

**COMMISSIONERS OF POOLESVILLE
MEETING OF JANUARY 19, 2010**

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

Call to Order

Mr. Kuhlman: All right good evening ladies and gentlemen we will call the January 19, 2010 Commissioners Meeting to order. Let the record reflect that all Commissioners are present as well as a boatload of Staff and they will get announced as they come up. Our first order of business will be the Pledge of Allegiance, Mr. Klobukowski.

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.

Opening Statement

Mr. Kuhlman: All right thank you for that. Welcome to the 2nd annual “State of the Town” meeting. Tonight we will hear from the Town auditor, department heads and the Chairs of the Planning Commission, Parks Board, and Community and Economic Development Committee. They will re-cap their work and projects of the past year and inform us of what they hope to accomplish this coming year. But before we begin I have something I feel I need to finally say. In past years the Commissioners have sat silent regarding accusations of violations of Maryland law, half-truths, misleading rantings and poor management. Well, I for one feel the time has come to speak out on those issues. First, the Bulletin alleges, in this past weekends addition “2009 was for the Town an economic and financial disaster” – “the Commissioners have run out of money”. This is totally false. As you will hear tonight from the auditor, Poolesville has a lot of dollars in the bank. We are accused of refusing to release the Town audit in this publication. This audit report is a public document and is available at Town Hall for anyone to pick up. Never once have we refused to provide this report to anyone as the Bulletin charges. Also, the auditor gave a verbal report last year at the State of the Town meeting. The Bulletin’s allegations are false. Another accusation, shifting of monies or misuse of monies. Yes, from time to time budget amendments are called for and such amendments follow a legal, prescribed, open and transparent procedure. No one has a crystal ball to predict the future. At times during the course of a budget cycle things unforeseen come up, equipment breaks, etc. When this happens, it becomes an agenda item for a Commissioners meeting. The amendment is discussed publicly, comments from citizens are given consideration and then the amendment goes to a vote. A budget amendment takes a yes vote of 4 Commissioners. This is not willy nilly shifting and definitely not misuse of Town tax dollars. To be accused of misuse of Town tax dollars is completely wrong and inappropriate. As for the ramming through of Resolution 008-09, that will supposedly “enable the Town to borrow tens of millions of dollars in future years, in secrecy and can be carried out without informing the taxpayers until well after the fact”. The Resolution the Bulletin refers to was a State of Maryland mandate. By letter from

the State, dated September 11, 2009, Poolesville was mandated to adopt an Ordinance by October 1, 2009, not 16 days later, defining our borrowing powers and procedures. We copied word for word what has been in the Town Charter since 1982 and submitted that to the State. No public hearing is required by law and the Resolution was openly discussed at a public Commissioners meeting, then adopted. I feel my colleagues and I strive to handle Town business in a proper, open, legal, and transparent way. I invite any citizen to call me or any of my colleagues or visit Town Hall with questions, comments or concerns regarding our Town. As always, the Commissioners and Staff will be happy to have conversation with you over your concerns and provide answers to your questions. With that we will get into our meeting and our first report will be from our Auditors and our representative is Wanda Lynn.

Auditors – Rager, Lehman & Houck, PC

Ms. Lynn: Hello I know you have copies of the financial statements in front of you...

Mr. Kuhlman: Move your mic that way they can hear you.

Ms. Lynn: All right I believe you should have copies of the financial statements in front of you for the year ending June 30, 2009. So I am going to just do a highlight of the financial statements for you. Starting on pages 1 and 2 that is our Auditors Report, you received an unqualified opinion, which is the best that you can receive. On the last page on page 2 of our report it indicates that we did not audit the management discussion analysis which you never would but that is basically a document from the Town and it is a good area for you to read because its supposed to be more in layman terms to try to understand what the financial statements are saying, so it highlights changes throughout the year so since we didn't audit it I am not going to talk about pages 3 through 11 but in your spare time for light reading you might want to look at it. So if you want to flip to page 12 and I will also give a general overview since governmental financial statements are somewhat different than regular business financial statements. The financial statements are prepared 2 different ways, starting on page 12 is what's considered an accrual financial statement and so this includes all of your property and equipment that the town has as well as debt which is not on the later financial statements that we will get to. So as of June 30, 2009 the governmental activities column is your general fund, your business type activities is your water and sewer activities. As of June 30, 2009 your governmental activities you had \$84,000.00 of cash and cash equivalent and you had 3.6 million in investments, in addition to that a couple of lines down you will see that you had pulled investments, restricted investments of \$559,754.00 and those monies relate to the proffers and impact fees that were not spent at June 30, 2009. If you were to compare the financial statements from last year to this year you do have an increase in your cash and investments of about \$130,000.00 and as I already said the restricted assets were significant increase due to the proffers that were received in this past fiscal year. Your property, plant and equipment combined between both the governmental activities and the business type activities increased about \$790,000.00 and that was primarily due to the final cost of the new Town Hall, the purchase of streetlight infrastructure from Allegheny Power and substantial completion of the Lagoon Pump Station. If you turn over to page 13 you will see that the Town has minimal debt in the current section, in the business type activities you do have some long-term debt that is outstanding and we will get to that later in the financial statement. The last section the net assets you will see that you have investments and capital assets that is your fixed assets minus the debt associated with it,

and then you also have restricted net assets which again is related to the impact fees and the development proffers of \$559,000.00 and at the end of the year you have unrestricted net assets in the general fund of 3.9 million and \$287,000.00 for your utilities. Page 14 the way the schedule works is it is breaking your activities into the various departments that you have and you will see on the left hand side the general government streets and recreation, so the first column is your expenses associated with that and then specific program revenues that were identified that go with those programs so in your third column from the right hand side that is your difference, so basically those governmental activities lost the Town 1.6 million which you would expect because that is why you assess taxes, which is down further. I will point out in the water and sewer services under the capital grants and contributions columns that 1.2 million again its your proffers from Winchester Homes, its so significant it really stands out. Down in the general revenue and transfers section overall your taxes were down \$66,000.00 which is really a common theme for all governments and unfortunately that trend we expect will continue with the highway user the State thing will be down all in all and also your interest and investment earnings were down about \$155,000.00 this year again that was expected with what happened with the financial and it is consistent with what we are seeing with other governments and also with other investment pools, so overall in this accrual method of accounting your General Fund had a positive change in net assets of roughly \$740,000.00 and your Utilities had a loss of \$30,000.00, so at the end you had combined net assets of 33 million dollars. The next page, page 15 this is presented on the modified accrual basis of accounting which is more what you are in line to seeing, how your internal records are kept. The General Fund basically the numbers are the same as what we have already looked at except for it excludes the fixed assets for the General Fund. So you can see your cash and investments all in all was 4.2 million in the General Fund and then you have the various revenue receivables that are listed separately there for you, your down in the liability and fund balance section you look at the fund balances again a reserve for restricted purposes we went over with the impact fees and the proffers and then you also have unreserved designated funds of \$544,903.00 what that consists of is \$322,000.00 of what you expect to spend on general capital acquisition and construction and then also \$223,000.00 that you expect to pay off of your 1991 debt. So on the modified accrual basis of accounting as of June 30, 2009 you have unreserved undesignated fund balance of \$3,377,597.00. The next schedule page 16 is trying to get the two, it converts the 2 statements, the modified accrual and the accrual statement and as you can see the only difference like I had said is your fixed assets of 12 million to reconcile them. Page 17 lists all of your revenue and expense in detail for the General Fund and as I said the biggest difference would be your income taxes were down about \$104,000.00 and your interest income was down \$155,000.00. The other area would be that you had more grant income last year due to this building as well as the Skatepark. And then moving on to page 18 and 19 they show all of your expenses and really the expenses were all comparable to last year as well except that you spent less money on your capital outlay. So if you look on page 19...

Mr. Klobukowski: Just wait a minute...

Ms. Lynn: Yeah.

Mr. Klobukowski: Lets just hold on a second, also you are quoting all these differences they are not listed here anywhere.

Ms. Lynn: Right.

Mr. Klobukowski: Well I find that as something that should be included, if you are going to talk to that I would like to see that because I would like to know what was and what is, so if we lost \$155,000.00 I don't want to have to be, because you are quite rapid in your delivery and I can't write that fast.

Ms. Lynn: Well and by all means you can give me a call at anytime and we can discuss this.

Mr. Klobukowski: All right thank you.

Ms. Lynn: On page 19 towards the bottom, excess of revenues over under expenditures you see that you had a loss of \$34,000.00 which is very close to breaking even from your operations, the next line is your transfer to other funds money goes back and forth between the Water and Sewer Funds and for this particular year you have a positive money going into the General Fund which is unusual but the reason for that this year is because of the proffers, the money was held in the General Fund even though it helped pay for the debt that is in the Water and Sewer Fund, so when you combine those totals for the year ending June 30, 2009 you had a positive change in fund balance of \$180,000.00 and so at the end of the year you had a balance of 4.4 million dollars. And again page 20 is reconciling the 2 schedules one from accrual one to modified accrual so you can see the differences. Page 21 goes into your what's called a Proprietary Fund which is your Water and Sewer Fund and these numbers are exactly the same as the numbers that are presented in the business type activities in the previous financial statement because they are both on the full accrual of accounting, so your total assets are \$18,202,807.00 in the Water and Sewer Fund. On page 22 again you have minimal payables and you have some debt on the books related to bonds, so you had \$286,786.00 in unrestricted net assets. Page 23 shows your revenue and expenses, your revenue for the Water and Sewer Fund was down approximately \$64,000.00 from last year and that was primarily due to drought conditions causing water use restrictions. And also your repairs and maintenance were up about \$54,000.00 for radio conversions for the wells. And again down under non-operating revenue section you can see where the proffer stands out in the line item called contributions from developers. So all in all you can see the change in net assets, you have \$30,233.00 loss. The next page is page 24 this is a statement of cash flows and this is just for the water and sewer fund and you can see that from operations which is your cash received from your customers as well as reducing it by the amount you paid your employees and for supplies to run it you had a decrease of \$366,000.00 in your cash flow and then the next section talks about non capital financing activities, the non operating revenues primarily was your proffers that came in and then you had operation grants that went out for \$214,000.00 for a net increase of cash flow of \$942,000.00. The next section talks about your capital and related financing activities you had received a grant of \$85,114.00 and you had purchased capital assets amounting to \$409,332.00 and you had paid interest and principal on long term debt you see \$31,000.00 for the interest and close to \$200,000.00 for the principal for a net decrease of \$555,000.00 and then your investing section you had interest income and then you also purchased some additional investments for a net decrease of \$8,000.00 when you combine all those sections you ended up with a positive increase in cash and cash equivalents for the year of \$12,515.00 at the end of the year you had \$14,605.00. This moves us into the notes to the financial statement, you will notice that note 1 is quite

lengthy it outlines all of the Town's significant accounting policies that explain the differences between accrual and accounting and modified accrual as well as what makes up your funds so I am not going to go over specifically those notes. It also on page 29 details about your cash and investments, it shows you at the end of the year that you had the \$98,000.00 in what is considered demand deposit, regular bank account, and then the 4.2 million in the Montgomery County Investment Pool and then that note just continues to go on as far as what your policy is related to investments and the risks associated with that. I'm going to jump to page 34 just note 2 your receivables, your property tax receivables and you can see by year how much is outstanding obviously with the largest amount being for the year ending June 30, 2009 of \$26,183.00. On the next page, page 35 note 6, this is your capital assets and it shows you the change, the beginning of the year and then your increases, decreases and how we got to the amount of capital assets that you had at the end of the year, I do want to point out that the infrastructure decrease of \$580,000.00 that was related to the removal of the streets when new roads were laid. And you will also notice in construction in progress you had \$67,856.00 at the end of the year and those projects are detailed at the very bottom of page 35, they were for the Fisher Avenue Streetscape, the Whalen Commons Band Shell Comfort Station, Westerly Swales, Skatepark, and Hunters Run sidewalk. And then on the next page, page 36 it is the same schedule except this is for the water and sewer fund. There wasn't as much as far as increases and decreases in there except you will see that as far as the construction in progress \$263,000.00 of projects were finished in this past fiscal year and so they were moved over into infrastructure and your construction in progress at the end of the year for the water and sewer fund amounts to \$566,169.00 and again towards the bottom of page 36 it outlines the projects that you have outstanding, rebuilding of pumps at main pump station, the ENR study work, Alpha Treatment Program, and the various wells. The next page, page 37 shows the change in your debt and you can see that you have the 3 different outstanding bond issues the first has 3.45% rate and that is the one that you were budgeting to pay off in this fiscal year that we are in right now and then the remaining 2 debts have great interest rates 1.1% and 1% so if you were able to maintain the debts that you have right now without incurring more debt you would be debt free in 2024.

Mr. Kuhlman: And the total debt amounts to this 2.1 million?

Ms. Lynn: Exactly yes. And so the middle of the page shows you how much each year you need to pay in principal and interest related to those debts. Page 38 note 9 just gives you a little bit more background on your restrictions of net assets and fund balances related to the impact fees and the development proffers. And on page 39 note 13 we just noted a subsequent event that happened in October where you had awarded a contract for a paving project in the amount of \$110,000.00. After that is supplementary information and it compares your budget to actual and the variances and I will just --- a couple variances for you, you can see that the highway revenue was \$45,000.00 less than budgeted and then your state grant income was \$71,000.00 more than budget and that is related to the Fisher Avenue and the Band Shell and then of course the interest income was \$55,000.00 less than you had budgeted. All in all when you combine all the variances your revenue was \$17,529.00 more than you had budgeted.

Mr. Hoewing: Why was the interest income down Wade?

Mr. Yost: State cap but then they notified us it was at least 10% of the last year, we've been notified again to expect another 11% on top of that this year.

Mr. Hoewing: Oh ok.

Ms. Lynn: Page 41 and 42 shows the budget comparison for the expenditure side, you can see the various changes, the biggest differences are on page 42 and they primarily relate to the capital outlay, there was \$138,000.00 more spent on the Town Hall, the Band Shell, and municipal buildings more than were budgeted and then also in the next section the streets and storms sewer you can see that the electricity was \$67,000.00 more than budgeted and then the capital outlay again was \$285,000.00 more than you had budgeted. So when you combine all the variances for the expenditures \$523,447.00 more was spent than was originally budgeted. So when you combine the variances between the revenue and expenses it was \$505,917.00 spent more than was budgeted. And as you mentioned this was a very quick overview so if you have any questions.

Mr. Kuhlman: Any questions?

Mr. Klobukowski: Just for Wade with respect to streetlights since we bought the streetlights we expect to see the cost go down right.

Mr. Yost: Correct and we did add in the budget so you will see the budget won't have such a wide variation as before.

Mr. Klobukowski: All right.

Ms. Lynn: Thank you very much.

Mr. Kuhlman: Thank you very much Wanda appreciate it.

Ms. Lynn: You are welcome and as always you can feel free to call.

Mr. Kuhlman: Thank you I know you need to get home. All right thank you very much.

Huron Consulting

Mr. Kuhlman: Our next report will be from our Engineering Consultant John Strong of Huron and also Town Manager, Wade Yost chiming in a little.

Mr. Yost: Very little.

Mr. Kuhlman: Well your name is on here.

Mr. Yost: That is in case John gets stuck. Just teasing John. Give it a second to warm up here.

Mr. Kuhlman: You need to get a better assistant John.

Mr. Strong: Hey he's pretty good let me tell you.

Mr. Yost: He has to say that.

Mr. Strong: All right John Strong, Huron Consulting Town Engineer. This is the 2009-2010 Engineering Construction. Projects in 2009 we had Westerly swales rehabilitation, that was where we enclosed the swale in the area of Whites Road and Westerly Road and then modified the existing swales so that they would be in conformance with the original plan, there had been some settlement erosion, changes in the slope along Westerly Avenue. The Hunters Run Pump Station that was a valve insertion so that the flow meter that was in the pump station could be replaced and evidently at the time of construction back in the 90's early 90's I guess there was no valve placed on the force main side so that the mag meter can be replaced the flow meter. Next one is Fisher Avenue Trail that is from Tom Fox to Wootton Avenue that was in design phase, we did receive the permit from MSHA Maryland State Highway so that will go forward. The wastewater plant upgrade to ENR status that is being funded by the State of Maryland and all documents have been signed now and we will be going to construction on that. The I&I study and report, as you know one of the major problems with the wastewater plant has been high flows during severe storm events we working with the Town Staff and I must say thanks

to them they do a wonderful job in getting the flow meters out and also with the Town purchasing its own camera we can be a little more responsive in taking a look at what is taking place within the town. Next one is the study for removal of alpha emitters at wells 7, 9, and 10, we did the pilot project that came off just fine, the material placed in the test cylinder worked it removed the uranium that was present in the well 7. Skatepark site plan that is as you can see over there under construction, we were able to start construction this fall winter period and a lot of the mass grading has taken place. Whalen Commons Band Shell the proposed Band Shell has gone through the permitting process and is the contractor is getting in submittals as we speak. We have removed a septic system that was failing within the Town limits and the Town provided the lateral to the property line at Hughes and Westerly. Working with the Planning Commission in development inspections and reviews, we did the final inspection on St. Peter's Church which enabled the bond release for that property, working with Ride-On bus there was a bus shelter constructed up at the High School on Wootton Avenue, this took some coordination with the County agencies so that it would be in compliance with the Town's needs and also Town Code. Roadway Design Standards that went through that was a change to the Code the Town now has its own design standards. Staff reports on wind generators and working with Wade geothermal and photovoltaic systems and recommendations from other jurisdictions on what they did. We also had FEMA report which was a flood report that had to be filled out, there was no changes but that comes out every two years that report will probably have to have some revisions done to it when it is submitted the next time to FEMA because of the construction that is taking place. The MSHA report that the inventory of the roads, there were a couple roads the State for whatever reason did not pick up as being paved within the Town limits that has been remedied. And also working with Wade he did most of the hard work, the Growth Element for Senate Bill SB-1141, and in coordination with the State DNR on the Forestry Reports and also the changes in the Codes and working with Wade on that also. Plan Reviews we had Longshore Property, we had several reviews on that particular parcel, the Quito Property that has gone through preliminary and on, the Asuncion property that was a, that is the townhouses that are going to be going in hopefully down at the corner of Wootton and Fisher. Williams Adventure that is the newest one and that just came through this Fall/Spring I am sorry this Fall/Winter. Poolesville High School we had a technical revision, a couple technical revisions for water lines, sewer lines and a couple other things, now you do have Forest Conservation around the edge of the property. Stoney Springs and Brightwell Crossing we had some reviews and comments there. We issued a total of 12 comment letters. Plan Reviews, Stoney Springs we did 3 plan reviews, we issued a total of 20 permits and when we say issued permits that in order for them to start construction they have to have certain letters to go to the County, also we have to do a wall check that has to go to the County, and it is a review process and also for mechanical, for them to draw the mechanical permit they have to have a sight of where the mechanical portions are going to be for air conditioning and any pumps that are outside of the building. We also conducted the inspections of the water and sewer, the roadways, storm drains, sidewalks, and curb and gutters. The well house is online and also the pump station for sanitary needs is online. Brightwell Crossing this subdivision is not quite as far a long but the well house is online, a temporary water line was installed for the well house to bring water into the town and make it compliant. We

did a total of 7 plan reviews and issued 3 permits. Utility permits we had a total of 9 Utility Permits requested we had one agency that had a series of violations and one Municipal ticket was written to that particular agency. That agency will not be receiving any more permits until the conditions are remedied that need to be taken care of.

Mr. Hoewing: What does the word agency mean do you mean a government agency?

Mr. Yost: Utility.

Mr. Strong: Utility agency.

Mr. Klobukowski: Is there a reason we can't mention the Utility involved?

Mr. Strong: I'm not a lawyer.

Mr. Yost: It is public information. It was Washington Gas wasn't it?

Mr. Strong: Yeah.

Mr. Klobukowski: And what were the two violations?

Mr. Strong: Well one of them was starting, well they opened up a driveway without notifying the people before hand and shut down a business. We got scrambled on that one, shot out right away, pulled the permit that they were issued, which they didn't follow the guidelines on and then we caught them about 6 weeks later, digging in the roadway, in a newly paved roadway without calling or notifying the Town that they were doing so, they just went ahead and did it.

Mr. Klobukowski: This wasn't an emergency repair of some sort right?

Mr. Strong: No. It was for a utility connection to a building.

Mr. Klobukowski: Was it the utility itself or was it one of their contractors?

Mr. Strong: It was one of their subcontractors but they are ultimately responsible for it.

Mr. Klobukowski: I understand that and they didn't have any of their own people on site at the time?

Mr. Strong: No they did not.

Mr. Yost: Typically they never do usually it is just the contractor, all utilities while they do an installation.

Mr. Klobukowski: What is our fine per violation?

Mr. Yost: It is just \$100.00 for the first one and \$100.00 for each following day that it continues.

Mr. Klobukowski: We ought to raise that, ok thank you.

Mr. Strong: Ok projections for 2010 we expect according to developers both Stoney Springs and Brightwell Crossing Subdivisions to restart their infrastructure this spring. The Band Shell will be completed. Fisher Avenue trail will be completed. Wastewater Treatment Plant ENR upgrade that will be completed. Projections submitted to the Planning Commission will increase due to the issuance of new allocation letters. I&I will move forward and an I&I removal program within the Westerly subdivision will be looked at very closely. That seems to be the largest contributor in I&I based upon the pump station data that we have. Also wells 7,9, and 10 the treatment and removal of alpha emitters will move forward.

Ms. Gruber: I know that they are just taking in contracts right now or looking at the contracts for the Band Shell but do you have an estimated date of completion on that.

Mr. Yost: I spoke with Bruchey Builders the other day, they are saying no later than June 1st and I told them that was our deadline based on because I need to submit my bills into the State to get reimbursed for the \$100,000.00 grant.

Ms. Gruber: For the grant right ok.

Mr. Strong: Stoney Springs Development I'm sorry skipped over that, a continuation of removal of septic systems within the Town limits, as they get older they are going to fail. Continue to monitor pump station data for signs of I&I and use of flow meters within gravity lines and narrow down areas of concern.

Mr. Yost: And we are hoping within the next two months to have a pretty comprehensive approach and report presented to the Commissioners on where we go from here with the I&I.

Mr. Strong: Yeah we are hoping to have that in March for you.

Mr. Brown: Are you talking about overall I&I?

Mr. Yost: We really knocked out a good percentage of it by relining the Wesmond Subdivision but now we are concentrating on the Westerly how bad is it, what percentage removal can we achieve in that area, what will it take to achieve it, so we are just trying to put it together so we have a realistic view of what it will take.

Mr. Klobukowski: You won't have a comparison to Wesmond right.

Mr. Yost: That is exactly what we are shooting for. We are hoping to get better results out of Westerly with the TV-ing we are doing initially.

Mr. Strong: And this kind of leads back to the I&I issue, conduct a comprehensive survey of dates when items were placed into service and map those estimated life expectancies of the materials, date and planning and the future budgeting. It is pretty amazing if you look at the life expectancy of trancite pipe which is in the Westerly subdivision its 40 years, the site was developed in 1970 counting the years we are right on schedule, it doesn't mean that it is going to be an imminent failure where the whole thing collapses but it does mean that things are going to start progressively become worse and if you look at the vitrified clay pipes again those are 40 year pipes, the PVC pipes that are in Town in the newer subdivisions those are 60 year pipes, the ductiliner pipes for water lines, those are 50 year pipes, so you could kind of build up a model of what things are going to fail at what times, or if things are going to degrade at a more rapid rate, so it will be well worth noting or marking out where those things are for possible budget concerns.

Mr. Klobukowski: Well I would hope right now that with all the water breaks that we've got a map showing them and looking for possible patterns in certain areas that would sort of you could project that if it is happening here consistently that we have got a problem here in this particular area as opposed to another area which the geology might be slightly different or the way they laid the pipe could be slightly different.

Mr. Yost: Yeah initial construction is the biggest concern and Devin is going to touch on some of that tonight.

Mr. Klobukowski: Ok.

Mr. Strong: And that concludes my report.

Mr. Hoewing: Wade the alpha emitters sounds like it was successful, what is the next step?

Mr. Yost: Right now we are putting together spec books and plan to be able to go to bid, once we get to the budget process it appears that the cost is going to be elevated a little bit from what we initially thought, we had 600 and some thousand dollars in there, we are looking at about \$850,000.00 I believe John.

Mr. Strong: Correct.

Mr. Yost: Of course till we go out to bid we won't realize the real cost of it but putting all 3 wells and the well house would be 7, 9, and 10 going into one well house expanding it, it has to be about a 15 foot high expansion within the garage doors so the filtration system and everything can go into it and be able to treat all 3 wells at that one location for uranium and radon. So we are looking to have that together very soon.

Mr. Hoewing: Sorry I asked.

Mr. Kuhlman: What else?

Mr. Strong: That was it.

Mr. Kuhlman: Any more questions for John?

Mr. Brown: No thanks John good report.

Recreation Specialist

Mr. Kuhlman: Thank you very much Sir. Our next report will be from our Recreation Specialist, Cathy Bupp.

Ms. Bupp: Hello I am Cathy Bupp the Town's Recreation Specialist and the Event Coordinator who works with the CEDC. I will be reporting on their events when they give their presentation so right now I will cover the recreation events. Our summer concert series, they were held Sunday evenings from June 28 through September 27, we had different groups who performed 13 concerts and 1 magic show, which was really good. Four of the groups performed twice throughout the season, 7 of the 14 concerts were provided free of charge. Attendance ranged from 20 people to 150 people and the concert with the highest attendance was a bluegrass band, which surprised me a little bit. We are considering moving our concert series to Friday evenings to coincide with a Farmer's Market that the CEDC would like to incorporate into their events, and I think Helen will be touching on that shortly. And I have already started getting phone calls from performers excited about the band shell and wanting to get on our schedule. And today we had our first "Can I be the first band that performs" so that is it on the summer concerts. Our Geocache Program is a little over a year old now. The MML formed this geocache trail in an effort to get people to visit Maryland's different municipalities, and our cache is hidden out back in a birdhouse. I originally filled the cache with items such as rain gear, a compass, our Poolesville pins were a big hit, and now the program essentially runs itself, when someone finds the cache, they sign the logbook that is out there, they take whatever item that they want and then they replace it with an item that they bring, we have had magnets from Oregon, a pin from Alaska, a travel bug that was trying to make its way to Ireland, and then after people find the cache they go back to the geocache website, they log in that they found Poolesville's cache and I get an email with the comments that they put in and some of them have included "I haven't been to Poolesville in many years, it is a quaint Town, I biked along the C&O Canal", "I was visiting my friends for Poolesville Day so of course I had to find the cache on Poolesville Day", "I had a meeting at PHS to tour the new science building so I grabbed the cache" and I checked to be sure the school hadn't been robbed so they were talking about ours, "I haven't been to Poolesville since May 25, 1969 and I was astonished at how little it had changed, I love it". So we have had a total of 82 visitors this past year and many of them shopped or dined local while they were here and said they would come back so the program seems to be working. Our Fishing Tournament, it was our 19th Fishing Tournament, it was held May 9th at Collier Circle Pond for kids between the ages of 6 and 16, cost was \$1.00, we had 44 kids register and we separated the kids into different

age groups and then we had 1st, 2nd, and 3rd place winners in each category and then an overall winner. And Tinker Johnson from Tinker's Taxidermy donated his time to help at the event and then provide the mount of the winning fish to the overall winner. And this year's winner was 13 year old Austin Bennett who caught a 21 ½ inch channel catfish. And now the Stevens Park Summer Rec Program, it is a 7 week program, it runs Monday through Friday from 9:30 to 3:30 for kids between the ages of 6 and 12, the cost is \$20.00 per child and this year we had 182 kids register. We had 8 paid counselors, 3 were college age and 5 were high school students and then we had 10 middle and high school students who were scheduled to work for student service learning hours, so each day we had about 15 counselors working. This was the 2nd year that I had run the camp and I added a few new elements to the program. The first was a Policy and Procedures packet was added to the registration form that covered general information and how we deal with disruptive behavior and that came in handy a few times. And the second was the addition of "theme weeks", this camp has always been mainly sports oriented and the first year I ran the camp I added a Safety Week where we had visitors from the Fire Department and Montgomery County Police and the kids really liked that so in addition to the 2 sports activities each week we added theme weeks and they were We've got Spirit week where the kids could wear their favorite jerseys and we had sports related competitions, the 2nd week was Survivor Week and I think that was the kids favorite week, we separated the kids into 4 tribes with about 25 kids each and they got to pick which counselor they wanted, they painted tribe flags, they picked their name, and then we held competitions throughout the week, a favorite being the blanket stand and each tribe had a blanket and all the members had to stand on the blanket for a set period of time and if they stepped off they were eliminated, well most of the kids thought this was stupid until we told them to get off and fold the blanket in half and so it went on until we had 25 kids trying to figure out how they could stack as many people as possible onto 1 little square of blanket that was left, so the counselors kept track of the competitions throughout the week and then announced the winning tribe at the end. And another competition that we held that week was a gross food eating contest that kind of followed the show and a member from each tribe would come up to the table and they had to eat this gross item and whoever finished it first advanced to the next level, and we got permission slips signed from the parents. Some of the items we had were fish eyes, which were olives, skunk hearts that were fried chicken livers, deer brains that was rice and ketchup, ogre fingers that were green pepper strips, and opossum livers, which were, pickled beets. So a lot of parents came to watch this event, no one got sick and 1 little boy asked if he could take all the skunk hearts home because he just loved them. And we had a Wet, Wacky and Wild Week, which was all water balloon games, we had a ice cube melting contest, a slip and slide and that week we added a new activity and we took the kids fishing at Collier Circle Pond, Preston helped out and a little girl that caught the biggest fish had never been fishing before and she just loved it so that was a good addition. We had Blast from the Past week so each day was a different decade from the 50's to the 90's and each day they learned a dance from that decade, they had a snack, they played a game and they watched a TV show from that decade and the 70's seemed to be their favorite. We had Safety Week again with the visitors from the Fire Department, K-9, the FEMA dog came out, we did fingerprinting. We had a Jamaican Me Crazy week, which was beach themed with sand castle building competitions, we ate

tropical snacks, and then Quit Bugging Me week where the kids could bug the counselors to repeat all the fun stuff that we did all summer. Our sports activities included flag football, baseball, lacrosse, soccer, tennis, basketball, skateboarding and cheerleading, and this year we had 2 of the Frederick Key's baseball players come out and they played baseball with the kids for about 2 hours and then signed autographs for the kids, and that was a big hit. On Tuesdays we took the kids to the pool, it was \$3.50 per child, permission slips had to be signed and it was by far the busiest day of the week we usually took 90 to 100 kids to the pool. And then we ended the year with our field day and cookout which the kids love every year. And I noticed this year we had more parent involvement, several of the parents came fishing with us, one mom spent the day teaching kids how to twist balloons into animals and hats, and several moms came and taught dances during blast from the past week, a lot of parents came to the gross food eating contest I think they were worried their kids were going to get sick and have to go home. And we even had one Commissioner's wife I won't mention any names Mr. Hoewing who came to watch the K-9 demonstration. So the kids really enjoyed having their parents there so I hope to see more of that in the future. And our tentative dates for next year are June 21 through August 6 and that is it unless you have any questions.

Mr. Kuhlman: Any questions for Cathy?

Ms. Gruber: No I just want to say congratulations on your program because I have heard nothing but rave reviews for it.

Ms. Bupp: Well thank you.

Ms. Gruber: Good job.

Mr. Hoewing: Excellent job.

Parks & Streets

Mr. Kuhlman: Thank you our next one will be Preston King, Director of the Parks and Streets Department.

Mr. King: Good evening my name is Preston King, Director of Parks and Streets for the Town of Poolesville. First I would like to start off with thanking the Commissioners and Town Manager Wade Yost and Ms. Bobbie Evans for listening to our concerns about our employees last year. You listened and you took appropriate action I believe and we thank you, our families thank you, and it really has made the difference with the workers and their families thank you very much for listening. Now --- talk about the budget and everything else here, now first off for the year 2009 it was one of our busier years and I really see that is going to be the normal for the coming years, we do have 2 Brightwell Crossing and Stoney Ridge coming online, now it didn't happen this year but it is coming and so we have to look into the future and the work we did this year we kind of got a feeling for where we are at and right now we are close to our maximized work capacity right now and this past summer we had a I would say normal rain year maybe a little bit more and that really put a strain on our work load because we ended up mowing consistently from almost April 1 through the end of September it just rained and rained and rained and that made us, we had people on mowers almost 4 days a week for 8 hours a day and fortunately last year Wade and the Commissioners had allowed us to pick up 2 summer helpers and that really helped us out maintained the Town look and hopefully it was to your guys standards but without the 2 we would have had a tough time last year just during the summer months and I would hope the Commissioners would continue with that summer program for helping us also it helps several young people in the Town

and one thing about this Town having work for young people its hard and with just 2 jobs but it was 2 jobs that young people did have in the community and the only thing I would ask for the same 2 people but I would like to extend 1 month through September through Poolesville Day because Poolesville Day has grown and it taxes our work force during September a little bit. Besides that we had a busy year, we also completed several special projects one we finally completed our stormwater management projects where we had to bring up to County standards and we signed them over to the County so they are responsible for the physical structures now, so if we have a structure failure or we have to have the sediment removed from the ponds or anything major like that it falls financial responsibility will fall upon them, now our duties still, we still have to maintain the grass, trees, trash removal in the park so it hasn't been eliminated and that is a, it requires a little bit of time and then with the new developments coming on even the dry ponds require maintenance so that is something we have to look at. The Christmas lights have slowly grown over the several years and that has added a total of almost a weeks worth of work between putting up and removing, we also have absorbed the lights in the Town of Poolesville, now we are responsible for replacing of lights, maintaining them and any emergency repairs that require through the year and the work load the Skateboard Park will be online by the end of June probably and it is going to require personnel and time once again. We also completed a school zone sign program and what was nice about that was we were approached by the PTA and the County developed a plan and then what was nice about it first they wanted us to pay for it well we countered and said its your plan, we will install, you pay and they did, they purchased all the signs but we implemented them and put them in place and the only thing I have seen bad about that, there is no enforcement, I think Wade has contacted the Police I have contacted the Police and if you come by the Elementary School at 3:00 in the afternoon it is one of the worst messes I have ever seen and the whole reason we put it in was for safety of the kids. If we did our work I believe the County should come in and do their job because it is a County enforcement issue and maybe somebody on the Commissioners know somebody or can take action on it because I personally think something bad is going to happen on Cattail Road if it is not addressed, we did our job they need to do their job.

Mr. Hoewing: What is not happening exactly the signs are what?

Mr. King: Well they are parking illegally.

Mr. Hoewing: Ok parking I see.

Mr. King: Well what is happening really I know everybody is worried but you go by there 3:00 it will be self explanatory they have cars that are parking on 107, on Cattail and if you have to turn and go in you can't see the kids crossing, its really a situation that needs to be addressed, we have done our job they need to do their job.

Mr. Klobukowski: Sounds like a call to Captain Didone would rectify that.

M. King: We also, Wade and I looked at the budget, I know that is a big thing right now and we really don't have anything to add to it but we don't want to lose anything and what we were looking at, we did cut back on some of the trees that we were talking about planting but we are also looking at equipment and since we I started here we had vehicles that were named The Bomb, Super Chicken, Old Rusty, well through Wade's guidance and the Commissioners we started a 10 year plan replacing vehicles and since we do salt removal and we do use our vehicles with heavy payloads there is a wear and right now the program is implemented we do have good vehicles, we have safe vehicles because

Eddie you know working with salt it just you can wash and wash and clean and it really does eventually affect the safety and overall things on it. I would hope that we don't take too much money out of that just try to stay the same, also talking about vehicles when Brightwell Crossing and Stoney Ridge come on it is going to add another several miles of roads to be maintained, now during the last record setting December snowstorm we were right there at about what we could handle and once they do come on which could be a year or two maybe three I don't know depending on the economy I don't want to have it come online and then we try to play catch up with a large salt truck or a large mower just hopefully we can build something in there so we don't get caught short on the equipment needs for the new developments.

Mr. Hoewing: Is all the plowing done by Town Staff or do we contract any of it out?

Mr. King: We do not contract anything out. And we handle it we have enough personnel but if you know, you know what I am saying the last storm that big storm which only happens every once in a while really showed that on an emergency event we are truly at our max capacity, not drowning but I'm saying much more and we would be hard pressed to stay ahead of it and we do have a goal I think every 2 hours we have a truck through somebody's neighborhood and it might not be perfect...

Mr. Klobukowski: There was one in mine they went 3 times around the block so...

Mr. King: He probably got lost no...

Mr. Hoewing: Wade was driving that truck.

Mr. King: I really have to thank my crew on that storm we arrived Friday night at 12:00 we did not go home until Sunday at 7:00 and at that point...

Mr. Hoewing: I heard the trucks running at night.

Mr. King: At that point we only took 4 hours off at that point you could get to the grocery stores, you could get to CVS, you could get to wherever you need within the Town, maybe not out of it, but you could get to what you needed to do and they did a suburb job and like I said with what you guys did for us last year my guys really like working for the Town, they really do and it shows in their work, they are willing to work get whatever done, only one though we did end up in a Commissioners yard and had to come back and fix it up, one of our skid loaders ended up in a Commissioners yard but that will be addressed at a separate time, but anyway like I said there is I just like to thank you and at the budget please don't regress at least stay even and take a look at the future for equipment and personnel that is coming for the Town, thank you, any questions?

Mr. Hoewing: Thanks for hitting the right Commissioners yard and not mine.

Mr. Kuhlman: It was an unrequested event, believe me.

Mr. Klobukowski: I have a couple.

Mr. King: Yes Sir.

Mr. Klobukowski: On the street lights since we have taken them over how many have we had to replace, poles, lights, fixtures.

Mr. King: At this present time we have been fortunate we haven't had any vehicle collisions with lights, we normally that is about once every 2 years we do lose a pole, so as it stands now the biggest things are the light bulbs and through the email system now people keep us updated on a regular basis plus once a month we normally have personnel come in early or stay late and they put 2 or 3 hours searching the Town for the lights but we have found that our citizens are very active with it and they let us know like they let you know that they need lights taken care of and light bulbs are probably 80% of them

and the rest of them are the ballast go bad in them and we are developing a replacement system, trying to get a stockpile, we do have extra poles on hand so if there is a light that goes down within a day or two we should have a light back up ready to go unlike where it used to take months even with one bent over with wires sticking out the ground it would take quite a while so with the equipment we have the bucket trucks, the personnel, and we do have a electrician that he responds quickly with problems which we can't handle, we are not electricians, he will come at a pretty quick rate to help us out on the lights.

Mr. Klobukowski: Ok with respect to the Christmas lights I noticed that there were quite a few of them that were out this year it seemed as the season went on.

Mr. King: Ok.

Mr. Klobukowski: Now will we go through and test them next year before we put them back up.

Mr. King: Yes and actually we were scheduled to replace the ones that were out and timing wise the big storm came so I lost a full week right there of time and then after that it was, we do that or within 10 days we are taking them down, we also discussed and the budget is kind of threw things off I had investigated about getting LED lights to replace them and it was still several thousand dollars to replace and extend some of the lines and we will test them next year but in the future I think LED is the way, we just changed to LEDs out here you cannot tell the difference and you would pay for it yourself in the next electric bill several years, so yes Jerry we did see them and it was just a timing thing, we had plans literally to do it and then we got behind on the snow and we just never got to it.

Mr. Klobukowski: Last question who determines when the pond needs to be dredged or who comes out and says the pond was 8 feet deep it is now 4 feet deep it needs to be dredged 4 feet or whatever.

Mr. Yost: That is Montgomery County Stormwater Management.

Mr. Klobukowski: Do they come out on a regular schedule?

Mr. King: Yearly inspections if I am not mistaken.

Mr. Yost: Yes a yearly inspection they do.

Mr. Klobukowski: Ok all right thank you.

Mr. King: You are welcome Sir.

Mr. Brown: Preston thanks a lot for especially for all your guys very dedicated efforts, I think what you guys do is one of the reasons why we have a great town and your dedicated efforts show up on an everyday basis to all of our residents, so I appreciate it. The snowstorm handling etc., just makes a big difference, nice work.

Mr. King: Thank you.

Mr. Kuhlman: You and your crew always do a hell of a good job.

Mr. King: Thank you well we get good support right there.

Water & Sewer

Mr. Kuhlman: Our next report will be Director Devin Boyd of the Water Department, this is the poor gentleman you see out at midnight or 2 am on a freezing cold night digging up your street while your water is off.

Mr. Boyd: Keeping you up. My name is Devin Boyd I am the Director of Water and Sewer for the Town of Poolesville. I would like to say hello to the Commissioners, Ms. Lori Gruber I have never met you formally so it is nice to meet you now. Lets see just to let everybody know our water in the Town comes from 10 different well houses that we have, it is ground water, 2 of those well houses are new to the system, Stoney Springs and

Brightwell, they have been on for about a month now with no problems yet. Before these 2 well sites went online we did a 60 day pump down test, draw down test, and we had an outside firm look at some residential wells around them to make sure that we didn't draw them down and as far as I know I guess because they are online everything went well. We also have 2 storage tanks in Town, we have an elevated 500,000 gallon tank and a standpipe million gallon storage tank up in Tama II both of which I think this year need to be inspected just for corrosion, paint and things like that and an outside contract normally does that. I also overlook our sewage pump stations in Town which we have one new one for Stoney Springs pump station, we this past year upgraded the pumps in our Fisher pump station because it will receive flow from the Stoney Springs pump station and these pump stations here lead me to what John was talking about with some I&I problems in the Westerly subdivision we noticed huge spikes in inflow at our Koteen Hunters Run pump station, I would like in the future to look at upgrading maybe which John I am sure will help with look at upgrading the pumping capacity of this pump station. And also in the future hopefully soon future upgrading the electrical components inside this pump station I guess corrosive nature of a sewage pump station tends to eat away at metal parts pretty badly. Also as John touched on this year at the same pump station we were able to insert a valve outside this pump station to change a flow meter inside that hadn't been working for quite a long time because and weren't able to change it because this valve wasn't in place and with this flow meter in place we can truly monitor what kind of pump rates we are getting out there and help John get the data he needs. And also this past year we had 8 watermain breaks as you were asking for the most part they were spread out through Town, the only cluster I have noticed is along Wootton Avenue between Dowden Way and Whitaker Road we have had 4 or 5 there in the past 2 years and as I am sure a few of you know the water has been out, I would like to replace that line sometime in the near future whether it be myself and my staff doing it or contracting it out, I am not sure whether it is age of pipe there or depth of pipe or just geology I mean it is pretty rocky but as Eddie has seen it is not a very deep pipe, so I don't know if that is what is causing it or not but I would like to look into that. We have had 2 watermain breaks so far this year, not too bad I mean that is pretty normal, we get them in the wintertime, freezing and thawing of the ground tends to snap them and it is normally right after we finish one. But for 10 in a 13 month period I think that is pretty good, that is not including lateral cracks or service cracks or things like that but all in all it is about 10 or 15 million gallons lost which sounds like a big number but it is really not that bad, we've gotten pretty good at locating them pretty quick and noticing pump differences in our wells. As for system improvements we have changed the radio telemetry system in our wells, this was mainly due to Stoney Springs and Brightwell Crossing coming online, the old radios weren't compatible with the new radios they don't make the old type radios that we had and of course we have to change everything when a new one comes in. We were able to put the flow meter and chart recorder in the Koteen Pump Station and we had 2 well houses and 1 pump station come online. I guess my wish list here to ask for as I touched on before upgrades in the electrical systems in 2 of our pump stations Koteen and our Seneca Chase Pump Station we need to address pretty soon. I have got quotes working on this get a couple different electrical companies come in and look because it is a big job and it is not something I really want to tackle, it is high voltage and I would also like in the future to see some pressure transducers for well depth

readings, right now we have a butler system in place to be able to tell easily how deep our wells are when the well is pumping, that is not something we can see on a controller it is a gauge that we flip the valve and it comes on, it is kind of an outdated system I would like to see a digital transducer in place, you can also program to where it would shut the well off if it got too low which would save pumps and a lot of different things.

Mr. Klobukowski: Do you know how much they cost?

Mr. Boyd: I have got quotes in place also but I think for a normal 200 foot transducer it is somewhere in the neighborhood of \$1500 to \$2000.00.

Mr. Hoewing: So do you have wells that have actually been damaged because the well was...

Mr. Boyd: No, no it's not a something that would normally happen it's just a redundancy and does anybody have any questions?

Mr. Hoewing: You mentioned the Koteen pump station getting a lot more traffic, do you have any idea why that is.

Mr. Boyd: Well I think it's due to what they were talking about, it receives the I&I from Westerly subdivision and then it is pumped up and gravity fed down to the plant.

Mr. Brown: Devin question for you, how many gallons is in 1 of the water towers either one.

Mr. Boyd: Well we normally try to keep them pretty full so at any time in our elevated storage tank we probably have between 4 and 500,000 gallons.

Mr. Klobukowski: Don't they have to be sort of like 2/3 full both of them have to be equal?

Mr. Boyd: Yeah.

Mr. Brown: And then have you guys done anything to replace the safety stuff on the one over there, the belt and the I know we haven't, we need to put that in the budget then.

Mr. Boyd: It is in the budget.

Mr. Brown: All right good I don't want it to be on your wish list that needs to be priority.

Mr. Boyd: No that is in the budget and we climb it still twice a year.

Mr. Yost: It is in compliance.

Mr. Brown: I know it is in compliance I wasn't saying that I just know there are better systems out there than that one.

Mr. Boyd: Well I don't know what a different system would be to be honest with you.

Mr. Kuhlman: You can climb it.

Mr. Brown: I already tried.

Mr. Yost: He did try.

Mr. Brown: And it doesn't work that well.

Mr. Yost: He was scared that is all it was.

Mr. Hoewing: So the different system is a mask.

Mr. Brown: I'm thinking helicopter.

Mr. Klobukowski: When was the last time the 500,000 gallon tank was rehabilitated.

Mr. Boyd: It is on a ten year plan so I am thinking 10 years ago.

Mr. Yost: Yeah it has been at least 10 or 12 years since we have done that paint job on it.

Mr. Klobukowski: When that was done I think Roy Johnson was the President of the Commission back in the 90's.

Mr. Yost: It was in the 90's at some point.

Mr. Klobukowski: Because we had the Indian when we did that we had the Indian mascot on the side of the tank.

Mr. Yost: It all depends on the quality of your water, what kind of constituents you had and if it is corrosive or whatever and really our water is very mid range pH, there is not anything corrosive iron content is low, so the paint job really lasts a lot longer on our tank than typically what you would see in other areas.

Mr. Klobukowski: Ok that is the outside but inside.

Mr. Yost: Inside same thing.

Mr. Klobukowski: And what about the million gallon tank because that has never been rehabilitated, of course that is a different material.

Mr. Yost: That's right that is a steel tank with a glass coating on it, we need to have it inspected though the time is near.

Mr. Klobukowski: So are you going to throw a --- in with a rock in that one.

Mr. Yost: With a camera so you can take pictures.

Mr. Kuhlman: All right any more questions for Devin. Thank you very much Devin.

Mr. Boyd: Thank you, I also want to second Preston's thanks because it was greatly appreciated this year.

Mr. Klobukowski: Thank your guys for the cold nights out there.

Mr. Boyd: There is one of them.

Mr. Kuhlman: Don't come to my street so often.

Wastewater Treatment Plant

Mr. Kuhlman: All right our next report will be Chris Williams, Superintendent of our Wastewater Treatment Plant.

Mr. Williams: Good evening I am Chris Williams, Superintendent of the Poolesville Wastewater Treatment Plant. I guess I am trying to figure out really where to start I don't want to really rehash everything I said last year, nice to meet you by the way I have yet to meet you.

Ms. Gruber: Thank you, you too.

Mr. Williams: Ok I guess my main thing, ok we are getting ready for our ENR upgrade and 2008 actually our total nitrogen which our ENR upgrade is mainly focused on is total nitrogen reduction and our total nitrogen concentration was at 4.3 going out, we still had the same thing in 2009 but the higher flows we had, our flows on a monthly average were about 97,000 gallons higher than they were the year before and that actually brought our pounds up and so it looks about 1500 gallons compared to the previous year just because our flows are higher and it all kind of comes into like we have been talking with the I&I just trying to get that taken care of really I guess because once we get an ENR upgrade I mean it is on pretty much.

Mr. Yost: How is the permit written as far as pounds go explain that how you get your pounds.

Mr. Williams: Pretty much what we well actually what we do is we take our total flow for the month and say I guess an average of what 20 million gallons per month, we take that times our concentration and times it by how much a gallon of water weighs and that is how we get our pounds loading, so in 2008 we had 7,613 pounds in total nitrogen go out which is fine and actually once our ENR upgrade goes under the maximum loading rate is going to be 9,137 once our upgrade is completed and but this past year it came close though it was 9,321 we still had the same total nitrogen concentration as the year

before like I said just a higher flow by our pounds loading up and not a whole lot I can do about that we are waiting for this upgrade I guess for about a year now I guess and we are finally going to get it so I am really hoping that is going to push it because we are almost meeting ENR standards right now our permit is based on a 4.0 concentration for total nitrogen, well we are at 4.3 these past 2 years so we are that close we just need that extra little push so hopefully this upgrade will help out substantially but then there is the problem with our flows and once we have our higher flows we are rated at 750,000 gallons a day once I am cranking 2 million gallons a day through there I mean I can only treat it so much at that point I will be stirring air and getting ammonia out and sending it on down the creek. It is just keeping open at that point so it doesn't go in people's houses. So I guess that is why we need to keep addressing this I&I issue and why it is so important because it is affecting me directly especially once we get our new permit and I mean it is not like I can tell them the State that I couldn't meet my permit just because my flows were high they don't really want to hear that so it is just one thing we have to keep up on that. Other than the high flows we had pretty much a quiet year, we actually took on and did in house we had to almost completely redo a pump station over at our lagoon wetlands the pipe had separated, the check valves were cracked, and there was a pump that was down so me and my co-worker Craig we actually did that it took us a month and a half to get all that replacement back online so now it is all together I mean we got a new pump in there, new pipe, new check valves and actually made it a lot more stable than it was because when we went in to work on it the pipe almost fell off in a freaking ball so that was a nice little surprise for us. We have been working on getting our maintenance with the pump station pumps redone I guess I'm not sure when the last ones were rebuilt but I know have they been rebuilt or not.

Mr. Yost: No this is the first rebuild.

Mr. Williams: Yeah so I guess you figure 25 years and they are finally getting rebuilt and we are also getting new inlet valves put in because when the pumps go down and there is a clog in them we have to crank down the pumps the valves shut off the flow coming in but those valve are so old that shut them as much as you want they still ain't going to shut all the way so you still got water pouring in on you so that is why we had to replace the valves before we can even rebuild the pumps so we got 2 of the 3 pumps done that are in there just once again this past year we had such high flows and it is tricky to schedule that in because we have to do that during a low flow situation because I have to shut down all the incoming flow to the plant for 4 to 6 hours and that is pretty much just backing up into the system and I can only do it for so long so I have to make sure it is at really low flows and that is what has made it so tricky that is why I still have 1 more to go out of the 3 but hopefully soon it will get done I hope but depending on the rain I guess. And I guess as we were talking earlier we got our main line sewer camera it is a little crawler model, 4 wheel drive little tractor thing, I guess like we had been talking about is the Westerly subdivision that is what we are focusing on because once again it all goes to Koteen that sort of always seems through past years is once we catch up is when Koteen catches up at the plant I mean, when the plant catches up that means Koteen is caught up finally and it seems that a lot of it is coming from that Westerly subdivision and based on what I have seen already just from maybe a month and a half Westerly is in pretty rough shape it looks like I mean...

Mr. Klobukowski: You say Westerly but that is...

Mr. Williams: Westerly subdivision.

Mr. Klobukowski: That is located at Tom Fox next to the high school right.

Mr. Yost: Right next to the middle school.

Mr. Williams: Westerly goes into Hunters Run...

Mr. Klobukowski: Tom Fox is feeding into that too right?

Mr. Yost: Right what we have done is we have split that up with monitoring devices that John talked about earlier so we know it comes from the leg that comes from Westerly so we have already taken those out of the picture.

Mr. Klobukowski: Very good thank you.

Mr. Williams: And just what I have seen on Hughes just that little stretch of Hughes between Westerly and Bodmer there is roots protruding through there, there is water coming in through house laterals when we knock on the door they say they are using no water at all so it has got to be the laterals that are even falling apart out there I don't know we have to get a camera in there somehow. Even at the stretch where it goes from the Westerly subdivision to the Hunters Run subdivision we have ran a camera through there and we can actually see that the pipe is actually starting to separate through there and there is already such high flows going through there I mean this is at a relatively low flow period and that is the only time I can see it and it is still just so much flow coming through there you can see that pipe is kind of dropping all through there. Spurrier we ran that through last week it looks like almost every single joint there is mud in every single joint and it looks like it is actually coming apart a little bit.

Mr. Klobukowski: Is it the same side as the sidewalk that was just put in?

Mr. Williams: I don't believe so no. So just based on what little I have seen it looks like Westerly is in real rough shape but that is a topic for later I don't want to keep hammering on that too much just let you know it is what we have been doing, so we have been pretty busy with that sewer camera ever since we got it though. I guess this year the plant is going to get a new roof installed thank goodness because that roof has seen better days, so I guess that will be coming this spring I guess we are going to send out to bid on that here shortly I guess. And we are also going to next fiscal year we are going to start a new annual maintenance program, we can do it within our budget so it is not going to be any extra burden on our budget as is, what we are going to do is drain down one basin a year to remove it of all the grit and whatever else might be in there, just a general cleaning of that basin, one a year, just because it builds up pretty bad in there and can cause problems especially if we have to drain it for whatever reason. And also Wade and I are also looking at starting up a redundancy list for our pumps and motors and minimize down time if anything ever does happen.

Mr. Klobukowski: You mean you will have a spare on hand.

Mr. Williams: Yes essentially so something goes down we can swap it out real quick instead of waiting for weeks or months at a time for something to be repaired.

Mr. Klobukowski: Is there something where you can get a contract with somebody a pump or valve supplier that can...

Mr. Yost: Valves yes would be easy enough, but sometimes with a pump or --- like we talked about the Koteen Pump Station 10 weeks they had to manufacture because we don't have them sitting around.

Mr. Williams: They actually had to fabricate a lot of their own parts before they would ship them out to us.

Mr. Yost: Yeah it is more something like that that we are looking at.

Mr. Williams: A lot of the stuff we have they don't really have in stock they have to fabricate it a lot to send it to us. And I guess overall we have been doing our best at the plant just to minimize our impact on the budget, we are learning how to run the plant during high flows without having to stay there which actually cuts down our overtime, we have a quite a few new alarms put in or modified just to let us know what is going on so we are not just sitting at the plant essentially because we can be sitting there for hours just because it is in alarm but we can't really leave because it is in alarm but we are not really doing much especially during high flows. And just again making sure we get the proper maintenance and just doing our best for the budget, I don't really have any wish list items, I mean there is some fancy things I would like to have but the stuff I have now works fine as long as we keep up on it, it's the way its got to be. So I guess that is all I have really.

Mr. Hoewing: How old is the computer system in the plant?

Mr. Yost: That was replaced at the last upgrade.

Mr. Williams: Only about 5 years old now.

Mr. Hoewing: Only 5 years.

Mr. Williams: Actually have the computer programmer that we are in constant contact with who upgrades the program as it is needed honestly, I can call him up almost anytime and have a new alarm put in, I guess once we get our ENR upgrade we are going to be working with him again, we are going to make it work with the upgrade.

Mr. Yost: That computer is specific to the running of the plant.

Mr. Williams: Yeah it doesn't get used for anything else other than the running of the plant.

Mr. Kuhlman: Ok any further questions?

Mr. Brown: All good.

Mr. Williams: All right thank you very much.

Mr. Kuhlman: Just for the public's knowledge Chris has been chosen by the Maryland Rural Water Association as Operator of the Year and he may look young but he is a very intelligent man on his job. The employees can go ahead and go but I would like to thank you all for your service, I think you do one heck of a good job for the Town and I think you have the Town in your heart and I appreciate that.

Mr. Hoewing: Thank you.

Mr. Klobukowski: Thank you.

Ms. Gruber: Thank you.

Mr. Brown: Thanks fellows.

Planning Commission

Mr. Kuhlman: Our next report will be from the Chairperson of the Planning Commission, Mr. George Coakley.

Mr. Coakley: Ok the Planning Commission is comprised of 5 appointed members the only one of which just left, I hope that wasn't a statement. I am Chairperson this year and Cal Sneed who just left with his wife is Vice Chair, also Bob Bachman, Chuck Stump and Link Hoewing is our Town Commission liaison. Before we go on to that though I would like to publicly thank the members of the Planning Commission for the hard work that they do, John Strong had mentioned that one of the items that he had done is get information from other towns particularly dealing with Alternative Energy

Legislation and Ordinances that they have and the Planning Commission meets once a month in general but it takes a number of days to read over and do a good job and try to find out what is going on in different areas that we do cover. The Planning Commission has 2 major responsibilities and that is planning process and land subdivision. In essence that basically says what can be placed where and how it is to be built and that is the Planning Commissions major responsibilities. Now you are probably asking yourself how do we do that and the answer is we accomplish that through Master Plan review and revisions and we are required by the State of Maryland to review the Master Plan, review it on a 6 month basis and if necessary make any revisions that you want made. And in conjunction with that I guess about 2 months ago along with the CEDC we did have a Focus Group that came in and we got information from them to help us on our current revision of the Master Plan, the last one was dates 2005 so 2011 is the one that we are shooting for now. We also have water and sewer allocation process as most of you know in the Town of Poolesville water and sewer is a finite item and how that gets doled out is through the water and sewer allocation process. We also want to make sure that the drinking water that we have which comes from all wells is protected, so the Planning Commission put together and the Town Commissioners did approve the Wellhead Protection Regulation to identify where all the wells were and what was --- that affected each of those wells and through that it allows us to not permit or --- to take place certain activities that might have an adverse affect on groundwater in this area. We review all subdivision plans, we review them and if they meet the standards that are in the subdivision regulations and zoning ordinances than we go ahead and approve them. And it doesn't matter subdivision plans its --- people think initially that that only refers to like Stoney Springs and Brightwell Crossing but it also covers if you want to put a shed in your backyard or if you want to increase your deck and that sort of thing, so we do get involved in all of the structures in the Town of Poolesville. If someone asks for a Special Exception we review it prior to sending it to the Board of Zoning Appeals and we also periodically review subdivision zoning ordinances and make any recommendations to the Town Commissioners that we feel benefits the Town. Some of the specific focus that we have had in the past year is subdivision plans and we have oversight over the ones that have been approved and are currently in the --- primarily the 2 large subdivisions. In addition to that we do have to review the ones that are 4 and under and there is also a couple other small subdivisions that have come in for review, the townhouses that are scheduled to go back where the old barn was the old Asuncion property at the corner of Wootton and Fisher. The other one would be the extension of Westerly that runs parallel to Westerly Avenue out toward West Willard Road. One of the other items we did was the updating the road construction standards based on the recommendations from the Town Engineer we reviewed it and on his recommendation agreed to recommend to the Town Commissioners the increase in the roadway of our standards for building roads in the subdivisions, one of the nice things about that and we are talking about it tonight with the infrastructure that has 40 year life and 50 year life and the better you install roads initially the longer they last. We also were required by the State of Maryland to come up with a Growth Management and a Water Resource Element Plan, these had to be put together and incorporated into our Master Plan by October of this past year 2009. We went ahead and did that it had to be done, I believe one of the reasons for that is that the State of Maryland and I guess locally one of the problems that came up was with

Middletown in Frederick County and I believe Brunswick also had some problems where they allocated more particularly water resources than they actually had available and State of Maryland I think got a little bit concerned with the municipalities need to be more on top of what they are doing in that area so we had to do a comprehensive study of what zoning is allowed currently in Town and if that were to grow out what resources would be required to support that and we also had to say whether or not we anticipated any kind of additional growth in the Town and we don't anticipate any I think the Town is going to stay this size at least for awhile, so we went ahead and did that and in addition to that we have looked at and are looking at alternative energy sources and again it did require a lot of homework on our part because for geothermal heating and air conditioning there were all kinds of systems that we had get expert information on that on which ones best benefited the town, with solar the same way, the solar industry is changing by leaps and bounds but one of the things we came out of the focus group a few months ago they were concerned about the look of the Central Business District and both the wind and solar played a part in that and that is what do we want our Central Business District to look like. We have health and safety issues but there is also aesthetics to consider and part of that was what we were looking at was the most of the solar, the alternative energy. We did look at forest conservation regulations that we currently have in the Town and the State of Maryland had changed theirs and that required us to also review ours to see if any additional changes were necessary and we are still looking at that and we also have a expert in the field in the Town who has given us some information to look over and the Town Commissioners to review prior to making a decision on that. And we are in the process of looking at underground storage tanks and State of Maryland changed their regulations a little bit and we are reviewing our to see if (inaudible) with what they have come up with and also to basically fit the requirements for the Town of Poolesville. Additionally we do anticipate and John Strong our Engineer had mentioned this in his presentation, with the allocation process that we have for water and sewer there is a 24 month period that individuals have to construct residential not construct but to have a sketch or preliminary plan in for what they plan to do with their property when they ask for an allocation for it and the Town Manager sent letters out to those that had submitted a plan so we are sure going to get a lot of requests for extensions or we are going to get a whole bunch of plans come in at the same time so people meet their deadlines. So we have that on the horizon to look forward to. In addition to that it seems like something always unique comes up each and every year so I am sure we will be dealing with that. Does anyone have any questions?

Mr. Brown: No thank you George. George do you have a digital version of this report?

Mr. Coakley: Yes.

Mr. Brown: Could you send it to me?

Mr. Coakley: Sure.

Mr. Brown: Thank you.

Mr. Kuhlman: Thank you Mr. Coakley.

Mr. Hoewing: I do want to commend George's leadership and commitment he has done a great job on the Planning Commission, he is very committed and I very much appreciate his leadership so thank you.

Parks Board

Mr. Kuhlman: Our next report will be from Chairperson Doug McKenney of the Parks Board.

Mr. McKenney: Next year I will follow George and go high tech and walk around. I do actually have handouts, I didn't quite get as far as a Power point. Thanks for letting us all come down here this evening and kind of give you a summary of what we have been doing. The best way that I looked at this was just kind of summarize what we did each month and go from there if you guys have any questions just let me know. We started January last year kind of reviewing budget items in that budget review or consideration I guess what we wanted to recommend to you folks was new equipment for Preston and his crew for example, band shell, the Hunter's Run Trail and the Beaver Pond area, Whalen Commons lighting was something we were going to be looking at and new equipment for Wootton Heights Tot Lot that equipment had been old and needed to be replaced and that was one of the items that we looked at. In the January meeting we did make a recommendation for design for the band shell, moved that forward to the Commissioners. In February this is usually one of our busiest months, we approved and structured worked through whatever you want to call it 14 park permits that may not sound like a lot but that primarily related to the use of the 4 baseball fields we had, so we had 14 permits for teams or individuals for practice time, game time, tournament time, and we were able to schedule, meet everybody's schedules with a little bit of adjustments here and there on those 4 fields. In March we discussed whether it would be appropriate to allow individual ball fields to be named after someone or in memory of someone, it was an interesting discussion at the end however we I believe it was a unanimous decision that we decided it would be more appropriate to offer individuals to dedicate a bench or a tree in Whalen Commons. Also in the March meeting after 12 years of service to the Parks Board and Town George Deyo resigned and stepped down and we reconfigured baseball field Halmos 3, it was set up as a large field what you call a 60/90 field, 60 foot pitch line and 90 foot baseline we did not have enough teams in Town really that were utilizing that park that way so we worked with Wade and Preston and kind of moved stuff around and we made it into a field that was 50/70 as well as 46/60 so the pitching mound is kind of large there is a strip that goes down to home plate and the baselines got shortened and we took some grass out from the infield, that allowed us essentially to open up an additional field to 8 groups anywhere from 7 to probably 13 or 14. In April Jeff McIntyre was appointed to fill George Deyo's seat, Jeff had been on the Parks Board several years ago so it was a pretty seamless transition, he joined on and knew a lot of the history on anything that we were working on. We approved a bicycle race permit for National Velo Club which brings approximately 200 participants to our Town each year, this is one of the, this club usually returns every year they do a good job they are very organized and minimal impact on the Town and it brings people in hopefully to get some food or other things while they are here and help the business. We also put signs at our ball fields providing guidance for use, for example if it has rained ½ an inch or more in the last 24 hours or if the ground is muddy or spongy on the one hand it sounds kind of silly it is all common sense stuff but on the other hand we did have people that were going out using fields after it had just rained and the unfortunate thing is when it dries it makes it really tough for the following team or somebody to use it, it makes it tough for Preston and his group to have to re-level it and get it all squared away again. I believe it was also in

April I may be off in my timeline but we recommended the installation of LED lights on both sides of Whalen Commons in the parking lots there. In May we approved a permit for what is called the August Cup, this was the first time this group had come before us, this tournament that was to take place in August and was scheduled to bring in approximately 3000 people to the Town of Poolesville in the course of a weekend. We approved that permit, the permit went off without a hitch, in addition to the soccer fields that we have at Halmos and Stevens Park we modified, we didn't really modify as much as we were just able to line the outfields at Halmos 2 and Halmos 3 to accommodate two more soccer fields. Because of the heavy use we had strongly urged the group to consider making a donation to help us reseed after they had used the facilities, which they did, I believe it was a \$400.00 donation. In May we also discussed the nature trail that was proposed to go from Hoskinson to Bodmer running past Beaver Pond. We walked in took a look at it had some thoughts and ideas we came back and discussed it at length but ultimately decided that the area was better left in its current natural state and the funds that were allocated to this portion of our trail system have become part of the funds that will be used for sidewalk improvements within the Town's overall trail system. At that meeting we also discussed the placement of the Skatepark Parcel 840. In June it was brought to us to recommend changes to the Town's Code regarding construction requirements for roads, this is similar to what probably the exact same issue that George just mentioned. The recommendations reflect the fact that due to the high clay content in Poolesville soil the underlayment of the roadway in Poolesville needs to be different than other areas in Montgomery County. We also approved and Taylor Sports installed new park equipment at Wootton Tot Lot they had done, they did that and it was completed in July and if I recall it came in \$4000.00 under budget. The Commissioners sent back our band shell design with some suggestions and asked for further modification which we did and made some improvements, sent it back to them and waited their ---. We discussed at length sidewalk improvements throughout the Town at that meeting and we prioritized where we thought the greatest need was as well as the greatest need for improvements or upgrades. We ranked Fisher Avenue from Wootton Avenue to Tom Fox as 1st priority because primarily there is not a sidewalk there through most of that area right now, the 2nd rank was Tom Fox Avenue from Hoskinson to John Poole Middle School because while there is a sidewalk there it is level with the street, it is only frankly in some places a few inches maybe a couple feet tops from the street and it would be safer for the children that do walk to John Poole Middle School and those just walking back and forth in general to have at least curb and a little wider sidewalk, that was ranked 2, the 3rd priority was West Willard Road kind of a similar situation to Tom Fox that there may be part of a sidewalk there but it could be improved, and 4th ranked was Elgin Road again a similar situation. July we did not have a meeting there were a number of us that were on vacation and otherwise unavailable. In August a gentleman Mike Wills is a resident of Poolesville approached us, he is the or is was the President of the Upper County Soccer Club and it was a club that had been run for a number of years and had often used Town soccer fields and facilities and over the last few years because of SAM and MSI and the Soccerplex and that it had not really drawn a critical mass to field teams and things like that, so they decided that it was appropriate for them to disband and when they decided to disband they had about \$3000.00 in their treasury. The approached the Town and donated that money to the Town and I believe we immediately put it toward goals that we

have just purchased right so that was a wonderful thing for them to come and do, I was very impressed by that. We also presented a final band shell design and recommended that to the Commissioners which included additional feedback from you folks, it was subsequently the design that was approved, we also recommended at that meeting in August that Artisan Skateparks be selected as the builder of the Skatepark and this too was subsequently approved by you folks. September we discussed changes to the Parks Rules and Regulations and we completed the Halmos 3 reconfiguration by that I mean we took the fall, I shouldn't say we really it was Preston because it was fall he added some sod to the baseline to make the field proportionally correct. October due to sudden illnesses we unfortunately lacked a quorum I think there were 2 or 3 of us that met here, we chatted for a little while about some just kicked around some ideas there were no decisions made but we put everything for the agenda on the November meeting. November we discussed changes to the Town Charter as it related to the Parks Board and December we went back to focusing on our own Parks Rules and Regs and proposed began to formulate rules that related specific to the Skatepark. Throughout the year there were land owners here and there that wanted to develop their property either 2, 3, 4 houses that approached us to discuss what their requirements are with respect to parkland or if they can't provide parkland or don't want to the fee in lieu of so we discussed that as well, always trying to make sure that we get as much as we can for the Town and at least what we are required to get. With respect to the future we are going to be looking at parks to see if we can make improvements or modifications to make them either more user available or more utilized, for example what we did with Halmos 3 that was a very low cost change and in fact if the boys and girls that are using that field now as a 46/60 or 50/70 stay around in baseball and there is enough to field a team when they are 14, 15, 16 years old it can easily switch back to a 60/90 field just simply by cutting some sod and moving it back and regrowing stuff if that is where the demand is. So we will try and look and see if there is opportunities to do that with our other parks, one of the things we are looking at right now is Campbell Park it is kind of an odd shaped park and trying to see what we can do with it, if there is anything significant or not. Last year we began to use it as a T-Ball practice area for PAA prior to that it hadn't been used hardly at all, so at least we are getting some use out of it. We also looked at with respect to our rules and regs an exception process to allow beer or wine at parks, right now it is prohibited, there has been discussion I think from the CEDC that there has been an interest in doing like a chili and beer or wine tasting, an event which I think would be pretty cool. Unfortunately right now the way our rules are written we can't have it at Whalen Commons which seems pretty foolish, so one of the things I have asked the Board to look at is to think of ways that we could put something in there that provides an exemption process that is approach the Board with certain reasons and probably written request as to what is going to be done so that we can allow something like that to happen at Whalen Commons. We are also focusing on naming Parcel 840 we have some ideas in the hopper and probably will settle that down in the next meeting or two, we are also I have also asked everybody to start thinking about some sort of a grand opening for the Skatepark which should be in a matter of months. We will continue to review the results from the recreational survey that was completed in 2008 to see if there are other ideas that are there, other things that we can do to make modifications, try and do it as much as we can without spending too much money. And I guess with respect to ideas in that regard I know it is a public

meeting there are still some people here I invite any and all to attend a Parks Meeting to present your ideas, your views, whatever we are open to thinking about anything in all honesty. So that is all I have unless there is any questions.

Mr. Kuhlman: Any questions?

Ms. Gruber: I had heard mention of a dog park is that being considered, is that something just a rumor I heard.

Mr. McKenney: Well it was one of the things that was in the survey and it was one of the things that has been just kind of talked about at the Board level, there has been no decision whatsoever made just yet, I think that we try and look at things and then try and say alright what is the impact, what would it cost, what do we have to do, what can we do, what can't we do, so there is nothing that we have formally done yet but it is one of the things that has been on a list of considerations.

Mr. Brown: We dealt with that in 2010 so far, that didn't hit 2009.

Mr. McKenney: Right.

Mr. Kuhlman: All right no further questions thank you very much Doug.

Mr. Brown: Thank you.

Mr. Kuhlman: Our next presenter will be Helen Gunther the Chair of the Economic Development Committee, Community Economic Development Committee.

Ms. Gunther: I have asked Cathy Bupp to come up with me.

Mr. Kuhlman: How did you get that done?

Ms. Gunther: Since it is late hopefully we will be able to get through this fairly quickly. Good evening Commissioners my name is Helen Gunther and it is a pleasure for me to represent the Community and Economic Development Committee who as you know works on behalf of the Town to promote community cohesion spirit and economic development in Poolesville. We like to think of ourselves as the fun committee. Just to remind you who serves on the Committee we have 3 business members, Karen Micheals the Deputy Chair, Lynne Bodmer, and Mary Beth Dewey, the 3 government members are George Coakley, Tim Pike and our very own Commissioner Lori Gruber since Link had to leave the fun committee and be very serious these days.

Mr. Hoewing: Yeah I've moved on, I've grown up.

Ms. Gunther: And the 3 resident members are Tom Kettler, Tim Whitehouse and myself. We are ably and superbly supported by the Events Coordinator Cathy Bupp and the very supportive Wade Yost our Town Manager who usually says yes. Let me state for the record and Cathy actually has nothing to do with this, she hasn't even seen this, that the Town's Event Coordinator is probably one of the best use of the Town's funds that I have seen in providing this Town a sense of community spirit and what it means to be Poolesville, we at the Committee and the Town have been super lucky in having Cathy Bupp as a Coordinator who has so much energy and personality that she does everything that is asked of her and more, so that is just a little plug for Cathy.

Ms. Bupp: Thank you.

Mr. Kuhlman: Come back down to earth now.

Ms. Gunther: What I would like to propose tonight is that I have a very brief presentation of the events that we have done last year, with last year's budget and then a proposed budget for next year and then we can have a short question and answer session as you please. As you know we have several anchor activities during the year and a number of smaller events. Last year we had a budget of \$13,350.00 for these events, now just doing

a back of the envelope calculation with what the audit team just said about what the Town expenditures are I would estimate this to be less than .5% of the total Town expenditures of roughly a little under 3 million and so that is less than half of 1%, so I will remind the Commissioners to keep that in mind as you are listening to what we do with our hard earned money that the taxpayers of Poolesville and Maryland gives us. Ok first of all one of our major anchor events in the winter is the Holiday Lighting Ceremony and as you know every year it has gotten better and this last year was absolutely outstanding at least from our perspective and hopefully you guys share in it. The Chair of this event was Mary Beth Dewey who worked very closely with Cathy and Preston King to lead the activity. Preston and his crew and I am really sorry that he left, did a absolutely remarkable job on the whole event but they outdid themselves when they installed Santa and the reindeer on the Town Hall roof and we really want to applaud them so if you could just let them know.

Mr. Hoewing: I thought Wade did that.

Mr. Yost: I was up there.

Mr. Hoewing: Preston managed it but he was on the ground I think.

Ms. Gunther: I think Wade actually wanted to do Santa on the motorcycle. Half of our CEDC theme this year was trying to support the business community as much as possible, we worked with the Historic Medley and the Chamber of Commerce to integrate their First Friday Event with the Holiday Lighting Ceremony, this allowed the Town businesses to use the Lighting Ceremony to generate interest and income for their businesses, both home based and store front and we estimated that roughly about 500 people attended the event. We also had a number of food and drink vendors as well as a very successful ice carver that Cathy found for us, and the Relay for Life worked with us as well as a number of high school and church musical groups and the Fire House. Just a few quick anecdotal stories that I thought we might like to share with you tonight just so you know who might have attended and what they thought of it. We heard about a Germantown couple that saw the event advertised in the Gazette, decided to come and attend, they ended up coming into Town, spending the time at the Holiday Lighting Ceremony, visiting the shops afterwards and then going to dinner at one of our restaurants so I think that is a great way to promote our Town to people that live outside. In addition we heard from a couple stores in particular this anecdote comes from Jo's Shops the Shops at Jo's who said that they had great walk in traffic that night and although there wasn't as much buying as they would like that there was quite a bit for that type of an event. So I think that shows that we are also helping the businesses in Town. And then there was the story of the little Beallsville Boy who apparently begged his parents and grandparents every night to bring him to Poolesville so he could see Santa and the reindeer on top of the Town Hall, I thought that was a priceless story. And finally anecdotally we heard that the Fire House had a fantastic breakfast this year and they felt that one of the reasons might be that they were here at the lighting ceremony and that generated interest for their breakfast. So while these are anecdotal we have no scientific evidence but I think it just shows that these types of events put Poolesville on the map as a wonderful place to live and can help our businesses as well. Some of the other activities that we worked with are there was a photo contest that we did with the high school, the high school photography teacher set the rules and the parameters of the contest, I understand Commissioner Brown worked with them to do the prizes, we had 3

different prizes 1st, 2nd, and 3rd and a number of honorable mention with small monetary prizes that went to the children. Another event that we take part in this has been sort of an annual event for a while is the Poolesville Day we have a booth where we have posters about what the CEDC has done during the year and also some Town information. We ended our activities survey this year where we had presented a questionnaire to the Town residents earlier in the year with one of the newsletters asking the Town residents what activities they would like to see the CEDC and the Town get involved in. We ended it this year on Poolesville Day with a number of additional surveys coming in at that time and this leads directly to our new budget proposal which I will get on to later. Summer movies this is a perennial favorite, it gets also better every year. We had 5 movies the best one was Mamma Mia where we had about 250 people and probably the least well attended was Bolt which is a cartoon which only had 75 and the other ones were between 100 and 125 so we think it was pretty good this year and we notice that our selection of movies was much better this year in terms of attendance, the year we did Shane I think we had 5 people.

Mr. Hoewing: That was his recommendation.

Mr. Klobukowski: I was one of the 5 oh God that was painful.

Ms. Gunther: In addition we have an item that we haven't yet completed this year, as you know we are sort of 60% of the way through the fiscal year. This is a support to the business effort in Town, we have completed the prospectus for the new business and we have a number of copies available at the Town Hall for potential new business folks that want to come to Poolesville. But we will also be using these funds to co-implement with the Chamber of Commerce a Business Fair activity in April which will sort of culminate one of our anchor events this year, and that would be sort of our last activity for this year. Regarding sort of the future and what we are proposing for the new year, the upcoming budget for the new year will be asking for \$17,500.00, this is approximately \$4000.00 more than last year and we have submitted a formal budget request via Wade to the Commissioners for your work session. The additional amount is due to 2 new events that we are hoping to start this coming year which came out of our Town Activities Survey, we are proposing that a Farmer's Market start in June, 2010 in conjunction with the summer concert series, which we would like to really ramp up because I think based on this year it looked like attendance is not as good as it could be. And we are proposing a new anchor activity in the spring called a Spring Fest starting in April 2011, so that would be towards the tail end of our fiscal year. Since the Farmer's Market event which we would like to start this year will have to start before we get the budget allocation for next year, we would like to request approval from the Commissioners to reprogram \$4000.00 from this year's fund for the advertising and marketing to jump start the Farmer's Market this June and getting new reusable grocery bags as our new Poolesville bag for newcomers and to promote recycling and reuse this year. The new bags will link to the regional initiative in getting away from plastic bags as well as tie into our Farmer's Market and the agricultural community that we live in. The reprogramming funds would mostly come from events that have already taken place where we had substantive sponsorships including about \$1500.00 from Holiday Lighting, about \$800.00 and \$700.00 respectively from Poolesville Day and the Photo Contest and \$300.00 from the summer movie and \$50.00 from the Business perspective. By reprogramming these funds this will allow us to start the summer Farmer's Market this summer, which was

number one in our resident survey on the types of activities that this community would like to see. Now if we start the Farmer's Market this year the major new activity next year that we will be proposing is the Spring Fest for which we are requesting \$5000.00 in our new budget, so that is part of the \$17,500.00 that we are asking. This is seen as anchoring the spring season, which we see as a smaller Poolesville Day type activity, where once it is started and we have several years of support from the Town that we think it will be taken up by the private sector and community organization and we will see the sponsorship by those groups going way up. For the first year which is the next budget cycle and that is April 2011 we are proposing an event, which would include a BBQ or a Chili Cook-off contest, and a Microbrewery, local winery tasting activity in an enclosed space. Now if you would like to have additional information on either one of these new activities I have Tim Whitehouse who is the lead of our Farmer's Market, and Karen Micheals our Spring Fest lead here to answer your questions. So we can do that during the question and answer session. Our goal next year is to continue to focus on economic development efforts by the local businesses and working very closely with the Chamber as well as better focusing of community development efforts by working more closely with the school system, and non governmental organizations because what we have found is when you bring the school kids in and the community groups in that is when you get your attendance ramping up big time. Anyway Commissioners it has been a great pleasure representing the CEDC this evening and I can tell you having worked with numerous governmental organizations at all levels including many foreign, national, and local governments that the Town of Poolesville has been great to work with and has one of the most dedicated groups of people working with it from paid personnel to volunteers that I have had the privilege of working with so I am ready for your questions and I have Karen and Tim here as well.

Mr. Brown: I wouldn't mind hearing about the Spring Fest and Farmer's Market. They are here, we are here.

Mr. Kuhlman: Lets go ladies first.

Ms. Micheals: I am Karen Micheals thank you very much for hearing about our Spring Fest activity that we have planned for 2011, so it is a long time away. As Helen said it came out of the survey that the Town did and I believe it was the 2nd most requested activity was to have a beer tasting festival and then the 3rd thing was a Chili Cook-off and so what we decided to do was to potentially combine those two things, so we are talking about in the spring of 2011, hopefully in Whalen Commons if we can get the permitting figured out to do a beer/wine and chili or BBQ tasting activity. And we have already been to Montgomery County and talked to them there and we found out that it has to be enclosed and the way they recommend that we do that is to just get a tent so it would be a big tent all enclosed and then somebody would be at the door there to card people going in and out so everything would be inside and then outside of the tent we could have other activities which is bands or whatever we decide to do, one idea that we have is to do maybe some educational seminars, maybe the beer companies or the wine companies can give us lessons on tasting or cooking with beer and wine. The wine and the beer would come from Montgomery County we have got that all pretty much figured out, they have a list of the different beverages that we can get from them and then if the people want to purchase the beer or wine that they have tasted they can easily go to one of our local stores to get it.

Mr. Klobukowski: Why wouldn't we have somebody like Sugarloaf Vineyard who is a local vineyard have their people down here, I would think they would want to showcase any wineries that are in this area.

Ms. Micheals: They would be there we would like to invite them.

Mr. Klobukowski: Ok thank you.

Ms. Gruber: Jerry I think the issue you were asking about we had to purchase the beverages from the County to stay with their permit, wasn't that it Karen.

Ms. Micheals: Well the beer. And then there is a list of wineries that we would have to also purchase from.

Mr. Hoewing: But in terms of people that make their own home brewed beer they don't allow that?

Ms. Micheals: No that is not what this is.

Mr. Hoewing: There are some good home brewed beer around here.

Mr. Brown: I think it is a great idea I am looking forward to it in fact its part of I mean I have been talking all along sometimes just to myself about 4 events, 4 seasonal events take place in this Town and I think that is a wonderful addition, too bad we can't do it this year, I would love to do it this year it would be wonderful, the sooner the better.

Ms. Micheals: It would kill us to do it this year.

Mr. Brown: I understand that that is fine.

Mr. Hoewing: The cook off part would be outside the tent though, just the beer and wine?

Ms. Micheals: Yeah. The other thing I wanted to add is we have already put a committee together and there is 14 people on it. So there is a lot of Town interest.

Ms. Gunther: Do you want to hear about the Farmer's Market?

Mr. Brown: Yes next absolutely.

Mr. Kuhlman: Please.

Mr. Whitehouse: Thank you, yeah the Farmer's Market came out top on the citizen's survey, what they wanted for this community. And when that came out on top Cathy and I started looking into the feasibility of having a Farmer's Market here and how it was done in other towns and so we started scouring around Montgomery County, Frederick County, all the way up into Pennsylvania and New York seeing what other communities were doing of all sizes and certainly in the last few years concepts of Farmer's Markets have exploded so there is Farmer's Markets in Westminster, Brunswick, Clarksburg, Thurmont, this summer when I was visiting my wife's family in Pulaski, New York which is a town the same size as Poolesville fairly close to Syracuse about the same distance as Poolesville is from Washington, they had a Friday night Farmer's Market which was just a wonderful town event with music, foot traffic of about 200 people and that got me thinking well maybe Friday night Farmer's Markets would work here, most of the Farmer's Markets in the area are Saturday and Sunday and so when I actually talked to the Clarksburg folks that run that Farmer's Market they actually said Friday night would probably be very good because you would be pulling from a lot of the same people the vendors that go to Bethesda, that go to Kentlands, that go to Clarksburg, so there is a group of vendors that work the Farmer's Markets so if you do approve the reallocation of \$3,000.00 what we would do, \$4,000.00 did you say \$6,000.00, so we talked to Calleva they have a farm program which was fully subscribed last summer and they are expanding their farm program and what we need to do if you do reallocate this money is

get a few other people that worked at farmers markets for other communities and start right away, and the key will be that we have good upfront advertising that we have professional materials that we show the vendors we are serious about this and that then we work to become self sustaining so we have asked for \$1,000.00 next year. The idea is to collect fees along the lines of our competitors in Brunswick or Clarksburg and use that to support these events, we would also move the music from Sunday night which has had turnouts that are disappointingly low to Friday nights and then we would work to incorporate other community activities Friday night and we have a big long list everything from car seat checks to PAA registration to Frisbee contests, whatever, we have a big long list and so we would work to have a 3rd event along with the Farmer's Market so it would be music, Farmer's Market, and some side event. We hope to get eventually foot traffic in the neighborhood of 200 people but we will see so we want to give it a good try.

Mr. Brown: Are you talking every other Friday, every Friday?

Mr. Whitehouse: Every Friday initially I think once we get this group together we will address that issue but our initial thinking of the committee and of the gentleman at Calleva is it has to be every Friday from mid to late June to early September so people know, they don't say gosh what days were those Farmer's Market, they say it is Friday night I can go to Poolesville, I can see a Farmer's Market, I can listen to music.

Mr. Brown: Sounds good to me.

Mr. Kuhlman: I hope you are very successful with that. As an ex farmer I would give you a name I don't have the phone number but maybe you have already talked to him Jeremy Crist with the Office of Economic Development Ag Services has put together quite a few of these Farmer's Markets in fact I think he put together the one in Clarksburg, so you may want to talk to him, he will be a valuable asset. All right anything else? Thank you very, very much.

Mr. Brown: Thank you.

Mr. Hoewing: Very good, excellent.

Open Forum

Mr. Kuhlman: All right that concludes the State of the Town Meeting. Is there anybody that has anything they want to address to the Commissioners under Open Forum?

Ms. Breiner: Hi Joyce Breiner, 2 Hackett Court. Just wanted to thank you for this great opportunity I love hearing how everything is going in the Towns and hearing from all the different committees and the workers of the Town government. Just made a couple notes along the way, just for thought and information. I understand the whole effort and concerns around stormwater and things like that, that is quite a concern in the Town and what I hear mostly when I hear the reports is mitigation efforts which I understand that clearly I understand mitigation is a big thing. I think some effort might be put into looking at prevention and particularly with the new communities coming online in the next 2 years if they are given some kind of education outreach or awareness on what they can do when they do their landscaping, when they upgrade their landscaping whatever, install hearthscape like perennially pavers things like that, things that get the groundwater into the ground instead of running off and creating problems for our water system. And I think the only other thing oh I was wondering if there was a community list serve...

Mr. Kuhlman: A what?

Ms. Breiner: You know what I mean by a list serve?

Mr. Hoewing: Yeah sure.

Ms. Breiner: Ok and I just thought I would throw that out there perhaps the CEDC could create a community list serve where you sign up and then when there is an event coming you get an automatic email instead of my having to remind myself oh go to the Poolesville website and look for that stuff.

Mr. Hoewing: Yeah that is a good idea.

Ms. Breiner: It might be something to think about. And I think that is about it, thank you.

Mr. Kuhlman: All right thank you very much.

Mr. Brown: Thanks Joyce.

Mr. Kuhlman: Anybody else? Mr. Davis.

Mr. Hoewing: You can't do this. You can't report on the news and make the news, you are making the news now.

Mr. Davis: I am concerned about the Farmer's Market. As long as Lewis and Kingsbury are invited to attend, they employ people in our area.

Mr. Kuhlman: Smile for the photographer.

Mr. Davis: Is that my camera? They employ people, we are here to foster our community and I know (inaudible) Poolesville you could take the position that well they are not a business in Poolesville but I would seriously think about their perspective, we are not in an area where we lack produce, we are not Rockville, we are not Gaithersburg so I have some misgivings about that. I was curious when you say number one, how many people wanted it, what was the number.

Ms. Bupp: 48.

Mr. Davis: 48 people.

Ms. Bupp: Out of 72 surveys returned.

Mr. Davis: That is a substantial number of people. I think overall living on the park I'm thrilled to death to hear about 200 people coming every Friday night but if that is what the Town wants fine. But I am more concerned about the effect on Lewis' have you considered that.

Mr. Whitehouse: Yeah it is hard to say how this is going to evolve, certainly that is something that I and the group have talked about, but clearly there are a lot of the farm communities with farms that support a large farm stand business, and the farm stand businesses usually aren't affected by the Farmer's Market so I think we have to keep our eye on it. But this would be produce, it could be jams, goat cheese, there are goat cheese sellers in this area who go to the Farmer's Market, it could be local food vendors, so I would hope it would not cut into Lewis Orchard and the other Orchards.

Mr. Klobukowski: This is coordinated by the way with the Poolesville Area Chamber of Commerce?

Mr. Whitehouse: We have spoken to them.

Mr. Davis: Lewis is a member and on the Chamber Board (inaudible) other businesses from --- to make money at the expense of local people. And they employ a lot of people, not all of them from Poolesville so I am also concerned that if it is successful as you plan there is going to be extensive cost to maintain the park, 200 people in the park (inaudible). But I can assure you that the Town will have an expense to maintain the park so that is my opinion on that.

Mr. Whitehouse: I would also just, as this develops I don't think farmers are going to come down from Pennsylvania like they do for Bethesda which is Saturday, for a Friday night event. I think but we have to see how this develops, this is going to be primarily upper Montgomery and southern Frederick, this is going to be primarily a local, regional, event. So there are some fairly big orchards in the area, again hopefully they won't be affected, there is a lot of...

Mr. Davis: I think it has to be stronger than hopefully. I think if you are economic development it can't be hopefully, 200 people if that is your goal is not going to help them.

Mr. Klobukowski: Unless they are there selling the produce.

Ms. Gruber: They would be invited to have a stand, they could take advantage of the traffic as well.

Mr. Hoewing: Yeah I think they would come.

Mr. Whitehouse: Yeah we would need a few big vendors.

Mr. Hoewing: And I think you've got a point, I thought about it but also you got to consider Poolesville Day for example we have tons of crafts people here who sell crafts in competition with my Mom's shop and that happens with almost every event we do.

Mr. Davis: That's a one day thing.

Mr. Hoewing: Yeah but that is not the only thing we do, the movies is the same way, when John's was here so we have that a lot it is going to happen, but it is a good point.

Mr. Davis: Well I wanted to raise it to make sure you talk to Lewis Orchard.

Mr. Hoewing: You should talk to them they should be invited.

Mr. Klobukowski: And anyone else who is a farmer, because if somebody wants to pick blueberries and have them out there in a stand.

Mr. Whitehouse: Right I can see a table with local stuff, I know Cathy has, and some stands usually are for local backyard people.

Multiple Conversations Taking Place

Mr. Coakley: One of the scenarios would be that this may draw people that currently don't go to Selby's, they may come to the Farmer's Market from farther outside Poolesville, buy some produce and then say well while we are here we have heard that the meat is good at Selby's or something.

Mr. Davis: That's going to happen. I could see the restaurants benefiting but it is not going to help Selby's, it is not going to help Lewis.

Mr. Klobukowski: Having lived in Europe I know that they did it at the bottom of the street I was at and there was no cost involved to the local farmer, they came in every Wednesday and you had people selling their variety of things, but they didn't pay anything, they just pulled up.

Mr. Kuhlman: That is New York that is not Maryland.

Mr. Klobukowski: No that is Athens, Greece. And they would rotate between various neighborhoods around Athens and you would find the same people in Glyfada on Friday and Kifissia on Saturday and in Piraeus or one of the other places on Sunday and they would just rotate through but they didn't pay anything, they just it was basically a tacit thing where they would be able to use the neighborhood and everybody did it. I have one thing though I would like to bring up for the good of the order I got an email last Friday that the Board of Education voted to convene a special work group in the summer of 2010 to begin the process of addressing the following comprehensive review of the fact

assessment tool, plans to reassess remaining schools for modernization, the optimal proposed schedule for modernizing schools including the adequacy of our holding facilities, consideration of any changes to the Capital Improvement Priorities List and alternatives to the Montgomery County Public School Systems current contracting methods that might shorten and accelerate the pace of already planned projects including alternative financing methods for school construction.

Mr. Brown: Does that read that the BOE is conducting that within themselves?

Mr. Klobukowski: Well it is the Board of Ed and MCPS, I mean the Board of Ed themselves isn't going to do, they are going to rely on their Staff, their Staff is MCPS.

Mr. Brown: Right so it is not an outside committee being formed by that read?

Mr. Klobukowski: No I don't believe so.

Mr. Brown: Ok.

Mr. Kuhlman: Ok thank you for that anybody else have anything?

Adjournment

Mr. Kuhlman: Seeing no hands I will entertain a motion for adjournment.

Mr. Brown: Motion to adjourn.

Mr. Klobukowski: Second.

Mr. Kuhlman: All in favor?

All: Aye.

Mr. Kuhlman: We are adjourned.