



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY JULY 15, 2021; 6:30 PM**

Julie Harris: Julie Harris, Commission Chair. I just wanted to say that in the planning commission meeting on Tuesday, we did talk about this timeline being tentative, the upfront one with the deadline of August 30th and so forth, the planning commission decided. But the selection of the company would be in conjunction with town council and also once the company is selected, we would defer to them to help us guide the timelines as their expertise is in surveys and the amount of time necessary. So, this is a tentative outline from the planning commission, but we want to get your commitment on the company we decide to go with.

Wayne Nunnally: Good job.

Frances Westbrook: Thank you.

L. NEW BUSINESS

1. Authorize the mayor to renew the insurance policy with VRSA.

Frances Westbrook: Next, new business is to authorize the mayor to renew the insurance policy with VRSA. I think you all have a copy that was sent to you all. I have talked with, I think his name is Mr. McMillen, and explained to him what is going on with us not being able to have two signatures on the checks. They are fine with that. If we vote on this tonight we can put that check in the mail as soon as we can get Anthony down to get added to the bank signatory cards.

Wayne Nunnally: So moved.

Dudley Patteson: Second.

Frances Westbrook: Any other discussion?

Chris Braly: One thing I noticed is that the total premium is higher than we budgeted right, so we are going to do an amended budget and that will include it in the amended budget?



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Frances Westbrook: Yes.

Chris Braly: Okay.

Dudley Patteson: Is that amended budget coming up at our next meeting?

Frances Westbrook: That would be up to budget and finance to let us know.

Anthony Marchetti: It sounds like it is back up on the table.

Chris Braly: I just want to make sure.

Frances Westbrook: Yes, yes absolutely. Is there any further discussion? All in favor?

Group: Aye.

Frances Westbrook: All opposed? Alright.

Dudley Patteson, Aye.

Chris Braly, Aye.

Anthony Marchetti, Aye.

Wayne Nunnally, Aye.

Bonnie Schaschek, Aye.

Jackie Brown, Aye.

MOTION PASSES 6-0.

2. Virginia Department of Fire Prevention

Frances Westbrook: The Virginia Department of Fire Prevention has been giving us a grant for years in the amount of \$10,000 and that is because we don't have our own fire department and we in turn have been giving that \$10,000 to White Stone. We also built into our budget a donation to the Kilmarnock Volunteer Fire Department because both of those entities answer to fire prevention and volunteering and so anyway now that it has



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gone up \$5,000, the question is would we want to give that \$5,000 to Kilmarnock and that would alleviate the donation that we now show on the budget for Kilmarnock.

Bonnie Schaschek: I think that is a good idea but we also have to put the restrictions on it because the grant can only be used for certain things. The donation that we make today, we don't have any stipulation on, they can use it for anything.

Frances Westbrook: For anything, that's right.

Bonnie Schaschek: So they would have to fill out paperwork for this to let them know.

Frances Westbrook: They have to do an annual report.

Bonnie Schaschek: I think it would be a great idea just as long as Kilmarnock knows that they have to abide by.

Wayne Nunnally: Is that a motion to give them the \$15,000.

Chris Braly: No the \$10,000 goes to White Stone.

Frances Westbrook: As it always has.

Chris Braly: The motion, the extra \$5,000 that we received, how do we present to them, what is the mechanism with presenting them with the \$5,000 and the stipulations? What did we do for White Stone whenever we started it?

Frances Westbrook: That started so long ago, it has probably been in the makings for a couple of decades for White Stone. We could entertain a motion that says we'd like to give the \$5,000 to Kilmarnock based on their knowledge and agreement to do the annual paperwork. I can't imagine they would turn it down. My guess is they are probably doing something like this already.

Bonnie Schaschek: Just so that they know there are unfortunately strings attached, where we never did that report.

Frances Westbrook: The reports can be filed online. It's, there are a number of things that they can use it for.

Bonnie Schaschek: I agree with it, I make a motion that we apportion the \$5,000 for Kilmarnock.



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Wayne Nunnally: Second.

Bonnie Schaschek: I don't think that they would object of filling the paperwork out but we do need to let them know.

Frances Westbrook: And you second it Wayne?

Wayne Nunnally: Yes ma'am.

Frances Westbrook: Alright any other discussion? All in favor?

Group: Aye.

Frances Westbrook: All opposed?

Dudley Patteson, Aye.
Chris Braly, Aye.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.

MOTION PASSES 6-0.

3. Public Comment Protocol

Frances Westbrook: Next is Anthony, public comment protocol.

Anthony Marchetti: I'll keep it quick and give you a paired down version and you know I guess the title of the agenda might be slightly misleading. I'll just kind of give a broad overview and give us an idea that hopefully president's and council and everyone can contribute to. But really, I guess the more appropriate title on the agenda should be Improved Agenda to Foster Productive, Efficient and Timely Engagement of Council and



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Residents. I think there is opportunity just with the structure of our agenda to have, make discussions and engage with residents more productive. I'll give a few examples and then try to keep the meeting moving on, I mean one overall idea is that from month to month we want to track and show progress on key issues. There are probably certain topics every month whether it is zoning or new business, old business that should probably be on the agenda. The town office is a big one. What is the progress. Just so that we as council and residents know that, or every other month that those topics get back on the agenda so like the no through truck that we talked about, all that stuff it just doesn't get buried, lost, forgotten, so this being calculated with things being on the agenda. One of my other ideas, I guess suggestion might be that throughout the meeting on the agenda where appropriate where noted, that we have an opportunity under certain topics for public to comment on that topic. So, you get a public comment beginning, comments are all over the place, we can't address them until possibly if they are on the agenda you can address them during that conversation, but I feel so many times where we as council are forced to make decisions without having had a chance to hear from the residents. So the agenda would have a topic under it and then it would be council discussion, public comment, all that topic only, right, and then the next topic, and then have a chance to comment on it and that would allow us to engage in a conversation before and after hearing from you on that specific topic. I think that it would reduce and maybe moving toward the end of the meeting, I'll call it general public comment, where any topic that wasn't mentioned on the agenda where residents didn't have a chance to speak, could say, I, this is an issue of mine, I'd like to make a mention of it and it should potentially be on the next agenda as an item. The idea is that there is an opportunity we talked about that applies to workshops to where just a few chances I'd like to hear from council, for council to hear from the public when it matters and it is a lot of weight on our shoulders to make big decisions and I don't want to make them without hearing from everybody here so. I imagine the agenda might look different and it might be evolving might try and find out what worked and what didn't work. I'd love your feedback on it of course. Just a general idea where we can improve, increase, a meaningful engagement between us and the people out there when it matters and we don't have somebody saying well I didn't have a chance to talk on that or I don't want to be in a position to vote on something when I haven't heard what you have to say about it so.

Frances Westbrook: I have a question.



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Anthony Marchetti: Sure.

Frances Westbrook: So, would this, you would predetermine which items on the agenda would have public comment?

Anthony Marchetti: Correct, not everything on the agenda needs public comment, so it would be on the agenda and you would see when you got there, maybe on each topic a line that says action, what is the action need to come of that discussion, a vote or, whatever it is, a better way to track our progress and progression through topics as we ultimately are trying to get stuff done. I think it would be something, another measure, whether we are accomplishing anything so, it will start with us producing the agenda but, I just mentioned if you have feedback, please pass it along with you know, I'd love to see it start as soon as the next meeting where the agenda, the look of the agenda on paper starts to look different and where public comment is should be more frequent but in different places throughout the meeting, and it does mean if you want to talk about something off topic, you will have to endure a 2 hour meeting but, everybody is still sitting here, so....

Dudley Pattenon: Super idea. That's great.

Wayne Nunnally: Anthony, my wife calls that a to do list.

Anthony Marchetti: Yep, anyway thank you, that's it.

Frances Westbrook: Any comments.

Bonnie Schaschek: It is something that has been talked about before. Usually, public comment has been in the beginning and what they are usually commenting on is something that happened last month. So we have often asked why we couldn't have public comment at the end so that you know once we have gone through the agenda items we get public comments and we can see where we go from there. I think having it at each step in the agenda is going to make for a very, very long meeting, but if you have it at the end maybe it would condense it.



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Frances Westbrook: The issue with having it at the end and I struggled you know, I think everyone struggles, if it is at the end then town council has already taken an action on something before public gets a chance to comment. If they comment at the beginning then it may influence what we discuss but then the discussion goes on and they don't have the opportunity to comment on what we discussed so it's.....

Anthony Marchetti: My guess is a lot of topics there won't be public comments and then obviously the comment should only be specific to that topic. So like for example if we are on the budget, fee rate schedule, a reading of the fee rate schedule, public comment. Transient occupancy tax rate, reading of it, public comment, if you are opposed to it, want to see it go up, down, whatever, you stand up and here is your chance, anybody else, you know real estate tax rate, comments, and then that allows us to, I mean, a lot of us might be listening but....

Frances Westbrook: Some of those items are covered in public hearings and that is...

Anthony Marchetti: That's an example...

Chris Braly: An example is our discussion about the town hall in Lara's report, it might have been appropriate to have a small comment section to you know to get feedback from that discussion about the town hall plan.

Frances Westbrook: That's kind of what Albert Pollard was trying to do and that was good information to hear him say.

Chris Braly: But if we put formal ones on top of where we think it is appropriate.

Bonnie Schaschek: Discussion...

Anthony Marchetti: To streamline meetings, not extend them and again, it might take some practice, and if that didn't work, then let's try it another way. Just to be more efficient and they can speak when it makes sense to speak and before we have to, and then we have a chance to respond when it makes sense. Somebody says something and it



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is not a topic on the agenda it is a month later before you have a chance to respond to it, anyway, just an idea, love input and thoughts.

Frances Westbrook: So are you all interested in maybe playing with the agenda for next meeting?

Dudley Patteson: Yes.

Frances Westbrook: Seeing if this will...

Anthony Marchetti: I'll be the first to admit I think if it doesn't work, then we can try it a different way or, you know, if it will increase the back and forth....

Frances Westbrook: For the August meeting... Alright item 4 under new business.

4. Motion To Add Vice Mayor as Signatory at Chesapeake Bank and Blue Ridge Bank.

Frances Westbrook: Motion to add vice mayor as signatory at Chesapeake Bank and Blue Ridge Bank and this is to include the CD's also at each bank.

Wayne Nunnally: So moved.

Dudley Patteson: Second.

Frances Westbrook: Any discussion?

Bonnie Schaschek: Do we have to name Anthony?

Frances Westbrook: Yes, they'd like the resolution but it just names officers on there, there is no specific name.

Bonnie Schaschek: You need to add his name to the motion.



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Frances Westbrook: Yes, they want the name in the motion. They want a copy of the minutes that has the name.

Chris Braly: So the motion is to add Anthony Marchetti as signatory at Chesapeake Bank...

Bonnie Schaschek: As Vice Mayor.

Chris Braly: Vice Mayor.

Frances Westbrook: That's correct.

Chris Braly: As signatory at Chesapeake Bank and Blue Ridge Bank to include the CD's.

Frances Westbrook: That's correct. All in favor?

Nancyellen Keane: Question?

Frances Westbrook: Yes.

Nancyellen Keane: You've got a banking resolution or are you trying to amend the resolution or just....

Frances Westbrook: No ma'am. The resolution states the Mayor and Vice Mayor and the Town Clerk.

Nancyellen Keane: Okay.

Frances Westbrook: Both banks, this surprised me, both banks also want a copy of the minutes with the person's name, the office they hold.

Nancyellen Keane: Okay.

Frances Westbrook: So, all in favor?



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Group: Aye.

Dudley Patteson, Aye.
Chris Braly, Aye.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.

MOTION PASSES 6-0.

Frances Westbrook: Yeah. Item 5.

5. Motion to enter into contract with Cox Termite and Pest Control.

Frances Westbrook: Motion to enter into contract with Cox Termite and Pest Control. We've got a little bit of a critter problem going on over there at the town office. These are the same people that we had a contract with at the old town office, you can see there that the amount quoted to us, so the question is I'm looking for a motion to sign this contract and get this guy going, get rid of our problems.

Bonnie Schaschek: So moved.

Chris Braly: Where in the budget did this come from?

Bonnie Schaschek: Maintenance and repairs.

Frances Westbrook: Maintenance and repairs.

Bonnie Schaschek: It used to, we've always paid it out of there. That's why we never moved to the new office.

Frances Westbrook: Yeah, in those figures we never took it out of this current budget.



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Male: Second.

Frances Westbrook: All in favor?

Group: Aye.

Frances Westbrook: Alright.

Dudley Patteson, Aye.
Chris Braly, Aye.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.

MOTION PASSES 6-0.

6. Motion to hire Williamson Movers to move boxes and file cabinets all the way upstairs in the existing town office.

Frances Westbrook: Motion to hire Williamson Movers to move boxes and file cabinets all the way upstairs in the existing town office. These are the people who moved us from Steamboat over to Irvington. There is quite a few cabinets there, Lara and I went through that stuff, there is a lot of boxes downstairs that just needs to be taken upstairs and get that third room usable for the new people moving in. So they are looking at charging us \$95.00 for two men collectively per hour and I think we are looking at a couple of hours, maybe 3 at the most.

Bonnie Schaschek: I make a motion to use Williamson Movers to move that stuff upstairs.

Dudley Patteson: Second.

Frances Westbrook: Any other questions? So, do you want to put a dollar limit on this?



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Bonnie Schaschek: I would put a dollar limit of \$500 on it.

Frances Westbrook: Alright motion to amend it to \$500 limit.

Dudley Patteson: Second.

Frances Westbrook: All in favor?

Group: Aye.

Dudley Patteson, Aye.
Chris Braly, Aye.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.

MOTION PASSES 6-0.

Bonnie Schaschek: Hopefully the exterminator will spray after the boxes are...

Frances Westbrook: Yes, yes. Alright, item 7.

7. Planning Commission vacancy.

Frances Westbrook: Item 7 on new business, planning commission vacancy. We do have a letter and resume from Mr. Pollard, quite impressive, thank you, and the question before us tonight, do we want to go ahead and appoint tonight or do we want to advertise the vacancy. We have done it both ways, most recently we did appoint, in fact it was for Mr. Braly, I believe...

Wayne Nunnally: Without advertising.



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Frances Westbrook: Without advertising, so what's your pleasure.

Bonnie Schaschek: I move that we appoint.

Jackie Brown: Second.

Male: Second.

Frances Westbrook: Any more discussion? Or any discussion? All in favor.

Anthony Marchetti: Great asset to the planning commission.

Frances Westbrook: Alright, all in favor of appointing Albert Pollard to the planning commission say aye.

Group: Aye.

Frances Westbrook: All opposed? Congratulations Mr. Pollard and thank you very much.

Dudley Patteson, Aye.

Chris Braly, Aye.

Anthony Marchetti, Aye.

Wayne Nunnally, Aye.

Bonnie Schaschek, Aye.

Jackie Brown, Aye.

MOTION PASSES 6-0.

Albert Pollard: Thank you all very much.

8. Organization of Committees for fiscal year 2021/2022



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Frances Westbrook: Alright the next thing, item 8 under new business is organization of committees for fiscal year 2021/2022. Traditionally the mayor presented a signup sheet to town council members at the beginning of each fiscal year in which town council members volunteered for a committee or two. I'd like to return to that tradition for several reasons. One, volunteering for a committee typically generates more enthusiasm for the work to be done, two, committees will probably be tasked with more projects in upcoming months to better facilitate the learning curve expected of the new town clerk and three, increase to some extent the ongoing overall work that committees may be called upon to do. The latter is cited in the handbook for Virginia Mayors and Council Members as published jointly by VML and the Weldon Cooper Center for Public Service. It does state that smaller towns that do not have a town manager, a committee structure may be used to oversee government administration. So...

Chris Braly: Since, I'm the newest one here.

Frances Westbrook: Uh huh.

Chris Braly: Does, why was it September?

Frances Westbrook: That used to be, when people were elected they came on board in September.

Chris Braly: Okay.

Frances Westbrook: So, now that that has been restructured elections are generally, well we won't have May elections anymore but people will take, the new structure now, when you are elected in November you'll take office in January, so this will slide a little bit again.

Chris Braly: So wouldn't we fill vacancies on the current committees and do it January 1, because there is going to be a special election this year....

Frances Westbrook: That's right.



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Chris Braly: One second. Since we don't have, there's a couple things that, the ordinances that were provided in the last meeting had the wrong date July 8th.

Frances Westbrook: That's right, I've got that noted.

Chris Braly: And my name is not on there as town council and your name is not on there as mayor. So, I think Nancyellen.

Nancyellen Keane: I revised one of them and I thought I printed the other one and I didn't, so this is the 8, but it has been updated to include you and Braly and the clerk is blank.

Frances Westbrook: And that's all the changes.

Nancyellen Keane: Yeah, this one has been corrected, I'll have to bring you the other one tomorrow or something.

Frances Westbrook: Okay, very good.

Chris Braly: We also I think need to since the town clerk is the one typically who attests to the mayor signing it, we would need to allow the town attorney as the staff member to attest to the vote.

Frances Westbrook: Alright.

Chris Braly: So, I'd like to make a motion that the town attorney be the person who attests to the vote of these resolutions.

Nancyellen Keane: And it is really the signature of the mayor.

Chris Braly: Signature of the mayor, yes.

Anthony Marchetti: Second.

Frances Westbrook: Any other discussion? All in favor?

Group: Aye.

Frances Westbrook: All opposed?

Dudley Patteson, Aye.

Chris Braly, Aye.



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Frances Westbrook: Expand where we can.

Anthony Marchetti: ...well also to your point, you'll get people signing up for things they want to sign up for, and you are going to get better participation and more productivity out of them. Again too, you can have a specific committee Events and Tourism workshop with the public, where public can comment and I think that's valuable and productive. So, I, you know, maybe a suggestion that we can work to define, scope and goals, objectives of each committee and then move into January 1st.

Dudley Patteson: The protocol associated with that is, the relationship with council needs to be, can't do without authorization of town council. I mean it is spelled out.

Frances Westbrook: That's right.

Wayne Nunnally: This is where it is done. It says in the charter that the mayor appoints committees, selection. I don't think we have any designated committees anywhere. I mean these four that we came up with, the mayor can make 10 more if she wanted.

Anthony Marchetti: That could be part of the processes, I mean do we need, do we need less, do we need more.

Wayne Nunnally: Well, it is to me at the mayor's discretion, whoever that may be.

Chris Braly: Again, my main point is that the committee's now exist, if we want to as Anthony suggested redefine the expectations of each committee, work over the next few months to do that, come January 1 when the seats are permanently filled after the election, that's when we do the reorganization with the defined, newly defined or redefined committees.

Anthony Marchetti: The existing committees can describe what they do and what they could do and want to do, or should do.

Frances Westbrook: We have the existing committees get together at their own...

Bonnie Schaschek: Can we just back up a little bit, normally when committees were assigned, they were assigned in each election year and you served for until the next election year. So, the committees existed for 2 years. Yeah. We don't have an election



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year this year. We have a special one because we are replacing somebody here and somebody there. But the committees that, and this is the way it used to, there also used to be 10 other committees and there was a long, and it got cut down. They served for the length of the 2 years until you get into the next election cycle. So, I think we need to.

Frances Westbrook: We are trying...

Dudley Patteson: What Anthony is suggesting is what you just said is not anywhere defined, there is no written....

Bonnie Schaschek: No, it's just the way it has always been.

Dudley Patteson: So, we need to put it in writing and put the role of each committee in writing so that whoever comes in at the next election year fully understands what being on budget and finance is going to entail. Because I know Anthony..

Bonnie Schaschek: It's never truly been defined.

Anthony Marchetti: It is hard to sign up for something you don't know what you are signing up for.

Dudley Patteson: Bonnie you and I can get together and do something with HR and then, as do the other council members with their respective committees and that's a start and then when we want another committee to...

Frances Westbrook: Alright how about this, the four existing committees which is basically what I sent you all, maybe I spend some time with each one of the existing committees and let's start flushing out so that we can bring this back in August, we'll have something to look at, talk about the committees and move from there.

Anthony Marchetti: That's great.

Frances Westbrook: That sound good, everybody onboard with that. Alright. Let's see.

9. CLEANING SERVICE FOR THE TOWN OFFICE

Frances Westbrook: We are adding cleaning service is #9 that we added. We want to have a motion to look into hiring a cleaning service for the town office. We did have one



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at the old, somehow that also got lost in the moving, because I don't think they've had anybody there. Do you remember Nancyellen? I don't think there has been anybody there cleaning has there?

Nancyellen Keane: I haven't seen anybody.

Bonnie Schaschek: Have we approached the cleaning company on why they didn't do it.

Frances Westbrook: I don't know. I have no idea. I'd like to have a motion to get that going again, maybe have them come every other week, twice a month. They don't need to be there weekly I don't think.

Wayne Nunnally: So moved.

Frances Westbrook: Alright, I'll look into that with that motion.

Bonnie Schaschek: Second.

Frances Westbrook: Any discussion? All in favor?

Group: Aye.

Dudley Patteson, Aye.

Chris Braly, Aye.

Anthony Marchetti, Aye.

Wayne Nunnally, Aye.

Bonnie Schaschek, Aye.

Jackie Brown, Aye.

MOTION PASSES 6-0.

Frances Westbrook: All in favor? Alright, I'll bring you back figures at the next meeting.

M. OLD BUSINESS

Frances Westbrook: Old business, second reading of ordinance.



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Chris Braly: ...and then next year there'll be an election so why wouldn't you just do it on January 1.

Frances Westbrook: Because I prefer to go ahead and get this structured and going so that we can, I've got, there are some specific jobs that are coming up that we need to.

Chris Braly: Aren't you already on committees.

Wayne Nunnally: ...term....

Chris Braly: My point is the committees actually exist already, so why do we need to redo it now, why don't we just wait until January after the elections when new people, when the seats are elected to reorganize the committees. There is only one vacancy right now and that is the chair of the budget and finance. Why wouldn't we just fill the chair of budget and finance and then wait until January to do our restructuring.

Frances Westbrook: Because as Mayor I really would like to do this and get some, we need to have more than just two people on some of these committees, a lot of work on a couple of these and...

Anthony Marchetti: I think something of value might be, excuse me, to very deliberately define what each committee encompasses and covers, and then I think it would be. I don't know what all these mean, budget and finance because I'm on it, but I think being specific and deliberate about what each committee is expected to do, a scope. I think it is a good chance to redefine what committees do and what expectations are of the committees. I agree I think we need to get a lot out of committees.

Frances Westbrook: Uh huh.

Anthony Marchetti: It seems like a good, even the renaming, you know what does that mean Community Events and Tourism, what does that encompass so I think it is value in defining what each and try to do it so its evenly, right, I know personally how much budget and finance meetings and how much time it is, great happy to do it. I think it would be more productive to....



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Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.

MOTION PASSES 6-0.

Frances Westbrook: Now onto the specific ordinances themselves, the first one on here is.

1. 2nd Reading Ordinance 2021-07 Repeal Reenact Town Code 34.02.

Frances Westbrook: This has been read before, do we need to read it again? Just mentioning the ordinance number is sufficient?

Nancyellen Keane: The title is enough.

Frances Westbrook: Okay. Do I have a motion?

Wayne Nunnally: So moved.

Frances Westbrook: Second?

Anthony Marchetti: Second.

Frances Westbrook: Any discussion or questions? All in favor.

Group: Aye.

Frances Westbrook: All opposed?

Chris Braly: I am going to abstain since I was not part of this.

Frances Westbrook: Okay.

Dudley Patteson, Aye.
Chris Braly, Abstain.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.



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MOTION PASSES 5-0, 1 abstain.

Chris Braly: Was that 08 or 07?

Frances Westbrook: That was 07.

2. 2nd Reading of Ordinance 2021-08 – Adopt Short Term Rental Registry

Frances Westbrook: Alright the second one, 2nd reading of ordinance 2021-08 – adopt short term rental registry. This is the same updates we have on the other one.

Wayne Nunnally: So moved.

Frances Westbrook: Second?

Bonnie Schaschek: Second.

Frances Westbrook: Any questions? All approved.

Group: Aye.

Chris Braly: I am going to abstain.

Frances Westbrook: Thank you. All opposed none.

Dudley Patteson, Aye.

Chris Braly, Abstain.

Anthony Marchetti, Aye.

Wayne Nunnally, Aye.

Bonnie Schaschek, Aye.

Jackie Brown, Aye.

MOTION PASSES 5-0, 1 abstain.

3. ARPA Funds FW

Frances Westbrook: The ARPA Funds that is just an announcement where we did receive money, they are going to give us a total of \$152,766. \$76,383 has been received



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and it was wired into our checking account. I think we are going to have to transfer it to the CARES Fund, that's where town council decided it should live, so I would let the accountant know that. The balance, the other half of it will come to us in 12 equal monthly payments.

Anthony Marchetti: Do we get it for 12 months.

Frances Westbrook: It's monthly payments, I sent you this didn't I?

Anthony Marchetti: Yes, it is distributed in approximately 12 months.

Frances Westbrook: That's my understanding.

Anthony Marchetti: Just didn't clarify if it was monthly.

Wayne Nunnally: [inaudible].

Frances Westbrook: There are some and those are yet to come.

Anthony Marchetti: It reads in 12 months.

Bonnie Schaschek: And then in 12 months you get your second... .

Anthony Marchetti: Lump sum.

Bonnie Schaschek: That's the way I understood it at the meeting. Is that...

Nancyellen Keane: That's how I understood it.

Frances Westbrook: The other half in 12 months. For some reason, this isn't the only thing I've read. For some reason I was under the...

Male: [inaudible].

Frances Westbrook: Yeah, I see that, but I was under the impression it was going to be 12 months, alright we'll clarify that. Did you all, well I guess you didn't. There is a number in the letter we can click and look at additional information or whatever.

Bonnie Schaschek: Yeah.

Chris Braly: Can you forward me the electronic copy of the letter that has the links.



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Frances Westbrook: I sure can.

Chris Braly: Thank you.

Frances Westbrook: If you don't hear from me in a day or two, remind me.

Bonnie Schaschek: Information so that you can get on the mailing list for some of this stuff.

4. HIRE A MUNICIPAL FIRM TO ADDRESS THE TOWN'S FINANCIAL POSITION.

Frances Westbrook: Alright, item 4, discussion about hiring a municipal finance firm to address the town's financial position. Dudley that's you.

Dudley Patteson: Well we've discussed the town office. We've got other topics that we as a council need to address pursuant to public water access to those who don't have the opportunity to split on the water but they are residents of Irvington and I don't think we as a council can make an informed decision about where to spend our money until someone advises us to, what our capabilities are and we have got a couple of proposals. I would recommend that we go with Davenport because they are involved with the county and they know our area. They being, they have skin in the game because they also can serve as the capital fundraiser for us should we need them and there is not really much you can say against them quite frankly based upon their proposal letter. This was put in the budget last year. I think we are negligent in not trying to get this number and done sooner. So, it is the intelligent approach to where we go.

Frances Westbrook: We have budgeted the funds to start with.

Dudley Patteson: Pardon?

Frances Westbrook: I said we have budgeted the funds to start this process.

Dudley Patteson: The only thing that I would add to their proposal which an item is that we would also ask them to give us their assessment of the impact of a meals tax to the bottom line of the town because through that meals tax we are hopefully able to accomplish some of the other things that we would like to see in our town and they have the ability to do that.



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Frances Westbrook: Is this something that town council would like to have budget and finance get back with Davenport and see, and ask them the important questions and give us some firm numbers on what their services are going to actually cost us? Would council like to have budget and finance.....

Wayne Nunnally: Certainly looks like to me its budget and finance committee area....

Chris Braly: What was budgeted?

Frances Westbrook: I believe the budget was \$10,000.

Dudley Patteson: That's what they said not to exceed \$10,000.

Frances Westbrook: If we can get a formal outline of exactly what they are charging and what we are getting for that \$10,000.

Dudley Patteson: And why don't we ask budget and finance to get with them between now and the August meeting so at the August meeting we have something concrete to....

Frances Westbrook: To go with.

Dudley Patteson: ...to hopefully....

Anthony Marchetti: Their proposal is now close to a year old.

Frances Westbrook: Yep.

Anthony Marchetti: Update current....

Frances Westbrook: Touch base....

Anthony Marchetti: ...and know what we actually get for the money.

Jackie Brown: Information we just got from the planning commission we are not going to be able to move forward on anything until 2023, I don't see the purpose for this right now.

Dudley Patteson: The survey is going to help us and guide us into the right direction, but there are certain things that are, self-evident that we need to address as a town. We as a town cannot afford to have septic fields fail whether they be for residents or for businesses, and if septic fields fail we as a town are causing more harm than you can



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imagine. We need to like our towns on each side of us White Stone and Kilmarnock, we need to do the environmentally right thing to do and we need to do it to protect our town from.

Jackie Brown: I don't disagree with you, but I...

Chris Braly: It's almost like....

Jackie Brown: Excuse me, I'm speaking. I heard basically everyone at this table talk about that they wanted to resolve the survey before they made big decisions and now we are making big decisions without the result of the survey. I really think that we should have a committee to work on, to talk about these capital projects and to create a plan. I agree with that. We are spending money to implement something that we are not going to implement for 2 years doesn't make any sense to me.

Anthony Marchetti: This is different than, if the survey comes back and they want a million dollar whatever, if we can't afford it, then it doesn't matter. I mean, this is, this seems valuable to me as soon as we get our hands on it.

Chris Braly: It's almost like, it's the same concept as the building North Commons site plan, this is a financial site plan, doing it in parallel with the building site plan, doing it in parallel with the survey, that way when it comes time to begin data collection and publish the results you have an approved site plan of a potential town office that you know what you can do and how much it is going to cost. You have a financial site plan of what the town can afford to do and you have the results of the survey from the town expressing what they want to do and you have all of these things that we can then sit down and make big decisions on. I don't think, now the question would be if we proceeded with this, how out of date would it be come next year. Maybe it would be prudent to do it in some time to make sure that it is not out of date. What is their, what would they consider when they do this? Do they look 5 years down the road, 10 years, like what is their calendar of giving us a report and analysis and then...

Frances Westbrook: How long is it good for, yeah.

Jackie Brown: Wouldn't it be good also to approach the banks and find out what it is they would give us.



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Frances Westbrook: They are not going to do anything this extensive. They'll certainly talk with you about how they think we could probably finance the building and the town office, unless we went to them with a project on a list, I don't think they are going to provide the same service. They can talk about building the town office and how they might help us finance that, but to get the overall financial help that we are and have that as a tool for them talking about the other future projects. This is a piece of that puzzle.

Bonnie Schaschek: So are we going to guesstimate what the big projects are when we talk to Davenport.

Anthony Marchetti: That's what we can, the town's current revenue can handle, right, what our debt capacity is. If nothing changes here's how much debt the town can conservatively carry and keep conservative. I mean that is what they tell us.

Dudley Patteson: Correct.

Anthony Marchetti: I mean, if you add a meal tax, the debt you can comfortably carry and keep reserves and go from here to here, and I believe that that's what....

Dudley Patteson: Debt service is looking at several years and see if we are able to finance it, and then we can look at the projects we've got and determine if we have enough money to do one, or two, or none and, we need them to establish it so that the folks out here know that we are taking the right steps to.

Bonnie Schaschek: I didn't think we had a list of projects that we were going to give them and the way this was sounding was like....

Dudley Patteson: We don't necessarily give them a list of our projects but I think regardless of what our projects are, they are going to give us a dollar amount that we can afford.

Frances Westbrook: Alright so we are good with budget and finance giving us updated information and asking all the pertinent questions and bringing back the information to us. Do we need a motion? I guess if we are assigning something to a committee we should. Is there a second?

Bonnie Schaschek: Second.



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Dudley Patteson: Second.

Frances Westbrook: Any other discussion? All in favor?

Group: Aye.

Frances Westbrook: All opposed? Motion passes.

Dudley Patteson, Aye.

Chris Braly, Aye.

Anthony Marchetti, Aye.

Wayne Nunnally, Aye.

Bonnie Schaschek, Aye.

Jackie Brown, Aye.

MOTION PASSES 6-0.

Dudley Patteson: Clarify, budget and finance, is she...

Frances Westbrook: Oh that's right I was I think.

Chris Braly: Well you're on the committee.

Frances Westbrook: I am on everything. Alright, we'll talk. Alright appropriations.

5. STEAMBOAT MUSEUM CRAB FESTIVAL SPONSORSHIP

Frances Westbrook: Steamboat Museum Crab Festival Sponsorship, we budgeted \$1,200, we can do that if we are willing to go an extra \$50.00. That's why I sent you the thing from the Steamboat Era Museum that if we are considered a print advertising sponsor then our name gets included in the ad. So that's the question do we want to make it \$1,250 or keep it at \$1,200.

Bonnie Schaschek: Make it \$1,250.

Frances Westbrook: Have that in form of a motion.

Wayne Nunnally: So moved.



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Dudley Patteson: Second.

Frances Westbrook: Second, any discussion? All in favor?

Group: Aye.

Frances Westbrook: All opposed? Motion passes.

Dudley Patteson, Aye.
Chris Braly, Aye.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.
Jackie Brown, Aye.

MOTION PASSES 6-0.

6. White Stone Volunteer Fire Department \$10,000 grant.

Frances Westbrook: White Stone Volunteer Fire Department the \$10,000 grant, we need to have a motion to appropriate that \$10,000.

Wayne Nunnally: So moved.

Frances Westbrook: Second?

Anthony Marchetti: Second.

Frances Westbrook: All in favor?

Group: Aye.

Frances Westbrook: No's. passes?

Dudley Patteson, Aye.
Chris Braly, Aye.
Anthony Marchetti, Aye.
Wayne Nunnally, Aye.
Bonnie Schaschek, Aye.



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Jackie Brown, Aye.

MOTION PASSES 6-0.

N. ROUNDTABLE

Frances Westbrook: Round table. Anybody have anything for round table?

Chris Braly: May I.

Frances Westbrook: Yes.

Chris Braly: So this is my first meeting here so, bear with me. First I wanted to thank, to thank everybody here, I'm honored and humbled to be sitting up here tonight. I appreciate the confidence placed in me by the town council. I will do my best to serve all stakeholders of the Town of Irvington and will always strive to improve the quality of life of those living here. As a member of town council, I have read the full report from O'Hagen & Meyer presented to the Town of Irvington that is protected by attorney/client privilege. As you can imagine I was quite disappointed in what I read. Though I'm glad that the public report concluded on charges 1 and 2, there was no misappropriating of funds by any member of town council, the town attorney or town staff. There was no criminal conduct or other conduct alleged by Mr. Schaschek by which the town could be held civilly liable and the Schaschek allegations of December 10th, 2020, regarding any financial misappropriations are unfounded. The details included in the report, are embarrassing and disturbing. By happen stance, I am the only person sitting here tonight who has zero involvement in the investigation. I was not a member of town council when the allegations were presented by Mr. Schaschek occurred. I was not a member of town council when the investigation was conducted. I was not interviewed by the investigators. I am not named in the report. In my opinion, I am the only person sitting here, who can objectively work to implement the recommendations presented in both the public and privileged reports. As such, I'd like to make the motion that the town council form a select committee led by myself to work with town staff to implement all recommendations made by O'Hagen & Meyer in both the public report of the investigation into allegations of financial mismanagement, asserted against the Town of



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Irvington, Virginia and resulting audit, as well as the full report provided to the Town of Irvington that is protected by attorney/client privilege.

Anthony Marchetti: Second.

Frances Westbrook: Discussion?

Jackie Brown: I think we need to look back at our charter and find out how the town was formed and the motives of self, self-direction that resulted in the kind of charter that we have. I don't think we need two layers of lawyers to tell us how to run a town and I would be, I would object to changing the charter because it is kind of the perfect plan of organization for a town of this size. We are not Richmond. We are not even Kilmarnock. We are a very small community, and our charter allows for no one person to be in charge of the town. It doesn't give that power to mayor or any certain council member. It is our operating as a group to make decisions for the town. I'm not saying that I think there have been no mistakes, but I think that our charter is a strong one for an independent self-directed community and it shouldn't be messed with.

Chris Braly: I don't believe I was trying to change the charter. What I was wanting to do was form a select committee similar to....

Jackie Brown: You said to enact all of the recommendations, and one of the recommendations was to change the charter.

Chris Braly: Well, I think, the charter needs to be updated anyway because of the election change by the state legislature, so that's one of the items, then the committee will work, maybe not do it tomorrow but you know work to go through, look at all the recommendations, work to implement. I know that there has been public comment indicating the desire for the town to implement the recommendations and there has been no public comment presented to not do anything. So, all I'm saying is that I would like to lead a committee to work to implement all of the recommendations and the timetable is not, the timetable is what it is and if I'm not here in 6 months then someone else takes over the committee or it is disbanded and put away, but while I'm here, that's what I would like to do.

Wayne Nunnally: I think it would be better to say to look at the recommendations and decide which ones we want to follow as to say that we want to follow them all. There



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may be ones you look at some of them closely, there may be some you don't want to follow. I don't want to lock us in to absolute decisions.

Frances Westbrook: How about if you put down that list and draw back up to how you do what we do. Would that be helpful to any of y'all?

Wayne Nunnally: ...a law in everything, that could get us in trouble.

Chris Braly: May I amend my motion?

Wayne Nunnally: To say what?

Chris Braly: I'd like to make the motion that the town council form a select committee led by myself to work with town staff to implement recommendations as deemed appropriate by town council made by O'Hagen & Meyer made by both the public report as well as the full report provided to the Town of Irvington that is protected by attorney/client privilege.

Dudley Patteson: Second.

Wayne Nunnally: You will have to work with the rest of town council too.

Frances Westbrook: Well, if we determine which ones on there we are going to pursue, which I would assume would be the majority of them, then they can move forward, I think once town council decides.

Chris Braly: There is no action of this committee. There is no action that can be taken by this committee without the approval of town council, so I recognize that, but what I'm saying is that I would like to be, I would like the mayor to form a new committee, I would like to lead that committee and, to work on implementing the recommendations as the town council deems appropriate.

Dudley Patteson: I seconded that amended motion.

Frances Westbrook: Any other questions, discussions?

Jackie Brown: Is this aside from the planning commission for a comprehensive plan.

Chris Braly: I am no longer a planning commissioner.



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Frances Westbrook: He vacated that once he became...

Chris Braly: Liason to the planning commission so, my involvement in the survey is guidance and listening, but, I have no authority to make decisions to recommend to council on how to move forward with that. I am not a member of the planning commission.

Jackie Brown: I just wanted to make sure you understood that.

Chris Braly: I have only communicated with the planning commission regarding this project since I became a member of town council.

Dudley Patteson: [inaudible].

Frances Westbrook: Alright, so we have the motion on the floor, any other comments? All in favor?

Group: Aye.

Frances Westbrook: All opposed? Motion passes.

Female: Roll call.

Frances Westbrook: Yeah, let's do a roll call vote.

Dudley Patteson, yes.

Chris Braly, yes.

Anthony Marchetti, yes.

Dudley Patteson: Why wouldn't you Wayne, it's the right thing to do.

Wayne Nunnally: One of the things that always amazes me is you know how we look at things differently, and everybody wants the best for the town, I think we gotta believe that. It is how we go about it is my problem. What my hesitancy is this, we have just gone through this ordeal where we have said ugly things to each other, we have all gotten mad at one another, we have displayed horrible presence to the public. I just don't want to open up another thing that is going to cause fighting. That's what I'm worried about. We have got so much business to do right now for the town and we have so many options



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to follow, I don't know if we need to open up another committee that to me looks like we were right committee and you were wrong committee. I don't want us to get into that, so I am going to vote no.

Frances Westbrook: Wayne Nunnally votes no.

Bonnie Schaschek: I think there is items in the recommendations that I think that we do need to make some changes. There are some that are questionable, but that is what the committee has to decide. There are some things that they stated that for a town this size is just not an option. But there are many things that they recommended that I personally agree with. So, I voted yes.

Bonnie Schaschek, yes.

Jackie Brown, I vote yes.

Frances Westbrook: Jackie Brown votes yes.

Jackie Brown: Cautiously.

Bonnie Schaschek: Like I said there are many things that they've recommended that I think are very appropriate so.

Frances Westbrook: Motion passes.

Motion passes 5-1.

Frances Westbrook: Chris we need to get together and come up with a name and a scope. Anything else for round table?

O. ANNOUNCEMENTS

1. Next Town Council Meeting – August 12, 2021, right here 6:30.

Frances Westbrook: Next town council meeting, August 12, 2021, right here 6:30. Anything else.

Chris Braly: I'd like to make a motion to modify the agenda to table the, I'd like to vote to table moving into closed session for personnel matters regarding the town attorney



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since she has offered her resignation effective August 15th, I don't think at this moment there is anything to discuss. It involves closed session about that, the town attorney's position. I would like to vote to table that part of the closed session.

Frances Westbrook: Is there a second?

Bonnie Schaschek: Wait, I'm not sure what the motion was. You wanted....

Chris Braly: I'd like to, there's two parts to the closed session that we are getting ready to vote on. One is for legal matters and one is for the town attorney and since the town attorney previously offered her resignation in her report effective August 15th, I don't believe there is anything to discuss in closed session.

Bonnie Schaschek: Did you give a date?

Nancyellen Keane: Yes I did, August 15, 2021. If you need a resignation, I'll give it to you.

Bonnie Schaschek: No, I just didn't hear a date.

Chris Braly: And so because of that I don't think there is anything that we need to discuss in closed session so I would move to table that.

Wayne Nunnally: Chris before we do that, we move that, we have to discuss whether or not we want to accept her resignation.

Nancyellen Keane: You don't need to, I resigned.

Frances Westbrook: She's resigned.

Nancyellen Keane: I resigned.

Chris Braly: And, there's a second part to my motion.

Frances Westbrook: Do we need to vote on the first part?

Chris Braly: No, I'm doing this one long motion. I would like to table the discussion of the town attorney in closed session and I would like to add discussion about the town clerk's position in closed session.



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Wayne Nunnally: Oh, I see what you're saying.

Bonnie Schaschek: Okay, I'll second that.

Frances Westbrook: We need a unanimous vote to carry this motion. Let's do a roll call vote.

Dudley Patteson, yes.

Chris Braly, yes.

Anthony Marchetti, yes.

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Jackie Brown, yes.

MOTION PASSES 6-0.

Frances Westbrook: The agenda is amended as the motion states. Alright, yes sir, if you will read that opening.

P. CLOSED SESSION

Anthony Marchetti: Anthony Marchetti move that we go into closed session pursuant to state code 2.2-3711A8 for purposes of legal matters requiring legal advice from counsel regarding Fisher's Pit and then pursuant to state code 2.2-3711A1 for purposes of personnel matters regarding the town clerk's position.

Frances Westbrook: Is there a second?

Wayne Nunnally: Second.

Frances Westbrook: All in favor?

Group: Aye.

Frances Westbrook: All opposed? We are in closed session.

Town Attorney, Nancyellen Keane left after first closed session on Fisher's Pit.



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Zoning administrator Lara Brown is in attendance of first closed session concerning Fishter's Pit via phone.

Q. RETURN TO OPEN SESSION

1. Action to be Determined

Anthony Marchetti: Whereas the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act and whereas Section 2-2-3712 of the Code of Virginia requires the certification by the board that such closed session was conducted in conformity with Virginia Law now there be it resolved that the board hereby certifies that to the best of each members knowledge one, only public business matters lawfully exempted from open session required by Virginia Law were discussed in closed session to which this certification resolution applies and two, only such public business matters were identified in the motion convening the closed session were heard, discussed, or considered by the board. Is there any member who believes there was a departure from the motion to go into a closed session. If so, please state the departure. Roll call certification of each member.

I, Dudley Patterson, so certify.

I, Chris Braly, so certify.

I, Anthony Marchetti, so certify.

I, Frances Westbrook, so certify.

I, Wayne Nunnally, so certify.

I, Bonnie Schaschek, so certify.

I, Jackie Brown, so certify.

Frances Westbrook: Are there any motions to be made after the closed session? Yes Mr. Patteson.

Dudley Patteson: I would like to make a motion that council make an offer to Laurel Taylor to serve as the Town Clerk and FOIA officer for our town included in this motion would be the drafting of the contract, similar to that of the previous town clerk. The



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hours would be 9:00 to 1:00, the pay would be hourly at \$15.00 an hour and I would also like to include a motion that we authorize the mayor to sign the contract when completed.

Wayne Nunnally: Second.

Frances Westbrook: Any discussion? Roll call vote please.

Dudley Patteson, yes.

Chris Braly, yes.

Anthony Marchetti, yes.

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Jackie Brown, yes.

MOTION PASSES 6-0.

Chris Braly: I would like to make a motion to declare 2 parcels: Tax map 28-207A and, 34-5 a nuisance.

Wayne Nunnally: Second.

Frances Westbrook: Any discussion? Roll call please.

Dudley Patteson, yes.

Chris Braly, yes.

Anthony Marchetti, yes.

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Jackie Brown, yes.

MOTION PASSES 6-0.

Chris Braly: Motion to adjourn.

Frances Westbrook: Alright.

Wayne Nunnally: Motion to adjourn.

Chris Braly: I'm learning, I'm learning.



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TOWN COUNCIL SPECIAL CALLED MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY JULY 15, 2021; 6:30 PM**

R. ADJOURN

Frances Westbrook: We are adjourned.

September 8, 2020

Mayor and Town Council
Town of Irvington
235 Steamboat Road
Irvington, Virginia 22480

Dear Mayor and Town Council Members,

On behalf of my colleagues at Davenport & Company LLC ("Davenport"), we are pleased to provide this Letter Agreement to the Town of Irvington (the "Town") to provide general financial advisory services including but not limited to financial reviews, capital planning and debt issuance for potential projects and initiatives as directed by the Mayor, Town Council and Town staff. The following outlines Davenport's proposed Scope of Services for the potential engagement and the basis for compensation.

Scope of Services:

Financial Review and Assessment Report (the "Report")

Davenport will complete a Financial Review and Assessment Report for the Town's ongoing General Fund activities. In connection with the Report, Davenport will perform the following services, among others:

- 1) A Historic and Pro-Forma Review of Town Operational and Debt Related Activities:
 - Assess the Town's historical financial performance with respect to operations, debt-related and capital funding activities and fund balances over the past 5 years in order to determine cash-flow trends and historical fiscal strengths and vulnerabilities.
- 2) A Debt Profile - A comprehensive debt profile of the Town identifying the Town's obligations, if any, broken down by credit type, source of payment, timing and other factors.
- 3) A Debt Capacity Analysis of the Town to determine/provide the Mayor and Town Council with a range and upper limits of the level of debt which the Town could prudently undertake over the next 5 - 10 years under various debt/capital budgeting scenarios.

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- 4) A Debt Affordability Analysis of the Town i.e. cash flow implications of the undertaking of new debt based upon the above Debt Capacity findings, among other factors.
- 5) A Comprehensive Peer Comparison - Written delivery of a comprehensive comparison of the Town and other similarly sized and situated localities covering their economic, financial and debt profiles.
- 6) A Capital Improvement Plan Assessment and Funding Approach - Assist the Town in the development of a multi-year capital improvement funding strategy for tax supported projects. Assess the Town's existing Capital Improvement Plan and Comprehensive Plan and provide a series of financial analyses that illustrate a number of funding scenarios for the identified projects, initiatives and strategies. Measure the fiscal impact of individual projects and all projects collectively.
- 7) Review existing Financial Policy Guidelines and provide recommendations for amending and enhancing, where applicable, the Town's current policies in order to best position the Town for continued positive financial performance and enhancement of its creditworthiness.

Transaction Related Services:

As a natural extension and compliment to the Capital Planning work described above, Davenport could provide transaction related services necessary to effect the successful raising of funds as outlined in the chosen Plan of Finance. The scope of work associated with this phase of the engagement will be developed and mutually agreed upon by Davenport and the Town based upon the preferred funding approach and the tasks associated with that approach.

Compensation:

Non-Transaction & Planning Related Services:

For these services, Davenport will be compensated based on an hourly schedule of rates (shown below) subject to a not-to-exceed fee of \$10,000. Final billing will be based upon actual time spent on the project deliverable. Additionally, customary direct out-of-pocket expenses will be charged at cost and indirect expenses (e.g. conference calls, shipments and printing/binding materials) will be charged at an amount equal to 4% of the fee. These fees and the reimbursement for expenses will be paid upon the successful completion of the services as determined by the Town, or at such other time as mutually agreed upon.

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Professional

Hourly Rate

Senior Vice President

\$300

First Vice President

\$275

Vice President

\$250

Analyst

\$225

Transaction Related Services:

For these services, compensation will be determined and agreed-upon by Davenport and the Town in advance of any financing based upon the adopted plan of finance and the advisory tasks/ services associated with that funding approach.

Termination:

Either party may terminate this agreement with 30-day written notice. Davenport will be reimbursed for its out-of-pocket expenses and services provided prior to termination.

Please do not hesitate to reach out to us if you have any questions. We appreciate the opportunity to submit this proposal and we look forward to the opportunity to assist the Town.

Accepted by:

Town of Irvington, Virginia

Davenport & Company LLC

By _____

By _____

Title _____

Title _____

Date _____

Date _____

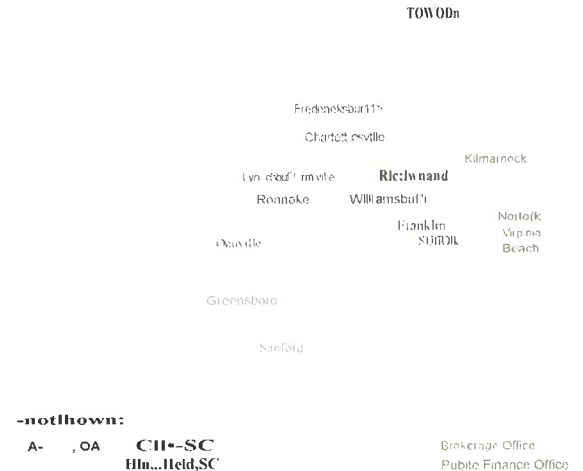
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Davenport Public Finance Overview

Public Finance Professionals

Davenport provides our clients with one of the largest groups of public finance professionals in the Mid-Atlantic/Southeast. We have 29 professionals serving clients from our public finance offices throughout the region. This group provides the benefits of:

- **Depth** - 28 professionals and 1 research assistant provide in-depth account coverage, diverse expertise, and analytic support.
- **Expertise** - Staff includes professionals with prior experience as Senior Credit Rating Analysts, Auditor, Bond Counsel, and Chief Financial Officer of a major municipal authority.
- **Proven Experience** - Median professional finance tenure of 12 years per professional; nearly 200 years combined experience; 20+ years Wall St. Experience.



Davenport Public Finance Professionals

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • David Rose
Senior Vice President
Co-Manager of Public Finance | <ul style="list-style-type: none"> • Ted Cole
Senior Vice President
Co-Manager of Public Finance | <ul style="list-style-type: none"> • Jimmy Sanderson
Senior Vice President |
| <ul style="list-style-type: none"> • Jamie Traudt
Senior Vice President | <ul style="list-style-type: none"> • Mitch Brigulio
Senior Vice President | <ul style="list-style-type: none"> • Bob O'Neill
Senior Vice President |
| <ul style="list-style-type: none"> • Roland Kooch
Senior Vice President | <ul style="list-style-type: none"> • Courtney Rogers
Senior Vice President | <ul style="list-style-type: none"> • Kyle Laux
Senior Vice President |
| <ul style="list-style-type: none"> • Joe Mason
Senior Vice President | <ul style="list-style-type: none"> • Ty Wellford
Senior Vice President | <ul style="list-style-type: none"> • Jennifer Diercksen
First Vice President |
| <ul style="list-style-type: none"> • Ricardo Cornejo
First Vice President | <ul style="list-style-type: none"> • R.T. Taylor
Vice President | <ul style="list-style-type: none"> • Doug Gebhardt
Vice President |
| <ul style="list-style-type: none"> • Griffin Moore
Vice President | <ul style="list-style-type: none"> • Susan Ostazeski
Vice President | <ul style="list-style-type: none"> • Alex Hock
Associate Vice President |
| <ul style="list-style-type: none"> • Ben Wilson
Associate Vice President | <ul style="list-style-type: none"> • Brandon DeCoste
Associate Vice President | <ul style="list-style-type: none"> • Linda Moran
Associate Vice President |
| <ul style="list-style-type: none"> • Zach Lucanie
Analyst | <ul style="list-style-type: none"> • Christopher Holt
Analyst | <ul style="list-style-type: none"> • Cole Claiborne
Analyst |
| <ul style="list-style-type: none"> • Jesse Uriss
Analyst | <ul style="list-style-type: none"> • Tyler Smith
Analyst | <ul style="list-style-type: none"> • Frank Hock
Analyst |
| <ul style="list-style-type: none"> • Stephen Geisz
Analyst | | |

Support and Other Related Personnel

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Lucy Hooper
Executive Vice President | <ul style="list-style-type: none"> • Joseph W. "Joe" Paucke
Senior Vice President | <ul style="list-style-type: none"> • Caitlyn Melby
Research Assistant |
|---|---|---|

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Experience

Davenport provides financial advisory services to a diverse group of more than 400 public sector clients including cities, counties, utility systems, state governments, public authorities, economic/industrial development authorities, transportation facilities, universities, museums, and other agencies responsible for public or not-for-profit activities. **Since 1998, the Public Finance department has provided financial advisory services on over 3,101 municipal transactions aggregating over \$74.4 billion in total volume.**

We assist our clients with strategic financial planning, debt management analysis, economic development strategies, project development for both revenue and tax supported ventures, credit ratings, peer group comparisons, credit enhancement, evaluation of new financing techniques, and arranging public offerings and direct bank loans. We provide clients with portfolio surveillance, derivative evaluation, cash flow forecasting, investment advice, assisting with investment strategy development, and other financial products. In addition, we assist clients with management of operating funds, reserve funds and the proceeds of bond issues.

Team Philosophy

Davenport believes in a team approach in order to assure proper coverage of all client engagements. By assuring that more than one individual is familiar with each aspect of the Town's work, we are able to allocate project responsibility and support each other as circumstances dictate. This redundancy also enables us to meet even the most stringent demands of the Town in periods of increased activity. As such, our Financial Advisory Team approach will assure you that the Town's needs will be met.

Top Financial Advisor in the Region

Davenport has consistently ranked as the top financial advisor in the region, based on the number of publicly issued transactions, according to the leading national database for the financial services industry maintained by Thomson Financial. The following table identifies the top ten Financial Advisors in Maryland, Virginia, North Carolina, South Carolina and Georgia since 2013.

Financial Advisor Transactions
 Maryland Virginia North Carolina South Carolina Georgia

Rank	Company	2018	Total
1	DfiWnMtt	-94	332
2	PFM Financial Advisors LLC	55	249
3	Compass Municipal Advisors LLC	72	146
4	First Tryon Securities LLC	62	139
5	Public Resources Advisory Group	60	127
6	DEC Associates Inc	27	68
7	Public Advisory Consultants	37	46
8	Hilltop Securities	31	40
9	Ponder & Co	32	39
10	FirstSouthwest	16	36

Source: Thomson Reuters

Note: Data shown is for tax-exempt public bond offerings and does not include bank loans or privately placed transactions.

