MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
MARCH 8, 2016
TOWN HALL COUNCIL CHAMBERS

The regular meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member
Karen Jimmerson, Council member
Melanie Fuller, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Daniel Galindo, Senior Planner
Chief Cindy McAlister, Police Dept.
Melanie Scoggins, Events Specialist
Alex Vanegas (for closed meeting item)
Diana Hays, Town Clerk

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

PRESENTATIONS:

a. Flutonic Harmonics® Flute Studio Flute Choir

b. GFOA Budget Award

Liz Krens, Director of Finance, presented the GFOA award.

AGENDA AMENDMENTS/APPROVAL:

None

PROCLAMATIONS/RECOGNITIONS:

None

PUBLIC HEARINGS:

a. Rezoning RZ15-01

b. Comprehensive Plan Amendment CPA15-02

c. Zoning Ordinance Text Amendment OA15-04

Mayor Fraser opened the three public hearings at 7:12 PM and granted speakers five minutes to speak. Daniel Galindo gave the staff presentation and stated the purpose of the ordinance text amendment is to bring the use, should it be rezoned into R-2, into compliance as transitional housing in that district. Daniel Galindo added that this would be a special use permit and a public hearing would be held. A definition has also been added for the use as well as the use being added to the use table, and there are two standards being proposed for the use which are provided in the agenda packet on page eighteen. Daniel Galindo added that staff is recommending approval of all three of the items which have also been approved by a 6-1 vote of the Planning Commission.

Council member McCollum stated there were three issues that the Planning Commission discussed: 1) why does the Town need to change the zoning from IP?; 2) was it appropriate for the Town to make the changes at the request of one party who may have indicated they want to reserve the right to sell in the future; 3) a Commissioner believes that the Commission needs to conduct more studies into the appropriateness of the rezoning.

Council member Lehr asked about transitional housing in other parts of Town and Daniel Galindo stated this would add it to R-2 and it was recommended it be added to IP as well, however would require a public hearing(s). Rob Lohr provided some history on the property.

Mr. Casey Chapman of 601 W. Main Street came forward and stated the rezoning for a town specific property prior to a comprehensive plan review which is what some members of Town Council have said and been resistant to the rezoning of properties or the change of definitions or text amendments within the Town code within the past 12 months. Mr. Chapman stated it seems for this since it is a Town owned property seems to be in a special category and asking for almost a special exception to the issue that Council has been pushing the entire time. Mr. Chapman added he is not opposed to the rezoning of the asset or selling property but noted it seems like the timing before the comprehensive plan review is different.

With no further comments, Mayor Fraser closed the public hearings at 7:22 PM.

d. Proposed Real Property Tax Increase

Mayor Fraser opened the public hearing at 7:23 PM and granted speakers five minutes to speak. Liz Krens gave the staff presentation and stated the purpose of the public hearing is to receive public comment on the proposed 2016 real property tax rate of 24 cents, an increase from the 2015 rate of 22 cents and the equalized rate was 22.2 cents. Liz Krens added that the 24 cent rate will be included in the Town Manager's proposed budget to be presented to citizens and Council on March 15.

Kelli Grim of Devonshire came forward and talked about the increase in debt and expressed her disappointment with not seeing a true breakdown of commercial and residential revenue. Ms. Grim talked about the increase in the Fireman's Field tax district of 17% and the justification for where that number came from.

Council had no comments and Mayor Fraser closed the public hearing at 7:28 PM.

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission

Chairman McCollum provided an update on the comprehensive plan review progress including participation and outreach. Chairman McCollum talked about the outreach that has been done so far and recognized Daniel Galindo, his staff, the consultant, and the Planning Commissioners for their efforts. Chairman McCollum added that the Planning Commission reviewed the subject matters on its agenda for 2016 and prioritized them with the first item being the comprehensive plan, and added a committee has been formed to work on environmental regulations and the stream and creek buffer in Article 14, steep slope standards in Article 13, and tree preservation requirements.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

Chairman Eamon Coy noted the PRAB has been assisting with getting the word out about the comprehensive plan update meetings, and added that Sandy Nave was elected to represent the PRAB on the comprehensive plan advisory board with Philip Rohrer as the alternate. Chairman Coy encouraged the Town Council and Planning Commission to consider engaging junior members in the process since they are the future of Purcellville.

Chairman Coy stated the Board is working on the Music and Arts Festival with three main stage acts and over 40 applications received for side stage acts. Chairman Coy thanked Liz Jarvis and the Arts Council for their ongoing participation and assistance.

d. Economic Development Advisory Committee

Council member Nave stated Jim Herbert attended the last meeting and talked about thoughts and plans for the property.

e. Purcellville Arts Council

Chairperson Jarvis talked about the Art in Town program and the pop-up galleries to fill empty retail spaces, as well as the draft guidelines put together for local businesses and artists to enable them to work together to place art in businesses around Town.

A new artist or two will have art on display at Town Hall at the end of the month which will run from April through June.

Chairperson Jarvis talked about the preview of Blue Ridge Middle School's *The Lion King* at the Train Station, which was well attended, and added the youth art month exhibit is on display at the Train Station by students at Harmony Middle School. Art from Blue Ridge Middle School students will be on display for the last two weekends of the month.

Chairperson Jarvis noted that the PAC will be coordinating the arts portion of the upcoming Music and Arts Festival, and added that Purcellville will be part of the artisan trail network which is a County-wide project being coordinated through Visit Loudoun's State of the Arts Committee.

Chairperson Jarvis stated that the PAC is helping to support the painted wine barrel project.

CITIZEN/BUSINESS COMMENTS:

Mayor Fraser granted each speaker five minutes.

Kelli Grim of Devonshire Circle talked about the Community Development report and asked Council to describe the properties and issues being talked about in the report because they are very non-descriptive and missing a lot of information.

Ms. Grim talked about the proffer bill that the Governor signed and the ramifications for small Towns and feels the Town needs to become proactive and see what is by-right throughout the community and how that could affect the Town.

Ms. Grim stated she was disappointed that the comprehensive plan survey did not make it into the water bill. Ms. Grim added that the date of the next meetings, March 19th, is the first day of spring break in the County and a lot of people will be out of Town.

Ms. Grim talked about the closed meeting and that Council member McConville and Council member Lehr have conflicts of interest in the issue whether it be the landlord or employer and added the conflict is very serious when it comes to public perception. Ms. Grim added that

Council has not talked about the issue of the zoning determination regarding a citizen being forced to bring a suite to stand for what is bringing harm to her property.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum talked about the Mayor's Stage Side Chat scheduled for March 9th at the Carver Center and concerns with only the Mayor interacting with attendees, and feels that the answers provided in the stage side chats only tell part of the picture and not equally valid views. Council member McCollum expressed concerns for Council members not being able to interact with attendees. Council member McCollum requested that the Mayor invite another Council member to join him in front of the meeting to address questions raised so as to the available perception and understanding in the community that while the Council members have different views on subject matters that Council is nevertheless a cohesive team.

Council member Fuller had no comments.

Council member Jimmerson stated that El Rancho is having their grand reopening Saturday, March 12th. Council member Jimmerson added she attended the Loudoun Grown Expo which was well attended. On February 24th, Council member Jimmerson stated she and the Mayor spoke with Allied Fiber about the possibilities of bringing fiber to Purcellville, and on February 26th both she and the Mayor were at the Nature Generation Environmental Games at Loudoun Valley and thanked Luck Stone for their support. Council member Jimmerson noted that on March 4th she met with Josh Shaw with Direct Source 360 which is a company that helps maximize services and decrease cost for telecom and IT spending and can assist the Town with the next generation of technology. Council member Jimmerson added that the developer of Purcellville Crossroads held a design charrette last week and attended with other Council members, and stated it is clear that the developer wants something different than the residents. Council member Jimmerson talked about the comprehensive plan and economic development.

Council member Nave stated that Jim Herbert attended the EDAC meeting and gave a presentation on the Warner property. Council member Nave added that this Sunday is the U.S. Capital Martial Arts competition, and stated he also attended the design charrette and noted the concern amongst people about the character of Purcellville. Council member Nave talked about the upcoming budget and the volleyball fundraiser.

Council member Lehr talked about the Loudoun Grown Expo and noted Phil Message did a great job putting it together. Council member Lehr stated she received a call from Eric Zicht in reference to Southern States and spoke with the architect and Daniel Galindo to talk about the appearance of the building. Council member Lehr noted she spoke with Brad Kline after the event and feels he is looking forward to putting something together that will be acceptable to everyone. Council member Lehr added today's PBA luncheon had a cyber security person speak and added she spoke with Brett Fuller, the President of the Purcellville Cannons, and they are really excited to be in Purcellville.

Vice Mayor McConville stated at the last PRAB meeting a lengthy discussion was held about the sports grants and thanked the PRAB for their efforts.

Mayor Fraser welcomed Council member McCollum onstage at the stage side chat and added he has encouraged each Council member to have their own meetings with residents. Council member McCollum accepted the invitation. Mayor Fraser stated he met with Stephen Renier, Program Manager of Vulcan Concrete who owns the oldest building in Purcellville, and requested a proposal from the Town for the building. Mayor Fraser added he would like to include the Arts Council and the Economic Development Advisory Committee in preparing a presentation to Vulcan. Mayor Fraser noted he met with Admiral John Harvey who is responsible for all veteran association clinics at the state level, and Brian Hawkins who is the CEO of Veteran's Administration in DC. Mayor Fraser stated they have been looking at a new clinic in Northern VA and said he would like for them to consider Purcellville.

DISCUSSION/INFORAMTIONAL ITEMS:

a. Economic Development Update

Council had no questions on the report.

ACTION ITEMS:

a. Annual Sports League Funding for Fiscal Year 2016

Danny Davis introduced Melanie Scoggins and Eamon Coy to provide information pertaining to the item. Melanie Scoggins provided history on the funding and noted nine applications were received this year and were given to the PRAB for review and consideration.

Council member Lehr stated after reviewing the list asked about organizations that have a lot of members with a lot of players from Town and small organizations with half residing in Town and asked how the taxpayer's money was allocated and why two organizations did not receive funding. Chairman Coy talked about the criteria considered to include promoting organizations that do not have a lot of exposure, and added the two recommended by the PRAB for no grant money are very large organizations where the money would not have as much of an impact.

Council member Nave talked about organizations that need the funds to promote what they do. Chairman Coy noted that the application provided the opportunity to the applicant to be very specific about what their needs are.

Mayor Fraser asked about the proof of 501c3 status and how the PRAB can confirm to Council that the rest of the applicants are 501c3 certified so that taxpayer's money is not going to private entities. Chairman Coy noted he cannot confirm that because it has not been a requirement for the grants in the past. Danny Davis added that some of the applicants had confusion about the terminology used on the application concerning 501c3 and that they could be a 501c3 as a sports team, however do not think of themselves as charitable. Danny Davis offered to go back and confirm on the applications that are being recommended for funding, and Mayor Fraser stated that would be helpful. Mayor Fraser asked why one of the applicants requested a certain amount and they are allocated to receive more. Chairman Coy stated the Board came to that conclusion based on the written application and needs. Mayor Fraser asked

about the total number of games played in Purcellville to determine the return on investment. Chairman Coy talked about the various organizations and games in Town as well as residents of Town. Mayor Fraser stated he noticed that less than half of all participants were Purcellville residents and asked if the applicants are seeking revenue from other sources or just from the Town. Chairman Coy stated he had no specifics on that.

Vice Mayor McConville made a motion that Town Council allocate $4,600 under the Town of Purcellville's Youth Sports Funding Program to the following agencies:

Organization	Award
Catoctin Basketball Club	$800
Loudoun County League – Field Hockey	$500
Loudoun Timberwolves – Soccer	$800
Loudoun Valley Ice Hockey	$500
Western Loudoun Girls Softball	$500
Western Loudoun Volleyball	$1,000
Western Loudoun Wrestling	$500

Vice Mayor McConville requested that $300 be allocated to Loudoun Valley High School and $300 to Woodgrove High School towards the volleyball tournament scholarships. The motion was seconded by Council member Lehr.

Council member Jimmerson noted she expressed previously her opposition to this in that she currently subsidizes sports in and out of Town and would rather see the money go to a child that cannot afford to participate in any sport, and feels this may not be the best way to go about it.

Mayor Fraser added that although he loves sports will vote against this because of the process that is in place and that taxpayer's money may be funding private entities.

Before her vote, Council member Lehr noted that there are a lot of people in Town that cannot afford the fees and by playing sports keeps children off the streets.

Motion: Vice Mayor McConville
Second: Council member Lehr
Carried: 5-2-0

Nave - Aye
Lehr - Aye
McConville- Aye
McCollum - Aye
Fuller - Aye
Jimmerson - Nay
Mayor - Nay

b. Purcellville Marketing Video Proposal

Danny Davis noted that this item is a follow up from the previous Town Council Meeting where Council had some questions to be addressed which are included in the staff report. Danny Davis requested from Council the topics to cover in the video and gave Council the option to ask the EDAC for their input.

Council member McCollum expressed his concerns with the equality of advertisers, and thinks the Town could have a video that focused on the features of the Town.

Council member Nave noted he feels this is a way to quickly get some traction with what Purcellville has to offer by allowing local businesses to advertise.

Council member Lehr added she had requested to see a copy of the contract from CGI before making a decision, and feels there may be a good videographer in the area that can produce something for not a lot of money, then provide links on the Town's website. Further discussion took place about jurisdictions and organizations that offer advertising.

Council member Jimmerson agreed that it should be done as a general overview of the Town to include Town events.

Vice Mayor McConville talked about asking the high schools to have a contest to put together videos on Purcellville for the Town's website. Rob Lohr added that Monroe offers a program where videos can be requested to be produced.

Council member Jimmerson made a motion that Town Council direct staff to issue a Request for Quote to produce website marketing videos that will promote commerce, economic development, and tourism within the Town, at no cost to the Town, with the provision that the firm may sell advertising space around the videos at its own expense in order to generate revenues to pay for the videos. I further move that the Town Council authorize the Town Manager to award a contract, subject to final terms and conditions being acceptable to the Town Manager and Town Attorney, to the firm deemed to be best suited to provide this product to the Town.

I also move that the Town Council identify the following topic areas for the videos to cover: overview of the Town of Purcellville to include topics from restaurants, wineries and special events. The motion was seconded by Council member Nave.

Vice Mayor McConville stated that because the company will be receiving a financial gain, feels the service needs to be competitively procured. Danny Davis added that the intent of the motion is to go through that process.

Council member Lehr made a friendly amendment that because the Town does not know what the bids will look like and may include different processes, that the last sentence in the motion be removed (I further move . . .product to the Town) and would like it to come back to Council for review before award.

Mayor Fraser stated he sees this as a potential risk and sees no problem with leaving the Town Manager to award the contract because the service is free from CGI.

Council member Jimmerson accepted the friendly amendment. Council member Nave seconded the friendly amendment.

Motion:	Council member Jimmerson
Second:	Council member Nave
Carried:	5-2-0

Nave -	Aye
Lehr -	Nay
McConville-	Aye
McCollum -	Nay
Fuller -	Aye
Jimmerson -	Aye
Mayor -	Aye

Council member Lehr made a motion that Town Council direct staff to issue a Request for Quote to provide full video production services, from developing scripts to taking video to final editing of the video, without utilizing advertising. The purpose would be to develop one or more videos at length of one to two minutes each for marketing of the Town and its amenities and to look at the all of the options. The motion was seconded by Vice Mayor McConville.

Via a question by Council member Nave, Danny Davis stated that these would probably be put out as two separate proposals.

Motion:	Council member Lehr
Second:	Vice Mayor McConville
Carried:	7-0-0

McCollum -	Aye
Fuller -	Aye
Jimmerson-	Aye
Nave -	Aye
Lehr -	Aye
McConville -	Aye
Mayor -	Aye

Danny Davis requested that Council provide staff with direction to develop some advertising standards to be included as a future discussion item. Town Council requested that staff move forward with creating the advertising policies.

APPROVAL OF MINUTES:

a. February 23, 2016

Council member Nave made a motion approve the minutes of the February 23, 2016 Regular Meeting in wave reading. The motion was seconded by Council member Lehr and approved unanimously.

CLOSED MEETING:

Council member McCollum made a motion that as authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to consult with legal counsel employed or retained by the public body concerning the following specific legal matters that require legal advice:

(i) Mary Ellen Stover's appeal of the BZA's Vineyard Square decision to the circuit court.

The following individuals are requested to attend the closed meeting:

1) All Town Council members
2) Sharon Pandak, Greenhan, Taves, Pandak & Stoner

And;

As authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to: (i) consult with legal counsel employed or retained by the public body and to receive briefings from staff about actual or probable litigation concerning the Heating, Ventilation, and Air Conditioning system in Town Hall, because such consultation and briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and (ii) consult with legal counsel employed by the public body concerning the procurement of necessary repairs to the Town's Heating, Ventilation, and Air Conditioning system, which requires the provision of legal advice.

The following individuals are requested to attend the closed meeting:

1) All Town Council members
2) Robert W. Lohr, Jr., Town Manager
3) Danny Davis, Assistant Town Manager
4) Sally Hankins, Town Attorney
5) Jeff Gilmore, Akerman LLP (via conference call) – Jeff Gilmore was not available.
6) Alex Vanegas, Director of Public Works

The motion was seconded by Council member Lehr.

Motion:	Council member McCollum
Second:	Council member Lehr
Carried:	7-0-0

Nave -	Aye
Lehr -	Aye
McConville-	Aye
McCollum -	Aye
Fuller -	Aye
Jimmerson -	Aye
Mayor -	Aye

Council member Jimmerson made a motion that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting. The motion was seconded by Council member Lehr.

Motion:	Council member Jimmerson
Second:	Council member Lehr
Carried:	7-0-0

Nave -	Aye
Lehr -	Aye
McConville -	Aye
McCollum -	Aye
Fuller -	Aye
Jimmerson -	Aye
Mayor -	Aye

Council member Jimmerson made a motion that the Purcellville Town Council adopt Resolution 16-03-01 certifying the closed meeting of March 8, 2016. The motion was seconded by Vice Mayor McConville.

Motion:	Council member Jimmerson
Second:	Vice Mayor McConville
Carried:	7-0-0

Nave -	Aye
Lehr -	Aye
McConville -	Aye
McCollum -	Aye
Fuller -	Aye
Jimmerson -	Aye
Mayor -	Aye

Vice Mayor McConville made a motion that Town Council adopt Resolution 16-03-02 authorizing staff to proceed with the emergency and sole source procurement of Seasonair, Inc., authorizing Seasonair (i) to complete the replacement of all V.R.F. refrigerant piping to the thirty-four stand-alone Mitsubishi units located within Town Hall at a price up to $105,000, and (ii) to install a refrigerant monitor and alarm on each of the 34 Mitsubishi wall mounted units at a price up to $28,070, with such work and pricing to be done in accordance with the Proposal and estimate from Seasonair dated March 3, 2016, and with such funds to be taken from the Town's reserve fund balance. The motion was seconded by Council member McCollum.

Motion:	Vice Mayor McConville
Second:	Council member McCollum
Carried:	7-0-0

McCollum -	Aye
Fuller -	Aye
Jimmerson -	Aye
Nave -	Aye
Lehr -	Aye
McConville -	Aye
Mayor -	Aye

ADJOURNMENT:

With no further business, Council member Lehr made a motion to adjourn the meeting at 10:18 PM. The motion was seconded by Vice Mayor McConville and passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Melanie Fuller

www.purcellvilleva.gov

Town of Purcellville Virginia

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

TOWN OF PURCELLVILLE

IN

LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-03-01 **PRESENTED:** **MARCH 8, 2016**
ADOPTED: **MARCH 8, 2016**

A RESOLUTION: CERTIFYING THE CLOSED MEETING ON MARCH 8, 2016

WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

PASSED THIS 8TH DAY OF MARCH, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Melanie Fuller

www.purcellvilleva.gov

Town of Purcellville Virginia

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

TOWN OF PURCELLVILLE

IN

LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-03-02

PRESENTED: **MARCH 8, 2016**
ADOPTED: **MARCH 8, 2016**

A RESOLUTION: TO APPROPRIATE FROM THE RESERVE FUND $105,000 FOR THE REPLACEMENT OF ALL V.R.F. REFRIGERANT PIPING TO THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS LOCATED WITHIN TOWN HALL; TO APPROPRIATE FROM THE RESERVE FUND $28,070 FOR THE PURCHASE OF REFRIGERANT MONITORS AND ALARMS TO BE INSTALLED AT EACH OF THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS; TO AUTHORIZE AND DIRECT STAFF TO UTILIZE EMERGENCY AND SOLE SOURCE PROCUREMENT METHODS TO ENGAGE SEASONAIRE, INC. TO PERFORM SAID WORK

BE IT RESOLVED, the Council of the Town of Purcellville, Virginia hereby authorizes Town Staff to proceed with the emergency and sole source procurement of Seasonair, Inc., authorizing Seasonair (i) to complete the replacement of all V.R.F. refrigerant piping to the thirty-four stand-alone Mitsubishi units located within Town Hall at a price up to $105,000, and (ii) to install a refrigerant monitor and alarm on each of the 34 Mitsubishi wall mounted units at a price up to $28,070, with such work and pricing to be done in accordance with the Proposal and estimate from Seasonair dated March 3, 2016 (attached), and with such funds to be taken from the Town's reserve fund balance.

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A RESOLUTION:TO APPROPRIATE FROM THE RESERVE FUND $105,000 FOR THE REPLACEMENT OF ALL V.R.F. REFRIGERANT PIPING TO THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS LOCATED WITHIN TOWN HALL; TO APPROPRIATE FROM THE RESERVE FUND $28,070 FOR THE PURCHASE OF REFRIGERANT MONITORS AND ALARMS TO BE INSTALLED AT EACH OF THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS; TO AUTHORIZE AND DIRECT STAFF TO UTILIZE EMERGENCY AND SOLE SOURCE PROCUREMENT METHODS TO ENGAGE SEASONAIRE, INC. TO PERFORM SAID WORK

Proposal

SEASONAIR, INC.
A COMFORT SYSTEMS USA COMPANY
16001-A Industrial Drive

Gaithersburg, MD 20877

Phone: 301-670-4750

MD - HVACR - 01-6225

Attention: Diana Hays/Bob Dryden
Town Hall
221 S. Nursery Avenue
Purcellville, VA 20132

Email: dhays@purcellvilleva.gov; bdryden@purcellvilleva.gov

Date: 3/3/2016
Quote #: 151123

We hereby submit a service repair estimate for:

1) **We recommend replacement of all V.R.F. refrigerant piping for the 34 stand-alone Mitsubishi Citi/Multi units that were not installed correctly during unit installation. Price includes; refrigerant recovery, new piping, new insulation, evacuation of the system, along with a complete City Multi commissioning start-up performed. $105,000**

2) **The price is to install Baracharach IAM-100 refrigerant monitor as stand alone alarms on 34 Mitsubishi wall mounted evaporators. $28,070**

Price: $133,070

☐ **Approved** ☐ **Decline**

For the above piping work (Item #1) to be performed after hours; add $25,000.00. Budget.

☐ **Approved** ☐ **Decline**

All service repairs are priced worst case scenario, if less material and/or labor is required, or if any part(s) can be found at a reduced price, savings will be deducted from invoice. If the part(s) cannot be found locally an additional freight charge may be applied. This quote does not include the initial service visit. Failures unable to be determined until unit is operational will be submitted for approval within 24 hours.
Payment to be made as follows: Progress payments, balance due upon completion. A service charge of 1 ½% per month will be added to the unpaid balance.
Note: This proposal may be withdrawn by us if not accepted within 20 days

Authorized Signature:

Melanie Robinson

Printed Name:
Melanie Robinson, Customer Service Manager

Acceptance of Proposal: The above price(s) are hereby accepted.
You are authorized to do the work specified.
Payment will be made as outlined above.

If payment is not made as prescribed, I agree that if the matter is turned over to an attorney to pay an attorney's fee equal to fifteen percent (15%) of the total bill.

Authorized Signature:

Date:

Customer, please sign and return to Seasonair, with purchase order if applicable. Thank you!

A RESOLUTION:TO APPROPRIATE FROM THE RESERVE FUND $105,000 FOR THE REPLACEMENT OF ALL V.R.F. REFRIGERANT PIPING TO THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS LOCATED WITHIN TOWN HALL; TO APPROPRIATE FROM THE RESERVE FUND $28,070 FOR THE PURCHASE OF REFRIGERANT MONITORS AND ALARMS TO BE INSTALLED AT EACH OF THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS; TO AUTHORIZE AND DIRECT STAFF TO UTILIZE EMERGENCY AND SOLE SOURCE PROCUREMENT METHODS TO ENGAGE SEASONAIRE, INC. TO PERFORM SAID WORK

PASSED THIS 8TH DAY OF MARCH, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk