



MIDDLEBURG TOWN COUNCIL Work Session Meeting Minutes

Thursday, September 27, 2018

PENDING APPROVAL



PRESENT: Mayor Trowbridge M. Littleton
Councilmember J. Kevin Daly
Councilmember Kevin Hazard
Councilmember Peter Leonard-Morgan
Councilmember Philip Miller
Councilmember Cindy C. Pearson

STAFF: Martha Mason Semmes, Town Administrator
Rhonda S. North, MMC, Town Clerk
A. J. Panebianco, Chief of Police
William M. Moore, Town Planner
Jamie Gaucher, Business & Economic Development Director

ABSENT: Vice Mayor Darlene Kirk

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, September 27, 2018 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Littleton called the meeting to order at 6:00 p.m.

Council Approval

Resolution of Appreciation – Corporal Heather Fadely

Councilmember Murdock moved, seconded by Councilmember Daly, that Council adopt a resolution extending its appreciation to Corporal Heather Fadely for her service to the Town of Middleburg from November 4, 2011 through October 2, 2018.

Mayor Littleton read the resolution aloud. He presented a signed, framed copy to Corporal Fadely, along with a Middleburg paper weight.

Vote: Yes – Councilmembers Daly, Hazard, Leonard-Morgan, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Vice Mayor Kirk

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

Special Event Funding Requests – Economic Development Advisory Committee (EDAC)

Business & Economic Development Director Gaucher advised Council that EDAC met earlier in the day to consider requests for special event funding from the Middleburg Fall Races, the Middleburg Community Center and the Middleburg Concert Series. He reviewed the details of each request.

The Council held some discussion regarding the request from the Community Center for an additional \$5,145 to cover the remainder of the costs associated with their Fourth of July Celebration. It was noted that the Town previously contributed \$15,000 to cover the cost of the fireworks. The Council acknowledged that most people believed this to be a Town event and agreed they would like to continue funding it. They further agreed that if the

Town was going to provide funding for the entire event, it should have input into its planning to assure the funding request did not get out of control. The Council also agreed that bids should be sought by the Community Center in order to assure it was getting the best possible price if taxpayers funding was being used for the event.

Councilmember Daly moved, seconded by Councilmember Miller, that Council approve the funding requests submitted by the Virginia Fall Races in the amount of \$5,000, by the Middleburg Community Center in the amount of \$5,145, and from the Middleburg Concert Series in the amount of \$3,000, said funding to come from the FY '19 special events funding line item.

Vote: Yes – Councilmembers Daly, Hazard, Leonard-Morgan, Miller and Murdock

No – N/A

Abstain: Councilmember Pearson (conflict of interest)

Absent: Vice Mayor Kirk

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

Council Discussion Items

Ordinance to Establish a Cultural & Community Events Committee

Business & Economic Development Director Gaucher explained that he was recommending the Town uncouple tourism and economic development by establishing a cultural and community events committee. He suggested the committee be responsible for developing events, as well as reviewing and making a recommendation on special event funding requests. Mr. Gaucher noted that he provided a draft ordinance for its establishment.

The Council asked that culinary events be added to the definition of a “cultural and community event” as proposed in the draft ordinance. It was noted that the committee would also be responsible for the establishment of new events, such as the proposed Taste of Middleburg. It was suggested that under the definition of a community event, it could be multi-purpose in that it could be something for the community, as well as being tourism related. There was some discussion as to whether the membership make-up needed to be listed so specifically in the ordinance. The Council agreed there should be some at-large seats so there would be flexibility in the individuals’ skillsets. They requested that the word “shall” be changed to “should” with regard to the identification of the membership and that “tourism” be added.

Councilmember Daly moved, seconded by Councilmember Miller, that the Council approve the ordinance, with amendments, establishing the Town’s Cultural & Community Events Committee.

Vote: Yes – Councilmembers Daly, Hazard, Leonard-Morgan, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Vice Mayor Kirk

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

Compensation Plan

Mayor Littleton suggested the discussion of this item be tabled so that Vice Mayor Kirk, as chair of the Personnel Committee, could be present. He asked that the staff include Mr. Patton’s presentation in the agenda for the next meeting.

Councilmember Leonard-Morgan acknowledged that the Town did not have a large number of employees and suggested they should be treated on a more personal level. He noted that while each employee had their own jobs to perform, they also filled in for other employees as needed.

Form for Town Committee Assessments

Town Clerk North reminded Council that the staff was asked to develop a list of questions that the members could present to each committee so they could assess themselves. She reported that the staff was suggesting that the committees be asked to review their missions and roles; evaluate and make recommendations, if needed, to the ordinances that established them; identify their long- and short-term goals; and, identify any resources, including funding, that they may need to complete those goals. Ms. North suggested the forms be returned to the staff by December 1st so they could be shared with the Council and funding could be included in the budget for the coming fiscal year, if deemed appropriate, to achieve the goals. She noted that this would be a planning tool.

After a brief discussion, the Council agreed they liked the form. The members further agreed to present it to their respective committees during their next meetings, with the goal of having the completed form returned to the Town Clerk by December 1st. Councilmembers Pearson and Hazard asked the Town Clerk to include this on the next HDRC and Planning Commission meeting agendas. Town Clerk North advised that she would send a Word version of the form to the members and the staff so they could share it with their respective advisory committees.

The Council held some discussion regarding the reporting associated with each Town committee. It was noted that some committees provided minutes, while others did not. The Council agreed that for any committee that did not do meeting minutes, the Council representative should submit a brief two to three sentence written report to the Town Clerk on a quarterly basis, with the report then being shared with the entire Council. It was suggested that this replace the oral reports that were given during the Council meetings unless a member had a question.

Emergency Contact Information

It was suggested that the members of Council provide an emergency contact to the Town in the event something occurred during a meeting and their contact needed to be called.

Amendments to Council's Rules of Procedure

Mayor Littleton reviewed the proposed amendments to the Council's Rules of Procedure, which included changes to bring them in line with the new electronic Council agenda system and to recognize the recent changes in the Council's committee-of-the-whole structure. He noted that it also included a recommendation that the Council move to the use of a consent agenda for routine housekeeping items in order to make the meetings more efficient. The Council held a brief discussion about how a consent agenda would work.

It was suggested that the information about the meeting videos being available to the public be stressed more in the document. The staff noted that the rules were related to how the Council conducted its meetings; therefore, it was generally not seen by the public. After some discussion, it was suggested that the video availability be advertised on a wider basis, including posting a reminder notice on the Town's utility bills on a regular, recurring basis. It was noted that once the website was updated, they would be more easily found.

Councilmember Leonard-Morgan moved, seconded by Councilmember Miller, that Council approve a resolution amending the Council's Rules of Procedure as proposed.

Vote: Yes – Councilmembers Daly, Hazard, Leonard-Morgan, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Vice Mayor Kirk

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

Reports of Town Committees/Council Liaisons

Councilmember Leonard-Morgan reminded Council of the town-wide clean-up event scheduled for Saturday, October 27th.

Councilmember Daly reported that, with the departure of Corporal Fadely, a member of the Police Department was selected for promotion to that rank. He noted that an announcement would occur during a future meeting.

Councilmember Daly reported that the Police Department was accepting applications for a police officer and noted that it had some good candidates.

Mayor Littleton noted that the Town was soliciting applications for the new Middleburg Strategic Finance Committee. He reported that he reached out to some members of the community who would be valuable additions based on their skills and background. Mr. Littleton asked the members of Council to encourage anyone who they knew who would be good for this committee to apply.

Goals Update Reports

Mayor Littleton reviewed the most recent version of the strategic initiatives chart. He reminded the members that the goal was to do a quarterly report on each item.

INFORMATION ITEMS

Hiring of Town Administrator

Mayor Littleton reported that Springsted-Waters received fifty-one applications for the Town Administrator's position, including two internal candidates. He advised that the next step was for the consultant to narrow the list down to fifteen to twenty viable candidates who would go through a pre-screening process by a sub-committee of Council, consisting of himself, Vice Mayor Kirk and one other member. Mr. Littleton noted that the number would then be narrowed down to five or six individuals who would be brought in for an interview with the entire Council.

After some discussion, the Council suggested the Council interviews be completed within three nights if possible, with the goal being to complete the process by the end of October.

5G Regulations

Mayor Littleton reported that after failing at the state level, the cell phone companies went to the Federal Communications Commission regarding the 5G issue. He further reported that as a result of the Commissions' vote, localities no longer had zoning authority or control over its own rights-of-ways as to the location of cell phone antennas. Mr. Littleton advised that the National League of Cities was going to file a class action lawsuit against the FCC to fight it. He noted that they have opened it up to municipalities so they could join the lawsuit as a named party. Mr. Littleton advised that the cost was \$500 per locality.

After some discussion, the Council expressed an interest in joining the lawsuit. They asked the Town Administrator to first obtain input from the Town Attorney to ensure there would not be a legal backlash to the Town for doing so.

Mayor Littleton thanked the Planning Commission and The Berkley Group for their input into the draft Envision Loudoun document. He noted that Planning Commission Chair Combs and Town Planner Moore were attending the County's Planning Commission meeting this evening to present the Town's comments.

Mayor Littleton reminded Council of the VML Conference scheduled for September 30th – October 2nd.

Councilmember Miller reported that the website review committee selected three firms to bring in for interviews, which would occur October 10th – 12th. He noted that most of them indicated it would take six to eight months to complete the project. Mr. Miller expressed hope that the committee would be able to recommend a vendor following the completion of the last interview.

Town Administrator Semmes reported that the Town received comments from the purchaser's attorney for the Health Center property, all of which could be addressed. She advised that the Town Attorney indicated he would turn the contract back around and reported that the document would be executed as soon as everyone agreed to its terms, hopefully by next week.

Mayor Littleton asked that if the contract was not signed by October 4th that the staff arrange a meeting between the Town Attorney, the purchaser and his attorney so they could finalize and sign the contract.

Town Administrator Semmes noted that they already tried to do so but could not so this was Plan B.

Mayor Littleton inquired as to the status of the construction of a new storage building.

Town Clerk North reported that the Town Engineer was on the site earlier in the day; however, she did not know the outcome of the meeting.

Mayor Littleton asked that the staff provide a cost estimate for the project during the next Council meeting.

Closed Session – Property Acquisition

Councilmember Murdock moved, seconded by Councilmember Daly, that Council go into closed session as allowed under the Virginia Freedom of Information Act Sections 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property or the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Murdock further moved, seconded by Councilmember Daly, that these matters be limited to the acquisition of property in the Town limits. Councilmember Murdock further moved, seconded by Councilmember Daly, that in addition to the Council, the following individuals be present during the closed session: Martha Mason Semmes. Councilmember Murdock further moved, seconded by Councilmember Daly, that the Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Daly, Hazard, Leonard-Morgan, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Vice Mayor Kirk

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

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

There being no further business, Mayor Littleton declared the meeting adjourned at 7:37 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

September 27, 2018 Middleburg Town Council Meeting

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

Bridge Littleton: Is it on? All right call the meeting to order. All right. This is the September 27th work session. First item of business is roll call.

Bundles Murdock: Bundles Murdock.

Kevin Hazard: Kevin Hazard.

Philip Miller: Philip Miller.

Bridge Littleton: Bridge Littleton.

Peter Leonard-Morgan : Peter Leonard-Morgan.

Cindy Pearson: Cindy Pearson.

Kevin Daly: John Kevin Daly.

Rhonda North: Rhonda North, Town Clerk.

Martha Mason Semmes: Martha Mason Semmes, town administrator for a little while longer.

Bridge Littleton: Okay first item is council approvals and the first council approval is the resolution of appreciation for Heather Fadely, you got it wrong. Yeah exactly. So Heather would you like to approach front and center. Yes, ma'am.

Bundles Murdock: I would like to move it because Heather came during my tenure and now I'm going to pass it on and we're going to go back to you. So I move that council adopt a resolution extending its appreciation to Corporal Heather Fadely for her service to the town of Middleburg from November 4, 2011 through October 2, 2018.

Kevin Daly: Second.

Bridge Littleton: OK before we vote on it I actually want to take a moment to read the resolution of appreciation. So A.J. if you want to take some pictures, OK. And so here we have a resolution. All framed and signed. So says resolution of appreciation. Heather M Fadely, service on the Middleburg Police Department. Whereas the town whereas the town hired Heather M. Fadely as a police officer on November 4, 2011 and whereas officer Fadely was promoted to Corporal on September 7, 2017 serving as the first corporal in the history of the Middleburg Police Department. And whereas Corporal Fadely's many accomplishments while serving the town of Middleburg include accepting leadership roles in event planning including Christmas in Middleburg, participating in the fill the chief's car event that benefited Seven Loaves, reading to children at the Middleburg Public Library, conducting bicycle training at the Middleburg Community Charter School and during national night outs and coordinating the speed sign program. And whereas Corporal Fadely embraced the community policing model and volunteered to assist the development of outreach programs. And whereas Corporal Fadely always kept the safety and security of our residents, visitors and shop owners as her top priority. And whereas Corporal Fadely displayed friendliness when encountering visitors on the street, making them feel welcome in our community. And whereas Corporal Fadely

demonstrated extraordinary professional and personal dedication to the town of Middleburg. And whereas the Middleburg Town Council deems it appropriate to express its gratitude to Corporal Fadely for her exceptional service over the past seven years. Now therefore be it resolved that the mayor and members of the town council of Middleburg, Virginia recognize and express our sincere appreciation for the exemplary service of Heather M. Fadely and her service on the Middleburg police department from November 4, 2011 through October 2, 2018 and expressed our profound thanks to her and hope for her continued success in life. [Applause] And Heather if you would please join us.

A.J. Panebianco: Bundles and Kevin.

Bridge Littleton: So, it's already framed because it was suitable for such an also is a lovely town paperweight not suitable for framing. [inaudible]. [multiple speakers]

Bridge Littleton: If you guys don't mind. What would be great is everybody who was previously on council and currently on council. During Heather's time, if you, everybody just come up and A.J. That's everybody. Yeah. [multiple speakers]

Bridge Littleton: Yup. Oh and Eric.

Bundles Murdock: Sorry I didn't see you back there. [inaudible] [Laughter] [multiple speakers]

Martha Mason Semmes: Yeah yeah. There's too many people on this side. Yeah, you can get it. Move in.

Bundles Murdock: If you can't see the camera it can't see you.[inaudible] [applause]

Bridge Littleton: Thank you so much. [inaudible] We are deeply sad to see you abandon us, but we understand. You know we actually haven't voted on the motion on the resolution yet. Oh yeah. [Laughter] I know. I know. I got ahead of the game right. So I had a, so real quickly I had we had a motion and a second. All those in favor.

Everyone: Aye.

Bridge Littleton: All those opposed, abstentions, motion carries. [Applause]

Jamie Gaucher: I'm glad the motion carried. [laughter]

Bridge Littleton: OK. Next item for approval. Special event funding request. Jamie do you want to walk us through the status and each request.

Jamie Gaucher: I'd be happy to. Thank you Mr. Mayor. We had a meeting of the Economic Development Advisory Council this morning here at this table and we were very fortunate we had a quorum given the changes in some of the folks that are not on the committee anymore. And we had some housekeeping to take care of. And specifically the first order of business on our agenda was to revisit the application from the Virginia Fall races. The Middleburg Fall races I should say. And if you remember that application was submitted quite some time ago back in January or February. It was originally approved and then the committee ran into some budgetary concerns and because the event was so far downstream it was tabled then we failed to have a series of meetings and to make a long story short we came back to the table today and it was approved so the committee would like to make a recommendation to council for funding the fall races and the only asterisked that I would add that may not be in your packet or was not on the application is that the the amount the \$5,000 was the same amount that the committee recommended to council to support the spring races. So that's item number one, item number two was an application from the Middleburg Community Center around their fireworks event. That obviously took place the first week of July. And the town did support the community center specifically with a line item focused only on the fireworks. This application was for all of the additional programming that went on that day. The committee also recommended that that application be supported by the council in the amount of \$5,145. And then lastly the Middleburg concert series

submitted an application for the amount of \$3,000. That also was supported by the committee and recommended the council fully. And if you have any specific questions about any of the individual applications or anything that happened at EDAC today I'd be happy to answer them.

Bridge Littleton: Okay. Any questions. Bundles, go ahead.

Kevin Hazard: So on the community center, so this is an additional amount to what we've already given them? [inaudible]

Jamie Gaucher: That's correct. So I understand the town has already given the community center \$15,000 and that was specifically for the fireworks themselves. Right. The application that was submitted for special event funding was the fireworks and everything else that went on that day. Right. The clowns and the food and the entire production. And so the balance is what you're looking at here.

Bridge Littleton: So I think where Kevin's point is so. \$15,000 was the things that go pop.

Jamie Gaucher: Correct.

Bridge Littleton: The other money they're asking for now is for all the other stuff outside the fireworks that like the clowns. So it's \$15,000 was the fireworks.

Jamie Gaucher: That's correct.

Bridge Littleton: All wrapped into one. And now they want an additional whatever the number is for to pay for the clowns and the hot dogs and the vendors and all that stuff.

Jamie Gaucher: That's correct.

Bridge Littleton: Got it. OK.

Bridge Littleton: Or not the hot dogs. But the [inaudible] concert and the music ok.

Jamie Gaucher: I think there was a line item associated with the stage that they had. Yeah.

Bridge Littleton: Oh OK so the fireworks actually \$17,000. Got it. OK.

Bundles Murdock: So just on the community center for all of you to know, I'm no longer on the board so I can more speak a little more freely now. Not so plugging it. But I was there this year I've been there every year for the last I don't know how many years. Most of the people I wouldn't say the percentage but the majority of the individuals go assume it's a town event. Cause it's the town. I mean it's Middleburg. They're fireworks in Middleburg. Nobody ever says who goes, Middleburg Community Center fireworks. So the town gets a lot of credit. And I you know we plugged it years ago that we at least get the fireworks and I think the additional money is very generous of the committee and the council to approve but I really support it big time.

Bridge Littleton: Any other input, questions? Peter?

Peter Leonard-Morgan : I'd like to say that for a long time I did think it was just a Middleburg event. And I think it's an important event on the 4th of July. It's traditional and I'm fully in support of that.

Kevin Hazard: So basically everything on this expense is what the town's paying. So we did 15 that we're doing another so. So, beg your pardon?

Philip Miller: So really it is a town event. We just, they staffed it and managed it and we fund it.

Kevin Hazard: Everything OK.

Bridge Littleton: It looks like we're just covering the difference.

Kevin Hazard: Correct.

Kevin Hazard: So that's the total expenses I'm hearing. Not the hot dogs.

Bundles Murdock: The hot dogs the Legion, not the Legion, the Lions. Do it, they provide the hot dogs and hamburgers. I believe for money and the benefits goes to them. And what else. There are occasional things that are picked up. I picked up flags for the the history camp students Yeah. And I picked up those personally and I'll do that again next year.

Kevin Hazard: So I just my kind of the over question is so going forward, are we just going to budget \$15,000 for fireworks and then we'll get it a subsidiary.

Bridge Littleton: I would.

Kevin Hazard: And how does that work?

Bridge Littleton: Understanding this. My question is is I mean first I think we should just we should just pay this,, right because they did on behalf, it's not like they're putting money into the coffers right there coming out even and they did a lot of the legwork to make it happen so that's great. But I do think if you know our approach to this is whatever costs they incur from third parties to do this we pick up. Ok that's fine. I'm totally on board for that. But when they start doing the planning like in February or March we should sit down with them to say OK what do you intend to do this year and you know because what we what we want to be careful of is you know it was gracious you let's have seven more clowns next year and you know hire another band. And now it goes to \$30,000 not to put any money in the pocket but they're just adding stuff. We want to be.

Kevin Hazard: Because it's free.

Bridge Littleton: Exactly. Exactly.

Philip Miller: So it's Dad's credit card.

Bridge Littleton: Right. Exactly.

Bundles Murdock: [inaudible] I definitely support that.

Bridge Littleton: And that way we're always cognizant of what we're putting in the bucket and whatnot and we don't have to worry about a catch up at the end of the year.

Jamie Gaucher: Respectfully Mr. Mayor if we are going to do that and I think that would be a great idea. There might be some big requirements associated with some of the contracts or some of the agreements.

Bridge Littleton: Sure we can ask them to help them and we can help them. Absolutely. So that would be my only thought.

Philip Miller: I completely agree with the bids part too, I think that's a very good idea.

Bundles Murdock: So Jamie I won't be here this time next year. Make sure that we cut that check right after the first of July because they have to pay the fireworks company the day of the Fourth of July. They have to have a check in hand so I want to make sure they have that check.

Jamie Gaucher: Got it.

Bundles Murdock: That happens every year. I have to come in and I have to [inaudible], long since before you got here, a long time ago I used to come.

Bridge Littleton: Anybody have any other questions on the other funding requests or any concerns. Mr. Daly.

Kevin Daly: I move that council will approve the funding request submitted by the Virginia Fall races in the amount of \$5,000 by the Middleburg Community Center in the amount of \$5,145 and from the Middleburg concert series in the amount of \$3000 said funding to come from the fiscal year 19 Special Events funding line item.

Bridge Littleton: Do I have a second.

Philip Miller: Second.

Bridge Littleton: Any discussion? All those in favor?

Everyone: Aye.

Bridge Littleton: All those opposed, abstentions?

Cindy Pearson: I need to abstain.

Bridge Littleton: OK. One abstention, motion carries. Thank you. All right Jamie thank you. Next item. Jamie you're right on deck. Perfect timing.

Jamie Gaucher: There's nobody else here so I, [Laughter]. Hope it's me.

Bridge Littleton: It's like you planned that.

Jamie Gaucher: I know.

Bridge Littleton: Ok, first item for discussion ordinance to establish a cultural and community events committee. Mr. Gaucher.

Jamie Gaucher: So thank you Mr. Mayor. As we've discussed and as I brought about the last meeting on September 13th I'm interested in uncoupling tourism from economic development and if we did that one solution then I'm proposing here is the creation of a committee that focused exclusively on cultural and community events and it dovetails with the conversation we just had, right? There are events that bring value to the community and may not necessarily bring a financial return on investment. But they are part of the fabric of this community and I think separating tourism from traditional economic development allows us to better serve both of those disciplines. So I'm proposing an ordinance that creates this committee and you'll see in your packet I tried to bring some definition to what a cultural and community event actually is. Gatherings and functions that are open to the public. That does not necessarily mean they're free. You might have to purchase a ticket and that positively impact the town's residents with regard to intellectual achievement, literature, music, painting, philosophy, the performing arts and history. I don't know if I left something out or if I missed something but that's my expression of what a cultural and community event is. It might be fireworks, it might be something that approaches what the Bluemont Concert Series was, it might be Art in the Burg, it might be a lecture, it might be a musical performance like the Middleburg Concert Series that we just had a conversation about. It could be anything else.

Philip Miller: Just thought of this. We may want to add culinary anything like that. Oh.

Bridge Littleton: So Jamie just to make sure I understand this right. This committee is not solely looking at only cultural events but it's also looking at events that are more than that such as a town events, like a multi-day taste of Middleburg. I mean that has a cultural touch to it, but that's also economic that helps drive economic activity as well.

Jamie Gaucher: It is. Absolutely. There is not a clear distinction. It's certainly there's a tangent there between economic development and tourism right. If we're bringing people into the town and that's the purpose. Yes. One of the things that we should also do is measure the impact of these events so we can do a better job of planning future events. Right. So that example of a taste of Middleburg that in my mind's eye would be a community event. Maybe we add culinary to the list.

Bridge Littleton: Or just yeah.

Jamie Gaucher: Yes.

Bridge Littleton: OK. Mr. Daly.

Kevin Daly: Is the purpose. It's a multipurpose. It's also to provide something for the community for the people who live in the community not necessarily the thought of drawing people in just for tourism.

Jamie Gaucher: In my mind's eye it's actually that first. it has a positive.

Kevin Daly: I want to see people that live here.

Jamie Gaucher: Having a positive impact on the residents of Middleburg I think is first and foremost but there is, it's undeniable to say there is no economic impact if using Christmas in Middleburg as an example. There is an economic impact for every business in town during that event.

Bundles Murdock: But it gives exposure to Middleburg so you had a walk your dog event it would help the citizens in Middleburg but it might bring people from out of town who may come back and shop.

Jamie Gaucher: Absolutely.

Bundles Murdock: But it's not a business, economic development focused event.

Jamie Gaucher: Correct.

Kevin Hazard: I had a couple of questions. One is the town Technical Assistance Grant Program?

Jamie Gaucher: We're not talking about that.

Kevin Hazard: That's not in here now.

Jamie Gaucher: No.

Kevin Hazard: So my other one was just ahead of [inaudible]. [Laughter] Yeah. And.

Bridge Littleton: See this is what you get for doing your homework.

Kevin Hazard: I just looked through and I couldn't find it.

Jamie Gaucher: Right.

Kevin Hazard: I go, I know I found that somewhere. The other one was on the membership. It's very specific and we're establishing a committee and we're going to, this is going to be the way it's run. I have no problem the way that the members should set up to do we need to be that specific? And the reason I'm asking, right now that's what you want. 10 years or 5 years from now, do we go through the procedure of changing this thing or can we just leave it to the discretion of how we set it up and not have it in the ordinance.

Jamie Gaucher: Yeah.

Kevin Hazard: Just a question.

Jamie Gaucher: I've actually drafted it in two separate ways both ways. And I thought the amount of specificity would be helpful. I'm not sure. I'm not claiming that it's required.

Bridge Littleton: I would say this, it's like the finance committee, right. I think it's good. I don't think all the positions should be, right? But like if you're if one of the goals here is to try to develop and promote a multi-day event you definitely want to make sure that somebody is on there who can help you understand the lodging aspect to it. Right. And how hard or not hard that is or. Well look if you're going to promote rooms you better make sure you're doing this or whatever. And the last thing you want to do is have to run and get that person. And you also want them to be a part of it because they may have ideas you don't think about and you want their buy in because let's face it really in town right now there's what there's really three places that provide rooms, really two but, s, but Kevin to your point, I think there should be two or three of those positions, I don't want to call them "at large", but you know that you can bring you there's the flexibility to bring a multitude of skill set in there depending on what you might need as time changes. You know as time goes on over whatever so that I mean that would be my perspective.

Kevin Hazard: And different events might require different expertise or different backgrounds or different [inaudible].

Bridge Littleton: Exactly. Exactly.

Bridge Littleton: I just, real quick as anybody having any questions.

Bundles Murdock: So do you have to have a member of each of these things here or is it you can have. So what if you can't find, where was I looking at before.

Bridge Littleton: I think it's like, you know you must have.

Bundles Murdock: Ok so a member, yeah, that's what I'm questioning, a member representing the regional tourism industry. That means you can't have a meeting unless that person is there or their at least on the committee.

Bridge Littleton: They have to be on the committee. But just all you need to do is meet a quorum. You have seven people and four show up you're good even though that person may not be there that time.

Cindy Pearson: You're also, you are saying that you can have less than five and no more than seven. If you only get five you don't have that fill. So you'd have to have seven to have those members filled. You see what I'm trying to say you have seven listed.

Bridge Littleton: How many mandatory positions are there or not. How many.

Philip Miller: Six. One at large.

Cindy Pearson: One at large.

Philip Miller: So you'd have two or three at large.

Bridge Littleton: Yeah. [inaudible] it should. Yeah yeah sure that's fine let's let's make it should. I mean and you know the goal right. We want somebody from one of the hotels in town. We want somebody who's done events in the past who can help us you know create a process to how to do these. The only other thing I would say and if you need to update it. Well let me ask the question broadly. I, because we had this discussion last time around the idea around Events Committee I think everybody was very receptive to it. So they could bring focus to it. Right. I think we do want to make sure, or it's a broader question. It is cultural and all that stuff but it also is you know a taste of Middleburg is not really that cultural right. It really is about getting people to come here and locals enjoying food and wine of Middleburg but also visitors coming and hopefully spending a night and bringing some tourism money and it's food and wine. So and I'm saying it that way because we can shoehorned into being cultural. But how about a car show. You know is a car show cultural? OK maybe but it really is about trying to create a really neat quality event for the town and I'm not saying that's the event we want to have. But is that what we want to ask these folks to do as well. Right. Focus on cultural events and make sure they're a part of what we do cultural and community events and make sure they're a part of what we do. But also economic events. You know I mean I don't think we want to have two committees for eventing I think we would want to have all all in one. But I just want to make sure everybody is on board that we do want to charge those people with figuring that out. Philip, you have a question.

Philip Miller: So it's community cultural events and tourism?

Bridge Littleton: Yeah, and everything's going to come to us anyway.

Kevin Daly: So I would just probably it's my French Canadian side. I would argue that food is a cultural, has a cultural aspect as does clothing. We could even have a New York style fashion show that we've had. But that's culture.

Philip Miller: What could be more culturally significant than the food.

Bridge Littleton: Ok. I mean if everyone is comfortable that it includes those things then I'm good. All right. Any other input.

Kevin Daly: So are we're going to come back with the corrections to from shall to should before we make that move?

Bridge Littleton: Yeah you guys will need too.

Bridge Littleton: Yeah. Martha.

Martha Mason Semmes: You do have tourism under number two anyway. You do mention tourism. [inaudible]

Bridge Littleton: Yeah but those are funding requests.

Bundles Murdock: Why do you have to bring it back, just do it as amended.

Bridge Littleton: No no that's fine. My question is everybody on board with pass the resolution as it stands with amending it from shall to should.

Jamie Gaucher: Should.

Bridge Littleton: OK. Do we have a motion?

Kevin Daly: I move that council approve the ordinance with amendments establishing the town's cultural and community events committee.

Philip Miller: Second.

Bridge Littleton: All those in favor, oh excuse me, discussion? all those in favor?

Everyone: Aye.

Bridge Littleton: Opposed, abstentions, motion passes.

Bridge Littleton: Okay next one here is compensation plan. So before we jump into this. Actually I'm just going to briefly touch on this. I spoke to Darlene earlier this week when we had this discussion since Darlene is head of the personnel committee. She wants to be here for the discussion. So real quickly just to make sure you know that next time we talk about this you know Martha's got her memo here. Please you know take a dive and read that you know the staff input and also the slides from Shawn. I would ask Rhonda and Martha next when we put on the agenda next time Martha include your memo but also include the public part of what Shawn did. That way we don't want to go backwards and it'll all be there. But just real quickly out of the box any questions or thoughts from anybody, just initially. Yes sir?

Peter Leonard-Morgan : I've read the memo and I've read the highlighted section in italics and you know it was one of the issues that I think we talked about at some point during the presentation which is that Middleburg is it's not got you know hundreds of employees where you can blanket say hey this is going to be our criteria for above standard or below standard. We got to treat it much more on a personal level because every person's got their own job but also fills in and does other people's jobs from time to time and it's going to happen. So we have to be really careful about that.

Bridge Littleton: Thank you. Anything else? We're going to move on to the next. Thank you Peter. Moving on to the next item here the form for town committee assignment. Really this is just a review for everybody. Martha or Rhonda which one of you would prefer to.

Rhonda North: So we were asked to prepare an assessment form that each of you could present to the various committees that you represent and to ask them to essentially review their missions, review their roles, review the ordinances that create them and see if there's anything that they would like to update, change. Look at long term goals, short term goals to submit them to council along with any budget requirements that'll go along with it. And to do that so we'd have all of that in time for budget consideration for the coming year and the hope is that everyone will complete their forms and turn them into me at the beginning of December and then we'll be able to get them into the council, so the council can say yes we like that goal. Maybe that's a little overambitious. You know staff, but these things in the budget you know just sort a guiding tool for [inaudible].

Bridge Littleton: Thank you. Has everyone taken a look at the form. Any input or any concerns about taking that approach with each one of our committees. You know at about this time every year.

Peter Leonard-Morgan : I have no problem with that, I think it's a very good idea. I made a note which is slightly off topic on here which is about the committees and about forms and I was wondering whether we should also think about each committee having a sort of it's almost like a standard reporting form every month,. just very simple to the council. [Laughter] Just to sum up just to sum up you know what's happening, I'm talking about Go Green for example. You know I try to do the minutes for Go Green but it might be nice just to have a short paragraph about what's happened that month so that we're all on board.

Bundles Murdock: But I thought that was the job of the council person reporting orally at this.

Peter Leonard-Morgan : I agree with that but half the time when we get to the section where is there any town committee reports. There are none.

Bridge Littleton: Let's not say half the time, it's all the time.

Peter Leonard-Morgan : Sorry. Correction.

Bridge Littleton: Except we go green. So I don't think it's a bad idea. I think it actually is a way of holding us all accountable and it doesn't have to be a lengthy you know 10 hour thing. If it's three sentences, it's three sentences. You know it can be as simple as whatever you guys feel comfortable with.

Bundles Murdock: I just would like to say in the past we had every committee meet talk about at every monthly meeting and it went on so long that that's why it went away unless you had something to say. So I get the difference but you get bogged down if every single committee.

Peter Leonard-Morgan : I totally agree with you and I think you are spot on. So we could almost have it like a three minute or two minute. Anyways, it's a suggestion. I do think we may need something.

Bridge Littleton: What about this. We submit it in writing and we, you know when we get to that point of the review say hey is everybody read everybody's committee reports. Any questions. If not silence is acceptance. We move on but at least it's there it's on the record. It's part of the public domain.

Philip Miller: Put a word limit on it.

Bridge Littleton: Yeah, right. One hundred word, it's a tweet 149 characters. OK.

Martha Mason Semmes: Mr. Mayor, I just gonna note also on the regulatory committees that are under Will, he provides in his report what they have done so that gives them a leg up on them.

Bridge Littleton: And I think it's I think it really is the non-regulatory committees. Like for you know all those ones where you guys are already doing minutes. We don't need to, you know. HDRC and planning commission. It's all there. I mean I look at those and they're great. I think it's for the all the other ones. Like I'm you know I will be responsible for the finance one so I need to do that. And you have Go Green and you have EDAC and whatnot so. OK let's figure out a format. Maybe it is just a couple of sentences once a month.

Kevin Hazard: I think your idea of a tweet is you know.

Bridge Littleton: Is spot on.

Kevin Hazard: Is spot on because we don't want to make this. We don't need to add another layer. I mean again you said it we're a small town and just adding layer upon layer. And so you're not going to need a monthly for, what's the one that the county has to swear them in.

Bridge Littleton: No no no, exactly.

Kevin Hazard: I mean, yeah that is, but so we need maybe you don't need monthly if they meet quarterly.

Bridge Littleton: Oh right yeah, yeah, yeah. And let's do it this way too right. Just e-mail it to Rhonda. You know before the meeting before the regular town council meeting you know Rhonda if you just send a reminder out and just e-mail it in and say hey here's what happened that everybody should know about. And that's it.

Kevin Daly: A good point that Kevin makes. There are committees that only meet quarterly.

Bridge Littleton: Right.

Kevin Daly: So the idea of having them monthly. Well nothing happened since we didn't have our quarterly meeting this month. Wait until next month.

Bundles Murdock: Or BZA that meets every 10 years.

Bridge Littleton: Statutorily we meet every year. [Laughter]

Philip Miller: The committee that we just approved has report quarterly on its work to the town council in the resolution.

Bridge Littleton: Ok. So again real quickly just going back to the form though everybody is good with that. I think the goal is by the first week of December, you have gone through that form with each one of your committees, outlined your goals. If you guys or your committee wants budget for something know what that budget number is and put it in with that form. And the goal you know and Rhonda I'm assuming you put the form together. It's all in one page it's pretty straightforward. Once a year you know. And that's how we'll make sure all that stuff gets included. Kevin.

Kevin Hazard: Can I ask you all to get this to Will and have it put on our agenda for the next planning commission?

Cindy Pearson: And HDRC. And can I ask another question is this something that each member should sign and send back. I don't see.

Bridge Littleton: I don't think when you sign it.

Cindy Pearson: OK. The other thing. And the other form that might be helpful to have along with this is just very simple as just an emergency form for everybody because there's no way if. I don't know Peter fell out here tonight choked on something then we had to call his wife. Do we have a number somewhere.

Bridge Littleton: A contact form.

Cindy Pearson: Contact form, emergency form.

Bridge Littleton: Who emailed me earlier. It was one of the police officers, like a month ago asked for all my contact info.

Cindy Pearson: That's for your business.

Bridge Littleton: Never mind, I thought it was emergency. [inaudible] That's who it was. Yeah, yeah, yeah. Ok.

Rhonda North: Mr. Mayor just so we can put it on for like planning commission, HDRC but for the advisory committees what I'll do I'm going to be off tomorrow but next week I will e-mail this out to each of the council members in a word form and that way you can fill it out and submit it electronically if you want to do that. If that would be easier for you.

Bridge Littleton: That's perfect. Ok. And you get off the hook don't you.

Bundles Murdock: That's [inaudible] answer for me.

Bridge Littleton: OK. All right next one here is amendment account. Amendments to the council's rules of procedure. Did everybody have a chance to look at this it's really sort of updating two things. Number one our rules of procedure. Well three things. Rules of Procedure for how we incorporate the electronic capability we now have.

Number two updating our committees of the whole. And number three implementing a consent to agenda format. Does anybody have any questions or concerns about that? Kevin.

Kevin Hazard: Not so much concerns but just looking at the first amendment, the council's rules of procedure. When are we going to see it. Is that going to be is it gonna go out in the package. In other words we're going to have a consent agenda and that will be, so that'll be at the meeting. So when will we see the items that are on the consent agenda.

Rhonda North: The consent agenda is a part of the regular agenda. It is listed as a line item and all of those items would be underneath of it.

Kevin Hazard: So it's coming out when we see our package.

Rhonda North: Exactly. Yes. It's just that you'll handle all of those items that are under that consent agenda as one motion.

Kevin Hazard: No, I understand. I understand how a consent agenda works. So if anybody has, so what's the procedure do you can you do a day of or is it just going to have to be if you don't want it on the consent agenda. I'm just asking.

Bridge Littleton: Well I think it's for us to decide, yeah.

Kevin Hazard: Do we want it before we go to the meeting or you can say at the meeting I want to move that from the consent agenda and discuss it.

Rhonda North: What you do is you say it during the meeting. What would happen is the Mayor will say we've now reached the consent agenda. Is there any item on the agenda that council would like to remove. And at that point you would say yes I would like to remove. And at that point it comes off it goes down to the action items and the mayor will ask for a motion to approve the consent agenda as amended with the remaining items.

Bridge Littleton: Ok and one person can request to have an item removed and it gets taken out and we handle it separately.

Rhonda North: Correct.

Bridge Littleton: Okay, good. No, I think it's great I think it's a great idea I think it will help get a lot of the administrative stuff done, real, you know save you some time. OK. Any questions on the rules of procedure? Philip.

Philip Miller: We'll see if it actually does or if we all have questions on every item on the consent agenda.

Bridge Littleton: If you have a question e-mail Rhonda before.

Philip Miller: Well and that.

Bridge Littleton: Or me.

Philip Miller: No, but that's a good point when you read it and you have questions that you should be reaching out to the staff with those questions instead of taking up the time and pulling things out of the consent agenda unless you know there there's value in the discussion of the group.

Kevin Hazard: That's why I asked the question. I mean because I was thinking we should, if you have a question get it taken care of it.

Bridge Littleton: And if you feel it requires group discussion well then you know what we're going to pull it out. But it's not because we didn't say Rhonda this looks like a typo. OK. All right. Yes sir.

Peter Leonard-Morgan : So section 4.4, internet, town clerk shall post the agenda for all council meetings on the internet. Do you think it's worth stressing a bit more that members of the public can see it live because I'm not sure a lot of people know that even though we know it and I think the transparency of that is really we spent a lot of money on it, it's good. Is there a way to do it more?

Rhonda North: I think that's more of our advertising that we have that function than including it in your rules of procedure because the public is not going to view your rules or procedure. This is your document for how you conduct your meeting. It's not a document that the public traditionally reads.

Bridge Littleton: Can we, I'm off topic on to answering that can go out on one of our next letters?

Rhonda North: We did put it out in the newsletter once we instituted the system. But we can definitely do it again to remind folks that it's available. [inaudible] When did we start like April or May? And we put it in the next newsletter just to let you know you know the meetings are now available on the town's web site but we can do it again..

Bridge Littleton: On the bills. When we send the bills out just at the bottom. Every time going on from now going on you know visit town website and one line below it you know all council whatever meetings you know always stream live via the town web site. I mean it could be something that simple.

Philip Miller: And with a new web site we can certainly make it more readily found.

Rhonda North: Yes.

Bridge Littleton: Ok so any other input on update to the [Inaudible]. Motion please.

Peter Leonard-Morgan : I move the council approve a resolution amending the council's rules of procedure as proposed.

Philip Miller: Second.

Bridge Littleton: Anymore any further discussion. I just want to say you know Rhonda, Martha thank you all very much for doing this. I think it's great. So all in favor.

Everyone: Aye.

Bridge Littleton: All opposed? Abstention? All right. Motion carries. Next one here other discussion items town, long week, reports of town council committee liaisons. Any committee reports. Peter.

Peter Leonard-Morgan : Go Green.

Bridge Littleton: Are you going.

Philip Miller: Yes, indeed. I just remind everyone we're going to do the town cleanup on the 27th of October at 8 am. at the community center. There's a nice little article in here. [Inaudible] And no that's actually free of charge. And thank you Dee Dee. And so we've got an e-mail address of volunteers and same sort of thing as before if you know any volunteers from council would be very welcome.

Bridge Littleton: I will be there. Now I'm eyeing everybody else around the room. [Multiple speakers] 8:00 am. [Inaudible] been canceled that day. [Inaudible] Community center. [Inaudible] [Laughter] Hey, town should be clean. All right. Any other committee reports? Kevin.

Kevin Daly: Well this just very informal, we've seen the passing of Heather this evening and we have.

Bundles Murdock: She didn't die.

Kevin Hazard: She left, she's gone.

Bridge Littleton: What Kevin means is once an officer quits they're dead to him. [Laughter]

Kevin Daly: They mean nothing. They're gone they're out of here.

Rhonda North: She's gotta work this weekend.

Kevin Daly: She's going to be working. But a new corporal has been selected. And that will be announced at a forthcoming meeting. And we have still have openings and we're have some extremely good candidates coming forward for a replacement. more to be told in a future.

Bridge Littleton: Excellent. Any other committee reports. So the only thing I'm going to wanted to mention, oh Kevin.

Kevin Hazard: I apologize, what time is that thing.

Peter Leonard-Morgan : 8 am.

Kevin Hazard: 8 am. Ok, I got it right.

Peter Leonard-Morgan : [inaudible] October 27th, it's a Saturday.

Bridge Littleton: Any other committee reports? Only thing I wanted to mention was, so the advertisement has gone out for the Finance Committee. I reached out to a couple of folks who have expressed interest in the past. But if you if you know somebody who would be of value with their skills and background on that committee please reach out to them and ask them to send in a letter expressing an interest. I would love to get this thing you know not staffed up but people impaneled so we can we can start looking at looking at stuff. Interest rates are going up so if we're going to look at our debt and how to keep it low we want to move faster rather than slower. So anyway. Ok moving on. Next one next item here is strategic initiative goal chart and this is this is not we're not going to do anything on this tonight. It's just to review to make sure that everything on here was captured the way we talked about it last week and make sure nobody has any questions about it. And who owns what and all that stuff.

Philip Miller: Nothing has changed other than the order in which there's sorted.

Rhonda North: And Vice Mayor Kirk was assigned two items the development of a town event along with Council Member Pearson. And there was one more that she received, yeah review budget options.

Bridge Littleton: Ok. And remember the goal here too is on a quarterly basis. You know we're going to divide and conquer these, but on a quarterly basis it will be just you know where we each are on our item towards meeting the goal under the time frame. And if you need money or you need a push the date or you're waiting on something from me you know that's also where you come in and complain that I'm not doing my job. Any input on on that process. What's that? [Inaudible] yes. Now let's slow things down a bit. [Laughter] OK. And next item hiring of the town administrator. So.

Martha Mason Semmes: I hope you heard something because I didn't.

Bridge Littleton: I called Steve earlier today.

Martha Mason Semmes: Good. So.

Martha Mason Semmes: I'm very communicative.

Bridge Littleton: Yeah anyway. Well so here's the status that Steve gave me this afternoon. The application period's closed. They had 51 total applicants come in which is great. Some a good number actually fairly close by. But then it was a nationwide search. So I mean he had people from the state of Washington and Hawaii. Oh yeah. What's that. [Inaudible] Go to the island of Kauai for a week and tell me you don't get the heebie jeebies and want to run. I mean it's desolate anyway. Well that's true. Anyway so what he said that their next step was they've already been doing some of the reviews of you know some of them just don't even meet the criteria and then whatever but he feels they have 15 to 20 very good viable candidates. A couple of those are actually internal to the town. Yes internal candidates. [Inaudible] No comment. So what they're going to do is you know get that down to the 15, 16, 17, 18, whatever it is number do a pre-screen interview with those folks. And then the process from there will be an initial interview with all 15 of them, 15 to 18 whatever the number is, with a subgroup, myself and Darlene and you know probably one other person, interview them initially. Any one of those that is you know outside of driving distance, we're going to do it by Skype. And so Steve will be able to set that up and whatnot. We're going to, the goal then is to boil that down to five to six finalists and then all of those folks will come in for in person interviews regardless of how far away they are here in council chambers with us.

Bundles Murdock: During a meeting or at another time?

Bridge Littleton: I think that's going to be driven by the. Oh no it's not going to be all at once either. It's going to be driven by how those people can travel. You know so one person might be moving here from Arizona but they can't come out on a Thursday. You know it's going to be a. At

Bundles Murdock: Full council?

Bridge Littleton: Yes.

Bundles Murdock: Does it have to be advertised?

Bridge Littleton: Martha what would that be.

Rhonda North: So there is actually an exception in FOYA with regard to interviews for your chief administrative officer and all you have to do is announce that the council will be conducting interviews and give a time window.

Bridge Littleton: Great.

Rhonda North: That that will occur. That way you can't have the press camped outside the door watching to see who it is and who goes.

Bundles Murdock: Is the camera on for those or not?

Rhonda North: These would be done in closed session. So no you would not be televised.

Bridge Littleton: Perfect. Kevin.

Kevin Daly: Are these special sessions. They're not going to be the usual Thursday nights.

Bridge Littleton: I mean I. Well let me ask you guys how do we want. You know as best Steve can how do we want to try to organize them, days, evenings. [Inaudible] Well again we're going to be interviewing five or six people. Right. And we are going to have to be flexible with the applicants you know especially ones who might be traveling from far away. Right so it might be that one day. And if we all can't be here for every one of them. You know we can always make like if somebody misses it, you've got a meeting, you can always follow up with them by phone and ask him your questions and get to know him or we could do another Skype thing. But it's you know I how do you guys want to handle that. Do we want to try and drive for an evening interviews try to pack them all in one night or do we want to let Steve, or you know let's maybe give Steve the three night three options over a two or three week period. Say look these are you know this Tuesday this Thursday and the following Wednesday. Fit them into those. What do you I mean what do you guys think?

Philip Miller: Roughly what weeks are we talking about.

Bridge Littleton: So we're going to have to do the 15 interviews 15 Skype slash in person interviews that will I'm guessing will take two to three weeks. Let's just say it takes two weeks and then probably a week of thinking and assessing and then can do it after that. So you're talking end of October unfortunately. Well you know what. No, I'm just thinking about it.[Inaudible] No, we've got to drive on Steve to get these 15 done within a week. We're running out of time.

Bundles Murdock: I think I was I mean I remember when we went through this before Martha came and also with the police chief, we should ask Betsy but I think when we had them backed up it up very clumpy. I mean it was tricky getting several done a night and then we had somebody out there babysitting. And then in and out. Yeah it was embarrassing and it was tricky because the world is very small in those things. I don't know. I have no solution.

Philip Miller: I think that could be managed a lot better with Skype interviews though.

Bridge Littleton: So yeah the 15. You know let me do this. Let me sit with Rhonda and with Martha and get Steve on the phone. Maybe tomorrow and just say what's the are the possible with the Skype interviews. Can we get these 15 people done in a week you know or the ones that are in person right. Whichever, like the local folks. Can we plow through that and get it done in a week to 10 days. And if so can we then schedule the five or six finalists over the next two weeks and if we can drive on that then we can get all the interviews done by the end of October or by the third week of October. Now when we pick somebody it's still going to take them a month to get started but at least that's mid late November not mid late December. So what do you guys think?

Kevin Daly: It would be nice to have them here for Christmas in Middleburg.

Bridge Littleton: And as much overlap with Martha as possible

Bundles Murdock: And when we did the police chief it was just we were three people only and did all the interviews. And it was pretty clear our top three and those are the ones we brought to council.

Bridge Littleton: That's the plan here is top 5 top five.

Bundles Murdock: Top 5 [Inaudible]

Bridge Littleton: Yes. Well it's we've got 51 applicants so we're going to have, it is a robust pool.

Bundles Murdock: 5,if we had Skype we would work really quite efficient.

Bridge Littleton: Well we can do that. Let me ask that. For the final interview. Do you want to require them to be here, in person. I do. I absolutely do. [Multiple speakers] The first round I'm totally fine people doing Skype. Absolutely top the top five have to, I think have to come.

Peter Leonard-Morgan : I think we need to make him as much as we can to be.

Bridge Littleton: Be available.

Peter Leonard-Morgan : Available as much as we can and it's difficult some of us but.

Kevin Hazard: Can we can we say a maximum of five or six I mean there may be three stellar candidates.

Bridge Littleton: Sure.

Kevin Hazard: And then we can go five or six.

Bridge Littleton: It all depends what falls out. But Kevin, Steve said expect that, five to six. You know you have a top five or six based on all the resumes he's seen so. OK. If we can make it easier. I mean there might be this 3 that is wow stand out. And then everybody else is good but you know OK well we'll figure it out. OK. So Martha, Rhonda I will sit with you. I'll come out tomorrow some time. You're not here. Martha I'll come by and see in the morning. We'll call Steve. Figure out the best we can drive at that you know and tell him to just get them on let's get him on the calendar start next week.

Martha Mason Semmes: Absolutely

Bridge Littleton: Getting them scheduled for Skype or whatever. Ok, great. Any other questions on hiring for the town administrator. Great.

Philip Miller: Just going to say that I think it's great that we have so many applications. And I think that's a good pool of people that he seems to think are viable candidates. So that's great. I'm glad we went this route.

Kevin Daly: It also speaks highly of the town. People want to come here.

Bridge Littleton: Well he did say that he said a lot of the applicants when they called him or talked to him they, one of the things that they were excited about the most was being a part of Middleburg which was like you said very encouraging.

Martha Mason Semmes: Mr. Mayor I just also want to let you know you know if push comes to shove and that stuff is not getting done you know that we've talked about if you need me to carry over as a consultant. You know I'm able to do that under VRS rules and I'm happy to hang out.

Bridge Littleton: Well you could tell Dave Simpson he just has to wait. OK I know that we do have that flexibility. OK.

Bundles Murdock: I hope we can get through it by the end of October just because of vested interest.

Bridge Littleton: Totally totally. And even if the person doesn't start Bundles. I know you'll be part. I feel pretty comfortable that you'll be in the final process. OK. So any other information items.

Bundles Murdock: I'll be away all next week just don't look for me.

Bridge Littleton: Ok so I've got a couple of things just want to run through with everybody real quickly. So the Federal Communications Commission. So remember we fought the 5G cell phone bill in Virginia. Well the cell phone companies did an [Inaudible], they went to the FCC to get the FCC to propose a telecommunications rule that basically says the exact same thing that Bill and the state legislature said. But it's a rule passed by the five person commission has the full effect and weight of law but was never actually voted on by members of Congress or any it was done as an administrative action. So there goes our authority and our own rights of way as to where cell phones

go and stuff like that. It happened yesterday I think. What's that. [Inaudible] Yes, cell phone towers antennas on the side of buildings. We have no zoning authority over any that it's exact same as the bill that was in Virginia. So we sent a letter last week to the commission saying please do not you know it's important to us, obviously that had no weight of effect. So they go via mail and NLC which is the National League of Cities which is the National Association for all VML type leagues in every city are going to file a class action lawsuit against the FCC to fight this. And they are opening the door for anybody any municipality or whatever who would like to be a named party as part of the class. And the only thing they're asking for is number one your agreement to do it. And number two for \$500. So because it's going to be a lot of you know but if everybody I mean if we get if there are thousands of municipalities across the whole country that you know. Yeah, go ahead Peter.

Peter Leonard-Morgan : So everyone aware of all this. Cindy are you aware of this? Good, ok. I mean yeah I would like to say I think we should do it I would absolutely be in favor of it.

Kevin Daly: \$500 is not huge.

Bridge Littleton: To me it's not the money. But the question is we'll be named as a party in a plaintiff's lawsuit against the FCC to fight this rule along thousands of other municipalities. You know, counties and cities and towns.

Philip Miller: It's the right thing to do. And I'm pretty sure you probably spent more than \$500 of your own money on envelopes and stamps.

Bridge Littleton: Well I do think we should ask Martin. I just would like to get his opinion you know what is any that legal backlash. I mean we're now party to a suit does that mean our credit rating gets impacted you know just but you are all in favor of asking Martin to double check. OK. So Martha do you have that? Okay great. And it's going to be brought up at the VML conference. So they're going to ask everybody to do that. That's that. I want to thank Kevin and the town planning commission for their help with Eric on what he's presenting tonight with Will. So you guys may or may not know this so COLT, all the towns are right now meeting with the planning commission of Loudoun County to push back on the development stuff that's in the draft plan. Every town submitted reports the county I'm shocked gave is giving every town 15 minutes individually to talk about their issues. 15. And then after every town has gone then it is a Q and A back and forth between all the towns and the Planning Commission. So I'm imagining they're going to be there pretty late but it's the press is going to be there. It's going to be I hopefully this will start. [Inaudible] Oh totally record it. Oh yeah. Yeah you'll be able to see it in the [Inaudible] room at Leesburg. Yep. So but I want to thank Kevin, let the planning commission know we really appreciate their help guiding the Berkeley Group. They did a great job.

Kevin Hazard: [Inaudible] easily the best report from all the towns.

Bridge Littleton: Oh clearly he was very thoughtful. Roger Vance who is sort of the he's the mayor of Hillsboro. He's the spokesman I guess for COLT he's going to be reading a statement at the beginning which he's already done. I'll e-mail you all that statement it was really really good. Conferences on this weekend for VML. You're going, anybody else going? Ok. I'll see you there, you're going Saturday right?

Peter Leonard-Morgan : Sunday

Bridge Littleton: Sunday morning. OK. Yep. And then the last thing I had on here is a question for Rhonda, Martha or maybe Philip what's the status of the web site. [Inaudible]

Philip Miller: We've selected three firms to do stand ups and we have had three meetings on the books for what next week?

Rhonda North: October the 10th, 11th and 12th.

Bridge Littleton: So what do you what kind of time frame do you guys anticipate for selecting somebody and there was a general time frame from all those proposals as to how long they thought it would take to get the website good and going.

Philip Miller: Six to eight months, I believe most of them were saying.

Peter Leonard-Morgan : Longer but some of it shorter but I think that's right, about six to eight months. And I think that we probably once we've had these meetings we'll get together select the one that we.

Philip Miller: I think we should be able to do that after their last stand up meeting.

Bridge Littleton: OK. So if they go.

Philip Miller: Actually we should probably just make that meeting a little bit longer on the calendar. At 45 minutes to discuss it afterwards.

Bridge Littleton: So I assume we have a contract by the end of November. And let's just say six months to get it done. Seven months we're talking early summer is what you guys feel comfortable with. OK. Two other things I have from last meeting, [Inaudible] contract status.

Martha Mason Semmes: Yes we received additional comments. The town attorney did yesterday or the day before I sent those to Will to take a look at and also had a long conversation with the town attorney about them this morning. We think we feel comfortable that we can address those comments. There were a few new things so but not anything to worry about at this point I don't believe Martin was going to turn that back around today and get that back to them. So hopefully it's not I don't think we're in the point where they keep moving the ball. I'm not that. But there were just a couple of issues that we had to deal with. One of them had to do with whether the elevator had been inspected or not. Will said that was inspected again today just to be sure that was scheduled for 2:30. I haven't heard the results of that yet but.

Bridge Littleton: So what is the time frame on getting this executed.

Martha Mason Semmes: As soon as the parties agree. I hope next week. Like I said I thought we were close before. if they agree to everything we said in this one we should be up no problem be able to take care of it next week.

Bridge Littleton: Ok. So listen to this. If they can get it if you guys get everything by Wednesday afternoon. Great. But if there are still things that are hanging out there Thursday let's ask let's just see right if Will, not Will, Martin and their attorney and you and if Chris needs to be there. Great. Let's just get everybody here for an hour sit across the table and just let's get it done.

Martha Mason Semmes: That's actually what I recommended when I saw those comments I said we need just sit face to face. They go well we couldn't do this week tried to do it on Friday, we invited them to a meeting. They couldn't come and he said can't come. He doesn't have time next week so.

Bridge Littleton: We'll tell him he doesn't have to come here we'll do a conference call.

Martha Mason Semmes: Exactly. So that's what we tried to do. So this is this is plan B.

Bridge Littleton: I got it.

Martha Mason Semmes: Hopefully it's good. OK. But yeah.

Bridge Littleton: And the only question was the treatment plant getting the building for the PD. So you guys were going to look at the plan and get a quote for you know like for storage for the police department.

Rhonda North: I know that the engineer met on the site today but I don't know what the outcome of that was.

Bridge Littleton: All right. So let's let's you know try to shoot for an understanding of what those needs will be and what the cost will be by next council meeting.

Rhonda North: Ok.

Bridge Littleton: Anything from anybody else? I think we have a close session. Aren't you excited. You get to stay. [Inaudible] Yeah Bundles, you can participate. [Inaudible]

Bundles Murdock: And I forgot to push my button.

Kevin Daly: Got to do it all over again.

Bundles Murdock: [Inaudible] I really did. Where were you when I need you. I'm doing yours. Yep.

Bridge Littleton: [Multiple speakers]. Good enough. All right. Are we in closed session now? Oh yeah. I'm sorry. Second. Do I have a second?

Philip Miller: Second.

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

Everyone: Aye.

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

Bundles Murdock: Yes.

Kevin Hazard: Yes.

Philip Miller: Yes.

Bridge Littleton: Yes.

Peter Leonard-Morgan : Yes.

Cindy Pearson: Yes.

Kevin Daly: Yes.

Bridge Littleton: And any further items from council. Meeting is adjourned.