

**COMMISSIONERS OF POOLESVILLE
MEETING OF JANUARY 5, 2009**

PRESENT: TOM YEATTS, JIM BROWN, LINK HOEWING, JERRY KLOBUKOWSKI AND EDDIE KUHLMAN. ALSO PRESENT WAS TOWN MANAGER, WADE YOST, TOWN ATTORNEY, ALAN WRIGHT, AND TOWN ENGINEER, JOHN STRONG.

Call to Order

Mr. Kuhlman: Good evening ladies and gentlemen, we will call the January 5, 2009 Commissioners Meeting to order. We will start off with the Pledge of Allegiance.

Pledge of Allegiance

All: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God indivisible with liberty and justice for all.

Mr. Kuhlman: Thank you. I hope everybody had a very happy and joyous holiday and a prosperous New Year coming. Tonight the Commissioners want to welcome you to our first annual State of the Town Meeting. The purpose of this meeting is to have an open relationship with the citizens of Poolesville. We will hear progress reports from the Town Auditor, Chairpersons of the Planning Commission, the Parks Board, Community and Economic Development Committee, also from our Town Engineer and finally our Department Heads. I would ask you to hold your questions and comments until after all the reports are given, then we will open the floor for questions, comments, and or suggestions from the audience. We do want to hear from you. The outcome of tonight's meeting will be that the Commissioners have scheduled a work session for January 13, 2009 to consider the information given tonight and this will help us in our upcoming budget work sessions and to make some decisions on where the Town might be going this year. Any other Commissioners have anything they would like to add?

Mr. Klobukowski: Well just for general information I am signed up to testify before the Board of Education on the Clusters needs with respect to the MCPS operating budget on the 21st of January, 7:00 PM at MCS Headquarters down on Hungerford Drive, the Carver Center they call it, and also on the 15th of January there is going to be a public meeting on the Woodstock Equestrian Park Phase 2 Facility Plan and Amendment thereto. The information I have doesn't give a time but if you go to their website or give them a call they will let you know.

Mr. Kuhlman: I think it is 7:30 Jerry. All right anybody else?

Mr. Yeatts: I would like to say that I am pleased to see the turnout for this since it is our first State of the Town meeting I see a number of unfamiliar faces so welcome.

Town Auditor Report

Mr. Kuhlman: Yea. All right our Town Auditor, Donna Leo will be first up and this company is our auditors not our accountants they audit the books and the accountants books.

Ms. Leo: Good evening Commissioners we completed the audit...

Mr. Kuhlman: Can you pull the mike a little bit over?

Ms. Leo: Sure. Better?

Mr. Kuhlman: They can't hear you when your back is to them so you need to speak into the mike please.

Ms. Leo: So good evening. The accounting firm is Rager, Lehman, and Houck, we have been performing the audit for the Town of Poolesville for several years, the year-end for the town is June 30 and this year's audit was June 30, 2008, which was completed successfully. We submitted the report to the Commissioners for not only the financial data but also any internal control recommendations as well as perhaps any difficulties encountered during the audit. So that report is before all of you, I don't know if you have had an opportunity to review it. Do you have any questions or comments?

Mr. Klobukowski: Could you just go over it, I have not had the opportunity I was away on vacation when this arrived at my doorstep.

Ms. Leo: Sure, that is fine. Would you like me to go over the financial report first? The Town of Poolesville received an unqualified audit opinion which simply means that the statements were prepared and exceptions were noted that were different than what is required by governmental accounting auditing standards which is what the Town of Poolesville is required to be opined on. The financial reporting indicates that the Town of Poolesville did quite well for the year. Total assets, I will give you a combined total assets for both government and proprietary which proprietary is for the water and sewer fund so I will give you a total asset of approximately 35 million dollars with total liabilities and net assets being of the same amount, 35 million dollars. Your Maryland obligations, the debt, the books of the Town of Poolesville approximates 2.1 million dollars and that has a varying term as far as repayment throughout the years, which is in the note disclosure. I draw to your attention your investment portfolio, which approximates 3.8 million dollars, during the course of the audit was an interesting period of time when the market was doing its roller coaster run ups and downs, as auditors of course we not only confirmed the value of the portfolio but also I myself as the audit manager spoke with the asset manager in consultation with Wade as well as Bobbie Evans and were assured that they were applying very sound business policy, financial policy as the market worsened then the asset manager for your funds quickly switched your assets to a more liquid position preventing any real risk of loss to the Town so at that point in time most of your funds were moved from out of any type of Grade A equity as well as bonds in to more of a liquid secure money market type of yield, granted it is a lower yield but because you have no insurance on those funds that was a very prudent thing for your asset manager to do. In retrospect you know hindsight is 20/20 you also had liquidated some of the funds in that portfolio for the construction of this beautiful facility which was also prudent at the time because now you have hard assets verses what a lot of other business, companies, governments, had lost some of their assets in the decline of the market so you have physical assets to substantiate that so that was probably managed as well. Your overall increase in net assets for the government fund is 1.5 million, the water and sewer or the proprietary fund had a transfer of assets of 401,000.00 from your government fund and therefore bringing a total change increase in net assets of 1.1 million dollars. Now obviously as the economy continues to go through its expansions and declines you may notice a slow down in your collection, your ability to collect your receivables, your property taxes, and then your shared County and State revenues but you are in the best position because you are a lien holder so ultimately there

may be a slow down in the payments that you receive, future payments but you ultimately get the cash, the revenue that you are entitled to because of the positions that you hold on your revenue. Any other questions on the income or assets, any concerns?

Mr. Kuhlman: Evidently not.

Ms. Leo: Ok the next point was we go through and as part of the financial statement audit we also look at the internal controls of the Town of Poolesville simply what that means is the procedures, the operating procedures of both the accounting staff as well as the management of the Town of Poolesville. Overall I will commend the Commissioners in the appointment of the Town Manager and your accounting staff both Bobbie Evans and Maggie, they do an outstanding job for the number of staff that you have, their product that they put out is quite good and has consistently been good. We do have some recommendations that we presented to you that we would think upon implementing would perhaps even strengthen your internal controls. When you have a small organization of 3 individuals running a facility there is always segregation of duties issues it is inevitable you cannot help that there is just a lack of number of people, but with that being said we have come up with some additional recommendations that we think if put in place would further strengthen your internal controls. In prior years we have made recommendations that have been quickly implemented and with full cooperation from the staff and from Wade Yost as well, excellent job in implementing these recommendations. Would you like me to go through them specifically?

Mr. Klobukowski: Yes why don't you.

Ms. Leo: Ok. One of the general recommendations that we have is that some of your more experienced staff has been here for a number of years, again we have been the appointed auditors for several years now, during that course of time known proprieties have been noted as we have gone through the audit, however, because of the number of years of the persons tenure we recommend that there be some more cross training taking place as that person nears retirement age you as a Town wouldn't want to be in a position that all of that persons talents and work experience is just specific to her but rather there are other people that can fill in, in her absence, so we recommend that. Another recommendation that we made, and after we made the recommendations I will say they were immediately put in place by the Town, however we needed to mention them because they weren't in place prior to us doing the audit, but I commend them because many, many clients that I have do not act as quickly as the Town has in implementing these recommendations and this is one, you use the BBI system for the water and sewer billings and we recommend that a specific shutoff report be generated and that really was tied to concerns with the economy perhaps increases in foreclosures in the community and that a tool such as that would be very relevant during the time so you could act quickly to curtail any potential loss if you would have to wait on the end for the property to be sold so that was implemented immediately. With the move, the quick move from the leased Town Hall to this facility and the timing of the audit again the Town did an excellent job setting up, unpacking records, trying to get everything organized for us to come in it was less than a month window of time which was a very difficult undertaking to occur but again they did an excellent job. As it relates to the software systems, one of the systems, the accounting system itself which is a QuickBooks type of software, one of the versions of QuickBooks rather, was backed up nightly so those precautions were being taken and it was done religiously without fail, but on the BBI system Staff just did

not have enough time to get that backup working so we recommended on the water and sewer side because that is the BBI software system that that backup occur nightly in case of some type of catastrophe etc., so that is being worked on. These next few points were important to us in the sense that if you had the wrong person in the perfect position there is a potential that a misappropriation could occur, I stress that we noted no such finding here when we made these recommendations but again we look upon it as an opportunity to enhance your controls. So one of the items had to do with mailing of vendor checks, so instead of it going back and forth between two parties, we entered a third party in, so meaning one person would generate the checks, the checks would go to Wade and one other member or one other signer on the checks to sign the checks and instead of the checks being sent back to the person originating the checks, we recommend that they go to the receptionist who has no involvement in the accounting function to literally put the check in the envelope and put the envelope in the mail, that further enhances control. The other item that we noted is that bank statements were not being independently reviewed by the Town Manager or any Commissioners and again because of the lack of segregation of duties we just recommend that when the actual envelope comes in from the bank with a bank statement, instead of it going directly to the accounting staff we recommend that it goes unopened to the Town Manager for him to review it initially to look for perhaps any unusual activities or items, again we noted no such activity or items. And then these are some general recommendations, nothing considered significant, the purchase order system we just would recommend some tightening up of that, there is a 3 part form for a purchase order but what we would like to see is one of the parts of the form being kept in the accounting department and then when the items are ordered out in the field that that information goes back to the accounting department for the matching to occur within the accounting department verses the matching to occur outside in the field by the person who is generating the order. And then we really focused this year on the water and sewer policies again this was preempted really by the increase in foreclosures and the potential that water and sewer receivables could become delinquent so we worked very closely, together we collaborated, and we basically came up with an 8 point plan to really strengthen the controls around the billing and the collection of the water and sewer receivables and that again was implemented prior to us completing the audit so not only was it a very strong recommendation, we saw that it was put in place and it is working. And then one other small point and I understand that when you go through the budget process for the Town it is quite extensive and there is a lot of collaboration amongst all of you and amendments, revisions, etc., so we are recommending that all budget amendments ultimately be given to the accounting department so that that information can be put into the accounting system so that when budget, actual comparisons are done, we could perhaps identify perhaps more from an analytical standpoint, ups and downs, and the numbers or variations, so that is what our recommendations are for this past audit.

Mr. Hoewing: On that last one that particularly intrigued me because obviously if we make a change in the budget the way it is accounted for in our books should be reflected so what happened in that case then Wade?

Mr. Yost: What it is, is Bobbie doesn't really reflect or wasn't, she is now, all the amendments in the QuickBooks program so that was the only place that it was not showing up as far as...

Mr. Hoewing: So it was appearing in our budget documents but not in your invoicing system and all that?

Mr. Yost: Exactly, that is exactly it.

Mr. Hoewing: Second question that I just want to put on the table is something that our company is facing too, is we have a lot of billings, you mentioned the water system water and sewer billing, and right now with the economy like it is, there are some delinquencies beginning to develop are we seeing much evidence in the water and sewer system?

Mr. Yost: Yes.

Mr. Hoewing: We are?

Mr. Yost: We have seen quite a bit more.

Mr. Hoewing: And this system it looks like will help with that to some extent because at least it gives them notice early on, does it give them more time to pay or what does it do?

Mr. Yost: It gives them a time to pay, before there really wasn't a plan that was established that people could come in and set a payment plan up, I mean there was but it wasn't a regimen of ok you are going to pay 20% down and within 3 months pay the rest of your bill, so some bills were carrying out much further than a 3 month period that we are allowing now, and that is just the way it has been forever but as soon as she brought it up there has been changes and the policy is in place now.

Mr. Hoewing: How much would you say the delinquencies have gone up?

Mr. Yost: Off the top of my head I really don't know.

Mr. Hoewing: But it is noticeable?

Mr. Yost: It is noticeable yes.

Mr. Yeatts: I read that we are also implementing an interest policy, is this the first time that we are charging interest on delinquent accounts?

Mr. Yost: No we started that a couple years ago as far as our turn off policy and regular water bills.

Ms. Leo: But I think it is the coordination, the timing of it, so this is more effective, if you look at this particular policy, I will just read it out loud for everyone to hear, it says "All bills rendered for water and sewer services shall be due 30 days from the bill date, interest will be added at the rate of 1 ½ % per month. A cut off notice will be mailed at least 10 days prior to discontinuation of service to the last known address of the owner of the property and to the tenant, 60 days from the bill date if any bill is not paid in full or payment arrangements have not been made at Town Hall the services will be disconnected." So it will be a much prompter, cleaner, cut off and action will be taken. "If water sewer is disconnected the person will be charged \$25.00 to have services restored, water sewer services can only be restored between the hours of 7:30 and 2:00 p.m. Default of payment arrangements will result in discontinuation of services, services then will not be reinstated until the bill is paid in full", whereas before if someone paid the \$25.00 disconnect and came in and presented a reasonable work out plan, payment plan, the Town would consider it and depending on the resident and their history, they would either agree or modify the terms, now they are saying this is it, you are given one chance the second time around that's it and then a lien may be placed on the property for any unpaid water and sewer bills, so again because you are in the position to be the lien holder you will collect your monies it is just the timing issue.

Mr. Hoewing: I am impressed, I read a lot of these audits in our company and I am impressed with the quality of what the Town Staff has done, especially since this year

they were making a move from an old facility to a new one, having to get all the records over here, get the systems up, so it is very impressive and I do want to compliment you for that Wade. But I do want to ask one question about records, we had talked when we were talking about building this facility that we could centralize records that we had in various locations around the Town once we got a nice facility like this, have we done that?

Mr. Yost: Yes our records are mainly here and we have the DocStar system, the electronic filing that we are actually putting --- also.

Mr. Hoewing: Ok.

Mr. Klobukowski: So are you doing that for each individual residence, address?

Mr. Yost: That is what we have started correct.

Mr. Klobukowski: That is what you have started and are just working on through to everything else.

Mr. Yost: Yes.

Mr. Klobukowski: One other question, with respect to the recommendations that she just read, do we need to sign off on them or is that just a procedure that...

Mr. Yost: In my mind it was more of a policy procedure type that we'd just implement.

Mr. Klobukowski: Ok, all right because I thought we had a \$25.00...

Mr. Yost: We did we started that a couple years ago.

Mr. Klobukowski: Yea ok.

Mr. Yost: It was when we always had operators going out in the evenings to turn water on, we stopped doing that, we had a dozen people maybe in Town that were continuously having this occur.

Mr. Klobukowski: My company is big into procedures now, everything has to have a procedure, if you go on leave you write a plan, risk management, everything there is procedure and it goes on, there is millions of procedures, and each one is sort of codified in a certain format...

Mr. Kuhlman: Jerry they can't hear you.

Mr. Klobukowski: Ok I am sorry and these procedures are codified and put in a specific format that has been agreed to by the company as to how they want all these standardized, do we have something like this in a book so that it is down for each individual employee like a pass down log or pass down book so that when personnel turn over they can refer to this book with respect to the water and sewer policies and billing or anything else.

Mr. Yost: On these things yes, it is written policies that are implemented basically between the 3 Maggie, Bobbie and myself, so yes it is written in our policy book and there is actual forms that have to be filled out each time this occurs.

Mr. Klobukowski: Ok thank you.

Mr. Hoewing: Wade on the cross training recommendation, I am not saying we know that Bobbie is going to retire anytime soon but she has been on the Staff for a long time, how would you implement that, who would be trained?

Mr. Yost: What we are trying to do is just get Maggie more involved with the QuickBooks, doing the bills, maybe alternating doing payroll every couple weeks, that is how we are approaching it.

Ms. Leo: They have done a great job, last years recommendation had to do with cross training but actually on certain of the billing cycles, again it was just a segregation of

duties issue having to do with one person really taking care of water and sewer verses the government side and they have done a beautiful job with picking which functions can be performed by the other person and thus alleviating that lack of segregation of duties so we have seen that happen, so far it needs to further develop and I have every confidence that they can do that.

Mr. Klobukowski: One other question then that raises is do we have position descriptions for Bobbie and Maggie with respect to what their individual jobs entail specifically, you will do A, B, C, D, E, F, G.

Mr. Yost: For Maggie we do just because we wrote the description when we were advertising for her position. Bobbie no we haven't because she took over when Nancy was here and that gives the time right there for the two of them so no we don't have one for her.

Mr. Klobukowski: I thought I gave you something awhile back with respect to your position description along with the Assistant Town Clerk as to or what was listed...

Mr. Yost: You may have, a lot of towns have them but definitely town's have different policies and depending on the size of them, the scope of what work they have, if they have Police Departments, Fire Departments, and everybody is a little bit different in their own way.

Mr. Klobukowski: All right thank you, thank you Donna.

Ms. Leo: You are welcome.

Mr. Hoewing: Donna is there anything, like I said I read a lot of the reports this looks very clean, but is there anything that does still concern you about what the Town is doing or isn't doing in this area?

Ms. Leo: No not at all, I believe that the initial concerns during the audit of course were the investments, the security of the position simply because there was no insurance available and the questions at the time were where to move the money but I know that Wade had spoken to all of you as well about the situation with the Asset Manager and we worked through that and I believe the last input that Bobbie and Wade had when the market declined significantly, she was astute enough and she moved your 3.8 million dollars into money market type, CD type yields, so it was a more constant yield and the risk was considerably mitigated so that was a very strong positive. The other was we looked long and hard at the water and sewer policy and the increases in the foreclosures, the impact of delinquencies not only now but also in the future because who knows presently how long the economic downturn will continue right and so we looked at that as well as the State and County shared revenue and the positions of the State and based upon that, the recommendations that we have put in place, we believe that the Town is positioned properly for the current environment, you need to continue to monitor it obviously if conditions worsen and new information is received and obtained from the State and County then obviously you need to react to that but based on what immediately was put into place by Wade that mitigated the Town's risk considerably.

Mr. Hoewing: The jurisdictions in this area though even Fairfax and Montgomery, which are well managed jurisdictions are having significant financial problems in part because of foreclosures, we are not seeing the same level of foreclosures in Poolesville?

Ms. Leo: Right you are not and simply when we did the audit we noticed the concentration of the foreclosures to be more specific to the town home area and based on the number of the town homes verses the residential single family homes your

concentration really is not there, plus now you have opened up for new development so that was a very profitable time to occur for the Town, those proceeds came in and need to be managed quite astutely, I recommend again to the Commissioners to really work with the Asset Manager, she is with Montgomery County, she has at the time it was 400 billion dollars worth of assets that she was managing not only for you but for the rest of the governments and if you look at your, the Town's investment policies and the requirements as to how the money was to be split apart to mitigate your risk, she was adhering to that policy, now the policy was quite dated and hadn't been updated by Montgomery County but again you know the reliance was conversations with the Asset Manager specifically she referred to the U.S. Government backing the security interest, she has been in the business for 14, 15 plus years, she was quite confident that the positions that you are holding were quite solid, but even with that said by the time we completed the audit she moved quite a bit of the positions out of Freddy Mac, Fannie Mae type, and they were not the securities that were in jeopardy, these were valued securities, she still when they came up for renewal moved them from those positions into CD's especially Maryland State banks because Maryland has a provision in their regulations that for every dollar you invest with a Maryland State bank there is a dollar for dollar asset being pledged to you, whereas if you go out to a certain state, lets say Pennsylvania or perhaps Virginia, it is a pool of assets pledging, it is not dollar for dollar but she was astute enough to make sure that your investment was placed in Maryland financial institutions so we talked about that as well. We had I would say a couple conversations I can't remember how many but we went through that quite well, but again that is on an ongoing basis that would be something that all of you need to closely monitor.

Mr. Klobukowski: It sounds like she is a pretty astute individual.

Ms. Leo: She is but you know we are all human right we all make mistakes so...

Mr. Klobukowski: No I understand.

Ms. Leo: She did well so far so lets home she continues.

Mr. Klobukowski: What would you recommend that she report to us every so often, quarterly, as to what or yearly what the split with respect to equities, bonds, stocks...

Ms. Leo: Yes I think so, she was not reporting to you at all. I guess in the agreement you have and the agreement she has with other Montgomery County Government agencies she does not issue reports at all, the only way we have the information is we would send out the annual confirmation and then she would confirm the portfolio position, but on the varying conversations we had she was free to offer and send over via fax the current positions that were being held so I would clearly recommend that a person be appointed here to contact her whether you feel monthly or quarterly as needed, just to get an idea of what her investment strategy is and for you all to monitor it.

Mr. Yeatts: So we don't get a monthly or a quarterly statement or anything?

Ms. Leo: No she does not provide that to any of her agencies, very interesting.

Mr. Klobukowski: I think that is something that we are going to have to address with Mr. Leggett or the Council, probably Mr. Leggett since she falls under the Executive Branch.

Ms. Leo: Again she was very amenable when I asked for that information to be sent over, she did so. So I don't think there would be opposition from her to send that on a regular basis if you were to ask for it.

Mr. Klobukowski: That might be something to we want to raise with the rest of the Maryland Municipal League when they meet here on the 15th of January to provide that information if they so desire.

Mr. Yeatts: I have a question regarding the allocation of salaries that we do across accounts because we do have the water/wastewater and then we have the government account and I noticed there were a couple of items in your report regarding salary expenses and adjustments thereof. Do our allocations of salaries and wages the way that we do it does that comport to accounting standards, is it something that is typical of a town our size?

Ms. Leo: Yes it does.

Mr. Yeatts: Ok.

Ms. Leo: And it was a proposed adjustment meaning it was below materiality but we looked at the analysis that your not internal accountants but your outside accountant performed he just overlooked something in that allocation and that is what caused that particular we call it a past adjustment because it was not material enough for it to be reported and we had conversations both with Bobbie Evans as well as the other accountant to let them know that this occurred and in the future just make sure it was done correctly.

Mr. Yeatts: So the short story is we were doing it correctly but the accountant...

Ms. Leo: He does the allocations at the end of the year.

Mr. Yeatts: Ok.

Ms. Leo: So he basically takes the QuickBooks files that are here and then puts them into generally accepted accounting format for us, principal format for us, and he does quite a bit of the allocations so it was just an oversight on his part when he did the allocations, so then we looked at the schedule, we recognized that there was a slight discrepancy, we are required to recalculate it and we put it on what we call the past adjustments list but it did not require an adjustment.

Mr. Yeatts: Ok.

Ms. Leo: That is where that came from.

Mr. Yeatts: Thank you.

Ms. Leo: You are welcome.

Mr. Kuhlman: All right thank you very much Donna.

Ms. Leo: Thank you.

Planning Commission Report

Mr. Kuhlman: Our next report will be from the Planning Commission and our Chairman is Mr. George Coakley.

Mr. Coakley: Hi I am George Coakley the current Chairman of the Planning Commission and the Planning Commission consists of 5 appointed members that are appointed by the Town Commissioners and currently it is myself, Bob Bachman, Cal Sneed, Chuck Stump, and Link Hoewing is our current Town Commission liaison member. If you don't mind all standing up so everyone can see who you are because I believe everyone on the Planning Commission is here tonight, thank you. And I would like to thank them because I know they put in a lot of their own personal time to prepare for the meetings and to come to the meetings. I would also like to take this opportunity to thank Mr. Brown who was our Town Commission liaison for the past year and he was just recently replaced by Mr. Hoewing. Ok we have 2 major responsibilities on the

Planning Commission, the one is the planning process and the other is the land subdivision and we go about this by Master Plan review and revision, water sewer allocation process, well head protection regulations, subdivision plans, the review and approval of them, special exception review, and subdivision and zoning recommendations and I am sure there are a few other little things but those are the major activities that we do. For calendar year 2009 our focus is going to be the Growth Element and Water Resources Element Master Plan Amendment and what that consists of, the State of Maryland passed a House Bill last year that requires all planning jurisdictions whether it be a town, county, any jurisdiction that has planning responsibility to implement this Growth Element Water Resource Plan to make sure that we have adequate resources before any additional development takes place. The other part we are going to do a preliminary Master Plan review and revision, every 6 years we are required to review and update our Master Plan and this year we are going to work with the Community Economic Development Committee to get more community input prior to reviewing and revising the Master Plan. The other thing we are going to do is subdivision plans, we have a number of subdivisions that have submitted their plans, the two that are taking place right now that you see around town is the Winchester and the Kettler properties and we are going to be making sure that there is oversight and that the plans are implemented properly and that is it thank you very much.

Mr. Klobukowski: Thanks George.

Mr. Kuhlman: Ok we are going to interrupt the schedule a minute because I wanted Donna to be able to go home she lives a distance from here but one of our residents does have a question for her. Mr. Potemra if you will come forward.

Mr. Potemra: One of the issues that I have always had is what is the cost of doing business for Poolesville and is there anything like a full burdened labor hour in your audit to determine the cost of doing business in Poolesville?

Ms. Leo: No that would be a specific audit, a cost accounting audit which is not the perimeters for what --- we issue an audit according to GAAS, Government Accounting Auditing Standards, now if you need that information then what you would need to refer to is budgets in --- and the Commissioners depending on how we compartmentalize how they want their budgets to be, they can develop cost --- for whatever departments, divisions, that they so choose that they feel are warranted to do this ---, total labor hours are they captured absolutely by proprietary fund verses government...

Mr. Potemra: I understand the hours of capture what is the cost of those hours, and you are telling me as an auditor you have no idea what it costs to do any particular project in Town.

Ms. Leo: What we have the information on is the difference between government funds and the water and sewer funds. There is a direct labor associated with the water and sewer funds that information is disclosed. As far as government funds any specific breakdown as allocation of a different cost accounting system, there system is not designed to capture the cost in that fashion nor is the government auditing standards report, the opinion does not necessitate that type of detail that would be, if you were interested in that that would have to be a --- type report where it is a specific report to determine that type of cost factor and that is not the purpose of the audit.

Mr. Potemra: So the Commissioners would have to do that as part of their regular accounting procedures and not as part of your job?

Ms. Leo: In actuality it would first have to start at a budget process, they would have to determine how compartmentalized they want each type of factor, if they decide they want to go to a cost center basis where each function that they provide ...

Mr. Potemra: You mentioned that is done on the water and sewer budget?

Ms. Leo: The water and sewer is a separate line, you look at the audit report water and sewer is separate proprietary fund that is opined separately.

Mr. Potemra: But people in the water and sewer you don't know how much they are costing or is it just lumped together as water and sewer salary?

Ms. Leo: No you would see salaries.

Mr. Potemra: You'd see salaries but what about full burdened labor hours including equipment, overhead, all the other things that go with the cost of the person?

Ms. Leo: You are thinking more along, I understand what you are saying its more a function of cost accounting where you would have your direct labor, your direct charges, and your overhead but government accounting systems is not set up in that fashion, you will see the charges, you will see...

Mr. Potemra: But everything is all over we don't know where the total cost is and any government contract I've ever seen they have a person, a charge code, and they can tell what that person costs to any particular project and we don't do that here, we have no idea what a lot of these are. So I understand your answer unfortunately.

Mr. Hoewing: We do have though Wade all the equipment cost, I guess we don't have depreciation or do we have depreciation reflected on the trucks and that kind of thing?

Mr. Yost: We do have depreciation.

Mr. Hoewing: Ok so we do have that too so we know how much the trucks cost, we know how much the chemicals cost, we know how much is the salary that is allocated to each of those functions, the thing we don't know which I think you are getting to is taking all that in some kind of a per unit basis and figuring out is it producing, how much is it costing per unit of whatever it is you are producing, that is what you are trying to get to isn't it.

Mr. Potemra: Yea.

Mr. Hoewing: And you could do that with the numbers we've got if you wanted to do that.

Ms. Leo: You have to decide...

Mr. Hoewing: The unit is.

Ms. Leo: And because your projects are so discreet you would have to have different units almost for each type of project.

Mr. Klobukowski: You would have to track it by a job charge for each individual job so you would have to assign a code for each individual job and I know what Conrad is talking about because I am involved in this and basically you are talking about Corporations that have huge departments that do nothing but track the individual usage, man hours on each project, etc., etc, and they assign job charges and you are supposed to log in x number anything above 15 minutes you are supposed to record, I think ours is down to a tenth of an hour.

Mr. Potemra: That's a much higher level Jerry to me you have one rough idea of what your full burdened labor hour is and the claims are you know how many hours you spent pushing snow or whatever you could determine what the cost to push snow or anything else.

Ms. Leo: They can do that on a labor rate but what you are asking is one step further, what you want to do is then take those indirect costs...

Mr. Potemra: Absolutely.

Ms. Leo: All right and that is the piece, they have the line items, the total expenditure incurred right overall but its not broken down by projects. My point being is that if you wanted to go that way you would have to come up with a consistent unit to be applied across the board.

Mr. Potemra: Take the 13 people and the average time and you've got your ballpark almost immediately.

Ms. Leo: Well if you base your allocation on salary verses...

Mr. Potemra: Salary and indirect.

Ms. Leo: Right but indirect the problem is your indirect and if you are going to base your indirect based on hours of a person on a project or how are you going to do it that is the piece.

Mr. Potemra: You'd have to include all the other costs and you'd have to --- and everything else.

Ms. Leo: Right exactly but what I am saying is you would have to determine how you are going to apply those costs or break those costs down to a specific...

Mr. Potemra: How long would it take an accountant to figure out what that number would be, the Town's accounting firm?

Ms. Leo: The Town's accounting firm, I...

Mr. Potemra: Would it take more than an hour for them to figure out the --- labor hours?

Ms. Leo: To break it apart amongst the varying projects I would say yes it would take more than an hour.

Mr. Potemra: Not the --- just --- here is the Town budget of X million dollars ok we've got 13 people --- overhead, we say ok the average full burdened labor hour therefore would be this much, wouldn't that get you to --- or better?

Ms. Leo: I don't think it would take an hour that is what I am trying to say, it is going to take a little bit more than that, I think the salary as I said a salary allocation that is easy to do, I there where the difficulty comes in is the allocation of usage of the equipment, etc., I mean it is obviously...

Mr. Potemra: But you got a number on the budget.

Mr. Kuhlman: Conrad she is trying to answer your question.

Mr. Potemra: I know what she is saying.

Mr. Kuhlman: All right we need to move on, you are not going to get anywhere here, all right thank you, anybody else have any questions for her, Mr. Gole?

Mr. Gole: This may not be a question for the auditor but it was a statement that she made probably going to question you have the answer but I believe she stated that there was \$400,000.00 transferred from the General Fund to the Water Service Fund, what is that all about?

Mr. Yost: Different projects, it could be salaries, it could be the CIP projects, not for sure exactly which.

Ms. Leo: Basically what happens is the water and sewer fund, if any town, not only the Town of Poolesville, my firm audits numerous governmental entities, if any entity fully charged the cost of water to its residence, the costs to its residents would be astronomical, so what ends up happening not only here but in every governmental unit throughout the

county is basically subsidized by revenues earned from the government fund and that is what that is.

Mr. Gole: Where is the \$400,000.00.

Mr. Yost: CIP is the biggest one, \$100,000.00 was the operations we know about but the CIP which we count as General Fund when we do our budget, but if you look in there you will see a line item that General Fund pays so much toward Capital Projects and that is what it is. It is in the budget, first page.

Mr. Kuhlman: All right any other questions of Debbie, Cal come forward please.

Mr. Sneed: Do they do projections for the Town, 1 year, 3 year, 5 year out projections?

Mr. Hoewing: Yes.

Mr. Sneed: Are they available to the public?

Mr. Hoewing: They are in the budget.

Mr. Sneed: Thank you.

Mr. Kuhlman: All right anybody else? All right Donna thank you very much.

Ms. Leo: Thank you. Good evening.

Parks Board Report

Mr. Kuhlman: Have a good evening and a safe trip home. All right our next report will be for the Parks Board Chairman George Deyo.

Mr. Deyo: George Deyo, Chairman of the Parks Board. The Parks Board is looking forward to working with the Commissioners this year on a few of the following projects. One is Halmos 3 Ball Field upgrade, Whalen Commons Band Shell, lighting on Whalen Commons, sidewalk prioritization, Wootton Heights Tot Lot, Parcel 840 and then we are also going to start reviewing the survey provided to the citizens of Poolesville to see additional opinions and some of the ideas that they have. That is some of the projects that we've got planned for this year.

Mr. Kuhlman: All right any questions of George?

Mr. Hoewing: Aside from projects George what is the function of the Parks Board, what is it you are supposed to do and what do you do?

Mr. Deyo: Well basically we are an advisory board to the Commissioners. We review the sites, all the new developments, streets, actually approve field permits...

Mr. Hoewing: For use of the parks annually.

Mr. Deyo: Oh yea everything. Streetscapes.

Mr. Hoewing: You also have a role in recommending changes in the streets for safety reasons and that kind of thing?

Mr. Klobukowski: Well first of all I think we ought to define that the correct title of the Parks Board is Parks, Streets and Recreation Board so they have cognizance over the...

Mr. Hoewing: That is what I am trying to get to is...

Mr. Klobukowski: Parks, streets, and recreation facilities existing and those that we think will come online.

Mr. Hoewing: No that is good, that is what I am trying to get to. People need to understand that you got a broader role than just doing some projects. Also you look at the parks every year and as part of the budget process you make recommendations too I assume that here are some things we think need to be in the budget to improve the parks and upgrade them that kind of thing.

Mr. Deyo: We review the budget to see what is needed.

Mr. Kuhlman: What budget recommendations are the Parks Board coming up with this year?

Mr. Deyo: Right now we, well there is a few things that we are going to discuss Wednesday and I really would like to wait until Wednesday to discuss this with the rest of the Board because the last meeting we didn't have everybody there and there were a few things that we really want to wait until Wednesday to discuss. I think Preston is going to bring some things up later in this meeting that is one of them.

Mr. Kuhlman: And what park facilities have been improved in the past year?

Mr. Deyo: I'm sorry what is that?

Mr. Kuhlman: What park facilities have been improved or worked on in the last year, I mean through the site plans, any?

Mr. Deyo: Well in the site plans they've, well the site plans they've talked about the new one coming online...

Mr. Klobukowski: Brightwell Crossing.

Mr. Deyo: Yea I can't remember the names.

Mr. Klobukowski: Stoney Creek.

Mr. Deyo: Yea I can't remember the names.

Mr. Kuhlman: Yea but George this is supposed to be a report about what the Parks Board has done in the past year.

Mr. Deyo: See I was told just projects, that's what I was brought up, it was just projects that were coming up for 2009 that is what I was told.

Mr. Klobukowski: Well I think one of the things George ought to be given kudos for is his scheduling of the ball fields and the parks. He came up with a schedule that implemented and made it much easier and was less contentious for people to schedule use of ball fields and park facilities and also the Parks Board recommended this little blinking radar signs that we move around Town that Preston moves around Town and have done several other things.

Mr. Deyo: There are a few thing that I am not prepared for what we have done over the past year, like I said I was just told to come up with some projects for the year that are coming up in 2009 and that is what I came up with.

Mr. Klobukowski: Well if you are looking for 2009 there is a couple things, one I run down Tom Fox, Hughes Road and Tom Fox, and there is no curb and gutter along Tom Fox as you know and I was wondering I know we can't do it all at once but if we could do it in sort of like sections, a block at a time over a 3 or 4 year period where we could put in real sidewalks, real curb and gutter, I know there is parents who have expressed concerns to be about their children having to walk on a sidewalk that is at the same level of the road with no protection there provided, at least a little protection by a curb. The other thing is that pulling out tonight out of Luhn Street there is that hill on the left hand side, I don't know if that could be sculpted down a bit to provide a better line of sight so that when drivers pull up to the intersection of Luhn and Fisher and they look to the left they have a better field of view of what is coming, because sometimes you have to, it is almost like what was at the corner of Tom Fox and Hughes Road where you almost had to creep out into the intersection before you could see a car coming and I was wondering if maybe those 2 items could possibly be looked at?

Mr. Deyo: I can put that on the agenda for Wednesday night's meeting.

Mr. Klobukowski: All right thank you George.

Mr. Hoewing: This is an annual report to the Town though and I know we all live in the Town but I suspect that a lot of people here don't know all the park facilities that we have, how many ball fields we have, things like that could you kind of give an overview of what our park system is like, what condition it is in, are there any major problems that we think are going to come up that we need to fix this year, those kinds of things.

Mr. Deyo: Well our ball fields I think are...

Mr. Hoewing: How many do we have, baseball fields?

Mr. Deyo: We have ok we have 3 ball fields at Halmos, we have...

Mr. Hoewing: And Halmos is where?

Mr. Deyo: Halmos is, I can't remember north, west, south, or east, ok Halmos is off of Hoskinson. We've got Stevens over at Seneca Chase that has got one ball field there, you got a soccer field on West Willard, you also have a soccer field at Halmos, and you have a soccer field at Stevens, you actually have 2 soccer fields over at West Willard.

Mr. Klobukowski: Those are practice with the emphasis on the word practice.

Mr. Deyo: You'll have a new one coming online with Brightwell Crossing, I keep on getting like I say the names mixed up...

Mr. Hoewing: Which is the one over on Elgin Road.

Mr. Klobukowski: Yea Brightwell Crossing.

Mr. Deyo: Ok. And...

Mr. Hoewing: And the other development is just going to have a baseball field right, its not going...

Mr. Deyo: I'm sorry?

Mr. Hoewing: The other development is not going to, the new one is not going to have a soccer field it is just going to have a...

Mr. Deyo: Brightwell Crossing is going to be basically an all purpose field, soccer...

Mr. Klobukowski: Soccer, football, lacrosse.

Mr. Hoewing: And the other development though over on the other side of Town...

Mr. Klobukowski: Once it is leveled out it will have a baseball, softball, or you could use it for soccer practice field as well.

Mr. Hoewing: And we have tot lots over at Halmos correct.

Mr. Deyo: Tot lot at Halmos, Bodmer, you have the Lori Gore Tot Lot that is over in Tama II, Wootton Heights Tot Lot that is on our agenda to be upgraded. Like I said some of the ball fields they could be worked on. PAA has been doing some work on the fields, there used to be a league that was in here taking care of a lot of the fields they have been gone for a few years, so PAA stepped up in taking care of the fields a lot. We have seen the need for a smaller field because softball has been getting very big in this Town, girls softball especially and that was one of the reason for the Halmos 3 upgrade converting it to a smaller field, because as the kids get older they do their other thing, that is one of the upgrades we want to do, make it smaller.

Mr. Klobukowski: With respect to the American Disabilities Act what have we done in that particular area and what do we need to continue to do?

Mr. Deyo: We have made it easier for them to get up to field 2. We've put trails in along the way, along field 2, the Scouts have done a lot putting stations in, workout stations along that way too. The Scouts have helped out Eagle Projects just coming to the Board, just doing little projects and we have been trying to encourage this that the Eagle Scouts

come to the Board for any project that they come up with. If it comes up, it's a good project then we try to get it approved.

Mr. Brown: George I have a question for you, are the trails under your purview?

Mr. Deyo: Yes they are.

Mr. Brown: And are there any recommendations being made right now for the trails lets say in the past year or coming up?

Mr. Deyo: There is one trail that we are still discussing and its, there is a little bit of heated discussion on that one, not from the Board but we need to go to the residents on that.

Mr. Brown: Where is that?

Mr. Deyo: Hunter's Run. There are some concerns, a lot of concerns.

Mr. Klobukowski: It is a long running issue.

Mr. Deyo: Between some of the Board members there are some concerns.

Mr. Brown: Right, it is proposed to be built but now it's under discussion.

Mr. Deyo: A little safety concerns too.

Mr. Yost: The original plan went from Dr. Moore Court circled around Hunter's Run pond and came out near Bodmer so it was very long and we talked about a nature trail. Right now we are looking at using the impact fees in the budget about \$200,000.00 that has to be spent on a trail to create the entrance down near snake lake right across from Halmos Park where we had put trails at last year. It will actually go in there and be a boardwalk system similar to the trail system that goes in between Tama and Woods of Tama and we will hopefully get some of the High School Ecology class in there to put some signs up for the birds and the aquatic life and whatever else is in there, different plants and then it daylight on Bodmer Avenue which will then tie into the Jamison piece if they ever develop that, this goes out to West Willard then creates an entire loop around the Town as per the Master Plan.

Mr. Klobukowski: But the original plan for the Hunter's Run trail went along actually the Town border between the Willard property along Hillard Street properties that back up to the Willard property in our right of way all the down starting at Bodmer Avenue going all the way down and circling out and coming out down by Dr. Moore Court.

Mr. Yost: A lot of the challenges we are facing there also, there was a lot of wetlands in there, 2 or 3 different creeks, so a nature trail really would probably be the best thing if we go that route sometime in the future.

Mr. Klobukowski: Right.

Mr. Brown: Hey George just one other thing too, I attended a couple of the Parks Board meetings and I seem to remember that there was a Skatepark that was recommended to be built to the Commissioners.

Mr. Deyo: Skatepark is part of Parcel 840 right now that is in subcommittee and it is basically in their hands and the Commissioners hands now.

Mr. Klobukowski: And we haven't heard a report on that.

Mr. Deyo: Well that is on the agenda for Wednesday for update.

Mr. Brown: We have given subcommittee reports to the Commissioners on Parcel 840 right? I know I have given a report on the Skatepark.

Mr. Deyo: This is going to be our first report Wednesday night to the Parks Board.

Mr. Kuhlman: All right anything else? Thank you Sir. All right Community and Economic Development Committee, Helen Gunther is the Chairperson and Cathy Bupp is the Staff. Calm down Cathy.

Ms. Gunther: Good evening Commissioners my name is Helen Gunther and I am the current Chair of the CEDC, I am following in the very able leadership of Tom Kettler who took us through most of 2008 which we consider an extremely successful year. As you know we are the Community and Economic Development Committee and basically our task is to support community and economic development activities in Poolesville. To give you a little bit of an idea of some of the events that we have done in the last year I will go back chronologically through the year and give you some of the highlights. Many of the items that I will mention tonight are on the community side of the committee. One objective for the New Year that we have is to focus more attention on the economic development side in this coming year. Winter movies was a new activity that we tried for the first time this year, we did 2 movies, one in January and one in February, and we geared this more toward the older teenage crowd, we were reasonably satisfied to see around 50 to 60 people for each of the movies that was held at the high school and we hope to have a better turnout this year as it will be the 2nd year and we find that it takes a little time for new activities to take hold in the community. We have 2 movies scheduled for this coming year, one in January and one in February and postcards will be going out shortly. Movies that we do at the high school are PG13 type of movies and we have picked several adventure movies this time one is Indiana Jones, the new one, and the Dark Knight, that will be this years events. The summer movies are another one of our staple activities that this committee supports and we had very good results this year. One of the lessons that we learned is that the movies that are geared towards the younger audience tend to have better attendance for the summer movies therefore we think that this genre of movies will continue to be a major selection for the program. This past year we had a high attendance of around 200 for "Surf's Up" which was a cartoon, and a low of 60 with "We Are Marshall" but we think that that was affected by the fact that we had partial rain that night. The summer concert series are managed by a different Town Staff however one recommendation that the CEDC would like to make is to put this under our umbrella since it will be the CEDC Event Coordinator Cathy Bupp who will manage it this year. The CEDC had a booth during Poolesville Day, Poolesville Day is actually one of the major big events in Town that we do not manage, however we did have a booth that had a showing of what the committee members did, what activities we ran, we also ran a little survey on different things and this year it was on whether there was any interest in a town ornament for the Christmas tree. We also unveiled the winners of the town photo contest which was implemented for the first time this year and we had about 60 kids that submitted entries for the contest coming from the Poolesville schools and we had 3 winners and their photos are currently hanging in the entry way of the Town Hall and I am sure many of you have seen them. One of our most successful events was the Holiday Lighting Ceremony and we were estimating that we had about 500 people in attendance, it was a great crowd and we think that having Santa and the community Christmas tree was some of the reasons that we had such good attendance. The ornaments for the tree was organized by Mary Beth Dewey our Chair of the event and she worked with 2 local elementary schools and the middle school art teachers to create a fantastic tree and I think many of you noticed how many of the little kids came into the

Town Hall to check out the tree and find their ornament and it was a very nice event, we feel that it was a huge success and a good way to end the year. Karen Micheals who is our Vice Chair is currently taking the lead on developing a New Business Prospectus, which will be a blueprint for all the steps that a new business might need to take to open their doors in Poolesville. This is sort of an example of what it will look like, it has information on how you might get a permit, what the sign ordinance will look like, the Master Plan for the Town, the Market Study that the committee commissioned last year which basically talked about what our current population and their profiles like education, income, and age, all information that a business would be very interested in knowing.

Mr. Klobukowski: May I just ask a question if I might, will that be put on the web?

Ms. Gunther: Right now what we are planning on doing is having it as a folder form for new businesses that come in and express an interest in building a business in Town, all the information or parts of the information are currently available as links on the web, we could look at putting the whole document on the web if that is of interest. What we were thinking at this point, this is just a sample, the whole committee has not yet fully looked at it yet so what we hope to do is make copies available to the Commissioners for your review sometime soon and quickly thereafter getting it out to the public. An ongoing activity which we are currently doing is the establishment and upgrading of the CEDC web page Poolesville.com, due to various factors this has taken longer and more funds than we expected but we currently feel that we are in a good place and you are welcome to look at the site both the Commissioners and the public and give us suggestions on ways you think that we might be able to improve that. Some of you might also know that we are currently welcoming new residents both owners and renters with a Welcome Bag which includes a variety of free goods and information from local businesses as well as such things like the Town phone directory sponsored by the Chamber. A number of us on the committee have taken turns welcoming the new residents with this bag and it has been extremely well received by the newcomers many of them indicating that this was the first time that they had received such a warm welcome from their new community and expressing their real delight with such a welcome. In addition we have also introduced a series of speakers who have come to speak to us including the Sugarloaf Association regarding the incinerator and what is happening with the Agricultural Reserve, Heritage Montgomery, Historic Medley, and Economic Development Office of Montgomery County, we believe these have led to some very productive results such as a recent \$1000.00 matching grant from the Heritage Montgomery for placing maps at several locations in and around town to help tourism in the area. It has also resulted in the coordination between the Holiday Lighting Ceremony and the Historic Medley local business community First Friday Event to increase participation in these events this year, an unscientific survey, basically me going around the next morning and talking to the artisans and craft folks indicated that they felt that there had been a major increase in foot traffic that night due to this coordination between the two events. Just to refresh your memory we are an all volunteer committee composed of 9 members that have been appointed by you all, 3 government Tom Yeatts, George Coakley, and we currently have a vacancy, 3 residents Tom Kettler, Tim Whitehouse and myself, and 3 business members, Karen Micheals, Mary Beth Dewey, and Lynne Bodmer, and supported by Events Coordinator Cathy Bupp sitting next to me and the Town Manager, Wade Yost.

Currently we are short a government member to the departure of Link Hoewing whom we are going to miss very much, it is only one meeting that he has not been there and we already miss him and we hope that this vacancy will be filled shortly. Our current budget is \$16,537.00 and we are pretty much on schedule with this expenditure and we hope to request a similar amount for next year maybe a slight decrease. One recommendation that we have for the Commissioners and the Parks Board in particular and we were very happy to hear that they have it on their agenda is to install appropriate lighting on Whalen Commons and the parking lot as soon as possible. It has become clear through many of the community events held in the evenings that this could become an issue as more events are held on the Commons. We want to thank you very much for your support of the CEDC and our events and we wish you a very happy and prosperous New Year. One thing that I would like to add on a personal note is I have only been a resident of this town for 3 years but I have been incredibly amazed at the volunteerism and the community spirit in this town and we are absolutely delighted as a family to be here so thank you.

Mr. Kuhlman: Good any questions Jerry?

Mr. Klobukowski: I have 2. One the ornament like Town Hall there is a Cat's Meow out on it that is sold by Crafts-A-Plenty I have no problem with that but was anyone ever asked and this relates that they could go ahead did they inquire to the Town if it was alright to go ahead and take the Town Hall and make it a Cat's Meow, no ok.

Ms. Gunther: What is a Cat's Meow?

Mr. Klobukowski: Cat's Meow are made out of...

Mr. Kuhlman: They are pressed wood blocks.

Mr. Klobukowski: Which has a representation of a individual building like the Washington Monument, the Capital, the White House, the entrance to Maryland, Town Hall, Old Town Hall, St. Mary's Church, various buildings John Poole House, etc., around town and there is a couple of different other companies that make something similar. My question is if we make this ornament up, would we own all rights to it, would something like if we give out the ornament are they for sale, do we own it, so if someone wants to sell it in their store they would have to come to us...

Mr. Yeatts: I think that is outside the purview of our committee.

Mr. Klobukowski: I don't think so.

Mr. Yeatts: I think it is.

Mr. Klobukowski: I think if you are going to create something I think I would like to know that if we are...

Mr. Yeatts: The CEDC didn't condone or support or have anything to do with that.

Mr. Klobukowski: No, no, no, the Christmas tree ornament that they are proposing, would the Town own the rights, would we share that with...

Mr. Yost: You would have to register it and probably get a copyright on it to hold it and protect it.

Mr. Klobukowski: Ok.

Ms. Gunther: I would just like to say that we did the survey but we did not do the Town Ornament because we felt that there were many issues such as the one that you raised that was out there and we didn't have enough time to fully investigate and manufacture the ornament. Having seen such a successful run using the local school system and feeling sure that a big part of our attendance was the fact that parents brought their kids who

wanted to see their ornament I think that the committee will have to have some pretty good deliberations on which way we might want to go in the future.

Mr. Klobukowski: All right let me just say too that my son was in after leaving his school in route to another duty station in the Navy and we brought our, him and his wife and our granddaughter Ashley here and she looked at the tree and all she could keep saying was its just beautiful, it is beautiful so congratulations on something that was really stunning and really brought the joy of Christmas and the holidays to Town Hall, thank you very much for that. And one other thing, two other things, one for the information of the Commissioners I was at a Christmas party over the holidays and I can't remember the gentleman's name but there is an opening for the Town on Montgomery County's Facilities Implementation Group which deals with the Upcounty area and what county facilities may be put here or being modified or certain things being taken away from us like one of the things the gentleman mentioned was the County is thinking of shutting down the beauty spot completely but that is a side issue but anyway the thing is, is there is an opening in the Facilities Implementation Group for a member of the Poolesville Town. The other thing is I would like for some sort of definition with respect to Whalen Commons of what is appropriate, the park and I have spoken with you about this before and other committee members and the Parks Board as to it is supposed to be a passive park and I understand the concern about people walking at night but are we talking about putting light poles throughout the park or are we just talking about light poles on the periphery because when you look at the total lighting out here at night when you walk out and you got McDonalds and you got the streetlights and all this other stuff, what type of lighting, are you talking light poles or are we talking something that is low to the ground, something like is up at the Four Seasons Golf Course up in Beallsville?

Ms. Gunther: I would say that probably in terms of the purview of our committee what we would like to do is make recommendation to the Parks Board who I believe has jurisdiction over that information as to how we believe that events that we are supporting that are using Whalen Commons what type of lighting might be needed there and I believe that Mary Beth Dewey our Chair for the Christmas event went to a Parks Board meeting that specifically dwelled upon the lights and gave some information and recommendations. We as I said are a committee that holds community events on Whalen Commons, I am not sufficiently versed in the historic of how Whalen Commons was built and so forth, I just commend the Town for having a wonderful space for the community to come together and it has been very nice to see how it is used for the movies, the concerts, and the lighting ceremony and such, from that point of view we believe that lighting needs to be upgraded particularly on the walkways and that it is probably the best in terms of the Parks Board purview to decide what kind of lighting that should be.

Mr. Kuhlman: Ok thank you anybody else?

Mr. Hoewing: Helen I just want to personally thank you and Karen and the other members of the committee because it is a very good committee, you are very good citizens, you have done great work you are very creative, you all give a lot of time because I know that just that tree alone and George Coakley helped put ornaments on too but people were there for hours putting ornaments on that tree and it was a wonderful thing and just a lot of volunteer work and I know you guys put a lot of effort into it, you didn't even mention for example, you mentioned briefly but the maps you did are

fantastic of the Town people here probably have not seen those maps but they are a wonderful addition to the Town a great way to let people know what is in the Town, it is little things like that that I think unfortunately what happens with the kind of work that you are doing is it kind of gets undervalued because the infrastructure you know the roads we do, the Town Hall which is wonderful, but those kinds of things get more attention than some of the community activities which really are what makes the Town, I mean that Lighting Ceremony to me was just an incredible night, it brought so many people together, it is just a great example of how this Town is different than anyplace else and it is a lot of work from your committee. I also want to commend you for getting an Event's Coordinator, we have been criticized for that, I think it has been a great addition to the Town, I think Wade would agree that it has supported the Town Staff tremendously and Cathy has done a great job of helping to promote a lot of the programs and help support what you are doing, the Summer Rec program for example I know Cathy has helped improve those tremendously this year and again that is not appreciated by a lot of folks but it has really been helpful so again thank you very much for your work.

Ms. Gunther: My understanding was she was asked to report briefly on the summer events.

Mr. Hoewing: Good.

Ms. Bupp: I am actually reporting on the Steven's Park Summer Camp. This is a 7-week program, it runs Monday through Friday from 9:30 to 3:30 unless we have a Code Red or it is raining we don't open the camp that day. I think we closed last year twice due to weather. It is for kids between the ages of 6 to 12, the cost is \$20.00 per child and they get a T-shirt with that so it is a bargain. We had a lot of parents that were new this year that couldn't believe it was only \$20.00 for the season. Based on previous years attendance we were expecting between 90 and 100 kids, we had 165 kids register this year. We had 7 paid counselors, our lead counselor was a junior in college and we had 6 high school students that were paid also. We also had 10 to 12 middle and high school students who worked for Student Service Learning Hours. The way the camp runs is each week we have 2 activities and kids 8 and under will do an activity in the morning while kids 9 and above do a different activity and then they switch in the afternoon, some examples of our activities are baseball, soccer, basketball, flag football and arts and crafts. Each Tuesday we took the kids to the pool with the help of parent drivers, the cost was \$4.00 per child and permission slips had to be signed in advance. It was our busiest day every week, we usually took around 75 kids to the pool. We introduced a Safety Week this year and we had visitors from the following agencies. The Fire Department came out and brought 3 pieces of equipment and let the kids walk through the ambulance, they got to sit in the ladder truck, they took one of our smallest counselors and dressed him up in all of their gear and put their equipment on him and had him walking around so the kids could see how heavy it was. It was very hot that day so if the kids wanted to they lined them up and hosed them down with the fire hose and what was really neat was they came back like 3 times throughout the summer on really hot days if they were out on a call and the kids would see the fire truck roll in and they would just line up and get hosed down so they really enjoyed that. The Maryland Park Police came out and they brought a motorcycle and their horse McLovin and described their jobs to the kids and the horse was more popular than the motorcycle. The Montgomery County Explorer's they brought their digital fingerprinting system out and fingerprinted each of the kids and

the kids were able to take the cards home with them to their parents. And I did send a notice out prior to this activity asking that if parents didn't want their kids to participate they could contact me. They brought the 911 simulator out and the kids spent hours, they were there literally most of the day, making practice 911 calls so they would know what to expect if they ever had to make a call. But I think their favorite visitor that week was the Montgomery County K-9 Unit, they came out and brought 2 dogs, a tracking dog and an attack dog. They hid articles around the camp and the tracking dog found them fairly quickly and then they dressed one officer up in an attack suit and showed you why you don't want to run from the police. The police also gave us safety bags to give to the kids, which included coloring books and pencils and crayons and cups so the kids really liked that. We also had a visit from Garth Seely with LAND, which is Land and Nature Discoveries and he divided the kids into groups and took them on a scavenger hunt looking for different rocks and plants, they thought that was fun. And we added 2 new activities this year, cheerleading and skateboarding. The cheerleading we ran it like competitions where we split the kids up into groups and they would work on their cheers each day and then at the end of the day they would do their performances and the counselors would pick a winning team each day. For skateboarding we had 3 ramps, 2 fun boxes, and numerous grind rails and the kids learned different tricks throughout the week and both of these activities were so popular that we extended them to 2 weeks. And these activities were in addition to the regular camp activities so they could choose what they wanted to do or they could go back and forth between the 3 activities. And then we ended the season with a Field Day and Cookout, which the kids really liked. I did notice, this was the first year I ran the Camp, that there were a couple areas that we need to improve on. First on the rare occasion that a child's behavior became unacceptable I realized that we hadn't explained to the parents how behavior problems would be handled, so Wade and I are working to develop a packet that will include general information about the camp and a discipline policy and this will be handed out at registration next year. And we are working on guidelines for the counselors also so that they know what is expected of them, and I would like to expand on camp visitors when the kids had visitors coming it really broke the day up and they really enjoyed it. And our tentative dates for next year are June 22 through August 7 so I think that is it on the camp unless you have any questions.

Mr. Brown: Cathy love the camp of course big proponent of it you do a great job thank you.

Ms. Bupp: Jim came out and visited the camp.

Mr. Brown: Good stuff I love it for the kids. 2 things, one was how can we make it more obvious how the kids can sign up for the camp, how do we get the word out there because I think this still has potential to grow a good bit beyond where you have already gotten it which is spectacular. Where do you sign up and how do we do it?

Mr. Yost: Typically we just, it is in our newsletter when it goes out before summer and then just on the website.

Ms. Bupp: And the bulletin board at Selby's too.

Mr. Yost: Right we have flyers on the bulletin boards.

Mr. Brown: And it is an ongoing registration right?

Mr. Yost: Oh sure.

Mr. Brown: And it starts at a certain time, when can kids start to register?

Mr. Yost: Anytime.

Mr. Brown: Ok.

Mr. Yost: Well they register the day of camp as it opens.

Mr. Klobukowski: Do we provide flyers to the schools?

Mr. Yost: Well we can probably call but you have to call way in advance and they have a review process.

Ms. Bupp: We have them at Town Hall though where people came in pretty much in May and June.

Mr. Hoewing: Now that we got the sign out front we can put it out front too for a week or so.

Mr. Klobukowski: Can't we supply something to the PTA Presidents or the schools to say this is available for summer activities at the end of the year?

Mr. Yost: We could. We have to be careful of that too because we only have 6 or 7 counselors and there has to be so many counselors per kid and if you get over 150...

Mr. Klobukowski: Well there is nothing wrong with success Wade.

Ms. Bupp: And I already have kids calling wanting to work this year and even just to get hours and a lot of them are like you know I attended the camp as a kid and I just feel like it is a great program.

Mr. Brown: One other thing too Cathy I just didn't know if we had indulged one of our great resources for the area which is the Calleva people to potentially have them come out and do stuff with us too.

Ms. Bupp: No I haven't.

Mr. Brown: Yea they do a great job. I've participated with them on a couple of joint ventures, field trips etc., and they are right around the corner and so we need to tap them to come on back and help with it, they are very familiar with dealing with big groups of kids too.

Ms. Bupp: Yea that is a great idea.

Mr. Brown: Anyway great job, thank you.

Ms. Bupp: I also wanted to report just briefly on the Geocache program, it is up and running. And for those that don't know geocaching is a sport where people use handheld gps units to search for caches that are hidden outside. And the Maryland Municipal League, in an attempt to attract people to its various municipalities has partnered with the Geocache Society and formed the Maryland Municipal League Geocache Trail, which includes 78 towns and cities across Maryland. Our cache is hidden right out back behind Town Hall in a birdhouse.

Mr. Yeatts: Can I point out that cache is spelled cache, there is not a big pile of cash out there just to be clear.

Ms. Bupp: We have some neat things in our cache, money no...

Mr. Yeatts: Thanks Cathy.

Ms. Bupp: A compass, rain gear, decks of cards, and our Poolesville pins are a huge hit, everybody seems to be taking them. And ideally geocache seekers will leave an item if they take an item. The program started on January 1st and we have had over 30 visitors already.

Mr. Brown: January 1st 5 days ago, 30 visitors already?

Ms. Bupp: Yes.

Mr. Yost: We saw a guy today, he was out back wondering around and he had a gps.

Mr. Klobukowski: This is like the old road rally's they used to have in their cars.

Mr. Yost: Exactly.

Ms. Bupp: And I did contact the Police to let them know that we have the cache hidden out there and if they see any...

Mr. Kuhlman: You might want to make the count 34 because there were 4 people out there on Sunday.

Ms. Bupp: I also registered the Town on the Geocache website and each time someone visits they go back and they comment and then I get an email because Poolesville is on my watch list so I get an email and I can read their comments and they will tell us whether they had trouble locating the cache, what they took from it, I've heard comments so far like "Poolesville seems like a charming community and we will definitely come back and visit" or "After we found the cache we ate at McDonald's, then we took a ride on the Ferry", so it seems to be a really good program that is attracting visitors to the Town.

Mr. Brown: Put it on the Ferry that would be kind of neat.

Mr. Klobukowski: Go back and forth, put it so it has to be that the latitude and longitude is directly in the center of the river so they got to take a ride.

Mr. Kuhlman: Do we have any questions?

Mr. Yeatts: I would like to point out that in addition to the Geocache that one of the things I noticed was the Holiday Lighting Ceremony I saw people who had kids in the Poolesville school system who I don't think had ever been to Poolesville at night or outside of just dropping off their kids at the high school, it was a great opportunity for them to see what the Town is really about and not just I got to drop off my kids and then get to work so and watch out for the speed traps and so it was a great opportunity to come together with people like that and I cannot just commend the committee highly enough for that event because it just seems to get better every year and I am looking forward to this year so thank you.

Mr. Yost: Can I say something for Cathy also, she works with the Poolesville Day Committee and attended several meetings throughout the year and was instrumental in being the Town's liaison to Poolesville Day in case the committee ever breaks up like they did a couple years ago there is someone there with the records of how to do it, how it is done.

Mr. Klobukowski: So we have a book on that?

Mr. Yost: Exactly it is a file cabinet on it.

Mr. Klobukowski: With contacts?

Mr. Yost: Exactly and with her just taking over the position as she has and I throw a lot of things at her as well as the CEDC and she accepts all the tasks and just does a great job.

Ms. Bupp: Thank you.

Mr. Kuhlman: And also our most nervous person worried about tonight.

Ms. Bupp: Thank you.

Mr. Kuhlman: Thank you very much you did a great job.

Mr. Klobukowski: Thank you Cathy. Before we continue I would like to ask one question about if we could with respect to what the auditor raised with shutting off water and the charging of interest rates and all that, could we put that in the Town newsletter

please so we get the word out, since we are doing this and this is a new procedure we are following, well it is sort of new but it is not really but still let people know that...

Mr. Yost: No I think just in general the whole policy would be a good thing to have in there.

Mr. Klobukowski: In the newsletter, all right thank you.

Mr. Hoewing: If you can't fit it you could point them to our website we should have all that on there.

Town Engineer

Mr. Kuhlman: All right next we have Huron Consulting our Town Engineers and John Strong.

Mr. Strong: Good evening and Happy New Year everyone. This is the State of the Town we are looking at engineering construction, Huron Consulting is the Town's engineer. We act on behalf of the Town and we work with the Town where needed. We do the reviews of plan that come into the Planning Commission, we conduct designs as requested by the Town, we act as a consultation group with the Town Staff and also government agencies, we interact with MDE and also Montgomery County in various ways and I will go into those in a little bit. We also conduct numerous inspections on various projects. General engineering, some of the projects that you may have heard about, the Whalen Commons Band Shell that's a concept plan at this point we do hope to move onto that.

Mr. Yost: What's in that picture there?

Mr. Strong: That's a water line that is something that we are doing an inspection on as they were tying in to a water line at the high school. Westerly Avenue swales, that is another concept plan that we are going into at the present time. As some of you may have read the swales and if you have walked along Westerly Avenue you know those swales are fairly steep and one of the residents came up and asked us a question if that was an excessively steep slope so we went ahead and did a survey to confirm all the information that we had and we will address that a little bit too. Development, development construction, if you look right here you will see a bunch of freshly planted trees, this is a forest conservation that was added to the high school, originally when they came in with the development plans for the new wing they didn't have any forest conservation and luckily the Town has the code in their Code that it shall be in accordance with Maryland State and with any newly developed or additions being done to a property that opens the book to forest conservation. We placed the forest conservation along the instead of in one spot along the perimeter of the property so that you could get a little bit, so the people could have a little bit more shelter from the kids on the fields and activities that are going on at the high school. We were also able to do something similar at the elementary school, we got the forest conservation in at the elementary school. We also review the plans in accordance with the Code and the Master Plan, plans that come in that are preliminary in nature and also in final phases. At the present time some of the plans that we looked at were the Hernandez Property, Parcel 477, Jamison Town homes, and then other projects that were assigned to us. We also are doing the inspections, we will be doing the inspections for the improvements on these properties. Stoney Springs, everyone has probably seen that around Town, we have done the plan reviews on phase 1 and they've moved into construction. This is a stormwater management that is located at the back of the property, that pond is temporarily a

sediment control pond and will become a full dry pond once the facility is complete and the adjoining properties are complete. We also did the well house design and it is in accordance with all the other well houses in the Town so when you move from one house to the next house there is nothing new that you have to try to figure out and that is very important for the guys who are maintaining things. Wastewater pumping station review, there is a brand new wastewater pumping station that will pump from the midpoint of the property all the way out to Fisher Avenue to that pumping station. That Fisher pumping station will also be upgraded. The infrastructure submittals you can see some of the structures and in fact you are probably driving by and have seen all the great big structures sitting out there, well we reviewed those submittals to make sure they are in compliance with the Codes that the Town has adopted and that they are in conformance then we go out into the field and inspect those structures prior to being placed to make sure that there is no damage to the structures, make sure that they are functioning as designed and if there is any problems we make sure that before they are set that they are repaired, then we will also be doing construction inspection, now this construction inspection and also to the infrastructure and wastewater pumping that is all borne by the developer, that is a --- cost to the Town in other words the Town doesn't absorb any of that cost. We expect the models to be completed sometime in the spring and also the infrastructure to be completed sometime in the spring just on Phase 1, one small portion of that project. Brightwell Crossing again planning review has been done for Phase 1, the well house design is complete and also on construction, they are a little bit ahead of Winchester in some respects but not in others. This is the station waiting for a --- system at the present time to be installed. The work that is going on right now is a water line installation and also the contractors going to bring down, the developers bring the three phase down to this station, most of the stations are single phase because that is generally what's in, I'm talking electricity I'm sorry I'm ranting a little bit here, its single phase to the station and there is a converter that takes place, we have been able to get three phase because of this line here down to the station so we are able to do away with the phase converter which makes things a little bit more efficient. Back on Brightwell Crossing real quick they are expecting also to have their two homes models up in the spring. Inflow and Infiltration this has been an ongoing article within the Town and you have probably heard a lot about it, we had finished up a completion of phase 1 through 5 study and also the lining of these pipes right in this area basically, that work is completed, now we are out looking for additional areas that need to be studied. We did some preliminary work this summer and additional smoke testing is going to take place this winter, we have 4 meters now we only used to have 2 meters for flow monitoring, we are in the process of putting those meters in and moving them around, we have had 2 good events and they are being moved to a new area, that data is very important and I must thank Chris a lot, if you don't know Chris he is the young lad over there, he is the muscles behind getting those meters out of the ground and also getting the data back to me so we can take a good hard analysis of it and try to determine if there is a problem and where those problems are occurring and what type of problem it is. We are going to continue to work with the Staff on further investigations we have a plan in place where the meters should move each time and hopefully we can get 2 more significant rain events before February and that will give us a chance to move them out to the next area and that will give us additional information. Right now we do have one meter that did break down and Chris is working

hard to get that repaired. Next thing utility permits, the Town processes has a process of processing if that is the correct way of saying it, of utility permits, they charge a fee for that, the contractor comes in fills it out the permit, and on that permit he says how much property he is going to disturb and how long the runs are, we go back and we confirm that those dimensions are correct, we then go back and do an inspection of when it is being installed and make sure such as gas lines are being placed at the correct depth, also that when the work is done if they bored and a lot of this work is bored with a --- bored which is a --- and you drive it through the ground, think of driving a pin through the ground, we confirm that they haven't done any damage to any sidewalks, hit a pole, taken out electric lines, or damaged anything that we can see, being it is bored under ground sometimes we can't see that they clipped a phone cable line or something like that, the only way they are able to find that out is when the phone call comes in to Verizon in that respect. Town Hall I've worked with a fair amount of municipalities and you all should be very proud of this building, it was probably the largest expense you had last year was in the construction of this building, its under warranty now for one year, things will be taken care of, there are some minor things that need to be addressed by the contractor within that warranty period. It is nothing abnormal but that was a large amount of our time that was taken up last year was in the construction management. Lagoon pump station, this is kind of a project that nobody really knows about except for the guys that have to do the work and get into the manholes and everything else, this area the lagoon is back here and when water comes down the line and enters, too much water coming into the wastewater treatment plant due to I&I it backs up down a separate line, it comes down to a pump station that used to be here, a tin can pump station that was 30 years old, now think about taking the old tin cans and burying them underground for 30 years and you will know what condition it was in, those pumps people used to have to climb down into the hole and sometimes try to start those pumps with a screwdriver and it was not the best of conditions and we looked at this project and we were able to say well you are not going to ever build a house there and the road is definitely not going in there so lets pull the pump station above ground, this way there is an access door here, all the pumps and everything are above grade its in self priming condition, it should last a very long time and it has all the abilities that the old pump station did plus a little bit more and it is located behind Stevens Park and I am glad that the guys don't have to climb down in that hole anymore. A couple other things we've been working on, well we had the design for the Kohlhoss sidewalk, we made this an ADA compliant walkway, I have heard good things about it, people seem to be using it, and the one thing that I have noticed about Poolesville more than a lot of other places is this is a very pedestrian town, people walk a lot and they walk all over and if we have chances of improving the ability for people to maneuver around town it's a very good thing. The construction was done under the road rehabilitation project and we will go more in depth on that as we progress. Elgin Road, Elgin Road this is a retrofit to an existing road, some of it we control and some of it we don't, the roadway itself is part of Maryland State Highway so any designs that went through had to be approved by Maryland State Highway also, the existing gutter pan slopes from up here where it ties into the existing, I'm sorry, this new gutter pan ties into the existing gutter pan up by the church, now if we would have followed the road bed consistently down the roadway we would have had a dip in the gutter pan and water would have stood, the travel lane if you take a level out here and shoot a grade back

toward the centerline of the road, the travel lane where the tire rolls on this side of the roadway has settled, State Highway is planning to come in this spring and rebuild this section and put a crown in the road to bring the water in the water pan over the gutter pan so it will drain to this outflow right here. This would have to be coordinated with the State Highway and working with Wade and a few others we were able to get the State Highway to come out and look at it and say yes this makes sense, this whole design makes sense, and what you are doing by tying this in here and carrying the 3% slope down in gutter pan to the inlet is the correct way to handle it. Now this is limited by the outfall of this pipe here so we had to warp the curb a little bit when they come back and rebuild this roadway the water will, if it backs up at any point, now that would take a pretty major storm for it to get to backup into this area, it would come around this curbing once this is all repaved it will carry down and any excess flow will carry on down the roadway to the next section of pipe, its restricted right now because there is a pipe that runs from here to the inlet over here which is slightly undersized, its 25 years old...

Mr. Yost: So by design is why they chose to do that.

Mr. Strong: That is correct and when we are rebuilding roadways or if we are putting in curb and gutter and doing what they call retrofit it presents certain idiosyncrasies that are challenges that have to be met. Spurrier Avenue this was another project and it did transform the neighborhood quite a bit, there used to be a drainage swale that ran down Spurrier Avenue along this area through here, it was an open swale that fell into a series of drainage inlets that were every so often down the way and we were able to take those inlets and incorporate them into the design so that we had flumes that run underneath the roadway to the existing pipe, we are still using the existing pipe and also the inlet system, except the inlets are now along curb and gutter, we found that was probably the most economical way of approaching it rather than moving the pipe and everything else over, we have heard great compliments on it, the citizenry generally seems to be happy with it, the curb and gutter pan, we also had a great contractor, we were happy that we had HML on board, they worked with the residents on a daily basis and again that is part of our process to evaluate contractors and determine whether the town is getting a value for their money.

Mr. Gole: What was that new patchwork in the pavement what was that all about?

Mr. Yost: The water guys will talk about that. It was a water main break, it never fails.

Mr. Gole: Ok.

Mr. Strong: Never fails whenever you get it just right something comes up. The wastewater treatment plant is going to be upgraded to the new Maryland State ENR standards. This is not going to cost the town any money at the present time, well it is not going to cost the Town any money according to MDE the Town entered into an agreement, the ENR standards are the newest standards required by the State of Maryland for all wastewater treatment plants.

Mr. Yeatts: Excuse me John could you explain what ENR stands for?

Mr. Strong: Enhanced Nutrient Removal.

Mr. Yeatts: Ok.

Mr. Yost: Currently we have a biological nutrient removal system which was an upgrade from the sequential batch reactor that we had previously, so each couple of years the State comes out with stricter standards for nitrogen and phosphorous.

Mr. Klobukowski: This is all aimed at improving the health of...

Mr. Yost: Save the Bay.

Mr. Strong: It is part of the Save the Bay priorities yea.

Mr. Yeatts: This is your flush tax money in use right?

Mr. Strong: That is correct and that is exactly what it is, the project is supposed to be completed by 2010. We conducted a study to determine the necessary upgrades then we worked with MDE on that, in working with MDE we came up with an approach that is an excellent way of maximizing the use of the facility. We are taking the existing pumps, we are going to put some variable frequency drives on existing air pumps to aerate the SBR, I know I am talking Greek here, but in doing so we saved a lot of money for the State and you the taxpayer. The new permit design criteria is we are allowed 3 milligrams per liter of nitrogen and .3 milligrams per liter of phosphorous. We are also incorporating a couple other control systems into this, this is just some of the paperwork, this is the design documents that we are working on, that is the preliminary report, that is the actually some of the flow diagrams that we did, that is the MDE statement for where we have to be and you can see lots of charts and everything else there. We confirmed the design perimeters after we did the initial testing with MDE, their pursuing this in other --- throughout Maryland so no fear to be you are not the testing bed in other words.

Mr. Yost: Basically what we are doing is taking our existing facility and manipulating the microorganisms we used to treat the phosphorous and nitrogen by adjusting the air and actually starving them of air for awhile they become very stressed and then when you reintroduce the air and mix it with the sewage they really break down the nitrogen into gaseous compounds and it is released.

Mr. Klobukowski: So we are talking about variable speed pumps not frequency pumps?

Mr. Yost: Right and we are actually going to save on electricity also because you are going to be using a lot less electricity, these blowers are huge, 4 or 5 of them would fill this room up.

Mr. Hoewing: So does it involve putting in equipment as well as software, is the software ---?

Mr. Yost: The software is part of the package for the ENR that is being paid through the State.

Mr. Klobukowski: Is this supposed to have a minimum impact on the way the plant is constructed right now, in other words made provisions when we put the BNR knowing the ENR was going to come along so that we don't have to go and do more construction etc.

Mr. Yost: Yep.

Mr. Strong: That is correct. The VFD's they will also cut down on your electric bill because what we found during the process and it is just the design the way it was originally carried in is that the pumps were probably running more than they had to but we didn't have a way to throttle it back basically so that is where we are at we expect the final plans to be done in January, mid January the end of January they will go up to MDE for approval, assuming everything goes alright we will be probably out to bid in April then sometime in May, June time frame we will be under construction.

Mr. Yost: Basically we have until 2010 to come into compliance and make the new system work according to the new permit.

Mr. Hoewing: How many local governments had to do the same thing?

Mr. Yost: Everybody, every discharge.

Mr. Klobukowski: I think it is based on size as to what...

Mr. Yost: Pounds per year.

Mr. Strong: All right road repaving this is probably the most visible project that was going on around town, we repaved Spurrier, a portion of Spurrier, a portion of Wootton, Butler, Sumpter Way, Brown, Hoskinson, Sedgwick Way, Elgin Road sidewalk project was under this project, Spurrier sidewalk project, Kohlhoss project was under this, and also the construction of Fyffe Road that is the road leading into Town Hall that was all covered under the repaving project. We also installed speed bumps you have seen several of those, we did patchwork, sidewalk patchwork, road paving patchwork, and also an elevated crosswalk at the elementary school. This brings all the roads that are approximately 25 to 30 years old into being repaved at least once and...

Mr. Hoewing: Somebody asked earlier about the 5 year projection we have as part of your repaving, you guys don't do the repaving, we have contractors that come out and you essentially help manage the process, you inspect what they do, you help design the projects and that kind of thing.

Mr. Strong: That is correct.

Mr. Hoewing: And we had a plan that you guys helped with the Town Staff put together as to how the repaving ought to be done, what roads go next based on age and other factors.

Mr. Yost: Correct.

Mr. Strong: That is correct. I think the next phase is in 2011.

Mr. Yost: The Seneca Chase neighborhood.

Mr. Strong: Streetscape. The design for this project, which is the streetscape project, which runs basically from the center of town all the way to Wootton Avenue, that was done with Montgomery County Heritage Fund monies. They required --- for instance to go in...

Mr. Yost: Right we had a \$50,000.00 grant to move forward with the design plans.

Mr. Strong: We are coordinating that with the State Highway again this is State Highway and we will have a presentation on January 26, 2009, which is your next Commissioners Meeting. Wootton Avenue Park or Parcel 840 we went out and surveyed the property, we placed property corner pins, we came up with 3 different variations and a concept plan, and it has gone to Parcel 840 committee and is being reviewed and commented on at the present time. Ok 2009 projects, General Engineering these are projects that are assigned, Development and Construction Services we expect the development portion to slow down considerably, there are probably not going to be as many plans coming in as what we once had because most of them have already gone through the process so there may be some construction services that will be implied due to people trying to develop those parcels, of course they may not due to the economy decide to move at this time. Brightwell Crossing we are in Phase 2 of the plan review, we started the inspection process and again that money for the inspections they go back to the developer to pay. Stoney Springs plan review again Phase 2 we are in the final portion of that and the inspection process is underway. The Band Shell we were tasked with the concept design, there is money available through the State...

Mr. Yost: Heritage Program.

Mr. Strong: So we expect that probably to move forward on that.

Mr. Yost: We did get \$100,000.00 on that.

Mr. Strong: And we expect that to move forward, once the concept plan has been approved and then go to construction. Wastewater treatment plant again that is State money, we are finishing up the design and moving on to construction. Westerly Avenue swales if it is decided to pursue that 2009 construction documents could be done and it would be up to the Commissioners whether they want to pursue that into construction. Considerations, increased funding for I&I repair work with priority on (inaudible) what I am trying to say there is we know where some problems are and it would probably be wise to go ahead and try to take care of those, the sooner that comes out, those repairs are done, probably the quicker the problem can be put to bed. Set aside for funding removal of the septic systems, the town is aware of where those septic systems are, it has been out there for awhile and just recently some of the systems have come off because of developers bringing things in and we've also done one design for one at the corner of Hughes and Westerly.

Mr. Yeatts: How many systems are we talking about that are left?

Mr. Strong: I'll get to that in just a minute.

Mr. Yeatts: Ok.

Mr. Strong: All right some of the repairs could be done for I&I at \$250.00 a manhole, we have talked about it before, that is insert of chimney sleeves in the manholes and this is a picture of what the chimney sleeves look like and it can be done fairly easily, town staff could do it in their spare time, I'm not sure when that happens but they could do it. Sections of pipes that were slip lined, around town several years ago you did some slip lining and there could be a graphed interface to be done because sometimes those leak around the at the manhole interface at \$2500.00 a manhole. Septic systems we provide an estimated cost for providing 13 taps to residents at the property lines and associated piping, in other words this is in the Master Plan there is 13 homes that aren't being served at the present time that could be brought into the sanitary system, 3 of those services lines, 3 service lines would tie into pressure sewer lines, there are a couple pressure sewer lines around town, 10 homes would tie into gravity lines, based upon our visual observations only and this is not surveyed, 9 of those homes would require grinder pumps in other words there is a peeling away or there is not enough fall to get the sewage to the lines, the main homes of course would be served by gravity feed.

Mr. Klobukowski: Wait a second when you say removal you are not physically digging up the septic tank in the backyard.

Mr. Strong: No, no, no it is only bringing in to the property line.

Mr. Klobukowski: You are doing nothing to that, you are just abandoning that and etc.

Mr. Strong: That is correct.

Mr. Yost: There is a proper way to do it.

Mr. Strong: Yea there is a process for when a homeowner closes out his septic field it is an abandonment of his septic field.

Mr. Klobukowski: And you would witness that?

Mr. Yost: The County does.

Mr. Klobukowski: The County would have someone there witnessing that?

Mr. Yost: The inspectors.

Mr. Strong: That is part of the well and septic systems in Montgomery County. We are at another thing that is a possibility is Kathy Mihm did her report a couple weeks ago on a possible treatment process for Radon and Nuclides within the Town well system. The

water at the present time does meet the criteria set forth by MDE for acceptable drinking water but if the Town decided to go ahead and upgrade even further for additional treatment there is a couple different paths, we looked at 2 just a couple quick paths we wanted to try and not put it all at one treatment point, if that was a decision to be made we wanted to keep 2 treatment points in place for redundancy purposes mainly in case one plant went down we wanted to be able to make sure that you were covered in some other way, it may not be the most, if one went down it would have an impact on the town but we looked at just 2 quick possibilities based on location...

Mr. Klobukowski: So am I understanding you correct what you are saying because we do not have a central distribution system where everything flows to one point the water goes into one point and then comes out of it and goes to all the homes, you are proposing that the Town sort of be divided up with certain wells being treated at one place and other wells treated at another place or would they be able to be cross connected if one plant went down and the other plant was still operational?

Mr. Strong: It would be possible. We have not progressed very far with this at the present time because it wasn't a...

Mr. Yost: But you are right Jerry we are creating those points of entry that would be specific to 2 areas of town where 5 wells would go to one plant, 5 wells would go to the other and doing that a couple things out here, one that we definitely don't have a backup system if a well was contaminated from a gas truck spill or whatever some unforeseeable thing that may happen, but also it is actually probably less expensive maybe we are going to find out to break them apart because just putting the infrastructure and tearing the roads up the sidewalks that it would take to get the well houses to these central points, to a central location that is the whole thing.

Mr. Klobukowski: And we have 2 water towers so that sort of complicates things even further.

Mr. Yost: And then it would feed right into the system which would be a loop system anyway so half could go down to feed the whole town.

Mr. Kuhlman: Ok.

Mr. Strong: So we hadn't progressed more than just at this stage to see what the most economical way of approaching it would be and that is it.

Mr. Hoewing: To simplify all of this, there have been some articles in the paper about a major water main break in Montgomery County and there is a lot of discussion about how bad the infrastructure is, it is old, how would you, what would you say about our Town's water system is it in good shape physically?

Mr. Strong: Its kind of a hard question to answer because there is no, if the water line breaks in front of your house than it is not in good shape ok, but there is a certain amount of stress within a water system that you would expect to find. The piping within town that I have seen that has been excavated has been in good shape, it hasn't been in poor shape, we would expect as that magic 50 year old pipe, AWA when they designed the criteria they set 50 years as a benchmark then you would expect to see some degradation take place.

Mr. Hoewing: And where are we at this point in our water system, some of it is newer than others but is it older?

Mr. Yost: The older lines are going to be like about 35 probably which would be Elgin Road, the main part of town, we do have Ductalian which is the best pipe that you can

have.

Mr. Strong: Right in the newer sections this goes out to the new developments, WSSC in an attempt to slow down the acidic soils that we do have around here from attacking the ductliner pipe at all has instituted a basic plastic bagging of the pipe, when you slip a plastic bag over the pipe is what it amounts too and...

Mr. Klobukowski: Hey if it works it works.

Mr. Strong: Exactly and all the new construction that you will receive in town will have that plastic bagging. The pipes that I have seen when we have dug the taps we take out a portion of that pipe which is called a coupon, the coupons have been good and solid and we haven't seen any flaking or fracturing off the pipe to any great extent so generally I think your system is in good shape.

Mr. Hoewing: The roads are generally in good shape I saw I mean I have been in Hunter's Run those roads some of those look we have had some discussions about that but are they going to be repaved or what is going on with them?

Mr. Yost: Probably not until 15 or 16. Seneca Chase is definitely our next big one and we estimate that to be about \$750,000.00 contract where most of our contracts have been 3 to 400,000.00 so just the sheer size of the roadway, the width of it, it will be that price.

Mr. Klobukowski: What road was that again Wade?

Mr. Yost: All of Seneca Chase.

Mr. Klobukowski: All of Seneca Chase?

Mr. Yost: Right.

Mr. Klobukowski: Can I ask some questions? With respect to utility permits having driven around the town looking at the lights with my granddaughter and family I noticed several places where there is a lot of lines running between repeaters, cable repeaters, and it raises the issue, you were saying that they are burying all these lines, all these companies come in and they bury these lines how many of them put them in ducts, in pipe, in other words I know under roads they are supposed to put them in a pipe so you don't have to dig up the road and I know that because I got a speed hump next to my driveway when they tried to put one under Fletchall Road and they went to shallow, didn't go deep enough, so basically when the thing went under it actually raised the asphalt but I was wondering is how many lines are we getting buried here and then abandoned and how much disruption does it cause the Town and cost the town with respect to rather than allowing them to bury these lines making them possibly do it right and I read where other cities have actually required them to put them in pipes so if a line breaks its easy to fish another line through as opposed to have to go in and dig this stuff up and all this other stuff.

Mr. Strong: Well generally the electric company, the phone companies...

Mr. Yost: They are in conduits.

Mr. Strong: They are in conduits yea. I think you will see Comcast a lot with wires running everywhere their habit is rather than locate the break is to temporarily run a surface line and then come back and install with a trencher or a torpedo a new line which means the old line is abandoned in place which we have run through a lot of, the Town doesn't have anything in place right now to remove the existing line, once a line is abandoned it just lays there, we have actually done some construction work where we have first of all we have the mislocated a lot that is why people (inaudible) lose their cable T.V. all the time while we are doing construction but they mislocate it, the guy

from Ms. Utility comes out he locates where the plans says it should be and then when we dig we hit abandoned lines which we don't know are live or dead or any other. If the town wanted to go ahead I'm not sure how it all would work...

Mr. Yost: Me neither I was wondering how the franchise agreement works.

Mr. Strong: I'm not sure how your agreements are structured with cable T.V.

Mr. Klobukowski: Well the agreement is just allowing them to come into town, it doesn't say they have the right to disrupt everything either and we have this utility permit on the books and maybe what we need to do is to modify it to say that if you abandon a line you will replace, if you are going to replace a line you will remove the abandoned line and they may not like it and FIOS is a long way from getting here because from what I understand in talking with county cable they are no where near...

Mr. Kuhlman: Jerry we are going to have a work session can we get the discussion at the work session we got 3 more reports...

Mr. Klobukowski: Excuse me Eddie, excuse me Eddie, this is the time ok, excuse me but they are going to come out here digging so that is my concern is you have all these lines running all over the place what that is going to do. The other thing I had a citizen raise the issue of the Elgin Road sidewalks, the existing sidewalks that are on the side opposite the, on the Methodist Church side, the height of them the fact that if you are a disabled person in a wheelchair some of those driveways are really high, the State its my understanding put those sidewalks in.

Mr. Strong: I do not know.

Mr. Klobukowski: Are we going to be able to relieve the height or do something there, I understand that part of the reason for that is the channeling of the water for drainage, that is one of the reasons they were made so high, I was told that years ago.

Mr. Strong: It's possible but I can't see that but I would have to take a look.

Mr. Klobukowski: And that sidewalk will connect up to Brightwell Crossing sidewalk.

Mr. Strong: Correct eventually.

Mr. Klobukowski: Because I understand there was a citizen or two there that wonder where you are going to put it with respect to their front yard and one gentleman has got an iron fence in front who lives there. Next thing it is my understanding that we have a letter or an email from the State that they are proposing to reduce one of the concerns over speed on Fisher Avenue and they are proposing to eliminate the turning lane from the Magruder Shopping Center all the way down to Wootton Avenue, have you seen that?

Mr. Strong: We've requested the plan from the State to see what they are proposing. All we have is verbiage at the present time and although he may know what he is talking about I am unsure to what he is talking about.

Mr. Klobukowski: Well I was wondering has anybody made him aware of the Town meeting we had with the local farmers in here, one guy said you can do whatever you want we are still going to run over I will just run over whatever you've got there.

Mr. Strong: He is aware of that meeting yes.

Mr. Klobukowski: Ok. All right and also this is a minor thing and I should have brought it up with the Planning Commission and Parks Board but my understanding is Metro is installing a bus kiosk on the back side of Poolesville High School on Wootton Avenue, it was requested by one of the ladies there to have a kiosk for the students who live down

county and have to ride the Metro bus down county and I was wondering if you guys knew about that?

Mr. Yost: First I've heard of that one.

Mr. Klobukowski: I saw some markings on Wootton Avenue maybe it was for something else on the back side of the high school where I thought maybe they were proceeding with it because Metro told this person who called that yea we already have plans about it we know about it and this was back in the fall and they haven't done anything yet.

Mr. Strong: I have not seen a set of plans for it.

Mr. Klobukowski: It is supposed to be a Plexiglas bus kiosk.

Mr. Yost: That would be the Ride-On bus.

Mr. Klobukowski: The Ride-On bus rather yea to protect the students during inclement weather.

Mr. Yost: I will see what I can find out about that.

Mr. Klobukowski: Thank you.

Town Staff Reports

Parks and Streets – Preston King

Mr. Kuhlman: All right any other questions for John? All right thank you very much John.

Mr. Yost: You awake Preston?

Mr. Kuhlman: Are you Preston?

Mr. Klobukowski: Take a good look ladies and gentlemen he cleans up really well.

Mr. King: First of all I want to thank the Commissioners and Wade for giving us this opportunity to have some input on pending budgets and updating people on projects we have done, events we are involved in, and maybe a few other things you don't know about what we do for the Town. First off I'm going to go briefly over some of the projects that we've completed in the last year maybe year and a half and some of the events and first off I believe Wade has some pictures of our buildings.

Mr. Yost: Which one you want to talk about first?

Mr. King: Ok lets do the buildings Wade up top. Now in the last 18 months Town Staff we have planned, designed, and actually built approximately 2500 feet of storage buildings as well as covered buildings at our facility. Now this one is for our storage of our equipment and on the north end or actually the south end there is actually a large metal beam that we use to move our salt spreading equipment on and off our vehicles and the previous picture Wade had showed you, lets go back to it, this is a structure that we built over our affluent...

Mr. Yost: Affluent structure right for wastewater.

Mr. King: And that was to help with the quality of water, it reduces the algae by reducing the light to it and to save the Town money Wade and our staff members Brendon McMinn and Chris they designed it and it was given to us the Parks Department and we went out and ordered the materials, we designed it along with them and we put it in place. The next project I don't think we have anything on the lights do we Wade?

Mr. Yost: The pictures are all messed up, hey here's some lights.

Mr. King: Ok the Hoskinson light projects, we did not actually install the lights but we did run all the conduit on Hoskinson and we also had another project Tom Fox where we installed in front of the church down there we also ran I think approximately 21 enough

for 21 lights on there. We also there was pictures on the Kohlhoss sidewalk project we went in there and we moved I think 5 or 6 lights in there and by doing that we didn't have to purchase new lights, we used the lights and existing power in ground but we handled the movement on all the lights. Also basically that was the physical projects that we had to do and I am going to move on to some of the events we covered.

Mr. Yost: Well you also, I'm going to interrupt you for a second here because I call Preston off all the time to do more jobs for me as things come up and a good example some of them are smaller but for example the sign out front here, Preston and his guys built this, got the pad poured and pulled electrical conduits for it, put the electric in, did the stone mason work.

Mr. King: And we have all the stone signs entering into the Town and at this park we have, we designed and then we --- the construction of it and actually Wade said something interesting, he calls us and he does hand us many projects that come down from you from the CEDC so we are kind of implementers of you guys, you guys work through the projects, approach Wade, Wade said my crew can do this, they can't do this, we have to outsource it, he has great --- in him and I do like that he has faith that we have the talented men that we can almost do anything personally, the only thing that limits us is our size of staff. So anyway the sign was another project, we also in Whalen Park this past year we also upgraded our power for the park to handle the concerts and the Christmas light display and we also were very involved with conduit and other projects with the construction of this building here, be if it was landscaping, tree removal, etc. and this was a great project to work on and personally I think it was a great project for the Town. I have been working for the Town for 12 years now and when I came on board we were basically maintenance as in mowing and a little snow removal but within the last 6 to 7 years we have taken on a lot of projects and a lot of duties and some of the events now we do the Christmas lights which I thought was fantastic, when you see that many people come out, very good. It took us 8 days, almost full days, to lights up, lights down, and when I started working here we didn't even touch a light, the Fire Department did it. We have absorbed that, Wade allowed us to buy a bucket truck to help us implement that and I believe the CEDC they have further plans for next year for more lights, larger, and you always go larger and you cringe a little bit but what I saw this year it was for a good cause, it really showcased the Town nicely. Then we also have concerts now and movies, 13 concerts and 5 movies, doesn't sound like a lot but that is almost every weekend in the summer and that shows wear and tear on the park and also we have to have personnel in place for trash removal and that is about the events and projects. Now we do wear many hats in the Town here and there is a lot of things I don't think people see us do but I just want to go over them real quick. Of course we mow and maintain the parks, trash removal is another thing it sounds small again when I started here we maybe had 10 trash cans, 11 trash cans, we are up to 50 trash cans small number but it adds to the work load. Wootton Avenue we've really made a concerted effort across from Selby's we have 5 cans in there and you are starting to see people use them but it just adds a little bit onto the work...

Mr. Yeatts: It looks noticeably better down that street too so you are to be commended for that work.

Mr. King: And another thing that we have done is tree planting in the Town, well those young trees are getting older and that has led to more maintenance, fertilization, trimming

just overall care of the trees and that is a constant thing and we have taken that on too, Wade allowed us to purchase some deep root fertilizing, the bucket truck also is used for the tree work so we kind of tied everything together on that. Ball field maintenance is an issue that can we do better yes, do I have the personnel to do it no, I just don't have the personnel to maintain it the way I would like it but we do the best we can. Another thing that is coming online is street lights we were talking about how we put the conduit in but those lights are actually our lights so now we have to maintain the lights that we have which is 2 roads now but if I understand things in the future we might have every light in Town and actually I'm in charge to a certain extent of buying lights and stuff like that, I would rather have it so we can have a fix that day not 60, 90, 120 days later to get a light bulb fixed but that also we might need some equipment, once again maybe some training because we are not trained electricians but I think we could handle it we just have to work with road repair crack sealing we have a cracked sealing unit, last year we didn't get to it because we were busy but we try to go out there and do some preventive maintenance with the cracked sealing. Leaf removal was another thing that was added to our plate a little bit each year it has been more and more, Wootton Avenue, Spates Hill, there are several other streets that have good curbing which traps the leaves, we go in there and try to remove them for aesthetics but it also it is for a reason you do not want all that organic material going into your stormwater system because it does build up after a while and leads to problems later on. Pond maintenance is another thing since I was here the last several years trying to improve the quality of water we've added aeration systems and tried to do some weed control in there, it takes time. Another thing is speed signs we've purchased one, we try to rotate them every couple months, I think that was actually one of the better things we've done and the people really like it and it does a good job. Animal control during the summer time we get calls for snakes, raccoons and this is the people you don't see it but this happened because Montgomery County does not come out and take care of it, we are on a phone call basis and the last thing sidewalk snow removal there is a lot more but this is one that Wade and I have kind of taken on ourselves to we keep expanding it and expanding it, not asked but we just kind of see the need like we always try to keep the sidewalks a little extra to get to the elementary school, to the middle school we do a little more, the high school kids they drive to school so they can work around it but we took it upon ourselves because we saw the need and we are going because we own a certain amount of sidewalks but you know what if you are driving at one mile down the road might as well jump on the sidewalk use the blower and I think Tom Fox we run the whole length of Tom Fox right now and it just makes it easier for the middle school kids which that is a high volume sidewalk to go down that way. We have a lot of hats and we have a lot of things I didn't touch on that is just a quick overview. Next thing the Town is growing we have Brightwell and the other development coming online, it has 4 miles of road man that is not a whole lot, that is a 25% increase for me, now what that means for me, snow removal right now I have to borrow a man from the water department, we go to this I am going to have to have another full time person just for snow removal and a vehicle, these things I know several years down the road that is why I am mentioning it now, it is not tomorrow but 2 or 3 years when they are fully finished, I am going to have to have people, it is going to add 1000 people, its going to add 400 homes and for each home if you think about it 2 street trees per home that is 1000 trees that we will be maintaining for the rest of our time here,

2 park systems coming on, one is a larger scale one, I am going to need another mower to handle the ball fields a large mower and also there is a lot of, that nice pond that dry pond they showed that is a lot of acreage right there. There is going to be a lot of open space, trails that are coming my way and we are going to have to address that with equipment and personnel and that kind of leads me to equipment and the personnel end of this I will make it quick and try to get through it. First off Wade can you bring that truck back up for me please, ok should have historic tags on it, one thing that we do when we finish with a vehicle it is truly worn out, that is worn out. Several years ago we purchased another truck to replace it this truck here, now what has happened since that time we have grown we do more things and we had another senior personnel who was good at keeping vehicles working and he milked it and milked it and we got used to having that big truck and this truck has more and more uses now, the other vehicle truly has met the maker, now we are in a condition that is not too good, for example tonight we are having an ice storm potentially tomorrow I have a salt spreader on every truck of mine if there is a water main break this evening we have to take a piece of equipment out of the cycle for salt treatment, I mean we can work with that but it allows roads that would be icy longer where if we had the proper amount of vehicles we could have them salted. Also with the larger truck we also move a lot of salt and I need a big vehicle to move the quantities of salt so we are ready for snow events and ice events and I know all governments right now are tight on money but this is something I really think that we need to address fairly quickly, truly it is not moving.

Mr. Klobukowski: When you say salt I apologize for interrupting, when you say salt moving I don't know if people understand you are talking about going to the county and picking up the salt.

Mr. King: We go to the county and we pick it up to our yard so we can move it.

Mr. Klobukowski: How many truckloads of salt do you bring in just initially for a winter?

Mr. King: I would say 6 to 8 trucks and what we try to do is replenish and the people at the yard up there Mr. Webb up there he is one of the nicest guys and what I try to do is time it right now since we are out of a vehicle when they have an event tonight and they will load their vehicles, I will go over tomorrow morning before they unload their vehicles at their shop and say Mr. Webb can you drop a couple truckloads off so he will bring it to my yard where we have equipment to put it back into our thing, so we are working around it but I don't like relying on somebody's generosity to help us out I would rather take care of the Town myself and in the future the only other piece of equipment I would like to see us start setting some money aside for is a we call it a 5511 its that big mower with the wings on it and not this year it might not be next year but by the time the 2 new developments are online I have to have a mower just to keep up because this year we barely and as Eddie points out we do have some clumps every once in awhile because I can't get to them every once in awhile to cut them at the rate we need. And the last thing I will touch on real quick is our personnel I'm basically on all 3 of our departments, Parks and Streets, Water and Sewer we have 11 people that work physically out in the field, I am excluding Wade and Staff because they are here and these are the people I work with on a daily basis and just a couple interesting facts, 11 people work for the town, 7 of them were born or lived in the town but now 8 of 11 people live outside of Town and the average mile is 23 miles from here. And the reason I bring this up, one

thing we pride ourselves on is an instantaneous response to when we have a disaster or a problem and for example we had a tornado several years ago, we had 48 town trees go down the roads were cleared within minutes not hours, people could move through it because we had people in town but since that time I've had people get married have kids and to live they have to go outside the town and I am losing my ability to have instantaneous responses and I will just close on I know I can go on a little bit but what I would like to see is how can we retain good people, how can we get new people in and retain qualified people and basically it is pay and its always a tickler subject when it comes to dealing with government people and everything and its just something I would like to see addressed because I have a bunch of young people in my town that work for me and they will have kids in school here hopefully they will have kids in college and one thing when you work in your town, if you live in your town, you take pride in your town and I would like to see that continue but we have a lot of young men who were born here they can't even live here and they love working for the town but they have had to make choices to go elsewhere. Thank you for your time if there is any questions I will take them.

Mr. Klobukowski: I think we ought to recognize too Preston for having the running the Dick McKernon Fishing Tournament in the spring which I know thrills a lot of kids and they have a lot of fun at that the fathers and sons and I just have one other comment is you mentioned ball field maintenance, when I first came into town before I became a Commissioner there was an organization called UMAC and they volunteered and brought in the ball diamond mix or at least I think they helped spread it, I think one of the things that when you say the word community is when people help not only each other but also help the town for the greater good and I would hope that we would ask and they would be willing like PAA, UMAC, some of these people who use our fields if we need a little extra help to do a few things and I know they do things like rake the field before their game or after their game etc., but if we need help to get the fields up I think a lot of these organizations are willing to pitch in to ensure that fields are in topnotch shape because its their sons and daughters that are playing on those fields.

Mr. Yost: You are right as far as the monetary aspect of it but as Kevin Carmack said who is head of the PAA it is difficult to get volunteers out there and when I coached UMAC several years ago it was mandatory for parents they had to have parent day where they go out and did a clean up in the spring but that doesn't happen anymore they have a very difficult time getting volunteers unfortunately.

Mr. King: And actually Wade has implemented on the soccer fields and ball fields we in general normally aerate the ball fields twice a year, over seed and fertilize and that is something we didn't do in the past, our ball fields aren't bad they can be better and just the time and water, I can't squirt on them and make the grass grow, so any other questions?

Mr. Kuhlman: All right thank you very much Preston.

Mr. King: You are welcome.

Mr. Yeatts: Thank you very much.

Water and Sewer Department – Devin Boyd

Mr. Kuhlman: All right next is our water and sewer department and Devin Boyd, Director.

Mr. Boyd: I would like to say hello to the Commissioners, hello to the ones I haven't met, I met a few of you sort of. My name is Devin Boyd I have been with the Town for about 4 ½ years. I took over the supervisor position in August of 08 when Wes Clem left. I have currently 3 pretty new operators working under me the guy that has been here the longest has been here about a year, which leaves me with a lot of training and a lot of teaching. I am currently in charge of the water treatment, distribution, sewage collection systems for the Town. Our water treatment system we've got 8 well houses, 2 storage tanks, hundreds of fire hydrants, hundreds of valves, and I don't know how many miles of buried water main. We've got 5 sewage lift stations and hundreds of manholes and miles of sewer mains, service laterals, all of which we've got to repair, maintain, and inspect. As for water valves we exercise turn them once a year, fire hydrants we flush them once a year, and as for the sewer mains we have sections that we do with our sewage that we clean out and also emergency situations if we were to have a back up cleaning those out. And we also on a quarterly basis will listen with a leak detection device to see what kind of water loss and if we have any leaks before they surface. Also if we notice any kind of outrageous hours on our wells we will go out and listen with a leak detection device. Lets see department responsibilities like I said is running and maintaining the water treatment distribution system and repair and maintain the sewage collection system. We also read, install and repair water meters and pretty much everything in between I mean that is maintenance of the buildings, mowing some of the well sites, I mean everything. Since I have been here I've seen some major upgrades to sewage treatment plant, I've seen the addition of a filter system on well 2 which is sometimes a little difficult to keep running and I've going to see the start of two new residential developments which will give us 2 more wells and 1 more sewage lift station. Since I have taken over the position we started to upgrade some of the backup controls for our wells, which are currently run through a radio communication system, which run off of the levels in our storage tanks. I did this by, the old backup system was run off pressure which were mercury would go one side or the other and which is a little outdated and a little dangerous maybe and put in digital pressure switches which are a lot more accurate and a lot more controllable. We've replaced one new well pump which was almost twice as expensive as normal this year I don't know exactly why and I've also got another one that I need to replace but because of budget requirements I can't do that right now. We have replaced 2 pumps at our large sewage pump station which was badly needed and I'm also replacing a flow meter in there and I've also hired our newest operator Sam Hept. Normal day's duties we go in the well house and we record numbers, test the water for pH, chlorine, and we also record daily numbers in the sewage listings and besides that that is pretty much the only routine thing we do, from that it changes day to day which is definitely one of my favorite parts of the job. Myself and my operators we are expected to be plumbers, electricians, mechanics, pavers, laborers, equipment operators, samplers, meter readers, you know all this on top of being water operators, which is what we are hired for. We rotate on a weekly rotation on-call we have an operator who holds a pager who is on call 24 hours a day, currently there is no pay differential for this and if in the future if it is all possible I think that would be greatly appreciated if we could have some sort of however small it is maybe it wouldn't be such a fight over who's week is next. Recently we've, you know we have emergency situations, we have a lot of water main breaks, I heard somebody say we had to cut up

Spurrier Road after it had been newly repaved but that is all part of the job 24 hours a day we will be out there if it is leaking. Like Preston was saying talking about the water main breaks we greatly need that new dump truck the old one is dead and it was being held together by duct tape and strings and it is immobile at the moment and the larger truck that Preston has got its got a composite plastic bed in it so if I have got any kind of road debris, rocks, that I pull out of water main breaks, that bed is not designed to handle that. And besides that does anybody have any questions?

Mr. Klobukowski: I just have one with respect to water testing, you go in the well and you say you test it, is it like you flip a few switches on a test monitoring panel which gives you then the pH reading and all the other stuff or do you...

Mr. Boyd: We've got a portable pH meter and a chlorine meter which we test the raw and treated for pH and we have a chlorine meter which gives us milligrams per liter of chlorine in a 10 milliliter sample for chlorine.

Mr. Klobukowski: How long does that testing take you to do?

Mr. Boyd: On average maybe 5 to 10 minutes in each well site.

Mr. Klobukowski: Ok now that is not much each individual for one well but over a period of time and I am wondering would it be worth it to sort of like you said digitize the tank levels, would it be worth it...

Mr. Yost: By State law you still have to take the sample.

Mr. Klobukowski: Ok you still have to take the water sample everyday?

Mr. Boyd: Yea you still have to take a grab sample.

Mr. Klobukowski: All right thank you.

Mr. Yost: Also with Devin may I add in as he was coming up over the last 4 or 5 years the way I taught him I said we were grooming him for the position that Wes was going to leave us one day and you are going to be the man in charge and he went out, you didn't believe me did you, and he did go out he is licensed by the State a Class 1 operator for water distribution, then a Class 5 for wastewater, and if you recall about 5 years ago or 6 years ago I was the only guy that held that certification and now we have a couple of them and Devin was definitely one that went out, he has great knowledge of the wastewater plant as well as the whole water system so he is a good man that we have on our side.

Mr. Hoewing: Devin do you live in Town?

Mr. Boyd: No I don't I live in Frederick.

Mr. Hoewing: Affordability of housing is that the issue?

Mr. Boyd: Yea I've got a small daughter and a soon to be wife and I can't afford to live in Town. I moved out here from Baltimore and Montgomery County is a little bit more expensive than Baltimore City is and...

Mr. Kuhlman: Considerably.

Mr. Boyd: Yea I was kind of surprised and I can't afford to live in Town.

Mr. Brown: Hey Devin I've got a question for you, what is the, do you have a long term maintenance or I guess the discussion has already been in place about the water towers and what we have to do to keep those maintained, what plan of action do we have for them?

Mr. Boyd: They are recommended by the State to be inspected every 10 years which is coming up this year for the million gallon tank which is in Tama II and I believe the 500 was inspected a year ago or so.

Mr. Klobukowski: 6 years ago or more.

Mr. Yost: We did inspect it a couple years ago.

Mr. Klobukowski: We rebuilt it.

Mr. Boyd: Yea refurbished a while back but I believe it was inspected a year or two ago.

Mr. Brown: And may I make a suggestion that we get a new safety harness for it.

Mr. Boyd: We got up the other one though.

Mr. Brown: Ok that is still my recommendation.

Mr. Kuhlman: Any other questions for Devin? I will say this I go out and visit a lot of water main breaks and Devin is there and he is always in the hole working and his underlings are always standing up on top.

Mr. Boyd: That is changing.

Mr. Klobukowski: As the weather gets colder right.

Mr. Yost: He is also an accomplished backhoe operator also I must say.

Mr. Boyd: Getting there.

Mr. Kuhlman: Thank you Devin.

Mr. Klobukowski: Thank you Devin.

Mr. Hoewing: Thank you.

Mr. Boyd: All right thank you.

Wastewater Treatment Plant Superintendent – Chris Williams

Mr. Kuhlman: Chris you still awake, our Wastewater Treatment Plant Operator and Superintendent Chris Williams.

Mr. Williams: Ok I will try not to take too long it is past my bedtime. I've met a couple of you several times, others I've maybe met once or twice. I am Chris Williams I am the Superintendent of the Poolesville Wastewater Treatment Plant. I started in May of 2004 as a water operator, I was happy with it, but then we had the operator who was running the wastewater plant leave in January of 2005 and I was the go to person for wastewater and I have been working with Wade closely ever since. I actually got a Rookie Wastewater Operator of the year award in 2005 and became a certified operator in July of 2007, I was certified Superintendent in October of 2008. As mentioned earlier the only other certified operators are Devin and Wade himself.

Mr. Klobukowski: Who certifies you?

Mr. Williams: The State of Maryland. Maryland Department of the Environment.

Mr. Klobukowski: Thank you.

Mr. Williams: And we have one other wastewater operator and he is a temporary certified right now and that is Craig Warfield and really Craig and I are the 2 main operators, I mean essentially its just 2 guys that run the entire plant most of the time. Occasionally if we need a hand we will have either someone from Parks and Streets or someone from the Water Department give us a hand but most of the time it is just us 2 and Craig has been doing really good he has been with us about a year and a half now, he has come along really great, he has been faced with a couple of really stressful tasks just on his own because I would be out of Town, like back in April of 2007 we had that nice rain event and I was at Ocean City at a conference for the Maryland Rural Water Association so that was a nice one to experience with him, he was on the phone every other hour with me all throughout the night just making sure he knew what he was doing and came back and the plant was still in one piece so he did pretty good there, I mean ever since then I felt like I really just trust him and actually get some sleep at night

without having to worry about the plant and can take a vacation and not have to worry about it so it has been pretty nice. Our duties we are on call 24/7 Craig and I have both worked shifts in excess of 30 hours, I was up on a 38 hour shift when lightning struck the plant a few months back actually losing all controls to the plant we had to run the thing manually. Our duties involve process control just monitoring and troubleshooting and correcting problems that might occur within the plant's process. We handle high flows from substantial rain events where we just have to sit there and baby-sit the plant and make sure everything is working right. Troubleshooting, repairing high voltage equipment, installation and removal of equipment, preventive maintenance of course, we dabble in a bit of yard maintenance and we also like everybody else help out the other departments from time to time. I guess over the past year though as John Strong had touched on earlier we have been really working toward the ENR upgrade and the main thing that we have been concentrating was on getting our total nitrogen levels down and we found at the main cause of that was nitrates, I don't want to get too in depth with it and confuse everybody real quick but we've had to figure out a way to get rid of that and we actually work very closely with Dr. Yue of MDE and Rodney Banks of DMRWA, John Strong and Bill Rosenbaum of Progress Engineers and find out exactly what we needed to do and we did an extensive in house testing and also sent out quite a few samples to outside labs to find out what was going on. Pretty much what we learned was the plant did not have enough to put it in simple terms food for the microorganisms to drive the treatment process, it is called BOD a carbon source it pretty much didn't have enough to drive the entire process to seed total denitrofication to have a low total nitrogen residual in our outfall and we had to remedy that with a carbon source that is a glycerin based chemical and since we have put that online we've actually seen quite a reduction in the total nitrogen residual going out into the plant, we have seen residuals as low as 1.7 where before hand we would have residuals of 11.whatever or higher and on average we have reduced the total nitrogen loading in our affluent about 50% from 2 years ago so we have come quite a ways and for the future we want to get that down even further and try to maintain a 3 mg/l residual for our total nitrogen. That is essentially what we have been working hard for the past year just trying to get this down so whenever our --- is completed we know exactly what we are going to do, one we are going to be fighting the system and try to make it work. I guess John Strong also touched on the installation of the Variable Frequency Drives for our blowers not only saving electricity but it will help the process as a whole because it has all driven off air so to help us control it just that much better. We are also talking of the new installation of chemical heat pumps for our ferichloride as well to maintain a .3 mg/l residual for our phosphorous which is actually going to be called for in our new discharge permit coming up here. John Strong said everything I was going to say so --- the I&I project we took over logging the zero meters from the water department, Craig and I both took that on, its just means we deployed to new sewer meters and we go out and collect the data and then we report it to the Town Manager and John Strong, we collaborate with the water and sewer department for collection of the sewage pumps and pump station numbers which is also reported to Wade and John Strong for what I don't know I just plug it into the report. I understand where it is going I just don't know what to do with that information personally. I guess I am running through this all pretty quick here, I guess we can kind of start touching in on budget here we might need an increase in our in-house lab expenses due to all the

extensive, more in depth and extensive testing that we are doing for our new permit, it is just a lot more reagents that need to be ordered and just a lot more equipment that we have to start taking care of for lab equipment that is pretty much why we need that. I also might need an increase in our chemical budget due to the addition of the glycerin chemical, right now before hand we only had polymer, which was used for the bell press for dewatering the sludge and ferichloride which was used for phosphorous control, now we have the glycerin add on and I have to order a new tote about once a month right now and I can't think of the price off the top of my head but it does add up and it is adding up. Another thing I would like to ask for is like I said earlier we had a lightning strike hit the plant a few months ago...

TAPE MALFUNCTION

Mr. Williams: What I am wanting for the plant is surge protection for our variable frequency drives and our programmable logic controller our PLC which is pretty much what drives our whole plant, that goes down I have no computer I have to run around throwing switches all night which has happened before for 30 some hours and that is going to cost about \$8,000.00 so and that is according to (inaudible) who is the person we usually go to as it is for anything like that.

Mr. Hoewing: So when a surge like that happens does that mean the equipment actually has to be replaced or just the software.

Mr. Yost: No sometime it is a board dynamic.

Mr. Williams: The board actually burns out, we had 2 VFD's we had to send 2 out to replace them, we had to get the bypassed because it fried them. We also lost the main processor for our PLC and that was a \$3000.00 part that I had to have to make the plant run and we had to send one of our new operators Andrew Witt from the water department 2 hours away just to get the part because I needed it.

Mr. Hoewing: What does the surge protector cost?

Mr. Yost: About \$7000.00 that is the surge protector it's a very large...

Mr. Klobukowski: You are talking about a whole plant protector.

Mr. Williams: We had lightning rods installed all over the plant and you saw how much that really helped whenever we got hit, I mean it didn't do much of anything when we took the hit.

Mr. Hoewing: Attracted lightning good job.

Mr. Williams: It also got the water department's 620I which is what they use for their radio communication, it took that out, luckily we had one on backup and that was able to be replaced but it took that thing right off.

Mr. Klobukowski: Is that a whole plant protector or just individual equipment, each VFD would have its own surge protector and the PLC would have its own.

Mr. Williams: Yes that is correct.

Mr. Klobukowski: Would it be just as good to have a stock PLC as a spare would it because if you are saying 3 grand on the shelf that is a lot of money.

Mr. Williams: Yea it is.

Mr. Yost: Right and we do keep a lot of things on the shelf but really big items like that we don't.

Mr. Klobukowski: Ok just ask one question if I may, the .3 mg/l for nitrate is that...

Mr. Williams: .3 if for phosphorous, we are talking about 3.0 which is what we want our goal to be.

Mr. Klobukowski: Right now is that State mandated or is that something that we...

Mr. Williams: Our permit is coming our new permit calls for they don't have a residual set or say what it is, its pounds loaded per year, it is cumulative each month but what they are basing it off of is a 4 mg/l residual of total nitrogen, we are aiming to surpass that goal. We have seen it we have actually gotten the numbers where we actually beat that 3.0 mg/l it is just a matter of getting the equipment to make it consistent.

Mr. Klobukowski: Does that mean then with the ENR we could possibly even go below that?

Mr. Williams: Yes that is what we used to --- to.

Mr. Klobukowski: Even with ENR you still need to use the glycerin compound?

Mr. Williams: Good idea just because our plant is carbon deficient by the time we get to our denitrofication stage, get rid of the nitrogen, we just don't have the carbon available for the microorganisms to feed off of so that is why we have to use the glycerin to feed into it to help drive that down.

Mr. Klobukowski: Thank you.

Mr. Williams: You are welcome.

Mr. Kuhlman: Any other questions for Chris?

Mr. Williams: I wasn't done yet.

Mr. Kuhlman: Oh.

Mr. Yeatts: Well while we have a break I will pop one question in and you are telling me you are basically a 2-man show?

Mr. Williams: Yea essentially like I said we have Wade and Devin otherwise it is mainly Craig and I.

Mr. Yeatts: And you gave us a list of your wish list did not include people so I am just curious.

Mr. Williams: We can handle it honestly.

Mr. Yost: That is what I like to hear.

Mr. Yeatts: I wanted it to be on the record.

Mr. Williams: We can very much handle it.

Mr. Yost: But we talked about the cross training that we need to help each other out in the water and sewer department especially and Preston's stuff.

Mr. Williams: That is one thing about our new water operators we do cross train the water operators for wastewater but the problem is our new operators are just so new I mean they are still learning the water system I don't want to throw a bunch of wastewater knowledge and just really get them confused, I want to try to let them learn their main duties before I try to cross train them into the wastewater so it is hard to cross train right now.

Mr. Brown: But it sounds like you got a solid plan.

Mr. Williams: Yea I like to think so. A couple other budget items I wanted to talk about is the self cleaning mechanisms for our dissolved oxygen analyzers for our ENR upgrade it is going to be necessary that our dissolved oxygen residual within our wastewater plant be very accurate and right now our online dissolved oxygen analyzers they have a tendency to get a layer of slime on them and it just causes them to be very inaccurate or even the grit in basins themselves could actually tear the membrane rendering them useless at that point so what I am looking for is that self cleaning mechanism for our DO

analyzers to help ensure that our DO analyzers are accurate and that is going to cost about \$4500.00 for all 4 basins.

Mr. Hoewing: How does it clean?

Mr. Williams: It actually sends out blasts of air to help blow whatever crud might be on it.

Mr. Hoewing: Simple theory.

Mr. Williams: The other thing that I have is our belt press that we use to dewater our sludge is 25 years old it is starting to see its last legs so we are actually looking at new belt presses I am just planning right now but I am just saying this will probably come up in the future I am not sure when because I still have to find out what the advantages of replacing it are, how we are going to pay for it, for a new one to be constructed because we have to tear down the old one and build a new one right where it was and just see how much it is really going to cost the taxpayer so I am not sure but it is something we ought to start looking at and planning and I guess that is it.

Mr. Yost: We start planning 5 years out and start saving for it now.

Mr. Hoewing: Is that the thing I saw Wade on the plant tour that helps dry out the...

Mr. Yost: It presses it and dewateres it basically.

Mr. Kuhlman: Is that it now?

Mr. Williams: That will be it Sir.

Mr. Kuhlman: Any other questions for Chris?

Mr. Yeatts: Excellent job.

Mr. Yost: I just want to say one thing, I kid my men and I say they are my men and they each take ownership of their own men but they have to deal with me everyday and they do see me everyday whether it is in the field planning projects, talking budget, and great guys and we work well together and thank you guys for coming up and I do appreciate that.

Public Comments

Mr. Kuhlman: All right at this point we will open it up for questions or comments or suggestions from the public on what they have heard tonight, anybody, yes Ma'am come forward please and give your name and address for the record.

Mr. Yeatts: Hey there are some that are still awake.

Ms. Brevens: Good evening I appreciate you taking the time to answer questions I am Theresa Brevens and I'm sorry you asked for what other piece of information, did you ask for another piece of information.

Mr. Klobukowski: Your address.

Ms. Brevens: I'm sorry, 17625 Collier Circle. I heard several things this evening that were questions and discussion that I didn't hear but I would take as action items if I were sitting in your position but I didn't hear those assigned as action items or any follow up or timelines to that so I wanted to see if that was something that we could follow up on with the public specifically looking at the position description I know you said there was just one open one but to me that is a standard procedure if you are running you know a thing that should be done, the quarterly report on investments I think that is something that is important that should be addressed I didn't hear a definite answer on that. Some things on the, there was the bus kiosk that was a follow up, there was the proposed plan to remove the turn lanes that seemed to be a follow up, these are just some things that I

didn't hear some direct deliverable some direct timelines responses back to the community I would like to have addressed.

Mr. Kuhlman: The follow up will be coming on the 13th of this month we will have a work session to consider the reports, requests, the comments and concerns of all the citizens and formulate a plan whether it is a budget issue or how to deal with all these issues that are raised tonight.

Ms. Brevens: And this work session is open to the community?

Mr. Kuhlman: Yes Ma'am open to the public.

Mr. Klobukowski: It's a budget work session, it's not a work session on these...

Mr. Kuhlman: It's a work session on tonight's meeting on the 13th.

Ms. Brevens: So somebody has these action items and somebody in the minutes has all this to be covered.

Mr. Brown: What was the first one that you said again, before the investments?

Ms. Brevens: Position descriptions, that was just one but. And then specific things I have on the planning report for Mr. Coakley there was a piece I missed, possibly I missed it, there is across from Spates Hill going I'm tired whatever that way is out of town...

Mr. Brown: Hernandez property.

Ms. Brevens: Yes the 3 proposed properties on 1 acre or something...

Mr. Brown: 8 acres.

Ms. Brevens: Is it 8 acres ok, is there a timeline for that or details for that.

Mr. Yost: They are first on the allocation list and they are probably this spring sometime they will be able to build.

Ms. Brevens: Is that part of the Master Plan?

Mr. Yost: It has been in effect since 2001.

Mr. Coakley: Well they were first on the allocation list for the 4 and under.

Ms. Brevens: I'm sorry say it again.

Mr. Coakley: They were first on the allocation list for the 4 and under sized developers. The larger allocation list is Stoney Springs Winchester.

Ms. Brevens: When I first moved here I checked the Master Plan and it was not, this was not listed on here so I was surprised to see it to me pop up because when I literally checked the Master Plan and came to Town Hall it was not there.

Mr. Hoewing: Well the Master Plan wouldn't have that.

Ms. Brevens: Ok.

Mr. Hoewing: What George is talking about is we call the water allocation plan, essentially it is a list of people who have said they want to develop something and the allocation of water they need for it and when the water is available and they are at the top of the list they get it first. He said under 4 there is actually a separate list for the smaller development and one for the big developments.

Mr. Klobukowski: Small ones are the infill or existing properties that were...

Mr. Kuhlman: The Master Plan would just show what the zoning is on the property.

Ms. Brevens: Right.

Mr. Kuhlman: And then the Commissioners themselves go out periodically, generally it is about every 7 to 10 years we say to the undeveloped and underdeveloped property owners what would you do with water and sewer if you get it and how would it benefit the community and then we create this allocation list.

Ms. Brevens: Ok.

Mr. Kuhlman: And they received allocation, they have not gotten permission to start building yet.

Ms. Brevens: Ok all right well thank you for your time this has been a very informative meeting, which I do appreciate.

Mr. Kuhlman: Well thank you for coming out, anybody else, yes Ma'am?

Ms. Bryner: I am Joyce Bryner and I live at 2 Hackett Court in Poolesville and I want to say this is the first State of the Town Meeting that I have been to and I was real impressed and especially impressed with the Town Staff, just outstanding. And my husband and I ever since we moved here about 7 years ago would remark well that grass is really being taken care of and wow I can't believe how fast they cleared the streets of snow and I know why now, because you've got good people here. Thank you for the opportunity to speak with you about issues I would like for you to consider in the coming year and beyond. There are 2 issues that I have been thinking about, first is follow up on the Verizon FIOS agreement, I urge the Poolesville Commissioners to request periodic updates as appropriate from appropriate sources, Montgomery County Council and or Verizon regarding Verizon's agreement to bring FIOS to Poolesville upon signing up 75,000 customers I believe it is upon us the public to hold Verizon to this agreement to regular follow up. I am going to be submitting my testimony and a couple of extra documents and included in that is an email trail which I had an email exchange with the Verizon representative about a year ago.

Mr. Klobukowski: Ok if I may, I spoke with Montgomery County Cable Administrator's Office back in early December just to ask one have they reached the 75,000 mark, they have not, and then even after they reach it I think they have 3 years before they can even bring it out here so right now its whenever they can get 75,000, they are not at their current projected levels.

Mr. Hoewing: Well what may change things Jerry is that these new developments are actually going to have fiber, we are going to have to run fiber there and we are going to pull the copper so we may get FIOS faster once we get the 75,000.

Mr. Klobukowski: Well that is what I understood because I know my cousin lives on a mountaintop in --- New York and he has got cable running up the mountain that is there and service is the community is maybe only about 5000 during the winter but during the summer there is 25,000 people there so I mean I can't understand how they could just ignore a pocket so I would hope that they would change their business plan, but yes I had called.

Ms. Bryner: Yes it sounded like you had done that earlier, I just like to put my thoughts out there.

Mr. Klobukowski: No very good thank you.

Ms. Bryner: Second issue is far more encompassing and that is the Town government's response to energy independence and climate change. I request the Poolesville Commissioners establish practice and policy to routinely include sustainability, energy efficiency and other green initiatives and considerations in the conduct of Town business and the Commissioners decision making processes from this point forward. Part of this requires knowledge of existing proposed Montgomery County and other regional initiatives such as but certainly not limited to residential, business, and publicly funded building requirements. I do not have a sense that "green" is routinely considered in the

Commissioners decision making other than perhaps water issues. I have noted that given that the Town Hall was built without installation of rain barrels from the onset, I understand installation of rain barrels at the Town Hall is currently part of a high school students project and I applaud that, however my point is that it does not appear to have been part of the planning process. --- green practices and policies at the local level provide cost efficiency resulting in smarter use of tax dollars locally while at the same time doing the right thing for the local environment and our national security and economic interest and God's creation as a whole. It is the role of government in many ways to lead by example and it is time for the Town of Poolesville to do its part. In the event the Commissioners are not familiar with governmental call to action I have submitted the following documents for reading pleasure, I have noted 3 but I only have 2 my printer crapped out on me, the 2 that are included are the General Science Academy statements from years 2005 and 2007 regarding global response to climate change and growth and responsibility sustainability and energy efficiency in climate protection respectively, these things are concise and plainly stated. The Science Academy represent the best scientific minds around the globe and these statements present their council to the most powerful players in the world and the sources are listed for the websites as well. Final thought David Rothcuff an energy expert and visiting scholar at the Carnegie Endowment said "Green is not simply a new form of generating electric power it is a new form of generating national power" I believe the individuals and yes even the Town of Poolesville have a role to play in generating that new form of national power. Thank you again for your opportunity to present my thoughts on these issues.

Mr. Kuhlman: Thank you Ma'am anybody else, Mr. Gole.

Mr. Gole: Rudy Gole, Oxley Farm Road, I just want to bring this matter up to you at this point because I want to be fresh in the mind when you meet on January 13th and consider this matter. When you approved the FY07 budget you set aside \$600,000.00 of surplus surplus and you indicated and stated that it would be used for alpha emitters and if it was not used in FY08 you would then return it to the taxpayers some way or another in FY09, FY08 is over, we are in FY09, we are over 6 months into FY09 and I want to make sure that when you meet on the 13th that you consider this that the question is when and how are you planning to return the \$600,000.00 to us?

Mr. Kuhlman: Thank you Sir.

Mr. Klobukowski: Thank you Rudy.

Mr. Kuhlman: Anybody else? All right as stated in the beginning of the meeting we will be meeting on January 13th to consider all that has transpired tonight. Now I entertain a motion for adjournment.

Mr. Klobukowski: One second before we adjourn the lady mentioned about action items. With respect to the green initiatives is there something that we can look at with respect to what we possibly do like solar cells for Town Hall or at the wastewater treatment plant and...

Mr. Yost: Yea those are...

Tape Malfunction

Mr. Klobukowski: And they don't have the requirement like the large 100 foot ones with 60 or 30 foot blades where you have to have one foot of distance for every foot of height so if it falls over and it is 100 foot high you've got a diameter or radius of 100 feet all the

way around it so if it falls any direction it doesn't hurt anything but I think now they've got some new technologies out there that you don't need to do that.

Mr. Yeatts: Well another thing that I would like to look at is Geothermal because bang for the buck, it seems to be one of the best deals going.

Mr. Klobukowski: Yea right it acts like a heat exchanger.

Mr. Hoewing: The only issue with that is if you've got a well system in a Town there are some issues with that so we have to look at that carefully.

Mr. Yeatts: That is true also maintenance of the system, not many people are qualified to do it.

Mr. Hoewing: We have done some, there was a good point that was raised, we have done a few things for example most people probably don't know this parking lot is a permeable surface so the water actually doesn't pool on it, it actually goes through it, that is environmentally sound obviously and helps the water system of the Town so but we can do more.

Mr. Klobukowski: But we have to remember to clean it.

Mr. Kuhlman: All right have a motion, yes Ma'am, you need to come back up here please so the record can get it.

Ms. Bryner: This is just a question about your comment about the well system or something what did you mean by that?

Mr. Hoewing: We have a well system in the Town and geothermal means you have to go down deeper for one thing so you have to look at that issue before you do geothermal.

Ms. Bryner: But it is a closed system.

Mr. Hoewing: Yea I know it is but you still have to drill a well.

Mr. Yeatts: It is making a hole that could impact our wells.

Mr. Hoewing: I am not saying not to do it, we have to look at those kinds of issues, we are a little different than a town that doesn't have a well system.

Mr. Klobukowski: I think is it a question also of the type of fluid that you send down for the heat exchanging it is like a radiator fluid it is not just water so if that seeps out of the pipes or the pipes crack or something then you've got this leaking into the aquifer which isn't a good thing.

Mr. Hoewing: But that is why we have a Town Engineer they can help us understand if there are issues, I think there are some but they may be overcome, I don't know.

Ms. Bryner: Thank you.

Adjournment

Mr. Kuhlman: Ok all in favor?

Mr. Klobukowski: Of what?

All: Aye.

Mr. Kuhlman: Ok we are adjourned.

Mr. Hoewing: Maybe we should modify that.

