

To: New Market Planning Commission

Tom Linski, Jr., Chairman
Ron Gore, Vice Chairman
Greg Bair
John Blosser
George Daugharty
Sonny Mongold
Tim Palmer

A regular monthly meeting of the New Market Planning Commission will be held in the Council Chambers of the Arthur L. Hildreth, Jr., Municipal Building on Monday, December 5, 2011, at 7:30 p.m. A full attendance is respectfully requested.

Chad Neese
Town Planner

TENTATIVE AGENDA

Consideration of:

- I Call to Order and Establishment of Quorum
- II Approval of Minutes from October 5, 2011*
- III Public Hearings
None
- IV Old Business
 - A. Other
 - B. Zoning Administrator's Report
- V New Business
 - A. Review and Recommendation of Capital Improvement Plan*
 - B. Other
- VI Adjournment

*Related materials included in your packet.

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The regular monthly meeting of the New Market Planning Commission was held on October 5, 2011 with the following members in attendance: Tom Linski, Jr.; Ron Gore; John Blosser; George Daugharty; and Sonny Mongold. There were no visitors. Chairman Linski called the meeting to order at 7:30 p.m. and declared a quorum was present.

MINUTES

George Daugharty made a motion to approve the minutes of the September 6, 2011 meeting as presented. John Blosser seconded. The motion carried on a voice vote.

PUBLIC HEARINGS

None.

OLD BUSINESS

The comprehensive plan update was discussed. Ron Gore noted that he didn't realize the amount of information and work that went into the comprehensive plan. Chad Neese noted that he will be presenting additional information on Urban Development Areas and Affordable Housing at the next meeting to be included in the comprehensive plan. The commission noted that they did not have any recommended changes at this time, as many have worked on the document for several months now.

Mr. Neese gave the Zoning Administrator's report. He noted a lot of time has been spent on the comprehensive plan recently. Also, he has been working with others on possible grant opportunities for a rain garden project and a stream restoration project. He has also been working on grass complaints.

NEW BUSINESS

None.

ADJOURNMENT

With no further business to discuss, Sonny Mongold made a motion to adjourn. Ron Gore seconded. Chairman Linski adjourned the Planning Commission meeting at 7:39 p.m.

Chad Neese, Secretary

DATE: November 29, 2011

TO: Members of the New Market Planning Commission

FROM: Evan Vass, Town Manager

RE: Capital Improvement Program

Enclosed please find a copy of the Town's Capital Improvement Program (CIP); a five year budget for major capital expenditures. The CIP provides both elected and appointed officials a spending roadmap for major capital acquisitions, improvements and modifications over a five year period. While the CIP attempts to be exhaustive, unanticipated expenditures, mechanical failures and changes in finances can influence the timing of the planned expenditures. In addition, the CIP is intended to be a tentative spending plan. The identification of expenditures in the CIP does not commit or in any way bind the Town Council to fulfilling those capital improvements. It is simply a tool to mitigate spending surprises.

Last year's approved CIP anticipated \$523,000 in general fund capital expenditures and \$120,000 in water/sewer fund capital expenditures during the FY 11-12 budget. The adopted FY 11-12 budget committed \$505,000 in general fund capital expenditures and \$57,000 in water sewer fund capital expenditures respectively. It is worth noting that of the general fund appropriations \$460,000 was committed for matching funds for Shady Lane drainage improvements and streetscape phase I.

The Commonwealth of Virginia requires that the CIP be vetted through the local planning commission before being considered by the town council.

On November 28th a sub committee of the planning commission met to discuss and consider the draft of the CIP. The sub committee made a few minor modifications before recommending the CIP to the full planning commission for consideration.

Please feel free to contact me if you have questions related to the CIP.

Town of New Market Capital Improvement Plan

Line Item	Requests	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
496-000	Administrative					
	Financial Software Replacement		\$28,000			
	Replace flooring municipal offices (NMPD)	\$12,000				
	HVAC replacement municipal offices				\$25,000	
496-001	Public Works					
	Vehicle Replacement PW		\$40,000			\$35,000
	Mower Purchase PW	\$14,000		\$14,000		
	Sidewalks on Route 211-East	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Shady Lane Drainage*	\$150,000				
	Replace Skid Loader					\$45,000
496-002	Public Safety					
	Police Vehicle Purchase (restricted fund)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Speed Trailer (mobile radar)		\$10,000			
	In-car computer program			\$30,000		
496-004	TEA-21 Streetscape					
	Construction Phase II**	\$120,000				
496-005	Community Park					
	Greenway Trail Development					\$25,000
	Re-seal Parking Lots	\$35,000				
	Fitness Trail Replacement		\$10,000	\$10,000		
	Park Bathroom upgrade	\$15,000				
Totals	General Fund	\$391,000	\$133,000	\$99,000	\$70,000	\$150,000
771-000	Water Department					
	Memcor-membrane Filter Replacement	\$25,000	\$25,000			\$25,000
	Conversion to Low-Pressure		\$300,000			
	Valve/Meter/Hydrant Replacement	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	Water Storage Tank (East)					\$1,000,000
	Water Storage interior maintenance			\$115,000		
	Comprehensive Water Study		\$45,000			
	Vehicle Replacement		\$30,000			
	Shenandoah Drive Entrance	\$25,000				
771-001	Sewer Department					
	Enclose Maintenance Facility		\$13,000			
	Collection System Improvements	\$50,000		\$50,000		\$50,000
	Pump Station upgrades		\$35,000			
Totals	Water/Sewer Fund	\$130,000	\$478,000	\$195,000	\$30,000	\$1,105,000

* Shady Lane is funded through an arrangement with the Commonwealth of Virginia who has agreed to pay 50% of the construction costs.

** Phase II streetscape improvements are funded through an arrangement with the Commonwealth and federal government who have agreed to pay 80% of the construction costs.

Town of New Market
FY 2013-2017
Capital Improvement Plan (CIP)

GENERAL FUND

496-000 Administrative

Financial Software Consolidation \$28,000: The Town seeks to make a comprehensive replacement and upgrade of its financial management software including its general ledger, accounts payable, payroll, utility billing, tax billing and other miscellaneous revenue collections. The Town currently uses four (4) different software programs to manage revenues and expenditures. The systems do not interface with each other requiring multiple manual entries by staff. The systems use a variety of operating systems including MS DOS. The planned upgrade would consolidate these four independent software packages into one system.

Replace flooring municipal offices (NMPD) \$12,000: The original vinyl flooring located in the north wing of the municipal offices which houses the New Market Police Department is in need of replacement. This replacement would include the flooring in the bathroom facilities throughout the municipal building.

HVAC Replacement municipal offices \$25,000: The heating/air conditioning units serving the town hall are all original to construction circa 1992 with the exception of one unit which required replacement in May 2011 when it simply failed. The replacement includes the exterior heat pumps (5) and the air handling units located in the attic space of the municipal building.

496-001 Public Works

Public Works Vehicle \$40,000: The FY 2013-14 allocation will be used to acquire a 4x4 small body dump truck. The FY 16-17 allocation will be used for the acquisition of a utility work truck (1) ton to replace a 1990 F250 which is still in service.

Mower Purchase \$14,000: Replacement of a 1989 Kubota Mower and a 1990 zero turn finish mower. The acquisitions are tentatively scheduled for FY 2012-2013, and FY 14-15 respectively. The Town currently maintains and mows approximately 55 acres of public owned land or right of way.

Sidewalk installation on U.S. 211 East \$25,000/FY: This project would provide design, permitting and construction funding for a comprehensive sidewalk project along 211 East between Congress Street and E. Old Cross Road. Recent residential and commercial development projects along the 211 E. corridor combined with the Town's recently adopted future growth area delineates this area for additional expansion. The first allocation in FY 12-13 would provide funding for design, engineering and permitting.

The Town Council may choose to fund construction in phases or alternatively fund the project through a comprehensive capital project.

Shady Lane Drainage \$150,000: In 2005 the Town Council began planning for a project to improve street drainage on Shady Lane in the Pleasant View Subdivision. In 2008 the Town of New Market was awarded a revenue sharing grant through the Commonwealth of Virginia Department of Transportation which provides a 50/50 match on road improvements. The project has been designed and is in the VDOT permitting process awaiting a notice to bid the project out. This project should be construction ready by 2012.

Replacement of Skid Loader \$45,000: This acquisition would replace an existing 1989 CASE skid loader. The new unit may include various attachments for limited utility excavation, street sweeping etc.

Public Safety 496-002

Police Vehicle Funding \$20,000/FY: Each fiscal year an appropriation is made to a "restricted" savings fund, which is used to make a police vehicle acquisition every other budget year. Each patrol vehicle will have an active service life of eight years.

Speed Trailer (mobile radar) \$10,000: A speed trailer is a mobile unit utilized on primary and secondary streets to visually indicate a motorists' speed. It can also be used to collect speed and other traffic related data. This acquisition is tentatively scheduled for FY 2013-2014.

In Car Computer Program \$30,000: The traditional method of communication for law enforcement is to communicate with an E911 dispatcher over a radio. Law enforcement communication is transitioning to computer automated devices which allow police officers to receive calls for service, perform background checks and enter reports from the console of a police cruiser.

TEA-21 Streetscape

Streetscape Phase II \$120,000: This allocation represents the Town's mandated 20% grant match for the second and final phase of streetscape upgrades one block north (Seminary Road to Breckinridge) and south (Lee Street south to Stuart Street) of the current first phase construction area.

Community Park 496-005

Greenway Trail Development \$25,000: In 2007 the Town developed a 40 year growth plan which delineates development patterns, densities, as well as future land uses of areas currently outside of the Town's incorporated boundaries. In addition, the Town developed a preliminary concept for a greenway style recreation trail along Smith Creek. The allocation will fund development plans, right of way acquisition etc in advance of actual construction. This project is tentatively scheduled for FY 2016-2017.

Re-seal Parking Lots \$35,000: The parking lots in the community park, town hall and two (2) public parking lots will be professionally sealed and parking stalls re-painted. This is a preventative maintenance measure to extend the service life of these facilities. This project is tentatively scheduled for FY 2012-2013.

Fitness Trail Upgrade \$10,000/FY: These acquisitions would consolidate 20+ year old fitness equipment located along the community park's walking trail and replace them with more modern, multi-use work-out stations. This project is tentatively scheduled to begin in FY 13-14.

Park Bathroom upgrade \$15,000: The community park public bathroom facilities are in need of a comprehensive upgrade. Many of the improvements will be completed with in house public works staff. This project is scheduled for FY 2012-13.

WATER-SEWER FUND

Water Department 771-000

Memcor Water Filtration Fund \$25,000/FY: The Town sets aside funding in a restricted fund, which is later utilized as revenue to purchase filters for the water treatment plant. The treatment facility contains two (2) centralized filter modules each containing 48 individual membrane filter units. These units have a limited life span and to comply with federal and state regulatory laws pertaining to public water supply they must be regularly replaced. This project is tentatively scheduled for FY 2012-2013.

Low Pressure Conversion \$300,000: The Town's Memcor membrane style filtration technology was cutting edge when it was originally installed in 1998. The system uses highly compressed air to force raw, untreated water through a series of membrane filter modules removing particulates and bacteria which are too large to pass through the filters. Since the mid 2000's membrane filtration technology has been converting high pressure systems to a lower pressure style of treatment. The Town's infrastructure has become increasingly more difficult to replace and service. In addition, the use of highly compressed air weakens the mechanical infrastructure associated with the filtration plant.

The conversion should increase the life cycle of the filter modules thereby decreasing the necessity of replacing them every three to four years. The conversion is tentatively scheduled for FY 2013-2014.

Valve/ Hydrant/Meter Replacement \$30,000/FY: The Town's water assets require replacement after their serviceable life, in most cases decades, has expired. This program identifies those hydrants, meters and valves which are no longer functioning properly or are in need of upgrade/upsizing and targets them for replacement. Depending upon the location and complexity of the infrastructure project the Town may use public works staff or contracted labor. This allocation will provide annual funding for asset management in the Town; actual funding may depend on annual budget restrictions.

Comprehensive Water Utility Study \$45,000: The study will identify utility upgrades of existing water infrastructure as well as new installation for the future growth of the New Market community. The study is tentatively planned for FY 2012-2013.

Water Storage Tank \$1,000,000: Part of the Town's long term growth plan will necessitate the installation of a second water storage facility for the water distribution system. The tank will also provide system redundancy in the water distribution system should the current water storage tank be out of service. The Comprehensive Utility Study will include possible locations of the storage tank. The storage tank is tentatively planned for FY 2016-17.

Water Storage interior maintenance \$115,000: The existing 500,000 gallon water storage tank is over 40 years old. In October 2011 the exterior of the water storage tank was repainted and minor repairs made. The 2011 project included an analysis of the interior of the tank. The interior is in satisfactory to good structural condition but does show signs of needed repairs/interior repainting etc. The allocation would provide for this repair.

Department Vehicle Replacement: A 2001 Dodge Ram $\frac{3}{4}$ ton pick up will be replaced with a similar sized vehicle with snow plow capability. The department vehicle is tentatively scheduled to be replaced in FY 2013-2014.

Shenandoah Drive entrance \$25,000: The sole entrance and exit to access the Town's water treatment plant is located off of the north side of 211 West located diagonally across from the 7-11 complex. The entrance is narrow and provides limited site distance. It is also located in close proximity to the deceleration lane where two west bound lanes converge into one lane. This entrance poses problems for those entering and exiting the complex. In addition the narrow entrance and grade make it particularly difficult for semi trailers and other delivery vehicles to negotiate the driveway. The revised concept would utilize property owned by the town on Shenandoah Drive as a primary entrance and exit for the complex.

Sewer Department

Enclose Maintenance Facility \$13,000: The existing open air pole barn at the former site of the sewer treatment plant will be enclosed to provide storage for equipment and materials for multiple departments. The enclosure will provide approximately 2400 square feet of additional storage. The labor will be provided in house. The enclosure project is tentatively scheduled for FY 2012-2013.

Collection System Improvements \$50,000/FY: The Town completed a \$1.5 million inflow and infiltration project in 2010. The project replaced or relined approximately 15,000 linear feet of sanitary sewer pipe to reduce the volume of non wastewater infiltrating the sanitary sewer system. Another smaller I&I project was completed in 2011 with approximately 4,000 lf replaced or relined to date. This capital improvement item will provide funding for continuing improvements/replacements/upsizing within the Town's collection system.

Pump Station Upgrades \$35,000: The Town operates five (5) sewer pump stations ranging in age from 40 years to less than one year of service life. This allocation will be used to upgrade mechanical and electrical equipment to the Stirewalt pump station which was brought on line in 1974. This pump station services the north end sanitary sewer collector.