

January 21, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: JANUARY 2011 COMMITTEE MEETINGS WILL BE HELD AT HAMPTON INN & SUITES LOCATED AT 200 VINCENTS CROSSING, SMITHFIELD, VA

MONDAY, JANUARY 24, 2011

**3:00 p.m. Pre-Committee Training and Distribution of Electronic Readers
Review of 2011 – 2012 Draft Strategic Goals**

4:00 p.m. Police Members: Tynes (CH), Chapman, Gregory

1. Operational Updates
2. Update on Request to Lower Speed Limit on Huntington Way in the Waterford Oaks Subdivision
3. CHIP Steering Committee Appointment/Reappointment
4. Request for Street Closure and/or Traffic Assistance for YMCA - Smithfield Sprint Triathlon for April 2nd, 2011.

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Williams, Graham

1. Accept Proposal from Excel Paving Corporation for South Church Street Waterline Replacements
2. Review of Proposals from Draper Aden Associates:
 - a. Water and Sewer Master Plan Update
 - b. Design and Construction Standards
 - c. SSO Consent Order MOM Program – Phase 2

Immediately following the conclusion of the above meeting:

Finance Members: Graham (CH), Gregory, Cook

1. November Financial Statement
2. Cash Balances

Finance Committee Continued...

3. Invoices Over \$10,000 Requiring Council Consideration:
 - a. Excel Paving Corporation \$104,042.33
 - b. English Construction Company \$ 80,401.69
 - c. Buchart Horn, Inc. \$ 17,797.09
 - d. Draper Aden Associates \$ 10,024.00
 - e. US Bank \$ 58,406.25

TUESDAY, JANUARY 25, 2011

3:00 p.m. Council Work Session – Refuse and Recycling Contracts

4:00 p.m. Fire and Rescue Members: Williams (CH), Tynes, Chapman

1. Operational Updates

Immediately following the conclusion of the above meeting:

Public Works Members: Chapman (CH), Cook, Tynes

1. Renewal of Landscaping Contract with Clean Cut Image for One Additional Year
2. Renewal of Mowing Contract with Country Landscaping, Inc. for One Additional Year
3. Purchase of New Budgeted Public Works Truck
4. Refuse and Recycling Contract
5. South Church Street Project Updates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare Members: Cook (CH), Williams, Graham

1. Pre Public Hearing Discussion for Input from Town Citizens to Move Town Election Cycle to November
 2. Pinewood Heights Updates
 3. Smithfield License Plate Proposal
 4. Review Proposal received for Town Owned Property at 223 Washington Street
 5. Presentations & Review of Proposals submitted for 113 North Church Street
 - a. Country Boy's Firehouse Barbeque
 - b. Hoses & Whistles
 - c. The Old Firehouse – BALANCE: Retail, Residential, Restaurant
 6. Boundary Line Adjustment Request
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***** Additional Item Not Listed on Committee but will be on Council's February Agenda*****

- Approval of January 4th Town Council Minutes
 - Black History Month Proclamation
 - Presentation by Bob Fry of Western Tidewater Free Clinic – 2010 Summary and Thank you for the Towns Support
 - Recommendation from Nominating Committee to fill the three (3) expiring terms on Planning Commission
 - Recommendation from Nominating Committee to fill the tow (2) expiring terms on Board of Historic and Architectural Review
 - Adoption of Town Council 2011-2012 Strategic Goals (summary from Mike Chandler included in committee agenda packet)
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