



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Minutes**  
**Thursday, December 13, 2018**



**PENDING APPROVAL**

**PRESENT:** Mayor Trowbridge M. Littleton  
Councilmember Chris W. Bernard  
Councilmember Kevin Hazard  
Councilmember Peter Leonard-Morgan  
Councilmember Philip Miller  
Councilmember Cindy C. Pearson

**STAFF:** Martha Mason Semmes, Town Administrator  
Danny Davis, Town Administrator  
Martin Crim, Town Attorney  
Rhonda S. North, MMC, Town Clerk  
Ashley M. Bott, Town Treasurer  
A. J. Panebianco, Chief of Police  
William M. Moore, Town Planner  
Jamie Gaucher, Business & Economic Development Director

**ABSENT:** Vice Mayor Darlene Kirk  
Councilmember J. Kevin Daly

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, December 13, 2018 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag.

**Special Recognitions by Mayor & Council**

**Resolution of Appreciation - Martha Mason Semmes**

Chief Panebianco presented a plaque signed by all of the members of the Police Department to outgoing Town Administrator Martha Mason Semmes in appreciation for her service and support.

Mayor Littleton read aloud the Council's Resolution of Appreciation, recognizing her for her accomplishments as Town Administrator and wishing her well in her retirement.

*Councilmember Hazard moved, seconded by Councilmember Miller, that Council adopt the resolution extending its appreciation to Martha Mason Semmes for her service to the Town of Middleburg as the Town Planner/Zoning Administrator from July 1995 through January 2003 and as the Town Administrator from November 1, 2010 through December 31, 2018.*

Mayor Littleton and each member of the Council individually expressed their appreciation to Ms. Semmes for her service to the community.

Vote: Yes – Mayor Littleton and Councilmembers Bernard, Hazard, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Daly

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Mayor Littleton presented a signed copy of the resolution to Ms. Semmes, along with a Town of Middleburg paperweight.

Town Administrator Semmes expressed hope that she had reflected the caring nature of the community back onto it. She advised that it had been an incredible privilege to work for Middleburg and thanked the Council and staff for their support. Ms. Semmes noted that she would continue to volunteer during Shakespeare in the Burg and the Middleburg Film Festival so she could continue to be a part of the community.

### **Staff Reports**

**Stuart Will, of IES**, reported that the stakes and pink paint that could be seen along Marshall Street were associated with the sidewalk project.

**Town Administrator Davis** reported that the transfer of duties between Ms. Semmes and himself had been fantastic.

**Town Clerk North** reported that a kick-off meeting was planned for the following day between the Project Committee and CivicPlus for the website project.

Town Clerk North noted that Granicus was upgrading their security system and reminded Council of the need to update their passwords, in the configuration she previously sent to them, no later than January 16th.

Mayor Littleton questioned whether the Council would be offered the opportunity to give input into the website project.

Town Clerk North advised that while the schedule may be tweaked somewhat, the RFP called for the staff to work with the contractor to develop a preliminary design, which would then be shared with the Council's Website Review Committee and then the Council, at which point the Council would offer input. She explained that if the Council liked the preliminary design, they would then advance to the final design, with the Council seeing the website again before its launch. Ms. North advised that if everything went well, the launch would occur in six months.

Town Administrator Davis noted that the staff would ask CivicPlus to provide some examples of ideal websites for the Town to comment upon from a design perspective. He advised that those would be shared with the staff and the Council for their comments as well.

**Business & Economic Development Director Gaucher** reported that there had been no movement on the slaughter processing facility. He further reported that a conference call was scheduled next week regarding the boutique hotel that would be proposed in the future. Mr. Gaucher noted that a new restaurant just opened in town and advised that two restaurants were looking at the Southern States property.

**Town Treasurer Bott** noted that her report was uploaded to the agenda late. She asked that the members contact her with any questions they may have once they had a chance to review it.

**Town Planner Moore** reported that the Historic District Review Committee reached a consensus that they did not feel that murals were appropriate for the Historic District. He noted that they were in the process of drafting an amendment to the Historic District Guidelines to that affect. Mr. Moore reminded Council that they approved the guidelines and reported that the amendment would be forthcoming next month.

Town Planner Moore recognized Maintenance Superintendent Tim Cole on the great job he did during Christmas in Middleburg.

Town Planner Moore advised Council that despite the contractor being ready to move forward, due to the drop in temperatures, the ground work for the Marshall Street Sidewalk Project would have to wait until the spring. He noted that VDOT recently did some sidewalk improvements at the intersections of Jay/Marshall Streets and Marshall/Pinkney Streets.

**Chief Panebianco** noted that the crowd was smaller this year for Christmas in Middleburg due to the weather. He recognized the help his department received from others, including the Town staff. Chief Panebianco in particular recognized Town Administrator Davis who jumped in to do traffic control when someone moved a barricade.

Mayor Littleton noted the need to check with Mr. Herbert on the towing activities when he offered his close-out report to the Council in February.

**Town Attorney Crim** reported that the sale was complete for the Health Center building.

Town Administrator Davis reported that during the first meeting in January, he would lay out some options for dealing with the proceeds from the sale for Council's consideration. He noted that they included the formation of a 501(c)(3) organization or having the funds remain with the Town for charitable distribution.

### **Consent Agenda**

(1) Approval of Minutes – November 8, 2018 Regular Meeting

*Councilmember Miller moved, seconded by Councilmember Bernard, that the Council approve the November 8, 2018 Regular Meeting minutes as amended.*

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Daly

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

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### **Action Items** (Non Public Hearing Related)

#### **Council Approval** – Resolution Encouraging State Investigation of Impacts of Rockwool Facility

Town Clerk North reminded Council that during their November meeting, they heard a presentation from representatives of Save Our Loudoun on the Rockwool facility that was approved in Ranson, WV. She further reminded them that they asked the staff to draft a resolution related to it for their consideration.

*Councilmember Miller moved, seconded by Councilmember Leonard-Morgan, that Council adopt a resolution encouraging the Commonwealth of Virginia to look into the Rockwool manufacturing facility in Ranson, West Virginia and to take appropriate steps to protect our residents and local economy.*

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Daly

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

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## Council Approval – 2019 General Assembly Legislative Statements

Town Administrator Davis reminded Council that the General Assembly met annually. He further reminded them that the Town could take a position on specific issues or just take a general position about the Town's interests. Mr. Davis advised that there were no particular issues the Town needed to raise and recommended they take the position of protecting the Town's interests and authority against further intrusion by the State. He noted that he drafted a general statement for the Council's consideration; however, he was open to additions to it.

Councilmember Leonard-Morgan noted that the Virginia Municipal League (VML) had taken a position with regard to providing a local option regulating disposable bags, which originated from Middleburg Go Green.

Mayor Littleton expressed frustration regarding the negotiations between the VML and the Northern Virginia Builders Association with regard to the proffer law. He opined that no substantive changes had been put forth.

Town Attorney Crim reported that Loudoun County had proposed language to address that issue.

*Councilmember Miller moved, seconded by Councilmember Pearson, that the Town Council of Middleburg adopt the following policy statement regarding the 2019 Virginia General Assembly session: "The Town of Middleburg supports increased flexibility and authority by the Commonwealth of Virginia for local governments and opposes any attempt to restrict or limit local authority including the areas of tax and fiscal policy, land use and proffer authority, regulatory constraints and unfunded mandates in order that the Town can provide necessary and expected services to citizens at fiscally responsible levels of funding."*

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Daly

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

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## Council Approval – Amendment to Ordinance Establishing Middleburg Strategic Finance Committee

Mayor Littleton explained that he would like to allow at least one more member of the Council to serve on the Finance Committee in order to offer greater degrees of perspective. He reported that the Committee had a great discussion during their first meeting.

Council expressed concern about having too many of its members serving on the Committee and opined that it may stifle the input of those who had real expertise in this area. They questioned whether another member was needed. The Council inquired as to the Committee members' thoughts on the proposal. After some discussion, they agreed to table this matter until January so they could get the Committee's recommendation.

## Council Approval – Resolution & Appreciation of Support – County of Loudoun Easement Program & Proposed TDR Program

Mayor Littleton advised Council that during their last meeting, the Loudoun County Board of Supervisors approved \$150,000 in funding for the Conservation Easement Assistance Program to assist lower income property owners in rural areas with the costs associated with placing their property in a conservation easement. He further advised that they also directed the staff to study the development of a transfer of development rights (TDR) program in order to

preserve rural land. Mr. Littleton recommended the Council adopt a resolution thanking the board for their support of the conservation easement program funding and supporting the development and implementation of a TDR program.

*Councilmember Leonard-Morgan moved, seconded by Councilmember Miller, that Council adopt the resolution of appreciation and support Loudoun County easement program and transfer of development rights program.*

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Daly

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

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### **Discussion Items**

#### **Request for Funding – Parking Lot Resurfacing – Federal Towers HOA**

Town Administrator Semmes reminded Council that this issue was first raised when the Town painted its west end water tower last year, as access to the tower occurred through the HOA's parking lot. She noted that the Town had a platted access easement. Ms. Semmes reported that the parking lot was paved in November and the HOA has asked that the Town contribute \$20,000 toward the \$46,000 cost. She explained that whether the Town contributed toward the costs was a discretionary decision of the Council. Ms. Semmes recommended the Council determine the level of assistance it would like to offer and that the staff negotiate a contract with the HOA that identified maintenance responsibilities for the future.

The Council held some discussion of the request and agreed that while they would be in favor of making a contribution, they were not sure twenty-five percent was the appropriate amount. They inquired as to the details of the repaving project.

Kristen Noggle appeared before Council representing the Federal Towers Home Owners Association. She inquired as to the amount of revenue the Town received as a result of cell tower leases and opined that much of the damage to their parking lot was due to the cell phone companies' heavy equipment.

Town Administrator Davis reported that of the \$160,000 the Town received annually in cell tower lease payments, \$117,000 was attributed to the Stonewall Water Tower. He reminded Council that these funds were used to offset expenditures in the Utility Fund.

Ms. Noggle reported that the parking lot was paved when it was developed in 1991 and that potholes had been repaired in the past. She noted that the bottom was not installed properly. Ms. Noggle advised that the HOA had the parking lot milled and properly paved.

The Council questioned whether the Town crossed private property in other locations to access Town facilities.

Town Administrator Semmes confirmed it did in order to reach the Town wells that were located on Salamander's property, as well as the West End Pump Station.

The Council questioned whether the cell tower companies had any responsibility for the repair costs through their lease agreements. Town Attorney Crim suggested he investigate that question. He further suggested that prior to making any payment to the HOA, the Town should clean up the language in the deed that granted it access across the property.

Ms. Noggle advised Council that she would have to discuss that with the Board of Directors during their annual meeting scheduled for the end of January.

Councilmember Pearson advised Council that she would abstain from any votes on this matter as she managed some of the property.

After some discussion, the Council agreed it felt that some type of payment was appropriate; however, they were unsure of the amount. They suggested the staff figure out what made sense and work on an easement that would tie the payment to it. The Council asked that the easement also address long-term maintenance responsibilities, including the need to inspect any work.

#### Bronze Fox Project Request – Artists in Middleburg

Deb Cadenas appeared before Council as the Chair of the Middleburg Arts Council. She reminded them that this project involved a six foot long sculpture of a fox. Ms. Cadenas advised that the cost for the sculpture, as of this time, would be \$30,000 and reported that \$8,000 had been raised to date, with some promises for more money. She explained that the Arts Council was partnering with the Artists in Middleburg (AiM) on the project and asked for the Town's support. Ms. Cadenas expressed hope that the Town would donate \$10,000 and opined that it would give them the boost they needed.

The Council held some discussion regarding the project. Ms. Cadenas reported that the sculpture would be donated to the Town for display in a prominent location. She noted that it would include a plaque recognizing the donors. Ms. Cadenas opined that the Town's support would assist with the fundraising.

Goskins Akman, the sculptor, reported that all of the money would go to the sculpture as everyone was donating their time and skills.

Mayor Littleton opined that the sculpture was a wonderful project. He advised that the Middleburg Museum Foundation had a prominent location at the Pink Box and suggested the Town could place the fox there on a permanent loan basis. Mr. Littleton opined that a \$10,000 donation was doable; however, he suggested the Town's money should be the last one in.

After some discussion, the Council agreed to make a donation, with the Town's contribution being the last money in.

*Councilmember Pearson moved, seconded by Councilmember Leonard-Morgan, that the Council endorse and approve the Artists in Middleburg bronze fox project as is currently proposed. Councilmember Pearson additionally moved, seconded by Councilmember Leonard-Morgan, that if the Artists in Middleburg are able to secure at least \$20,000 from private sources and the Middleburg Arts Council endorses the project to move forward, the Town will contribute up to \$10,000 to bring the project to fruition.*

*Councilmember Hazard moved to amend the motion to condition the approval on the Town's donation being the last \$10,000 into the project as needed.*

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

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#### Draft Wellhead Protection Plan

Bud Jacobs, Chair, and Jilann Brunett, Member, of the Wellhead Protection Advisory Committee appeared before Council to present the draft Wellhead Protection Plan update. Mr. Jacobs noted that the Committee worked on the priorities and tasking further and were recommending the update's approval. He opined that the approval was mostly related to the action items, as the remainder of the plan was factual.

Mr. Jacobs noted that, in addition to the update, the Committee was asked to do a committee assessment and advised that they were proposing changes to the ordinance that established it.

Mr. Jacobs reported that the most important priority for the Committee was to inventory the wells in the town and to identify which were closed and which posed a risk of contamination to the Town's groundwater. He noted that TetraTech, the consultant, provided the Town with a scope of work and advised that the Virginia Department of Health would provide \$15,000 to pay for the initial cost of the inventory. Mr. Jacobs opined that this would be huge even if nothing else was done. He reminded Council of the grant to defray the cost of closing wells in the Town. Mr. Jacobs requested the Council's approval of the plan update.

Mayor Littleton questioned whether there was anything else the Town should plan on from a resource perspective over the next two years for wellhead protection.

Mr. Jacobs confirmed the Committee identified some items in their assessment form, including additional staff time.

Mayor Littleton thanked the Committee, Town Clerk North and Town Administrator Semmes for their work on the update.

*Councilmember Leonard-Morgan moved, seconded by Councilmember Miller, that the Council adopt the source water protection plan prepared by TetraTech, dated November 2018.*

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

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#### Review of Committee Assessment Forms

Town Clerk North reminded Council that they agreed that each member would take the committee assessment form to their respective committees so they could identify (1) whether any changes were needed to the ordinance that established them and/or their bylaws; (2) their long- and short-term goals; (3) any budget needs they may have; and

(4) any other resources that were needed. She further reminded them that they wanted to consider the results as a part of the budget process, as well as help steer the committees in their long-and short-term goals. Ms. North noted that most of the committees submitted their forms.

The Council reviewed the form submitted by the Wellhead Protection Advisory Committee. They agreed to include \$30,000 in the budget as a placeholder in the event funding was needed for the well inventory. Councilmember Hazard asked that he be given more time to consider the Committee's request for an ordinance amendment.

The Council reviewed the form submitted by Go Green. Councilmember Leonard-Morgan, the Committee's representative, opined that their budget request was too low, as the Community Center was increasing its fee for the use of their space for the HEAL Expo. He noted that while they have not finalized the costs, there would be both income and costs associated with the construction of a charging station in Middleburg. Mr. Leonard-Morgan reported that Go Green would bring a report on that project to the Council in February.

The Council held some discussion as to Go Green's form. It was noted that the VML offered training related to going green. Councilmember Leonard-Morgan suggested he investigate the training opportunities and bring back a revised assessment form for the Council's consideration.

The Council reviewed the form submitted by the HDRC. Town Planner Moore reported that their biggest goal was to update the Historic District Guidelines. He advised that even though they submitted a budget request to hire a contractor for this project, he would look for grants to help defray the cost. Mr. Moore reported that the members were also interested in training and advised that he was looking for a regional training opportunity.

Mayor Littleton noted the proposal for the use of civil penalties for violations. He suggested this be done in conjunction with the updates to the Historic District Guidelines.

The Council reviewed the form submitted by the Planning Commission. Town Planner Moore reported that their biggest goal was the completion of the Comprehensive Plan update. He noted that they were also interested in some type of on-site training and were requesting a budget for it.

Mayor Littleton inquired as to when the first public hearing would be held on the Comp Plan update. Town Planner Moore advised that he hoped to be able to answer that question next month.

#### Fiscal Year 2020 Budget Process & Schedule

Town Administrator Davis reported that the drafting of the FY '20 budget was in progress and noted that he was reviewing it line-by-line. He proposed that he provide the Council with a broad overview of the revenues and expenditures in January during their regular meeting, followed by a specific line item detail during their January work session. Mr. Davis recommended the Council schedule at least one budget work session in January, as well as others in February and March. He further recommended the Council discuss the budget process and suggested that the individual members should be involved in the budget preparation. Mr. Davis suggested that if the Council agreed, he could set up meetings for the members.



The Council agreed they were in favor of the schedule as proposed and asked the Town Administrator to schedule the individual meetings. They also asked that he include their strategic initiatives in the budget. The Council agreed to hold a budget work session on January 31<sup>st</sup> at 6:00 p.m. They suggested it be a productive 2-2.5 hour meeting. The Council agreed to determine whether it was necessary to set other budget work session dates as needed.

#### Zoning Text Amendment 18-01: Repeal of Section 245a Pertaining to Maintenance of Historic Structures

Town Planner Moore reviewed the history of the recently enacted dilapidated structures ordinance. He explained that a section of the zoning ordinance was duplicative as a result and advised that this was a proposal for its repeal. Mr. Moore reported that the staff would advertise a Council public hearing on this matter as soon as possible.

At Mayor Littleton's suggestion, the Council took a five minute recess. Mayor Littleton called the meeting back to order following the recess.

### **INFORMATION ITEMS**

#### Strategic Initiative Item Review – Middleburg Branding

Councilmember Miller advised Council that following the completion of the question exercise regarding branding, it was determined that a new path was needed. He reported that the Town was looking for a new design, utilizing new designers from Native Collaboration.

Town Administrator Davis opined that the Council's feedback helped to solidify the message that the proposed designs did not capture the essence of Middleburg. He advised that the consultants agreed. Mr. Davis noted that their background research was good and advised that they would prepare a new design, utilizing a new design team. He reported that the consultant and staff were having a conversation as to who Middleburg was and what should be represented in a brand/logo. Mr. Davis suggested the need to put words down first so the team could capture the deep meaning of Middleburg. He further suggested the Council schedule a special work session for this item only. Mr. Davis recommended that Beth Erickson of Visit Loudoun facilitate the discussion.

After some discussion, the Council agreed with the proposal for a new design and work session. It was suggested that while Ms. Erickson could be present, she should not serve as the facilitator as that individual should be a neutral third party with no interest in the outcome. The Council asked that the work session be scheduled for some time after the Christmas holiday. Some discussion was held as to how feedback would be facilitated on the new design.

Town Administrator Davis suggested it would be up to the staff to ensure there were touch backs that could be fed to Native Collaboration. He suggested the staff develop a plan for the January meeting. Mr. Davis noted that the determination of the new design team from Native Collaboration would be handled parallel to the Council's work session.

#### Miscellaneous

Councilmember Pearson reminded Council of the Employee Luncheon to be held on December 14<sup>th</sup>.

Mayor Littleton reported that during the recent COLT (Coalition of Loudoun Towns) meeting, the towns agreed to develop a five point plan with regard to Envision Loudoun. He further reported that they agreed to thank Supervisors Buffington and Higgins for their hard work in pushing two conservation initiatives.

Mayor Littleton reminded Council that Wreaths Across America was scheduled for December 15<sup>th</sup> at Arlington National Cemetery. He noted that he planned to participate and offered a ride to anyone who would like one.

Mayor Littleton reported that COLT suggested the idea of going to the County to ask that they hire a town liaison officer whose sole responsibility would be to liaise with the towns. It was noted that the Town may have to pay a portion of the cost. The Council agreed that COLT should pursue such a position.

**Closed Session** – Property Acquisition; Appointments Cultural & Community Events Committee

*Councilmember Leonard-Morgan moved, seconded by Councilmember Pearson, that Council go into closed session as allowed under the Virginia Freedom of Information Act Sections 2.2-3711(A)(3) & (1) for the discussion of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the governing body and for the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees and employees of the public body. Councilmember Leonard-Morgan further moved, seconded by Councilmember Pearson, that these matters be limited to (1) property acquisition for a new town administration office; (2) property acquisition related to a parking lot; and (3) appointments to the Cultural & Community Events Committee. Councilmember Leonard-Morgan further moved, seconded by Councilmember Pearson, that in addition to the Council, the following individuals be present during the closed session: Danny Davis, Martha Mason Semmes, Jamie Gaucher and Rhonda North for all of the items and Martin Crim and Will Moore for the first two items. Councilmember Leonard-Morgan further moved, seconded by Councilmember Pearson, that the Council thereafter reconvene in open session for action as appropriate.*

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Daly

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

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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 9:37 p.m.

APPROVED:

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Trowbridge M. Littleton, MAYOR

ATTEST:

\_\_\_\_\_  
Rhonda S. North, MMC, Town Clerk

## December 13, 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](http://www.middleburgva.gov))**

**Bridge Littleton:** All right. We will call the December council meeting to order. First order of business is the Pledge of Allegiance.

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

**Bridge Littleton:** All right. Next item is the roll call.

**Chris Bernard:** Chris Bernard.

**Kevin Hazard:** Kevin Hazard.

**Philip Miller:** Philip Miller.

**Bridge Littleton:** Bridge Littleton.

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

**Cindy Pearson:** Cindy Pearson.

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

**Martin Crim:** Martin Crim, Town Attorney.

**Martha Mason Semmes :** Martha Mason Semmes, Town Administrator for one more night. [Laughter]

**Danny Davis:** Danny Davis Town Administrator.

**Bridge Littleton:** After tonight.[Laughter]

**Martha Mason Semmes :** Well, and today.

**Bridge Littleton:** All right. Next item is public comment. So would anybody like to come up and address the town council during the public comment period? You would have up to three minutes. Any member of the public? OK we will close the public comment session and go public hearing. I don't have any public hearing items. Next action is special recognition by Mayor, Town Council and Chief of Police. And this is in regards to Ms. Martha Mason Semmes. So I'd like to ask first the police chief to come up and I believe A.J. has a presentation.

**A.J. Panebianco:** Martha we appreciate what you've done over the last six years of my tenure here but even before that when the things started to change for the community and how the employees view what has happened. So we appreciate it. So I just want to say in recognition and sincere appreciation for your outstanding service and support for the Middleburg Police Department is presented by all of our staff and all of them had their name on there.

**Martha Mason Semmes :** Thank you so much A.J. Appreciate it. [Applause]

**Bridge Littleton:** Oh Martha don't sit down. It's not over yet. So I know we're going to some other stuff for you on Friday but since this is your last official council meeting, we have a resolution that we want to adopt on behalf of your service. So what I'd like to do first is actually read the resolution and then give Council an opportunity to add any comments. And then we will present you with the actual resolution itself. So here we go. Resolution of appreciation Martha Mason Semmes, service to the town of Middleburg. Whereas Martha Mason Semmes served as the Town Planner Zoning Administrator for the town of Middleburg from July 1995 through January 2003. And whereas Ms. Semmes returned to Middleburg's employ on November 1st 2010 as the Town Administrator and whereas some of Ms. Semmes accomplishments while serving as the Town Administrator include replacing an upgrade of aged waterline throughout the town including the Ridge View subdivision, coordinating with the Virginia Department of Transportation on their Route 50 Streetscape Project, coordinating with the Virginia Department of Transportation on their rural repaving project which resulted in the repaving of almost every street in the town's limits, hiring many members of the current town staff including the Chief of Police, Town Administrator excuse me, Town Treasurer, Town Planner, Business and Economic Development Director and the Office Manager. Contracting with Inboden Environmental Services to operate the town's Utilities System which greatly improved services to our utility customers, overseeing the planning and bid of the West End Pump Station project, renegotiating many of the town's purchase contracts with its vendors. Development of a utility rate model to help the town council set the annual water and sewer user rates, procuring and securing the Asbury Church to prevent its further destruction. The construction of improvements to the Marshall Madison Street intersection, refinancing the town's bonds and in order to secure lower interest rates and save the town money and acquiring grants and outside funding for multiple projects to benefit the town. And whereas Ms. Semmes is retiring effective December 31st 2018 and whereas Ms. Semmes has demonstrated extraordinary professional and personal dedication to the town of Middleburg. And whereas Ms. Semmes represented the community with distinction and integrity and treated citizens and the greater community with dignity, respect and kindness in all her dealings with them. And whereas the Middleburg Town Council deems it appropriate to express its gratitude to Ms. Semmes for her exceptional service to the town for a total of 16 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 services of Martha Mason Semmes and her service to the town of Middleburg from July 1995 through January 2003 as the Town Planner Zoning Administrator and from November 1st 2010 through December 31st 2018 as the Town Administrator and express our profound thanks to her and hope for her continued success in life. [Applause] So Martha, I think the way we're going to do this now is we're gonna go for the motion. So would somebody please.

**Kevin Hazard:** I move that the council adopt the resolution extending its appreciation to Martha Mason Semmes for her service to the town of Middleburg as the Town Planner Zoning Administrator from July 1995 through January 2003 and as the Town Administrator from November 1st 2010 through December 31st 2018.

**Philip Miller:** Second.

**Bridge Littleton:** So I'm going to be the first to start with a comment. So Martha I think I can say this for everybody in the community and I know my father expresses this as well but sincerest thanks to all you have done for Middleburg, the staff, the town office and the community at large. You have made an impact on the lives of everybody here and everything you've done for the town will be remembered for a long long time. I think I can't remember exactly what the quote is but it's something along the lines of the the mark of any human being is the impact they make on others. And with that quote alone you have made a huge impact on this town and it will be remembered forever. So I just want to say thank you very much for all you've done. [Applause] So do, are there any other comments from council before we vote? Philip oh wait. [Laughter]

**Peter Leonard-Morgan:** What the mayor said. But in addition I've been on the council for just over two years and you've been such a help getting me up and running, understanding how things work here with such style and grace and I really appreciate it. And hope we remain friends for a long time. [Applause]

**Bridge Littleton:** Cindy.

**Cindy Pearson:** And from the employee side and then sitting on the side I do thank you too and I wish you well in your retirement. Hope you get to do many things you want to do.

**Kevin Hazard:** And I will see you very soon.[Laughter] We're reading plays for Shakespeare in the Burg.

**Bridge Littleton:** I thought you meant retirement.

**Kevin Hazard:** No. [Laughter] The kids are going to retire before I do. Thank you Martha.

**Philip Miller:** Thank you Martha for always being a very visible and very friendly and caring member of this community. That's a huge part of what makes Middleburg so unique. And also I think something that was lost in this list of accolades and accomplishments was your stewardship in righting the financial ship that you inherited that was the town's finances. You were absolutely instrumental in making sure that we now have a very solid financial situation. Thank you. [Applause]

**Chris Bernard:** I really will just echo what Peter said. Being relatively new to this you've been an extraordinary help and kind of catching me up on everything and always being around to really just provide assistance and share your knowledge with everyone here. So thank you.

**Bridge Littleton:** So with that and I am going to break with town tradition I am going to vote on this resolution. So all those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** All those opposed, abstentions. Unanimously passes, Martha, thank you so much. Come on up [Laughter] [Inaudible]

**Martha Mason Semmes :** Oh boy. I always wanted one of those.

**Bridge Littleton:** So that's the [Inaudible] paper weight. [Inaudible] this is the resolution signed and framed. [Inaudible] Martha, thank you so much. Absolutely. Now if you'd like to say anything.

**Martha Mason Semmes :** Yeah, I know you have a really long agenda. You know it's hard for me I can't say too much because I'll get emotional cause that's the way I am. You know that. I hope that what I've done is reflect the caring community that you are and I feel like I've reflected that back. You know what I felt from community members and from the council and the staff is what I've tried to reflect back. This is a really special community. You know who you are. You have taken extraordinary care in your community. Being somebody who promotes historic preservation, you know, you are an amazing example of that. And it isn't just caring for your community, the people in it, the buildings that help the community thrive and make it so special, but you also care about your surroundings and you care about the broader community and you care about the beautiful countryside that surrounds you. And if there it really is, every year you hear it you know you're a special community. But I've worked in a lot of different places and you are the most special community and it's really been an incredible privilege to work here not once but twice. And in whatever I've done, again I've only done with the help of an amazing staff and the support of the town council. And I was just part of that team. A.J. you know great of the community policing. I think we all have work to try to reflect the type of community this is and respected the type of community this is. So thank you again for the privilege of working here for so long and I will, I'll be reading plays for Shakespeare in the Burg and I'm always a volunteer at the Middleburg Film Festival. So I'm not going away. I'll be around. Thank you again. Thanks to the community members and the business community also for your support. [Applause]

**Bridge Littleton:** And so Martha the only comment I'm going to add to that is that now that you will be retired, we expect to see your volunteerism here in town greatly increased. [Laughter] All right. So going on next is staff reports. So first staff report is Stuart.

**Stuart Will:** Good evening Mayor. Good evening council. Are there any questions?

**Bridge Littleton:** Any questions for Stuart? Go ahead.

**Peter Leonard-Morgan:** I'm not sure if this is your purview but there all these funny little nails in the asphalt on Marshall Street with pink paint around.

**Stuart Will:** I observed them being installed, that is survey markers and I'm guessing that that is for VDOT sidewalk project maybe. [Inaudible] Yeah, yeah there was a gentleman out there for several days doing that with a [Inaudible] station surveying equipment. Yeah. Yeah.

**Bridge Littleton:** Any other questions for Stuart. Stuart, thank very much.

**Stuart Will:** Thank you.

**Bridge Littleton:** Have a great Christmas. Next is town administrator, well I have to say this with S. Town administrators report. Martha.

**Martha Mason Semmes :** Yeah I just I think I just said everything I need to say. And I'll just let Danny take it from there. I think. I've been trying to just finish up things and not leave him with too much of a mess.

**Danny Davis:** Well if I can I'll just say the transition has been fantastic. Martha has been nothing but help. And it's we're on really good footing moving forward. So I'm happy to answer any questions. We're moving forward in the budget preparation we'll talk about that later but I'm happy to answer questions if you have any.

**Bridge Littleton:** Any questions for Martha or Danny? Great. Thank you guys very much. Well next one here is Rhonda, Town Clerks report.

**Rhonda North:** Thank you Mr. Mayor. So we've been working on a hodgepodge of activities this week, but there are two items that I want to bring to your attention. The first one is that we're going to do the kickoff meeting on the website committee with Civic Plus tomorrow morning, Danny and I and Tina who will be helping with the website. The other thing is if you haven't seen it yet, I know some of you have, I sent you an email earlier in the day asking you to please change your passwords in Granicus. They are updating their password system and effective January the 16th you need to have your new passwords in place. And I sent you the details of that.

**Bridge Littleton:** I'm waiting for it to require a blood sample.

**Rhonda North:** A blood sample? Don't give them any ideas.

**Bridge Littleton:** Right. Exactly. Any questions for Rhonda on the on her report. I just have one question. I didn't even realize it so I'm glad that the the website folks are going to get started tomorrow. Is there any point in their process where they're going to like we did with the branding thing, be interviewing us or is that something that you guys have totally the team that's doing it is totally running it on their own. Because I'm here and here's the reason I ask because I don't want to get in the way but if they do want to you know get input from us. I just want to you know us to be able to plan.

**Rhonda North:** Yeah. So we may tweak the process a little bit. The way the RFP was set up, they will work with the staff first. We'll give them the information they need and at some point when they've got a preliminary design ready they'll come and they'll bring it to the Council's website review committee and then also to the council during a meeting. Give you all the opportunity to have further input if hopefully we like the first design we'll move forward. If not then then they'll give us another design. Actually they'll give us up to two designs and then you all would see it again before the final launch just to approve it. And hopefully everything goes well and six months from now we're launching.

**Danny Davis:** And one additional add on to that is when we do our intro call tomorrow I want to ask, will ask Civic Plus to give us a few examples of their favorite websites or good ideal sites for us to look at for ideas. And so as we're going to pass that along to staff as we look at developing our own pages and organizational structure. But I think we'll pass that along to you as well. So if you see things in particular you see from other jurisdictions even if they're not Civic Plus sites that you want to make sure that we include or have listed on the website we'd be more than happy to integrate that into the design or even if it's not the initial rollout, it could be added on in the future for pages, organization, things like that. So again we're willing to take input and see how that comes together in a final product.

**Bridge Littleton:** Okay. You know you just you saying that makes me think of something. I would love to know or I think it'd be helpful to know from them right there is always how a website company or a company wants to do things but what are the ones, a couple ones out there where the public is raves about the site that that town implemented you know and features that the public really says, wow I love having this feature as part of town website. So if they've got that perspective too that'd be great.

**Rhonda North:** And also just to mention too Loudoun County just updated their website through Civic Plus. So they have a brand new website that Civic Plus designed.

**Bridge Littleton:** Has it gone live?

**Rhonda North:** Yes.

**Bridge Littleton:** When did it go live? I haven't been there in a week. Yeah. OK. Because before that it was the worst website I'd ever went to in my life. [Laughter] Ok. Anything else for Rhonda anyway? OK next is Economic Development. Mr. Gaucher.

**Jamie Gaucher:** Thank you Mr. Mayor. I know there are a couple of things on my list that we're g going to be talking about later in the meeting but over and above this. Mr. Mayor you asked me specifically to provide you any updates around two specific projects. One being that slaughter and processing facility. And I'm happy to share there's been no movement on that whatsoever. That's a plus. I think.

**Bridge Littleton:** You'd like to add there's nothing to add.

**Jamie Gaucher:** I would like to add, there's nothing to add. Thank you very much. And the second is the is a boutique hotel project. You asked me to keep you updated on that and I was approached earlier this week by the people that are preparing to propose something to the town and they've asked me to participate in a conference call next week. Nothing substantive has happened since then.

**Bridge Littleton:** OK. And I think we have a new restaurant open.

**Jamie Gaucher:** We do. And I heard a great story today [Inaudible] shared with us that he got his ABC license on Tuesday and there were people sitting at the bar waiting for him to get back from Alexandria with the license. [Laughter] So they could have a margarita. That's exciting. That's pretty good. And several additional restaurants in the works. Patrick Szabo from Loudoun Now came here unexpectedly today and interviewed Danny and myself about the food and beverage scene and the amount of food and beverage options that we have here in Middleburg. So that was encouraging.

**Bridge Littleton:** Any other word. The only question I had for you was any word on Southern states.

**Jamie Gaucher:** I have two restaurants looking at that building both of whom have been in here in this room that sat down and talked with the owner of the building and both restaurants are sort of in parallel preparing their own proposals for the owner of the building.

**Bridge Littleton:** Ok great. Anybody have any questions for Jamie. OK. Jamie thank you very much. OK. Next one here is Ashley.

**Ashley Bott:** Good evening. I don't have anything to add to my report. It was updated to the site late. So if you hopefully had a chance to review it if not if you have questions afterwards you can certainly e-mail me or give me a call. But do you have any questions this evening?

**Bridge Littleton:** Ashley, I one question.

**Ashley Bott:** Sure.

**Bridge Littleton:** On the graph which I think is page 1, 2, 3 which I really liked by the way. I just want to make sure I'm reading it right. I think I am. This is year to date right? Yes. The comparative so year to date last year, year to date this year.

**Ashley Bott:** Yes.

**Bridge Littleton:** Perfect. OK. That's all I had.

**Bridge Littleton:** Thanks. Okay next one is Will.

**Will Moore:** Good evening. Just a couple of things to quickly highlight. One at the historic district review committee's request wanted to give you an update. As you may be aware from monthly reports going back probably six or seven months now they have been discussing the possibility of murals in town and they've finally reached a consensus at their meeting last week that they do not believe they are appropriate for the historic district. We are in the process right now of drafting what would be proposed to you as an amendment to the historic district design guidelines booklet. Those guidelines were adopted by council a number of years ago. So they're going to propose an amendment that would address murals and that that has been the decision all along to propose some sort of amendment. But we just want to give you a heads up that will be coming forward to you next month for your consideration. Just quickly under maintenance. I just want to point out that Tim has really fell into a great groove. Last year was his first with Christmas in Middleburg and he's got a great system. And just doing a fantastic job. I can't say enough about what he's done with that event and then just finally the sidewalk project had some discussion with Danny earlier in this week. The contractor is ready to go. The temperatures are not. So we're thinking the best solution is probably wait until early spring to commence actual ground work because it is likely that if they're willing to go to work beginning next week. But what we would likely have is disturbed ground over the winter time and just it's. And we would certainly get it buttoned up best we could. But I think it's not really worth breaking ground at this point in time and then dealing with the the unsightliness over the next several months but they will be prepared in early spring if that's acceptable. We really can't, after talking with Danny and talking with our engineer as well we don't really see any benefit to the town to proceeding with it earlier, but other than that if you have any questions on my report.

**Bridge Littleton:** Any questions for Will. [Laughter] Oh Philip.

**Will Moore:** Mr. Miller did point out to me last week or the week before there were a couple of intersections along East Marshall Street that a concrete crew showed up and started doing intersection improvements. And this was just it was a VDOT contract that we were unaware of that they made improvements to the southeast corner of Jay and Marshall Street and then the southwest corner of Marshall and Pinckney. So with a little bit of sidewalk extension there.

**Philip Miller:** At 7:30 in the morning the Wednesday before Thanksgiving,.

**Will Moore:** We'll take the.



**Philip Miller:** But it's done.

**Will Moore:** Yes. So that was a nice surprise. Thanks VDOT.

**Chris Bernard:** No just wait to get the bill. [Laughter]

**Bridge Littleton:** Anybody have any questions for Will. Thanks Will. All right, our next one here. Oh we can skip that, no. A.J.

**A.J. Panebianco:** I will be briefer then Will was. Start the timer.

**Bridge Littleton:** Hold on hold on.

**A.J. Panebianco:** Aside from what's in the actual report that I gave you, I just want to point out a couple of things about Christmas in Middleburg. It was a smaller crowd. I do not have an estimate of numbers I haven't seen enough pictures to get the real estimate. However I would like to mention a couple of things. Obviously we had a lot of help from the other departments I put them in there. we had help from our town staff in providing food for the folks and we greatly appreciate that. I will echo Will in saying that Tim has added to the team for Christmas in Middleburg and done so in a really great fashion. He's getting the signs up a lot better than we used to get them up and we've he even offered a different setup for taking him down this year that worked out really well. So I appreciate him. We do have two town administrators. I will point out one of them because I intend to thank him publicly because we had a hole in our traffic event. Some of the people that went to the Red Fox to watch the horses had snuck in moved a barricade and parked down on one of the streets they weren't supposed to park in. And between two of our officers so no one could really see what was going on. Danny happened to be standing there and had a yellow jacket on and said, would you like for me to step in and keep these cars here and I said, absolutely thank you. So I do want to point it out and say thank you for jumping in. It was your first one and we put you to work. Now that we know that you will be directing traffic this year.

**Bridge Littleton:** But just don't give him a gun. [Laughter]

**A.J. Panebianco:** Yeah. I did want to point that out that that his help was appreciated and that he did jump in with both feet on the first one and we we appreciate that as a town staff to see that. And thank you guys for supporting it as well.

**Bridge Littleton:** Any questions for A.J. When will. What's the plan for typically I can't remember when Jim comes in and gives his after action report. Is that January?

**Rhonda North:** February. February work session is generally when we have him come in.

**Bridge Littleton:** So the end of February. Ok so the one thing I heard and maybe check with Jim on it was the towing situation in the two parking lots. Were you all copied on that email at all?

**A.J. Panebianco:** I did not see that. I apologize.

**Bridge Littleton:** It's OK. It was. People got stuck in the mud. And then there was a tow trucks and people were charging like five times the normal towing. Yeah, yeah. So. And I get it right we haven't had a rainy Christmas in Middleburg in years.

**A.J. Panebianco:** So I will say normally he has a tractor out there to pull, but I don't know if.

**Bridge Littleton:** He was stuck taking care of the people in Salamander so the folks out at Mickey Gordon.

**A.J. Panebianco:** Had to call people.

**Bridge Littleton:** And these guys were charging. So we're all set to figure that out next year maybe arrange somebody in advance to get a contracted rate and if we need to help with that we can help.

**A.J. Panebianco:** All right.

**Bridge Littleton:** Ok. Thanks.

**A.J. Panebianco:** Anything else. Thank you guys for releasing me today because [inaudible].

**Bridge Littleton:** All right, thank you. And the last report Martin.

**Martin Crim:** Thank you Mayor. I have one update that the health center sale has gone through. The property is of record.

**Danny Davis:** And the check was deposited.

**Bridge Littleton:** I was gonna say has the funds been received.

**Danny Davis:** Check was deposited this afternoon.

**Bridge Littleton:** Awesome.

**Martin Crim:** Stand ready to answer any questions.

**Bridge Littleton:** Anybody have any questions for Martin? The only thing I would throw out there is that now that that's all closed and done. I know and Danny you might not be up to speed on this but in council a couple months ago we talked about that other pass forward. We have to now start putting substance to what that looks like and I think you were in the meeting.

**Martin Crim:** That was in the discussion today.

**Bridge Littleton:** Ok.

**Martin Crim:** Conference call was between myself and Danny and Martha. And so he's what we're all aware up to speed on that and we're planning to bring it to the January meeting I think.

**Danny Davis:** Yeah. Thought we'd bring some to your first meeting in January just to lay out the option paths for either going the full kind of 5013C route or keeping it a town fund pros and cons for each and just getting general consensus from council and then we'll move on from there.

**Bridge Littleton:** Ok, that's great.

**Danny Davis:** Does that work?

**Bridge Littleton:** Yeah, perfect, thank you. Martin thank you.

**Martin Crim:** Yes sir.

**Bridge Littleton:** All right. Next on the agenda we have approval of the minutes. So do I have a motion for approval of minutes. [Off Mic] Oh, it's on the consent agenda. I'm sorry. Let me go back. I apologize. Separate. I can't find it.

Yeah yeah. There's no. There's not one there. [Off Mic] Oh ok. Yeah sorry. That's fine. So, do I have a motion to approve the minutes from the last meeting?

**Philip Miller:** I move that we approve the minutes as amended.

**Chris Bernard:** Second.

**Bridge Littleton:** All those in favor.

**Everyone:** Aye.

**Bridge Littleton:** Opposed, abstentions? Minutes are approved. Okay. Next item is a resolution encouraging state investigation of impacts of Rockwool. Am I saying that right? Rock. Yeah. Rockwool Facility. And Rhonda.

**Rhonda North:** Mr. Mayor. Some representatives from Save our Loudoun appeared before you at your November meeting and presented some information regarding the Rockwool Facility that has been approved in Ranson in West Virginia. And at that time you expressed an interest in adopting a resolution related to that. So we have drafted a resolution and it now comes to you for consideration.

**Bridge Littleton:** Thank you. Anybody have any questions about the resolution. I thought you guys did a very very nice job on it.

**Peter Leonard-Morgan:** Yeah I did actually send a note through that I thought that the resolution was really very nicely worded and detailed and certainly in my opinion appropriate.

**Bridge Littleton:** Any other questions for Rhonda or in general? Ok. Is there a motion?

**Philip Miller:** I move the Council adopt a resolution encouraging the Commonwealth of Virginia to look into the Rockwool Manufacturing Facility in Ranson, West Virginia and to take appropriate steps to protect our residents and local economy.

**Peter Leonard-Morgan:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed, abstentions. Motion carries. Okay. No. No. Excuse me. Next item is the 2019 general assembly legislative statements. And Danny were you or Martha going to.

**Danny Davis:** I'll take it.

**Bridge Littleton:** Take a walk through. Okay. Great.

**Danny Davis:** Briefly as you know the General Assembly meets annually and you have an opportunity to take any positions that you'd like to on either specific issues or a general position statements about the town's interests to our state delegation. We don't have any particular at this time issues or items that we've raised. In the past we've had charter amendments or other topics that we've brought up that where we needed legislation actually filed on behalf of the town. But in this case we kind of took the little bit of information from Leesburg and VML just to say that we can would recommend that town council take a position protecting its own interests against any further intrusion by the state. As you know we're a Dillon Rule state. So the only we have general authority and state code but also then other authority that must be granted by the state to us. Sometimes the General Assembly likes to take that authority back away from us. So the statement included in here would be that we encourage any additional authority that

would give us ability to have diversity of tax revenues, land use policy. Any other items as well as opposing any efforts on the General Assembly's behalf that would restrict that authority. Again kind of looking at the proffer law and things like that that have potentially negatively affected the town. So this is a very general statement but we would use it if anyone asked what the town's position was on a particular matter in this area. We're also open if there are any other items that you'd wish to add to this or that are of interest that might need to be included either in the town specific policy statements or that you wish to take on as a council.

**Bridge Littleton:** Does anybody have any questions for Danny? Sure.

**Peter Leonard-Morgan:** I'd just like to say that in the 2019 legislative program on page three of five there is a local option regulation of disposable plastic bags which states that VML supports legislation to allow local option authority to develop incentives or regulations to decrease or otherwise regulate the distribution sale or offer of disposable plastic bags which came from the Middleburg Go Green Committee. So very proud of our committee.

**Bridge Littleton:** So in other words you are part of VML's legislative agenda. I don't know how we let that get through. [Laughter] As a member of the VML executive committee. We obviously have to tighten it up. No that's great. I appreciate it. No it's the only comment I would have is. And if everybody else is in agreement with this as I am very frustrated with where VML is right now on the negotiation with the Northern Virginia Builders Association on updating the change to the proffer law. I mean they're making changes that actually don't have any substantive impact on lifting the gag rule. And I mean it's gone from 'shall' to 'may' but it's only presumptive and so people still aren't going to talk. So I'm personally very frustrated with that. I think it's going to not have any net effect. So I don't know if council, you know has similar feelings but I would be in favor of if we want to you know give support to VML or whoever is carrying proffer, helping us carry proffer legislation to specifically call that out. But that was my only one thing I thought was important.

**Martin Crim:** Mayor.

**Bridge Littleton:** Yes sir.

**Martin Crim:** I might be heard on that. The Loudoun County has provided some language I think would address the issue you just raised.

**Bridge Littleton:** So I haven't seen that.

**Martin Crim:** I'm happy to forward it to you.

**Bridge Littleton:** Yeah if you don't mind, that would be great. I know they had their what was it their 10 guiding principles or five guiding principles or.

**Martin Crim:** They also have draft legislation.

**Bridge Littleton:** They do. Ok, that would be great if you don't mind.

**Martin Crim:** Mm hmm.

**Bridge Littleton:** Ok so what would what's the best way to give you guys what you need to be able to do this. Is it to adopt that draft motion you had.

**Danny Davis:** Yes sir, I think that gives us just the general guidance. Anything related even to the proffer laws would fall under this because that's seeking additional authority for local governments to be able to have that ability to have more flexibility really in those conversations.

**Bridge Littleton:** So would anybody if. Ah yeah. Well look let's go and make a motion and I'll ask for comment. Is there a motion?

**Philip Miller:** I move that the town council of Middleburg adopt the following policy statement regarding the 2019 Virginia General Assembly session. The town of Middleburg supports increased flexibility and authority by the Commonwealth of Virginia for local governments and opposes any attempt to restrict or limit local authority including the areas of tax and fiscal policy, land use and proffer authority, regulatory constraints and unfunded mandates in order that the town can provide necessary and expected services to citizens at fiscally responsible levels of funding.

**Bridge Littleton:** Is there a second.

**Cindy Pearson:** Second.

**Bridge Littleton:** Any discussion. Okay. All those in favor say Aye.

**Everyone:** Aye.

**Bridge Littleton:** All opposed, abstentions. Motion carries. All right. Next item, if I can find it. Amendment to ordinance establishing the Middleburg Strategic Finance Committee. So I can actually address this one real quickly. So as you all know we created the Strategic Finance Advisory Committee for you know looking at our fiscal policies and how we handle debt and budgeting and things like that. What we'd like to do is amend the ordinance creating that allowing for one more council member to serve on it. Just to give us the flexibility to do that. As the person on the committee would be helpful to have greater degrees of perspective. I think the other thing is we did meet already this past week and we had almost every committee member there and I thought it was a great discussion. I mean those folks who are on the committee had an immediately a lot of really good insights that are gonna help us move in the right direction. So that was the that's the request for this amendment. Rhonda did I miss anything?

**Rhonda North:** You hit the nail right on the head.

**Bridge Littleton:** Ok, any questions? Yeah sure.

**Peter Leonard-Morgan:** Personally I think that we should limit it to one council member. I just feel that you might start to lose the independence and autonomy of any committee or commission. And if that's the mayor that's fine with me but I just feel that it might start to cause it we're creating these wonderful commissions. I think this is a fantastic committee very important and we're getting some people on it who have some real expertise and we don't want to in any way stifle their input. So my preference would be one council member or the mayor would be fine with me.

**Bridge Littleton:** Any other thoughts? Ok. That's a great point. The thought I had and you know this is just it's some really hard deep dense stuff. And so it was just looking for some extra support but I totally appreciate your perspective.

**Philip Miller:** So to that point do you just need another committee member? Not necessarily someone from this body.

**Bridge Littleton:** I don't think it's that because we have enough but we still have room to add committee members. The perspective is more than one council point of view right. I mean, I'm on that committee or whoever it, don't make it about me right. Whoever's on the committee has the way in which they think about finance and financing. Right. And then that comes into this room when we're talking about that stuff. And these are experts who are guiding us in the ways in which they recommend to us. But I just think it would be helpful as the person on item but in general because it's finance people with a different viewpoint of the world. But I get the point. You don't want to

crowd out the people you're asking to help. Right. I totally respect that. So it's it's pluses and minuses to everything. So that was what my perspective was.

**Cindy Pearson:** Question.

**Bridge Littleton:** Yeah.

**Cindy Pearson:** In that fact then is it you can visit any committee meeting yourself because you're the mayor correct. You can just pop in on that committee. Or would it be better to have someone else on council be that representative and then you just join the committee meeting as needed.

**Bridge Littleton:** Rhonda what's, I don't know the rule on that. I'd look to.

**Danny Davis:** It is a public body so any member even of the public would be welcome to join the meeting and then it's up to the committee to determine if they allow other folks, not committee members to provide input or discussion during that meeting.

**Bridge Littleton:** Ok. Well maybe that's the solution.

**Philip Miller:** Where does the rest of the committee stand on this issue of having.

**Bridge Littleton:** Oh you know what. I, that was a mistake of mine. I didn't even ask them. I mean we really they came in we sat down and we got right into it.

**Cindy Pearson:** Well then do you want to. I'm sorry. Go ahead.

**Chris Bernard:** So is this a matter of I mean are they really voting on anything or is it more just making recommendations. It's a matter of you know maybe it's a non-voting member or something of that sort.

**Bridge Littleton:** It's an advisory committee so I don't, we're not really voting on anything they're just coming up they're looking at stuff and making recommendations.

**Rhonda North:** They're only votes would be to make recommendations to the council.

**Bridge Littleton:** And I don't think council members vote.

**Rhonda North:** The council members are ex officio, so they wouldn't vote anyway.

**Bridge Littleton:** Okay.

**Cindy Pearson:** So do you want to then take this back ask them and bring it back to us.

**Bridge Littleton:** Sure I'll do that. Yeah no, that's a good point. Yeah okay. Well I guess we'll just table that for January. Okay next one here is resolution of appreciation and support Loudoun County easement and PDR program. So I can speak to this. I asked that we take a look at this. Yeah. [Off Mic] [Laughter] [Multiple Speakers] Well it's I can tell you right now it said it's 76. [Off Mic] Oh is that. Oh it's okay. I just see the big number. [Off Mic] Whoops.

**Cindy Pearson:** And I see a lot of red faces in the audience.

**Bridge Littleton:** Well once everybody starts doing this, you know it's really too hot.

**Martha Mason Semmes :** [Inaudible] will put them right out now.

**Bridge Littleton:** Yeah right exactly. So this is really quick. And again you know I asked this to put on the agenda. Two big things happened last week in Loudoun County at the board supervisors meetings. Number one a Conservation Easement Assistant Program was passed and funded by the county. It's only \$150,000 in funding but it's a great start. What it basically is it is a that the county will help lower income housing and farm owners in rural areas offset the cost of putting their land and conservation easement with a grant of up to \$15,000 or half of the cost the easement whichever is less. So you know we've got a lot of farmers and folks in western Loudoun who have 10 or 15 or 20 or 30 acres and they want to put it in conservation easement but they don't have the \$30,000 to \$50,000 to pay for the cost to do it. This is a program for people of lower income to help them you know they want to do it but they can't afford it to help them put it in. And so this is a resolution expressing our support for it and appreciation for it. Any questions on that one? Yeah. Martha sorry.

**Martha Mason Semmes :** I just point out also that you wanted to express support for the transfer develop [inaudible] program as well.

**Bridge Littleton:** I was going to mention that one next. So then the second thing that happened in the Board of Supervisors last week was it was a TDR program. So transfer development rights basically is a program in Montgomery County Maryland. They've been they've had a TDR program for about 25 years and it's been incredibly successful at preserving rural land. What it basically allows is if you're in, take Loudoun County for instance if you're in western Loudoun County and you have the ability by right to say build four houses per acre on your property you can actually take that development right and sell it to a person in the eastern side of the county and allow them to have denser development you know where they are and then you remove that density from the West. So you might go from four homes per acre and you it now becomes one home per acre. So that means less density in the west and then the developer who buys that it's called, it's a density credit could have a piece of land in the east and go from building to homes per acre to maybe four homes per acre. So it allows you to shift density from the west to the east. Yeah. [Off Mic] The other way not the other way. Yeah. It doesn't work in reverse. And there's a whole way the programs get set up you have to have a sending area and a receiving area that are identified. So this is not actually a TDR program. This was passed by the board to have the staff go do a study if the county could and should implement a TDR program and what it should look like. It's a very successful conservation tool. I want to say in Montgomery County they've been able to preserve, was it 50,000 acres over the last 25 years? I mean 50,000 acres have been preserved from density in Montgomery County but strictly through a TDR program. So I think the last thing we talked about with easements that's an appreciation. This is actually supporting it because they are to come back in February with a recommendation to the board of how to do it and what they should do. So this would be a resolution supporting the development and the implementation of a TDR program. That's what it is. Lot of detail for two simple resolutions of saying we like things. Anybody have any questions about either one of those? Rhonda, Danny or Martha. Did I mischaracterize or misrepresent anything unknowingly?

**Martha Mason Semmes :** I think they're coming back on January 21st with a report for the TDR program but no it might be nice to say that it's a voluntary program as well and that it's not necessary, you may have a situation where there are some receiving areas around a town that not Middleburg put you know a town that wanted or had designated an area for growth and that it needs to be part of the comprehensive plan. So this is very timely because the county is undergoing their comprehensive plan update process. So it would be appropriate to look at it now. That's all I would add.

**Bridge Littleton:** Martha mentioned two things. It's voluntary and it does not involve any county money right. Unlike a purchase of development rights program which is actually county money and that's a much different thing that's not on the table right now. So ok any questions? OK. Would there be a motion?

**Peter Leonard-Morgan:** I move that the town council adopt the resolution of appreciation and support Loudoun County easement program and transfer of development rights program.

**Philip Miller:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Nos, abstentions. Motion passes. Okay thank you all very much. I think that'll be a be very helpful. All right. Discussion items. First discussion item is requests for funding parking lot resurfacing federal towers HOA. And so it says town administrator it's really throwing me for a loop this one night. Would that be Danny or Martha.

**Martha Mason Semmes :** That would be me. If you look at the memo. My name is on top of it but. Yes. All right. Yeah. Kristin Noggle is here with Federal Towers HOA and we've been you know we've been having contact about this for over a year. The HOA first raised this issue with us and the council was aware of this last year when we were painting our West Water Tower which is on Stonewall Court the Federal Towers development surrounds. And the town has access through the parking lot and access to their development. And we have deeded access easement by, well, it's a plat that shows we have an access easement. There's not really a deed of access there but the town has been using it to access our water tower and when the the members of the Association and the community expressed some concern about they know that they needed to pave their parking lot they approached the town and asked if the town might be willing to help them fund that since we do have access and use that that's the only access to our water tower facility. So Kristen contacted me and indicated that they actually got to the point where they were able to pave that and that payment did occur in late November. And you all have a copy of the contract they had for that which was for the paving part of it was \$46,692, 45, sorry. \$45,692. And so the HOA submitted a letter which is in your packet requesting the town contribute \$20,000 toward that cost. That's about 44% of the total repaving cost. This is a discretionary decision for you all. I mean there's no legal requirement for the town to help pay it's more of a you know we as a staff certainly support assistance in this project since the town does use that. We have two recommendations one that you consider whatever level of support you feel is appropriate but also that once this is done that we work with our town attorney and the HOA to come up with a document for moving forward to have a deed that spells out maintenance responsibilities into the future it might be nice to have that. So the council's asked basically to consider and respond to their funding request and if the Council does decide to fund all or part of this request we would propose to take the funding from the general fund contingency which is stands at approximately \$219,000. And Kristin is here as I indicated if you had any questions for her and I'm happy to answer any questions that I can answer.

**Bridge Littleton:** So I think maybe the easiest thing would be Kristen if you wanted to join here just in case anybody has any questions.

**Kristin Noggle:** Well I have a question too.

**Martin Crim:** Can you come up to the microphone, please.

**Kristin Noggle:** Yeah. The town does receive revenue from renting space on the tower to cell phone companies. There's several antennas there. And so I wanted to know how much that revenue is. Because they have access to and they bring in heavy equipment. They're the ones that really damaged the.

**Martha Mason Semmes :** I don't have those numbers in front me at this point. We do have also a communications service provider on our other water tower so I'd have to look at the absolute numbers on that. I'm not exactly sure how much that is.

**Bridge Littleton:** So does anybody any questions for Kristin?

**Peter Leonard-Morgan:** Knowing what I know about it. I certainly think I would be in favor of a contribution definitely because clearly I remember in these meetings here some months ago we were talking about big trucks going in there and I'm not sure that I would personally go as far as \$20,000 but I was thinking more like 25% perhaps of your bill for the paving. I think you're also doing a dumpster pad if I'm not mistaken.



**Kristin Noggle:** Yeah, we did that, they did that while they paved.

**Peter Leonard-Morgan:** So that would be a thought from my perspective.

**Chris Bernard:** So in that line where did the \$20,000 number come from?

**Kristin Noggle:** It was just an estimate of what, based on that revenue. You know that that we don't get anything out of the revenue we get the damage on the pavement. So and I just I remember meeting with Martha a few months ago and it was between the two towers it's like a \$100,000 a year so.

**Philip Miller:** [inaudible] That seems high.

**Cindy Pearson:** I think I might actually have the numbers.

**Martha Mason Semmes :** We've got them now.

**Martha Mason Semmes :** You want to do it.

**Danny Davis:** Total revenue for both towers is just shy of \$160,000 is anticipated or adopted. I think for the three companies that are on this tower it's about \$117,000, \$118,000 per year. [Inaudible]

**Martha Mason Semmes :** Right. Mm hmm.

**Danny Davis:** Which does go, I mean it does offset you know our expenditures in the utility fund too.

**Bridge Littleton:** What are Council's thoughts?

**Philip Miller:** When when was the last time it was paved before this?

**Kristin Noggle:** When it was built, 1991. We got it patched at one point because we had big potholes. [Inaudible] It's been our major project that I've been trying to do the roofs. We did the siding. We did everything. And because that was going to be interior property damage. So finally last big project.

**Kevin Hazard:** Do you know what kind of a paving section they put back. I mean like two inches, four inches? Four inch base or just all topping or.

**Kristin Noggle:** They had to mill the entire thing out.

**Kevin Hazard:** They just went out. Just came with one top court.

**Kristin Noggle:** Milled the entire thing and the bottom part may have been a little thicker than the top because the bottom was never actually paved properly to begin with. It was just sort of gravel and stuff on top. So it was done right. It's very happy now.

**Bridge Littleton:** I guess I've got a question. So this honestly, this is actually probably more of a question for Danny and for Martha and Rhonda sort of town staff. Do we have other. I can't think of that we do. But are there other properties in town where we go across private drives to access town property or town requirements or whatever.

**Martha Mason Semmes :** The only thing I can think of off the top of my head is to access one of our wells on the Salamander property there's a gravel road that goes out to that behind the resort.

**Bridge Littleton:** Okay. I can't think of anything else but [Inaudible] What's that.

**Martha Mason Semmes :** That's true. Yeah. The West End pump station we go across somebody else's property but we don't share that driveway with anybody. If that makes it that's the only difference there.

**Bridge Littleton:** Yeah. No I just. The thing was so what I'm thinking of is, what's that?

**Philip Miller:** Are we setting a precedent?

**Bridge Littleton:** Well yeah exactly do we set a precedent right. Anytime a town goes across a public road or a public accessible road that's privately owned. Do we then start creating the liability or the perception that when it's time to do maintenance we have a responsibility for a portion of that maintenance. And then we do, maybe we don't and this is different. This is a big water tower. You know, there's a lot servicing going on. I mean if we go across someone's property once a year versus three times a month it's a totally different situation. I just wanna make sure I fully understand it. Kevin.

**Kevin Hazard:** How much of the lot is affected by the town traffic.

**Kristin Noggle:** It's at the very end. You have to go down the whole length of it.

**Kevin Hazard:** You have to go through the whole parking lot.

**Kristin Noggle:** Yeah. And you know it's not just the town vehicles. it's the cell company vehicles that come and check on their towers.

**Peter Leonard-Morgan:** So they basically go through the whole. Yeah I know where you are, I've ridden down there.

**Kristin Noggle:** Yeah they go all the way through.

**Chris Bernard:** Is there something and so we lease that to the cell companies. Is there anything at least that touches on this subject at all.

**Martha Mason Semmes :** Not that I'm aware of. I mean they have to.

**Chris Bernard:** But they're responsible for any damage or anything like that.

**Martha Mason Semmes :** I don't believe so.

**Martin Crim:** We might want to double check that.

**Martha Mason Semmes :** I don't believe so

**Bridge Littleton:** The difference here right this is just normal wear and tear over decades. You can't tie it to one thing right. It's trucks it's car. I mean it's cars going back and forth.

**Kristin Noggle:** There probably weren't cell towers in 1991 right? [Laughter]

**Bridge Littleton:** Yeah yeah. Yup. Exactly. Exactly. OK. I mean I don't think we're required to do anything tonight right? No I mean it's. [Inaudible] Oh yeah. Martin, do you have any. Yeah. And do you have any thoughts or input from a legal perspective?

**Martin Crim:** I think you've hit all the key issues here. We would probably want to have something in writing in terms of the easement obligations before we made the payment. That's the only other thing I would add.

**Bridge Littleton:** Do you. Kristin, you guys foresee any issue with cleaning up the deed paperwork and all that stuff.

**Kristin Noggle:** We just have to look at it. You know we haven't discussed this. We've discussed this before.  
[Inaudible]

**Bridge Littleton:** Okay I guess it would be fair to. I mean fair for you guys right. Just from a general perspective I think there's two pieces to this. Number one do we want to take on some of the financial you know piece for helping them defray the costs and then the question is which is like a philosophical question and then the question becomes is how much do we we feel is appropriate. So I think the how much we need to think about it. But on the first piece, philosophically do we feel that it would be an appropriate thing to move forward with on deferring a portion that cost and then we'll figure out what that cost is.

**Peter Leonard-Morgan:** I certainly do and I think most homes are on VDOT roads that get it paved every 30 years. Don't have to worry about that. You guys have to worry about that and if it was no town vehicles no cell tower vehicles it might be different matter. I would say philosophically ethically and morally we we should be doing something.

**Bridge Littleton:** Cindy.

**Cindy Pearson:** I have to not vote on this. I do manage a couple of properties there.

**Philip Miller:** I certainly think we should contribute to the costs of repaving and maintenance but I don't know at what level makes sense. I mean it's been 27 years. How long had they been since they repaved our roads here just in general. I mean that's pretty consistent with the the normal wear and tear timeline but certainly we contribute to the wear and tear more so then most.

**Kristin Noggle:** We're only 24 units and yet me come and go more then, 4 times a day. It's all just little passenger cars.

**Philip Miller:** Yeah but I mean even so after 27 years that stuff corrodes it falls apart it gets salted it gets. Yeah.

**Bridge Littleton:** Even if you don't drive on roads they a deteriorate.

**Philip Miller:** Right. I think what we need to just figure out is what makes sense for the right level of support.

**Bridge Littleton:** And I'd love to see if there's like a not even a not a benchmark but you know if [Inaudible] you know have done this before is any kind of theme you see around you know like, hey everyone always kicks in \$20 or kicking \$40 or \$50 or whatever it is you know just something to go by.

**Kevin Hazard:** I think whatever we do we need to look at this and we're gonna try and work on some sort of an easement agreement and tie everything to a payment here and if we want to do something going forward we need to come up with a total deal before we do anything. So if we decide that yes we have some sort of a we would make a commitment. We want to know what it would be going forward to even if it's on a percentage basis.

**Chris Bernard:** So I agree. Purely because the town has a financial business interest in the cell towers. I would. I think we should do something. But I would definitely be interested to see what Martin comes up with and I think we need to again like Kevin said we need to think about what that number is and have a plan going forward. So other then that, I think it's good.

**Bridge Littleton:** Okay. Yeah I mean I agree I think we do have a responsibility to help take care of that. But I think Kevin actually has a very very good point. Right. There's some deed work we want to clean up. I mean it's the way we live under it let's just get all the documents right and we'll obviously lead the herd on that and then the second

thing is. And again just for you to you know be thinking about with the board. Cause I know you're going to go back and talk about all this stuff. You know we do want to figure out what is the right long term way in which we we manage this together. Right. Because when Kevin said what he said I started thinking about you know commercial buildings and you know it's like an HVAC machine if you don't maintain it you know there's preventative steps you can do along the way that actually you get a lot longer life out of it and then your total cost at the end. So I think we would want to come up and figure out what that kind of a long term thing would be that you know every seven years we have it inspected and if it needs to be touched up we touch it up then and then what not. So we'll do I think that those will be the bullet points for you to talk to the board about on are your HOA. On our side I think we're all in agreement that we're going to contribute. Let us figure out what the amount is the easement piece and then we'll jointly figure out what that what that schedule looks like.

**Kevin Hazard:** Yeah. One other quick thing going forward as we put this thing together I think it needs to be in the language what actually would be done the next time. If it's a situation where we're building you know if that parking lot is built for cars and we're running trucks over it maybe we need to look at the section and have it in the language that we need to build this commercial with a better section, paving section.

**Chris Bernard:** Is it a situation where we need to also maybe have it inspected first you know if we're kicking in money after the work has been done we want to make sure that it's all good. It's up to the you know standards that we need.

**Bridge Littleton:** We'll figure out the way we do it going forward. And the good thing is that you got, or not the good thing. But you know the reality is you guys just resurfaced this. So next time this conversation comes along we're all long gone. [Laughter] Yeah. Oh God. Okay so what's that? [Inaudible]. Exactly. Kristin, does that work for you. Yeah. Okay. All right great. So we'll be back to you guys sometime beginning of the year.

**Kristin Noggle:** Okay. Yeah. We don't have our annual meeting till the end of January. So.

**Bridge Littleton:** Okay.

**Kristin Noggle:** But we do a lot of stuff via e-mails.

**Bridge Littleton:** Okay. Perfect. All right. Thank you very much. All right. So the next item is the Bronze Fox project requests from Artists in Middleburg.

**Deb Cadenas:** Thank you very much Mr. Mayor. Thank you council for allowing us to come before you today to talk about the Bronze Fox sculpture which we've been working very hard on for the last year and a half. And when you talk about volunteers like Martha. [Inaudible] forward to when you retire. We've got the most amazing volunteers here I have my council here just to show you how dedicated they are to this town. The most amazing volunteers one could imagine. They've given their time treasure their talent to promote an idea that Jamie had when we first met him a year and a half ago on how we can bring the arts to Middleburg and develop a whole new theme of sculpture. Goksin is our artist sculpture from the AiM Gallery right here. She's amazing. She has hundreds of students that come to her classes to do this sculpture horses and things and who would think. One sculpture sold for \$5,000, somebody who'd never done it before so she's bringing people into the town who want to learn sculpture. And these students are very excited about creating this six foot larger than life bronze sculpture that little children can climb on its back. Pat it's par for good luck and then someday those kids might become homeowners in Middleburg with those memories that they create from sitting on the back of this fox. But the problem is fundraising. We've been working very hard and we've raised almost \$8,000 and we do have some promises of more monies coming in. The Garden Club gave us the keynote gift of \$5,000 which was proceeds from the Foxes on the Fence which we're also gearing up to do this spring. So hopefully if it is successful we should be seeing some money but I can't speak for them because they are a non-profit and they determine where the money goes. But we have a good in. So what I'm asking you today is that we really would like to have a town support on this project. We are partnering with AiM and AiM has been collecting the funds. They are a non-profit and the students are coming from AiM. The sculpture artist is with AiM and AiM has been a fantastic promoter of this. If this is going to be interactive when we

build this sculpture they're here to tell you the community will have a part of it. They can come by the store at anytime and see it happening. They can walk in they can put their hands on it and they can inquire about taking sculpture. Learn a new skill. Learning how the Foundry does the bronzing. She's made a very good deal with the Foundry. There aren't many of them left but it's still very expensive. The product alone is going up in price as we speak. We just heard it might go up. The cost is \$30,000 total. Nothing more right now. But we've only got \$8,000 so far so we're hoping you might give us a keynote gift of \$10,000. Doesn't have to be paid now but if you just endorse it and you maybe earmarked for us that would be awesome. Our goal with MAC is to maybe fund ourselves through projects that we do. The Art the Burg brings money in and Foxes on the Fence will bring money in. And so I won't come back asking for more money every year but this is so important and we really need a boost. We are. It's hard. And if we at least had the [inaudible] of the town with us I think that might help us. Thank you so much. Questions? Here are the. They can answer almost any question you might have.

**Bridge Littleton:** Anything anybody any questions for Deb? Or input.

**Peter Leonard-Morgan:** I'm really curious where the foundry is and is it that dropped. How is it done?

**Deb Cadenas:** That's why Goksin is here. [Laughter]

**Goksin Carey:** The foundry is in [inaudible] and in four years they're casting our bronzes, our sculptures which are our students did and because they're supporting us so much even our students sculptures were casted in [inaudible] because they are not professionals at the moment. But when I asked Steven as the owner of the foundry is that they look all professionals but I'm giving a low price. So with this fox which Middleburg is known as a fox place and a horses town which we're trying to get Middleburg known as the sculptures of horses and foxes so they can come and commission by sculptors from here. And he said well you know it has been quite a long time so I'm trying to stick up to the price but of course it might raise up so. Be fast. So that's why we're here.

**Bridge Littleton:** Kevin.

**Kevin Hazard:** So is it my understanding when the fox is cast that it will become the property of Middleburg?

**Deb Cadenas:** That is our way we'd like it to become property of Middleburg and the gallery director of AiM is here Sandy. And she's in support of donating this back to the town. We just want it in a prominent place. We want it. We know it's up to you have to have it on town property which is but we would really like it to be a focal point. There's going to be a there's a placard. So we've got three different levels the Vixen the Vulpes and the Kit. So if you give a \$1,000 your name goes on a plaque. That's a legacy that's there forever. So that's helping out some people. And we've done letters to the hunt. We've done it to businesses and we have a lot of interest, but they're promises they haven't put the money up yet but I think once it says Middleburg is supporting this then we'll see the funds come in. So I mean ideally I don't even want any money from you. But we have to we need your support and we do need some funds right now. We've been stuck at a level we can't get past it and we are volunteers. We're doing the best we can but we really need your help desperately.

**Goksin Carey:** May I add something?

**Bridge Littleton:** Sure.

**Goksin Carey:** In this project all is expense and the bronze price. I'm not charging anything and not charging you anything. Everything goes straight into expensive [inaudible]

**Deb Cadenas:** Melissa's put together gift baskets out of her money hundreds of dollars to I've donated paintings please you know raffle and do. I mean we almost need to hire a fund committee to know how to do this. So as volunteers we're just you know pleading to you because I think you know our heart. You know we want what's best for the town. We think this is a great idea. Jamie I guess being on Wall Street says Wall Street is the bull Middleburg [inaudible] We need a fox because you can't really get up close to a fox and see its details but [inaudible] is going to

have a taxidermy fox that doesn't get exactly every detail. So these little kids want to see what a fox looks like. It's going to be amazing.

**Bridge Littleton:** So I would say this. I think it's a wonderful project. I think it's a great idea. I think it would be you know very go very well. You know now the pink box is not town property but it's a prominent property and I can probably know some people on the museum board who would love to see it there. And so you know on permanent loan set in concrete. Now I mean Martin probably cringed at the thought of a 6 foot fox with kids riding on it. And the liability that comes from them falling off and you know breaking an arm or something. [laughing] Hey Martin that's the first thing I thought of. So you got to sign a waiver to ride the fox. Exactly. Exactly. So no but that being said you know I don't want to speak for council so I do want everybody to express their thoughts and opinion but I'm fully in support of it. You know I think ten thousand is very doable. Maybe we might be able to do even some more. The one thing I would say well you've got to convince them. The one thing I would say is you know [multiple speakers] The one thing I would say is though is that our money would be the last money in. So we'd make the pledge that when you get to whatever left soon as you hit the level that R is on top clears the gate then it's there. So but just under that one condition I think I mean for me you know. But I want to make sure that everybody else feels comfortable with that. Philip.

**Philip Miller:** Deb as always your enthusiasm. [laughing] I think it sounds like a really great project and I think it would be an iconic thing here in Middleburg.

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** Is there anything else that we can do to help get more money? [multiple speakers]

**Deb Cadenas:** [inaudible] thousand dollars. Get your name there forever your kids your grandkids. I'm telling you [inaudible] x amount. So there are only so many names. Tell everybody that a thousand dollars. You got a legacy forever. [multiple speakers] [laughing] [inaudible]

**Bridge Littleton:** So I guess we would have to make a motion. Yeah. Oh I'm sorry. Yeah. Question. Chris.

**Chris Bernard:** So I'm all about. I love it. It's great. Do we need to earmark any money going forward if it's going to be top property. It's gonna be on top property for any sort of maintenance or upkeep or anything like that. Do we need to think about that? Because we do. [multiple speakers] [laughing]

**Philip Miller:** I think it'll remain polished by all the children [inaudible].

**Bridge Littleton:** Yeah absolutely. Cindy.

**Cindy Pearson:** I move the council endorse and approve the artists in Middleburg bronze fox project as is currently proposed and additionally I move that if the artists in Middleburg are able to secure at least twenty thousand dollars from private sources and the Middleburg Arts Council endorses the project to move forward the town will contribute up to ten thousand dollars to bring the project to fruition.

**Peter Leonard-Morgan:** Second.

**Bridge Littleton:** Any discussion? Kevin.

**Kevin Hazard:** Can we say that instead of twenty thousand can we say the last 10000 because you're saying that the price might go up. A friendly amendment just that we would contribute the last 10000 to the project.

**Bridge Littleton:** As needed. Yeah. [multiple speakers] Everybody good as amended?

**Deb Cadenas:** Merry Christmas!

**Bridge Littleton:** We haven't voted yet. [laughing] Ok. Any other [inaudible]. Any other discussion? No. OK. All those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed. Abstentions. Okay. It passes. [applause] Wow. All right. [laughing] [inaudible] It's picture time. [inaudible] Okay next we have the draft well head protection plan update. Mr. Chairman.

**Bud Jacobs:** Thank you

**Bridge Littleton:** Thank you for gracing us tonight.

**Bud Jacobs:** Thank you for having us. Delighted to be here. Really delighted. Followed by the previous speaker. I believe we came before you last in July with a previous draft of the wellhead protection plan. There were a few issues that we needed to sort out tasking for some of the action items. It wasn't entirely clear that our priorities as we described them to you in July were exactly right. And this is probably the best moment for me to say that thank you for. Thanks to the extraordinary assistance that the lovely Martha Semmes rendered us over the past several weeks we've nailed down I believe pretty much every issue outstanding and we come before you with a recommendation that you approve the updated draft which I believe is on your iPods. What you are approving basically is the recommended action items everything else in the report is factual. And if that's all you read I think you can safely vote with confidence that the plan makes sense and will respond to the community's needs over the course of the next four or five years. We were also asked and I believe we're going to discuss this later to do a an assessment of our committee and we propose a couple of changes in the ordinance that enables our committee that relate to the plan and specifically to tracking the action items. I won't raise that or discuss it now but when you get to it if you have questions. Happy to answer them. Among the priorities we identified for you in July was probably the most important was the inventory of the wells in the community within the jurisdiction of the town in an attempt to identify which of them had been properly closed out. Which of them may pose some risk of contamination to our groundwater. And I'm hoping that we can move or you can move expeditiously to approve the plan because we'd really like to get cracking on that item. Tetra Tech has provided us a scope of work for starting the inventory and identifying the wells as well as potential sources of contamination as they have been identified by Loudoun County. I'm not sure of my numbers but I believe VDH is prepared to provide something on the order of 13 or 15 thousand dollars to pay at least the initial cost of that inventory and who knows maybe that's all. And we think that's probably if we got nothing else done over the course of the next six or eight months that would be huge. And as you probably know we have a grant already from VDH to help homeowners partially defray the costs of closing out wells that we may identify in our inventory. So I think we're in good shape to start. And I'm hoping you guys can can approve the plan and and get us moving.

**Bridge Littleton:** Any questions for Bud? Excuse me. Chairman Jacobs.

**Bud Jacobs:** [inaudible]

**Bridge Littleton:** Done. So moved. [laughing] Anyone members of council questions?

**Philip Miller:** We're all funded for the scope of work through Tetra Tech correct?

**Bud Jacobs:** Through VDH. [inaudible]

**Bridge Littleton:** The only question I had was looking at the next two years beyond what you guys have from VDH and all that is there anything else the town needs to be thinking. And if it's a let us get back to you that's totally fine. Is there anything else that we should be thinking and planning on from a funding perspective or just a resource perspective if it's staff time or money or consultant or whatever that wish list would be you know above and beyond this would be great to know.

**Bud Jacobs:** We did attempt to answer that question in our committee assessment form and in fact we do identify some staff time as well as some additional money that we would at least like to put a placeholder in the budget for. Not we're not making a request but just to identify for you so you can be thinking about us downstream.

**Bridge Littleton:** Great. Anyone have any other questions for Bud? Well I just want to say real quickly before we vote. I just wanna say thank you to you and every member of the committee. [inaudible]. Rhonda. Martha all your guys hard work in pulling this together and working with utility committee and you know bringing this whole thing to fruition. I know you've been working really everybody's working really hard on it for a while now and it reflects a lot of great collaboration a lot of great work. So thank you guys very much. And now [inaudible]. Oh sorry. No you had your chance.

**Peter Leonard-Morgan:** I just thought of one question more curiosity than anything. [inaudible] is that that was one of the things as well isn't it. Are there any major issues with [inaudible] or is that something going forward?

**Bud Jacobs:** Well there are potentially issues but I can't call out any specifically for you right now. Yeah but in fact in the action items there is an item relating to [inaudible]. Yeah I have to say by the way Mr. Mayor the the idea that you put forward about having us collaborate with the utilities committee. We have attended our first utilities committee meeting and watched the participants geek out on [laughing]. It's quite instructive. Oh I know. Yeah. [laughing] And we plan to continue it. And in fact in the suggestions for changing our ordinance we link one of our potential activities our advisory activities to the utilities committee explicitly.

**Bridge Littleton:** Great. No I appreciate it. You know it's more to do but I mean that's great that everybody's coming together so well again thank you all very much. Thank all the members of the committee for all their hard work. Now we get to go do it.

**Bud Jacobs:** Yeah good.

**Bridge Littleton:** OK. Do we have a motion?

**Peter Leonard-Morgan:** I move that the town council adopt the source water protection plan prepared by Tetra Tech and dated November 2018.

**Philip Miller:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed. Abstentions. Motion passes. Thank you all very much. All right. Next item on the agenda. [inaudible] Committee assessment forms. There we go. Sorry. All right Rhonda.

**Rhonda North:** So Mr. Mayor you guys asked that each of the council representatives go to their respective committees with the committee assessment form asking if they were interested in recommending changes to their ordinance that established them their bylaws to identify their long and short term goals and to identify any budgetary needs as well as other resources such as consultant staff. That type of thing so that you could take a look at it as a part of both the budgeting process as well as helping to steer each of the committees with their work through you know through their long and short term goals. So you had the reports from wellhead protection go green from the HDRC and the planning commission. We have a few more that that are yet to come in. But you did want to look at these during this meeting at least so we can get started with the budget and any impacts that these maybe may provide.



**Bridge Littleton:** Perfect thank you. So unfortunately Kevin Daly is not here for well head protection. So I think what we will do. [inaudible] Any other person who could speak to wellhead? I don't know maybe if there's a stand in who would voluntarily present himself. [laughing] Ok. Request denied. No. But I think we all read through the recommendations you guys have. I guess my only question would be is I'm assuming you guys have gone through those with Kevin and he supports you know what the items in there that you guys had listed.

**Bud Jacobs:** We did discuss them with Kevin and I think he supports it. He certainly didn't reject anything or change anything that was proposing.

**Bridge Littleton:** Got you. Anybody here have any questions for Bud. I apologize for putting you on spot Bud on any of their recommendations or requests? Ok. You know Bud the one question I have was on your budget request. I understand you have it as a place holder. Is that just really in case the VDH does not come through?

**Bud Jacobs:** The problem with the VDH funding is that it is quite [inaudible]. We are not able and. We put Martha Semmes on the job to find out. Speaking to Tetra Tech to try to get some sense of how much money they actually can draw on from VDH. And I don't believe we've ever really gotten a solid answer. Their scope of work does refer to this fifteen thousand dollars I think it is that they would get from VDH. We don't know if that covers the entire cost or whether there would be additional costs for the inventory and what those might be. So we reached up into the air and pulled thirty thousand dollars out just like that.

**Bridge Littleton:** Does anybody on council have a concern with setting basically creating a it's like a contingency almost but placeholder does the 30000 there that we set aside budget it put it in the budget. We'll work as hard as we can to get as much from the state. But if we can't you know we are not putting at risk we are you know setting aside the funding to get this work done.

**Peter Leonard-Morgan:** Yeah. So I think it's a really important issue. We may not use the 30000 dollars might be 20 it might be 10 we don't know but it's the downside of not having it available is potentially horrible. So I would be absolutely in favor of that.

**Philip Miller:** It's a situation of I'd rather have it and not need it then need it and not have it.

**Bud Jacobs:** You can rest assured that we will do everything we can do to get the money from VDH. I just can't tell you what that's going to look like.

**Bridge Littleton:** No I think Philip said it exactly right. You're right. I would rather have to set the money aside. We know the work is gonna get done. We get VDH money then great but if we don't we've still committed ourselves over the next budget period to fund that and to get it done. Okay. Any concerns with that was the only item in there I thought I just want to check with. Everybody else also in favor of the recommended updates to the ordinance?

**Kevin Hazard:** Personally I'd like a little more time to look at it. Get to go through the whole thing.

**Bridge Littleton:** So Kevin are you okay with the 30000. Okay. So I think Danny for you guys the direction be Let's go ahead and set that aside put it in the lockbox. You know to be right and then the ordinance updates we'll bring those back next month. Okay. Great. Thank you all very much. Have a wonderful Christmas.

**Bud Jacobs:** Merry Christmas.

**Bridge Littleton:** Yeah. Okay next one is. That's the same attachment sorry. Go green committee. Mr. Leonard Morgan. Yes.

**Peter Leonard-Morgan:** Well the go green committee was recently had a change of the minimum or the maximum number of committee members from 7 to 9. We've sort of floated around 9 and 8 and we occasionally lose a member and then we gain a member and I think just as of the other day we're at eight committee members so we've got a

great committee right now. We're working hard for our heal event in March next year which we want to see everyone here at the 30th of March. Our goal.

**Bridge Littleton:** I'm gonna be sick that day.

**Peter Leonard-Morgan:** OK. Our goals are clearly it's a. That's what I call a refund committee because the things that we do impact people's everyone's lives in town and and you know you can actually see the results of it. People get involved and volunteer to help clean up the town. We get folks coming to to the heal fair as vendors as speakers and people go away with tangible benefit from having been there. So unfortunately the budget request is low here because we just found out that the community center wants more money than it did last year. But I manage to get them down from their new. They're reworking their budgets and it's a little bit more than it was. Having said that we do get a slight income. We charge 25 dollars per table and that's 24 tables that's you know it's not a fortune but we do get some income and we're also working on some sponsorship. We have the five K which is almost it's we've had a situation with the 5 K where we've been trying to make it a separate event within one big event and doing that's been a little bit of a challenge just to make sure everyone's on the same page. But that actually gets quite a good income with the sale of sponsorship for t shirts et cetera. And of course the income with with selling ray slots. So we've also got one other project that we're working on which we haven't brought to council yet which we talked about briefly which is the electric vehicle charging stations. So we're still not finalized on that. We're looking at the two options that we've got which is leasing or buying outright any which way you look at it. It's going to be roughly twenty five dollars a year but there will be an income if we charge a dollar an hour per charging station. We probably get twenty four hundred dollars of income over the period a year so it hopefully will wash its hands there. So that's really about it for me I'm prepared to take any questions you might have.

**Bridge Littleton:** Any questions for Peter?

**Philip Miller:** [inaudible] The town cleanups only one hundred dollars even with the cigarette recycling and all that? That is free?

**Peter Leonard-Morgan:** That is free. What's not on here actually. The battery boxes which are not free but we do get some sponsorship. It's you know what some of the banks pay toward that. [inaudible] TerraCycle. They do it for free. In fact I've got a conference call with them next week with Lynn Kaye who is a committee member who's been so instrumental in that just to try and take it to the next level. One hundred dollars is a very low budget but we get so much donated frankly and then committee members go out and buy the bits and pieces we need for the cleanup and then mother nature takes its you know takes place and it doesn't happen at all unfortunately. [inaudible] Most recent one. So we've decided we're going to have to have a rain date as well which we really didn't have last time. So it's a learning curve and we'll do that.

**Philip Miller:** And just gonna do one a year?

**Peter Leonard-Morgan:** We're aiming for two. I think a spring and a full cleanup is ideal.

**Bridge Littleton:** Questions for Peter?

**Kevin Hazard:** How does the EV charging station least work?

**Peter Leonard-Morgan:** So there's a company called charge point that's the world's largest EV charging station manufacturer and they recently adopted I've done a lot of research with some other municipalities who paid a lot of money to install charging stations but now they have a leasing option at 2400 2500 dollars a year. That includes the leasing of the equipment the cloud services that you have to have to for electric vehicle owners to be able to get on their app and reserve a space and it all does its thing. And then most importantly there's the charge assure which is basically an insurance program but that also covers [inaudible] Middleburg vandalism accidental damage someone [inaudible] drive off with the plug in. It's just not possible. It's like a gas station but so that's how the lease works and the purchase is through and Martha educating me on this. Thank you very much Martha about writing contracts.

Piggybacking on other municipalities contracts so there's a company called Source well in Minnesota that we are able to ride on a source well contract with a company called Lily pad which is the preferred vendor for charge point. And then we would buy it. So really for the first five years the costs would be the same and then we would own the equipment. But of course after five years we'll probably end up with [inaudible] Yeah I mean old fashioned equipment. So that's how that works. It's a wonderful program and when we bring it to the council hopefully next month or maybe February there's quite a detailed presentation in that.

**Chris Bernard:** Very quick question to piggyback off that. Is there an installation cost?

**Peter Leonard-Morgan:** Yes. [inaudible] There is an installation cost. And there is. That's something we need to look at as well and that we haven't got to the bottom of yet. There is a package that you have to have of course with charge point. You have to have a place for it or two places actually. So we need to select and have an agreement where that would go in which parking lot or which part of the street is that dedicated to electric vehicle. We lose those two spaces. And yes the preparation. So we need a location which has got electricity already. And we have found one but we'll save that surprise for later.

**Bridge Littleton:** Oh God. [laughing] [multiple speakers] I've got an extension cord. Okay. Any other questions for Peter? Peter my only question would be. I know that VML has a good go green committees and meetings and something that is there any I know they have one or two overnight things a year. Is there anything in there where you or members of the committee would want to go to that. And if so I mean for asking volunteers to go which we'd have to we should pay their hotel and their mileage. I mean maybe it's only 500 bucks but.

**Peter Leonard-Morgan:** That's a very good point and that's probably something I should look at that and maybe come back with a revised version because you know [inaudible] has been amazing in fact we've got a conference call actually we've got Sidney Daigle from heal cities and towns [inaudible] but she's coming here to discuss how we can get our status up from gold status to platinum and that's going to be quite exciting and then that if we achieve that there will be a presentation at the conference like the one we went to.

**Bridge Littleton:** Awesome. Great. Next is HDRC.

**Martha Mason Semmes :** I guess I'm the person that sits on that committee but Will's my spokesperson someone let him go. [laughing]

**Bridge Littleton:** Hey Will. In government that's called passing the buck. [laughing].

**Will Moore:** If Cindy were still an employee. [laughing] So nothing really major in here. There are some goals with probably the biggest thing that jumps out to bring your attention is there is a strong desire to get an update to our holistic update to our historic district design guidelines. The document is in bad repair so there are lots of missing sections items that simply aren't addressed with.

**Bridge Littleton:** The hand drawings are really nice though. [multiple speakers]

**Will Moore:** So you will likely see a budget associated with that in your upcoming year's budget. We will be looking for the possibility of grant funds to help defray that cost the Department of Historic Resources generally has annual grants that can be applied for. And we as a certified local government are available. More of those grants are available to us than than other localities possibly that don't hold that designation. So that's something.

**Philip Miller:** Is that something that you'd be hiring a contractor to help with?

**Will Moore:** Correct. Similar we did just two years ago we did a detour Historic District survey. We received great assistance from the DHR to cover these costs. Just a few other things. Most of them will be things that they're looking at internally but that's the big thing. Also some interest in training they do have some annual training programs. Most of them require travel. We were fortunate a couple years ago to have a session one of these training

sessions take place in Leesburg and we were able to get a couple members to one of those. But we're going to be looking where regionally those trainings might be for the upcoming year. We do have some members interested in that.

**Bridge Littleton:** Cindy any other input?

**Cindy Pearson:** [inaudible] wonderful job.

**Bridge Littleton:** Only I know it's not all of yours thing I know you're working on it you might want to add it to this though is your penultimate scheme. What you all think that looks like for HDRC stuff. Just a thought. Any other thoughts or inputs for Will or Cindy on HDRC? So the only thing I'm gonna add is I think it's an absolutely great idea to do the guideline update. And even the re assessment of what the boundary really should be. Think it's well long overdue. OK. Thanks and I guess you don't get to go anywhere. [multiple speakers] [laughing] Peter will be a small area plan. [laughing] And you will be receiving area for development rights. [laughing] OK. So the next one we have on here is the planning commission. So I guess that would be Will and Kevin.

**Will Moore:** So the major thing [laughing] Kevin was unfortunately not able to attend the meeting where the assessment was completed. [laughing] Under the suggested changes those are things that will we'll work through internally and decide those are just ideas maybe something will come forward from those maybe not the big thing that you'll find in here as a goal is obviously completion of our own comprehensive plan. So we're getting back to work on that now that at least for the time being our consultants analysis of the Loudoun 2040 plan is as completed at this point. So we're getting back on track with our own comp plan update. That's really the big thing that you'll see on here. Likewise with what we just discussed with HDRC there's great interest on planning commission for some more training opportunities. We had some discussion we had three commissioners plus myself attend the certified planning commissioner training program last year when it was in Purcellville which was convenient to have it somewhat local. We're more interested in probably an onsite training we'd had one of those prior to the the CPC program and it seemed to be for those that attended both we had greater takeaway I think from the program that was developed specifically for our commission. So we're probably going to be looking to have a budget for that for the upcoming year as well will probably be a modest budget but that will be included as well. That's all I have to highlight.

**Bridge Littleton:** Any questions for Will? Only question I've got. So we're going to be having our first public hearing on the comp plan in the month of.

**Will Moore:** I should be [inaudible]. I'll give you that answer the approximate answer next month. Once we have our first our consultant will not be able to attend a regularly scheduled Commission meeting for this coming Monday in fact that commission meeting might not actually be taking place now due to lack of agenda items. So we should [inaudible] schedule an actual January meeting.

**Bridge Littleton:** So you said might not because of lack of agenda items? Okay. Should we add something to it? [laughing] Ok. Thank you. And [inaudible] OK. All right. Next item is Fiscal Year 2020 budget process and schedule. Will. [laughing]

**Danny Davis:** Thank you. We are already in progress of developing out the fiscal year 20 budget. We've had departments put together their draft budgets submit them to Ashley she put them all together into our budget format and I've been going line item by line item as I may have told you before this is a great way for me to learn the organization in a great way for me to learn where the money goes out primarily when you have a line of twenty thousand dollars and figuring out what that is for. So I am very appreciative of the staff and their efforts in that. And it will continue to mature as we go through this process. The discussion for Council this evening is a little bit about schedule and in process for council's review. My goal is to give you an overview of broad overview I would say of revenues and expenditures at your next meeting that's the first meeting in January and then to actually formally present the budget in the line item detail at your second meeting in January. Going beyond that I know there's been a lot of dialogue with some of the council members individually and also as a group about the length of your meetings

and the ability to spend time focused on the budget specifically because when you get to the end of a two or three hour meeting it's hard to then focus for an hour on the budget. So I would recommend and that's a conversation to have this evening that we at least set one if not plan on having multiple budget work sessions that are specific to the budget throughout this process. I've already suggested that we look at the last week of January there's a fifth Thursday so that that gives us kind of an extra week in there and then maybe we look at a few off weeks in February and or March to set aside where we can actually spend time focused on in these dialogues can go department by department some time you know it's good to have a special meeting or a specific meeting to talk about the utility system and utility operations cost water rates where we can bring in our water rate consultant. I would encourage us perhaps to bring in our financial advisor as well as we're looking at what our CIP is in long term either financing or payments for capital projects as well as even to give an overview of the status of the town's financial position which again is very strong but they have good insight into where we've been and where we're going. So step number one or conversation number one is talking looking at schedule and what's what's appropriate they're also talking about the process and one thing that the mayor had suggested is that even before we present the budget to you formally the individual council members work with us. If you desire and if that's if council concurs in your particular areas if you will. So it may be Kevin in planning with your planning commission work and Kevin Daly in public safety and you know we can kind of figure out who is where and if it's a few a couple of you then we can have those meetings two at a time or individually just to provide some of what we've done today which is the advisory committees needs and goals but also to help dive more deeply into those particular departments or line items prior to submitting that proposed council budget to Council that only perhaps potential drawback to that is if there are a lot of ideas of things to do that may result in a lot of potential enhancements or suggestions in the budget that cannot all be funded but that's also good to know what are those things that we might want to do down the road when the money is available or then come back to you and set priorities of this project or that project or this idea. So it's kind of a broad discussion it doesn't have to be too lengthy right now but if there's general consensus in that process we'd be more than happy to start scheduling those meetings with you even now in the next week or two before Christmas or even a week or whatever. And then you know even after Christmas prior to finalizing the budget and then continue working through that. So I'm happy to answer questions or we can talk more about kind of how we see this happening.

**Bridge Littleton:** So you know the idea was so we each have some sort of role that oversees an element of the town operations right Kevin Daly's public safety in policing your economic development. Kevin you're the Planning Commission. I don't think the idea was to you know spend four different meetings seven hours each going through every line item detail in the budget area around planning and zoning. And we also all have strategic objectives that kind of align also with our areas responsibilities. So the idea was just as much or as little as you guys want to sit down with the staff and go through those things and you know make sure that they're in alignment with what you're thinking. Make sure that they're in alignment with what your committees are thinking and everybody is on the same page. And then when we get back together to talk about the budget as a whole. We can help the staff be the elected official as the spokesman for whatever that item is you know. So if it's hey are you know Philip our economic development you know we really want to have this strategic economic development plan. I'm making it up. And we've talked about it. We think it's going to cost us much and here's why it's important. So again it wasn't meant to be you know multiple meeting multiple hour you know get into the weeds but you know making sure that every you know each of us have our component parts and we're on board with it and we're making sure that the staff has a council perspective as they're preparing their budgeting and their planning for the rest of the year and that everybody's in alignment. So that was where the idea. But we all have lives. We will have other full time jobs. We don't want to make it something to where it's you know impedes a lot of that. So it needs to be a balance. And so I just want to see you know where you guys all what you think about that and how you feel.

**Peter Leonard-Morgan:** I'm all in favor of it and I'm cognizant of the fact that you know we might we don't want to clog up your system either. So what you say is actually correct but both ways. You know I think it's important that we don't come in and start to spend hours and hours going through minutia. It's more a bigger picture. Otherwise you'll never see the end of this [inaudible]. I really do think it's an excellent idea and I like the proposal.

**Chris Bernard:** I think it'll help expedite some of these discussions at the meetings if you know if let's say Kevin has gone through everything with you guys comes and says hey this all looks good to me it fits our strategy and it saves us whatever time I'm also totally in favor of having a separate if we want to have a budget work session

because I do know I mean at the time we get through most of this stuff talking about the budget for an hour. [laughing] Just trying to be nice to all of you.

**Bridge Littleton:** Any other thoughts? Ok. So Danny I think we're in alignment and we'll figure it out that you know I would recommend however you assign it just reach out to each one of us and you know give some suggestions of when we come in for an hour and walk through the stuff with you guys.

**Danny Davis:** Will do. And then you mentioned as well the strategic initiative. [multiple speakers] tie those together and if there are specific ideas of action plans or next steps that some of these strategic initiatives need to move forward again that comes down at some point to prioritizing those. But it's good to begin developing those out so we know what it's going to take to help you accomplish what you want to do.

**Bridge Littleton:** We know when we had our visioning session in. We did it once Salamander [inaudible] like it was 16. 17. Yeah 2017. You know one of things we said was We want to fund the future. That was one of our key things and so I think this is getting towards that. So they have here so Danny has on here special meeting for the budget discussion on January 31st. Do we want to lock that in now or do we want to think about it? [inaudible]

**Rhonda North:** January 31st. [laughing].

**Bridge Littleton:** Hey Kevin that'll be exactly one month later hopefully the hangover is over by then. [laughing] [multiple speakers]

**Bridge Littleton:** [inaudible] and Danny is the goal to start earlier or start at a normal time like six?

**Danny Davis:** I leave that up to you. I know many of you have full time jobs and getting here by 5 may be a challenge. So I'm we're happy to accommodate the council with whatever works for your [inaudible]. [laughing]

**Bridge Littleton:** All right let's do this let's go ahead and pencil it in for the 31st at 6 and as we move closer and we all catch up with you guys on our specific areas if we want to move it to something else we can. But I think that works for me. Does anybody have an absolute conflict? [inaudible] Right. Exactly. [laughing] Wait till a week before [inaudible]. OK. Yeah. [inaudible]

**Danny Davis:** That's great. And then you know we can begin discussing in January as well if we want to start preparing other dates or we can just kind of play that as it goes as well. I don't want to push too fast and too hard you need time to digest it and look through it. And for us to go through other projects but we'll keep down the back of our mind as well that we may look at calling another one or two work sessions as necessary.

**Bridge Littleton:** And I think our goal too would be we want to make them productive but also that means you know they need to be. We need to get them done and you know two to two and half hours.

**Danny Davis:** Right. Absolutely.

**Bridge Littleton:** Yeah exactly. OK. Any other questions on the budgeting planning of the process? No. OK great. Zoning text amendment. Mr. Moore.

**Will Moore:** Thank you. So I should be quick hopefully as you recall back in July you adopted Chapter 38 of the town code which we called the dangerous structures ordinance. You may recall from those discussions leading up to that prior to and still to this day we have a section in our zoning ordinance which use the same enabling legislation but it applied maintenance provisions and requirements for only certain structures within our historic district. So now that we have adopted the town code chapter that applies that enabling legislation town wide everything that we have in the zoning ordinance remaining there is duplicative and unnecessary. So this is simply a proposal to repeal that language from the ordinance as it is no longer necessary.

**Bridge Littleton:** I totally get it. Absolutely. Anybody have any questions for Will?

**Peter Leonard-Morgan:** It's like a technicality really isn't it?

**Bridge Littleton:** It's redundant right.

**Will Moore:** It's redundant. Any enforcement that we do of any maintenance provisions whether in the historic district or not now we will do under Chapter 30 of the town code just because it makes more sense process wise do it that way. So it's it actually would create confusion to [inaudible]

**Bridge Littleton:** OK. Is there a motion? Oh wait sorry. That's right you have to go to a.

**Will Moore:** You do have to hold a public hearing [inaudible]. So absent any concerns we would go ahead and schedule that for the first possible meeting that allows for I'm assuming that allows for advertising [inaudible].

**Bridge Littleton:** Proceed. I think we're all good. All right. Great. Thank you. All right. So the next item on here is the branding project review. But I think we're gonna take a five minute hazard break as we've had multiple requests for relief. We will re-adjourn in five minutes. [inaudible] All right. We're back in session. Information item strategic initiative item review. Council member Miller branding project. One of the three. Take it away. [laughing]

**Philip Miller:** Last time we all met we decided to send out the email asking questions about the branding project and the proposed brands of each member. Then that data was taken. Those answers were taken and consolidated and looked at and evaluated. And it was determined that a new path forward needs to be forged. So on an upside this is gonna sound weird being that but I think it's actually a positive thing that we have established what no one likes. Now we need to find a new path forward with a new set of designers at the agency after a very good conversation that I honestly was unable to participate in. But Danny and Jamie and Cindy were. How to move forward and without extra expense.

**Kevin Hazard:** And stay within budget.

**Philip Miller:** Yes. So anyone want to add [inaudible] Danny.

**Danny Davis:** Yeah a little just a touch. We did have a very good conversation with native and I do want to say thank you all for your feedback that you provided to that email that Jamie sent out because honestly that helped continue to solidify the message that we were wanting to bring to the consultants that it was just not meeting our expectations and not really capturing the essence of Middleburg. And so we had a good conversation with them. They totally understood and agreed and also recognized that their work may not have been to their best effort as well. And so they realized that they would be able to in working with us offer to not start over because a lot of the background research is good background research. There's a lot of good information. But on the design side the creative side to kind of start afresh as Philip as councilmember Miller mentioned with a new design team as well. So they are working on identifying the right design team and that will be a continued discussion. So there's as we put in the item there's kind of a dual path forward. There is the consultants side where they are going to get a new design team get them up to speed on the background research bring them to Middleburg let them see Middleburg understand Middleburg from a firsthand perspective but there is a second part of a dual track from the council's side where I think that would help the conversation again also move forward and that is now stepping away from what we didn't like in the designs that we saw initially. Let's even step back from discussing pictures and graphics and what we think it should look like. Let's have a conversation in this counsel have a conversation about what is who are we. Who is Middleburg. What do we want to represent in a brand that includes a logo in this conversation that can be a very I think valuable conversation not only for this project but really that helps inform even moving forward as we look at the budget. And as we look at future projects. And so I think putting words down first from the Council side will then help inform along with the other pieces the design team to really create something that captures more than just a horse head or a fox head but something really that is deep and means a lot about who Middleburg is. So we have recommended I think there is an opportunity again talking about meetings and capacity

to talk about issues in an in-depth fashion suggest holding perhaps a special meeting related to this topic that could be a work session. I envision it kind of like you do a strategic planning process where a lot of ideas get thrown on the walls and then you get to vote on the top three or five you know what word or essence do you want to capture when you talk about Middleburg. So we would recommend perhaps holding a special meeting in that way. First I would recommend if Council is open to this that we have that Beth Erickson from Visit Loudoun facilitate this. She brings with her perspective of Loudoun as an overall destination Middleburg's place as a destination as well as being involved in the marketing side. From Visit Loudoun and seeing many other pieces. We're also have either bring others in to help facilitate it there are other ideas I'd be happy to do that with staff and we could do that as well. But anyway topics for conversation here. So sorry to belabor the point but I think there's a really key piece of the track to help counsel kind of set some clarity so that when the design team goes and takes this they can come back and say this is how we captured what we heard from you.

**Jamie Gaucher:** If I could Mr. Mayor. So in light of fact that Council was overall disappointed in the work that native provided and many people in the community were as well from the nuts and bolts perspective I've asked native to identify whom they feel the potential designers to they would bring into this project are and I think it would be appropriate to ask Cindy myself Philip Danny and then maybe even somebody from the Arts Council to review those designers before we make a recommendation to council to move forward. That gives us an option I want. I'm interested in securing the best potential designers that we can go forward. I'm not interested in signing off or you know adopting a design team straight away and then getting down the road and we sort of find ourselves in the same place. So including somebody from the Arts Council and then having that recommendation having a review of the new design team and then having that group make a recommendation to council I think would ensure and put a lot of minds at ease that we're certainly going in the right direction. That's all I have.

**Bridge Littleton:** Thoughts from anyone?

**Philip Miller:** It's my recommendation absolutely that we dedicate an entire meeting to our essentially writing of a creative brief of what we want to see portrayed through the logo characteristically I think focusing on that and having it facilitated in some way is the only way we're gonna be able to consolidate all of the different thoughts that have been shared through various means on this topic. And I think that a facilitator will be able to guide that much more easily and hopefully in a more targeted fashion that can then become basically a creative brief. We already know what the target is as you said the raw data and the whole you know this thing. The audit is relevant. There's no question about it we all agreed with that. We know what the target is. It's finding the [inaudible] diagram overlap between the target and what we think we are because it has to resonate with the community as well as hit the target.

**Cindy Pearson:** I agree 100 percent that we need a work session just for that. And I also think that Beth would be a good person to facilitate that because she does understand Middleburg and the county where as you've brought in a facilitator from somewhere else that would take them a while to catch up to that point. And I know that she's been through that drill many times herself because they've done many logos over the years. I just think she'd be a good resource and that's part of maybe you know what we give them for the year that would be part of that meeting the funds and things. I don't know if she would charge us for that or if she would just do it to help us out.

**Bridge Littleton:** Kevin.

**Kevin Hazard:** Just on timeframe [inaudible] for Christmas [inaudible] I mean the week after Christmas [inaudible] [laughing]

**Bridge Littleton:** Hey Kevin. No problem. 6 a.m. New Year's Day. [laughing] Okay. Does anybody have any. Well let me throw this out first. Anybody have any concerns with the path that Philip and Danny have laid out. And Jamie.

**Philip Miller:** The only final concern that I have that I don't think we've quite put a process together for is then once we do all of this and we're going through design phase how do we better facilitate our feedback to native to get to a better communication spot.



**Danny Davis:** I think there are a couple of ways. I think part of that isn't really incumbent upon us to make sure that there are continual touch points back and forth. I think it's using the design group or the whatever they called it which is you know staff counts a couple of council members the Arts Council member to be in a continual kind of conversation and make sure that we are feeding that back regularly to native things don't get dropped back and forth. If that also requires a brief kind of like this back to council just to make sure hey we're targeting where this is where we're at and this is where we're headed. That's kind of what we heard and how it's going. We can do that as well to make sure that there's no dropping of the ball in between those what may be a 1 step and then the next step is a really big step. So we don't lose anything in that interim.

**Bridge Littleton:** Yeah Chris.

**Chris Bernard:** So we're going to come back and we're gonna have this meeting we're going to talk you know we're gonna bring our thoughts we're not [inaudible] logos we're gonna talk about kind of what is Middleburg what is to us what is it to tourists or visitors. Is there any value in creating a not picture based but like a text based survey to locals or outsiders or both with those same types of questions and that might give us some direction because we may have personal feelings about certain things. That may not be reflective of the public.

**Bridge Littleton:** Funny you mentioned that. We already have that. Yeah. So we did a future scripted survey two years ago? Year and a half ago went out to like you know they've got it. Yeah they went out to like seven or eight thousand people and I think we got 1400 responses in total [inaudible] 15 hundred something like that. And what was also great about and one of the things was [inaudible] right. What three words do you associate when you think of Middleburg in a positive light. Then also you know what are three things that Middleburg could be doing better.

**Kevin Hazard:** And I think it was broken down by people who were more than 20 miles. [inaudible]

**Bridge Littleton:** So Chris I had the I designed on survey monkey and we had everybody give their zip code so then we could map it and exclude people by distance. So everybody we have a word cloud for everybody within five miles and then everybody outside you know we can move it around. So it's all there. Yeah it's pretty cool. OK. So I think the what I think the way to do this is the three four whatever the team is line up for us a schedule. You know of what the meeting's schedule looks like not just the things that we're in but you know the you know what's the IMS what are the 10 major things that you guys see and actually also when you see them happening and if it's something that councils not involved in that's totally fine just like you said you want to get together with everybody review the okay well that's obviously got to have happened first before we get together. Right. Exactly. And maybe just a bullet item of one sentence what that thing is and then do we want a. I'm just trying to think maybe you guys come back at the January meeting outline all of that for us and then we can you know it be like D minus however many days. Right. Just you know within 30 days after the meeting we'll have our thing or whatever. Does that work for you guys? OK. I just [inaudible] I appreciate the hard work. I appreciate not restart it's refresh and that we're still doing it for the same amount of money. So you know that's great. Any last thoughts for Philip Danny or Jamie?

**Danny Davis:** If I could just make sure I understood correctly. We'll come back to you at the next meeting the first meeting in January. Kind of lay out a plan there so at that point we'll propose a date perhaps for this special work session.

**Bridge Littleton:** Whenever the component elements are and where our meeting fits in those component elements like we're stepping.

**Danny Davis:** You don't want to squeeze that in before the.

**Bridge Littleton:** [inaudible] I mean you guys said you want to review the design team you want to have

**Danny Davis:** That's really parallel.

**Jamie Gaucher:** [inaudible] We were considering doing that in parallel having the internal conversation amongst the council and maybe the community maybe to work that the future group did and the design work you know.

**Bridge Littleton:** So OK so then I misunderstood because I thought one of the things you guys wanted to do was have the design team sitting in the room listening. Not participating listening.

**Danny Davis:** I would definitely need or want to have Liz here listening if the design team is set and ready they'd be great. So we can [multiple speakers]

**Bridge Littleton:** Oh right. OK. All right. [inaudible] I thought you want to have them locked. [inaudible]

**Danny Davis:** We don't need to push too fast either. But I also know the sooner we get. [inaudible] Get together specially prior to any budget.

**Bridge Littleton:** Well. Yeah I tell you what then you guys you know what's today Thursday Friday. Monday shoot us all out an email if it is if you do propose to have this strategy thinking session with a facilitator before the next council meeting you need to get us an e-mail by Monday as to the proposed date so we can let you guys all know back into Kevin's point. What did you say Kevin? Either 27 28 29 or after the first of the year?. [inaudible] OK. The one thing I'm just going to give a perspective on the facilitator and you guys use your judgment. I'm not saying I know the right answer but Beth brings a lot of you know skill and stuff in doing this stuff. But you know I think you guys need to ask yourself the question of what is the purpose of the facilitator is the facilitator there to simply stimulate the conversation. That's the typical role of a facilitator not someone with a personal perspective who also engages in it if that's what Beth's role is then she's a part of the discussion not the facilitation. Right. And I'm not saying I'm for or against her being a part of us all sitting down and doing blocks and all that kind of stuff but that's not facilitating needs to be neutral on partisan not partisan. But you know uninterested in the outcome. There to make it roll not because she has I mean I'm not gonna make it about Beth it's they will have a personal interest in the outcome of what we decide and just subconsciously things get steered away you know. So I but I value Beth's opinion. So she's with us in the room. I'm totally fine with that. And I would actually recommend I can't remember who's the vice mayor of Hillsborough. Amy. She facilitated the. She does a lot of facilitation. She is awesome. Absolutely awesome. So if you need somebody I'm sure she'd be happy to do it. Okay. Anything else for Philip Jamie or Danny? Great. Last thing here is just any additional action items or discussion items before we go to closed session.

**Cindy Pearson:** I just have a reminder for the lunch that will be going on here tomorrow.

**Bridge Littleton:** When's that?

**Cindy Pearson:** Tomorrow it's not the following Friday which we all [inaudible]. By 11:00-ish 11:15 when at the latest it does start right at noon. [inaudible] need a reminder of what you're bringing [inaudible] [laughing].

**Bridge Littleton:** I'm bringing [inaudible]. If you don't what that is it's really good. [inaudible] Okay. Anybody else have any other information items for anybody? Okay. It wouldn't be a meeting without me giving three. Real quickly Colt met last night. Very good discussion. We're gonna be putting together a five point position document on the comp plan and we were gonna start actually doing meetings within other localities with I always forget the name of Al's group the Loudoun preservation conservation coalition. [inaudible] Well when you have one organization represent 40 organizations you have to have a big name. So also we unanimously agreed to thank Tony and Gary for all their hard work as the supervisors pushing these two conservation initiatives. Second thing is I'm going to be going to Wreaths Across America on Saturday morning if anybody would like to go wreaths across America is a non-profit activity where people donate money to place Christmas wreaths on the tombstones of at Arlington National Cemetery and they do it at battlefield cemeteries all across the country. If you've never done it it's actually amazing. You get there and there are thousands of there's fifty. 8am at Arlington at 8a.m.

**Chris Bernard:** Every year there's more people than wreaths there's people walking around trying to find a wreath and they all have been taken.

**Bridge Littleton:** 53000 wreaths and they have a wreath on every single tombstone. It's really pretty cool to do it's a lot of fun. [inaudible] it's beautiful yeah. Anyone wants to ride with me I'll be going. And the last thing was an idea came up last night at Colt I wanted to take and we're all going to take the temperature everybody's council and Danny your input and Martha your input would be interesting as well. Will as well. The idea was floated that going to the county and advocating for them to create a whole new position at the county government level of a town's liaison officer whose sole responsibility is to be dedicated to liaising with all the towns on any number of things that they need to have happen whether it's application expedite you know expeditiously moving up. I mean I was. Each town mayor was going through the worse stories of getting permit approvals at the county level. I mean it was kind of I was thinking Will about your one group approving it the other one coming back saying no it's not approved you know. But budget requests you know economic development. Right. It's not that the county doesn't have people that engage with the towns but there's no dedicated resource being responsible directly to the towns. There used to be some in the planning office. [inaudible] What was the guy's name in planning?

**Martha Mason Semmes :** Actually. I used to be an economic development. I was the town's liaison for economic development.

**Bridge Littleton:** Yeah. So I mean we all sat around said who's the liaison for the towns. Nobody could think of a name. Who was the person in planning that used to be who retired? [inaudible] No a couple of years ago.

**Martha Mason Semmes :** Rhodey? He's still there. Yeah.

**Bridge Littleton:** But he's not the towns person anymore.

**Martha Mason Semmes :** No. I was going to say a town manager's met with the county administrator at the beginning of the Envision Loudoun process and proposed that there be a position created that the towns would help fund. I don't know if you're on that council at that time. And Leesburg would have paid the bulk of but the county didn't accept that. They took it back. The board did not approve that position that doesn't mean you shouldn't try. Sounds like this is a broader one that might fall under the county administrators office. I think it's I like the idea it's worth a try. I always felt when the Loudoun County Economic Development had people that were focused on dealing with the towns. Christina went before I was doing we were much more effectively represented.

**Cindy Pearson:** I believe so too. When I worked with economic development I can't remember the young Phil [inaudible]. Yeah it's just that you got on a roll with the person and that job changed hands so often that it took you all that time again to get on with the next person and the next person. That's the only downfall with that.

**Bridge Littleton:** What's interesting about what you just said is we had that conversation last night. I said you know I always get nervous when I go into an organization a large organization you say well where do I go to get some such done they say talk to Bob. Then I get scared because when Bob ain't around or Bob retires whatever was working stops working. But when they say oh go to the office of town liaison then it's a position it's resource it's required you know regardless of who the person is in the job. There is accountability. So that was kind of the idea. So just a quick [inaudible] to the room. I mean they may ask us to fund it. I mean on a two point seven billion dollar budget we pay taxes twice. I think if we get one person. Any objection to us working? Colt we'll take the responsibility to work it. But I don't want to get ahead of towns you know that we don't want it but. [inaudible]

**Philip Miller:** Clearly there's a need.

**Bridge Littleton:** Oh my. You know we went on for 30 minutes about how we get lost in the shuffle. And it was all it was Parks and Recs. It was planning it was economic development. It was a lot of stuff. It's nothing intentional it's just it's a 4000 person organization. Okay great. I appreciate that. That was it. So with that I think we're now going into closed session. Yeah. Martha. [inaudible] [laughing]. OK. Do I have a motion?

**Peter Leonard-Morgan:** I move that council will go into closed session as allowed under the Virginia Freedom of Information Act sections 2.2-3711A3 & 1 for the discussion of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the governing body and for the discussion consideration or interviews of prospective candidates for employment assignment appointment promotion performance demotion salaries disciplining or resignation of specific public offices appointees and employees of the public body. I further move that these matters be limited to one property acquisition for a new town administration office two property acquisition related to a parking lot and three appointments to the cultural and community events committee. [inaudible] [laughing] I further move that in addition to the council the following individuals be present during the closed session. Danny Davis Martha Mason Semmes Jamie Gaucher and Rhonda North for all of the items and Martin Crim and Will Moore for the first two items. I further move that the council thereafter reconvene in open session for action as appropriate.

**Bridge Littleton:** Second?

**Cindy Pearson:** Second.

**Kevin Hazard:** Second.

**Bridge Littleton:** All those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed abstentions. And we're in closed session. 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 were heard discussed or considered in the closed meeting. I would further like to remind those present for the closed session that any discussion that occurred within it should be treated as confidential.

**Chris Bernard:** Aye.

**Kevin Hazard:** Yes.

**Philip Miller:** Yes.

**Bridge Littleton:** Yes.

**Peter Leonard-Morgan:** Yes.

**Cindy Pearson:** Yes.