into town. It was further noted that the Town stressed the importance of protecting the night sky. Town Manager Davis and Town Clerk North assured Council that the proposed lighting would meet the Town's lighting ordinances, as well as building code requirements.

In response to inquiries about whether a 5% contingency was sufficient given the increasing costs of construction materials, Mr. Downey expressed hope that the supply chain issues that have been experienced would improve by the end of the year. He advised Council that a 2% escalation factor was included in the budget to address price increases. Mr. Downey recommended a 5% contingency to cover any unforeseen issues and/or change orders that may arise during the construction.

#### Tier 2:

Change brick sidewalks to concrete – Mr. Downey noted that brick sidewalks could be included as a bid option.

Public Parking Lot – Mr. Downey reported that the proposal was to reduce the number of spaces in the parking lot by building the main section only and simply grading the north section in anticipation of future construction of the additional public parking. He advised that this would eliminate twenty-four spaces. Mr. Downey noted that this could also be included as a bid option. The Council noted that they previously planned to spend more money elsewhere to create a public parking lot and suggested the parking not be reduced.

Police Training Room – Mr. Downey advised that this room would be eliminated completely under Tier 2, with the training to occur in an alternative space.

In response to concerns raised by some members of Council regarding the need for a possible project redesign, Town Clerk North reported that the project was already two weeks behind schedule. She further reported that if the Council elected to go with the items listed in Tier 1, the schedule would be impacted by an additional two to three weeks from the date the Town authorized the project to continue. Ms. North advised that if they elected to go with items in Tiers 2 and/or 3, the schedule would be impacted by an additional three to four weeks from the date of authorization to resume work. Town Manager Davis opined that a redesign would add another \$10,000-20,000 to the project.

Fitness Room & Showers – Mr. Downey advised that the fitness room and one shower/toilet room would be eliminated under this tier. It was noted that the fitness room would not just be for the Police Department, but rather would be for all the Town staff's use. The Council agreed that if the fitness room were constructed, the fitness benefit the employees now received would be eliminated. It was noted that the showers would not only serve those using the fitness room but would be used by the Police Department when officers had to work extra hours due to inclement weather events or when they encountered public health issues, such as going into a flea infested home and needing to shower afterward.

Councilmembers Jacobs, Pearson and Kirk advised that none of the cuts proposed in Tiers 2 and 3 were compelling to them and they were not in favor of them. Councilmember Jacobs advised that based on past experience, he found that most organizations did not believe they constructed a large enough facility. He advised that he did not want to affect the future certification of the Police Department or their ability to train by reducing space allocations. Councilmember Leonard-Morgan advised that the elimination of a shower was a non-starter for him.

In response to an inquiry from the Council, Chief Panebianco confirmed they could use the Executive Conference Room as a training room; however, it must be open to other agencies. He advised that certain equipment must also be available in the room, such as a television and white board. Chief Panebianco noted that the only issue would be one of scheduling. He advised that he had also planned to conduct panel interviews in the training room.

Further reduction of Council Lobby to Hallway & Reduction of Corridor Sizes – Mr. Downey advised that the Council lobby would be reduced by an additional 200 square feet and the corridors would be reduced from 8 to 6 feet. He opined that based on his experience, the Council would regret this if they opted to do so.

Reduction of Building Services Room – Mr. Downey noted that this room would include the mechanical and sprinkler system equipment. He opined that reducing its size by 120 square feet would make the room “tight”. Council noted that the systems would need to be inspected annually and opined that people needed to be able to move around in the space.

Some members of Council suggested that changing the brick walkways to concrete ones be moved into Tier 1. It was noted that brick sidewalks were sometimes a trip hazard. Town Manager Davis noted that the purpose of the brick walkways was to help draw one’s attention to the building entrances.

### Tier 3:

Council agreed they did not wish to pursue the Tier 3 items.

The Council held some discussion as to whether they wished to make any decisions immediately. They agreed to recess the meeting until 5:00 p.m., April 14<sup>th</sup>, and to provide their individual lists to the Town Manager by April 13<sup>th</sup> so they could be compiled into one list for further discussion.

In response to inquiries regarding the financing options, Town Manager Davis reminded Council that they authorized the issuance of an RFP for a bank loan of up to \$8 million, which would result in an annual debt payment of \$550,000-575,000. He reported that the interest rate that was received was less than 3%. Mr. Davis reminded Council that the Town would receive a \$500,000 grant from the County for the project and had \$220,000 in a dedicated parking fund that could be used toward the parking lot costs. He noted that the Town had already spent \$300,000, which resulted in a total of \$9 million that could be used for the project. Mr. Davis reminded Council that the Town’s undesignated fund balance already exceeded that required under the Town’s financial policies. He reported that he anticipated a surplus of \$600,000-800,000 at the end of the fiscal year, which could be put toward the project. Mr. Davis advised that this would allow for \$9.6 million, without the need to touch the undesignated fund balance further. He reiterated that the Town already had \$2.2 million more in the fund than the policy required.

In response to an inquiry from the Council, Mr. Downey encouraged the members to ask themselves what a future council would say about their decision in twenty-five years and whether the space would be adequate to meet their needs at that time. He advised that none of his municipal clients have borrowed money to cover soft costs and suggested they be cash funded as much as possible.

Vice Mayor Miller suggested the members identify the overall budget number at which they would be comfortable. Councilmembers Jacobs, Kirk and Daly agreed they would be comfortable at \$9.6 million.

Mayor Littleton advised that he was the exact opposite. He noted that the world was in a global economic crisis. Mr. Littleton further noted that the Town had been fiscally responsible for the last seven years and opined that taking on additional debt would put a stress to its debt capacity. He acknowledged the need to construct a new building that was

done right for the employees and citizens; however, he advised that it should not put the Town in jeopardy. Mr. Littleton suggested the need to be fiscally responsible and for the Town to live within its means. He noted that it would be spending millions more than planned as the project was currently designed and suggested the need to identify what should not be done.

Council noted that the \$6.5 million original estimate was simply a placeholder in the budget.

In response to an inquiry from the Council, Town Manager Davis advised that the Strategic Finance Committee was scheduled to meet next week to review the results of the bank loan RFP and the Town's financial position and to offer a recommendation. He reminded Council that this debt would be in the General Fund, which was separate from the Utility Fund; therefore, this project would not affect future utility projects. Mr. Davis further reminded Council that the Town would continue to have a rainy-day fund. He questioned whether the Council wished to hear from the Strategic Finance Committee before deciding what items to eliminate from the project. Mr. Davis noted that as proposed, the Council was scheduled to hear the Committee's recommendation during their April 22<sup>nd</sup> meeting and, if they endorsed the recommendations, to hold a public hearing during their first meeting in May on the debt service associated with the project.

The Council agreed they had the necessary financial information to make a decision. It was noted that the Finance Committee could always raise a red flag if needed.

The Council agreed to recess the meeting and continue it via Zoom on April 14<sup>th</sup> at 5:00 p.m.

Town Manager Davis questioned whether the Councilmembers wished to identify a not-to-exceed budget number when they submitted their comments to him. Mayor Littleton suggested the budget be defined by the reductions that were made to the project.

Mayor Littleton recessed the meeting at 7:54 p.m. He reconvened the meeting on April 14, 2021. The roll was called at 5:00 p.m.

Town Manager Davis reported that there was unanimous agreement among the members of Council to accept the Tier 1 recommendations, with one or two members suggesting the savings achieved through the reduction of the stone water table be achieved another way. Mr. Davis further reported that the members also supported changing the brick sidewalk to a concrete one, either fully or partially; and, to utilizing a hybrid pervious paver solution for the parking lot. He advised that the Project Review Team would discuss the latter with the civil engineer to identify a low maintenance solution that was not full asphalt. He reported that a couple of members also supported a further reduction of the Council Chambers and the Council lobby, as long as they did not result in a redesign of the project, as well as the elimination of the Police training room.

Mayor Littleton noted that he had to leave the meeting at 5:30 p.m. as he had a Coalition of Loudoun Towns meeting to attend. He advised that he would like to further reduce the Council Chambers and eliminate the Council lobby and the Police training room and asked that these be discussed before he left.

Town Manager Davis reminded Council that it was anticipated that the Council Chambers would be 1,280 square feet based on the space needs study. He advised that this would allow for an eleven-member dais plus fifty audience seats, as well as ingress and egress isles. Mr. Davis advised that the lobby was approximately six hundred square feet and noted that it would be reduced in half based upon the Tier 1 reductions. He advised that if it was too small, its function would be limited. Mr. Davis reminded Council of the need for a hallway to access the conference room.

After some discussion, the consensus of the Council was to keep the Police training room. Some members expressed a desire to either reduce the Council Chambers or the Council lobby further, but not both, while others expressed a preference to leave the cuts to those proposed in Tier 1. It was suggested that a restroom be added to the conference room since the private restroom was removed with the elimination of the Council office space.

Mayor Littleton suggested the Police training room be relocated to the interior of the building so it could be used by the public when it was not being used by the Police Department, assuming this would not require a project redesign. He acknowledged that this would require secure entry doors for the room and relocating the interview, records, equipment, and evidence rooms.

The members of Council agreed with this recommendation as long as it would not require a project redesign. They noted, however, that there may be reasons why the interview, records, equipment, and evidence rooms were on the interior. It was suggested that the Project Review Team work on the details to determine whether this was possible.

Mayor Littleton left the meeting at 5:35 p.m. Vice Mayor Miller assumed the Chair.

After some discussion, the Council agreed to the following:

- Implement the Tier 1 site options and space reduction recommendations, including right-sizing the rooms to conform to the space needs study; changing the brick sidewalk to a concrete one; and developing a hybrid pervious paver solution for the parking lot;
- Keep the stone water table as proposed;
- Add a restroom to the executive conference room;
- Relocate the Police training room to the interior so it could be utilized by the public when not in use by the Town, provided this would not require a project redesign; and,
- Further reduce the Council Chambers to allow for an increased Council lobby.

Town Manager Davis reported that once complete, the design development plans would be presented to the members of Council. He opined that the staff had some good direction and would work with the design team and Project Review Team on the plans. Mr. Davis opined that a final budget amount was not needed, unless the Council felt they needed to identify one, as the impact of the changes on the budget were clear. He noted that the addition of the restroom would add to the project's costs.

Town Manager Davis suggested the Town pursue federal grant monies for the project and asked that if the Council agreed, they adopt a resolution asking Congresswoman Wexton to support a \$2 million earmark to help off-set the Town's costs. He noted that some of the requirements associated with the acceptance of federal funds could eat up some of the money.

*Councilmember Pearson moved, seconded by Councilmember Daly, that Council approve a RESOLUTION REQUESTING FY 2022 COMMUNITY PROJECT FUNDING FROM CONGRESSWOMAN JENNIFER WEXTON*

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

No – N/A

Abstain: N/A

Absent: Mayor Littleton

(by roll call vote)

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There being no further business, Vice Mayor Miller adjourned the meeting at 6:03 p.m.

APPROVED:

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Trowbridge M. Littleton, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk

## April 12 & 14, 2021 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](http://www.middleburgva.gov))

### April 12, 2021

**Danny Davis:** No complaints, but [off mic].

**Bridge Littleton:** All right, we'll call this special meeting to order. The first item is the remote 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 for not only its membership, but also for the town staff 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 meetings via remote access until such time as the governor rescinds his emergency orders prohibiting gatherings of greater than 10 individuals and mandating social distancing. We will have a, let's see here. [inaudible] So next item is before the roll call is pledge allegiance.

**Everyone:** [Pledge of Allegiance]

**Bridge Littleton:** All right, next item is the roll call. Darlene.

**Darlene Kirk:** Darlene Kirk.

**Bridge Littleton:** Philip.

**Philip Miller:** Philip Miller.

**Bridge Littleton:** Bridge Littleton.

**Cindy Pearson:** Cindy Pearson.

**J. Kevin Daly:** John Kevin Daley.

**Chris Bernard:** Chris Bernard.

**Bridge Littleton:** Bud.

**Bud Jacobs:** Bud Jacobs.

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** Peter Leonard-Morgan.

**Rhonda North:** Rhonda North, Town Clerk.

**Danny Davis:** Danny Davis, Town Manager.

**Bridge Littleton:** Ok, next is the discussion item. Danny, take it away.

**Danny Davis:** Thank you, Mr. Mayor and council members. Just a quick overview at last week's meeting, we provided you an update on the project and began the conversations on the current cost estimates for the town hall and possible maximum costs. And as a reminder, we're discussing all in project costs, which includes land, design, project management, site development, building construction, and furnishings and equipment. In addition, typical construction costs also include a contingency for hard construction costs. And in this case, we've programmed in a five percent contingency that was not included in the last week's briefing an overview. So you've seen that now in more detail and breakdown in the packet today. Including that contingency you've also seen that upper limit potential, all in estimated cost of ten point five million. At the request of council and part of our work anyway, we began working with Downey and Scott. And again tonight, we have with us Bill Downey and Kevin Fallin from Downey and Scott. To begin looking at cost reductions or value engineering measures. And we looked at really two categories as broken down in your memo, what we kind of call site options, which may affect either the outdoor hardscapes, parking lot site improvements, even things like architectural features of the building. And then we looked at space reductions, tightening up certain spaces to bring it back in line with the space needs study, or as appropriate, potential elimination of certain programmatic spaces. And we've provided those to you in three separate tiers. Tier one are those options that we were already looking at for potential cost savings and specifically related to the space reductions we believe that those right sized the space again to meet up with the envisioned space needs study and do not directly impact operations, activities, or future needs of the government. Tiers two and three get into more programmatic and operational impacts. And tier three would essentially build the town hall for today's activities and space needs and not look towards potential future needs, ability to adapt to the changing community and or potentially fully serve the public with the elimination of certain spaces. I'll also note for you, just for your sake and happy to get into this further if desired from council, we're continuing to do a funding analysis for the project, analyzing the various sources of funding. We do intend to provide more information to the Finance Committee who meets next week. However, I'm happy to share with you details as we go through the conversation if there are questions about the various funding sources from debt financing to grants and then use of either surplus or unassigned fund balance. So I'm confident to tell you that the project can continue forward and we can talk about what those funding sources would be at various project costs. And then finally, as noted in the memo, we discussed that we don't necessarily anticipate direction from council tonight. However, if council does decide to give direction, that's fine. But our intent right now, tonight is to discuss the options and what the implications of those various options are that are listed out in the memo. And so with that Mr. Mayor, we're happy to begin the conversation and answer questions that you might have.

**Bridge Littleton:** Ok, yes. Just a table set real quick. The goal here so I'm going to contradict what Danny said. The goal here is not to make decisions tonight. The goal here is to go through this list, make sure we fully understand, as we said in the email last week, to make sure we fully understand what each thing is, you know, where it comes in and comes out. Right. And then have a follow up later this week, as we all because this is information gathering right now. You know, and it's about us coming to understand what one thing means versus the other. And I know Bud said this last week and I feel this right now as well. I don't feel comfortable making a decision with action and thinking about it. Like if we do this then we shouldn't do this, if we do this without the impact. I really don't feel comfortable then 20 minutes later saying, OK, let's now vote on it. I think the goal is to definitely come back with everybody's feedback this week in the next two or three days and give your input to Danny and let him see where everybody's come out. And it maybe by, you know, great stroke of luck that we all sort of feel the same about 10 things or five things or whatever it is, and try to see if there's organically a general consensus which can make it really, really easy. And then maybe there's not so it'll, you know, we'll have to get into the weeds a little bit. But that's kind of the hope and the goal. So anyway, I think the idea now is for Danny and that really actually the design team to go through each one of these tiers, make sure we fully understand what it means that they have on here and see if we have any questions about those in terms of, you know, understanding, hey, we say reduce stone water table height. OK, what does that mean? You know, if there's any questions on that or whatnot, and then sort of, you know, go all the way around the room and what questions everybody has. So I would recommend. [multiple speakers].

**Danny Davis:** Would you like us to walk through?

**Bridge Littleton:** Well, I think the right thing to do would be yeah let's walk through each tier.

**Danny Davis:** We'll do that.

**Bridge Littleton:** And I mean, some of this stuff might be pretty obvious, like reduce the training room by one hundred feet. OK, I know what that means, but some stuff might be a little harder to understand. And so if you guys run through by tier.

**Danny Davis:** Yep.

**Bridge Littleton:** Just walk through your list. And then as we go, if anybody has questions on these things, ask away and, you know, take notes or whatever, and then we can go to the next tier. So I know, Danny, for you guys, do you want Bill and his team to do it or.

**Danny Davis:** I think right now, if it's OK, I'll run through them. And then as specific details on each one, if it's an engineering item or I think Bill needs to chime in on, then we'll let him answer that in more detail. But I'll run through them real quickly, if that's all right.

**Bridge Littleton:** Yeah, that's fine.

**Danny Davis:** Ok, so tier one and we have printed up packets if you need it, but it's also on your agenda packet. So on the site options. Again, these are more the exterior and architectural type things. The clear story is that roof monitor or that portion over the council chambers that was the natural light. Oh, hold on. Those are not them. Rhonda has them. [multiple speakers] I can print more if need be. [off mic]

**Danny Davis:** Here I'll print it right now. [multiple speakers] It'll, be at Rhonda's desk.

**Bridge Littleton:** I got the list. [multiple speakers]

**Bill Downey:** Danny.

**Bridge Littleton:** Darlene needs one. Here, give this to Darlene.

**Danny Davis:** Yes sir.

**Bill Downey:** Danny I'll just chime in on these tier one options that are already being done, already being incorporated. So if you hear me say ABD, that means already being done.

**Danny Davis:** Got it. And that is many of these already, so the clear story is the portion above the council chambers, it was meant to add an architectural feature, natural light into the council chambers. So instead, this would just pitch the roof just to a peak without that. Asphalt instead of permeable pavers. I know this one we've had some conversations about. I think it's important to note, and we've already been having the conversations with Bill and even the design team today of Glavé & Holmes. It may not be in all one or nothing option. There could be hybrid options here. There could be a combination of ideas here. There are impacts to potential, you know, stormwater management facilities but we're gathering more of that information from our civil engineer in this process and project. So, again, this savings would be a complete removal of permeable for asphalt of the entire drive in parking lot and everything. But again, that can be a hybrid type approach as we look at options here.

**Bill Downey:** As a follow up to the Timmons Communication, the Civil Engineer; the hybrid option is making a lot more sense. And using a permeable pavement system underneath the actual parking spaces will increase the longevity of your travel ways and drive miles, which need to support impact loading for fire trucks or delivery vehicles. The heavier impact loading on the pavement would be traditional asphalt. But where the parking spaces are, the hybrid approach would be to utilize pervious pavers in those instances.

**Bridge Littleton:** [off mic] When you use pervious pavers, do you have to do the substructure? Do you do the substructure build up as well like they do for standard roads?

**Bill Downey:** Yes. It's typically done with [inaudible] collection piping as well as about a 12 inch stone subbase over top of which is additional stone and a grid pattern that it's a polymer type of grid pattern. And then the finish pavers would be, you know, a two inch the three inch thickness, with what you would see on the surface.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** I just wanted to add one thing, and Cindy, you probably remember this too. The drainage that we had on the Liberty Street Parking lot caused a lot of problems, and that was one of our biggest cost overruns. We had to constantly do change orders because of it. So make sure that's going to be taken care of because it really will cost us in the long run.

**Bridge Littleton:** And that's semi-permeable, too, right?

**Danny Davis:** I believe so.

**Bridge Littleton:** Yeah. And the last question was, oh, sorry, Bud go ahead.

**Bud Jacobs:** I don't know all the various options, Bill, for paving or maintaining some degree of permeability, but the most obvious one comes to mind is gravel. Is that not an option?

**Bill Downey:** It is an option. Gravel is an option. You could use a finish pea gravel as the surface. It's the section of that detail. They all have several things in common, and that is drainage tile and a substantial crushed stone base so. I guess for ADA purposes, some percentage of the parking slots have to be paved. I guess is that a correct understanding. That is correct. So for the ADA designated parking spaces, it has a different code compliance. And the pea gravel option, for example, may not you know, it will now as code. As far as the type of permeable paving system. There's options. There's an asphalt option that is considered permeable. There's concrete that's also considered permeable, as well as the paver option, which is what the basis of the estimate was and where the design was going. And the paver option is probably well, it is at the higher end of the cost spectrum when you look at these systems and the gravel is at the lower end.

**Bud Jacobs:** Yep.

**Bill Downey:** So you have options.

**Bud Jacobs:** Well, as we go through this site, I'd certainly make a pitch to keep what appeared to be realistic options on the table and not just do an all or nothing brick pavers or asphalt, the whole parking lot. If I could ask that, I'd be very grateful.

**Bill Downey:** That's our goal.

**Bud Jacobs:** Thank you, sir.

**Cindy Pearson:** But the one thing to be aware of if you use the gravel or the pea gravel is the upkeep over the years, because when it snows here and it's plowed, it goes away, it has to be replaced. So you're talking about the expense of keeping that up. So that needs to be weighed against the other pavers. I guess you call them.

**Bridge Littleton:** That's total ownership cost.

**Cindy Pearson:** Right.

**Bill Downey:** Yeah. Well, quite honestly, all of the pervious pavement options have maintenance implications. All of them do. The pea gravel is you're exactly right with snowplowing and treatments that happen in the wintertime that it will diminish much, much faster. But the maintenance and upkeep of the pervious pavements, you know, it's, you know, once once a year with a vacuum truck to come in. And the goal is to have a 10 percent porosity of the system. And those get

filled with fines, of fine particle matter and those need to be vacuumed out once a year. So any of these options we're going to be talking about has maintenance implications.

**Cindy Pearson:** Thank you.

**Bridge Littleton:** So I think I think from everybody's perspective, let's see if I'm catching this right, it sounds like there's three, four or five different ways in which you can go about this. It would probably be good to understand what all those are. You know, because I mean, I think to Darlene's point or to Bud's point right now, we have, you know, pavers on one end asphalt on the other. There might be a mix in the middle where, you know, the cost is two thirds less, but we get permeability. And that's the right solution.

**Danny Davis:** May I ask, is there any option you don't want to pursue? I mean.

**Bridge Littleton:** I mean, [multiple speakers] yeah, well, I mean, you know, I think pea gravel is probably cheaper than asphalt, you know. But, you know, to Cindy's point, that's got a maintenance cost. But then again, apparently now pavers also has another additional maintenance costs that you don't have with pea gravel. So, you know. [off mic] Yeah, you know what? Whatever the most five reasonable are I think.

**Danny Davis:** Okay. [off mic]

**Peter Leonard-Morgan:** Bill you were saying there's an asphalt that might be somewhat permeable did I understand that correctly?

**Bill Downey:** Yes.

**Peter Leonard-Morgan:** What's, the cost implication of that and effectiveness roughly?

**Bill Downey:** It's less costly. If you were to utilize that say for just the parking spaces alone, you would be looking at approximately a 250,000 dollar deduct as compared to eliminating all of the permeable pavers and the paver system that was intended to be used. [multiple speakers] It's less cost than the permeable concrete, the permeable asphalt is a very viable option.

**Philip Miller:** And what are the maintenance implications of that?

**Peter Leonard-Morgan:** I've never heard of it. I don't know how it works.

**Bill Downey:** Well, the town of Vienna utilized it for their community center project in the parking lot just for the parking spaces only. And we actually could take some photos of that for you and send those out so you could actually see what it looks like. We could also get the specifications on it. If that's of interest to you.

**Peter Leonard-Morgan:** I think that'd be wonderful. Thank you.

**J. Kevin Daly:** Yeah.

**Philip Miller:** And what are the maintenance implications of the permeable asphalt?

**Bill Downey:** Same thing once a year vacuum trucks will come out and run over the surface area and the difficulty is in a heavily used facility is scheduling that when there's no cars blocking the parking spaces. [multiple speakers] So it's normally done after hours.

**Danny Davis:** In that running across, I mean, cost is we're talking a few thousand dollars. We're not talking.

**Darlene Kirk:** A hundred thousand.

**Danny Davis:** Yeah. Tens of thousands. Isn't that correct, Bill? We're talking three to five maybe.

**Bill Downey:** Yeah. For a project your size you're probably looking at less than a three dollar a year commitment annual and just getting it set up with the same type of company that does your storm sewers, for example, with vacuum trucks. It's a similar type of process.

**Bridge Littleton:** Ok, well, I mean, I think you guys have got some really good ideas. It sounds like at a minimum, we could save 200,000 and still get permeability. So if you guys can put that together, that'd be great. All right, you guys want to [multiple speakers]

**Danny Davis:** Bill, I'm going to let you just keep rolling, if you'd like on the sod and irrigation.

**Bill Downey:** Yes. So eliminating the irrigation system for the green areas and the landscape areas, you just in lieu of putting down rolled sod, just utilize seed, maybe do rolled sod around just the perimeter of the building, but utilize a seed and native drought resistant plantings everywhere else. And I would put you in a situation where the contractor, would be using surface irrigation to water it, to establish it. But once the yard grass is established, it would make sense. It would use a lot less water resources as well as be a healthier planting situation with indigenous drought resistant plantings. So on the site lighting, we have recommended reducing the quantity of light poles down to five. We believe that those would be adequate, the design team has agreed. And we're also advocating the use of a 100 percent photovoltaic pole light that uses no electricity. It has been used successfully and adopted as the new standard in the city of Fredericksburg. We sent a catalog to both the design team and to the town for you all to look through. We think that that is a very viable option, and it will save you money. [off mic]

**Bridge Littleton:** Kevin's got a question.

**J. Kevin Daly:** Just out of curiosity, what were the total number of poles originally planned? You went down to five poles and that allows enough factors of safety and light for operations at night?

**Bill Downey:** Yeah, we've not done a Photometric Study, but remember, there are exterior lights that are mounted to the building that are outside of this conversation. We're not talking about any of the covered walkways or the porches or the lights mounted to the vertical construction. We're talking about parking lot pole lights that are to illuminate just those areas of parking and with a safe approach into the building. And I believe there were 13 originally envisioned 13 pole lights. And it based upon the size, we thought that was a little overkill and the designers have agreed it was. Thank you. The HVAC options, there were three options that were studied by the mechanical engineer. And we've reviewed those with the building committee and we have actually recommended the option two which is it's not the geothermal system, but the cost of the geothermal system lent itself to a very long period before you would see any payback. It was close to a 30 year break even proposition with the geothermal. [off mic] And the reason why that is, is from the cost of drilling the wells, 400 foot deep vertical wells at a significant cost in drilling through the rock. And so that was that at the higher spectrum, of cost. The option two which is Kevin, you want to describe the system because you're the mechanical engineer.

**Kevin Fallin:** Sure. So option two is a DOAS unit, which is your independent outside air that would be delivered directly to each space and then sensible cooling and heating air terminal units that would serve each space. So it's like a VAV box, but it has a [inaudible] cooling coil and a heating coil. So this would be a water based system that would supply it to each individual space.

**Cindy Pearson:** And does each space have their own control for the temperature, or is it?

**Kevin Fallin:** Correct? Each space would have its own thermostat.

**Bill Downey:** And it is the least first cost of the three systems that were looked into, so it would result in approximately 67,000 first cost savings. The operating cost of that system is well below the Energy Star standards in terms of energy

consumption. It would also avoid the use of refrigerant piping, extensive network of refrigerant piping above your ceilings that in today's world, some of those piping systems that distribute the refrigerant can leak over time and could cause serious issues unless the detection system is robust. So we're recommending the HVAC option too. We think it's the best value for the town and the occupants of the building.

**J. Kevin Daly:** Yeah, Bridge, I know you said you didn't want to make any decisions tonight, [laughter] but, you know, I've been in the committee going over this and Chris and I a lot. And after hearing this, I hope you all agree. I think we should make the decision. At least give them that go ahead. We stick with option number two for the HVAC it is the best value for the money.

**Bridge Littleton:** [Off mic] Because I would say, Kevin, I mean, I think that the point I was making at the very beginning was a general one. But I think, yeah, if there's something that comes along and which is an absolute no brainer. And everybody goes, yeah, that's easy then absolutely. I mean, I think that's totally fine so.

**J. Kevin Daly:** Do I need to make a motion?

**Bridge Littleton:** Well, I mean, I think we just have to tell them. We don't need a motion do we?

**Rhonda North:** No.

**Bridge Littleton:** Does anybody have any concern with going to the recommendation for that one?

**Cindy Pearson:** For the HVAC.

**Bridge Littleton:** For the HVAC. Bud.

**Bud Jacobs:** I don't have a concern for going with the HVAC but I have a very serious concern about voting individually on each of these items. Let's go through them. If they make sense we're going to do it.

**Bridge Littleton:** OK.

**Bud Jacobs:** But there's no need to separate things out, I don't think, anyway, and start saying, yeah, we've got to do that. Let's let Bill and Kevin go through this thing and see where we are. And I certainly support option number two for HVAC, but I don't want to call it out and vote on it.

**Bridge Littleton:** Okay. No, I get it we want to be efficient with time. So let me say that. I'm trying to figure out how to do both in the middle. So, Danny, I think for you or Rhonda, you know, like when we come across one like this and everybody feels comfortable with it, if you guys just capture that sentiment, we can move on and clean it up later. That way, we don't have to, you know, everybody nod their head and all that kind of stuff.

**Darlene Kirk:** Well how about on the parking lot?

**Bridge Littleton:** We don't have all the options.

**Darlene Kirk:** OK.

**Bridge Littleton:** I mean, they're going to come back with the five or six things and what the costs are.

**Darlene Kirk:** All right. That's fine.

**Bridge Littleton:** Yeah.

**Bill Downey:** Yeah. So the design team, just for everybody's reference, nobody was expecting any decisions tonight. Danny and Rhonda made that very clear that, you know, council should not be pressured. This is a very important project for you. And they made it clear, do not expect decisions tonight. And so just for your reference, the design team's on hold right now until we get some direction on budget. So no engineering is taking place. They've gone pencils down right now other than we still meet weekly and have these discussions to continue to refine the program and the budget. The next item was reducing the stone water table at the exterior envelope and in lieu of stone, natural stone replace limited areas with stucco. And if you've studied the elevations, they're going to be presented at the HDRC meeting. Some of that's already been done. So they've utilized stucco underneath several of the articulations that are covered with porches. And if you wanted to take a look and see what the appearance of that looks like, that's on the most current exterior elevations that will be going to the HDRC this week.

**Bridge Littleton:** So, Danny, do a favor. Just set it up. [multiple speakers]

**Peter Leonard-Morgan:** [multiple speakers] explain what the water table is?

**Bill Downey:** The water table is from the ground level up to about the windowsill height, including the windowsill. It is a architectural element it gives a hard surface from, say, four feet above the slab down to the grade. So mowers weed eaters nothing will be chipping away. It's a stone veneer natural stone veneer.

**Bridge Littleton:** Hey Danny, do me favor how you want to do this? People come by and look at it in his office or you want to email it.

**Danny Davis:** We could just email it out.

**Rhonda North:** We could email it to ya.

**Bridge Littleton:** Okay just email it out that way you guys get a sense of what they're talking about.

**Rhonda North:** Yeah.

**Bridge Littleton:** Okay.

**Bill Downey:** So in essence that's one of the ABD categories. It's already being done and I think that may be even more in savings than what was envisioned given some of the elevations they've developed. And it works with the architecture. The next item is just in lieu of putting in a hung soffit to create you a flat ceiling underneath the porches and [inaudible] is just to expose the structure and paint it, make it part of the architecture. And it's a very, very small cost savings. But we think that may have value. All of these things will add up. The next item is reducing the level of interior trims and finishes. The idea is just if you think of standard commercial office fit out in terms of the level of finishes with ceiling walls and floors and avoiding the use of extensive multi-piece wood trim, that's also another significant cost savings. And if you'd like, I'm just going to keep going through these, if that's okay?

**Bridge Littleton:** We'll stop you if there's a question.

**Bill Downey:** Ok, if you look at the plans that have been developed, if you go to the right of the council chambers, there was a dedicated area for council office with a restroom. This idea would eliminate that and just straighten out the wall so that it could technically be planned for an addition in the future. But it would eliminate that space from this project. And the future office that's designated in the administrative suite could be used for council office until that position's filled. That was about 117,000 dollar cost savings. Reduce the council chambers and we reduce it by one thousand two hundred and eighty square feet.

**Danny Davis:** To one thousand [multiple speakers].

**Bill Downey:** Reduce the Chamber's Lobby, which would reduce that area by half of its space by three hundred and eighteen square feet reduction. The designers.

**Bridge Littleton:** Hey, Bill, hang on one quick second. Got a question from Kevin.

**J. Kevin Daly:** All right. You're giving us the square area. What is the width of the lobby then? Does the width still meet ADA compliance for someone with a wheelchair?

**Bill Downey:** By reducing it in half. The architect did not indicate that that was a problem. We vetted all of these through with Glavé & Holmes and the rest of the design team before we finalized this information. It didn't come up in those conversations. It's a great question. [multiple speakers]

**Bridge Littleton:** But hey, Bill just for the sake of time, let's do this sort of adopt a rule. The rule is, you know, great on recommending space reductions. But no matter what, at the end of the day, it needs to be ADA compliant. So if that means you've got to add back a foot, then add back a foot. So we got to be ADA compliant.

**Bill Downey:** Understood. [off mic]

**Danny Davis:** And if I may, Mr. Mayor, the little graphical representations we provided in the packet to you, I did state it in the front of that these are clearly not to scale. They were just representative. And any of these potential shaded areas doesn't mean we're just literally lopping that corner off. It's just a graphical or percentage kind of guess it will all get reshaped by the architects as they finalize the floor plan. This was just to give you a visual of a percentage essentially.

**Bridge Littleton:** And I mean, I would imagine they're going to ensure that everything in the building [multiple speakers] that needs to be ADA compliant will be.

**Danny Davis:** It all has to be. Absolutely.

**Bill Downey:** And the plans reviewers at Loudoun County won't approve it unless it is. Yes.

**J. Kevin Daly:** Thank you.

**Bridge Littleton:** Government oversight. All right, sorry Bill keep going.

**Bill Downey:** That's fine. The next item is to reduce the police training room size by a hundred and four square feet. The next item is reduce the lobby areas for both the police department as well as the administrative suites by 50 square feet each.

**Bridge Littleton:** Sorry, I'm sorry Darlene I missed you. Bill hang on one second Darlene's got a question.

**Darlene Kirk:** Yeah I have a question about just reducing the size on that. Does that I mean, it seems like that would just throw off everything else that's already sort of drawn. I mean, sort of planned.

**Bill Downey:** [off mic] It would, and we don't know yet how the rest of the circulation space would be impacted by that, and we've had those preliminary conversations with Glavé & Holmes. But for the sake of this discussion, they indicated to me and to Kevin Fallin that there were no fatal flaws in this tier one reduction in terms of how they could do it and still comply with code and adjust the circulation spaces.

**Danny Davis:** And I think it's.

**Bill Downey:** When we start into the tier two and tier three, there were significant considerations and concerns that they had about the circulation space.

**Bridge Littleton:** Danny.

**Danny Davis:** Yeah, well, I think, you know, to that point as well, that, again, as mentioned, when they go to kind of re-lay out this floor plan, we've already given them the charge and they already understood and agree this is Glavé & Holmes that, you know, tightening this up, you know, to bring it down to a size that we're looking to get to as appropriate, especially in this tier one where it's more just shrinking a few spaces here and they're not actually cutting any particular use out or space out. I think at the end of the day, the goal is let's get to that, you know, tightening up. And if an office here has to lose 10 feet to help this flow work out, you know, that all happens just in the design process. And, you know, the idea is getting to kind of a target square footage goal.

**Bridge Littleton:** Kevin.

**J. Kevin Daly:** Well, from what I learned on our meetings tier one would not [off mic] interior redecorating the layout of the rooms so it would not be a major design change. When you go into tier two and three, it's going to require major design changes.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** Well, OK, it's [inaudible] tier one is tightening it up and I can see that, but I mean to cut out I mean, it's like on the police side, I don't understand. If that needs to be sized down, why is the other side not being sized down too.

**Bridge Littleton:** Well, it's not about one side versus the other.

**Darlene Kirk:** No, I know but it just seems like.

**Bridge Littleton:** So. All right. Well, let's just take a look at it real quickly. OK, so. The office for the town manager is significantly smaller than the office for the chief. That doesn't make sense.

**Darlene Kirk:** Well it does it me. [laughter] So it's just says the chief has a lot of meetings and is my guess. [laughter]

**Bridge Littleton:** So does the Town Manager.

**Darlene Kirk:** Yes. I know. I just [multiple speakers].

**Bridge Littleton:** So the point is this. What they said they were doing is they were going back to the standard numbers that were used in the initial space needs.

**Darlene Kirk:** Okay that's good.

**Bridge Littleton:** So they're not picking on anybody. It's just the way the PD was laid out. [off mic] It actually had more space per room than the admin side. So it's just kind of right sizing everything. OK, sorry, Bill, go ahead.

**Bill Downey:** Oh, that's fine. And so the other idea was to adjust the police department office sizes, we just discussed that by one hundred and ten square feet reduction. So, OM the tier one cost reductions that were being considered and according to the design team, are very implementable. It came up to approximately nine point five million dollars in total project cost. And that's based on, you know, all in numbers, as Danny was describing both what we call the hard construction, which is where the general contractors pricing will be, as well as the soft construction costs added in.

**Philip Miller:** But does that nine point five include the one point four that essentially we're already committed to Danny?

**Danny Davis:** Yes, that already includes the property, the A&E contract and the construction management contract. Yes.

**Bill Downey:** So if you were to offset an ad for a permeable pavers option or permeable pavement within the parking spaces, that by my math, that that number would increase to about nine point seven.

**Bridge Littleton:** All right, so that math doesn't work, because you said, doing that gets us about two hundred and fifty thousand dollars of savings, so the net difference is one hundred and ten. So I could see the nine point four going to nine point six. How does that go to nine point seven.

**Bill Downey:** You are correct. I'm sorry, my mistake.

**Bridge Littleton:** And I'm the guy who doesn't do math. [laughter] [off mic]

**Bridge Littleton:** Exactly. All right. Yeah, just making sure I wanted. And I know you're using rough numbers.

**Bill Downey:** Yeah, we are. But you're correct. It would not be 9.7 it would be 9.6, that is correct.

**Bridge Littleton:** Ok, so with this list that Bill's gone through so far, before we go to tier two, does anybody have any other questions for them or need any other information?

**Cindy Pearson:** I do.

**Bridge Littleton:** Cindy.

**Cindy Pearson:** Just for the HVAC, which I think is really great. I like that choice. What happens in the hallways or the common areas, I guess, that aren't offices? How are they heated? [off mic] Same way. Is there a thermostat in each one?

**Bill Downey:** Yeah, it's the same system, they may have their own box for the hallway with a thermostat or in some of the other areas, the smaller rooms, instead of having their own, they may share with the adjacent corridor. But there would be multiple boxes to serve the common areas.

**Cindy Pearson:** Ok, and my other just slight concern is with the reduce of the lighting outside to make sure there is enough that we don't have to, it's dark out here. There's no light out here. I mean, we're talking [multiple speakers]. Yeah, right black skies. [laughter]

**Bill Downey:** [off mic] So once we get some feedback on which type of fixture you'd like to utilize, we're going to have Timmons Group run the photometric plans and take a look at those to make sure that the lighting levels are appropriate. And there's no hot and cold spots for all of the parking areas, the drive aisles, the pathways. And so once we get to that stage, we can share that.

**Cindy Pearson:** Good. Because we have a nice little black and white creature that likes to run down through here. That people would like to see. Thank you.

**Bill Downey:** Is his name Pepe? [laughter]

**Philip Miller:** I actually had the same concern with the lighting because we're also talking about potentially having more night events. So I want to make sure that it's safe. You know, you think about the Fourth of July. If people are parked there and they're walking to and from town, we definitely want to make sure that we have enough light. And I don't know if there's an option for one that we could add more later if we needed to. If they're all independent operated solar. But just a thought.

**Bridge Littleton:** Darlene.

**Bill Downey:** You could.

**Darlene Kirk:** Just tagging on to what he said, what you said. Do we need to worry about putting lights down to get people down to Marshall? I mean, because if people are going to be walking. [inaudible].

**Bridge Littleton:** Yeah. Well, let's focus on the building.

**Darlene Kirk:** I know but that's still part of it.

**Bridge Littleton:** And then we can think about that. Yeah. No, I got you. That's a street.

**Philip Miller:** Good point.

**Chris Bernard:** The lights along that promenade walkway. There'll be lights on the building that I think will eliminate that.

**Bridge Littleton:** Yeah. So Bill mentioned two good things. The entire building this is not including the lights that are going to be all over the building. So that's going to have projection. And I think the other thing is and I want to ask Bill this question and again, it's almost like Kevin's ADA question. So are we meeting code? If we're meeting code, it's safe. If we're not meeting code, then there's a potential problem. And you guys intend to meet the code in terms of safety for lighting, right?

**Bill Downey:** [multiple speakers] That's correct.

**Bridge Littleton:** OK.

**Bill Downey:** There will have to be a site photometric study and design submitted to Loudoun County. [multiple speakers]

**Danny Davis:** And can I ask real quick. I think it goes through a site plan review at the Planning Commission, and that's where, you know, they review it to make sure it meets the requirements of our ordinances and Will can speak more to that if we need to. But clearly, it will go through that process to make sure that it meets all those requirements and expectations.

**Philip Miller:** So, yeah, as a second to that, since we're going with photovoltaic. Are we still running power to some area in the Town Green so that we have access to power for any events that we would have going on?

**Danny Davis:** So I'll leave that to Bill if he knows specifics, yet. Our intention was that we would have, we would as much as possible have access to power, because exactly for that reason. If we're having events we don't want to shortchange ourselves.

**Rhonda North:** So our direction to Glavé & Holmes was to eliminate the stage area, but to continue to have a power source in that location.

**Philip Miller:** Ok, great. Thank you.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** [off mic] I know that people out this way are very big on protecting the night sky. So I just wanted to mention that, [multiple speakers] the lights.

**Rhonda North:** And we'll have to meet all of our ordinances, including our lighting ordinance.

**Darlene Kirk:** OK.

**Bridge Littleton:** Yeah, I mean, you know, [multiple speakers] the number change from 13 to 5. [off mic] Well, no, but I mean so I mean you know, and I'm not pointing fingers at anybody, but one thing that's come out of this tier one list is we put a lot of great to haves, but, you know, thirteen to five and these guys estimates that still meets the safety requirements for code and stuff. You know, were we really over. It feels like it was overdone. [multiple speakers] But I mean, I don't know. But, you know, anyway.

**Darlene Kirk:** Well we can add too. [multiple speakers] if Council.

**Bridge Littleton:** Yeah. You can say we want it to be seven. I don't think we wanna get down that low on detail.

**Bill Downey:** Well let me just confirm the quantities when we do the photometrics.

**Bridge Littleton:** Yeah. Yeah.

**Bill Downey:** [multiple speakers] specific fixture and the light output but that's where we're at right now.

**Bridge Littleton:** Ok, that's great. Peter, did you have a question? [multiple speakers] Yeah go ahead.

**Peter Leonard-Morgan:** Yeah. Thanks, the two where are we, the five percent construction cost contingency. I know it's difficult to say. Is that conservative? I mean it's obviously realistic otherwise you wouldn't have put that in there. It's we've seen some of these skyrocketing prices haven't we. We talked about it the other day with lumber, et cetera. What do you think? I mean, that's one of our biggest concerns, is the spiraling costs once we decided all this.

**Bill Downey:** Understand, we expect the supply chain issues to actually improve as we get closer to the end of the year. I hope and it's not an uneducated guess or prediction, but there are indications that the supply chain is starting to heal itself with the interruptions that have happened. Lumber prices fluctuate every week. They're coming down steel prices again once the supply chain can correct itself. We think that the prices will come down. So we do have an escalation factor applied to both estimates that were performed at two percent to get us through the end of the year. And those are all baked into the cake with the numbers. But in addition to that, we are recommending a five percent owner construction contingency. And what that is intended to do is to be able to address issues and changes, unforeseen issues as they come up during the construction phase and to do it quickly. And now I have no intention of approving change orders. And we're hoping that we're not going to find ourselves in that situation. But going into a major capital project, you know, I'd be derelict in my duties if I didn't advise any of our clients to carry a construction contingency going into a project like this.

**Peter Leonard-Morgan:** Great, appreciate that.

**Bill Downey:** Yeah, we're recommending five. You know, I could say, you know, three and a half, but at this point, we don't know. We'll know a lot more as we get down the road and get closer to that actual bid date.

**Bridge Littleton:** Okay tier number two.

**Bill Downey:** Yeah, so site option in tier two would eliminate the brick walkways in the park area in the Marshall Street side and utilize concrete sidewalks in lieu of brick. We could bid brick pavers as an additive option, as one strategy to keep the base bid down. And if the bids come in favorably, you could add it in. This next item is fairly significant in terms of your parking, you would lose a number of parking spaces just to only construct the main parking area, and that is the area between the Village Green and the new town hall. And hold on the what we call the future street side of the parking completely. And again, that is something that it would have to be graded as part of the base bid. All of the excavation, the cut to fill, all the utilities, everything else would have to be done. But for the surface pavements, hold off and perhaps make that an additive bid alternative too as a strategy so if the bids come in favorably you could execute it along with the base bid.

**Bridge Littleton:** Hang on, Bill, Philips got a question.

**Philip Miller:** So how many spots would that eliminate and how many would it leave us with?

**Bill Downey:** I'm going to count them. Kevin, do you have the site plan?

**J. Kevin Daly:** Yeah, if you give me just a minute, I think I can pull it up and look. I think it's around 22 or 24 on each parking area.

**Bill Downey:** You got, yeah, 46, 48 parking spaces. While he's looking that up.

**Philip Miller:** It's okay. So it's roughly half.

**Bill Downey:** Yes.

**Philip Miller:** I would say from my personal opinion, considering the fact that we were going to spend considerably more to put in parking elsewhere in town and considered that at a much, much higher expense. [multiple speakers] Yeah, we should not even be talking about reducing the number of parking, especially if we're going to have the Town Green right there.

**Darlene Kirk:** I agree.

**Philip Miller:** Thank you, guys.

**Bill Downey:** Yep. Tier two inside the building, this idea would completely eliminate the police training room and force them to use alternate spaces for training. I will just say this, you know, with what the future holds, nobody knows. But for the purpose of education and community policing going through the accreditation process might be more difficult if you eliminate your police training room from your program. So that being said, it is still an idea and it would reduce the program and the building by 300 square feet.

**Cindy Pearson:** But then you're taking [multiple speakers]

**Bridge Littleton:** Hang on one second. One at a time. Cindy.

**Cindy Pearson:** So that then means you have to go back to the drawing board with the building though, correct?

**Bridge Littleton:** Not to the drawing board. It just requires redesign.

**Cindy Pearson:** Redesign, correct.

**Bridge Littleton:** Of that area.

**Chris Bernard:** Yeah. This whole tier is a redesign.

**Cindy Pearson:** [multiple speakers] Yeah the whole tier.

**Philip Miller:** Can I just ask?

**Bridge Littleton:** Hold on Kevin was next. Kevin.

**J. Kevin Daly:** Yeah I was just saying, yes. There's a danger of losing certification accreditation for the police department if we lose that training area. But any of these reductions in that being showed in tier one would be what two or three weeks, I believe of redesign cost.

**Rhonda North:** Two to three weeks from the time we give them approval, we're already about two weeks behind.

**Philip Miller:** Right. OK, so that was my question time and cost with all of these things that require redesign because there's a cost to that.

**Rhonda North:** So tier one changes will require two to three week extension from the point that we give them approval. Tiers, two and three, three to four weeks from the time we give them approval. [multiple speakers] In addition. And we're already, like I say, about two weeks behind.

**Philip Miller:** And do we know what the cost of that would be?

**Rhonda North:** We do not have that yet?

**Danny Davis:** We don't have specific numbers. It's probably in the 10 to 20,000 range for those tier two and three.

**Bridge Littleton:** Darlene. You're talking about the redesign cost.

**Danny Davis:** The redesign costs yes.

**Darlene Kirk:** One other thing we need to think about, if the police don't have a training room and they don't have a fitness room and whatever else that got cut out. That's going to cost us in the long run? Because we're going to have to either pay for some location to do that. So think about that too. You know, they might have to go do their training at a Community Center or somewhere else. And that's going to cost us in the long run if we don't have a training room too.

**Bridge Littleton:** Or we look at that really big executive conference room, we have and design it to be to double work as training so we don't necessarily have to go rent another room. My point is we need to be a little creative in our thinking and be like, hey, is there, you know, something that can double up?

**Darlene Kirk:** But the fitness room, they can't really double that into [multiple speakers].

**Bridge Littleton:** Well, no, I mean, you know. Well, we're not there yet. But I mean, so this is what we have to think about. So I get the point about the delay. We're not paying anybody right now. So that's cost we're not. So us taking an extra two weeks is not costing us any more money. If a redesign does have to happen then that's going to be 10 to 20 thousand bucks, so we're not going to go do a redesign just to save 20,000.

**Darlene Kirk:** No.

**Bridge Littleton:** But if we find 350,000 that we all think is worthy? That's worth a 10 to 20 thousand dollar investment to do the redesign. And because, remember, the last thing I'll say is it's not just if it's 350 thousand dollars, it's not just 350,000 dollars it's five hundred thousand dollars because you're amortizing it over twenty five years. That's the actual end cost to finance that over, you know, whatever the notes going to be. So anyway, Bill, do you guys want to keep on going?

**Bill Downey:** Sure. Well, one of the council members mentioned the next item, which is to eliminate the fitness area, reduce the program by 228 square feet. Next idea would be to eliminate one shower and toilet room in the police department. It would leave one unisex shower toilet room configuration. That's the idea. Yeah, I know that, that could have future implications for your Force, but again, it is a cost savings. The next item at the tier two would be to reduce the council chambers another 180 square feet. That would bring the total council chambers down to the 1100 square foot size.

**Philip Miller:** I'm sorry, just for perspective.

**Bill Downey:** Next item.

**Bridge Littleton:** Hold on Bill one sec. Bill one sec.

**Bill Downey:** Okay. [multiple speakers]

**Danny Davis:** We're approximately six hundred, maybe just over 600 square feet.

**Philip Miller:** I was trying to visually see it in my head.

**J. Kevin Daly:** The hallway, by the way, is four feet wide. [off mic] Yet I'm not sure that [off mic].

**Bridge Littleton:** Hey, so let me ask you a quick question. This is really a question for A.J.. A.J. you guys have a fitness room over there right now. How many people use it on a regular basis? And you don't count.

**A.J. Panebianco:** Oh not many.

**Bridge Littleton:** How many of your officers actually use it on a regular basis?

**A.J. Panebianco:** Not many. The equipment was given to us for the most part, except for one item. And it's very hard to even operate it. I tried to do some walking on it. It's not ideal.

**Bridge Littleton:** Has there been a big outcry from your officers that they want new equipment to use that fitness room?

**A.J. Panebianco:** No, I would prefer if I were going to be here longer, I would like to have a quality fitness that we could then take a shower. That's half the problem. If they work out they sweat and they have to work another 11 hours. That's part of the issue. So that's also an issue when you come to where we're staying for two or three days and working over a snowstorm. We also don't really have proper facilities to get something to keep us from getting the scurvy. [laughter]

**Darlene Kirk:** Yes Cindy.

**Cindy Pearson:** And adding to that, when we did have a female officer here, when she had to use any room that the men had been in.

**A.J. Panebianco:** She messed it up. [laughter]

**Cindy Pearson:** Wrong. Theirs was disgusting and she couldn't use them unless she cleaned them first. So eliminating that [multiple speakers]

**A.J. Panebianco:** And we do have a female now, Colleen.

**Cindy Pearson:** Yeah, well, true. But I meant the officer that stayed there all night. Colleen doesn't normally stay or whatever, but yes.

**Rhonda North:** And the shower may not be needed because of fitness. We did have an incident where an officer went into a home, it was infested with fleas, and then had to come back and take a shower. So it could be something needed in the line of duty.

**Bridge Littleton:** Ok.

**Bill Downey:** While you're on the subject of the fitness room, it was the design intent that, that fitness area could be used by the folks on the other side of the building as well as [multiple speakers]. It wasn't just serving the police department.

**Bridge Littleton:** Philip.

**Philip Miller:** I mean, just thinking about the cost here of that fitness area. So we have what 16 people total?

**Danny Davis:** Fifteen full time and three part time.

**Philip Miller:** Ok, so let's just say if we offered a fitness benefit to have people go to their gym. It would be forty thousand dollars a year at fifty dollars a month.

**Rhonda North:** We already have a fitness benefit.

**Bridge Littleton:** What?

**Rhonda North:** Yeah we already have a fitness benefit.

**Cindy Pearson:** But the problem is, too, you have to add that on to your day to go there. It's not as easy as being able to go into the gym and use it here.

**Bridge Littleton:** That's eighty four hundred dollars. [off mic] That's not 40,000 a year. It's eighty four hundred a year.

**Bill Downey:** I believe Mr. Jacob has a question.

**Bridge Littleton:** Sorry, Bud go ahead.

**Philip Miller:** No 52 weeks. [multiple speakers]

**Bud Jacobs:** A Company that I used to work for. [multiple speakers]. We built police training facilities in a number of locations in Iraq and also in Jordan. And based on that experience, looking at Bill's and Kevin's tier two list, none of those cuts for the police department are very compelling to me. I know we're not voting tonight, but I have to say I'm really not in favor of any of them. And one of the lessons we drew from our construction activities in at least in combat zones was that whatever you do, you're going to find at the end of the project that you did not build enough space. And I would hate to see us short change the police in a way that can affect future certifications or their ability to train properly. And I would ask everybody to keep that in mind. It's more than just space allocation and use of equipment.

**Darlene Kirk:** I agree.

**Bridge Littleton:** So, I mean then I would add that if we're going to have a fitness center, then we do not subsidize gym memberships. [off mic] You don't get both. You get one or the other. [multiple speakers] Work out here, work at the gym, but you're not getting paid to do both and then actually not do either.

**Danny Davis:** I think that's what we were expecting would occur.

**Bud Jacobs:** I think that's completely fair.

**Danny Davis:** Mr. Mayor. Mr. Council Member Leonard-Morgan.

**Bridge Littleton:** Oh, I'm sorry, Peter. I didn't see you.

**Peter Leonard-Morgan:** Oh, no problem, I think along those lines, the idea of, you know, not having separate shower facilities for ladies and gentlemen is a nonstarter for me as well. I mean, it just doesn't make any sense. I think we are living in the dark ages until then. [off mic]. We need to improve all those sort of areas. I mean, I'm much more in favor of reducing the size of council chambers than giving away these sort of spaces. It's so important.

**Bridge Littleton:** So let me ask a question. And this is actually a question for you, A.J..

**A.J. Panebianco:** Yes, sir.

**Bridge Littleton:** Training, certification. To have your training certification and what you need to do, does it say you have to have a private training room?

**A.J. Panebianco:** No we can use and I did verify we can use the council chamber as a training room it would just need to be understood that when we have training, once we have a room that we're supposed to have, it would be open to other agencies to come. So there would be people coming and going. So we would prefer not to be back like in Danny's office area where we got people coming and going. We would need it to be set up so that it could have some equipment that, well, all the equipment that they require. Which I suspect would probably be in there anyway, which is 10 square feet of TV space for depending on the size of the room. But the size we have now needs ten square feet and then a white board of the same size. So it's possible to do the training and get the credit for the training in the council chambers. Where I see issues is just like when want to schedule something here. If something is already scheduled or something comes up, we have to get these things approved in advance on certain days. I just don't know. I don't want there to be a clash at some point of well we need it, but you need it or something came up that somebody else needs it. And then we're vying for a space, so to speak. Ideally, it'd be best to have it in the PD, but could we make it work in the council training area? Absolutely.

**Bridge Littleton:** Or the executive conference room?

**A.J. Panebianco:** Yeah, that's what I mean [multiple speakers] thing on the side. Yes sir.

**Bridge Littleton:** Yeah, that's what I meant was not the Council Chambers.

**A.J. Panebianco:** I knew what you were talking about, the little room over there, but yeah.

**Bridge Littleton:** Yeah. OK.

**Darlene Kirk:** Wouldn't you need to have like priority. I mean.

**A.J. Panebianco:** We do plan in advance so I don't know that priority necessarily. But like right now when we want to do interviews, we're doing it in our training room because of COVID. But even before COVID we did it in our training room so we would have enough room to separate them from us. We can't do a panel interview in there because we don't have enough room. And, you know, when we interview, we tend to do, you know, if we're lucky and we get enough applicants, we take a 30 minute break for lunch and that's it. And then the rest of the day, and sometimes it's 8 or 10 hours of interviews to get through the group. Those are long days. And if we're planning a long day, we don't want somebody saying, well, we're taking of course now the council break room is council. They would have their own break room now. So it wouldn't necessarily be an issue with that either.

**Bridge Littleton:** Ok, yeah, I mean, I'm not saying anything good one way or the other. [multiple speakers]. My question is, everyone kept talking about we got to have a separate room because of certification.

**A.J. Panebianco:** Well, we used to believe that. We were told that by the last director of the academy is that the PD to get the certified training room, had to be in the control of the PD. When we started planning this, I asked for written notification of that. And that is not in the written documents we have.

**Bridge Littleton:** Got it. OK, that's helpful. [off mic] So where were we, I guess the lobby?

**Bill Downey:** Yeah, under the tier two eliminate is a little stronger word, but significantly reduce the chamber lobby. It would change the field, but it would reduce the space by 200 square feet. You'd still have to have access corridor to connect to the large conference room you were just discussing. It's a substantial reduction in the circulation area of that space. The next item is reducing the public corridors from eight feet to six feet, a reduction of 250 square feet. I can tell you that, you know, from experience, any public facility, capital project, they regret not having wider corridors, so just

keep that in mind. Reduce the building service room by approximately 120 feet. And that building service room is the dedicated mechanical space on the main level and we're verifying that based on the option two size, and it also will be doubling as the main sprinkler room for the facility as well. But the team seemed to think that it could be reduced by 120 square feet. It's going to make it really tight and the town and it's my understanding that the servicing of the systems will be built, will be contracted out in the maintenance, and the O&M costs to maintain the systems. Again, it may be a little short sighted to reduce that space that much, but that is the idea. And so all in.

**Bridge Littleton:** Hey Bill. One second, Kevin's got a question.

**J. Kevin Daly:** Well, it's not a question it is clarification. When you're speaking sprinkler system, that's the fire sprinkler system. And that also requires annual inspections and checks. And I would really advise against making that area smaller because you've got to be able to get in and check out the equipment and how you got that, including the HVAC equipment and the fire sprinkler system. All in one room. You make it a closet, you're going to have some issues. [Off mic]

**Bridge Littleton:** Cindy, sorry.

**Cindy Pearson:** On the eliminate the brick walkways to the park areas, you had some other options there. Sorry, I don't remember the names of it. Can that be moved up into tier one if we wanted to do that?

**Bill Downey:** Any of these items, you know, you could pick and choose from tier one, tier two, tier three. So the answer to your question is, yes, it could be.

**Cindy Pearson:** And the other options that you had with the concrete, I don't remember, it's you do something with it to make it look like brick.

**Bridge Littleton:** Oh stamped.

**Cindy Pearson:** What is the cost for that? Would there be much of a saving between those two, or is that one hundred thousand dollar savings to do that?

**Bill Downey:** The stamped stained concrete is also an option, it doesn't always look the same to its subjective in terms of its looks like stamped, sealed concrete. It does not look like [multiple speakers]

**Cindy Pearson:** Right understood.

**Bill Downey:** Right over it.

**Cindy Pearson:** Understood.

**Bill Downey:** But it could be utilized and it is less cost than the true brick pavers. So, again, that is a subset [multiple speakers].

**Cindy Pearson:** You have to remember we have our crosswalks in town that we put brick in instead of using the pavers. So we know the difference. But I was just wondering, because that's a [multiple speakers] savings.

**Bridge Littleton:** And the sidewalks.

**Cindy Pearson:** And the sidewalks. We fight with brick sidewalks every day here.

**Darlene Kirk:** Trip factors.

**Bridge Littleton:** Oh, God, Till. Yeah, when Till fell and broke her teeth out.

**Philip Miller:** That was actually concrete.

**Bridge Littleton:** Well, that's right, that was concrete. That's right. The root growing under that. Yeah. OK, so did Bill get through everything?[multiple speakers]

**Bridge Littleton:** So does anybody have any questions for Bill on the tier two stuff. As far as what it is and. OK, so you know what, Cindy had a good question on the eliminate the brick sidewalks in park areas. I guess I don't understand where park areas are.

**Chris Bernard:** The pocket park, right.

**Cindy Pearson:** [off mic] the parking in.

**Bridge Littleton:** Oh, I thought it was where the areas where you park your car, the sidewalks around the.

**Philip Miller:** [off mic]

**Chris Bernard:** Yeah I read it as [multiple speakers]

**Bill Downey:** A hundred thousand dollars just for brick in the pocket park.

**Chris Bernard:** That's how I read it [multiple speakers] it doesn't say parking it says park.

**Bill Downey:** I believe what that idea is it's not just in the pocket park it's eliminate the brick pavers everywhere and change it out.

**Bridge Littleton:** Gotcha so.

**Bill Downey:** Everywhere it's currently [inaudible].

**Bridge Littleton:** Okay [off mic] OK, so is that [multiple speakers]

**Danny Davis:** Here, let me share.

**Bridge Littleton:** It was the design that the arcade is all brick and then all around the other side of the building is all brick.

**Danny Davis:** Yeah. Let me share my screen real quick. And again, this all is still subject to tweaking.

**Bridge Littleton:** Oh, that's a lot of brick. I see.

**Darlene Kirk:** Yeah it is.

**Danny Davis:** Ok, you know, they initially had now they've already talked about getting rid of this one walkway here. So you can ignore this one. But coming up here under the arcade and then they also had some brick out front here and now a part of, I'm not advocating for Brick, I'm just explaining part of the rationale for using this was to draw your attention to the primary entrance point. So from the parking lot, this is a primary entrance point from Marshall Street, you know, coming up to the arcade. But those can be accomplished in other ways. I think that's the point.

**Bridge Littleton:** I think citizens, after the first time they come, they'll remember.

**Danny Davis:** Sure.

**Bridge Littleton:** So, OK, so you're talking about. All right, I got it. Yeah, OK.

**Cindy Pearson:** Oh I was thinking [off mic]

**Bridge Littleton:** I thought I was all in the parking area.

**Cindy Pearson:** Yeah. Is there any walkway in the parking area that's brick?

**Bridge Littleton:** I think so.

**Danny Davis:** I think it's all intended to be concrete along the parking area.

**Bridge Littleton:** The edge. So the edge is concrete and then it's the parking area. OK.

**Cindy Pearson:** OK.

**Bridge Littleton:** All right. Well that's helpful. Thanks Danny. OK. Yeah, that explains why it's one hundred thousand. Yeah. OK, so you know, let me just in the interest of saving time, let's everybody just look at this real quickly. [laughter] Well, no, I mean, I'm looking at it real quick. Like Village Green improvements, well of course, we want to do the Village Green improvements. [off mic] The big needle mover is the porch is in the arcade. That's a lot of money, and, you know, I'm curious if there's others. It'd be great to see if you guys had other approaches to accomplishing the same thing in a cheaper way. But if not, that's fine. I'm thinking of, what is it, Oh, trellises. You have a trellis instead of a

**Chris Bernard:** You mean like a pergola? [multiple speakers]

**Bridge Littleton:** Pergola. Yeah, yeah, exactly. A trellis that comes over, but it's open.

**Philip Miller:** It's open in the top. That means you've got rain and all the elements and weather and stuff like that. [off mic]

**J. Kevin Daly:** [off mic] we can issue umbrellas. [off mic]

**Bridge Littleton:** If they're going to have an umbrella [inaudible] from the parking lot anyway. All right. So what else is on there. Eliminate stucco and replace with Hardy Plank.

**Cindy Pearson:** No way. [multiple speakers]

**Bridge Littleton:** Eliminate the break room. No. Eliminate future staff space. No. Make public rest. No.

**J. Kevin Daly:** Absolutely not, I can see the lines.

**Bridge Littleton:** Admin office.

**Cindy Pearson:** No.

**Bridge Littleton:** [off mic] 10 percent, Oh offices sorry. I thought that was one office.

**Chris Bernard:** I think they mean the general administrative office area.

**Bridge Littleton:** Yeah.

**Darlene Kirk:** The whole thing [off mic]

**Bridge Littleton:** And reduce the command office [off mic] okay.

**Cindy Pearson:** No. [multiple speakers] Scratch.

**Chris Bernard:** You can scratch the whole page. [multiple speakers] It's good to look at.

**Darlene Kirk:** So [off mic] is out.

**Bridge Littleton:** All right. [off mic] So which one are you looking at? [off mic] Sorry, Cindy go ahead.

**Cindy Pearson:** And by going to tier two, you're really only saving three hundred and fifty thousand dollars for anything. That is beans at this point, you know, if you wanted to look at the walkways, OK, that's one hundred thousand, that takes your nine six back to nine five. But is that something you really want to do? Did you want the brick to make the statement, you know, so people know where to go? So I'm thinking even tier two really isn't necessary.

**Bridge Littleton:** So remember, we're not voting tonight.

**Cindy Pearson:** I know. I'm just giving them an opinion.

**Bridge Littleton:** I got you.

**Cindy Pearson:** [multiple speakers] opinion.

**Bridge Littleton:** I got you.

**Cindy Pearson:** You know, it looks like just tier one is the safest spot at this point, in my opinion. You know, I'm still a little this way on those walkways. But if we could seal them and make them some people didn't fail or the brick didn't come up, it would be different. But brick is a problem, especially here, because it's hot and cold all the time. [off mic] Yeah, well, whatever. [off mic]. But I don't know what other people feel like here. And this is all just a conversation on which tiers you think, I mean, we might as well start it.

**Bridge Littleton:** Well, I mean, honestly, we've all been given a lot of information right now. I would really prefer for us to not sit here for the next three hours and make sausage, live sausage, because, you know, I think it would be really good for each one of us to look at the list. See what we feel comfortable with, give our perspectives to Danny and he'll figure out a way to capture it from everybody. And, you know, again, 80 percent of this where we need to get to may just naturally come out of what we all put. You know, if we all pick 10 things, we may all pick the same 8 out of 10 things. And then we're really [inaudible] over is two.

**J. Kevin Daly:** So keep it within the tier family as opposed to [multiple speakers].

**Danny Davis:** I don't think it's an all or nothing. I want to be clear.

**Bridge Littleton:** It's not an all or nothing. We can pick anything we want. [multiple speakers] I mean, like if all we want to do on tier two is the bricks and on tier three we actually want to pick, I don't know, make up something that's fine. [multiple speakers] But I'm making it up. I'm not saying we are.

**Cindy Pearson:** And before we've done straw polls before to just see where everybody is, if you're comfortable or not. And our straw poll could be, are you comfortable tonight with I mean, are any of you set with what are you ready to decide or not? Sure we can leave this go until Thursday and think about it more. But we've already had, you know, a few days to think about this before we got here. I'm not trying to rush things, but I would like to move things along if we're ready.

**Bridge Littleton:** So, yeah, I agree. I'm not saying that we need to, you know, drag it out for a long period of time. But also, this is probably going to be the biggest vote any of us make on council ever. This is the largest commitment this town is ever going to make, or at least in our lifetimes. So I don't see anything wrong with take an extra day or two to make sure we get it right.

**Cindy Pearson:** I don't either.

**Bridge Littleton:** So and I can tell you right now, me personally, I am not prepared to make decisions tonight because I would like to go back and think about it and look at it. And like, if I'm trading this, am I giving that, you know, we want it to be right. We want to be right size. We want it be right scaled. But, you know, we want it to be. We want to be careful how we spend the community's money that's, you know, so and we don't have a meeting this Thursday. [multiple speakers] So, I mean, I'm not saying we wait. [multiple speakers]

**Philip Miller:** Don't start creating more meetings. [laughter]

**Bridge Littleton:** So [off mic] I think what we should do. Yes. I think that what we should do is, you know, all of us take. So clearly we're only looking at tier one and tier two unless you really see something on tier three that you say, hey, I think this is a good one, too. We're looking at tier one and we're looking at tier two and figuring out what we are comfortable with in terms of, you know, of reducing, you know. I mean, yeah, Chris go ahead.

**Chris Bernard:** Well I was going to say kind of to that point, the way I've been thinking about this and maybe we [inaudible] not in terms of, hey, we have this 10 and a half million dollar building and now we're cutting out parts of it. We haven't built the building yet. And I think we need to think about it is OK, we're somewhere in the middle here [inaudible] do you think about which things, you know, from the higher tiers that we want to add and all the things that we, you know, want to make sure we don't lose from the bottom two. Instead of, you know, we have this picture in our head and now we're just tearing pieces off of it, which can create a. Some kind of [inaudible].

**Bridge Littleton:** Yeah, yeah, yeah. Darlene was first,

**Darlene Kirk:** I was going to say if we each I mean, sent to Danny the list of what they have in tier one and tier two and put yes or no by it.

**Bridge Littleton:** Exactly.

**Darlene Kirk:** And he can kind of get an idea of what we agree on and what we don't agree on. And maybe if people could do that within the next couple of days, that would be helpful.

**Bridge Littleton:** I mean, does everybody feel comfortable getting that back to Danny by COB tomorrow?

**Darlene Kirk:** Oh, OK.

**Bridge Littleton:** I mean, at some point, I mean, we want to move it along. So and that really means each one of us sitting down for an hour and just.

**Danny Davis:** Yeah. I would say by midnight tomorrow. I mean, it can be

**Bridge Littleton:** [multiple speakers] by Wednesday morning you've got what you need to start pulling it all together.

**J. Kevin Daly:** And this meets what Cindy was saying about a straw poll. Basically, we're providing the straw poll to Danny.

**Bridge Littleton:** Yeah. And so, Danny, I think what you all you want to do is take tier one and tier two add a column, yes or no. And that's all we do, is just, you know, either print it out and write it in there or do it on a spreadsheet and email it back to him. So, Bud and Peter, do you guys feel comfortable with that?

**Peter Leonard-Morgan:** I do. I just got one question hypothetically at nine point four million, what does remind me Danny what that is? What the result is in the finances? I mean funding situation.

**Danny Davis:** Yeah, they. Yes, sir. Absolutely. So, again, there are some assumptions going into this. But but again, these are assumptions we're working under in conversations with Davenport, our financial adviser, as well as will be taken to the Finance Committee next week. We put out the RFP for for direct bank loan between six and eight million dollars and have a great proposal in hand for up to eight million dollars financing that debt services falls at a level that is affordable on an annual basis in terms of fitting within our budget and also our our current debt ratios.

**Peter Leonard-Morgan:** Is that the 517 a year.

**Danny Davis:** It's it's it's actually between 550 and 575 at the rate that it came in. The assumption was at a three percent interest rate, it would be 575 a year at that rate is still being finalized, but is less than three percent and in very favorable terms. So that being said, yes, sir, around 550, 570 a year, eight million dollars of debt. We are planning on the county grant again, which is in their CIP of half a million. The parking fund is fund balance, but it is designated fund balance that can only be used for parking purposes. So that gets you essentially to eight point seven two. We have already spent approximately \$300,000 or more in cash already on the project. So essentially that gets us to nine. And then any residual beyond that is anticipated that it would come from unassigned fund balance or surplus. And we're still looking at numbers for current fiscal year, but based on revenues, as we've been projecting for nine months and showing you and in fact, Julie just provided you in her latest report, we feel like we're going to be in that best case scenario than the most probable scenario. And based on the expenditures that have not occurred in the current fiscal year that we're in the budget for 21, we believe our surplus will be likely in the six to eight hundred thousand dollar range for current fiscal year, potentially even a little bit better than that. So there's a again, just hypothetically, if you went to nine point six, that would get to that point without touching our unassigned fund balance any further. And our unassigned fund balance is already two point two million dollars over our current fiscal reserve policy. So, I mean, continues to leave a significant buffer for other future expenses or needs that could happen in the future.

**Bridge Littleton:** Sorry, Bud go ahead. I didn't see you.

**Bud Jacobs:** No worries, I'm ready to put all this in an email to Danny. I thought about it a lot. This discussion this evening has been very helpful. Bill and Kevin, thank you so much for putting together the list of tradeoffs. Very, very useful. Before we before we close, I guess I would ask each of you if you've got any best practices, advice or guidance for us as we embark on the next stage of our discussions and deliberations with Danny and the mayor.

**Bill Downey:** I'll go first. And certainly I only speak for myself. I would encourage you to ask yourselves the question of what will future council members say about our decision in 25 years? Did they put us in a situation where we're having to deal with inadequate space perhaps or space that could have been what we needed versus what was built? All of our municipal clients. They range from large counties like Fairfax County to Loudoun County to the small towns and small cities. None of them finance or go through debt service borrowings for any soft costs and in many cases a percentage of the estimated hard costs and cash from the rest. You don't want to pay debt service on items like furniture, fixtures and equipment. You don't want to pay debt service on design contracts, construction management contracts. I would encourage you to think about cash funding as much as you possibly can within your capabilities. And I don't know what those are. But and then apply the 20 to 25 year test of what will future decision makers say about our decision on this facility?

**Bridge Littleton:** Peter, do you have anything else?

**Peter Leonard-Morgan:** Thank you very much, I appreciate everyone's input here. I can definitely have this [inaudible].

**Bridge Littleton:** Oh, Kevin, I'm sorry, did you have anything else to say?

**Kevin Fallin:** No, thank you, I think Bill covered it pretty well.

**Bridge Littleton:** [off mic] Yeah, I know. Will, you got anything? [laughter] Smart man.

**Bud Jacobs:** Will's day is coming.

**Bridge Littleton:** Exactly, yeah, Philip,

**Philip Miller:** I was just going to ask, is there any merit to us discussing the overall budget figures that were basically faced between right now? We're looking at the individual items, not the grand scheme of things, so that's just a thought.

**Bridge Littleton:** Anybody have any input on Philip's question?

**J. Kevin Daly:** Are you asking how high or what is our cutoff.

**Philip Miller:** If there's a comfort level, if there's concern. You know, just. I mean, obviously, Danny has at least one proposal from a bank in hand, it doesn't necessarily mean that that's the way that we're going to finance this project.

**Bridge Littleton:** But that's a financing question. That's not an overall cost question.

**Philip Miller:** Right. But I'm saying in that light, these are the numbers. How does everybody feel?

**Bridge Littleton:** Yeah, Darlene, sorry,

**Darlene Kirk:** I just going to say that I feel comfortable with the nine point four, whatever I do, I really don't feel comfortable with the cut offs, like for the eight point nine and the eight point five, I don't feel comfortable with those.

**Bridge Littleton:** Anybody else?

**J. Kevin Daly:** I'll go, I'm comfortable with the nine point six. [off mic]

**Bridge Littleton:** Bud.

**Bud Jacobs:** Well, this is actually a surprise to me, but I would be comfortable with the ten point five million figure if it came to it. Certainly nine point four or nine point six, whatever that turns out to be, is is palatable. And I'm actually quite encouraged by where we find ourselves, having gone through the discussion this evening.

**Bridge Littleton:** So I guess for me, I'm on the opposite end of this, No one. I mean, look, look. [off mic] No, no, let me finish. We're in a global economic crisis. Everybody's hurting. There's millions of people out of work. Jobs and businesses are struggling and. I understand Bill's point about we need to make sure we do the right for the future, but we also need to make sure we do right for our citizens right now. And the reason we were able to do the things we did was because we spent the last seven years acting very fiscally responsible. And living within our means and making sure we didn't get a Taj Mahal just because today we can finance and afford it. It absolutely stresses our debt capacity. There will be no more borrowing for anything else. Period. Borrowing done. We have fiscal reserves right now, and those are we all always said those are for a crisis. A building is not a crisis, we need to absolutely do the right thing for our town government, our citizens, our police force and our staff, but we also have to do it in a way which we can defend it and doesn't put the town in jeopardy when we have the next crisis four years from now. And remember, you know, I recognize we thought this was going to be six and a half to seven million dollars. It's going to be more than a million and a half more than that or more. But we have a fiscal responsibility and a fiduciary responsibility to look at these numbers, stress out over them as hard as we can to make sure we're living within our means because this two million dollar, it's not two million dollars, it's three million dollars when we finance it. And I have yet to hear, what, three million dollars of stuff we're not going to do over

the next ten years. Those waterlines we want to replace, we're not doing those. The other thing we wanted, this other event we want to fund. We're not doing that. I mean, this is absolutely needed. But we got to recognize it is also taking away future choices. And I'm OK with that. But we have to all recognize that we are closing decision space because we're spending millions more than we planned. So and at the end of the day, we're all going to make a responsible decision. I have no doubt we're going to get there and it's going to be fine and I'm going to be very, very happy with it. But this should be probably one of the biggest things we sweat and fret over, because it's this should be hard. And I am absolutely stressed out over this. [off mic] Well, the last thing I'll say is because I remember and I said this before, when this town was near bankruptcy because of bad decisions made on infrastructure, because of bad decisions made on the water treatment plant and all this stuff. You know, on the parking lot, that stuff, those were all infrastructure costs that nearly damn bankrupted the town and the town had to go to taxpayers and ask them to pay their taxes early to make payroll. And we're in a really good situation right now. But God only knows what can happen when we have the next pandemic or whatever. So, I mean, I know I'm preaching and I really do apologize, but I just don't want to see the next Danny figuring out what staff he's got a fire in 10 years because we've got, you know, an elephant around our neck. I'm not saying we will, but anyway, I'm sorry. Go ahead.

**Cindy Pearson:** And thank you for saying what you did. But we also I lived through that bad management that we had here. But we also have to remember we're making a commitment to build a new town office at this point would you rather we didn't?

**Bridge Littleton:** No, it's only going to get more expensive? What I'm saying is we shouldn't just go, oh, it's just a million. It's not just a million. It's a lot of money. And that's a decision we're not going to do on something else. Right. That's all.

**Cindy Pearson:** With that. With what?

**Bud Jacobs:** Well, I take issue with that, Bridge. I'm not sitting here saying it's just a million. [off mic]. I'm looking at what the actual costs are and what the implications are for the building. It's also not correct to say that we planned for a six and a half million dollar building. We did nothing of the sort. We put a place mark in the budget for six and a half million dollars. And in hindsight, maybe putting that number out there was a mistake because it created expectations that we were only going to spend six and a half million dollars. The first actual planning that's gone on for this project that I'm aware of is what we're doing this evening. So I think I understand the angst that you feel. We all feel it. But there are two sides to the coin. And being fiscally draconian on this issue is not going to get us very far.

**Bridge Littleton:** So Darlene, I know you're up. I just want to say. Bud, I totally understand what you're saying. And again, this is not this is just these are two it's just different viewpoints. And they're not right. They're not wrong. They're just viewpoints. And everybody's bringing their own experience. And so. I did not mean that to take issue with, you know, anybody, if any, if somebody believes firmly believes that's the right decision to spend whatever dollar value, that's totally fine. Right. Because I know everybody is making the decision they feel is in the best interest of the town and everybody has the right most pure motives. It's just we're bringing different stuff to the table and it's impacting the way we view it. So it's totally fine. Anyway, I'm sorry, Darlene. Go ahead.

**Darlene Kirk:** I just had a question for you. You said, have you talked to the Finance Committee about this and gotten their input and their thoughts?

**Bridge Littleton:** I mean, so we talked to them not at this level. I mean, it was the last time we met the numbers we were talking about were, you know, not not the top total number here. I mean, what did we, we sort of floated eight.

**Danny Davis:** Probably, and it was it was at that time that we started building in that conversation of flexibility with the options before us. We have not again, we meet with them on Tuesday, next week. So that will be the opportunity for us to discuss with them here's where it came in. Here's what we're working on from their perspective here's what we got on the financing side, the other revenue sources. And this is what if we invest cash at these we can, you know, levels if we don't have an answer, at least we can say at these various levels, this is what it does to our fund balance amount and then get the recommendation from the committee at that time. And if I may say just two quick things. One, I agree with you 100

percent that when you choose to finance something and especially, you know, at this amount, it's a trade off because there are things you can't finance in the future. I do want to be clear, though, that the debt ratios that we look at for utility fund are separate than what we look at for general fund.

**Bridge Littleton:** I understand that. I'm just saying dollars are dollars.

**Danny Davis:** But if I just may I mean, a choice here does not reduce the opportunity for waterlines in the future.

**Bridge Littleton:** Sure it does, because in the past we've had to borrow from the general fund. The general fund didn't have it. There was no borrowing of it.

**Danny Davis:** The second point of that is unassigned fund balance that we're talking about potentially using for this project is above and beyond fiscal reserve, which is one hundred and twenty five percent of annual operating expenses. And so I just want to be clear that when we use terminology that the unassigned fund balance is the fiscal reserve is what is set there as the quote unquote people use the term rainy day fund, the world hits another economic downturn, what have you. It's always great to have more than your policy amount on the rainy day fund. And I will keep that. And we are the most blessed jurisdiction in the U.S. right now to have that kind of buffer. But I just want to be clear, too, that we're not recommending ever at all to use the rainy day fund or the fiscal reserve for this capital project. And I just want to make sure that's clear.

**Bridge Littleton:** No, I understand that. I'm not saying that you are. What I'm saying is in five years from now, we hit another global economic meltdown, which was worse than 2018 and we go into negative revenue position for four years, it can disappear like that. That's my point. And we're using two million or more potentially to Bill's recommendation, more to, you know, not debt fund. OK, well that's cash that's now gone. Disappeared. No, it's not about the reserve. It's about the extra beyond that, that money is gone. So that's all I'm saying, I mean, you know, but there were times in the Middleburg whatever we were running surpluses and then we, Cindy, how long did we run basically on gas for 20 years. [off mic] Yeah. Anyway. Any other or actually, Bill, did you guys have anything else?

**Bill Downey:** No, sir. Nothing else from me.

**Kevin Fallin:** Nothing from me either.

**Bridge Littleton:** Danny, do you have anything else?

**Danny Davis:** I don't believe so. I will send the Excel spreadsheet with a additional column that says remove from design. Question mark. Yes. No. And you can just say in there, yes or no. Is that a fair and appropriate. Or do you want me to say accept change?

**Bridge Littleton:** I would say keep or not keep. OK, and you can write keep so that way it's clear, you know.

**Danny Davis:** Well, the only problem is we're showing them as reduction. So if you say keep, are you keeping the reduction or keeping the item. [off mic] I'm sorry?

**Bridge Littleton:** Keep the item. We want to keep the item. [off mic] Yeah. There you go. Cut, not cut. There you go. All right, Darlene. You got it. [off mic] Well, let's do this. Let's Danny, get all your stuff to Danny. So he has it Wednesday morning. You guys can put it together and see where everybody came in on whatever items and how do we want to do this? I mean, clearly, we're not. I don't want to do it.

**Danny Davis:** Yeah, I think one question for you, and I realize we want to continue the project without delaying it much, much further. One question for you is whether you would rather hear from the Finance Committee before you make a final decision on this. And so we have a finance committee on the 20th and we were intending to bring those recommendations back to you on the 22nd at your council meeting. And if you endorse those recommendations and financing, we'd be advertising a public hearing for the debt in May. So we have a plan to. I'm just suggesting

**Bridge Littleton:** Here's the challenge. I don't I mean. Yeah, I don't think the Finance Committee is going to tell us anything new, their question is, is this financeable based on the town's current fiscal status or not? And the answer is clearly yes, of course we can. Of course, we have the money to do it, even if it's ten point five. The question is, you know, are we being are we spending wisely? That's the real question is are we spending wisely?

**Danny Davis:** That's fine.

**Bridge Littleton:** I mean. I mean, yeah, I don't. I mean, Bud, Peter, do you guys want to get the feedback from the Finance Committee or.

**Peter Leonard-Morgan:** No, I personally, I want to hear what they got to say, but I think that we can make a decision before that based on what we all know right now.

**Bud Jacobs:** I agree with Peter.

**Bridge Littleton:** Ok, and you know what the Finance Committee is going to meet anyway. So if some revelation comes out of that they can always raise the red flag and say, oh, my God, you missed this. So, all right, let's assume they'll be fine.

**Philip Miller:** It's not like we'll have taken out the loan by then.

**Bridge Littleton:** No, exactly.

**Philip Miller:** I will just say that you know, I appreciate everything you guys have done to put this together with I know it's been a lot and I know it's been demanding. And I think it's great that we've all had this discussion. You know, I think the problem we find ourselves having is that we're in the catbird seat financially. Right. But we're also in the middle of a global pandemic economic spiral. But we also have to program for the next potentially 50, 60 years for this building. And, yes, it can always be added on to in the future. And I'm sure it probably will be. You know, from what I've been reading lately, and I'm sure that there are economists on both sides, but like, you know, I read an article today, Jamie Dimon, the head of JPMorgan Chase, had a very sunny disposition for a very aggressive, you know, economic outlook for growth in the next couple of years coming out of this pandemic. And I've seen a couple of other predictions of that and, you know, hopefully we find ourselves in that case or we're able to maximize on our ability to pay for this, maybe even early if things change, but we won't know that, you know, we've just got a program and we've got to trust our gut. We know what we can finance right now. We don't know what's going to happen in five, 10 years. We're going to all be wearing masks still then. So, you know, it's definitely a difficult decision as Bridge said. And I appreciate his passion on it. It is going to be the biggest vote we've ever any of us will ever do on council, so take it seriously and you know, think twenty five years. And look, it worked out.

**J. Kevin Daly:** To follow up with it, all you can do is make the best decision with the information you have on hand today, because I can tell you from personal experience, I was supposed to be retiring from the military September 14th, 2001. That didn't happen. No one anticipated 9/11. And I didn't retire until 2005. So we got the information that's the best we can get today. And I'm optimistic for the future. But we do have to be fiscally responsible and we have to look at all the information and make our decision.

**Bridge Littleton:** So let me recommend this let's plan on not meeting in person. Let's just plan on having a call on Thursday afternoon. Do you guys have a meeting on Thursday, [off mic] oh, you're doing the HDRC meeting. Oh you're doing the building that's right. [off mic] Yeah. How about Wednesday? At like 5:30, let's all just Zoom in. I mean it could very well could be very easy. [off mic] Danny will have the results [multiple speakers]

**Rhonda North:** We'd have to call an emergency meeting or a continuation of this meeting instead of adjourning this meeting. Continue the meeting until Wednesday at 1:30.

**Bridge Littleton:** Wednesday. Everybody can do it via log in. [off mic] Yes, five o'clock all right with everybody.

**Bud Jacobs:** I'm going to have to juggle. No, I'm going to have to juggle some stuff, but I can do it. So five or six on Wednesday is fine.

**Bridge Littleton:** Yeah. We'll shoot for five [off mic] [laughter] Bud's going to have to get that from Augusta pretty quick. So, no, I mean, I think we all want to cut these guys loose and let them know what our parameters are and so they can really, you know, turn and burn and get moving. I want to see this get moving too. And so, yeah, get your input back to Danny tomorrow night, any time you can. Yeah.

**Danny Davis:** And one last question on the in addition to the cut not cut, do you want council to each give a preferred not to exceed dollar number? [multiple speakers]

**Bridge Littleton:** I mean, like, I, I think that's going to be tough because it's about the choices. That's fine. The choices add up to what the choices add up. I mean, I would love to say no more then, but that. What's that. [off mic]

**Philip Miller:** And we're going to go through all that with after finance goes through we get the final bids back from the banks. You know.

**Bridge Littleton:** And I can't remember who was who said it. But it was like, you know, all the things on number one. And I think like Bill and Kevin all said, those are all reasonable things out of the gate. Like the I mean, the paver one is the one that's kind of up in the air. Right. Because there's a couple of choices there. But like the HVAC thing. I mean, that's like, duh, you know, OK, that's easy. So yeah. So Danny, get that sheet out. It comes in where it comes in and then you can we'll figure out how to get that back out to everybody and then we'll get together at 5:00 on Wednesday. So, Cindy, how do we. Rhonda. How do we adjourn this as a continuation?

**Rhonda North:** You're not going to adjourn the meeting. You're going to recess the meeting until Wednesday at five p.m.

**Bridge Littleton:** All right. OK, Bud or Peter, anything left from you guys?

**Peter Leonard-Morgan:** No, Thank you very much, everyone.

**Bridge Littleton:** Good, OK, Bill, Kevin, thank you all very much. Will appreciate it. And the meeting will stand in recess.

**April 14, 2021**

**Rhonda North:** Sir, if you'll just reconvene the meeting.

**Bridge Littleton:** All right, I hereby reconvene the meeting. I hope everybody was able to use the restroom during our recess. [laughter] I don't want any I don't want any complaints they don't have enough time this time. OK, so hang on one second. Let me pull up. OK, so I call this special meeting back to order. Next item we'll do the roll call. I will go around the room. I'll go first Bridge Littleton. Cindy.

**Cindy Pearson:** Cindy Pearson.

**Bridge Littleton:** Bud.

**Bud Jacobs:** Bud Jacobs.

**Bridge Littleton:** Philip.

**Philip Miller:** Philip Miller.

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** Peter Leonard-Morgan.

**Bridge Littleton:** Kevin.

**J. Kevin Daly:** John Kevin Daly.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** Darlene Kirk.

**Bridge Littleton:** Chris.

**Chris Bernard:** Chris Bernard.

**Bridge Littleton:** Danny.

**Danny Davis:** Danny Davis

**Bridge Littleton:** And Rhonda.

**Rhonda North:** Rhonda North Town Clerk.

**Bridge Littleton:** Excellent. OK, going back into the discussion that we left off with. Oh, that's good. Rhonda I'm denied access to your attachment.

**Rhonda North:** You're kidding.

**Philip Miller:** Do you want me to resend it?

**Bridge Littleton:** No, it's OK. I'll pull it up from earlier. Let us. So I guess where we left off was everybody giving their input to Danny, the team. I think the next item would be good would be Danny, if you want to go through sort of what you got back from everybody in terms of, you know, where there was a majority and or close to majority and there is anything else where there was a couple, but maybe not necessarily a majority. We can discuss those.

**Danny Davis:** Absolutely. Yes, sir. And so I'll walk through those. The Tier one options from the prior memo all received either full unanimity or you honestly, there is one or two options that one person said, well, maybe we shouldn't do this or we should just consider it. And and frankly, I'll tell you, one of those was the stone water table height. It's a low dollar savings and it's one that I think we'll continue looking at as we go through the design anyway. So it might be those savings are achieved in another way. So but the tier one options, including the space options of the the council office, reducing the chambers, the chambers lobby, the training room size and reducing the regular lobby areas, those all received full support. And the additional one from tier two was the looking at the brick pavers on the sidewalks and just looking at an alternative to that, whether it's a full replacement of concrete or a partial replacement. But I think I got, you know, general feeling from most council members that that's that's an amenity that could be reduced off the program. And so we're going to show it as a

full reduction at this point, but continue working with the landscape architect on things so it doesn't look so stark. But again, that's that's continuing to be designed out. I will mention, just for clarity's sake, two items. The parking area we heard clearly from council, the desire to have a hybrid type approach there. So that could be everything from an asphalt driveway to other permeable type surfaces and the parking spaces or something like that. And I don't want to really get too detailed into that right now. Our goal is to talk to the civil engineer on the design team and figure out what works best, what's a long term solution with hopefully the least amount of maintenance cost, too, so that we can use that. And so we heard loud and clear that we want to achieve savings. We don't want to go full asphalt. And so we're going to find a compromise type solution there.

**Bridge Littleton:** So Danny let me ask a quick question. I'm going to assume that the parking lot, that the work that needs to get done in terms of architectural and engineering is not contingent on us finalizing a parking lot decision right now.

**Danny Davis:** That's generally, generally true. But there's there's different pieces of that. I mean, with the floor plan, obviously does not have any is not implicated by any changes to parking. But I would what I would come back to you and say I don't have enough information to give you to be able to make a formal answer today what that solution should be for parking.

**Bridge Littleton:** No, no, that's not my question. My question is this. The architectural and engineering work that needs to get done for the building and the building alone. So if we come out of council tonight and we're all set on what we want in terms of the required or the reductions in just the building, that work can start, they can go tomorrow and start designing ducts and load bearing walls and all that kind of stuff, because what material we're going to use for the parking lot doesn't it doesn't affect that.

**Danny Davis:** That is correct.

**Bridge Littleton:** OK. That was my question. That's good. Don't need anything else. That was my question. Yeah, that's it. That's the limit of my question.

**Danny Davis:** So with that, that's tier one, along with the one item from tier two that received a majority as we get into the remainder of tier two. There was there were a couple of council members that supported looking at further reductions of the council chambers and elimination as much as possible of the chambers lobby with predicated on the assumption that those could be done without a wholesale redesign of the project. They do serve kind of as their own wing in the building. So I think they could be shrunk without impacting the complete layout of the administration and office sides of the building. That being said, as I kind of put in the memo, we are going to take the effort in the the approach that we should right size that space. It should be appropriate for the needs as identified. If that means it's a little bit less, that's great. If it means it's right on track as planned at 1280 for the council chambers. That's great, too. But that being said, I did not hear a majority indicate that they want to specifically direct any further reduction of those two spaces. And then the final option that was supported by a couple of members was to completely eliminate the police training room. So those are the three spaces that had a couple votes in tier two but did not receive a majority.

**Bridge Littleton:** Ok, so listen, I think we and just as a heads up to everybody, I will have to actually leave at 5:30. I've got a COLT meeting in Lovettsville. And I say that with all due respect to the top town of Virginia, but it takes, you know, like 50 minutes to get there. So I'm gonna ask that we do this. So I guess really what's sort of on the table is talking about the council room and the council vestibule and then the training room. So, yeah, let's talk about the council chamber and the vestibule first. So go ahead.

**Danny Davis:** At the current reduced size in taking the tier one option, the council chambers is anticipated to be no more than 1280 square feet. That's the program size identified in the space needs study by [inaudible]

**Bridge Littleton:** Down from what?

**Danny Davis:** Down from. Well, one of the iterations they showed us was 1430, so about 150 square feet. So 1280 was the original number they had programmed in the space needs study. The intent is to have an 11 seat dais, that has seating for 50 persons in the audience. And then, of course, all the appropriate, you know, egress for council to get to a side room behind you for obviously the public has to have a certain number of egress points for a room that size. Along with that, the initial council chambers lobby or vestibule was intended or was programmed in that first draft of over 600 square feet. It was about, I want to say, about a ten foot wide kind of lobby, maybe a little bit wider, and then, of course, the full length of the chambers. And we're proposing to shrink that essentially in half. You know, and again, how we get there, it remains to be seen. But I would just caution to say that if that gets too narrow, then you've created a fairly, fairly narrow hallway that could even be narrower than some of the other corridors in the building. And so its functionality as a lobby could become limited in that scope. So with that being.

**Bridge Littleton:** Said, so let's do this real quickly. I think let everybody let's just go around the room real quick. Everybody take one, and avoid jumping all over the place. Everybody take a minute. If you need it, give your input on the council chamber and the vestibule area, and then we'll sort of see where everybody, you know, falls out. I'll just real quickly go first. I would say I mean, I don't think there's a need for a separate vestibule from the opening entryway of the foyer. I want a nice big foyer. So, I mean, my view would be if we want the square footage in the council chamber, great. If we want it in the open lobby, great. But, you know, lobby doors into the council chamber, I would take one or the other. But I don't think we need three pieces. I don't think we need to where you walk in then there's little separate other thing. Then then you go the council chamber. You know, it's I think it's I mean, we're already going to seem to accommodate fifty people in seats and we've been all on council pre covid and the most we ever get is five. So we've got enough seats for ten times the average we get. I know maybe once or twice a year we get a bunch of people who come and, you know, we'll be accommodated for that. But that would be where sort of my head is so if we have a vestibule. Great. We should shrink the council chamber. If we're going to get rid of vestibule, then let's keep the council chamber where it is. But I don't think we need both. Cindy do you want to go next?

**Cindy Pearson:** Ok, I think unmuted now, I don't have the right paperwork in front of me there it is. Thank you. Let me look at this a minute and then I will make a comment.

**Danny Davis:** Can you see that fully? [multiple speakers]

**Cindy Pearson:** Yeah. Your file is there now. [multiple speakers] So with this but I don't remember the cut of funds that matters. I mean, that is affected with this, with changing anything.

**Danny Davis:** Now if I may be the part of the challenge here is, you know, there still is going to be some required space for hallway egress and all of that from the chamber as well as to the executive conference room. So as we got into tier two, I am going to scroll this page and I apologize, we had that listed generally as about a fifty thousand dollar savings, approximately 200 more square feet, a reduction again, some general numbers there. But you still have to maintain a hallway at least to get over this way. You can see my cursor and then, you know, you have to have some egress points from this to the outside. Right. Right.

**Cindy Pearson:** You know, I thought that what we had in tier one and just the I think it was the one the first thing on that list that we sent back into you was all that needed to be changed. I don't think this nor the Police officers workout room should be changed at all.

**Bridge Littleton:** Cindy nobody voted for the police officers fitness room.

**Cindy Pearson:** Oh, OK, good. Well, that was in the comments a few minutes ago.

**Bridge Littleton:** No, it was the police officers training room.

**Cindy Pearson:** Training room. That's what I meant then.

**Bridge Littleton:** OK, I lost everybody's picture now, damn it. So we had Bud.

**Bud Jacobs:** I can I could go along with the reduction that Bridge proposed. The conference room not not going to fall on my sword for that and looking at the schematic, it seems like it might make more sense to take it out of the council chamber. Right.

**Danny Davis:** Scroll down to where you can't see this too much.

**Bud Jacobs:** Yeah, I sort of got it. I can I can see it OK, as I say, I don't it's either or I agree with Bridge. If I had to if I were forced to make a choice, I think I almost would keep the lobby vestibule space and reduce chamber. And the reason for that is in those rare occasions when we do have 75 or 80 people, I at least would prefer to have them in a holding pattern outside of council chamber as they come in individually to address us, but not a strongly held view.

**Danny Davis:** Can I ask, Mr. Jacobs your earliest comment cut off just briefly, you said something about a conference room.

**Bridge Littleton:** He said he was he was fine keeping the training room.

**Danny Davis:** Keeping the training room.

**Bridge Littleton:** Yes, Bud I got that right. Right?

**Bud Jacobs:** You guys have lost me. This is reducing the training room size question.

**Bridge Littleton:** No, no. I think it was on the list was eliminating the police specific training room, which I think you said you wanted to keep that.

**Bud Jacobs:** That's right. Yeah. I'm sorry. I did want to keep it.

**Bridge Littleton:** Yes. OK, Chris.

**Chris Bernard:** Sorry I had to unmute myself. So my general thoughts are along the same lines. I don't think we need both the expanded lobby and, you know, extra council chambers space. So if we can leave the training room and we can cut a little bit about a little bit out of either of the lobby or the council chambers, I don't really care which then I'm on board with that. And I think while we're while I'm not mute, I think I was the one who

said, let's leave the water table. It was only twelve thousand dollars in savings. And I think it will look good, that's all.

**Bridge Littleton:** So everybody blame Chris. OK.

**Bud Jacobs:** That's actually my default position blaming Chris.

**Bridge Littleton:** Oh, it's standard in the town government. [laughter] OK, next is Peter.

**Peter Leonard-Morgan:** Thank you very much, Mr. Mayor. So I'm looking at the picture on the screen here, and I think I would agree that we could reduce that. In other words, we can take out that yellow part of the council chamber and take out the blue part of the chamber lobby, which we already talked about, but keep the yellow bit of the chamber lobby. In other words, as we look at the picture right now, the only thing I would take out is that yellow section underneath council chamber, the words council chamber. If that makes sense.

**Danny Davis:** It does, yeah, for what we're hearing that that makes sense and and I don't want to confuse the conversation at this point. But, you know, there is one piece of this where we want to work with the design team to make sure that geometrically this space works and so.

**Peter Leonard-Morgan:** If the blue bit sorry, the yellow the of the lobby has to stretch slightly. I don't know if that's what you're referring to.

**Danny Davis:** That or if the second reduction in the council chambers may be off the width, not off the height, if you will, and we tweak some of the other, you know, again, part of this gets down to we have a target that we're going to try to achieve, but that, you know, if we're trying to get to that point.

**Peter Leonard-Morgan:** And regarding the training room I had, my opinion had was and still is that we could reduce the size put we need to keep a training room of some sort for the police department.

**Danny Davis:** Got it.

**Peter Leonard-Morgan:** Thank you.

**Bridge Littleton:** OK. Next is Philip.

**Philip Miller:** I too said keep the water table. I think if we can reduce a little bit out of the council chamber, that's fine. It's not my personal preference. I think you're going to probably run into acoustic issues with the design of it, because it's going to be essentially a pretty long rectangle. And I think I definitely don't want to take any more out of the chamber lobby, because if we do go into closed session and we have say press, they need a place to go. And with the training room.

**Bridge Littleton:** Philip that's what the executive conference room is for, that's where we will go in closed session now. we will have a separate room for that. So people can actually, the whole point of that is the people don't have to leave the council chambers.

**Philip Miller:** Well, we may have we may find ourselves where we have our whole staff. We can't get it. Can we get everybody in the executive conference room? [multiple speakers] Yeah. Well, I still say that I only support the tier one, I think it's going to make it look very strange and I think it's going to mess with the overall feel of the size. It's hard to grasp it here, but when you use a tape measure and kind of did some rough outlines

of how wide that is going to be by comparison to the other corridors, and I think it's really going to make it feel tight.

**Bridge Littleton:** Ok, who is next, Darlene.

**Darlene Kirk:** Can you hear me? OK, good. Danny, how wide is that chamber lobby going to be if we did cut it in half? Approximately.

**Danny Davis:** Kevin Fallin, do you recall on the schematics, how wide it was originally? hold on, Kevin. Kevin, you're either muted or we need to give you the ability to talk. Hold on. Sorry, Darlene, we're going to try to get Kevin on audio. It was and maybe Kevin, you can nod. It was, I think, 10 or 10 feet, give or take.

**Darlene Kirk:** That was half.

**Danny Davis:** Yeah, we were talking about cutting it about in half, and again, there may be some some side changes that save some square footage, too. So, you know, at this point, it was probably down to, you know, between five and six feet and width, which is narrower than some of your other public corridors. But again, that that all geometrically ends up being kind of reviewed as they squeeze it up.

**Darlene Kirk:** So you're saying that now, if we agree to this, that it's going to be narrow five to six feet wide, not 10 feet.

**Danny Davis:** So that's what the tier one reduction would be, between five and six feet in width likely, again, making sure we meet all egress requirements. If the question at this time is whether to completely eliminate the chamber lobby, at which case the chambers themselves, the doors would essentially open either into the upper corridor or the doors would open into a small hallway, which, you know, would have to meet minimum requirements but have a basically a small corridor over to the conference room, but then have no lobby on this side as long as egress can be accommodated. Kevin's back now, hey man.

**Kevin Fallin:** Yeah, well, it was right at 10 feet width for the chamber lobby.

**Danny Davis:** Ok, so again, Darlene, not to engineer it on the spot, there would have to be you know, we'd have to figure out how those proper egresses occur and doors open, whether it's into a narrower hallway or just straight up into the up and down corridor of this way.

**Darlene Kirk:** All right, I don't want to do anything to the police training room because I can see at some point, maybe even Rhonda wanting to do some of the training that she does maybe use that room rather than use the council chambers. So I would like to keep that. I don't want that lobby too small. It makes people feel claustrophobic. I [off mic] we have to remember we're building for the future. And the other thing, as I was the one that suggested that we put a bathroom somewhere between the council chambers and the executive conference room, I don't think [off mic] running out to the public restrooms. I think it'd just be a smart idea to put a small one [off mic].

**Bridge Littleton:** I know I missed one person, Kevin Daly.

**J. Kevin Daly:** The other Kevin, tier one, we want the right size. That means do the value engineering and add the room size to meet what our space needs survey was. The council chamber we said that should be 1280. I want to try to stick to that and I agree with Bud and a couple of the others. If you make that, I don't want to see the chamber lobby completely disappear and cutting it in half by [inaudible] feet. That's it. That's awfully

narrow and tight. So I'd rather not. I we're going to be cutting the council chamber from what did we say over 14 back down to 1280. I think that's going to meet our space needs without taking away anything from the chamber lobby. We need that egress. We need that ability for people to congregate, move in. And as I said, the police training room needs to be right size to the survey size and the space needs. So all of tier one I fully agree with I don't want to see the chamber lobby packed up and we put the council chamber at 1280.

**Bridge Littleton:** Ok, and I apologize, I'm going to have to leave here in one minute, but so some people provided input on the police training room, some didn't. So I can remember who did and who didn't, I think I can actually. So I guess for those of you who didn't say anything on the police training room, we're going to take that now. This would be my input on the training room. Danny, can you slide the you up so we can see the training room? OK, good. Yeah, right there. So no no no, back down a little bit. OK, my view of the training room would be this. If we're going to keep it, I agree with most everybody's input that it's the right size. So going to, you know, taking that blue sliver off I think is good. And, you know, if this doesn't require a redesign, all we're talking about is moving walls. That is totally you know, we can totally do this. And I know it's designed on the spot, but here's the reason why I would like to move it to the interior of the building so that there is a door which is magnetic or whatever that can be accessed from the exterior hallway, because this shouldn't just if this is going to be a space which is for training, it also can be a space for meeting or anything else. It should be easily accessible to everybody in the administrative side of the building or even members of the community. Now, A.J., it'll be in it'll be in the police area zone. AJ will control the use of it for when he wants it. But when it's not being utilized, I think we would want it to have had to be easily accessible by the administrative staff and or like us or Will or whatever is needed. So having it touching that interior corridor makes it that way. And people don't have to traipse all the way through the police department creating, you know, disruption or whatnot. So, you know, if we're going to keep the training room, that to me would be a way in which we can help justify the expense because we're making it useful for more folks. Which, by the way, is, you know, half of the reason we're doing this, we're doing as many things with this building as we are, is because we want to be accessible by as many people as possible. So that's kind of where I am on the training room.

**Darlene Kirk:** Hey, Bridge. Well, I mean, couldn't they I mean, literally just swap the the training room for, say, the records room and patrol equipment room type of thing on it, and then we would have a more easier access if we wanted to. They could swap.

**Bridge Littleton:** Yeah. I mean, yeah, yeah. Darlene, I'm thinking yeah. I mean literally slide that where it says interview room, server room and evidence storage. You can literally and I know I'm designing on the fly, but you take literally take the training room, turn it counterclockwise, 90 degrees, slide it there and then just move those things over to where the training room is. I agree.

**Danny Davis:** If I may, Mr. Mayor. I agree. You know, trying to design on the spot doesn't work. But I hear what you're saying. And from my perspective, I don't see any challenges operationally from a police operational standpoint, like you said, it would have a secure entry into the police space and then but leave it available for the public or for other staff use. So from a from a staff standpoint, I realize you're having council conversation. I think we can ask our team to find a way to try to fit that into the design. There will be some challenges as we work through that, but I think that makes sense.

**Bridge Littleton:** Yeah. I mean, I'm assuming most of these are non-load bearing walls, so you're just talking about moving sheetrock and, you know and studs or whatnot.

**Danny Davis:** So, yeah, I mean, we're not a structural design yet. So that's that's all you know.

**Bridge Littleton:** Yeah.

**Bud Jacobs:** It's a good idea.

**Peter Leonard-Morgan:** When you say the public using it, you're not talking about the public public are you. Because it's in the police department section. Or if the public is going to use it will there be other doors that are lockable so they can't get into the police area.

**Bridge Littleton:** Yeah. So Peter, I would say exactly that. Make it secure for the police area and all that. I mean, you have the right security. And if we want to make it useful to the public, that can be at AJ's discretion.

**Danny Davis:** If I may. That's like we've done on the admin small flex conference room where I'm moving my cursor. Currently we have a public door in from the hallway. This door from our secure hallway area would be magnetically or secured, so you'd have to badge through it to get out this door.[multiple speakers] It's the same idea on the police side.

**J. Kevin Daly:** Would this be more appropriate for the planning committee to work out the nuts and bolts of these plans?

**Bridge Littleton:** Oh, totally, yeah. Kevin, I would just I was just saying, you know, if everybody is in agreement, you know, that this is should be more than just, you know, a training room for police officers that we want to make it be able to be useful for multiple things. The bad thing of where it sits right now is, you know, if seven people from the town office and a couple other people want to use it, they got to all traipse through the police office [multiple speakers]

**J. Kevin Daly:** Don't want us getting down to building. What do you call it? [multiple speakers] to leave in a few minutes.

**Bridge Littleton:** Hey, Kevin, I just, you know. Yeah, absolutely. You guys figure it out. But I just want to make sure. Is everybody on board for, is everybody on board for that definition?

**Peter Leonard-Morgan:** Sounds good to me.

**Bud Jacobs:** Absolutely.

**J. Kevin Daly:** Then we'll work to make it happen.

**Philip Miller:** I would like to just know if I get those records. Room control equipment, room evidence storage, if there's a reason why they're in an interview room. Those are interior rooms without windows. Is that a requirement for those particular rooms?.

**Danny Davis:** We'll do a double check on that just to make sure I know the original design was intended. So that space that is used for occupied space, like offices and training, things like that, would have windows into more service related rooms like evidence.

**Bridge Littleton:** Philip, take over. See you guys later.

**Darlene Kirk:** Bye.

**Bud Jacobs:** Bye.

**Danny Davis:** Kevin, is there any idea where of Kevin Fallin that would require those to be interior?

**Kevin Fallin:** And I don't know if you know that. I mean, I don't think they want to have windows on the interview room, but there's nothing that says we have to have windows all the way down that side of the building. So I think we can kick it back to the design team. They're up to date of the requirements for the adjacencies and the specifics of each room and let them work through that and come back to us with a plan that achieves the goals that you've set out here tonight.

**Philip Miller:** Cindy, you had your hand up.

**Cindy Pearson:** I did, but you got it. Thank you.

**Philip Miller:** All right. So to move this thing along. So I guess here are the issues that we're discussing. Police training room, move it if it doesn't cause a whole redesign. Right size to the to the right to the down to the original. [multiple speakers] To the space needs. Potentially reducing the council lobby, potentially reducing the council chamber and the water table. And then I guess, Darlene, You had add a bathroom, right?

**Darlene Kirk:** Yes, I did. I just think the bathroom makes sense, we always run out of here quickly when we had the one or five minute breaks and just having a quick little bathroom. So I actually had it down in the corner. Oops, I messed up. Am I on still?

**Danny Davis:** We can hear you, we don't see your screen though,

**Darlene Kirk:** Ok, don't worry about seeing me. I look really crappy today. But anyhow, I think it's just would be nice to have that somewhere in that little corner and then it kind of goes in somewhere in that area. Have a small bathroom like we have here now. We all run out quickly. And I don't think we want to go out to the public area and do it. And I don't think it would costs that much truthfully.

**Philip Miller:** I think it's a great idea, actually. As long as we can make it fit without it being too expensive, we can run the utility to it. And, you know, we can make it feel like Danny and I were discussing earlier about the ideas you had to make it. So actually it was Rhonda's idea. Credit where it's due. We want to make sure that it also feels like it's a private space, even being in that executive conference room. Yeah. So it might need to have sort of a side entrance so that you have more of a buffer if people are meeting in that room. Why don't we how does everybody feel about going around the room and I will just ask everybody, or if you're for or against each one of these items and then we know where we stand and we can make a motion and go eat dinner.

**Darlene Kirk:** Good idea.

**Philip Miller:** Ok. So Cindy, why don't I start with you?

**Cindy Pearson:** OK.

**Philip Miller:** Police training room, are you good with moving it as long as it doesn't cost a whole redesign or would you be against that?

**Cindy Pearson:** No, I'm OK as long as it doesn't cause a world of problems. Yes.

**Philip Miller:** And are you good with rightsizing it to the study?

**Cindy Pearson:** Yes.

**Philip Miller:** Ok, what is your thought on shrinking the council lobby?

**Cindy Pearson:** I'm not for that.

**Philip Miller:** OK.

**Danny Davis:** And if I can really quick clarify.

**Philip Miller:** Yes Danny.

**Danny Davis:** Mr. Miller, are you suggesting shrinking it beyond the tier one?

**Philip Miller:** Correct. So we're already shrinking it down to basically five, I think six feet probably right somewhere in there. Is that right Kevin? In the tier one, we're going down to five or six feet?

**Kevin Fallin:** That's correct.

**Philip Miller:** OK, so, yeah, what I'm saying is, does anybody want, I'm asking do you want it further reduced.  
[multiple speakers]

**Cindy Pearson:** No.

**Philip Miller:** Okay. [inaudible] So what about reducing the council chamber?

**Cindy Pearson:** No further than what is already in tier one.

**Philip Miller:** OK, so I'll count that as against further reductions, since we all pretty much agreed on tier one.  
The water table?

**Cindy Pearson:** I'm not whatever. Yay or nay, I'm fine with it.

**Philip Miller:** OK. And the bathroom.

**Cindy Pearson:** The one that Darlene just.

**Philip Miller:** Darlene's bathroom. We're going to put a lock on. [multiple speakers]

**Cindy Pearson:** Make it Darlene's bathroom.

**Darlene Kirk:** Sure.

**Cindy Pearson:** I understand the need for it you might. Now on the other side, are those rooms being they're no longer going to be there the council office, those things?

**Danny Davis:** That's correct. [multiple speakers].

**Cindy Pearson:** Oh, OK, gotcha. Yes, that's fine.

**Philip Miller:** Ok, thank you, Cindy. Kevin Daly,

**J. Kevin Daly:** I was thinking in terms of issuing out Mason jars, but that was already turned down. [laughter]

**Darlene Kirk:** By me.

**J. Kevin Daly:** I like what we say about tier one, right sizing all the rooms, rearranging the floor plan so that it makes the police training room more accessible to others. So, yes, we can move that. No further reductions than what we list in tier one and that reducing the council chamber to right size it to twelve eighty. The additional bathroom would be nice. And I think the water feature. It would also be good.

**Danny Davis:** And if I may just clarify that the water table is the stonework on the facade, just so we don't get confused in our decisions right now. This is related to the architectural height of the stone face.

**J. Kevin Daly:** Check.

**Philip Miller:** Ok, Darlene.

**Darlene Kirk:** Hey there, I just wanted to, Danny, can you scroll down on the picture so we can see that's where the training? OK, well, everybody look across because there's a flex conference room right across the hall from the Police Station too so to just remember that that's there. I just noticed that and I figured we're going to have pretty much two flexible conference rooms right there together, which doesn't bother me. I don't want to do anything else to the police training room. I think it was downsized enough. I don't particularly like having a five foot hall, which I guess was what tier one called for. I was having it backwards in my mind. I was thinking it was like eight to ten feet wide. And what else do I need? The water table. I'm fine with that. What else do you want me to vote on or say?

**Philip Miller:** Council Chamber. No further reductions, is that what I heard you say?

**Darlene Kirk:** No further reductions on that, and please, no further reductions on the hall at all. Maybe a little bigger. That's all. Over and out.

**Philip Miller:** Yeah, I agree. I think we're going in the next design phase we will see what is proportionally correct with that hallway.

**J. Kevin Daly:** Okay. Phil, can I have an alibi?

**Philip Miller:** Yeah. What's up? I want to go back.

**J. Kevin Daly:** Yeah, I agree with Darlene if we already have a flex conference room with an entrance from the hallway. Do we really need to move the police training room other than rightsizing it?

**Philip Miller:** Well, I think what we're talking about is everybody OK with exploring the idea, I don't know that it necessarily means that we're going to do it, because the big thing is who knows what that requires in terms of a redesign and reshuffle of the entire flow. So I think what we're saying is we're OK with looking into it. Is that correct Danny?

**Danny Davis:** Yeah, that was going to be my exact point. There is value to seeing if it can be potentially be a combo public and private space. But it is a conversation right now about how easy is it to potentially relocate it?

**Philip Miller:** Yeah, I mean, I personally think it's difficult just looking at the flow and the private, you know, the security of that room and the rooms adjoining it. So I don't know. Mr. Jacobs.

**Bud Jacobs:** Let's see, where do we start? I'm not in favor of any of the tier one or going beyond the tier one reductions for the lobby vestibule and council chambers. And I agree with Darlene. If extra space could be found, I would actually widen the lobby slash vestibule. I guess I actually don't care about reducing the stone water table height on the outside of the building. It's only a twelve thousand dollar savings, so I'm perfectly fine in keeping it as is and not reducing it. I guess that was Chris and Philip who wanted to do that. What else we got? Oh, the police training room. No further reductions beyond the right sizing shown in our schematic. And if it's a good idea to move it to the other side of the police space and make it a public conference room, I'm OK with that. I kind of don't really see the need for it. But it's OK. I don't care. As a male over 70 years old, I'm greatly in favor of extra toilets. So they put me in the plus column on that one. [laughter] And what else was there? [multiple speakers] Sorry?

**J. Kevin Daly:** You don't want the extra-large size Mason Jar? [laughter]

**Bud Jacobs:** Been there, done that. No thanks. Did I cover all the bases Philip, I can't remember?

**Philip Miller:** I believe you did, sir. Thank you.

**Bud Jacobs:** Thank you.

**Philip Miller:** OK, Peter.

**Peter Leonard-Morgan:** Thank you very much. So going through the list, sort of not necessarily in the right order, the council chambers. So if we were to reduce the size of the council chamber by the yellow bit, which I'm looking at in my screen. And perhaps well certainly keep the yellow in the lobby if it's possible to expand it slightly, because we've given away some space from the council chamber there, but certainly keep a portion of the lobby. And if it has to be a bit wider it should be a bit wider. Yeah, the bathroom, definitely. We should have one because I realize we're going to lose the staff toilet that's shown in the yellow. In the blue, we're going to lose that. So we should have that. I mean, not too hard to go out to the restrooms, but, you know, we are rushing out of meetings to do that. So I would say a toilet is a good idea if we can do that. Referring to the training room, I do see the rationale of moving it and having an outside door because it does a few things. If the flex conference room is being used, then staff could use the training room, you know, if it's secure, as I said before, from the rest of the police department. And if it is not being used of course. I just think that gives it the option, I think is quite a good idea if it's stuck where it is right now, just could never be used. The water table, I think that's great. Keep that if it's twelve thousand dollars. I mean, unfortunately, I hate to say it's really nothing in the overall scheme of things. And it's I learned the other day that it helps to you know, it's a stronger material against, you know, wear and tear over the years. And I think that's it isn't it.

**Danny Davis:** May I clarify, Peter, just quickly, so you're OK exploring a reduction in the council chambers?

**Peter Leonard-Morgan:** Correct.

**Danny Davis:** If that works, OK.

**Peter Leonard-Morgan:** Yeah well what I was thinking was, you know, I've already said before all of the blue tier one I'm fine with. If we want to explore removing the yellow part of the council chamber, let's explore it. But if we're going to give all that away, maybe we can use a little bit to slightly increase the chamber lobby where, you know, where it's currently yellow could be a bit wider.

**Danny Davis:** Got it. Great. OK, very good. Thank you.

**Philip Miller:** All right. Thank you. Chris.

**Chris Bernard:** All right, so hit me with the lists. All right, so I go in the correct order for you.

**Philip Miller:** Look into moving the training room.

**Chris Bernard:** Oh, yes, yeah. If the actual licensed architects think that makes sense, I'm in.

**Philip Miller:** OK, rightsizing it to the blue level.

**Danny Davis:** Yes.

**Philip Miller:** Shrinking the lobby to the tier one level, potentially even six to eight feet is what I'm kind of hearing from people.

**Chris Bernard:** Yeah. So the lobby council chamber thing, I think kind of go together. So a five foot hallway lobby seems kind of silly. My thought would be either just remove the lobby and have the council doors open up into, you know, the hallway or we cut into the council chamber a little more to make the lobby larger. I think it's probably similar to what Peter said, if I'm not mistaken.

**Peter Leonard-Morgan:** Yep that's what I was thinking.

**Chris Bernard:** Yeah. So I'd rather take it and I think Bud said something similar, like we want to have a space for people to kind of gather outside whatever, so that if we got to take a couple of feet off the top end of the council chambers to accommodate a larger lobby, I'd rather have that than a small lobby. So that's. [multiple speakers]

**Philip Miller:** Okay so I'm putting you down for cut into the council chamber and keep the lobby, but shrink it.

**Chris Bernard:** Yeah.

**Philip Miller:** And I'm putting you down for the water table. I think you said that already.

**Chris Bernard:** Yes. Can I clarify that? Like, I think for a twelve thousand dollar savings, it's going to look like one hundred thousand dollars.

**Philip Miller:** I totally agree with you. And I think that, you know, if we had an application in front of the HDRC, we would probably ask to see if the person could keep the water table all the way up to the windowsill. And so we should practice what we preach.

**Chris Bernard:** Yep.

**Philip Miller:** How about the bathroom?

**Chris Bernard:** It doesn't matter to me one way or the other, so if it makes sense to put it in. It's not like prohibitively cost you know, they're too expensive then yeah, let's do it.

**Philip Miller:** OK, so. [multiple speakers]

**Danny Davis:** Mr. Jacobs has his hand up.

**Philip Miller:** Oh, Bud sir.

**Danny Davis:** And Cindy does too.

**Philip Miller:** I can only see some of you on my screen.

**Bud Jacobs:** Philip. Got you. On the lobby and chamber potential changes. Chris said it a lot better than I did, but that's where I am also on the proposed changes.

**Philip Miller:** Ok, Cindy.

**Danny Davis:** Sorry, if I can just say I'm hearing a consensus kind of around that, but let's look at trying to get a lobby that's a good a usable size. And if that requires taking some more from the chambers, let's be creative about that. And again, we'll convey that message to the design team and find a good solution.

**Bud Jacobs:** Yes sure.

**Philip Miller:** We don't want to be walking down the lobby sideways and [inaudible] cares.

**Cindy Pearson:** Especially since we're getting older and more handicapped, you know, you need to make room for those electric carts that we're going to be riding in. And also, just if you could go over to the police department for a minute there, Danny. On that room that we're discussing, you know, they have windows in the training room. And if you yourself remember sitting in training all day long and not having any daylight. So when you're moving that room to the inside, there's going to be no daylight in there. So that's just a little flag to throw up.

**Darlene Kirk:** A good point.

**Cindy Pearson:** You know, I know there's other reasons for it to be moved and I get it not walking by the offices. But just something to think about. Go ahead. Thank you.

**Philip Miller:** Thank you Cindy.

**Danny Davis:** Kevin Fallin you had a hand up.

**Kevin Fallin:** Yeah just a couple of thoughts in hearing all the discussions. So if the training room were to move to the interior, one of the things that the design team has already discussed trying to utilize would be some what they call solar tubes, which are tubes that bring the daylight in from above, from the roof level instead of the windows. So that might be a possibility. And the other thing I would point out is that the main hallway

coming in from the front of the building is eight foot six wide. But when you get to the chambers lobby, it's closer to 10. And so maybe eight foot six is the happy medium that would keep it consistent with the other lobby and give you enough room without sacrificing the flexibility of the space that you would like. But we'll let the architects work through the details on that.

**Darlene Kirk:** That sounds good.

**Philip Miller:** General show of hands on that.

**Darlene Kirk:** You can't see our hands. [laughter]

**Bud Jacobs:** Good idea.

**Philip Miller:** All right, so we'll try to cut a little more out of the council chambers and make the lobby proportionately correct.

**J. Kevin Daly:** When you say cut is that a greater cut than the tier one? So we're going to cut below twelve eighty?

**Philip Miller:** Well, so that was going to be my follow up is we have two people who are OK with cutting into or three sorry, cutting into the council chamber. We have three that are not. So we're kind of split on that one.

**J. Kevin Daly:** As I would like to see the lobby at [inaudible] eight and a half, but not go below twelve eighty for the council chambers.

**Philip Miller:** Ok, well, all right, so we've got Bud and Chris and Peter are OK with cutting into the Council Chamber so would that take it below twelve eighty, Kevin?

**Kevin Fallin:** If you're going beyond the tier one, which is the blue shaded area, then yes, that would take you below the twelve eighty.

**Philip Miller:** Does that change anyone's opinion? [inaudible] Council Chamber in order to make the 8 foot lobby.

**Peter Leonard-Morgan:** I stand by my feeling that we could get rid of that yellow part in the council chamber, frankly. It still leaves a lot of seating.

**Danny Davis:** If I may go back to and I'm hearing all the comments and kind of we're at a little bit of a, you know, an uncertain decision here, I would say again, this is one of those we're talking about probably a difference of 100 feet, right, between the council chambers, between the lobby, adding some width here and there. I would prefer that we give some direction to the design team to hear what we're saying to try to accommodate a dais that's an appropriate size and in a good balanced dais and seating for the general number of seats we've talked about and then find a way to do that in the most efficient way possible. And then see how we can combine that with the chamber lobby that is the right size for the rest of the corridor spaces and see where that comes back with in a number. You know, because I think we're at a point where, again, some of the geometry we're getting into may be challenging for the size, the way it is. We might end up having to shrink the width and change some other aspects of it. So that's my request to you, that we give some direction and try to get them to to meet those goals. I think that's what we'd like to share with them or hear goals we'd like to achieve.

**Philip Miller:** I agree with you with that. I think it's going to take some work on the design team's part to really figure out what's doable. And I think if we're really if that's true, Kevin and Danny, if what you're saying is when we're talking about potentially 100 square feet, more that's what are we talking about, less than 7000 difference.

**Rhonda North:** 5x20.

**Philip Miller:** Right. I mean we're really quibbling over.

**Danny Davis:** Well, a rounding error. Yeah, I mean, 100 feet at 250 a foot is 25,000. So it's well, it's not an insignificant number compared to what we've been talking about. But, you know, again, as I tried to state` in the memo as well, we're still getting very imprecise numbers and imprecise figures based on an initial sketch. All this is going to have to come back and we will bring this back to you in the design development stage in the next couple of months.

**Philip Miller:** Ok.

**Cindy Pearson:** Sounds good.

**Darlene Kirk:** So we think the team knows now what we kind of want and they're going to work on that next.

**Bud Jacobs:** Works for me.

**Darlene Kirk:** Fine with me.

**Philip Miller:** Ok, so what do we need to do now Danny and Rhonda?

**Danny Davis:** I feel like I'll tell you, I feel like I have good direction. I feel like I have a general consensus of what we're trying to get to some good ideas, some questions for the design team. Frankly, we don't have hard concrete answers, but that's OK because that's what we're doing. I would like then that we work with the design team and we continue taking this to the project team, which is Will Rhonda Me and then Council Member's Daly and Bernard. And then of course the Downey and Scott team and that we work together, we hear the council loud and clear and I think that's the important thing. And so we're going to take this back as kind of our ethos as we go through the next phase of refinement. So with that, I don't think I need any formal direction per say. I don't necessarily need council to give me a dollar figure. We've been clear about what those likely savings and impacts are. And we're going to do our best to get to that number unless council feels like you need to take a vote and get some kind of direction. But again, we're still refining those as we go. So that's the last piece of it. Of course, some of that gets impacted by, you know, if we add on a restroom that's 67 square feet and that's eighteen thousand dollars or give or take. So, you know, there are some implications to all this that we can bring back to you at that right time. But with that, if there's no angst with what I just expressed to you, the final thing is we are seeking a grant from the federal government. And I did send a revised resolution out about 30 minutes before the meeting by email. It's also in iLegislate a revised version in there in the packet, but essentially we'll likely be asking the congresswoman to support probably a two million dollar earmark for the project that would help offset some of our cost and also some of that may be eaten into by some federal requirements, but will continue to get more info on that as we go through the process. So if there's support for that, we'd ask for a motion to approve the resolution has attached.

**Philip Miller:** OK, I don't think we need a motion. I think we've given you pretty good direction in terms of the building. If there are any questions from Kevin or anybody else, please feel free to raise your hand now. Otherwise, I think [multiple speakers].

**Peter Leonard-Morgan:** Danny is talking about a motion on the resolution right or not?

**Philip Miller:** Right. And then I was gonna say if we're all good with the building and we don't want to do a resolution or vote on anything, we've given good feedback, then we can move on. And I'm willing to hear a motion. If somebody wants to make it.

**Peter Leonard-Morgan:** Danny, can I just ask you, forgive me this two million dollars this is completely separate to the five hundred thousand dollar Loudoun County one of course?

**Danny Davis:** That is absolutely correct. We're requesting this. Now, we are using the fact that the county has identified this to help fund in their CIP to us. That's another partner that is supportive of the project that we're using that to help bolster our request to the congresswoman. But our intent is not to supplant those funds, but to be in addition to the county funds.

**Peter Leonard-Morgan:** Super.[multiple speakers]

**Philip Miller:** Cindy.

**Cindy Pearson:** Yeah, I was just going to make the motion.

**Peter Leonard-Morgan:** Okay.

**Cindy Pearson:** Or Peter go ahead. If you want.

**Peter Leonard-Morgan:** No, no. I just got it in front of me. But please go ahead, Cindy. Sorry.

**Cindy Pearson:** Ok, I move we accept the resolution as attached to the memo from Danny requesting for your 2022 community project funding from Congresswoman Jennifer Wexton.

**Peter Leonard-Morgan:** Second. [inaudible]

**Philip Miller:** Ok, we'll do the roll call.

**Philip Miller:** Cindy.

**Cindy Pearson:** Aye.

**Philip Miller:** Peter.

**Peter Leonard-Morgan:** Aye.

**Philip Miller:** Chris.

**Chris Bernard:** Aye.

**Philip Miller:** Darlene.

**Darlene Kirk:** Aye.

**Philip Miller:** Kevin.

**J. Kevin Daly:** Aye.

**Philip Miller:** Bud.

**Bud Jacobs:** Aye.

**Philip Miller:** The Aye's have it. The Resolution passes. All right, so let me get we can get that signed when? Tomorrow, something.

**Darlene Kirk:** He'll probably have to sign it.

**Danny Davis:** Yeah, I believe the mayor will be around tomorrow and we don't have to submit it till Thursday. So we've got some time.

**Philip Miller:** OK, good. All right, any other business on the agenda? Anyone needs to discussion items?

**Darlene Kirk:** No.

**Peter Leonard-Morgan:** No, sir.

**Philip Miller:** Rhonda, do we have a public input or anything on this Agenda?

**Rhonda North:** No, we do not.

**Philip Miller:** Ok, well then if there's no other issues, I believe we call this meeting adjourned.

**Bud Jacobs:** Yay.

**Danny Davis:** Thank you.

**Kevin Fallin:** Have a good evening.

**Bud Jacobs:** Hey Darlene. [multiple speakers]

**Philip Miller:** [multiple speakers] Have a great night. Thank you. Thank you, everybody.