



AGENDA
PARKS, INFRASTRUCTURE, ENVIRONMENT, & UTILITIES COMMITTEE MEETING
MARCH 12, 2019 AT 7:30 PM

LOVETTSVILLE TOWN HALL, 6 EAST PENNSYLVANIA AVENUE
LOVETTSVILLE, VA

- 1. Welcome & Introductions**
- 2. Addition/Deletions/Modifications to the Agenda**
- 3. Approve Minutes**
 - a. Minutes February 12, 2019 (attached)
- 4. Action/Discussion Items** (Items on this agenda may be voted on at this meeting)
 - A. W&S Billing Policy (memo attached)
- 5. Old Business**
 - a. Traffic Calming – Locations for collecting data?
 - i. Cooper Run? Where else?
- 6. Information Items**
 - a. Town Engineer Monthly Report February 2019 report to Town Council (attached)
- 7. New Business**
 - a. Draft Work Plan for review (attached)
- 8. Adjournment**

Town of Lovettsville

Parks, Infrastructure, Environment and Utility Committee

Minutes of the February 12, 2019 Regular Meeting

Call to Order

Chairman Chris Hornbaker called the meeting to order at 7:30 PM. The meeting was held at the Lovettsville Town Hall, 6 E. Pennsylvania Avenue, Lovettsville, VA.

Committee Members & Staff Present

Council Member Chris Hornbaker (Chairman)
Planning Commission Member Bob Custard (Planning Commission Representative)
At-Large Member Richard Efthim
At-Large Member William Craine
Karin Fellers – Staff Support

Other Guests Present

None

Committee Members Absent

Council Member David Steadman (Town Council Representative)
Mayor Nate Fontaine (Non-Voting member)

Additions/Deletions/Modifications to the Agenda

E Broad Way Mailbox Update was added as item 4D with no objections.

Discussion/Action Items

A. 1st Item - Minutes

Motion: I move to approve the minutes of the 12/11/18 Infrastructure Committee meeting as presented.

By: Bob Custard

Second: Bob Craine

Aye: Unanimous

Nay:

Abstain:

Absent: David Steadman

B. 2nd Item – Four Applications for Committee Membership

The Committee discussed the four applicants for the vacant Infrastructure Committee position and the Chairman will make a recommendation to Town Council based on the input

from the Committee.

C. 3rd Item - W&S Billing Policy Review

The Committee discussed the Water and Sewer Billing Policy and provided direction to the staff to draft a policy for their review at the next meeting highlighting specific items to be included in the policy.

D. 4th Item – Committee Roles and Responsibilities

Motion: I move to recommend the Charter of the Infrastructure and Facilities Committee with modifications and the additional section concerning the Tree Board be presented to Town Council for approval.

By: Chris Hornbaker

Second: Richard Efthim

Aye: motion passed unanimously

Nay:

Abstain:

Absent: David Steadman

E. 5th Item – E Broad Way Mailbox Update

Bob Craine gave an update of his progress on the mailboxes. Thirteen mailboxes have been painted. The Committee discussed the process for change out and directed staff to draft a letter notifying owners of the plan to replace their mailbox for the Chairman's review. Staff will purchase numbers for the boxes and will install the first thirteen. The yhirteen that are removed will be given to Bob Craine who offered to paint the remaining boxes.

New Business

None

Adjourn

There being no additional business before the Parks, Infrastructure, Environment and Utility Committee, the meeting was adjourned at 8:55 PM.

Respectfully Submitted

Karin Fellers, Recorder

Date Approved: _____

Attachments: _____

Town of Lovettsville

MEMORANDUM

TO: Infrastructure Committee

FROM: Karin Fellers, Town Engineer
Robert Ritter, Town Manager

DATE: March 12, 2019

SUBJECT: **Water and Sewer Billing Policy Development**

ISSUE:

Discuss a staff drafted water and sewer billing policy.

BACKGROUND:

Town Council recently approved a temporary policy to provide late fee and cutoff relief to Federal Employees affected by the shutdown. Town Council asked the Infrastructure Committee to review the Town's current policies and present the policy to the Infrastructure Committee. The Infrastructure Committee directed staff to draft a policy to provide late fee relief. This draft is attached for the Committee's review.

Current Payment Plan Approach: Staff requested additional information about the Treasurer's current approach to developing a payment plan and received the following information:

- 1. Generally, I try to get the customer to agree to pay the bill in full by the end of the month that it became delinquent (10 to 11 days after the cutoff date). In extreme circumstances (job loss, death in family) I have extended payments beyond that, but insist that the bill be paid in full before the next bill goes out. I do not charge a cutoff fee if an agreement is in place and has been honored.*
- 2. I do not charge any late fees beyond the initial 10% penalty assessed on the first day of the month following the billing month. A cutoff fee (\$30) is charged only if our utility operators are sent to cut off water service for nonpayment and an extension has not been granted.*
- 3. In the past, I have asked that ½ the amount due be paid before giving an extension for the rest. If that is not possible, I ask for the greater of \$25 or 25% of the amount owed.*

The Treasurer estimates that he set up 15-20 payment plans each year.

Ability to set up Auto Withdrawals: The Treasurer also researched the ability to set up auto withdrawals with the Town's local bank BB&T and has relayed the following. *I would*

have to sign the Town up for their Cash Manager online service which costs \$20 per month, and each draft costs \$1.75 up to a max of 50 per month.

Government Shut Down Late Fee Waiver Policy: In January, the Town of Lovettsville approved a temporary measure to offer Federal workers and other contractors, etc. who were affected by the shutdown during the Federal Shutdown. The draft late fee waiver policy would eliminate the need for such a policy in the future unless the government shutdown multiple times within two-year period.

Late Fee Waiver Policy in Neighboring Jurisdictions: Staff reached out to some of our neighboring towns concerning their policies on waiving late fees. Formal written policies were provided by several towns and are attached to this memo for your reference.

Leesburg has a formal policy giving staff the ability to waive late fees once every 24 months for any reason.

Purcellville has a formal policy stating that staff may waive late fees, if the resident requests it and if the account is in good standing for the last 24 months.

Middleburg does not have a policy that specifically allows them to waive late fees, however, they do have the ability to issue leak adjustments and extraordinary use adjustments. they also have the authority to enter into a "budget billing" program for those who are on a "fixed or limited income." If the resident goes to staff before the due date, then there will be no late fee if they keep up with their payment plan.

Round Hill stated that they have the authority to waive late fees for water/sewer and general taxes and that authority falls with the Treasurer and Town Administrator. A formal policy was not provided.

ANALYSIS:

Staff was asked by the Committee to draft a revision to the Town Code to specify the actual due date for a bill to be the 5th of the month following the bill month, which was hoped to reduce confusion with the current situation where the due date shifts from billing to billing. Upon review, the Town Manager stated that staff has set a new protocol which ensures that the bill is mailed before the end of the month so that the residents always get a full month to pay the bill. He has therefore recommended that we not shift the bill date from the last day of the month. Staff did add language to clarify that the due date is the last day of the month following the bill issued date. Staff is also recommending that the requirement for \$10 be removed so that the late fee will always be 10% as that is what the billing software can easily calculate. It should be noted that with this change, if the town switches to monthly or bimonthly billing, the Town may see a slight reduction in the amount of late fees that are collected.

Staff has drafted two written Late Fee Waiver Policies. One version includes the items as directed by the Infrastructure Committee. The second version is suggested by staff and simplifies the policy by eliminating the auto withdrawal language. As the Town will be required to pay additional cost to use this option, it doesn't seem like the best approach to ensure payment. Especially since the only time it would really be appropriate to use this approach is for payment through the Payment Plan when the amount of funds is known and set in advance and the Town sets up 15 - 20 payment plans each year. The policy for both versions permits the Town to offer a one-time late fee waiver to those accounts who have not received a waiver within the last 2 years.

FINANCIAL IMPACT:

With implementation of either of the new policy options, there will be a reduction in the amount of late fees collected by the Town each year, however, many of the late fees are generated by “repeat offenders” which will limit the waiver amount to once every two years for that group of late payers. Additional cost for the auto withdrawal may also reduce the amount of late fees collected.

RECOMMENDATIONS:

Staff recommends that the Infrastructure Committee forward the proposed Town Code language changes and the Water and Sewer Billing Policy (**Staff Version**) to Town Council for their consideration for approval.

MOTION:

“I move that the Infrastructure and Facilities Committee forward the proposed Town Code language changes and the Water and Sewer Billing Policy (**Staff Version**) to Town Council for their consideration for approval.”

ATTACHMENTS:

Draft Water and Sewer Billing Policy and Proposed Town Code Changes dated 3/12/19.

Written Water and Sewer Waiver Policies from Leesburg and Purcellville.

Draft W&S Billing Policy and Proposed Town Code Changes

3/12/19 by Karin Fellers

Town Code Changes Recommended by Infrastructure Committee and Town Staff

Revise Town Code Section 38.48 a) 1)

Bills are rendered quarterly and are due and payable on the date listed on the bill (last day of the month following the month that the bill is issued). If bill is not paid by the due date, a penalty of ~~the greater of \$10.00 or~~ ten percent shall be assessed, and the customer shall be sent a notice that service will be discontinued after 20 additional days unless customer either pays the bill or has entered an approved payment plan.

Water and Sewer Billing Policy (Infrastructure Committee Version)

If an account requests help with a bill and they have not been late paying a bill and have not received any previous waiver of fees within the last two years, staff may allow a one-time waiver of the late fee.

If an account has a leak, and the account has paid an amount equal to the average usage for the previous four billing periods on the account as calculated by Town staff prior to the bill's due date, staff may offer a waiver of the late fee for payment of the additional amount due on this bill.

In order to avoid water shut off, an account must contact the Town staff to develop a payment plan prior to the cutoff date. Staff has the authority to set up a payment plan if the account agrees to permit auto withdrawal from their bank account for the timing and payment of the amount due. Payment must be completed within 2 months of the due date on the bill. If the account has contacted staff to set up a payment plan prior to the due date for the bill and the account has not set up a payment plan or obtained a waiver of late fees within the last two years, staff may offer a one-time waiver of the late fee.

Water and Sewer Billing Policy (Staff Version)

If an account requests help with a bill and they have not been late paying a bill and have not received any previous waiver of fees within the last 8 billings (two years), staff may allow a one-time waiver of the late fee.

If an account has a leak, and the account has paid an amount equal to the average usage for the previous four billing periods on the account as calculated by Town staff prior to the bill's due date, staff may offer a waiver of the late fee for payment of the additional amount due on this bill.

In order to avoid water shut off, an account must contact the Town staff to develop a payment plan prior to the cutoff date. Payment must be completed within 2 months of the due date on the bill. If the account has contacted staff to set up a payment plan prior to the due date for the bill and the account has not set up a payment plan or obtained a waiver of late fees within the last two years, staff may offer a one-time waiver of the late fee.

UTILITY BILLING POLICY TOWN OF PURCELLVILLE

Effective July 2012

The purpose of this written policy is to maintain consistency when handling late water/sewer payments. All Town Staff shall strictly enforce this policy.

The Policy is:

1. **Water/Sewer Bills** shall be mailed bi-monthly on February 1st, April 1st, June 1st, August 1st, October 1st and December 1st. Payment is due the first business day of the following month. **The Town is not responsible for mail lost or damaged by the US Postal Service.**
2. **Account Payments**: All account payments must be paid to the Town's Finance Department either via mail, drop box or the office during regular business hours. Police officers and Public Works Department employees are *not* authorized to receive payments.
3. **Late/Disconnect Notices** for water/sewer accounts shall be mailed via regular mail to those customers with an unpaid balance after the original bill due date. This notice will include a late fee of 10% as described in the Water Billing Fee Structure Policy and notification of the cutoff date. This will be the **only** notice the customer will receive prior to service disconnection.
4. **Partial Payment**: The customer must establish a payment plan prior to 10:00 a.m. on cut off day. Any requests for a payment plan after 10:00 a.m. will not be accepted. Contact Finance staff to discuss payment plan agreement
5. **Cutoff Day** will be scheduled approximately 10 days following the original bill due date and never on the day before a holiday, weekend or any other day that the Town Office is closed. In order to avoid disconnection of water service, the customer must pay the delinquent account balance **by 10:00 AM** on the cutoff day.
6. **Reconnection Fee**: The Town of Purcellville will deliver and post a 24 hour notice of disconnection at the service address of any water/sewer account with a delinquent balance greater than \$20.00 as of 10:00 AM on the cutoff day stated on the Disconnect Notice. A \$ 10.00 door announcement fee will be added to the account for this notice. An additional reconnection fee of \$50 will be charged to accounts that have not been paid by 10:00 AM the day following the 24 hour notice. This reconnection fee will be applied to the water bill even if the water has not yet been disconnected to the property. For instance, if a customer arrives with the payment at 10:15 AM on the cutoff day, they will be required to pay the reconnection fee, although the service to the property may not yet be disconnected. Town staff may cancel the cutoff order for a property once the payment has been made, in its entirety, inclusive of the reconnection fee.

7. **Service Reconnection:** Water connections will be restored within 2 hours once all charges have been paid in full and under the following circumstances:
- a) The water bill, late fee and reconnection charge are paid to the Town's Finance Department during the regular business hours. Any payment made after regular business hours will be processed the following business day. *The water will only be reconnected if all the fees have been paid in full.* **Reconnection of water service will only occur during regular business hours.** The Finance Department cannot authorize overtime for reconnection of any water service due to a late water bill payment.
 - b) If an emergency situation exists where a resident cannot be without water overnight, the Town Manager, Assistant Town Manager or the Director of Public Works have sole authority to authorize personnel for overtime to reconnect a water account. Staff should contact the Town Manager, Assistant Town Manager or the Director of Public Works if they believe an emergency situation may exist. The customer will be charged an additional fee for the personnel overtime incurred by the Town.
8. **Good Payment History Penalty and Reconnection Fee Wavier:** A customer may appeal to the Director of Finance to receive a penalty and/or reconnection fee waiver for good payment history. Staff will review account history for no less than 24 months to determine if the account is in good standing. The customer must request this waiver, it is not automatically applied.
9. **Online Banking Payments:** Customers choosing to utilize their banking institution's online bill payment service will be subject to penalties based on date of receipt of payment by the Town. These services do not provide postmarked envelopes and do not prove to arrive timely. The Town will not abate penalties based on date of check or date that the funds were withdrawn from the customer's bank account, due to the fact that these are scheduled dates set by the banking institution and do not reflect real time deposits made by the Town. Customer are encouraged to instruct their banks to have payment arrive 10 days prior to the actual due date to ensure timely delivery.
10. **Estimated Bills:** The Town reserves the right to estimate water/sewer bills when it is not possible to read the meters due to inclement weather or other reasons. When meters are not read, the bills will be estimated based on the customer's average usage for the previous 12 months. Special meter readings and subsequent adjustments when the estimated bill is larger than expected *will not* be permitted. As the estimated bill is based on average use, it should adjust automatically for the next billing.

11. **Deposits:** A deposit is required for **all** accounts including rental/leased properties. The property owner may not waive a deposit for a tenant. The only way the deposit can be waived for a tenant is for the property owner to place the account in his name and assume all responsibility for the bill and deposit. Upon written request, the Director of Finance is authorized to waive the deposit for an account holder if they have established two years good payment history with another Town of Purcellville utility account with the same account holder name. The deposit must be paid prior to service connection as the Town bills utility usage in arrears. Deposits will be applied to the final water bill. Property owners may request a deposit refund after 2 years of proven good payment history. This request must be in writing and is subject to satisfactory account review by staff.

Deposit by category:

Residential (Owner & Rentals)	\$300.00
Business/Commercial	\$300.00
Restaurant	\$750.00
Apartments	\$3,000.00
Laundry (In house services)	\$7,050.00

12. **Opening a New Account:**

In accordance with the Identity Theft Prevention Program / Red Flag Rules established May 1, 2009, the Town's personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- Verify the customer's identity (for instance, review a driver's license) in person;
- Review documentation showing the existence of a business entity; and
- Independently contact the customer by phone, US Mail, or e-mail to verify account.

13. **Existing Accounts:**

In accordance with the Identity Theft Prevention Program / Red Flag Rules established May 1, 2009, the Town's personnel will take the following steps to monitor transactions with an established account:

- Verify the identification of customers if they request information, whether in person, via telephone, via facsimile or via e-mail, by asking for the last four digits of the customer's SSN. If the Town does not have record of an SSN, by asking for the customer's date of birth. If the Town does not have record of a date of birth, verify the customer's identity as with new accounts;
- Verify the validity of requests to change billing addresses; and
- Verify changes in banking information given for billing and payment purposes.



Late Payment Penalty Waiver Policy


The purpose of this policy is to provide additional guidance and steps necessary to implement Leesburg Town Code, Section 34-69 (b) (1) which authorizes the waiver of a 10% late payment penalty. The reason for providing a policy for waiving a penalty is to reduce the financial burden on residents and other customers caused by making a late payment.

The following policy is hereby established by the Town Manager and shall apply to the waiver of late payment penalties.

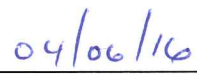
- The Town Manager or designee may, upon request of a customer, waive the first penalty for a late payment. Upon removal of the penalty in the Town's billing system, the customer's account will document and date the first penalty waiver.
- Subsequent waivers may be requested by the customer following twenty four months of penalty free payment history. Upon review of the account, if eligible based on payment history, the penalty will be removed from the account and waive date documented.

Exceptions

Under extraordinary circumstances, the Town Manager may approve additional late payment penalty waivers when outside this policy when recommended by legal counsel.



Kaj Dentler, Town Manager



Date

Approved As To Form:


Town Attorney

Town of Lovettsville

TOWN ENGINEER REPORT February 2019

Training

The EPA webinar discussing water treatment for emergent contaminants I planned to take on January 28, 2019 was postponed due to government shut down but was rescheduled to February 26, 2019.

Project Management Activities

FY20 Budget Development: Attended budget work sessions and researched additional information as requested by Town Council and the Town Manager. Requested proposals for treatments to the Town Green and the Town Square to help improve the health of the grass and eliminate unsightly weeds. Proposal includes 6 treatments throughout the growing season with fertilization as well as emergent weed control and spot weed killing. This includes organic fertilizer on the areas recently restored as the other fertilizer includes an emergent which will prohibit germination of the grass seed that was spread in the fall and over seed proposed this spring. The proposed treatments will NOT kill dandelions which are typically killed by spot treating, however, the spot treatment does not eliminate the possibility of dandelion seeds germinating. Additional funds in the budget are needed for the portion of the restoration work not paid by the Events and any of the proposed treatments listed above. The proposal can be provided upon request.

Broad Way Improvements Phase 2A: *Design and construct sidewalk, drainage, etc. for E. Broad Way between N. Light Street and Park Place. Project funded with Loudoun County and Town Funds. Additional Loudoun County and VDOT funds have been requested.* Staff held a preproposal meeting on January 30, 2019 at 10:30 am at the Lovettsville Library. Twenty-nine interested consultants attended this meeting. Staff drafted a summary of the questions and answers from the meeting and sent out an Addendum 4. We received 16 proposals on February 13, 2019. The Selection Panel is reviewing the proposals and will meet on March 1 at 10 am to discuss the scoring of the proposals and select a group to invite for interviews.

S. Church & PA Improvements: *Design and construct improvements to widen S. Church St and portion of PA Ave including curb and gutter, storm management, street lights and sidewalk.* Staff received initial concept options for maintaining 2-way traffic on S. Church and provided further direction on desired concept options based on the information provided by the initial options. The boring to collect soil samples for pavement and foundation design information was collected on 2/14/19.

Town Office Expansion: *Design and construct an expansion to the Town Office with necessary site work to include storm management and an expanded parking lot.* Developed a power point presentation for the Public Hearing.

Capital Project Contract Review: *Using the Town's Contract Attorney, review the contract used for the E Broad Way Phase I project and revise based on the attorney's recommendations to provide better legal protection, better define roles and responsibilities and specify expectations more clearly.* In the winter/spring the Contract Attorney will review the contract document template the Town will use for the construction of major projects being sure to include all elements required for VDOT funding.

Walkabout Minigrant Application – DONE February 2019: Staff received the needed school information from the school representative assigned to help and submitted the VDOT Walkabout Application on February 1, 2019. Applications were due February 7, 2019.

Town Engineer Activities - Utilities

WWTP Corrections and Testing: *Complete Change Order #3 and #4 and conduct testing for 12 months to evaluate WWTP performance with the corrections.* The Change Order #6 improvements were completed and a follow up simulated test was completed on January 2&3. The data from the lab has been compiled and began analyzing the data and staff has requested time during an upcoming Town Council meeting in March to present the findings and the next steps for the Consent Order and the WWTP.

WWTP Permit Renewal – DONE March 1, 2019: *Draft and submit the WWTP permit renewal application package to DEQ.* The Town has received notice that the permit is scheduled to be renewed on March 1, 2019.

Sprint CUP: Town Council approved the 1st Amendment to the Lease. The Town is awaiting a signed copy of the Amendment from Sprint for the Town Manager to sign. Sprint will hire the Town's tank maintenance contractor to inspect the installation and do the pain touch up work needed.

Verizon Inquiry to add Antenna to the Tank: *Negotiate to add Verizon antennas to the Elevated water tank. Negotiate a lease agreement with direction from Town Council, conduct needed CUP process and review/approve attachment design.* Staff has negotiated lease terms with Verizon with direction from Town Council. Verizon proposed substantial modifications to the standard lease. The Town Attorney and staff has reviewed and reacted to these changes and the draft was forwarded back to Verizon. A conference call was scheduled to facilitate resolution between both attorneys.

Water and Sewer Master Plan: The final plan was reviewed by the Infrastructure Committee and handed out to Town Council at their meeting on January 10, 2019. The scheduled discussion on February 7, 2019 has been postponed due to prioritizing Budget discussions and needs to be rescheduled for a future meeting when time is available. Acceptance of the Master Plan will enable staff to move forward with implementation of well abandonment.

Elevated Tank Access from Potterfield- NEW Project: This project includes adding a large driveway apron and gravel road to connect to existing gravel access road for the elevated tank and is budgeted in the CIP for FY19. Staff developed an RFB and sent it out to contractors. Concurrently, staff began developing the VDOT Land Use Permit needed to complete the work.

Well Abandonment: As the CIP is becoming final including obtaining grant funds to help abandon the two "mothballed" wells, staff is beginning the process of developing the grant application in order to move forward with the abandonment.

Asset Management Plan: No work has been completed on this project at this time due to focusing on higher priority projects.

Town Engineer Activities - Development Review and Inspection Support

W&S Compliance Package Issuance: No new packages were issued during this time.

Heritage Highlands: Determined that one of the lots does not have the water meter in the location shown on the plans. Field verified and notified the Utility Director, Inspector and Zoning Administrator of the issue. The site superintendent was also notified that the lot site plan is not correct and requires revision showing new proposed location for meter and lateral for Town review and approval.

Loudoun West Inspections: This project has reached Beneficial Use so that new homes can be connected to the system. Water and sewer lateral inspections will be ongoing as homes are completed and occupancy requested.

Keena Subdivision Inspections: The contractor has initiated work. Staff is working to get the owners to remove the vehicles and trailers parked on the street which will be in the way of the construction. Work will continue as the weather permits. Inspections will begin once water and sewer work installations start.

Lovettsville Park W& S Agreement: There has been no new activity on this item. Still awaiting a final version from Loudoun County.

Parks and Public Works Operations

Parks & Public Works Major Repairs and Maintenance Items: The two light poles in front of the 7-11 were replaced with the appropriate Town standard replacement light poles from Spring City and the electric supply to the ornament plugs was located and repairs made for their operation. It was also identified that the power for the lights and the ornaments is on a timer so that the ornaments will not be lit during the day like the other ornaments on E Broad Way.

Lovettsville Square Snowflakes for lights: Staff developed a Memorandum of Understanding for the Lovettsville Square owners to allow the Town to install snowflakes and banners on the 4 street lights in front of the shopping center. The owner has reviewed and accepted the MOU with minor modifications. Town signed copies were forwarded for the owner's signature. Snowflakes will be ordered once approved by the owners and once the Town Manager identifies sufficient funds in FY19 or FY20 budget.

Welcome Sign Replacement: Staff has finalized the dimensions and issued a formal quote to make the sign.

Event Logistics Support:

Logistics: Henry returned items used during Love Winter to the appropriate locations in the Barn. He has provided support to identify all the needed supplies for the Welcome sign replacement, clearing the office and trailer entrances of snow and completing his regular tasks of trash and dog waste pick up and supply runs. He also removed the snowflakes from the lights. We are waiting for the Town Square to dry out to use the bucket truck to remove the holiday lights. In the meantime, he turned on the red and white lights for Valentines day for a little festive fun.

Electric Plan for Town Green and Town Square: Staff developed a base map for both park areas and offered suggested locations for power, lights, grass paver access (Town Green) and permanent Portapot locations (Town Green). Staff met with the Events Committee on 1/22/19 and discussed the options and issues. Staff has requested a follow up meeting with the Committee.

Parks, Infrastructure, Environment and Utility Committee Support

Parks, Infrastructure, Environment and Utilities Committee Business: The committee met on February 12, 2019 and discussed a possible water and sewer billing policy. The committee made recommendations on who to appoint to the vacancy on the board and also finalized the Charter language.

S. Church St Renaming: *Evaluate options to resolve safety response concerns to addresses on S. Church St with the Infrastructure Committee, make recommendation to Town Council and implement chosen solution.*

An SOP has been developed for road renaming as requested by Town Council and can be supplied to Town Council upon request. In January, GoogleMaps was updated to accurately name Kirche Street. Unfortunately, most of the home addresses along Kirche Street are still not correct. Based on a suggestion from Town Council, Staff provided a summary of our attempts to get Google Maps updated and what still needs to be corrected to Del LaRock's office in the hopes that he may have contacts who can help get this resolved.

Infrastructure and Facilities Committee

Possible Work Plan Items

By Karin Fellers

3/5/19

The following list identifies possible future items which the Infrastructure Committee may choose to pursue or provide input to staff on through 6/30/20. Not all items may be accomplished. Items are dependent on staff availability and necessary funding budgeted.

1. Town Water Supply Well Abandonment Recommendation
2. Water and Sewer Late Fee Waiver Policy
3. Identification of areas of concern for Neighborhood Traffic Calming
4. Review Park Concept & Electrical Plans proposed through the Events Committee and provide recommendations to TC on approval consideration
5. Review Love Sign Proposal if sited in Town Square or other Town space
6. Develop Surcharge Fee Implementation Policy if TC desires
7. Select initiatives/recommendations from the Water and Sewer Master Plan and provide policy direction and recommendations as appropriate
8. Select recommendations from Wellhead Protection Plan and provide policy direction and recommendations, as appropriate
9. Review Town Manager recommended CIP and operating budget and provide input as it pertains to Parks and facilities
10. Review/Recommendation of Wayfinding Signs as appropriate if budgeted
11. Review/Recommendation of Pedestrian Crossings as appropriate if budgeted
12. Tree Board Work
 - a. Arbor Day Tree and other tree planting and location selection
 - b. Develop a Pruning Plan
 - c. Provide ongoing support concerning maintenance/removal of Town diseased/damaged trees
 - d. Ongoing recommendation for replacement planting and tree replacement
13. Anything else?