

Town Manager's Top 10 - Current Status as of 06/08/2022

<u>Project</u>	<u>Current Project Status</u>
(1) Bike Park <i>(Dale Lehnig, Joshua Goff, Sean Grey, Amie Ware)</i>	The fencing to provide security between the existing water tower site and the proposed bike park has been installed. Gates on the Maple Avenue and W&OD Trail side have also been installed. Drainage improvements and tree removal by the Town Staff will commence next week. Estimated installation by American Ramp Company is early to mid-August. The auction held by Discover Purcellville exceeded expectations.
(2) Comprehensive Rewrite of the Zoning Ordinance <i>(David Mekarski, Don Dooley, Sally Hankins)</i>	<p>Zone Co will revise the map to be identical to the future land use plan in the Comprehensive Plan. That will end the task related to mapping. As we proceed with the project, if the Planning Commission desires any deviations from the comp plan map, we can always amend the map accordingly. Also, we will be putting together the calibration tables for each of the six new districts.</p> <p>The calibration tables will include three columns for each district: (i) the existing regulations applicable to those areas (for comparison purposes); (ii) any regulations we can glean from the comp plan; and (iii) our proposed regulations. That way everyone can see what exists, what is planned, and any blanks we need to fill in or tweaks we suggest. Deliverables are expected the end of May. Zone Co is scheduled to attend a PC meeting in June.</p>

<p>(3) Town/County Project Coordination:</p> <p>(A) Conveyance of 5 Acres of Land</p> <p>Town Attorney/Town Engineer to finalize all remaining elements to complete the purchase agreement for the 5-acre conveyance of land located in the Field's Farm Park for a future police facility and elevated water tank;</p> <p>(B) Town Plan Reviews of Fields Farm Improvements</p> <p>Town Engineer and Town Planning Director coordinate with County to expeditiously complete site plan review on all Field's Farm Park improvements, including soccer fields, baseball park, commuter parking lot, road network and bike/pedestrian trails;</p> <p>(C) Town Plan Reviews of Rt. 7/690 Project</p> <p>Town Engineer to work with outside engineering consultant on retainer to expeditiously complete all required reviews of the Rt. 690/7 interchange project.</p>	<p>A) Both the Town Council and Board of Supervisors approved the Real Estate Conveyance Contract to transfer 5 acres of land from the County to the Town. The parties are currently on an extended 120 day due diligence period. Upon a joint site visit, it was determined that a significant amount of trash and debris has been dumped on the two acre water tower site and limited debris on the three acre police site. In addition, mobile homes and recreation vehicles are encroaching onto the proposed town parcels. The County has agreed to remove all debris with no cost to the town and will be constructing a chain link demarkation fence between Ralph Fields property and the proposed town parcels to eliminate promiscuous dumping. Upon completion of these elements, the town and the county will move towards execution of closing documents.</p>
	<p>B) The Town Manager met with the Planning Director, Senior Planner and Town Attorney to ensure coordination with the County on all elements to achieve Planning Commission and Town Council approval for the Special Use Permit and Rezoning Application for the County's Field's Farm Park. To that end, staffs are coordinating a pre-application work session with the Planning Commission where the County will be joined by our team to present the history of this park area, which includes the development of a new commuter parking lot, lighted baseball fields, grass and artificial turf soccer fields, road connection between Mayfair Crown Road and Rt. 690, multi-use pedestrian path adjacent to roadway alignment and other amenities. Upon establishment of a date and time for this presentation, invitations will be sent to Town Council to attend if available.</p>

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	<p>C) The Town Manager's Office, Town Engineer, Town Planning Director, Senior Planner and CM Stinnette attended the public information meeting on the project. The meeting was sparsely attended. The main concern came from representatives from Catoctin Meadows HOA who have expressed concern about the modifications and expansion to the interchange design, which increases the impact to a wooded flood plain area and would cause a significant loss to a regulated wetland and loss of natural habitat. HOA representatives are in discussions with officials regarding the acquisition of this property and offer of just compensation and have agreed to maintain communication with our offices to ensure support for HOA interest.</p>
<p>(4) ARPA Capital Improvement Projects <i>(Dale Lehnig)</i></p>	<p>Watermain Replacement Project, WTP to Town Phase 1 - 50% plans completed within 120 days of Notice to Proceed (NTP, 1/26/2022), final plans and specs completed within 120 days after receipt of Town's comments. Tasks include:</p> <ol style="list-style-type: none"> 1. Preliminary Engineering Report Technical Memorandum 2. Site Survey 3. 50% design plans & specifications 4. Final Design plans & specifications 5. Permitting 6. Preparation of Bid Documents 7. Preparation of Easement Documents
	<p>Hirst Reservoir Rehabilitation</p> <ol style="list-style-type: none"> 1. Plans are currently nearly 100% completion; town comments sent 3/17/2022. 2. Plans to be sent to VDH for final approval, to DCR for dam alteration permit. 3. Depending on permitting approvals, advertise for bids for intake project in May, 2022. Advertise for dredging component in late May or early June 2022.
	<p>New Finished Water Storage Tank</p> <ol style="list-style-type: none"> 1. Town met with chosen contractor (Kimley Horn & Associates) 3/16 to refine their proposal scope. Assumed NTP date May 1, 2022. 2. Tasks include: Survey (SUE) 4 weeks, 30% design documents 12 weeks, Geotechnical Report 3 weeks, 90% design documents 14 weeks, Final permitting & easements 12 weeks, final bid documents (plans & specs) 4 weeks. Total time for completion of design is estimated 52 weeks.

	<p>SCADA for WWTP</p> <p>1. Town team is working with contractor (Jacobs) to refine scope and timeline. They have already had their team on-site to help better define the Town's needs. Current timeline assumes NTP May 1, with completion in March 2023.</p> <p>2. Tasks include: Kickoff meeting and project defined 1 month. Design deliverables 3 months, procurement & delivery 3 months (depending on supply chain), install equipment 2 months, Replace existing PLCs, software conversion, HMI upgrade, remote SCADA systems, startup and commissioning 2 months.</p>
<p>(5) Adopt Spending Plan for the \$10.5m Allocated Under the ARPA; Prioritize Projects to Ensure Funds are Obligated by 2024 and Finalize by 2026. (Hooper McCann, Liz Krens)</p>	<p>Please see updated spending plan.</p>
<p>(6) Temporary Police Headquarters (Chief McAlister)</p>	<p>Moseley has completed plans and specs for the improvements to the Lower Building, which expands the current police facility from 4,300 square feet to 6,200 square feet providing more functionality and increased security. The estimated cost of construction approximates \$1.5M. \$800,000 has been designated from ARPA funds to supplement the remaining funds which will come out of the General Fund Reserve Account following an associated budget amendment. The Town Manager's office along with Engineering & the PD will be evaluating all bid submittals, along with Moseley. Following the analysis, the administrative team will present recommendations to Town Council for a selection of a contractor, and we will establish a contract management process to ensure successful completion of all improvements.</p>

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<p>(7) Finalize negotiations to secure long-term water rights (200k gpd) to acquire sustainable water supply for sustainable potable water consistent with Jacobs Water Resource Study. (Marsh Well and JK Well) (David Mekarski, Sally Hankins, Jason Didawick)</p>	<p>The Marsh family has recently retained new legal counsel who has experience in water rights. The family is working with new counsel to summarize a number of points that have come out through our joint negotiations. Upon receipt of those points our negotiating team, which includes myself, Sally, Jason, Stacie A. and Jamie Emory, our consultant who is a subject expert) will be meeting with a member of the Marsh family and legal counsel to determine if we can come to terms mutually beneficial for both parties.</p>
<p>(8) Renewal of Franchise Agreement with Comcast (Marty Kloeden)</p>	<p>Marty held a meeting with Matt Ames to discuss the proposed term sheet and are meeting again soon to discuss remaining issues:</p> <ol style="list-style-type: none"> 1.Fostering future cooperation with other utilities in the right-of-way due to crowding in TOP ROW. 2.Requesting that Comcast provide GIS data on their as built network for the TOP GIS database. 3.Discussion of initiation and use of the Public Education and Government channel. 4.An updated listing of all required “courtesy” cable TV drops and review of billing summaries for all services the TOP is paying for with Comcast beyond the required courtesy basic channels. 5.Provision of fiber to the Town EOC. 6.Provision of fiber to Town Hall for the PEG channel as was as provision of the encoder equipment. <p>A new agreement is expected to be in place by the end of July. Current contract expires August 31.</p>

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<p>(9) Jeffries Well Pre-Chlorination Treatment Facility/Construction of a Consolidated Green-Sands Facility to Bring Two of the Four Aberdeen Wells Online <i>(Dale Lehnig, Jason Didawick)</i></p>	<p>The Engineering Dept. is applying for a Loudoun County commission permit to obtain the approval for the comprehensive consolidated well treatment facility to be located at the Jeffries Well site. While at this juncture the town is only interested in approvals for the Jeffries Well Pre-Chlorination Treatment Facility and the construction of a consolidated green sands facility to bring 2 of the 4 Aberdeen Wells online, Loudoun County in a pre-application conference, suggested the comprehensive approach to apply for the larger consolidated treatment facility, which is designed to treat our fresh water from the reservoir as well as multiple groundwater wells. Under this approach, we will have on file the preliminary approval for the comprehensive capital improvement project and final approval for the Phase 1 pre-chlorination treatment facility. <i>(when is this coming to commission)</i></p>
<p>(10) Complete Asset Management Plan and Appropriation for Improvements to the Community Garden Site and the Aberdeen Property. <i>(Dale Lehnig, Joshua Goff)</i></p>	<p>The administration has received a complaint from an adjoining property owner to the community gardens about mixed waste, concrete debris remaining from our demolition of metal butler building and ancillary</p>