

**COMMISSIONERS OF POOLESVILLE
STATE OF THE TOWN MEETING OF JANUARY 24, 2011**

PRESENT: CHUCK STUMP, LINK HOEWING, JERRY KLOBUKOWSKI, JIM BROWN AND EDDIE KUHLMAN. ALSO PRESENT WAS TOWN MANAGER, WADE YOST, AND TOWN ENGINEER, JOHN STRONG.

Call to Order

Mr. Kuhlman: Good evening ladies and gentlemen and welcome to the January 24 Commissioners Meeting. For the record all Commissioners are present and accounted for as well as Town Manager Mr. Yost and Town Engineer John Strong. We will start off the evening with the Pledge of Allegiance please rise, Jerry.

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.

Announcements

Mr. Kuhlman: All right thank you very much for that. First I would like to apologize to the residents for the cancellation of the originally scheduled State of the Town, it has been a hard month for a lot of us here, and I would like to request a moment of silence, in the past 3 weeks I have lost my father and an uncle, Jim's dad just passed away last week, we've also lost Matthew Willoquet, Scott Kalski, and Reed Cantler and I would like to ask for a moment of silence and if I missed anybody I apologize, oh and Pete Menke, I am sorry. All right thank you for that and on a positive note Poolesville welcomes to the Gaddis family triplets that were born, Holly and Tim Gaddis had triplets born this month so they are enriching the Poolesville population by three. All right any other announcements all right seeing none we will move...

Mr. Klobukowski: I do have one. I didn't bring it with me but I will give it to Jim, in recognition of Jim's support of the Poolesville Youth Symphony Orchestra I have a present for him from the Orchestra and I didn't think he was going to be here so I didn't bring it but I will deliver it.

Mr. Brown: Appreciate it one of my favorite organizations so thank you for covering for me at the event and participating I appreciate it.

Mr. Klobukowski: Not a problem.

Mr. Kuhlman: Ok moving on we have the Holiday Lighting Awards and Jan Schultz is here representing the CEDC to present those awards.

Ms. Schultz: About a month ago Tim Pike and I spent about 4 hours traversing the entire landscape of Poolesville and it is mind boggling because I always live in my little area and I forget how big Poolesville is and we studied every single house, went back to houses, we just really put it all out so congratulations to the winners. The townhouses, the first townhouse is Melissa Morrow from 19513 Wootton Avenue, is Melissa here, and the second one is Charlene Bass for the townhouses, 19614 Wootton Avenue. Ok for the traditional category we have Henry and Linda Nessel from 20101 Fisher Avenue and we have Stephen and Kimberly Ketchum

from 19944 Spurrier Avenue. Contemporary category we have Jeff and Stephanie Foster from 17233 General Custer Way and Kevin and Laura Carmack from 19617 Selby Avenue and the business category Kettler Forlines Homes.

Mr. Kettler: I just want to say a special thanks to my next door neighbor and decorator extraordinaire Alex Pike who I owe this entire award to because he was my secret weapon for decorating the model and we are happy to contribute and thank you very much.

Opening Statement

Mr. Kuhlman: All right we would like to thank everybody in Town for the festive lights and the outcome of the holiday season and moving on to the main thrust of tonight is the State of the Town. Every year this will be our third year for this event and we will be hearing tonight from all department heads, chairs of all the committees and boards in Town as well as the auditors that audit our books every year. I think we have had a good year myself. We have had an election and got a new Commissioner Mr. Stump, we have a good array of volunteers that keep this Town running and I think we have an excellent Staff in place, Mr. Yost does an exemplary job and deserves a lot of credit. We have had a hard time with the finances as well as everybody else but I think the Town is in pretty darn good shape and we thank the residents for alerting us to problems and concerns in Town and we thank everybody for that, and with that we will get into it. Mr. Miller of the auditors of Rager, Lehman & Houck, hopefully I said that right or close enough. At some point in the future here in the next week or two the Commissioners will be holding a work session to go over the information being presented us tonight and to chart our course for this upcoming year based on what we hear.

Auditors – Rager, Lehman & Houck

Mr. Miller: Well thank you to the Commissioners for having me. I have either met or spoken with a number of you in the past year and for those who I have not met it is a pleasure to be in front of you finally. My name is Sam Miller I am the audit manager for governmental practice at Rager, Lehman & Houck, I have been with the firm for about 8 years, I have been with Poolesville for several years and I would also like to introduce Ashley Monsor, she served as the in-charge on the Poolesville audit for several years as well and it has been a pleasure working with her and having her on our team. We have a good group that has a good core focus in governmental accounting so it is kind of my bread and butter. What I want to present to you tonight is Bobbie I believe had ran an outline for you, a three page outline kind of focusing on some general discussions on the audit, talked about some of your financial highlights looking at this year versus the prior year as of fiscal year 08-09 as a comparison and summarized at the very end was some of the (inaudible). And again hopefully this keeps us from having to go page to page within the financial statements, you've had them for some time now hopefully as you have gone through them and digested them if you had any questions you have approached either Wade or Bobbie in regards to them, they are both very knowledgeable about the finances and the information we are presenting here. It has been a pleasure to work with them as well as Maggie over the past several years, you guys do have a good crew on hand and it is well managed. So without further ado lets go ahead and jump into things. We perform our audit in accordance with GAS – generally accepted auditing

standards, the objective of which is to obtain reasonable but not absolute assurance that your financial statements are free of material misstatements. And this assurance is obtained by taking test basis examinations of evidence that supports the financial statements in assessing the principals utilized and the estimates that are made by management. Essentially what that boils down to is we perform a number of procedures where we assess where the risks are for the Town both financial and reporting, fraud and error. We present on multiple levels of presentation, you are used to seeing a cash basis type presentation and our audit focuses on two levels of presentation, one is a modified accrual which essentially is almost a short term accrual basis, which means you have your payables that are due, you have receivables that are due but it is really looking at about a 60 day window as to what is going to happen. Then we also take that and convert the information to a full accrual and treat you almost like a business, we put all your capital assets on your books, depreciate them, put your long term debt on your books and when you pay principals that debt drops down. It is an outward looking approach that tries to get you on the same playing field as the business that looks at the long term nature of their balance sheet, whereas for an internal purpose you focus on the day-to-day make sure you have your budgets and your CIP plans in place for the future and really try and operate on that cash level. I am happy to note that all of our opinions on the financial statements remain unchanged from previous years, all those are unqualified and that is a clean opinion. Some of the fiscal year highlights, obviously there was a substantial developer work this year, you have got 2 major developments in progress and there was some substantial contributing capital in this past year including land and a pump station and you are also reporting about \$660,000.00 in liability in relation to the repayment for constructed water supply and recreation facilities, so at each one of these developments there was certain infrastructure that was needed and those payments were made by the developers and the Town is essentially paying those back over time by reimbursing your impact fees, so collecting your impact fees and as you are getting those you are refunding the portions that relate to those functions. So you have a long-term payable that is pretty significant on your books but it's really based on your ability to bring in the revenue to essentially refund a portion of that back. Taxes and other governmental service charges they remain fairly flat from where they were in the previous year, no significant change, we will see what reassessments and changes of property values do for the future and there were obviously some significant reductions in your state fund, primarily highway user revenues, I say significant reductions but almost complete disappearance I guess is the proper term. Your water and sewer fund charges increased about 12% from this past year mostly due to your increase in rates and your impact and your tap fees became much more substantial obviously if you have developments going on they are collecting more frequently. There were substantial transfers as you are obviously aware, all your capital improvements for your water and sewer are primarily paid on your general fund operation, so for the audit purposes we have a significant amount of transfers to essentially move that activity over to your water and sewer fund because those become assets for the water and sewer fund and depreciate over time. So in regards to this year there was about \$729,000.00 that had to shift over which we would say subsidizes that capital

operation of the fund. Finally as part of the financial statements, actually the very beginning right after our opinion is the managements discussion analysis and we assisted management with preparation of this, this year, in the future years they will be reviewing it and preparing data on their own and it really takes the audit approach where we look at the numbers from here is where you were at 6/30 and here is your income statement to show essentially the financial background to where you got from the beginning of the year to the end of the year. The management discussion analysis, which we don't audit, is really managements way of saying well the auditors are showing here is where we are and I am going to lead you through a narrative as to how we got there. Talk about the performance of budget to actual, talk about the major events that happened this year, talk about your citizenry, your tax base, your water and sewer customers, and again it is information that tries to take some factual figures where we focus on well here is where you are and focused on how you got there and where you are going from here, so I do encourage you to take some time to read through that there is a lot of good information there obviously at the point you are getting that information you are already looking ahead so hopefully some of that correlates with where you are going. Now I would like to cover some of the financial highlights for the year and again I would like to break this into 2 sections, the General Fund and then your Water and Sewer Fund. So as you can see we have given you some totals with regards to the changes from 08-09 to 09-10 for your cash investments, assets, fund balance and then focusing on your income statement where you have revenues and expenses. You had a decrease in cash and investments in the General Fund about \$441,000.00 this past year, primarily due to the utilization of those funds for water and sewer capital projects. And your overall decrease in your total assets was about \$235,000.00 and that relates to that cash decrease somewhat offset by about \$250,000.00 in --- receivables that you had at the end of the year. Again you had a couple projects that were wrapping up so some monies were more of a timing difference where you are waiting to get the funds back from the State. Your ending fund balance can be broken down into multiple amounts, about \$490,000.00 of your ending fund balance is externally restricted, these are funds that you've gotten impact fees or proffers ones that an outside party has put a requirement for them for a specific purpose. Or these also are assets that aren't readily convertible to cash, say if you have prepaid expenses obviously you paid the cash out and its just on the balance sheet, same thing with a long term loan you are not going to quickly convert that to cash. Next you have about \$865,000.00 in internally designated town money and these are about \$125,000.00 for capital costs, \$140,000.00 for debt service payments, and \$600,000.00 for alpha treatment project. Again these are monies that have an external designation but either through the budgetary process or through another manner such as approval by Commissioners or Resolution has established that these monies are to be reserved for these functions. And then finally that leaves you about 2.6 million in unreserved funds, and now your unreserved really have 2 pieces, unreserved that have not been earmarked at all and then there is also some reservations in regards to operations and maintenance costs estimates, Wade do you have anything you want to add to that?

Mr. Yost: No just like you were saying on the basic sheets when you take a look at it, it says it combines the 2 operating expenses as well as the unrestricted reserves as one cash balance and it really is separated through our budget process as operations that are projected for that. So it's kind of confusing when you read some of the statements.

Mr. Miller: And again in regards to that discussion you are really looking at 2 pots of monies in that 2.6 million and one of those is what you would call a stabilization agreement where you've essentially set a threshold as to we need to keep reserves to be able to function for a certain period of time and speaking with Wade kind of leading up to the presentation we talked about that he is really budgeting for a 4 month period of sustained operations which makes sense, obviously when your tax bills go out and that last few months before the next tax bills go out there is a good period of time where your revenue sources are pretty tight, you will get a huge influx of money but obviously there will be a point in time where you are waiting for those to come in obviously in a tough economy before pushing that down the line a little further so the timing is even harder. In total you had a fund balance decrease of about \$485,000.00 and again this has a pretty strong correlation with your cash decrease of \$441,000.00 so most other things remain fairly consistent. In regards to your revenues pretty comparable in total from where you were last year, you had about a \$42,000.00 drop. You had however several very large offsetting things as we said highway user revenues dropped quite a bit but then they were pretty well matched with the significant amount of grant monies that you got this year and you had a number of projects going on and frankly you have been one of the stronger governments that we worked with, with --- you have had a lot of success with it. I am seeing a lot that are not having success with it so I think that is something definitely to be proud of. In regards to a slight increase in your tax revenues you had a slight drop in interest earnings obviously as you probably know from Town perspective and your personal pockets interest rates aren't quite what they used to be so that has had a big damper on effects when you have several million dollars invested in your budget for a certain amount of interest earnings to keep those monies afloat and they just haven't quite lived up to expectations. Hopefully we will see some light at the end of the tunnel but we are probably a good year and a half out for that.

Mr. Kuhlman: You guaranteeing that?

Mr. Miller: Two years. Most of your expenditure categories experienced slight decreases over the prior year and again I guess when budgeting reins kind of tighten up they start to look at some of the areas to keep things in line and obviously keeping flat with your cost of living adjustments and so forth. You had about \$233,000.00 decrease in your capital expenditures you recall in 08-09 there was a substantial purchase in relation to your streetlights, obviously that happened in the one year and you are getting the energy and the maintenance savings in the future because of it. Finally as we mentioned earlier you had about \$729,000.00 of transfers going through this year and that's almost a complete flip from the previous year. In 08-09 you had about a million dollars in development proffers that you'd received so obviously there was much fewer proffers I think there was very few proffers in this year so whereas you had to recognize a much larger transfer last

year because the proffers relate to the water and the sewer capital upgrades so we moved those out. You showed about 214 transfer in and now you are showing about a 729 transfer out and again we would expect to see the out more common than not because again you've got the expenses you are running through the General Fund there is that subsidy level so you are pretty presumed by that to cover some of the water and sewer costs. Before I move into the water and sewer fund any questions in regard to the General Fund that you guys have?

Mr. Kuhlman: Not right now.

Mr. Miller: Similar to the General Fund I presented from analysis with regards to the changes and focused on some bold points about that, increase of cash investments of about \$97,000.00 primarily relating to some of the unspent impact and tap fees that you had at the end of the year. There weren't too many, you had a good number of receipts coming in just about at 6/30 the last couple weeks of your fiscal year, so those monies were still sitting in cash, some of those were part of the reimbursement that went out in July and your obviously as you know your impact your tap fees they are up about \$200,000.00 from where they were the previous year and obviously these developments have gone online and some of the home sales have moved and those have been coming in a bit more steadily. In so we had an increase of about 1.1 million dollars in your total assets and that primarily relates to the property equipment that you put into place this year, obviously you had a number of contributions as we mentioned earlier, you had the well costs that were contributed in, you had the pump station, a little bit of land and also the continued work with the ENR study that was about \$147,000.00, I think that is in its wrap up phase is that right, and again another grant program. That increase in your liabilities was about \$546,000.00 and as we mentioned earlier about \$600,000.00 of that relates to the amounts that are on your books to repay the developers for the water supply infrastructure and the recreation charges. As we noted it is kind of a nuance and this large payable is really going to only be repaid by the impact fees that you get in that you are reimbursing. So while it is something as a liability on the books it is only going to be repaid through your agreements through that revenue stream coming in. Overall decrease of revenues about \$400,000.00, you got a couple offsetting things here obviously the proffers we talked about was about a million in the previous year so there you are already down a million but then you add your increased service charges because of your water and sewer jumps and then obviously as we said your impact and tap fees that you had brought it up about \$203,000.00. And then finally you had grant and developer contributions so when a developer would contribute land and in this case the pump stations to the Town you would recognize revenue in regards to essentially a donation of value and that is measured at the value that it needs to cost to perform the work or an estimate of that fair value, so that gets recorded as a revenue. Most of your expenditure categories remained about the same as they were last year, as you saw in the financial statement some of the presentations have changed, we tried to condense more of the information since you are obviously getting a lot more detail on your quarterly information, so hopefully that was good to be able to work through easily, again if you have any recommendations for any changes in classifications or information please feel free to pass those on to Wade and Bobbie, we will obviously

sit down and discuss those for the future. Finally in regards to your debt service, you made all your debt payments as they were timely required, knocked another \$204,000.00 off of there. I know we kind of closed out the previous years audit and you guys were hoping to pay off some of those debts and then find about all those nice little strings attached for if you go to prepay and all those extra charges, so sorry to hear about that. Before I go into kind of the wrap up of the presentation any other questions regarding the finances or information in the audience. You also received another packet from us with regards to our required communications to you as the Commissioners is essentially what we would call those charged with ---. Talks about the audit, the responsibilities both ours and yours in your capacity, some of the significant adjustments, any problems or deficiencies that we had, any issues or conflicts and again a lot of good information for you to kind of see where improvements could be made and also kind of an overview of some of the functions that we perform as well. Again these communications are required by our standards and they are really for your eyes only and those who are involved in the day-to-day operations and understanding the management in the running of the Town. If you have any questions in regards to any of that information feel free to contact Wade or Bobbie, contact us directly and we can have it discussed further. Finally obviously there is some changes as always coming down the pike in our management recommendations letter which is part of the communications package there is a couple new accounting standards that are coming effective for this next year, also some information about regulations and requirements that could have a substantial impact on you, obviously there is a lot in flux I guess you would say with Obama Care and 1099 requirements we are being diligent to pass information along to Wade or Bobbie whenever we get it as to information we see about what is going to be changing and some guidance in regards to that, we will also have some communication going out about one new standard that is pretty much having a pretty decent affect on all of our municipalities, you will be receiving a letter from us within the next couple months to kind of help you guide through that process, it has to do with your fund balance reporting, the industry is going to a very much more detailed level of presentation. I think it is a great standard, I think it's going to give a lot of good information but it is also going to require you to put some things in place, some basic policies to set some authorities and to do certain things before year end to ensure the proper approvals happen to segregate, commit, and assign balances. But again we will present you with a letter kind of outlining some of those things and we will be in touch if you need to go further from there. And finally thank you to Wade, thank you to Bobbie and Maggie for all their assistance through our audit, thank you to you for your time in regards to the planning and discussions that we have and that if there is anything we can do in the future please let us know.

Mr. Kuhlman: All right any questions for Sam? Thank you very much.

Mr. Brown: Yeah thanks Sam, good stuff.

Mr. Miller: Thank you guys.

Huron Consulting

Mr. Kuhlman: All right next we will hear from project updates from John Strong, Huron Consulting the Town Engineer and while John is coming to the table I forgot under announcements this Saturday there will be an open house down at Poole's

Store from 10 to noon for anybody that wants to just walk around and see it and then from 1:00 to 2:30 at the Upcounty Regional Services Center room A on Middlebrook Road the Park and Planning, which owns the property will be having information regarding oh they want to receive community input as to what they would like to see that property be used for in the future. If anybody has any interest please attend. John I am sorry thank you.

Mr. Strong: Commissioners, ladies and gentlemen this is the State of the Town for 2010-2011. It has been a pleasure to do the work for the Town. Projects that were run in 2010 Whalen Commons Bandshell everybody seems to be enjoying that, it is a nice centerpiece to the Town presently. The Dillingham Skatepark some of our more youthful town members are enjoying it and some of our older ones to if you go out there in the middle of the day you will see some older ones out there on their skateboards. We completed the Fisher Avenue trail from Tom Fox to Wootton and its in use, there is some grass replanting that will take place this spring and that is under contract. The wastewater enhanced nutrient removals this was fully funded by the State of Maryland and was completed and is functioning as designed. I&I study that is an ongoing process that we continue with, the Town's I&I problems we are getting closer to finding out more of those places that need to be repaired. Wells 7, 9, and 10 uranium removal process and also radon removal, the plans are done they are in permitting. New roof on the wastewater treatment plant, the guys at the wastewater treatment plant have been dealing with a leaky roof for quite some time, that was replaced. Along the Elgin Road right of ways we acquired the right of ways for bringing the sidewalk from Brightwell Crossing down and Brightwell installed that, Kettler Forlines, and also repair of manhole number 30A on Fisher Avenue that is by the Dry Cleaner that way you aren't bouncing as much as you used to. Planning Commission reviews and development inspections, we had a few water lines and sewer connections that were installed bringing people water and sewer service. Forest Conservation Standards the State of Maryland had rewritten the Forest Conservation Standards and the Town had to adopt those standards and also supplement their Code. Roadway Design Standards, the Town decided to go ahead and institute a Roadway Design Standard that was specific to the Town because of the geotechnical concerns. Code recommendations for solar, wind, and geothermal of course we aided in that and the Town now has a solar, wind, and geothermal code in the Code Book. Possibility of an antenna mast on the 1 million gallon tank, the top in its current configuration cannot support a antenna but there is modifications that can be done to the side structure that would enable it to support an antenna mast.

Mr. Klobukowski: And those would be for what?

Mr. Strong: The 1 million gallon tank.

Mr. Klobukowski: For what though for other communications...

Mr. Strong: Cellular.

Mr. Klobukowski: Cellular and who would pay for the modifications, the cellular company that desires...

Mr. Strong: That would be up to the Town but I am assuming it would be the cellular tower people. Emergency repair coordination of well house number 2, we had a line that broke that below the slab of well house number 2 and we had to coordinate with a contractor on a short notice in order to get the line installed.

Working with Maryland State Highway along for Elgin Road and Fisher Avenue there are several areas along Elgin Road that as you know the road is delaminating a little bit and it had fallen off Maryland State Highway's list of things to do, it is back on, we are also on Fisher Avenue there is several areas of concern that are in the process of being looked at by the State Highway for repairs. Then we move on to the Long Shore property of plan reviews. Long Shore property that property is near Commissioner Brown's house across Westerly and Fisher that property did not go forward due to design issues. We had the Getty Gas Station Special Exception, it has not come in for a Special Exception yet is that correct?

Mr. Yost: Well it has been through the public hearing but it needs to come back and submit a site plan.

Mr. Strong: That is correct. Hugo Quito again that is the corner of Westerly on the opposite side, some people know it is where the Keebler tree is. That property is going through a preliminary plan right now. The Asuncion property, which is also known as the Jamison townhouses, that is moving forward, preliminary plan approval is or preliminary plan final review is pending. Williams Adventure, which is two lots off of Hughes Road that's up at Montgomery County at the present time for stormwater concept. Poolesville High School they changed out their HAVAC unit and there was a height issue there. Westerly section 7 subdivision, that has just come into preliminary plan review and we are awaiting Montgomery County stormwater concept. In total we issued 15 comment letters to the Town and also to developers.

Mr. Klobukowski: Excuse me one second you are saying that Dr. Asuncion still owns the property on the corner not the Jamison's?

Mr. Strong: No.

Mr. Yost: The preliminary plan is still listed as that.

Mr. Strong: It is listed as the Asuncion property.

Mr. Klobukowski: All right.

Mr. Strong: Actually the new subdivision name at the present time is Woods of Wootton.

Mr. Yost: Wootton Woods.

Mr. Strong: Yeah Wootton Woods. Stoney Springs development, there were 3 plan reviews, these dealt with engineering issues, permits issued 24, inspection of water, sewer, roadways, storm drains, sidewalks, curb and gutter and a retaining wall. At Brightwell Crossing we started the interior road system that is Dr. Walling and also Bliss Drive. We inspected the water, the sewer, the roadways, storm drain, curb and gutter and also a retaining wall that is up by the old cemetery. There were 4 plan reviews and that dealt with engineering issues. A total of 12 permits were issued. Utility permits we had one permit, 2 emergency repairs that we had to resolve, when a utility company comes into town and they pull an emergency, they do an emergency repair they are not required to pull a permit and when they did that emergency repair the contractors that were working for the utility left with big mounds of dirt in the yards and we had to track down to find out who the utility was that did the work so that we could get the final dress up of the yards taken care of. Projections for 2011, Stoney Springs and Brightwell Crossing subdivisions are projected to restart, actually Brightwell Crossing continues as we speak they are

working on sewer currently. We are also scheduled for putting out the bids and repaving project in for this fiscal year and those documents should be going out to bid probably in the next week or two that way we can have a good firm bidding price for the beginning of spring. Fisher Avenue Streetscape Projects we are looking at the cost of the downtown area to move forward with that, that would be the Elgin and Fisher Avenue area. If the economy improves we expect the submittals to pick up a little bit as far as trying to get their subdivisions permitted. I&I removal programs within the Westerly area and other areas, we are looking hard at those areas for I&I issues. Wells 7, 9 and 10 radon and uranium removal we should have the permitting completed in June if everything stays on track and construction will start shortly thereafter, once the project is bid. Considerations for 2011-2012, removal of septic systems within the Town limits that is always a good thing when possible to pull the people off of it so that we can get as much of the sewage contained as possible.

Mr. Brown: How many do we have left?

Mr. Strong: 13.

Mr. Yost: Right around there.

Mr. Strong: Moving forward with the I&I program, one of the things that we were able to do with the water and sewer department and also Chris and his marvel camera we put up an approach so we could go ahead and attack the problems very quickly when they occur in looking at that we went, when the Town bought the equipment to do it so far they have saved themselves about \$16,000.00 in subcontractors fees and we continue to look at various areas for I&I problems. Conduct coordination of a survey along Fisher Avenue the manholes, if you look at some of the manholes you will notice there is some deterioration taking place around and on Fisher Avenue some of the manholes what appears to be settlement, could be just the settlement of the fill around it and it may also be joint leaks. And that is it, any questions please?

Mr. Kuhlman: Any questions for John? Hearing none thank you very much Sir.

CEDC

Mr. Kuhlman: All right next we will hear from Town Staff reports and first up will be the CEDC, Community & Economic Development Committee, we have Cathy Bupp the Events Coordinator, Karen Micheals the Chairperson and Tim Whitehouse the Vice Chair.

Ms. Bupp: Hello my name is Cathy Bupp I am the Town's Event Coordinator, thank you for letting me share what I have been working on this past year. My presentation will cover the recreational and miscellaneous events that I worked on and then Karen will continue with the CEDC presentation. So this is a listing of all the activities that I was responsible for and I will go through each of them briefly. The Geocache Program, this program was formed by the Maryland Municipal League its purpose is to get people to visit the various Maryland municipalities and people use handheld GPS's to locate the caches, and when they find a cache if they take something out of the cache they are supposed to replace it with something that they brought, so there is really no cost to the town. The picture on the left is of our cache and then on the right is an example of what a cache may be hidden it. Items in the cache can include playing cards, Poolesville pins, we have travel bugs in there,

matchbox cars, all different kinds of things and we had 24 visitors to the cache in 2010. New Resident Welcome Bags, this provides a great opportunity for the local storefront and home based businesses to advertise, Bassets has a gift certificate in there, Total Automotive has a free oil change, there is free rounds of golf, all kinds of discount coupons, and the Chamber Directory is also in there. And we delivered 44 bags to new families in town this past year. The CEDC website, I maintain and update that regularly this is an example of what you would find on the economic development page, it is a listing of the commercial space available in Town, its got the location, the square footage and the contact people. Our website also has a calendar page, an events page, an about Poolesville, attractions, links, a farmers market and a contact us page. The Fishing Tournament, this is a fun little event it is always held Mothers Day weekend, normally 40 to 50 kids attend the event, we separate the kids into different age groups and then there are 3 winners from each category and Tinker's Taxidermy provides a mount of the winning fish to the overall winner. And really Preston and his guys do all the dirty work I just handle the registration and keeping track of all the winners.

Mr. Hoewing: You don't catch a fish?

Ms. Bupp: No. The Skatepark Grand Opening, I think most of you were there. It was on July 10, we had a ribbon cutting ceremony, we made presentations to Senator Garagiola and the Delegates, Pitcrew sponsored a best trick contest, and Skate Shack 301 sponsored a game of skate and we had a cookout and Mother Nature was not very cooperative I think it rained right up until about the time of the show. Our summer concert series, first I have to say a great big thank you for the bandshell because it has really made a difference in the entertainment at Whalen Commons. We moved our concerts to Friday evenings this past summer, we had 13 concerts and one magic show, 8 of the bands performed free of charge and our attendance ranged from 50 to 300 people. So we had good turnouts, and I am already receiving information from bands who want to perform this season. Poolesville Day, I work closely with the Poolesville Day Committee and the Committee Chairs. I attend monthly meetings, I obtain all the special event permits and road closure permits, I coordinate the Sponsor Meet & Greet and I secure day of volunteers. And the Stevens Park Summer Rec Program, this is a 7 week program it runs Monday through Friday from 9:30 to 3:30, it is for kids between the ages of 6 to 12, the cost is still just \$20.00 per child, and the attendance has really increased over the past few years, the first year I ran the camp we had 100 kids, the 2nd year we had 180 and last year we were at about 160 kids, we had 8 paid counselors and 7 counselors in training and the camp focuses on sports activities and theme weeks which is what these pictures are and the top picture the kids aren't in time out they are actually playing a game. We take a weekly trip to the pool and we have had several visitors to the camp and the last day of camp always includes a cookout and field day. And we actually closed the camp 4 days last summer due to storms and excessive heat. The visitors to the camp, the Frederick Keys came out and spent a couple hours with the kids playing ball and signing autographs, the Nature Center on the Go brought all kinds of scary creatures, they brought a really large turtle, that snake, they brought lizards and spiders, the kids loved it, I didn't so much, the Fire Department comes out every year, they dress our counselors up in their gear to show the kids how

heavy the gear is, they let them go through the ambulance, they bring their tanker truck out and let the kids spray the hose and then line the kids up and actually spray them with the hose so that is always a big hit. The Montgomery County Police come out they do K9 demonstrations, they bring their fingerprinting system out and digitally fingerprint the kids and they also bring out a 911 simulator and let the kids practice making 911 calls. And then again we end with a field day and cookout. The CEDC events, these are the CEDC events that I worked on this year, I handled the advertising, securing vendors, lining up entertainment and obtaining any permits that were needed for the Business Fair, the Springfest, Summer Movies, the Farmers' Market, the Fall Festival, and the Holiday Lighting Ceremony and that is just some of our event pictures and I think Karen is going to speak further on these events. And ideas for 2011, right now I work 30 hours per week, with the added events and the summer rec program I have gone over the 30 hours on several occasions but if time permits I would like to add 1 or 2 skate contests to our list of events, and I think that creating a Town Facebook page would be a great way to promote our community, and creating an email blast to get important Town information out to residents would be a good idea. So that is really all I have and I will turn it over to Karen unless you have any questions.

Mr. Hoewing: Cathy I just wanted to compliment you I think this is really an incredible array of things you have put together. One question though you mention that you work over sometimes you have extra hours you have to work, is there anything else you need or other resources we are not providing you that you think would be helpful. Not that we are going to grant them, I am just asking a question.

Ms. Bupp: Well really we have added several events since I first started and so more hours are really what would be a big help for me.

Mr. Hoewing: Do you get a lot of volunteer support?

Ms. Bupp: Yes like for Poolesville Day we get a lot of volunteers, but sometimes it depends on the activities, like our Holiday Lighting Event this year it was slim pickings.

Mr. Hoewing: Yeah I know.

Ms. Bupp: And that was tough.

Mr. Hoewing: Where are we with Poolesville Day right now, I know that we had leadership unfortunately that couldn't do it again and I understand they did a great job but where are we at this point.

Ms. Bupp: Well we aren't really sure, Brice is planning a meeting on either the 10 or the 17 of February just to find out who on the committee wants to come back and I know that he wants to step down as Chair but he does still want to be involved, but maybe just have one specific thing to do. Bridget we are not sure yet exactly what is going on with her so we will know more in the middle of February.

Mr. Hoewing: Ok.

Ms. Micheals: Hi everybody Karen Micheals with the CEDC. First of all I want to thank you very much for letting us speak to you today. We have some accomplishments that we are very proud of and I have to say as I prepared my presentation I was surprised by all the things that we did over the year and we didn't even meet every single month so I was very happy and I hope you will be too. So what I am going to do is give a review of the community events and economic

development activities that we completed this year and then talk about some of our goals for next year and you should all have packets in front of you with our budget and some of the marketing materials that we put together for the year. So first I just wanted to introduce the committee, as you know you Commissioners formed the committee to have 9 people on it and that consists of 3 business people, 3 residents and 3 government and thanks to Jan Schultz and Cal Sneed we are up to full staff now of 9 and we meet on a regular basis to accomplish our goals but none of it could be done without the wonderful work of Cathy, I really want to shout out to her because she is awesome and also the Town Staff of course because they do a lot of the background work to pull these events off and we want to recognize you Commissioners because you have also supported us and been judges and MCs and have done all sorts of things for us so thank you very much. And just to remind you, the purpose of the committee is twofold, to develop community events to attract residents into the downtown area so they will be shopping more and to support local businesses and attract new businesses to the community. So here is a revue of the community events that we did last year, there are 7 events and it starts with the beginning of the calendar year, and I would like to point out that all of the events that we do typically attract from 150 for maybe a summer movie up to over 600 people for the Holiday Lighting so it is definitely working and we are definitely getting the bodies down there. And I would like to call special attention to three events, the Farmers' Markets, which were new this year and my colleague is going to be talking about them after me, the Fall Festival, which was new, and Springfest. So the Fall Fest this year was something that one of the churches came to us and asked us to help them sponsor and we pulled it off with only about 6 weeks to do it and some of you were there you know how much fun it was and how much fun the kids had and I believe about \$3,000.00 was raised for WUMCO so we consider that a success. And then SpringFest hasn't happened yet but we are in the depths of planning that, we have a strong subcommittee that meets monthly and we are starting to pull everything together, there is going to be wine tasting, beer tasting, a BBQ contest for both amateurs and professionals and then we are going to have at least 2 bands playing on stage. And then here is a list of the economic development activities we accomplished and some of those are in your packets, we created a marketing flyer that is called "Poolesville is a great place for your business", we had the idea to come up with a virtual suggestion box that would allow residents to make anonymous suggestions to local businesses and we had at least 3 letters that came through from there and that were sent to the businesses and gave some advice on what the residents thought they should do to improve their business. Something new this year is we meet monthly Cathy and I do with the President of the Poolesville Chamber of Commerce Hilary Schwab and that has been wonderful because it has been a great exchange of ideas and actually that is how we have come up with more you know better ways to have our events and more ideas for events. We have guests come to our meetings, the most recent guest we had was from Adventist Hospital when they were hoping to get the approval for their hospital in Clarksburg so they came out and talked to us about what the impact might be for Poolesville. And then new this year we created a newsletter which we called the "Poolesville Business Times" and it comes out quarterly and we created it because

we want businesses to not only know these wonderful activities that we are doing but also give them ideas on how they might be prepared, so the newsletter is usually not about what happened in the past but what is coming up in the future so they can plan their staffing and their stock and their merchandise and hopefully come up with ways that they can leverage what we are already doing. So that is what we did this past year and next we are going to talk about what our planned events are for the coming year. You can see we are going to continue everything we did last year that is the gray list but then in black you will see we want to add these new activities in our budget we are asking for a little bit more money for the Fall Festival so we can make that bigger and better and we didn't get a chance to promote it very much so we are asking for funds to do that, we are planning the SpringFest is going to be a success so we are asking for that to return and then new this year is something that we are calling the Big Flea, we are planning a big community yard sale sometime in the spring and it is what other communities are doing so we thought that would be another good idea and it won't cost very much money. And then lastly the Holiday Lighting Ceremony I think personally is one of the best events other than Poolesville Day I guess and it has been so successful and there are so many things to do now with the bonfire and the carolers and the Chamber businesses being in here that the First Friday event wasn't as well attended as some of the businesses had hoped so one of our ideas that came out of our lunch with Hilary is to consider extending the Holiday Lighting Ceremony into Saturday morning, so that Friday night would still be the traditional lighting ceremony and what we all remember with the caroling and everything but then Saturday morning the shops would be open and have treats and hot chocolate and hot cider and things like that and special sales going on and then to entice people to come to those events we are thinking of doing a "Search for a Star" contest where each participating business would hide a star in their shop and then people would go and find the star and when they find it they get a card punched and then they go into the next place and then fully punched cards would then be entered into a raffle, so this is what some other communities are doing throughout the year so we wanted to give that a try next year. So to give you an idea of what the whole calendar would look like, you can see pretty much from the beginning of the year to the end of the year we are full of activities and we obviously miss the dead of winter but starting in the spring with the business fair and going all the way through December we would have something going on. And then here is our proposed economic development activities again we are going to do everything that we did last year but this year we want to focus a little bit more on trying to fill some of the empty commercial spaces in Town and some of our ideas to do that are to meet individually with the building owners and just discuss the vacancies, discuss what their vision is and what our vision is and also we think that we have some information that they are going to want to know based on some experiences some new businesses have gone through to find space, so we are going to share that with them. And then we met with some economic development people in Rockville and they were telling us how they have gone and filled some spaces and their idea is that we find out what we want to have in Poolesville and then we go and actually find those businesses and talk to them directly, so we would like to do that we would like to reach out more. And then lastly I would like to see us get more publicity for our

events and just kind of keep building Poolesville up so that all attracts more businesses and more residents. So we are here to request a couple of things and we will do all those things that I just listed, all those events, we will do all those economic development activities and what we are asking for you is to approve the budget, which is in front of you, we also want to support any additional hours the Town Event's Coordinator is requesting, and then lastly we would like to approve, have you approve a rollover of funds from events from activities to be used for the next years activity, so for example if there is funding that comes in from SpringFest we would like that to be saved and rolled over for the next years SpringFest and any other activities that might have funds like that. And that is it. I would like to present now Tim Whitehouse he is going to talk about the Farmers' Market.

Mr. Stump: Karen quick question have you had any feedback from the building property owners yet if they are interested in meeting with you?

Ms. Micheals: Yes just one, the building that I am in, he loved the binders that we handed out and he actually comes and talks to me a lot about what the Town is doing and wanted to know actually if the Town had any incentives that he could offer to his new tenants.

Mr. Hoewing: In terms of the owners of the malls themselves have you talked to them much at all because part of the job of getting people into those malls is their responsibility too and I am just wondering if they have any ideas or any plans to do anything beyond what is already happening.

Ms. Micheals: All we have done this past year is to give each building owner one of our binders, the "How to do business in Poolesville" binder but then this coming year we definitely want to focus more on them and reach out to them and we were going to have one big meeting, we were trying to get everybody together but we decided we are going to just focus one by one by one.

Mr. Hoewing: That is a good idea actually.

Mr. Klobukowski: What is your feeling about their flexibility in looking at I understand that they have a certain profit they want to achieve but barring that and sitting vacant do they do you get an inkling that they were amenable to some sort of changes or that they were going to seek some way on their own of making their own shopping centers more attractive, down county you see shopping centers being renovated constantly, new façades other things being done by the owners without I don't know if Rockville or Gaithersburg throws in a buck or two to help them out but still it appears to be the shopping center owner on their own, now that may come back to cost maybe come back to the renters that are occupying the shopping center but do you have any feeling that they are doing anything with respect to their rent rates or willing to improve the property to make it more attractive to make somebody want to come out here.

Ms. Micheals: Well our hope is when we meet with them individually and tell them all these things that we are doing and that they are going to be hopefully more open to being more flexible because some of the feedback that we got was that they aren't flexible at all and they are charging down county prices for up here, so we are going to do our best to present what we know and see where it goes.

Mr. Klobukowski: By the way I don't know if this falls under your purview or not have you spoken with the Gazette, I noticed there is no Gazette reporter here and

there hasn't been for quite some time and that Megan Tierney she resigned from the Gazette and went elsewhere and it seems like we don't get any coverage, or the coverage that we have received from the Gazette is less. Have you talked to them, the Editor at all about getting somebody up here with some sort of consistency?

Ms. Micheals: No we have not but that was one of my ideas for the next year with respect to the publicity.

Mr. Klobukowski: Thank you.

Mr. Brown: Karen I just had a quick question for you, first of all on the for the leasing of the various shopping centers around here, I actually had a customer that was trying to go in and lease and wanted to look at all the shopping centers and so we can get offline and talk about it a little bit but with Hilary too some of the names on the list have changed in terms of the agents and also too there was definitely some agents that were more willing to work with others, some were very willing to work with prospective tenants and there was another one that was take this package and have the customer fill out this 100 page package and then we will meet with them, no one needs that, I know we can work with this and make it a little bit better.

Mr. Kuhlman: Tim.

Mr. Whitehouse: Ok thank you. I want to thank the Commissioners for the opportunity to report to you on the 2010 Farmers' Market and receive your input into our plans for the 2011 Farmers' Market. I am just going to quickly read a statement, I don't have a PowerPoint presentation. As you may all know the Town held Farmers' Markets on June 25, July 30, August 27, and September 10. Each of the markets was accompanied by live music and a side event. On June 25 we held a dog show, on July 30 an artisan's exhibit, on August 27 we set up volleyball, badminton, and various games for the kids and on September 10 local businesses set up booths and because of the success of the kids games on August 27 we set up badminton and additional kids games. The Farmers' Markets and the side events were overall a great success. We estimate that these events attracted between 200 and 500 people, most vendors reported that they were happy with their sales and enjoyed the atmosphere of the event, the biggest weakness of the market was that the variety and quantity of fresh produce was lacking. This was because 2 farmers that had planned to attend the market could not, one because of staffing shortage, the other because the drought cut down on their production. The side events were very well received, the most popular side events were the dog show and the artisan's exhibit, the volleyball, badminton, and kids games were a great addition to the market. Many of the Town businesses that set up booths on September 10 reported that they enjoyed talking to their friends and neighbors and meeting new acquaintances in a relaxing and informal atmosphere. This fall we conducted a survey of Town restaurants and food businesses in order to understand how the market affected local businesses, we asked a number of questions the most important of which was whether they noticed a change in their normal traffic on market days and whether they were able to ascertain whether the market helped, hurt or had no affect on their revenue. McDonald's and the Mexican Grill reported an increase in traffic and revenue, Kristopher's noticed some increase in the beginning of the season and then a decline, the House of Poolesville was uncertain,

sometimes they noticed groups coming in and sometimes business seemed slower than normal, and the Organic Market was uncertain because their business was new and they hadn't yet had good sales data to compare. The other businesses that responded noticed no change in their business including Selby's. Given what we have learned so far we plan to proceed with the 2011 Farmers' Market on 4 days this spring and summer, we have already been contacted by 3 additional farms that would like to participate, so we will need to fix the dates as soon as possible and revisit our market rules to make sure we do not get too many vendors. As we develop our plans for the 2011 season, we also will speak to all the businesses in town to continue to work to see that the market has a positive spillover effect on our downtown community. For example one business has proposed to us that we develop coupon books for patrons to use at local restaurants and stores during market days. I believe you have the data from our survey of the downtown businesses, a survey we conducted of the vendors at the market, and a survey of people who attended the market, these surveys have helped us to assess the 2010 market and give us new ideas for the 2011 market. At a later date we would also like to talk to you about being able to carry over the funds we generate from booth sales from year to year, we believe this would allow us to become financially self sufficient. Thank you for the opportunity to update you on this event and to receive any thoughts you may have for us as we proceed planning the 2011 market.

Mr. Kuhlman: All right any questions?

Mr. Brown: Actually I would just like to say you guys first of all I really do appreciate your efforts and being a person that likes fun, I say you guys represent the fun side of Poolesville and it is fun having fun, we had naysayers before and now we have fun people and fun people have done a great job and I really appreciate it and it has made it a good time in this Town. I am not saying you are not a fun person, you voted in favor of this so anyway thanks a lot for your efforts you guys, its everybody working together makes it great for everyone.

Mr. Hoewing: I do want to commend you for the work you did to actually do research on the results of this, it is really well done and particularly interesting to me was the vendors themselves, so many of them they ones that actually were here actually said they had good results, I mean almost all of them did, there was only one that didn't say they had great results so that is pretty impressive actually and I was at most of them and almost all of them had quite a bit of crowds. The only criticism I ever heard was the one you mentioned the produce, so if you can work on that I think its great.

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

Mr. Klobukowski: Thank you all for efforts.

Mr. Kuhlman: The fun people will leave. And no Cathy I didn't ask you any questions.

Parks and Streets

Mr. Kuhlman: Next we will hear from Preston King, Director of Parks and Streets, at least we can recognize you this year.

Mr. King: My name is Preston King, Director of Parks and Streets. I have been with the Town over 15 years now.

Mr. Kuhlman: Put a gearshift lever on it.

Mr. King: All right personnel for the Town, we have John Smith he was actually born in Poolesville, he has been with the Town for 20 plus years. Ricky Davison is also another local resident, he has worked for the Town 13 years. Matt Warfield also a Poolesville native and he has worked for the Town 10 plus years and Brendon McMinn he has been with the Town for 5 years, he is retired Navy 25 years and he lives in the Town also. He wasn't native to the Town but he has taken the Town to heart. As you know you see us every day, every morning we have our daily routine, it starts out basically we have the Town in two halves, we have two crews that go out every morning, they start their day park inspection, which entails basically right now trash cans emptying we have 40 plus cans as it stands now, when I first started we had approximately about 8 to 9, it has been something that has been growing that is part of our job, we also have another program if I am not mistaken a recycling program that is coming onboard it hasn't been totally put into effect but I believe it will, which will probably be another additional 5 to 10 trashcans added to our daily routine. Also while the crews are out they do road inspection and roadside trash pickup and during the year we remove all sorts of items, tires, couches, lots of trash I mean a lot of trash and the Town looks clean we are not perfect but on a daily basis you can't believe how much trash we do remove off the Town's roads on it. For citizen complaints, once they complete their routine we come back I come up here to Wade, talk to Bobbie and citizen complaints I believe is more citizen concerns because citizens of Poolesville they don't complain they just have concerns. And every day we don't know what we are going to have and actually you can look at the lower picture that is one of our more pleasant jobs we get, we are also...

Mr. Klobukowski: Is that a snack you are preparing?

Mr. Brown: That's not a chicken is it?

Mr. King: No no chicken. During citizen concerns we address them fairly quickly, on almost a daily thing probably 2 to 3 times a week we have things that we have to address promptly and then sometimes we have concerns that come in about drainage and then that takes a couple months to get things in place. We just completed one over on Hempstone we put in a new storm drain so we have better drainage in people's yards. Another thing that we have taken on is streetlight maintenance and Wade has developed a site where citizens call in and they give us an address and pole number hopefully we get both it makes it a little easier and it normally takes, we normally like to have 4 or 5 on hand before we really send a crew out because we got to get the truck going, it's a once we do it we want to do it all at one time because sometimes it is not right on that day, it might take 2 weeks or 3 weeks depending on our schedule but normally we are a lot faster than what it used to be. That is something that has been added this year to our maintenance and it has taken more of our crew our time to handle it, we like doing it and we have absorbed it into our program. Yes Sir?

Mr. Kuhlman: Well good get the one across the street from my house.

Mr. King: Somebody is messing with you.

Mr. Hoewing: The neighbors do it they don't want to see what is going on in his house.

Mr. King: Hopefully you guys do see us out in the mornings and we do the road maintenance like we just repaired some potholes on 107, we don't always wait for

the State to come in, if its small enough we do take care of it and we do a lot just for the citizens we go beyond the call I believe for activities on the roads and stuff like that. Now we also have basically like spring, summer, fall, winter we do have specific tasks we do handle and right off the bat we start spring maintenance, athletic fields, our fields are much improved over the last 8 to 10 years due to Wade and other programs about aerating and fertilizing over-seeding, our fields are used, when we sit down there and do the permitting for baseball fields it is always packed, soccer same thing, and we also have some other fields which will be coming on which will help alleviate some of that problem. Ponds another thing aeration, weed control, trash, we also do the ponds, we just completed a couple years ago we actually signed them over to the State or the County but we do the daily maintenance and any tree removal, trash removal, and basic upkeep of it falls within our responsibilities and with the new developments they will have other ones that we will have to take on and do the maintenance on them also. Also the flowerbeds and mulching is done in this time period, also tree care, we also normally do a 2 year cycle deep root fertilization we have our own equipment, we also in the springtime we normally do a small replacement on trees that have been damaged during the winter or they are dead or considered a hazard so we normally do 30 to 50 trees in the spring. Fall time is our big time the planting of trees in Poolesville that is handled in the fall time because you would have a better chance of survival because of our soils and our climate that is the best time to do it. Roadsides, especially after last winter all the snow we do have some issues with people you know our crew we hit them with the snowplow especially when you have 3 foot of snow you kind of lose the road a little bit so we go back in and replace some of the sod and also we improve swales that over time the sediments just wash in they fill in we need to reshape and control the flow of the water and mowing begins in earnest. And we keep adding little pieces of property here and there, I think we are scheduled potentially we could take over another park system in the spring time, Brightwell Crossing over there and which will add to our mowing and right now if weather allows it normally takes 3 ½ days with me mowing full crew to get it done as it goes and that is without position of what is coming up, which is fine, keeps us busy, we like doing it, and like I said in the next several years when the new places come on we will have a need for another personnel or some additional summer help. Summer maintenance program, athletic fields continue, baseball normally runs through end of the school year June and the last couple years we have some of the older boys that 13 to 18 they run through the full summer, they use ball field 2 almost all year and what that does maintenance mowing, we also drag the ball fields and after rainstorms go back and redress them and take care of them. Stormwater management pond I touched briefly on that but during the summertime we really have to go there and try to keep our aerator system up, we do pull them, we do the maintenance on them, we send them out to have repair but we handle all the electronic repair and pump replacements. Also one thing that we do every year you will see us we paint every stop line every crosswalk and it is done for the safety of the kids, it is not really required by the State but it is something we do because we do always put our kids first in the Town, that is one of the hotter jobs but it takes almost 3 to 4 weeks full time with 2 to 3 guys doing it. Summer recreational

projects, the CEDC they have done a great job, they have done a good job it keeps me busy which we like. With the 13 concerts we normally have a personnel on hand in case there is any electrical emergency personnel emergency or anything we support Cathy when it comes to that and the movies are one of the best things you guys ever did, there is a ton of people come to it, it is a very nice feature and the Farmers' Market a pleasant surprise, but all these events add to our workload, we normally have a little afternoon setup before hand, we also support during the event itself. Poolesville Day fantastic event, it has grown immensely, you guys have seen it, also it is just not a day before set up for us anymore, we literally start 2 weeks before and we just slowly build up with cleaning, getting ready, and as you can see once it is done I think it is a pretty good project, with what we do and Cathy with the CEDC does it represents the Town well and I think we should be very proud of how that has come out. Fall maintenance, athletic fields, it slows down, ball fields might but soccer continues then we go back into our aeration and fertilization programs and we have to do that because we do have so much activity, if we don't do it we would have a some issues. Tree replacement and pruning goes in earnest and once again that normally goes up to 50 to 100 trees during that time period depending on the drought, the drought is normally what stresses our trees and once our trees get past 8 or 9 years they really do fine but it's the first couple years that one thing about watering and our water itself that is the hardest thing on those trees, pruning we have really this last year we have really taken that on and our trees are so large now that we will have to invest in some other equipment, larger equipment and I will go on to another incident and you will see why that we really need some larger equipment to handle our trees. Snow equipment readiness, normally October 1 we go in bring all our salt spreaders, run everything make sure they are working and the last couple years 1st of December we are on the road, which is unusual but we always plan, we start October 1 by October 31 all equipment that needs to be repaired or reworked is done, has been done. Also we have a water sealing program we have a big boardwalk that goes between Tama I and Tama II, we water seal that every year which will extend the life of it, we also have 2 bridges that we built and through maintenance they are in immaculate shape because we do keep them sealed. The steps over at Halmos Park we just had to replace them but that was 15 years ago that was one of my first projects I built and that is not too bad for the life out of the steps 15 years of it and that has a lot of work on it. Storm drain cleaning, we also go through with our sewer jet especially over on Hoskinson, Hughes, General Custer when they built the sidewalks they put some under sidewalk drains, we go in there on a regular basis with a sewer jet and remove all the leaves, especially in the fall time so we don't have any ponding so we won't freeze and it keeps everything moving. Winter maintenance, Christmas decorations, one of my favorite things, I still don't know how I always end up on top of the roof but...

Mr. Kuhlman: We promised you a raise you got it.

Mr. Hoewing: So Wade doesn't do it, he told me he did it.

Mr. King: I just smile. But anyway the Christmas lights decorations it is one of those projects I will be honest, we sit there and shake our heads and we just not one of our favorite things to do but when it is done and we are there we always go there the night of the, its worth it, I tell you this last Lighting Ceremony it was fantastic it

really shows how good our Town is and the people of Poolesville enjoy what we do and so anyway but we are about maxed out, we are about lighted out, (inaudible) which is fine but we are truly are once again with the crew we have and the equipment we have we are right there, we are right there and we also have other programs, winterize park facilities, we have to drain them all down, break them down, normally by November 15 all fall sports are done and we go in and we break down and that means all the pipes are blown clean so no water. Crack sealing program we normally get on that February, March, extends the life of the roads and if the State keeps cutting the money we really have to get the full life out of our roads and we can do that we don't have to bring a contractor in, we have the equipment and all the men that we have worked with, we've done it for years. Once again wintertime we do some tree trimming because it just works into the health of the tree, snow removal that is one of our things we take pride in, we have approximately over 21 miles of road that we plow, 2 to 3 miles of sidewalks that we have taken upon ourselves to clear during an event and what we really have on the sidewalk, we make it so kids can walk to school and stay out of the roads and so we have a nice pattern now, it is like a snow removal for roads, we kind of have developed one for getting kids from Spates Hill all the way to the elementary school all the way down Tom Fox to the middle school and Wootton Avenue to the high school, so the major corridor not everything is up but it keeps them off the busier roads and on the sidewalks, which you guys have installed for the kids to keep them safe. Another thing about our roads, every 2 hours we have somebody down the street pretty close to it, the streets aren't side to side but you can get a piece of equipment, a medical equipment or if you need to go to the store you can normally get out in the Town of Poolesville, even during the big large snow events it was within hours people would be able to move, couldn't get out of Poolesville but CVS, get to your Selby's and the other stores in Town. We also handle special projects during the wintertime, we built storage structures, we built bridges in the past we have also built trails, right now we are building a loft for storage down at the water treatment plant, we take on all projects, we enjoy projects and like I said citizens bring concerns, Wade brings, Eddie, we always take it and say we can do it and we like doing it. Equipment maintenance during this time of year we normally take one of our trucks, 2 of our trucks, especially with the salt trucks and we try to strip them down repaint them and that prolongs the life of the trucks. We normally get 10 years out of our salt trucks and that is saying something because I tell you what salt on vehicles I don't care how good you wash it, it just does a lot of damage to it. 2010 events, that was a good year wasn't it guys, it was pretty good. All right 3 major snow storms, I am throwing December 1 in there last year was a phenomenal year when it came to snow, I thought we handled it well. Our crew is fantastic, actually for one of the events I was out of town, they say every time I leave it snows or tornados come but my guys never missed a beat they jumped into it, water department jumps in, the water treatment plant personnel one thing about our staff we are a small crew but we are a good crew and I can call on any of the departments and they never blink helping, they will go all day, which is nice knowing you have other crews behind you. We also had 2 major street tree damaging events, one was with the snows which really all the evergreens we lost a ton of evergreens and then

that wind storm in July our pear trees just took a terrible toll. Now one thing about our trees and our good maintenance we have very healthy large trees, well now when they come down I don't have the proper size chipper and we have a small chipper which just takes way to long and I am requesting in the budget for a larger chipper, we had to rent one last year and the time it saves is unbelievable and the wood chips that it has made we actually have some composting going on down at the shop and we actually work it back into the town. So if we have a larger one we will be more efficient and we can handle whatever storms come our way.

Projections for 2011, new parks coming online, Brightwell potentially so in the next year potentially summertime we will have more area to mow, more weed eating, a lot of stormwater that is coming on that we take care of. Also with those additions there potentially more roads to snow plow, maintenance, painting. Planned additional personnel, I know due to budget cutting and state money we were supposed to get a permanent personnel this time period, I understand about money, I talked to Wade about it if we can extend the summer help by a month on either end that would be a bridge for a year maybe two until we get enough houses and tax revenues so we can handle an additional personnel. The new chipper, also a big thing, Stevens Park replacement, it is needed, it is going to be a big project over there, that park has served us well, but it needs replacing, also Wade and I have identified the restrooms they need to be upgraded at the same time and if we are going to do something we are going to do the full thing and we are looking into, we could probably do a lot of the work, we might have to contract some of it out, the new chipper I breached the topic on that a little bit that is something that would make us more efficient. I have also put in a thing for a snow plow and a salt, we purchased the truck 2 years ago for the water department and we are going to need a larger salt truck with the addition of the two roads within the year or two we are going to have more roads and that truck will keep us online with being able to take care of the salting issues and moving snow for the Town. Is there any questions at this time?

Mr. Hoewing: In Stevens Park what is it you are replacing, the actual pavilion.

Mr. King: No not the pavilion, what we are doing the playground and actually Cathy had pictures up with the kids sitting on it. That park is used a lot and it needs to be upgraded and one thing just for safety because I think it was put in in 83 time period something like that and just through ADA and just through the safety things have changed and it has served its life and it is ready to go and then the bathrooms we need to address the bathrooms there and over at Halmos Park we need to put some ventilation in there and some other things over there. And like I said once again the staff will do what we can do and maybe get some contractors from the outside.

Mr. Brown: I assume the game plan would be to have it done before the Summer Rec Program kicks in?

Mr. King: Normally what I have seen in the past is not so much on us it's the contractors coming in and because what happens when school stops they normally go to the schools and then we normally catch it in August.

Mr. Yost: It will be slated for the fall time period.

Mr. Brown: Ok cool good.

Mr. Klobukowski: So the concession stand will be completely demolished.

Mr. King: No the concession stands...

Mr. Klobukowski: What about the bathrooms are they going to be ADA compliant.

Mr. King: What we are looking at in the bathrooms is actually new urinals, new toilets and then actually inside we have the room that has all the internal piping, that is going to be upgraded.

Mr. Klobukowski: So the restrooms will be ADA compliant then?

Mr. Yost: No we aren't changing the configuration we are just updating the fixtures and the plumbing.

Mr. King: But I believe Jerry that each one they have toilets that are wheelchair accessible. Halmos is less likely but Stevens I am pretty sure we don't have an issue with the accessibility with somebody that has a wheelchair.

Mr. Klobukowski: Ok with respect to the Christmas lights that go down Fisher Avenue do we have any plans to replace them with LED lights.

Mr. King: Yes I gave Wade a...

Mr. Klobukowski: That is in this budget?

Mr. Yost: Yes.

Mr. King: So I did some research on it and it depends on you all but the LED all it is, all we need to do is replace the bulbs we have, they actually have bulbs that will screw in so we don't have to change any of the hardwire we just change light bulbs out on that.

Mr. Klobukowski: Is that really cost efficient to have people go screw in light bulbs.

Mr. Yost: Very much.

Mr. Klobukowski: Ok.

Mr. King: And the thing is what happens we have so many feet of it, and we have these giant spools and if you have lights on it, it just expands and tangles so you have to literally as you, people have seen us, we have the big wheels and you pull it off as they come off you pull a little and when they come off you have (inaudible) they are not the spools and then they would just tangle, very cumbersome.

Water and Sewer Department

Mr. Kuhlman: Thank you. All right next we will hear from Devin Boyd the Director of the Water and Sewer Department.

Mr. Boyd: Good evening Commissioners and citizens. My name is Devin Boyd I am the Director of the Water and Sewer Department. I have been with the Town since June of 04, I have been a department head since August of 08, State certified in water and wastewater treatment. In the water and sewer department we have got Matthew Haga, Sam Hept, and Andrew Witt, all of which grew up in Poolesville and went to Poolesville High School and all started in 08, so we have got a pretty young crew but I tell you we have come a long way. Our water and sewer system we have got 6 sewage pump stations, one of which is new it came with the Stoney Springs development. We have got 11 wells. We pumped approximately 150 million gallons in 2010 and averaged a daily average of about 400,000 gallons. We have got 2 water storage tanks, one of which is pictured that is our million gallon storage tank in the Woods of Tama and we've got everyone sees the elevated 500,000 gallon storage tank in Town by the high school. We have got somewhere in the vicinity of 200 fire hydrants and approximately 20 miles of water and sewer pipes. Our daily operations we go to each one of those 6 pump stations and well houses and we

record flow data which would be recording the hours and gallons pumped, we sample the water, we check pH before and after treatment and we add chlorine, we inspect systems, well depths, pipe condition, look for any leaks, anything that stands out and we also take care of Miss Utility tickets, we mark our own water and sewer lines daily, we get a lot of them so every time someone is putting in cable or something we are out there marking water and sewer. Throughout the year we read water meters, each house we would read on a quarterly basis so we are reading somewhere in the neighborhood of 500 houses a month. We flush hydrants once a year, when we flush these hydrants we flush them one to check the operation of the hydrant, we also do it to clean any sediment in the lines when we flush these hydrants we also grease and maintain anything we run across. We had 14 water main breaks in 2010 I tell you my guys they really take care of these pretty well, sometimes I apologize sometimes we have your water off for a long time but we got 3 guys working on it and they do a great job. We also take care of any sewer cleaning, we do routine maintenance, we divide the Town into 5 different sections and we try to do each one of these sections each year, so each section is done every 5 years. We do leak detection this would be looking for any kind of water main break to surface or any smaller leaks, we try to do on a quarterly basis, sometimes we have to do it in the middle of the night just because it is quieter, we use a microphone to listen to valves and to fire hydrants and we can hear a really long distance, which sometimes is a lot easier to do in the middle of the night. And also any kind of maintenance, we try to take care of all of our trucks, pump maintenance, we have got to do a lot of rebuilding of pumps, we got pumps that go down, electrical maintenance, building maintenance you name it we take care of it. Private well monitoring, we had 2 wells come online and we had to take care of monitoring some private wells in the vicinity of these new municipal wells to make sure our impact wasn't adversely affecting them. And we assist in snow removal, as Preston said we had a big year last year. Last year we had our sewage pump stations electrical systems rehabbed, this would be the electrical junction boxes and conduit was switched over to plastic and these sewage pump stations are very corrosive environment and switching over to plastic I think was a very good idea. We took care of a bypass for a sewage pump station at Seneca Chase, this bypass is for emergency situations if we were to have both pumps go down we have a trailer pump we can bring in and basically bypass the station, so we can hook up to a valve there, there was a valve that was inaccessible and we were able to get that accessible. Our dc power upgrade in the well houses, we were having a large problem, our wells are controlled with a Scata system by radio and the controllers were having an issue with electrical storms, they were basically frying and this was due to the dc power converter and not enough surge protection, when these controllers fried it was roughly \$2,000.00 we were shelling out each time to replace them, consulting with an electrician we were able to in the picture this black box is our dc power converter and to the right of that is a very small fuse about 50 cents, we put a fuse in there and now we are spending 50 cents on a fuse instead of \$2,000.00 on a controller. We had some people climb our water tank in town this year and paint some graffiti they were pretty proud of the Class of 2010 and we were able to climb the tank and repaint over the graffiti. As John mentioned, our

well 2 system valve we had a break underneath of our well 2 over the winter last year and we had a contractor come in and put a system valve, there was no valves that we could shut down in able to make these repairs so we had a valve installed. We also painted fire hydrants in the Wesmond, Seneca Chase and Fisher Avenue areas this year. Hopefully this next year we can get the rest of them painted, like I said there is 200 of them so it is a lot. And we also installed a biological grease cutter up in the center of Town, we had a lot of grease issues with Bassett's Restaurant and so we were able to see really good results with this biological product that eats grease for us so we don't have to have any backup problems. We are also looking at doing the same thing with another restaurant in the center of Town.

Mr. Hoewing: So the restaurants are putting grease in the sewer system?

Mr. Boyd: There is a couple in town that don't have grease traps, which has caused problems in the past but this biological product seems to help a lot. As for this upcoming year I switched emergency equipment supplier, a company that I buy a lot of our repair clamps and couplings and such for underground repairs, I've saved a lot of money doing that, I would say roughly 40%, I have also got budgeted chlorine sensors, pictured is one of our chlorine sensors we got one in each one of our well houses. The company that makes these sensors that we have has gone out of business, so if we have one that goes down I can't just replace a little tiny sensor I have got to replace the whole mechanism, so we have got budgeted several of those. Also I am planning on upgrading the electrical systems in well 2, along the same lines as our pump stations, junction boxes, and conduit, which it is not really a corrosive issue its just a maintenance issue. And main valve replacement there is many valves that I have got targeted that will need to be replaced very soon and I am going to focus a lot of time and effort trying to get that done this next coming year. We have got a valve replacement program budgeted from the past and I am going to utilize those funds and also as Preston had said we are starting to build a storage area in the wastewater plant maintenance area so it is going to help us a lot and save us a lot of money. And that is all I have got for tonight so if you guys have any questions at this time.

Mr. Kuhlman: Nope.

Mr. Brown: Keep up the good work.

Mr. Hoewing: Good job.

Mr. Boyd: Thank you for having me, thank you for letting me work in your company.

Mr. Kuhlman: Thank you Devin.

Wastewater Treatment Plant

Mr. Kuhlman: All right next will be Wastewater Treatment Plant Superintendent, Chris Williams. If you need any help we are in trouble.

Mr. Williams: Good evening Commissioners and citizens here. My name is Chris Williams I am the Superintendent of the Poolesville Wastewater Treatment Plant. I have been with the Town since May of 2004 and I started off on the water department side but soon after I was moved over to wastewater and I've come very far with it to this point. I work with one other operator within the wastewater plant, his name is Craig Warfield we hired him back in July of 2007, we are both on call 24 hours a day, 7 days a week, 365 days a year. We only work an 8 hours shift but the

plant doesn't stop just because we go home so what we have in place is an auto-dialer system so if anything goes wrong within the plant something as simple as maybe a valve not opening or not closing all the way or a blower not kicking on, it will call us for the slightest thing and we have to come in, sometimes we can fix it in maybe 5 or 10 minutes and then other times we will be there all night just trying to fix one problem. We are both holding a Class 5 Wastewater Licenses and with those you have to have 3 years in your --- before you can actually even obtain those. Basic tasks every day what we do is we monitor and evaluate the performance of our biological treatment process, what our process is within our wastewater plant is a living breathing system of microorganisms within each of our basins here within the wastewater plant and what we have to do is monitor how many solids, the amount of organisms themselves, oxygen levels and just about anything you can think of within wastewater. We also take care of equipment maintenance, we have developed a maintenance program within the past year that has helped us maintain our equipment and it saves us from a lot of down time with equipment. We also take care of the grounds around the wastewater plant and we also give school tours every once in a while.

Mr. Hoewing: I have taken tours before of your plant but going into the warm weather just out of curiosity when it is this cold how do you keep the microorganisms alive.

Mr. Williams: I'm not sure its...

Mr. Yost: Its not that cold. (Inaudible) stainless and it pipes in the ground so it doesn't freeze.

Mr. Williams: Yeah it doesn't freeze no.

Mr. Yost: The life isn't as healthy.

Mr. Williams: From 2010 the total rainfall we had last year was 41.2 inches, average flow through the wastewater plant was 623 gallons per day. During a peak flow event say when we have a rain event of 2 or more inches in a day we will have a flow through the plant of 2 million gallons per day. The total treated last year was about 226 ½ million gallons of wastewater. And also last year what we had done to our plant was we had our ENR upgrade that is our Enhanced Nutrient Removal. The goal of this upgrade was for total nitrogen removal, that is part of the Save the Bay Act that is going on and what it is, is it is indeed removing nitrogen out of our wastewater discharge coming out of the plant and what we did was we installed variable speed drives on our blower system and what that does is allows us to fine tune the amount of oxygen being introduced within our wastewater system and also the bonus with that is we save a lot of electricity. Before the upgrade MDE had our plant rated for about 6.6 milligrams per liter of total nitrogen being discharged from the plant, that adds up to about 15,000 pounds per year of total nitrogen being discharged. After the upgrade we are now under a 4 milligram per liter average total nitrogen, which adds up to 9,137 pounds per year and that is low cap on our total nitrogen. Within the past year we have had all three of our influent pumps rebuilt, we also had one of our blowers over in our lagoon system which is right behind Stevens Park there those 2 ponds that is our lagoon, we had a blower that needed to be sent out for repairs. We have also done a lot of work on our belt press it is aging and old as the plant so you are talking about 25 years old for this belt

press and it is starting to have a lot of problems, we replaced the motor on it, I replaced the controls within it, we are trying to keep it going but we have done a lot of work on it.

Mr. Brown: Chris explain what the belt press does again.

Mr. Williams: Oh what the belt press is, well when the solids within our wastewater plant in order to get rid of them what we do is we add a chemical to the solids that makes them kind of gel together and so run them onto a belt and it's a 2 belt system where it squeezes that solid so it eliminates any sort of water and then we have them go through another series trying to get as much water out as we can and it goes into a bin, a dumpster bin which will be picked up and hauled up to the landfill.

Mr. Kuhlman: Like the old wringers on the washing machine.

Mr. Williams: Yes exactly and that is how we dewater and get rid of the solids here.

Mr. Kuhlman: And a replacement is in the draft budget.

Mr. Williams: Yes it is. And as I said earlier we have developed a new maintenance schedule and it has helped us stay on top of our maintenance, it has prevented any sort of down time that we might have and we are really proud that we really haven't had anything go down other than the lagoon blower and the belt press is as old as the plant anyway. For the past year we have done a lot of hard work and just getting out there during these rain events and identifying the high flow area what I&I inflow and infiltration is essentially sewer lines that are failing where what happens rain water seeps into our sewer lines and that is what is causing our higher flows at the plant. We have done a good amount of flow monitoring by installing our sewer flow meters, we have done sewer main line inspections with our new camera system that we have, which you can see in the picture there. We have also done lateral inspections with the water department they have been a huge help to us in identifying some of the problems within town. We also go around town during these rain events and inspect manholes for possible leaks and there will be a report forthcoming from John Strong here in a few weeks I do believe about that. 2011 that is a picture of our belt press you can see the series of rollers and the solids coming off of it they call it the cake I don't know why but that is our belt press, it is as old as the plant itself, it is 25 years old and we are looking to either rebuild or replace it depending on which would give us the bigger bang for our buck essentially. And also next year I want to look at replacing the water distiller there was a piece that had broken on it, it was actually the heater for the distiller that broke on it but when I went to get a replacement part for it they don't make it anymore the whole unit is obsolete so I wanted to replace that and also there are a number of heaters that are failing within our wastewater plant, I am looking to get about 6 new heaters within the plant as well, to hope to keep the pipes from not freezing essentially because there is a lot of pipe work within the plant. And I do believe that is it does anybody have any questions?

Mr. Kuhlman: Any questions for Chris? Thank you very much Sir.

Mr. Hoewing: Good work.

Mr. Klobukowski: I do have a question. Is there anything that we could do with respect to use some stuff that is generated to like alternative energy sort of thing. Anything that comes off the plant or comes off the (inaudible).

Mr. Yost: There are times that if you have a closed digester we can create a methane gas that can be used, unfortunately we have what is called an aerobic digester it is all wide open so you can't capture any of the methane gas so difficult to do.

Mr. Klobukowski: Ok thank you.

Planning Commission Report

Mr. Kuhlman: And next we will hear from Mr. Cal Sneed, Vice Chairman of the Planning Commission. The Chairman is away on vacation.

Mr. Sneed: Good evening yes George Coakley is playing world traveler so I am here to give the Planning Commission presentation. These are our 5 members this year, 4 members right now we are waiting to fill a vacancy on the Board, we had Link on the Board for a large part of 2010 but he was replaced by Chuck with his election to the Commission so that has created a vacancy. As you know the Planning Commission is responsible for all aspects of planning for the Town, the primary responsibility that we have is the development of the Master Plan and on at least an every 6 year basis we have to revisit the Master Plan and review it for any updates. But largely from a day to day standpoint for the Planning Commission it is to ensure that any development or building that takes place in the Town adheres to any Ordinances, Town regulations and so on and the --- stays within the spirit of the Master Plan. I wanted to give you some highlighted items for the year 2010 and then at the end of the presentation I will point out a couple of things that we have on the Board for 2011. As you know we had a number of site plan reviews and or approvals for the year, the townhouses at Fisher and Wootton were among them. We had the Fisher Avenue sidewalks that we reviewed and approved the Dr. Dillingham Park we got a chance to see some site plans for that. The Brightwell Crossing entrance features were reviewed and approved and wells 7, 9, and 10 were approved as well. We got a chance to look at the Whalen Commons Bandshell before it was constructed and the Skatepark configuration before that went up and then we also looked at the Conlon Forest Conservation Bank and had a chance to question the petitioner on that. Some other work we completed were the Underground Storage Ordinance and the Alternative Energy Ordinance and a number of plans for initial allocations some plan filings were extended this year. The Master Plan I have given it a separate slide because it is so important or at least we think so. It is due this year to you all, we did complete a Town citizen survey this year to mirror the survey that was conducted for the last Master Plan. We are about halfway there I think maybe a little bit less a little bit more and we expect to deliver the draft Master Plan to the Commission in the 2nd quarter of this year. We had some miscellaneous items this year, we had the state requirement for Commissioners to be certified by taking online training, and everyone on the Commission took the training and are now certified. The one fun thing we had this year, we don't have a lot of fun on the Planning Commission, one of the fun things we did have happen we were approached by a math teacher here at the high school to participate in a mock presentation for her class and she divided her classroom into groups of 2 or 3 and they came in with the idea about the time she developed this idea the Community Center idea was floating around for Parcel 840 and so she had her classroom putting up suggestions about how the Community Center might be built and used, so that was kind of fun. We had almost 100% participation by the

Commissioners on that. For the outlook for 2011 some anticipated projects we certainly will complete the Master Plan as you know a Town signage matter has been brought before you guys and we got a chance to hear a petitioner talk about that as well. We are going to be reviewing a Streetscape phase in plan with Wade who has indicated that it will be sort of looking at the prioritizing the streetscape plan and phasing in by recommendation over different budget periods. And then we do expect there are a number of initial allocations out there that will expire December 11 of this year and we anticipate getting a number of those in for reviews and extensions and then we will something I believe we talked about last year, George talked about last year, was the Forest Conservation Bank Ordinance which I don't know that we got to, we have done some preliminary thinking and planning on it but I believe this year we are setting it up for an Ordinance recommendation. And that completes my presentation, if you have any questions Wade will be happy to answer them.

Mr. Kuhlman: All right no questions, thank you very much Cal.

Parks Board

Mr. Kuhlman: And finally Parks Board, Doug McKenney, Chairperson.

Mr. McKenney: Good evening gentlemen. One of the benefits of going last is that everybody in their presentations have already shown the pictures that I was going to show anyway so you don't, I don't have one. In any event my name is Doug McKenney I am Chairman of the Parks Board, I have been on the Board I think 6 years now maybe working on the 8 as far as terms are considered anyway at this time last year the Parks Board and all of us were awaiting construction of the skatepark and bandshell, I think we would all agree that both facilities have been well received and well used. In addition to being involved in those projects the Parks Board discussed many other issues in 2010. For example we recommended to the Commissioners that Parcel 840 be named Dr. Dillingham Park, we also reviewed, updated and redrafted the Park Rules and Regulations, some of those changes were made to accommodate the proposed changes in the proposed Town Charter. Moreover during this redrafting process we made other changes to incorporate new facilities such as the bandshell and the skatepark, as well as drafting usage rules related to the skatepark, there were no rules prior to that point in time. With everybody's help the Skatepark was completed and its grand opening was celebrated shortly after school let out for the summer break, while the skatepark is certainly a very well used and heavily used facility it has not been without its own challenges. For example outside objects were dragged in as jumps, excessive trash within and surrounding the park has been an issue as well as users challenging Town employees while attempting to close the park at dusk. In a couple instances the hinges on the gate have been broken and other minor vandalism has occurred, a few have even jumped the fence after closing. The Parks Board and Town's response to this negative behavior after much discussion and a --- was to close the park for a week, for the most part this action was very successful, however given the current weather I think only a skater from the Arctic Circle would be adventurous to use it right now. We will see in the spring what happens, I mean I do believe that the Town suggested I think that to the Parks that that might be a reasonable action to close the park for a week, I think everybody got the message I

think everybody changed their attitude, their behavior thereafter and my hope is that next spring we open up and resume as we were when we got here in the fall. The Parks Board has also been discussing ideas for additional facilities at Dr. Dillingham Park, we have discussed the tot lot, playground, a picnic pavilion and more recently the idea of a dog park. Initially the thought was to consider Campbell Park for a possible dog park, however it seemed that it would be less centrally located, would be immediately adjacent to residential housing and on a busy street, obviously not the best combination for dogs. The Board is still considering the idea of the dog park at Dillingham Park and no recommendation has been made to the Commissioners, however as I noted we continued to look at Campbell Park in an effort to better utilize that property, and as most of you probably recall it's a small awkwardly shaped piece of property that is on the corner of Fisher Avenue and Wootton, a large chunk of it is kind of down behind the houses and its fenced in. It is a nice piece of property the problem is there is in some cases its not big enough to do one thing and in other cases it is too big to do something else or its too confined to change its purpose so right now it is just open field. During 2010 we also reviewed and approved updates to the Master Plan we added new information about parks, we urged the, we urged or included the concept of consideration of additional community facilities in the future as the Town grows, as things change, we need to try and keep that in our sights. We encourage additional traffic calming measures such as speed humps and continue to suggest the County consider placing stop signs at Fisher and Wootton as well as the corner of Hughes Road and Tom Fox Avenue. I think we can all say that we have definitely seen accidents at both places and probably some several near collisions or near misses however you want to characterize it. During the year we also discussed the signage entrance for Brightwell Crossing, the company wanted to make the entrance more prominent, Cal had mentioned something along the same lines, there was a component that passed to the Parks Board as well. We initially had some concerns about the ability to ease out into traffic given the increased height and length of the entrance, subsequently those concerns were resolved and we made the recommendation that the changes be made to the Planning Commission. Town Parks also benefitted this year from two Boy Scout Eagle Projects, one project installed 2 benches outside of the skatepark, the concept was designed after the bus stop benches that we have in Town, the change in this instance was instead of using regular wood or pressure treated wood, the Scout used the composite wood so hopefully it will last longer and be less maintenance for the Town now that they have been installed. That project was not without its challenges. The other Scout installed roofs above each of the dugouts at Stevens Park, this was a pretty considerable project, had some glitches early on, got those fixed, the unfortunate thing was when we had those strong winds about a month ago I guess it was, some of the welding had not been completed because the individual who volunteered for that had forgotten that he had volunteered to go do that and it hadn't gotten done and it is estimated that those roof's weight around 700 pounds and the wind was such and I guess aerodynamics was such that the wind actually lifted one of those roofs off of the dugout and dropped it off the side. He was able to salvage some pieces and I understand from Preston that the Town has almost completed putting it all back together. But the

initial process was done by the Scout and aside from that the Town benefitted a lot, the Town helped supply some of the Staff, it was and provided marginal funding on these projects the bulk of the funding was raised by the Scout and the bulk of the labor was also the Scout's responsibility. On a more routine note we continued to review and approve park permit applications. This spring in addition to baseball and soccer we expect to receive applications for field use for lacrosse. As a result this may cause more if not all of our fields to be booked up this spring, fully permitted and rented out. The fields at Brightwell Crossing cannot come on soon enough in our eyes in some sense. For 2011 one of the first things we will probably look at is the replacement of the equipment in Stevens Park. It is slotted for this fiscal year, that money has been allocated over the last 20 some odd years I think is the allocation process for that, we will also seek to try and get some grant money, so we will look at hopefully we will be successful as we were in the past, so we will look at designs and plans and companies that do that as we have done in the past and make a recommendation to you gentlemen to approve the expenditure and we will go from there. As I think others have said the lacrosse and soccer field at Brightwell Crossing I think it is called Elgin Park has been graded and seeded, it will likely not be usable till next spring at best though, this time is obviously needed to help establish the healthy grass in addition to the fact that we don't have a parking area right now so it would be difficult to put people there. We also had a presentation from a Town resident with respect to streetscape signage or town signage, we will be looking at this during this year as many of you know some of our Town signs are 10 to 15 years old, for example I think the entrance signs on Fisher Avenue they are difficult to read for a variety of reasons, one they are old and they are kind of peeling and faded, two while I think the green and gold color scheme is very aesthetic it unfortunately doesn't lend itself to good or easy reading while you are driving especially at or after dusk. Some people seek to review and then propose highly readable color combinations that are hopefully reasonably aesthetic as well, looked at replacing some of the older signs and least readable signs first and then we will decide what recommendations we would want to make from there with respect to other signs or directional signs for Town areas within Town. With respect to the skatepark I noted some issues earlier such as vandalism and broken hinges and therefore the Parks Board continues to believe and recommend that security cameras be installed, the reason for this recommendation is and always has been to protect the Town's investment, not to allow somebody friends to see the latest trick they did as I think was mentioned by somebody. The skatepark may well be the single most expensive sports facility that this Town has and it clearly has been heavily used which is great, I am eating my words on that fact but it needs to be protected, it should be protected and moreover the Parks Board in general has been open, very open about its discussions that it may be in the Town's best interest over time that all of our parks have some form of security camera. I am sure you will all recall the anonymous sprayer paint sprayer at Stevens Park a few years ago, I don't remember how many times Preston and his crew had to repaint the concession building but they did it more than once. One other time a 4-wheeler drove into the soccer park at Halmos Park and tore the field up or on a personal instance I was at a baseball game at Stevens Park where two 4 wheelers raced

through the Park during a baseball game, to the peril of numerous young children. The Town has a lot of time, money and energy invested in our park system, thanks to Wade, Preston and the Town's crew I would say it rivals those in communities much larger than Poolesville. We should do our best to protect these investments and that is how we view them. Granted cameras are not a dime a dozen we are fully aware of that, but they are a fraction of the investment that we have in our parks. On a different note I moved here about 10 years ago, at that time the trees near my house needed little or no maintenance, they were fairly young, now these trees are much larger they require trimming fall cleanup and obviously as I think Preston indicated the same thing is happening in our parks and there is a lot more maintenance involved in maintaining our parks and we are better utilizing our parks then we were when I first moved here, we now have concerts, we have movies, farmers markets and other events throughout our parks, these are great fantastic things that highlight the Town, they are great for the residents and visitors but it requires additional work on the part of staff, particularly maintaining the parks. We will soon have additional park facilities that we will be responsible for maintaining, Brightwell Crossing field may come online in about a year or so, and at some point thereafter the fields in Winchester Stoney Springs will be turned over to the Town as well. The Parks Board in order to continue to have park facilities that are well maintained for our use with the additional --- rivaling parks in larger communities, we urge the Commissioners to consider increasing the number of staff members capable of maintaining our expanded number of parks and streets. As part of the December Parks Board Meeting we were asked to rank priorities for the upcoming year and in some instances further out depending on what those items would cost. And the first item at the top of the list was the Town's request for additional personnel with respect to parks and streets. The 2nd item was Preston's favorite and that was the chipper, he made a good case to us and it made a lot of sense as to why that would be a valuable and worthwhile use of Town's money to buy that piece of equipment. The third item we talked about was for the Tom Fox sidewalks and that is slated for fiscal year 2013 when Tom Fox I think is slated for repaving and those are some of the smaller sidewalks that are on the edges of Tom Fox Avenue, there is no curb, there is no gutter, they actually are fairly, they are not as safe as they could be for kids walking up and down and back and forth to the middle school. There is no curb, there is no gutter, the sidewalk is very narrow and it probably needs to be redesigned. I know you guys have looked at this already we are still interested in having this done. The 4th item for consideration was a bandshell awning, a number of the people inside the bandshell have expressed a concern or discomfort I guess that the way it faces when the sun begins to set the sun is shining right in at them, very hot, it gets a little difficult to see and one of the things we would want to be sure if we were to propose something was is that the awning would maintain the basic integrity of that bandshell there was a lot of discussion and conversation about how that should be built to make it look good the way it does and I think it looks great I would like to put something in there that fits but not put something just to put it in, it has to work with the building. The 5th item is cameras I had mentioned that before, now granted I made an issue over it but it is not the top of our list so hopefully you will appreciate that and then the last two

items are a pavilion at Dillingham Park something similar to what we have at Halmos or Stevens with picnic benches underneath have some family gatherings things like that and last on the list is a dog park at Dillingham and paving the parking lot as opposed to the gravel that is there right now. Thank you for the opportunity to update you on what we have done, I would be happy to answer any questions you may have.

Mr. Klobukowski: Has anybody looked at the new sign reflectivity requirements that are coming up I think they are mandated for 2012, we are supposed to have an inventory of all our signs and certain signs are by this thing are supposed to be replaced at certain intervals, with like a sign maintenance or replacement schedule based on the type of sign it is, whether it is a directional, stop sign, a crosswalk, etc., have we done that and are we making provisions to enact that requirement.

Mr. Yost: We are in the process of doing it and the requirement is once you start replacing them then you replace them with the special reflectivity type, but it is a guideline.

Mr. Klobukowski: Ok thank you.

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

Citizens Forum

Mr. Kuhlman: All right that concludes the presentations. Are you guys prepared to set a meeting date to go over this information we have had tonight and also we have to have the budget presented by March 7.

Mr. Yost: The third.

Mr. Kuhlman: Third I am sorry, so we are going to need to have some budget work sessions through February and our next Commissioners Meeting will be February 7, we could have a work session on Saturday the 5th. Is there any conflicts.

Mr. Klobukowski: That works for me.

Mr. Brown: Good for me.

Mr. Kuhlman: All right 9:00 Saturday morning the 5th we will open the work session with going over the State of the Town information, which hopefully won't take a great length of time and then get into the budget work sessions. All right that concludes that Citizen Forum anybody have anything. Yes Sir please come forward and give your name and address for the record.

Mr. Heimbach: Good evening Commissioners my name is Matthew Heimbach I live at 19616 Selby Avenue, actually right back there. I wanted to address everyone here and the Town's people because I have lived in Poolesville my entire life and one of the things that are most important to me is not only the fact that we live in a small town community but the history around us and I was thinking for the Town that the more I have been digging into Town history and research that with the 150 anniversary of the Civil War coming up starting this year that it might be something that would be very good for the Town to create a memorial to the Confederate Soldiers who served from Poolesville because I am sure as all of you know just like at the local cemetery or the Poole House that this was a southern town and many, many men went and served in the 1st and 2nd Maryland Calvary from Virginia so I thought it would be very important for us to create even just a plaque for the soldiers that for the veterans that served and I know listening to everything the Commissioners were talking about and the different committees, that money is tight

so that would be something that I would be willing to undertake to try to get donations from the townspeople so it wouldn't be an issue on you but I thought it would be something to bring a sense of heritage to our Town and celebrate our history.

Mr. Kuhlman: All right.

Mr. Brown: It's a good idea.

Mr. Kuhlman: Definitely we will consider it Sir and you are willing to help work on it.

Mr. Heimbach: Sir I will go door to door.

Mr. Kuhlman: Anybody else?

Mr. Brown: Thanks Matt.

Mr. Kuhlman: All right seeing no hands I will entertain a motion to adjourn to an Executive Session for the interview for an applicant for the Planning Commission. Somebody want to read that.

Adjournment

Mr. Brown: I'll get it. I make a motion that we adjourn to an Executive Session as provided for by the Annotated Code of Maryland State Government Article Section 10-508 (a)1(i) to discuss an appointment to the Planning Commission.

Mr. Kuhlman: Is there a second?

Mr. Hoewing: Second.

Mr. Kuhlman: All in favor?

All: Aye.

Mr. Kuhlman: We are adjourned to Executive Session.

APPROVED 2/7/11

Executive Session Minutes January 24, 2011

Present: Commissioners Link Hoewing, Jim Brown, Jerry Klobukowski, Eddie Kuhlman, Chuck Stump and Town Manager Wade Yost.

The Commissioners adjourned to Executive Session as provided for by the Annotated Code of Maryland, State Government Article: Section 10-508(a)1(i) to interview for an appointment to the Planning Commission.

Mrs. Jennifer Kasten was present for the interview. After interviewing Mrs. Kasten a decision was made to appoint Harald Ehrentraut to the Planning Commission and to appoint Jennifer Kasten to the vacancy on the Ethic Commission.

The meeting was adjourned.

