

January 22, 2010

**TO: SMITHFIELD TOWN COUNCIL**

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM  
TOWN MANAGER**

**SUBJECT: JANUARY 2010 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD STATION CONFERENCE ROOM (ADJACENT TO BOARDWALK SHOPS)**

**MONDAY, January 25<sup>th</sup>, 2010**

**3:00 p.m. Fire and Rescue Members: Williams (CH), Brown, Tynes**

1. Operational Updates

**Immediately following the conclusion of the above meeting:**

**Public Buildings and Welfare Members: Dashiell (CH), Brown, Williams**

1. Charter Communication Land Lease Extension for South Church Street
2. Request by Isle of Wight County Museum for Use of 223 Washington Street: Update
3. Smithfield/ IOW Tourism – Request for use of Windsor Castle Park for Olden Days Weekend
4. Windsor Castle: Second Amendment to Deed of Gift of Easement (Note: Corrected Original & First Amendment are Copied Herein as Background Info.)

**Immediately following the conclusion of the above meeting:**

**Finance Members: Hare (CH), Dashiell, Graham**

1. Presentation by Diane Jones, IOW Emergency Communications Center Manager
2. December Financial Statements
3. Cash Balances
4. Invoices Over \$10,000 Requiring Council Consideration:
  - a. Clark Nexsen \$ 12,658.94
  - b. Mainline Supply Company \$ 16,424.35
  - c. Draper Aden Associates \$ 20,256.00
  - d. C B & I, Inc. \$ 91,061.90
5. Towne Bank Line of Credit Status

**NOTE: January 25<sup>th</sup> @ 6:00 p.m. Gwaltney Beautification Committee Meeting  
(Public Buildings & Welfare Committee Members) Same Location**

**TUESDAY, January 26<sup>th</sup>, 2010**

**3:00 p.m. Public Works Members: Tynes (CH), Dashiell, Gregory**

1. Landscaping Contract Renewal – Clean Cut Image
2. Change Order # 3: Clark Nexsen for South Church Street Project (\$4,740)

**Immediately following the conclusion of the above meeting:**

**Water and Sewer**

**Members: Gregory (CH), Graham, Williams**

1. VAC Truck Update
2. Revised Contract from Draper Aden for Reverse Osmosis Water Treatment Plant Site Planning
3. South Church Street Water Tank – New Altitude Valve Installation

**Immediately following the conclusion of the above meeting:**

**Police**

**Members: Brown (CH), Tynes, Gregory**

1. Operational Updates
2. Street Closure and/or Traffic Assistance for YMCA – Smithfield Sprint Triathlon to be held March 27<sup>th</sup>, 2010
3. CHIP Steering Committee Appointment / Reappointment
4. FYI - Appointment to the IOW Crime Prevention Program Committee

---

**\*\*\* Additional Item Not Listed on Committee But will be on Council's February's Agenda**

- Acceptance of Deed for property located at 93 Pagan Avenue in the Pinewood Heights CDBG Relocation Project
- Approval of January 5<sup>th</sup> Town Council Minutes
- Resolution of Appreciation for Former Town Clerk, Sharon L. Thomas
- Vice Mayor Brown's Appointment to Windsor Castle Foundation Board

---

**NOTE: Wednesday, January 27<sup>th</sup>, 2010  
3:00 p.m. Joint Tourism Committee Meeting  
(Council Members Williams and Gregory) – Agenda is Provided in Packet  
Location: IOW County Administration Conference Room**