AGENDA
JOINT MEETING OF THE INFRASTRUCTURE COMMITTEE AND TREE ADVISORY BOARD
TOWN COUNCIL CHAMBERS
6 E. PENNSYLVANIA AVENUE
LOVETTSVILLE, VA 20180
TUESDAY AUGUST 13, 2024, AT 6:30 PM

Members of the public may access and participate in this meeting in attendance at the stated location or electronically using the link or call-in number provided below:

Join Zoom Meeting:
https://us02web.zoom.us/j/81634122759?pwd=P2LlfNMQedO2A7odufrXmkHOP5HNSg.1
Meeting ID: 816 3412 2759 | Passcode: 331462 | Phone: (929) 205-6099 or (301) 715-8592

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Minutes**
4. **Updates**
5. **Discussion items**
   - A. **Loudoun County CIP funding requests for Town projects.**
   - B. **Park Place well renovations update**
   - C. **South Loudoun Street well abandonment update. Endorsement of costs**
   - D. **Veterans Park update. Endorsement of costs**
6. **Utilities Report**
7. **Project Managers Report**
8. **Tree Board Updates**
   - A. **Tree planting plan at water tower (24 green giant arborvitae) hedge row**
   - B. **Tree planting on Town property.**
9. **Upcoming Meetings: September 10, 2024**
10. **Adjournment**

Joint Meeting of the Infrastructure Committee and
Tree Advisory Board
Meeting Minutes

9 July 2024

In Attendance: Brandon Davis, Charlie Mumaw, David Earl, William Craine, Brian Bovino, (Participating audience member, Sarah Titus)
Absent: Bob Custard

Prior Meeting Minutes: Unanimously Approved

Scoping of pedestrian improvements on N Berlin and Commercial entrance at Diner, Loudoun CIP Funding request, and/or SMART Scale Re-Scope:

- The Town has proposed placing additional sidewalking on N Berlin on the side of the street with the Lovettsville Diner in light of the near-fatal strike of a pedestrian
- The Town sought input regarding whether an island to choke the entrance and exit to the lot in question would best serve the need to slow traffic down
    - All existing right of ways would be used and no additional acquisition of land would be necessary
    - Costs are currently unknown and the scoping is hypothetical at this point, the Town could go back to check on costs by using TMG to design the project
    - Noted that there is a roughshod pricing that can be deduced based on the cost of the N Berlin Turnpike "shared use path" across the street totaling nearly $4 million and this would be an almost mirror image of that but not as long
- Not enough information gathered to make a recommendation to the Town on how to proceed, genuine debate about the cost effectiveness of an island to limit or slow entry versus sidewalking the fully proposed route

EV Charging station (grant) idea at Town Hall and Community Center (potentially):

- Town of Lovettsville is entertaining pursuing an 80/20 Metro Government Grant for electric charging stations.
- For every EV Charging space, 4 parking spaces would be utilized to facilitate with 2 required
- Stations would be privately owned and operated on public property, Committee noted that that creates enforcement issues wherein the Town cannot police the charging stations owned by private individuals who cannot privately enforce rights and would need police involved if there were issues.
- Based on the anticipated $60,000.00 associated with the project, the Committee believes that is unlikely that the charging stations would be quick charge stations and be more similar to the charging stations outside the Co-Op
    - Committee noted that those charging stations are not well leveraged due to slow charging times
- Committee did not garner a majority in favor of proceeding – 2 in favor; 2 against

East Broad Way sewer lateral inspections in preparation of water main installation for the Phase 2 project:

- The Town presented the intent to move towards camera-ing watermains on Broad and Pennsylvania in light of the lateral issue on E Pennsylvania
- For subsequent projects, this additional review will need to be built into the project cost
    - Is meant to help provide homeowners a chance to opt in to a fix prior to the projects beginning versus finding issues as they arise and having to fix things on the fly
- Committee was concerned about the liabilities associated with the Town stating that there were no issues that cameras may miss but may result in latent defects and problems
- The Committee had no issue with the idea of the Town engaging in due diligence to identify obvious problems but certain issues and defects may not be discovered
    - Roll-out would need to be deliberate with advance notice to homeowners; and
    - Town should disclaim any authoritative statements to homeowners that there is no issue; and
    - Proposed that homeowner consent be affirmative and in advance because inspection of some issues may require intrusion upon personal property

Design Services Contract RFP Update. Short list to be approved July 22,2024:

- Kiemlie Horn, CHA, and J2 responded to the invitation for bid, required as a federal contract. Term is for 1 year and 3 option years
- Timmons did not re-bid due to lack of utilization by the Town

South Loudoun Street well abandonment. Proposal Pending:

- Well discovered is a 3 foot by 35 deep well dating back to the late 1800's. Last documented in records from 1951
- Dominion's pole moving project is not impacted by the project
- Priority plumbing is intending to fill the well with concrete, approved by relevant environmental authorities
- Estimated cost of $8,000.00-$10,000 dollars

Park Place well fencing and landscaping update:

- Trees are down and the fence is halfway down, should be replaced within two weeks
- Pile of millings will be used to make a pad and lot to the gate should have an apron for well access
    - There will be erosion of the asphalt if only milling is used.
    - The watermain is to be replaced and will be paved over later
- Tree screen has been updated for a washout (sewer) and green arbor vitae are up which will not impact the sewer lateral
    - Trees are planted staggered and the roots only grow up to about 8 inches deep
    - Arbor vitae are the same species as the previously used trees which did not impact the lateral

Purchase of F250 per TLOV-2022-02:

- $110,000.00 was earmarked for vehicle replacements, the F-250 will use around $64,000.00.

- The Town is considering a dump trailer rather than a dump track which comes with ramps and a tarp cover
    - Would utilize a 14,000 pound payload, the truck pulls 10,000 pounds
        - The committee discussed the driver license classification needed for the trailer and alternatives to modify and get other qualifications for the trailer and rating to ensure usability
            - GVWR requires a form, a police mounting of a manufacturer provided plate, and a municipality exemption (potentially), provided the Town avoids fully burdening the trailer, all things should be OK

Council chambers outside improvements update:

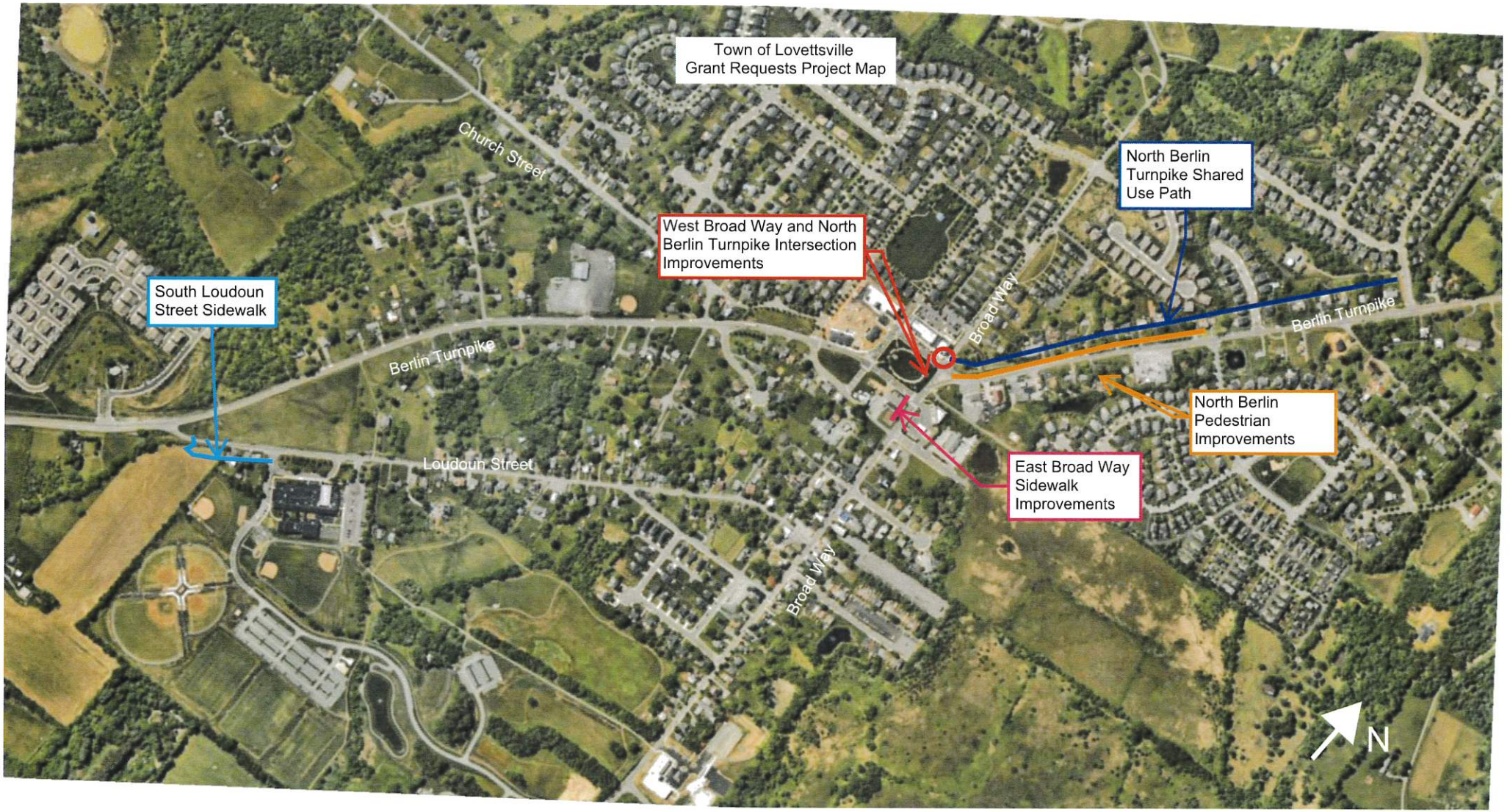
- Committee was thrilled to finally be done discussing planters
- 4-0 vote in favor of purchasing the planters from Willows Vintage Charm – money stays in the Town of Lovettsville and the Town moves forward with its project in front of chambers.

General updates:

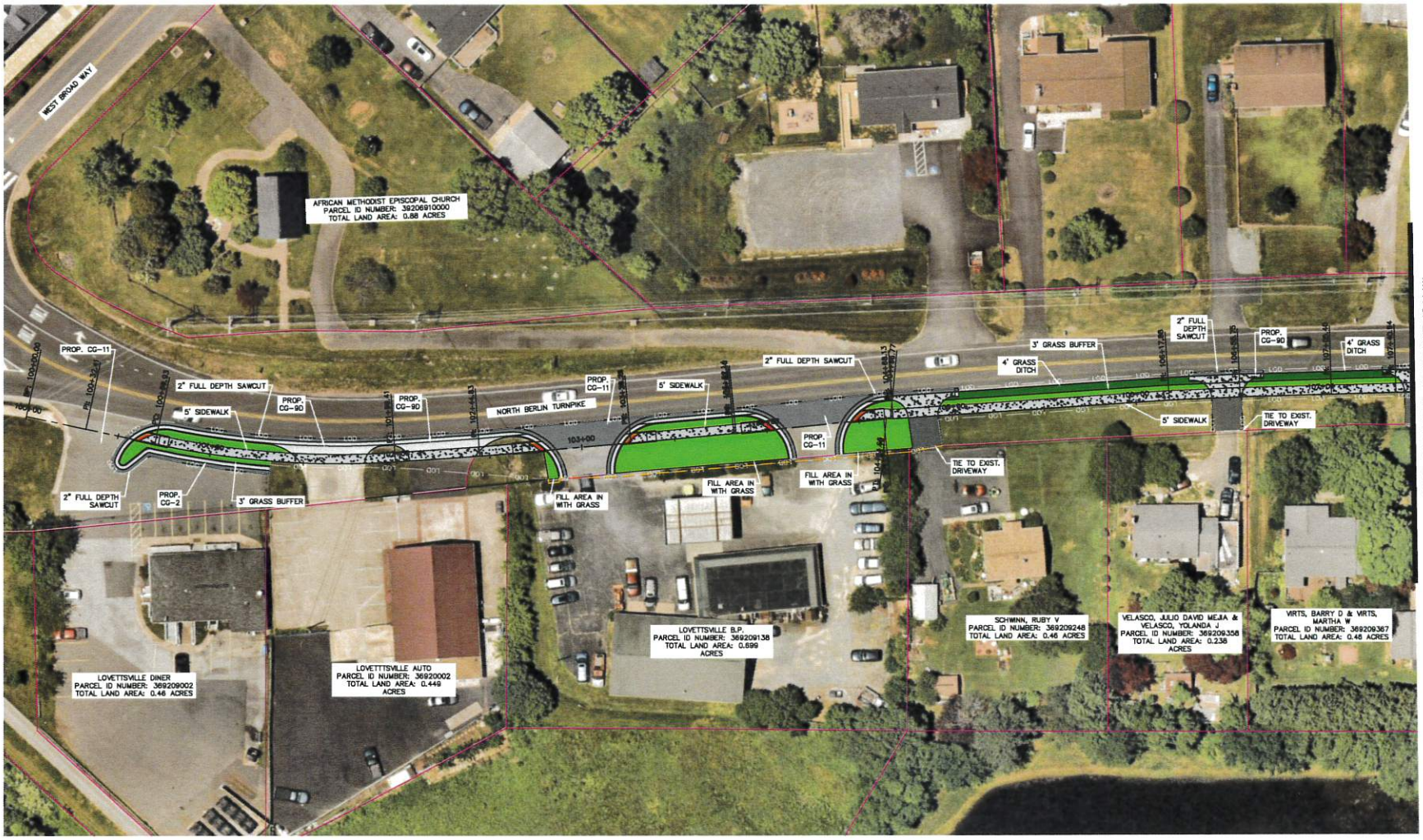
- Drought conditions had created a draw on the town wells towards levels of concern and water conservation measures were contemplated by the Town in light of schools starting up soon.

Tree Board Update:

- The Tree Board presented before and after photos of the tree cleanup efforts taking place in the Town
    - Pruning the Zelkova trees created 4 dump loads worth of trimmings and work
    - Ratio of trimming is to observe a 2:1 ratio when selecting which limbs to trim based on distance from the trunk of the most robust limbs
    - 14 of the oaks near the Pavilion have had work but no others
    - Josh should be able to do the touch up on the trees being serviced
- Tree Maintenance Program Development
    - Focus was on the Town Green and Town Circle, no touching of the HOA Trees
    - An arborist will need to be consulted to design things out


Town of Lovettsville
Grant Requests Project Map
Church Street
West Broad Way and North Berlin Turnpike Intersection Improvements
North Berlin Turnpike Shared Use Path
South Loudoun Street Sidewalk
Broad Way
Berlin Turnpike
Berlin Turnpike
North Berlin Pedestrian Improvements
East Broad Way Sidewalk Improvements
Loudoun Street
Broad Way
N

Loudoun County FY 2026-2031 CIP Funding Request	Request	Town/ Grant Funding Awarded or Pending	Total Project Cost	CIP Funding as % of Total Cost
N Berlin Ped Improvements - Broad Way to Lovett Dr LOCAL MATCH	$ 542,000	$ 2,169,774	$ 2,711,774	20%
S Loudoun Sidewalk- LOCAL MATCH/ UNFUNDED BALANCE	$ 229,000	$ 878,280	$ 1,107,280	21%
E Broad Way Sidewalk - LOCAL MATCH/ UNFUNDED BALANCE	$ 207,000	$ 186,899	$ 393,899	53%
W Broad Way/ Berlin Intersection- LOCAL MATCH/ UNFUNDED BALANCE	$ 533,000	$ 2,640,000	$ 3,173,000	17%
N Berlin Tpk Shared Use Path- LOCAL MATCH	$ 500,000	$ 4,796,980	$ 5,296,980	9%
Subtotal FY 2026-2031 CIP Funding Request	**$ 2,011,000**	**$ 10,671,933**	**$ 12,682,933**	**16%**



MATCHLINE STA 107+50: SEE SHEET 3

DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

- PROP FULL DEPTH PVMT
- PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
- PROP GRADING
- PROP SHARED USE PATH
- PROP MILL AND OVERLAY
- PROP CURB & GUTTER
- PROP RETAINING WALL
- PROP STORM DRAIN
- PROP PERM. EASEMENT
- PROP ROW
- PROP TEMP. ESMT.
- PROP DRAINAGE STRUCTURE
- EXIST ROW
- EXIST CURB/EDGE OF PAVEMENT
- FEMA 100-YR FLOODPLAIN
- PREDICTED WETLANDS
- EXISTING UTILITY
- EXISTING SIGN

NORTH BERLIN TURNPIKE SIDEWALK

JULY 11, 2024

GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Lovettsville Virginia

Kimley»Horn

SHEET NUMBER
2

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

- PROP FULL DEPTH PVMT
- PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
- PROP GRADING
- PROP SHARED USE PATH
- PROP MILL AND OVERLAY
- PROP CURB & GUTTER
- PROP RETAINING WALL
- PROP STORM DRAIN
- PROP PERM. EASEMENT
- PROP ROW
- PROP TEMP. ESMT.
- PROP DRAINAGE STRUCTURE
- EXIST ROW
- EXIST CURB/EDGE OF PAVEMENT
- FEMA 100-YR FLOODPLAIN
- PREDICTED WETLANDS
- EXISTING UTILITY
- EXISTING SIGN

NORTH BERLIN TURNPIKE SIDEWALK

JULY 11, 2024

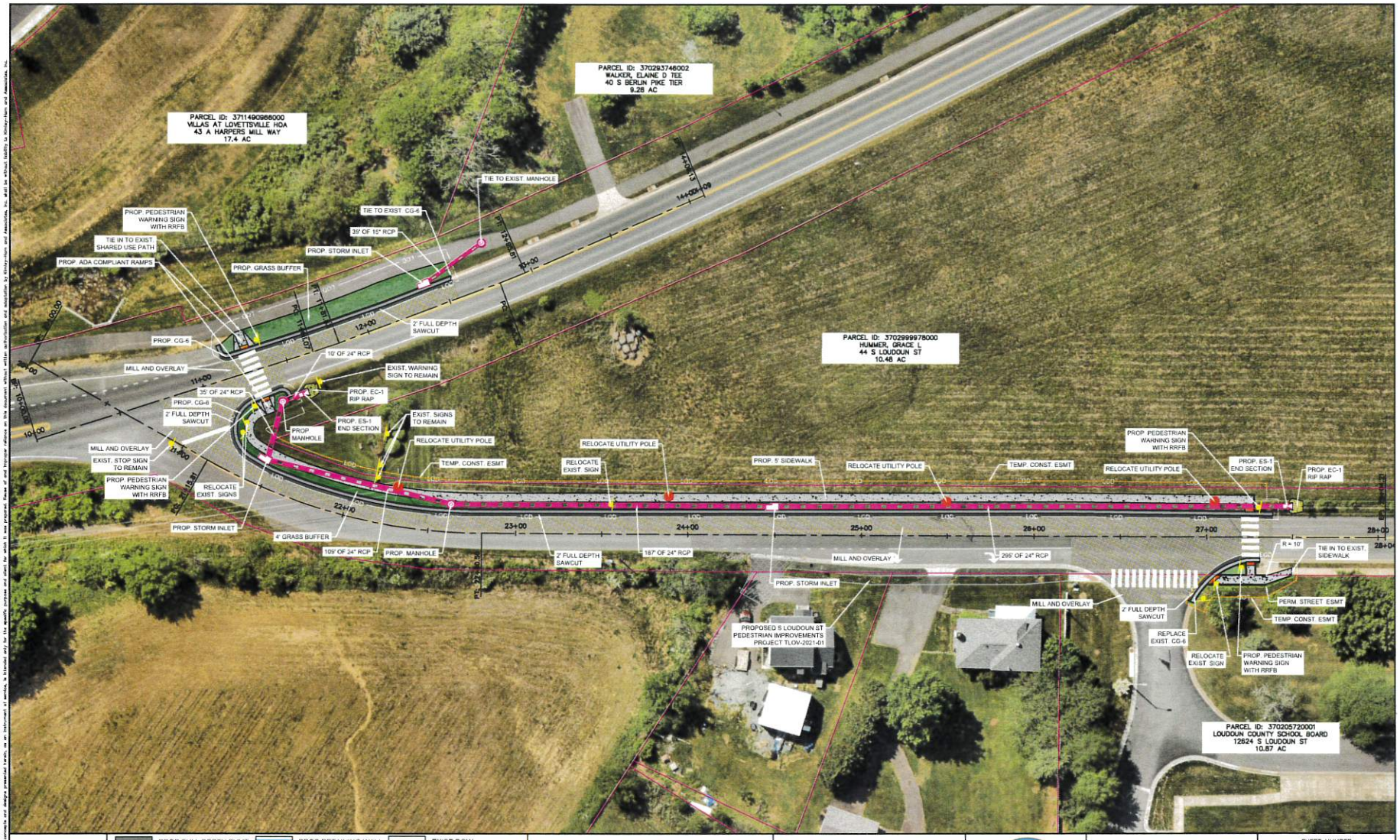
GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Kimley»Horn

SHEET NUMBER
3

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

PROP FULL DEPTH PVMT
PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
PROP GRADING
PROP SHARED USE PATH
PROP MILL AND OVERLAY
PROP CURB & GUTTER
PROP RETAINING WALL
PROP STORM DRAIN
PROP PERM. EASEMENT
PROP ROW
PROP TEMP. ESMT.
PROP DRAINAGE STRUCTURE
EXIST ROW
EXIST CURB/EDGE OF PAVEMENT
FEMA 100-YR FLOODPLAIN
PREDICTED WETLANDS
EXISTING UTILITY
EXISTING SIGN

THE TOWN OF LOVETTSVILLE SOUTH BERLIN TURNPIKE TO SOUTH LOUDOUN STREET SIDEWALK

JUNE 29, 2023

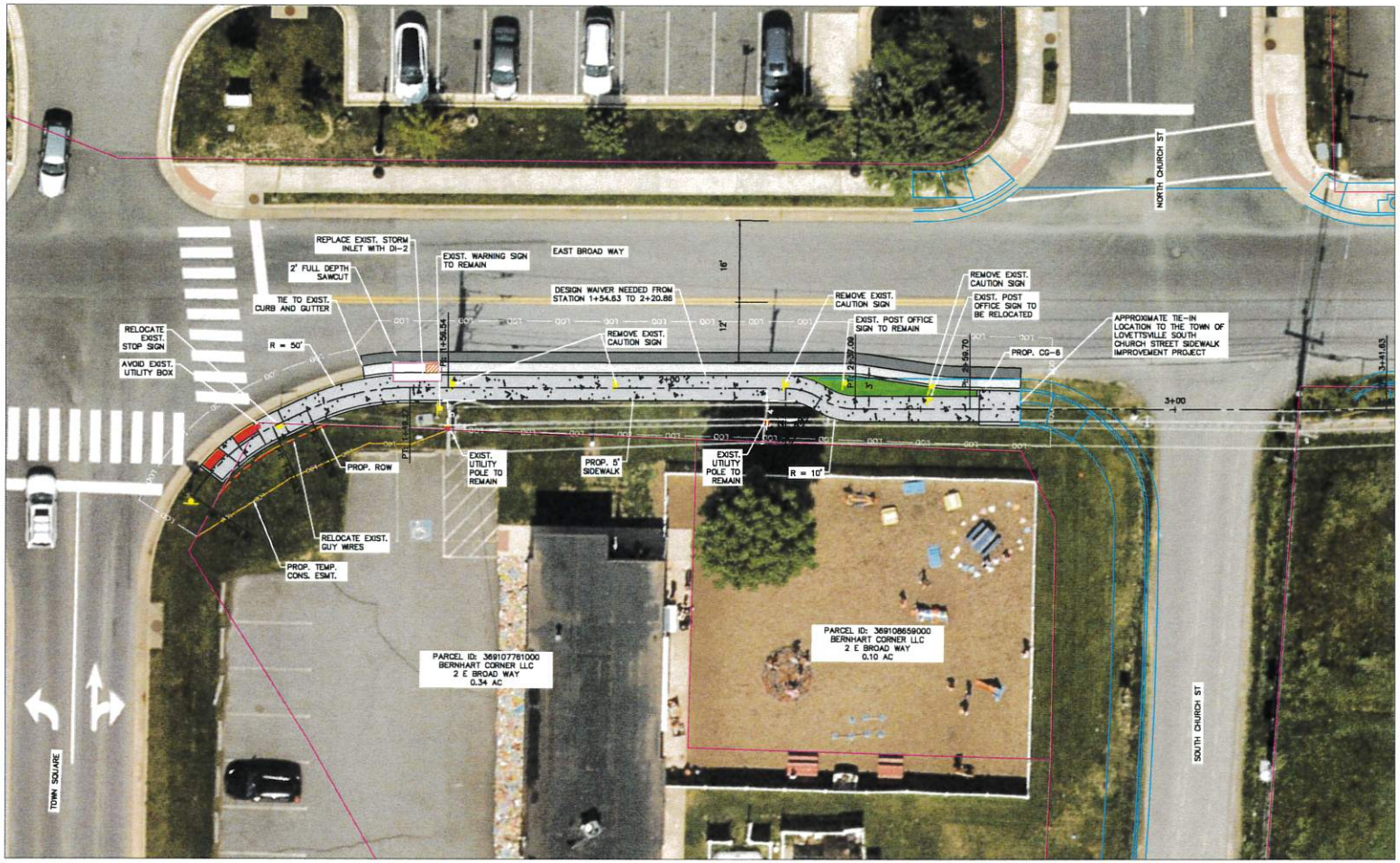
GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Kimley»Horn

SHEET NUMBER
2

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

- PROP FULL DEPTH PVMT
- PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
- PROP GRADING
- PROP SHARED USE PATH
- PROP MILL AND OVERLAY
- PROP CURB & GUTTER
- PROP RETAINING WALL
- PROP STORM DRAIN
- PROP PERM. EASEMENT
- PROP ROW
- PROP TEMP. ESMT.
- PROP DRAINAGE STRUCTURE
- EXIST ROW
- EXIST CURB/EDGE OF PAVEMENT
- FEMA 100-YR FLOODPLAIN
- PREDICTED WETLANDS
- EXISTING UTILITY
- EXISTING SIGN

THE TOWN OF LOVETTSVILLE EAST BROAD WAY SIDEWALK

AUGUST 28, 2023

GRAPHIC SCALE IN FEET
0 5 10 20

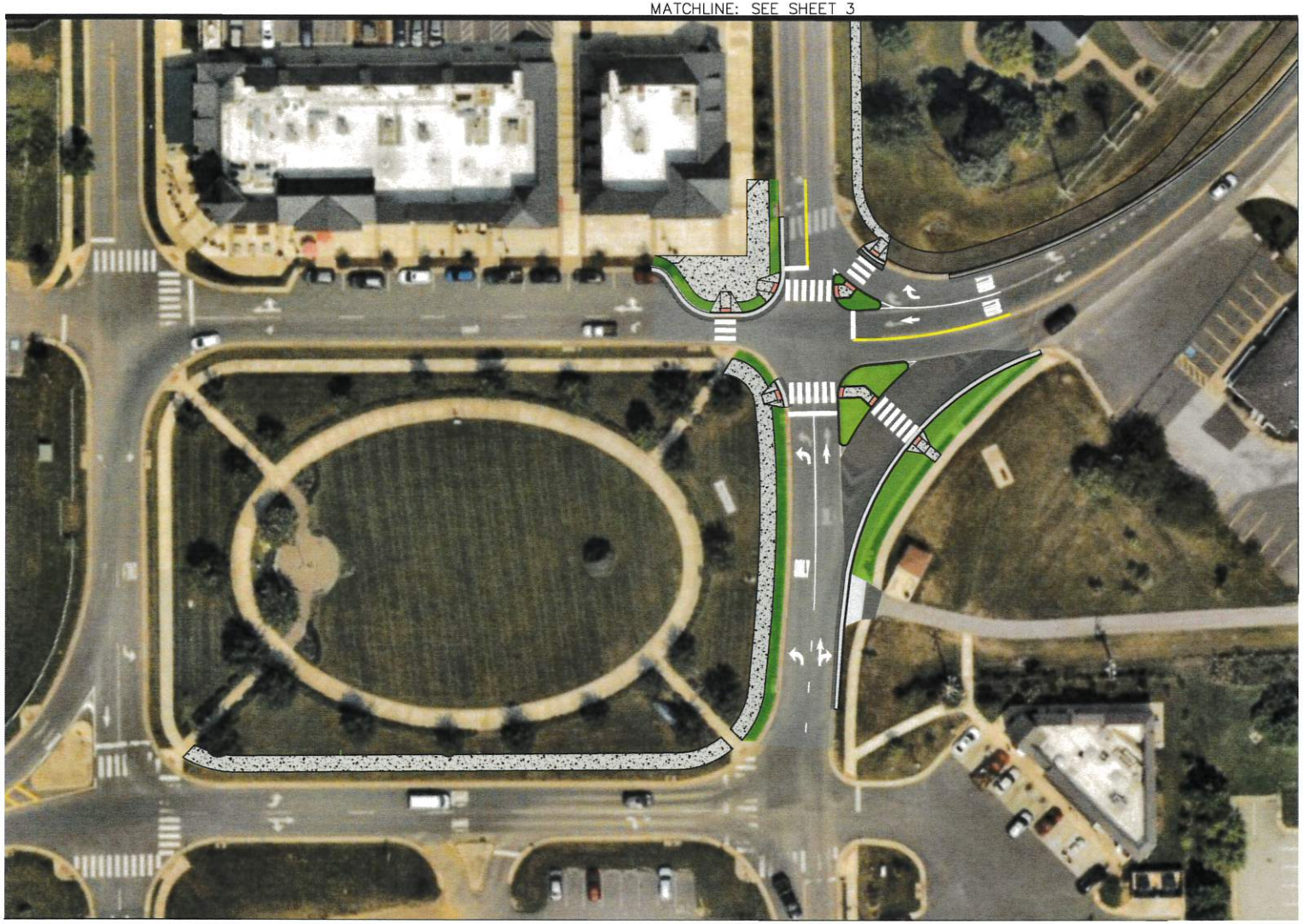
NORTH

Kimley»Horn

SHEET NUMBER
2

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

MATCHLINE: SEE SHEET 3



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

- PROP FULL DEPTH PVMT
- PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
- PROP GRADING
- PROP SHARED USE PATH
- PROP MILL AND OVERLAY
- PROP CURB & GUTTER
- PROP RETAINING WALL
- PROP STORM DRAIN
- PROP PERM. EASEMENT
- PROP ROW
- PROP TEMP. ESMT.
- PROP DRAINAGE STRUCTURE
- EXIST ROW
- EXIST CURB/EDGE OF PAVEMENT
- FEMA 100-YR FLOODPLAIN
- PREDICTED WETLANDS
- EXISTING UTILITY
- EXISTING SIGN

WEST BROAD WAY AND NORTH BERLIN TURNPIKE INTERSECTION IMPROVEMENTS

JULY 26, 2022

GRAPHIC SCALE IN FEET
0 12.5 25 50

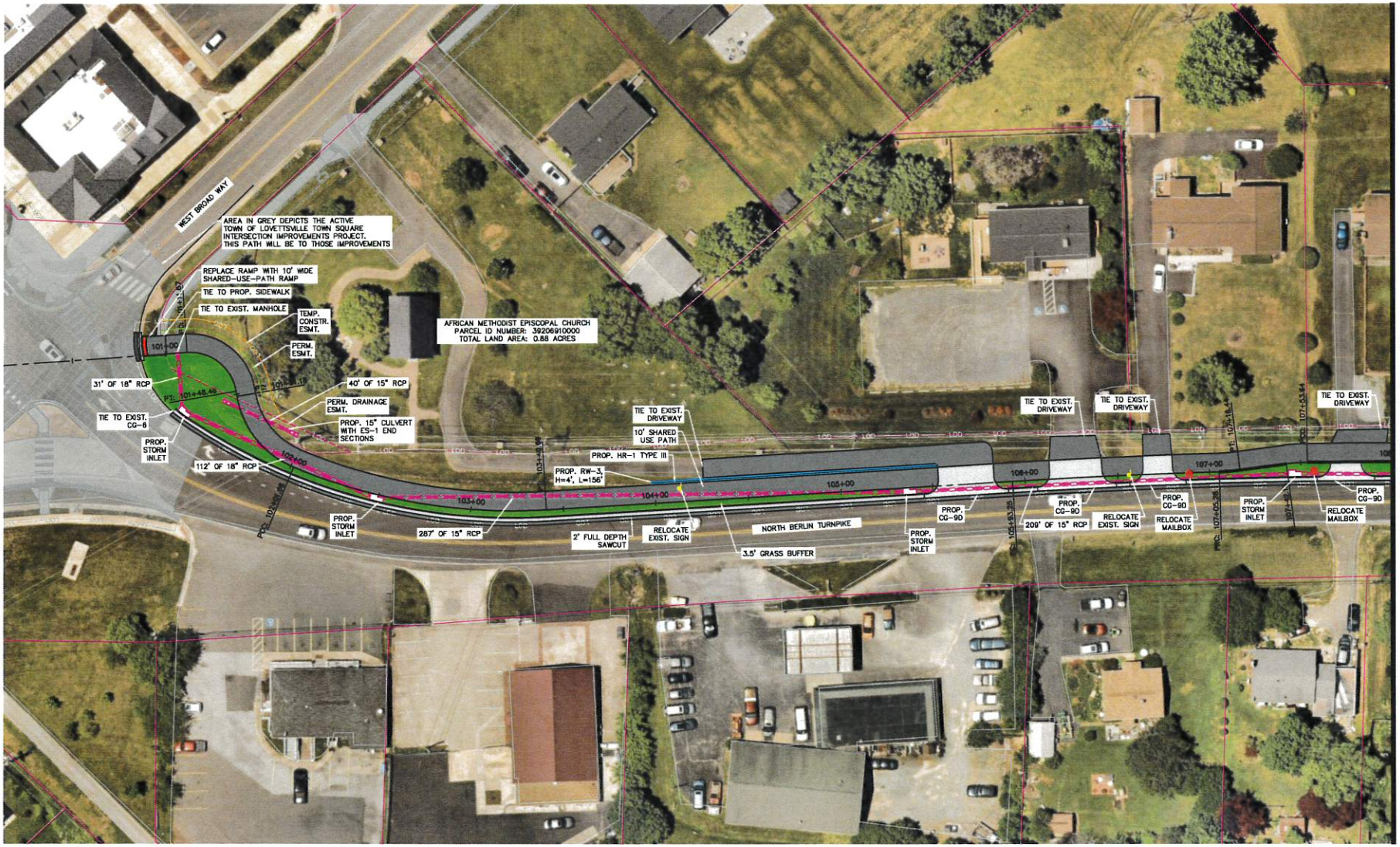
NORTH

Kimley»Horn

SHEET NUMBER

2

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

PROP FULL DEPTH PVMT
PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
PROP GRADING
PROP SHARED USE PATH
PROP MILL AND OVERLAY
PROP CURB & GUTTER
PROP RETAINING WALL
PROP STORM DRAIN
PROP PERM. EASEMENT
PROP ROW
PROP TEMP. ESMT.
PROP DRAINAGE STRUCTURE
EXIST ROW
EXIST CURB/EDGE OF PAVEMENT
FEMA 100-YR FLOODPLAIN
PREDICTED WETLANDS
EXISTING UTILITY
EXISTING SIGN

NORTH BERLIN TURNPIKE SHARED USE PATH

JUNE 29th, 2023

GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Kimley»Horn

SHEET NUMBER
2

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

PROP FULL DEPTH PVMT
PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
PROP GRADING
PROP SHARED USE PATH
PROP MILL AND OVERLAY
PROP CURB & GUTTER
PROP RETAINING WALL
PROP STORM DRAIN
PROP PERM. EASEMENT
PROP ROW
PROP TEMP. ESMT.
PROP DRAINAGE STRUCTURE
EXIST ROW
EXIST CURB/EDGE OF PAVEMENT
FEMA 100-YR FLOODPLAIN
PREDICTED WETLANDS
EXISTING UTILITY
EXISTING SIGN

NORTH BERLIN TURNPIKE SHARED USE PATH

JUNE 29th, 2023

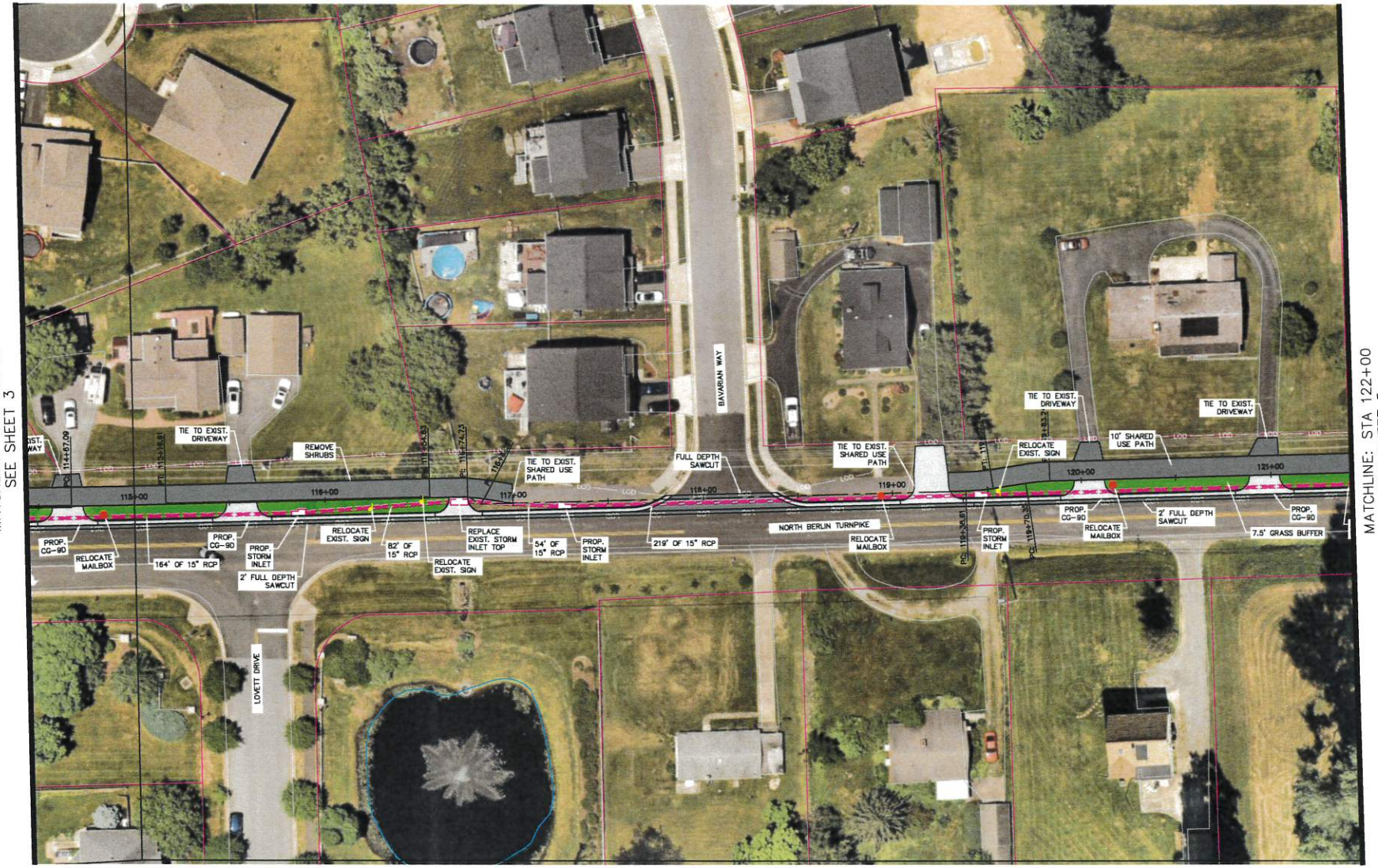
GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Kimley»Horn

SHEET NUMBER
3

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

- PROP FULL DEPTH PVMT
- PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
- PROP GRADING
- PROP SHARED USE PATH
- PROP MILL AND OVERLAY
- PROP CURB & GUTTER
- PROP RETAINING WALL
- PROP STORM DRAIN
- PROP PERM. EASEMENT
- PROP ROW
- PROP TEMP. ESMT.
- PROP DRAINAGE STRUCTURE
- EXIST ROW
- EXIST CURB/EDGE OF PAVEMENT
- FEMA 100-YR FLOODPLAIN
- PREDICTED WETLANDS
- EXISTING UTILITY
- EXISTING SIGN

NORTH BERLIN TURNPIKE SHARED USE PATH

JUNE 29th, 2023

GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Lovettsville Virginia

Kimley»Horn

SHEET NUMBER
4

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



DRAFT

THIS CONCEPTUAL PLAN WAS PRODUCED FOR DISCUSSION PURPOSES ONLY.

- PROP FULL DEPTH PVMT
- PROP CONC SIDEWALK, MEDIANS, AND ISLANDS
- PROP GRADING
- PROP SHARED USE PATH
- PROP MILL AND OVERLAY
- PROP CURB & GUTTER
- PROP RETAINING WALL
- PROP STORM DRAIN
- PROP PERM. EASEMENT
- PROP ROW
- PROP TEMP. ESMT.
- PROP DRAINAGE STRUCTURE
- EXIST ROW
- EXIST CURB/EDGE OF PAVEMENT
- FEMA 100-YR FLOODPLAIN
- PREDICTED WETLANDS
- EXISTING UTILITY
- EXISTING SIGN

NORTH BERLIN TURNPIKE SHARED USE PATH

JUNE 29th, 2023

GRAPHIC SCALE IN FEET
0 12.5 25 50

NORTH

Lovettsville Virginia

Kimley»Horn

SHEET NUMBER
5

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Priority One Plumbing and Drain Services
12345 Moon Lake Lane
Lovettsville, VA 20180
(703) 777-7940

BILL TO
Town of Lovettsville
6 East Pennsylvania Avenue
Lovettsville, VA 20180 USA

ESTIMATE	ESTIMATE DATE
23245105	Jul 31, 2024

JOB ADDRESS
Town of Lovettsville
6 East Pennsylvania Avenue
Lovettsville, VA 20180 USA

Job:

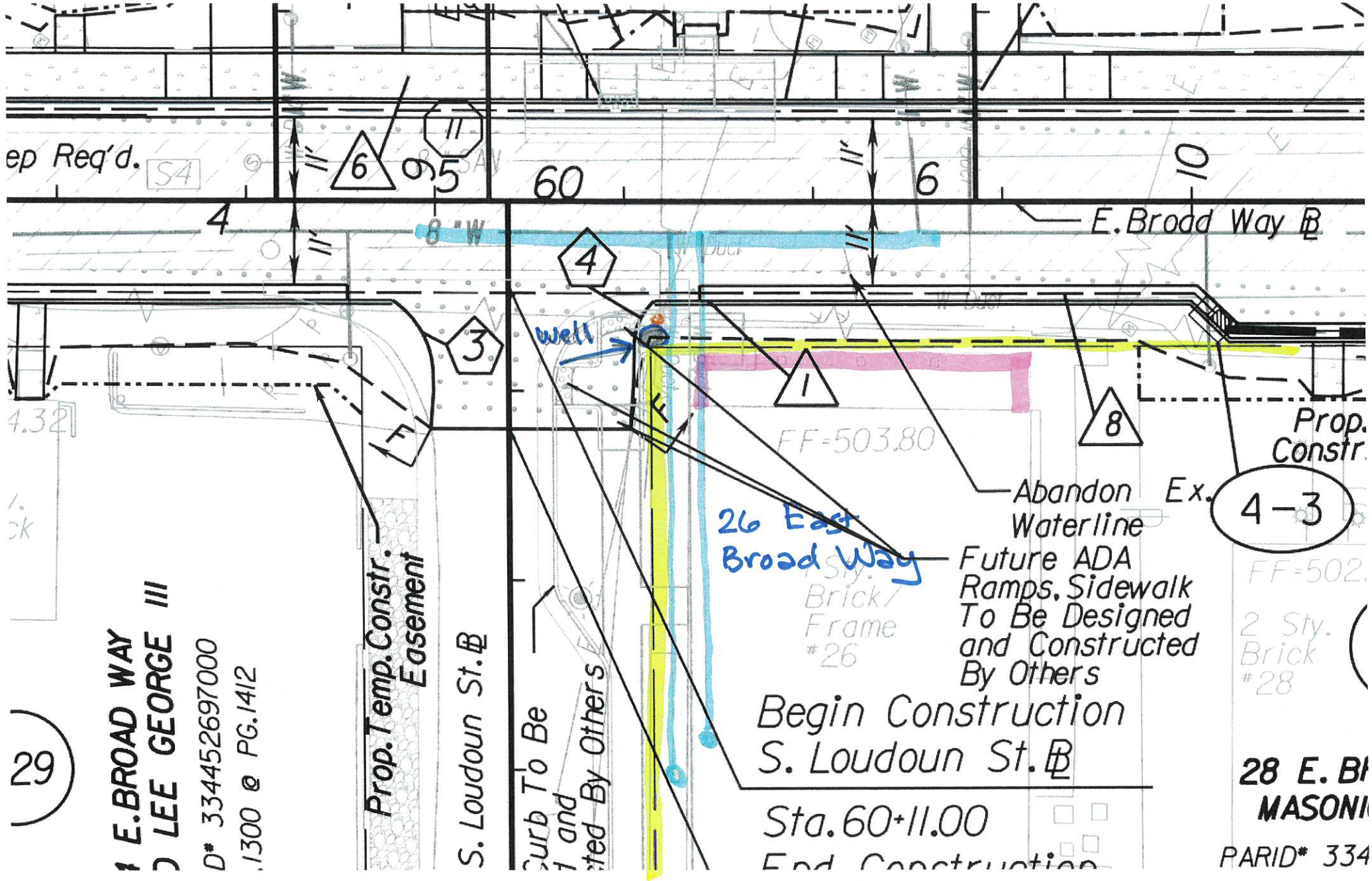
SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
Service	Abandonment of bored well; 30" in diameter and depth of 26' - Fill well with approved VDH material from bottom to top - Chlorinate well All necessary permits with the Health Department and Loudoun County to be complete	1.00	$6,800.00	$6,800.00

SUB-TOTAL	$6,800.00
TAX	$0.00
TOTAL	$6,800.00

CUSTOMER AUTHORIZATION

1. Materials and labor are as specified above. Additional materials or labor required beyond the scope of services outlined above must be approved through an addendum to this proposal.
2. It is understood by both parties that the contractor shall be given clear access to the work area during the hours agreed upon in advance of site arrival. If customer refuses to permit Priority One Plumbing and Drain Services to complete the work, Priority One Plumbing and Drain Services shall receive the reasonable value of labor, materials and overhead costs not to be below incurred costs.
3. Priority One Plumbing and Drain Services guarantees all materials to be as specified and all work to be performed in accordance to this proposal and associated plans and specifications as noted within generally accepted standard practices.
4. Priority One Plumbing and Drain Services shall not be liable for delays due to unforeseeable causes beyond their control, or negligence, including Acts of God, acts of the homeowner, fires, riots, civil disturbances, floods, strikes, freight embargoes, unusually severe weather and an inability to obtain materials.
5. Priority One Plumbing and Drain Services is not responsible for disturbance of site, soil, lawn or yard. Customer is responsible for reconditioning any disturbed areas unless specifically provided herein.
6. Contractor may withdraw this proposal / rate if not accepted within 30 days.

Sign here Date



Well Abandonment @ S. Loudoun / E Broad Way

Statement of Work

R&L Landscapes

431 W. Burr Boulevard
Kearneysville, WV 25430

Agreement to Perform Landscape Services to Town of Lovettsville

Date	Services Performed By:	Services Performed For:
July 30, 2024	R&L Landscapes 431 W. Burr Boulevard Kearneysville, WV 25430	**Town of Lovettsville** Charles Mumaw Project Manager Phone: 703-728-8921 Email: cmumaw@lovettsvilleva.gov

This Statement of Work is issued pursuant between Town of Lovettsville and R&L Landscapes, effective July 30, 2024. This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof.

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

- Installation of 2 New Pillars with wing walls and Caps to match existing walls:
  - Remove existing pavers
  - Excavate Area
  - Pour concrete
  - Install CMU block
  - Relay Pavers
  - Fix polysand
- Remove and reinstall pillar lights as necessary
- Install sod to cover the existing bare spots at the front of the memorial
- Install electrical outlets (2 each) at each new pillar. Research and advise if there is a ground level plug that could be installed for a microphone system at the front edge of the memorial
- Check and repair (as needed) all pillar low level lighting and existing outlets

Fee Schedule

Final Payment Due upon completion.

INSTALLATION TOTAL: ***$19,800***

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Town of Lovettsville	**R&L Landscapes**
By: _____	**By:** _____
Date: _____	**Date:** _____

TO: **Mayor and Town Council**

FROM: **Frank Spitzer, Utilities Supervisor**

DATE: **August 13, 2024**

SUBJECT: **Utilities Report**

Purpose: Provide the Mayor and Town Council with an update on the Town's Water and Sewer System for July/August 2024.

Background/Discussion: As well as maintaining daily operations and maintenance, the Utility Department are currently working on the following:

1). An estimate from Modutank headquartered in New York was received for under $300,000 for a 216,000 gallon equalization basin for the WWTP. The tank can be built on site in a week to provide much needed flow surge protection for the plant which is easily overloaded during heavy rain events such as we just had with tropical storm Debby. This can cause solids to be released from the plant resulting in DEQ violations and a negative environmental impact on our receiving stream as has happened in the past. This basin would allow a portion of the heavy influent flow to be diverted into the EQ basin to keep the flow going into the plant at a manageable level and then treated when flows subside. In addition to the basin, blowers and pumps would need to be added to complete the project. Federal grant funds have been discussed as funding for the project.

2). We are in the beginning stages of work of the Lead Service Line Survey project. Now that CHA has been selected to head the project, we anticipate September to be a busy month in trying to get caught up to meet the October deadline.

3). To protect the Town's drought impacted water supply, it was decided to initiate mandatory water restrictions per the Town Code. According to the Utility Staff, response has been very favorable with a noticeable reduction in well run times giving the wells ample time to recover. The recent heavy rains have also helped to rejuvenate well levels slightly. While still not at normal water levels, these actions have made the drought more manageable.

4). Proposals for enhanced security measures are being received to include a new perimeter fence at the Park Place Water Treatment Facility, a new automatic gate at the WWTP and upgrades to the Town's existing camera system. A presentation is expected at the next council meeting.

5). Work has begun at the Park Place Water Treatment Facility. So far, the old filter media has been removed, the underdrains cleaned and replaced, the inside of the filters have been treated for any rust areas, new piping and flow meters are being installed and new filter media is being installed. We are waiting on Valley Well Drilling to treat the well and install a new pump so we can begin viewing flowrates and making adjustments to the flow going into the filters.

6). Five (5) telephone poles along East Broad Way have been relocated without incident to prepare for the upcoming sidewalk and streetscapes improvement project. The pole at the corner of E Broad Way and S. Loudoun St will not be relocated due to the discovery of an existing well. This corner power pole does not need to be relocated for the streetscapes improvements design. This well is not part of the Town's potable water source. The details for the proper abandonment of this existing well will be discussed at the next council meeting.

TO: **Mayor and Town Council**

FROM: **Charles A. Mumaw, P.E. Project Manager**

DATE: **August 28, 2024**

SUBJECT: **Project Manager's Activity Report**

June 2024 to July 2024

Purpose: Provide the Town Council with an update on project activity from June through July 2024.

Background/Discussion:

East Broad Way Phase 2A: Volkert sent the 100% plans to VDOT for review on December 22, 2023. VDOT has returned comments to Volkert and they are currently reviewing and coordinating with Town staff. Volkert entered into the RW phase upon being given the OK by VDOT last year. Volkert is making progress in obtaining property rights with residents and businesses for this phase of the project. All 20 property owners have signed off on offers and Town staff have recorded all of the deeds of easements. Letters requesting authorization to advertise the IFB have been transmitted to VDOT.

Dominion has subcontract with PIKE to move poles, which began the week of June 24, 2024. Pole relocation finished with 5 new poles being set in new locations that will accommodate the curb and gutter. Dry utilities on those poles have begun with Dominion power at the top. Volkert has assembled an invitation for bid (IFB) package and will assist Town staff upon approval and release by VDOT. Volkert is currently working on VDOT comments for the IFB. VDOT must authorize the Town to advertise for construction.

HID to LED Lighting Conversion: Phase Three conversion will be scoped out in September, 2024 with an emphasis on Fox Meadow and Town Center areas.

Quarter Branch Barn Improvements/Storage: Town staff presented the Infrastructure Committee's recommended priority list of items to the Town Council on October 27, 2022. The following table outlines the Infrastructure Committee's list and the Town Council's reorganized priorities. Task 1 has been completed. The office space weatherization project began earlier this spring and Q Powers of Annandale is 95% complete with the office space and bathroom.

Description of Tasks: **(*Completion date)**	Infrastructure Committee priority	Town Council

		Approved priorities
Paint barn trim to cover up splotchy spots **(*12/2/2022)**	1	1
Install concrete pad with partition walls for bays to store materials.	2	2
Expand the mezzanine in the barn for storage of dry materials.	3	4
Winterize interior spaces for staff and committee workstations. **(*July, 2024)**	4	5
Add asphalt to the entire parking lot area for staff and park patrons	5	6
Add gates to the storage bays to match the barn architecture.	6	3

Town staff continues to solicit contractors for proposals for the construction of the storage facility for materials. Millings from E Pennsylvania Ave have been placed at the barn parking lot and will be cleaned up by the end of August, 2024 pending renovations at Park Place well site.

South Loudoun and South Locust Streetscapes Improvements: The Town's consulting engineer, Kimley-Horn, has submitted 90% construction drawings based on Town Council's recommended concept to the Town staff and VDOT.

The 90% design plans were submitted to the Town on June 18, 2024 ahead of schedule. Kimley-Horn and Town staff will be sorting through the VDOT comments as they are presented. Kimley-Horn presented the project for a Public Hearing at the October 12, 2023 Town Council meeting, which was voted by Resolution 2023-10-0001 to continue forward.

In addition, Kimley-Horn and Town staff have secured full funding for the construction of this project through the VDOT Smart Scale program. The Town received $2M in Loudoun County grant funds and $6,460,000 in VDOT funds that will go towards the anticipated total project cost of $8,460,256.

Construction could start as early as July 1, 2025. Anticipated construction duration is estimated to be 16 to 20 months, with 4 months for final completion and closeout. Kimley-Horn has indicated that the 90% plans should be ready to submit to VDOT and Town staff for review in July, 2024.

Quarter Branch Road Watermain replacement: The Town's consulting engineer, J2 Engineering, Inc. submitted 100% construction plans for review by Town staff on March 28, 2024. Town staff have reviewed these plans and are coordinating the next milestone with J2. J2 is assisting Town staff with the creation of an IFB and contractor selection in the summer now that federal funding has been selected for this project. Additional maintenance of traffic (MOT) measures have been requested by VDOT prior to approval of a land use permit (LUP). J2 is working on a more robust MOT in July/August, 2024.

Second Elevated Water Tank: The Town's consulting engineer, CHA, submitted 30% design and construction plans for review by Town staff on October 16, 2023. Town staff have reviewed the plans and coordinated the next milestone in December. CHA is working on the 60% plans and will submit it for review in August pending the geotechnical evaluation from test pits collected on Friday April 19, 2024.

Watermain Redundancy Project: The Town's consulting engineer, CHA has assembled approximately 10 watermain links in the water system that could provide added overall system pressure and reliability. Town staff met with CHA in early January to review the missing links. CHA provided a matrix to describe the pros and cons of each link with a map of those links on March 1,2024. Town staff will review and prioritize the missing links in accordance with the recommendations presented by CHA.

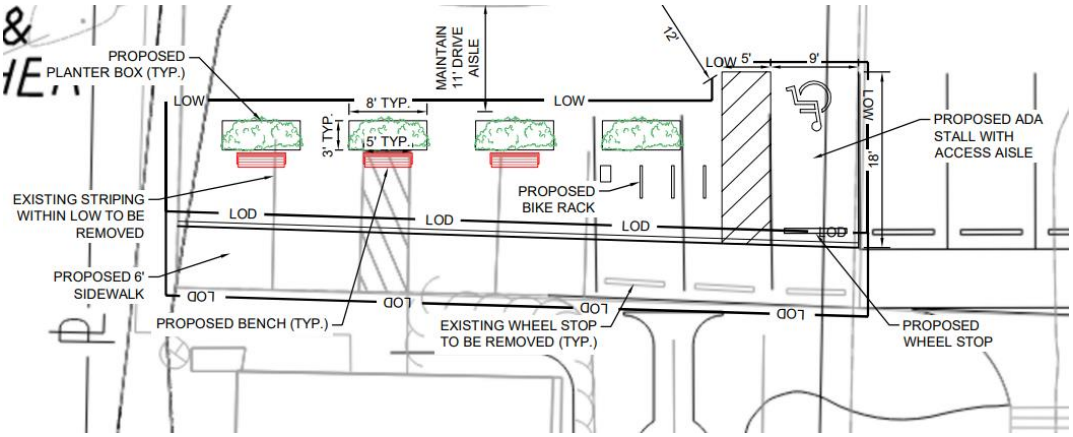
Town Square Improvements: The Infrastructure Committee (IC) met on January 30, 2024 to discuss the changes to the Veterans Memorial with the addition of the Space Force to the memorial area. After discussions, the IC voted unanimously to recommend that the Town Council move $10,000 from the Town Green CIP to the Town Square CIP for this endeavor. Town staff continues to coordinate with the designer and contractor to establish a cost estimate in line with the CIP. Construction should begin this summer.

Clock Tower Renovations: Town staff has reached an agreement with Bell Foundry Christoph, who installed the Clock Tower, to propose a lasting solution to the needed repairs at a price that is in line with the CIP budget. The Town Council has approved a replacement contract with Bell Foundry Christoph. Town staff will need to hire a crane and operator to assist with the repairs. A Land Use Permit has been obtained from VDOT to close portions of Town Square for repairs, if needed, and Town staff will set up the MOT and provide flagger services where necessary. Repairs are scheduled for later this summer.

One-way Traffic (Pennsylvania Avenue, Church Street and Light Street): Wells and Associates has submitted the one-way traffic stripping and signage design to Town staff and has been forwarded to VDOT for review. Upon approval of the design, Town Council will be presented with the scope, associated project costs and timeline.

Council Chambers Improvements: The Infrastructure Committee (IC) met on February 13, 2024 to discuss safety/security improvements to the front of the Council Chambers. Town staff purchased 6 used benches and has placed 4 in front of the council chambers and one in front of the museum. Two large concrete planters have been purchased from Willows and have been planted with flowers in front of the council chambers.

Town staff applied for grant funding from AARP to pay for 3 bike racks in March, 2024. The Town was selected to receive a Flagship Grant of $1,939.00 through the 2024 AARP Community Challenge grant program on May 9, 2024. Town staff has ordered the bike racks and will install them and follow up with grant reporting requirements as needed.



Town Hall Improvements: Staff has contracted with Q Power construction to make safety/security improvements at Town Hall. The contractor began construction on Monday July 29th. Pieces and Parts to finish the project are on order and due to be in for completion by the end of August. The majority of the project was completed on August 8.