

- TAB # 3** 4. Purchase Budgeted Replacement Pumps for James Street and Main Street Pump Stations

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

- TAB # 4** 1. Public Comment
- TAB # 5** 2. June Cash Balances / VML Investment Pool Update
- TAB # 5** 3. Invoices Over \$10,000 Requiring Council Authorization:
- a. RAD Sports (site work) \$298,357.95
 - b. A R Chesson Construction (concession building) \$ 64,717.60
 - c. Draper Aden Associates (Waterworks Dam Repairs) \$ 11,515.00
 - d. Windsor Castle Park Foundation (restoration project) \$100,000.00
- TAB # 6** 4. Renew Vehicle Maintenance Contract with Smithfield Truck and Auto, LLC for One Additional Year
- TAB # 7** 5. Draft Reserve Policy

TUESDAY, JULY 25th, 2017

4:00 p.m.

Parks and Recreation

Members: Chapman (CH), Pack, Tynes

- TAB # 8** 1. Public Comment
- TAB # 9** 2. Operational Update – Committee Report / 2017 Event List
- TAB # 10** 3. Park Project Application – Benches for Windsor Castle
4. Joseph W. Luter, Jr. Sports Complex
- a. Update from Project Manager Brian Camden
 - b. Memorandum of Understanding (MOU) Between the Town of Smithfield and Isle of Wight County
 - c. Lease Between the Town of Smithfield and Smithfield Recreation Association
5. Update on Clontz Park Boat Ramp

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- TAB # 11** 1. Public Comment
2. Operational Updates
3. Renew Debris Removal Contract with Goodrich and Son's and Smithfield Services for One Additional Year
4. Closed Session: Disposition of Real Property

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

- TAB # 12** 1. Public Comment
2. Pinewood Heights Relocation Project – Phase III Update

TAB # 13

TAB # 14

3. LOVE Works RFP Results
4. Update on Windsor Castle Restoration Project
5. 223 Washington Street – Proposed Building Addition by VFW (lease amendment)

***** Additional Item Not Listed on Committee but will be on Council's August 1st Agenda*****

- Approval of July 11th Town Council Meeting Minutes
-

**POLICE
COMMITTEE**



**Town of Smithfield
Special Event Application for Permit**

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
Sept. 23, 2017	9:00 - 2:00	Main Street

Event Name	Smithfield Ruritan Club 16 th Annual Car Show
Event Organizer (Group Name)	Smithfield Ruritan Club
Tax Exemption ID Number	SE540366440F09042019
Website	Facebook

Event Contacts					
Name	Glen Schlickemeyer	Cell Phone	757 344-1808	Email	gslick3@yahoo.com
Name	Jeff Miller	Cell Phone	757.619-8051	Email	217.grc.smfd@charter.net

1 st Time Event	Annual Event- how many times has event taken place?	15
Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show Other _____	
Description of Event	Owners will exhibit vintage cars for judging and public viewing.	
Average Ticket Price	\$ 20.00	Participants will be <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance		Largest Attendance Number and Year
What is your plan in the event of bad weather-cancel, reschedule?	Cancel	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street 100-200 Block	Closure	Sept. 23, 2017	

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
		Sept. 23, 2017	9:00 - 2:00

List benefits of your event to the community	List Recipients of Proceeds
Funds collected will be donated to local charitable groups.	Christian Outreach



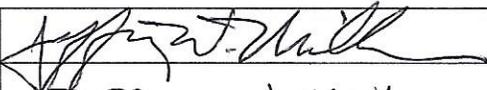
**Town of Smithfield
Special Event Application for Permit**

Check any of the following that your event will include.

Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input checked="" type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	4	10x10	
Staging	20		
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature		Date	7/21/2017
Print Name	Jeffrey W. Miller		

Attach the following documents:

Flyers or any promotional materials about event or organization
Site Map/Layout of Event



**Town of Smithfield
Special Event Application for Permit**

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, Sept. 30, 2017	9 a.m. to 2 p.m.	100-300 blocks of Main Street

Event Name	Smithfield Downtown Vintage Market
Event Organizer (Group Name)	Smithfield Farmers Markets
Tax Exemption ID Number	
Website	www.smithfieldfarmersmarket.org

Event Contacts					
Name	Cheryl Ketcham	Cell Phone	757-375-3031	Email	cketcham@isleofwightus.net
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	2
Event Category <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event			
Vintage Market along Main Street, with vintage, antique and repurposed items, along with ready-to-eat food and live music.			
Average Ticket Price	\$free	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	7,000	Largest Attendance Number and Year	7,000 in 2016
What is your plan in the event of bad weather-cancel, reschedule?		cancel	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
100-300 Blocks Main Street	Closure	Sept. 30	6 a.m. to 4:30 p.m.

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
		10-8-16	9 a.m. to 2 p.m.

List benefits of your event to the community	List Recipients of Proceeds
It will be a great event for locals, plus it will bring in a large number of outside visitors, which will help local restaurants and stores, especially along Main Street.	



**Town of Smithfield
Special Event Application for Permit**

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	Approx.5		Approx.. 60
<input checked="" type="checkbox"/> Port-a-Potties	10	<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input checked="" type="checkbox"/> Dumpsters	1	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	1
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	Approx. 80	10x10	
Staging			
<input checked="" type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service	

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	Through Isle of Wight County
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Cheryl Ketcham	Date	6-9-17
Print Name	Cheryl Ketcham		

Attach the following documents:

Flyers or any promotional materials about event or organization
Site Map/Layout of Event

**WATER AND SEWER
COMMITTEE**

From: Derek McCown derek.mccown@sydnorhydro.com
Subject: Town of Smithfield / James Street / Fairbanks serial #416624
Date: Jun 7, 2017, 3:54:14 PM
To: Jeff Smith jsmith@smithfieldva.gov

Jeff:

Regarding Fairbanks Morse serial #416624, a 4" D5433WD dry-pit submersible pump, 50HP, 1800RPM, with a dynamically balanced impeller, Tnemec N140 Pota Pox coating, and stainless steel bolting, replacement pump pricing is **\$23,400.00**. Pricing is net, freight allowed to the jobsite. Delivery is 10-12 weeks ARO.

Main Street: Replacement pump pricing for Fairbanks serial #1260665, a 4" D5433WD dry-pit submersible pump, 40HP, 1800RPM, 230V/3ph/60Hz, with a dynamically balanced impeller and 50' of power & control cable, is **\$16,900.00**.

The prices are net, freight allowed to the jobsite. Delivery is 10-12 weeks ARO.

Please call or e-mail should you have any questions.

Sincerely,

Total:
\$40,300.⁰⁰



Derek R. McCown
Equipment Sales
Sydnor Hydro, Inc.
2111 Magnolia Street
Richmond VA 23223

P.O. Box 27186

(800) 552-7714 x256 Toll Free
(804) 644-2297 Fax
<http://www.sydnorhydro.com>

**FINANCE
COMMITTEE**

CASH BALANCES AS OF JUNE 2017					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,161,033.00	(671,338.78)	-	489,694.22
Water-Debt Service	Farmers Bank	868,463.30	13,002.45	-	881,465.75
Water Capital Escrow (availability fees)	TowneBank	431,431.73	5,440.00	-	436,871.73
Water Treatment Plant Escrow	TowneBank	112,491.83			112,491.83
Water Deposit Account	TowneBank	85,497.72			85,497.72
Water Development Escrow	TowneBank	118,690.64	2,400.00	-	121,090.64
Subtotal Water		2,777,608.22	(650,496.33)	-	2,127,111.89
Sewer	Farmers Bank	647,603.12	(188,220.71)	(291,000.36)	168,382.05
Sewer Development Escrow	TowneBank	377,238.78	2,400.00	-	379,638.78
Sewer Capital Escrow (availability fees)	TowneBank	839,621.60	8,240.00	-	847,861.60
Sewer Compliance	Farmers Bank	1,893,339.10	33,811.67	-	1,927,150.77
Subtotal Sewer		3,757,802.60	(143,769.04)	(291,000.36)	3,323,033.20
Highway	Farmers Bank	194,553.04	216,937.30	-	411,490.34
General Fund	Farmers Bank	2,414,136.55	613,668.41	291,000.36	3,318,805.32
Payroll	Farmers Bank	245,410.22			245,410.22
Money Market-General Fund	TowneBank	2,202.34			2,202.34
Business Super Now-General Fund	Farmers Bank	33,495.15			33,495.15
Money Market-General Fund	Farmers Bank	291,736.12			291,736.12
General Fund Capital Escrow Account	TowneBank	216,239.74			216,239.74
Certificate of Deposit	Farmers Bank	526,695.66			526,695.66
Certificate of Deposit-Police Dept	Farmers Bank	36,932.69			36,932.69
Special Project Account	Farmers Bank	2,306,492.68			2,306,492.68
Pinewood Heights Escrow	Farmers Bank	65,825.03			65,825.03
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	157,218.79			157,218.79
Windsor Castle Acct	TowneBank	84,500.00			84,500.00
S. Church Street Account	TowneBank	36,340.34	(36,340.34)	-	-
Subtotal General Fund		6,419,444.06	577,328.07	291,000.36	7,287,772.49
TOTAL ALL FUNDS		13,149,407.92	-	-	13,149,407.92



Account Statement

June 2017

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431
 U.S.A.

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001		General					
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
509,541.88	511,708.54	0.00	43.41	497.20	511,713.36	509,995.67	-448.98

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
06/15/2017	Withdrawal		43.41		10.045911	4.321	0.00
06/15/2017	Income Earned	247.71			10.045911	24.658	
06/30/2017	Income Earned	249.49			10.042704	24.843	
06/30/2017	Ending Balance			511,713.36	10.042704	50,953.743	



Account Statement

June 2017

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431
 U.S.A.

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

Average Monthly Yield: 1.05%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 Liquid General	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
06/30/2017	Ending Balance			0.000	



Daily Rates

June 2017

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Annual Yield
01-Jun-17	0.000026441	0.97%
02-Jun-17	0.000026715	0.98%
03-Jun-17	0.000026715	0.98%
04-Jun-17	0.000026715	0.98%
05-Jun-17	0.000026989	0.99%
06-Jun-17	0.000026715	0.98%
07-Jun-17	0.000026715	0.98%
08-Jun-17	0.000026989	0.99%
09-Jun-17	0.000027263	1.00%
10-Jun-17	0.000027263	1.00%
11-Jun-17	0.000027263	1.00%
12-Jun-17	0.000027537	1.01%
13-Jun-17	0.000027263	1.00%
14-Jun-17	0.000026715	0.98%
15-Jun-17	0.000027811	1.02%
16-Jun-17	0.000029729	1.09%
17-Jun-17	0.000029729	1.09%
18-Jun-17	0.000029729	1.09%
19-Jun-17	0.000030277	1.11%
20-Jun-17	0.000030825	1.13%
21-Jun-17	0.000030825	1.13%
22-Jun-17	0.000030825	1.13%
23-Jun-17	0.000030825	1.13%
24-Jun-17	0.000030825	1.13%
25-Jun-17	0.000030825	1.13%
26-Jun-17	0.000030825	1.13%
27-Jun-17	0.000031099	1.14%
28-Jun-17	0.000031099	1.14%
29-Jun-17	0.000031099	1.14%
30-Jun-17	0.000031099	1.14%

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Town of Smithfield
P.O. Box 246
Smithfield VA 23431

PROJECT: Joseph W. Luter, Jr Sports Com
Courthouse Highway
Smithfield VA 23431

APPLICATION NO: 8
PERIOD TO: 07/30/2017
PROJECT NO: 16954
CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: **R.A.D. Sports**
171 VFW Drive
Rockland MA 02370

VIA ARCHITECT: Alpha Corporation
295 Bendix Road, Suite 340
Virginia Beach VA 23452

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract. Continuation sheet, AIA Document G703, is attached.

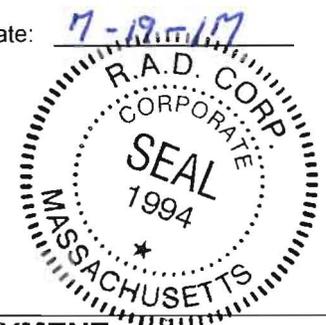
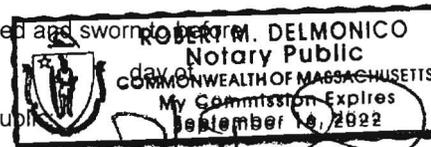
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$2,578,800.00
2. Net change by Change Orders	-\$58,943.68
3. CONTRACT SUM TO DATE (LINE 1 + 2)	\$2,519,856.32
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$2,105,891.00
5. RETAINAGE	
a. 5.00 % of Completed Work (Columns D + E on G703)	\$105,294.55
b. 0.00 % of Stored Materials (columns F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Columns I on G703)	\$105,294.55
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$2,000,596.45
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$1,702,238.50
8. CURRENT PAYMENT DUE	\$298,357.95
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$519,259.87

CONTRACTOR: R.A.D. Corp

By: *James P. Dab...*
Date: 7-19-17
State of:
County of:

Subscribed and sworn to before me this _____ day of _____, 2017.
Notary Public
My Commission expires: _____
My Commission expires: _____



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising this application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the work has been progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$298,357.95

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Alpha Corporation

By: *BVAO* Date: JULY 19, 2017

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	\$42,690.00	-\$101,633.68
NET CHANGES by Change Order		-\$58,943.68

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 8
 APPLICATION DATE: 07/13/2017
 PERIOD TO: 07/30/2017
 ARCHITECTS PROJECT NO: 16954

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
3.200	Bond	38,000.00	38,000.00			38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00	33,600.00	4,200.00		37,800.00	90.00	4,200.00	1,890.00
2.010	Erosion Control	36,000.00	23,400.00			23,400.00	65.00	12,600.00	1,170.00
70.300	Tree and Stump Removal	52,000.00	52,000.00			52,000.00	100.00		2,600.00
3.400	Earthwork	321,000.00	321,000.00			321,000.00	100.00		16,050.00
2.030	Strip and Screen Topsoil	84,000.00	79,800.00	4,200.00		84,000.00	100.00		4,200.00
4.060	Water Lines	64,000.00	60,800.00	3,200.00		64,000.00	100.00		3,200.00
35.090	Sewer Line Work	129,000.00	122,550.00	3,870.00		126,420.00	98.00	2,580.00	6,321.00
4.050	Storm Drainage	156,000.00	152,880.00			152,880.00	98.00	3,120.00	7,644.00
28.000	Chain Link Fence	132,000.00	92,400.00	19,800.00		112,200.00	85.00	19,800.00	5,610.00
2300.000	Underground Electric Pipi	42,000.00	39,900.00	1,260.00		41,160.00	98.00	840.00	2,058.00
413.000	Scoreboards	26,000.00	24,700.00	780.00		25,480.00	98.00	520.00	1,274.00
70.951	Parking Lot Lights	22,000.00	20,900.00	660.00		21,560.00	98.00	440.00	1,078.00
3.240	Dugouts	166,000.00	157,700.00	4,980.00		162,680.00	98.00	3,320.00	8,134.00
3.220	Site Amenities	52,000.00	18,200.00	10,400.00		28,600.00	55.00	23,400.00	1,430.00
2.160	Athletic Equipment	54,000.00	27,000.00	13,500.00		40,500.00	75.00	13,500.00	2,025.00
12879.015	Screen & Spread Topsoil	156,000.00	101,400.00	23,400.00		124,800.00	80.00	31,200.00	6,240.00
1722.000	Seed	218,000.00	76,300.00			76,300.00	35.00	141,700.00	3,815.00
432.000	Infield Mix	84,000.00		79,800.00		79,800.00	95.00	4,200.00	3,990.00
2.040	Gravel Base to Subgrade	128,000.00	83,200.00	12,800.00		96,000.00	75.00	32,000.00	4,800.00
20018.000	Concrete Flat work	106,000.00	31,800.00	37,100.00		68,900.00	65.00	37,100.00	3,445.00
3.260	Asphalt Paving	42,000.00						42,000.00	
4.070	Site Electric	96,000.00	91,200.00	2,880.00		94,080.00	98.00	1,920.00	4,704.00

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 8

APPLICATION DATE: 07/13/2017

PERIOD TO: 07/30/2017

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
10.090	Bleacher	38,000.00		36,100.00		36,100.00	95.00	1,900.00	1,805.00
2.115	Well Drilling/ Pumps	66,000.00	59,400.00	3,300.00		62,700.00	95.00	3,300.00	3,135.00
2.110	Irrigation	138,000.00	75,900.00	41,400.00		117,300.00	85.00	20,700.00	5,865.00
60.000	Landscape	78,000.00	7,800.00			7,800.00	10.00	70,200.00	390.00
4.180	Punch List	12,800.00						12,800.00	
9901.000	Change Order #01	-101,633.68						-101,633.68	
9902.000	Change Order #02	10,980.00		10,431.00		10,431.00	95.00	549.00	521.55
9903.000	Change Order #03	27,850.00						27,850.00	
9904.000	Change Order #04	3,860.00						3,860.00	
		2,519,856.32	1,791,830.00	314,061.00		2,105,891.00	83.57	413,965.32	105,294.55

Application and Certificate for Payment

TO OWNER: TOWN OF SMITHFIELD 310 INSTITUTE STREET SMITHFIELD, VA	PROJECT: JOSEPH W. LUTER JR. COMPLEX 900 WEST MAIN ST SMITHFIELD, VA	APPLICATION NO: E42100004 PERIOD TO: 7/15/2017 CONTRACT FOR:	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: A R Chesson Construction Co., Inc. P.O. Box 2266	VIA ARCHITECT: ALPHA CORPORATION 295 BENDIX ROAD, SUITE 340 VIRGINIA BEACH, VA 23452	CONTRACT DATE: E421 / / E421 / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	637,100.00
2. NET CHANGE BY CHANGE ORDERS	\$	-477.86
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	636,622.14
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	398,177.74
5. RETAINAGE:		
a. <u>5%</u> of Completed Work (Column D + E on G703)	\$	18,833.54
b. _____ % of Stored Material (Column F on G703)	\$	1,075.40
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	19,908.94
6. TOTAL EARNED LESS RETAINAGE	\$	378,268.80
<i>(Line 4 minus Line 5 Total)</i>		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	313,551.20
<i>(Line 6 from prior Certificate)</i>		
8. CURRENT PAYMENT DUE	\$	64,717.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	258,353.34
<i>(Line 3 minus Line 6)</i>		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$ -477.86
Total approved this month	\$	\$
TOTAL	\$	\$ -477.86
NET CHANGES by Change Order	\$	\$ -477.86

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: A R Chesson Construction Co., Inc.

By: Carmel Baker

Date: 07/17/2017

State of: NORTH CAROLINA

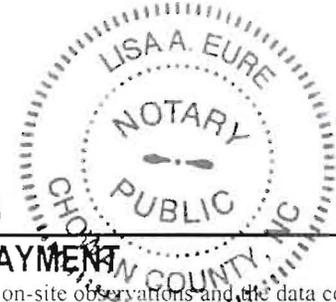
County of: CHOWAN

Subscribed and sworn to before

me this 17 July, 2017 day of

Notary Public: Lisa A. Eure

My commission expires: **APRIL 13, 2018**



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 64,717.60

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: ALPHA CORPORATION

By: BW

Date: July 17, 2017

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-4

Period Ending Date: 7/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
01-05010C	BUILDERS RISK INSURANCE	2,039.00	2,039.00			2,039.00	100.00		101.95
01-32230C	SURVEY AND LAYOUT DATA	1,071.00	800.00			800.00	74.70	271.00	40.00
01-412601	PERMITS	2,572.00	2,572.00			2,572.00	100.00		128.60
01-50010C	CONST.CONTRLS/TEMP.FACILI	1,384.00	828.00	276.00		1,104.00	79.77	280.00	55.20
01-51000C	TEMPORARY UTILITIES	1,822.00	1,092.00	364.00		1,456.00	79.91	366.00	72.80
01-52000C	JOB SITE TRAILER	2,357.00	1,413.00	471.00		1,884.00	79.93	473.00	94.20
01-54390C	CONSTRUCTION SUPPLIES	8,070.00	4,842.00	1,614.00		6,456.00	80.00	1,614.00	322.80
01-741902	CLEANING/DUMPSTER	5,786.00	3,471.00	1,157.00		4,628.00	79.99	1,158.00	231.40
01-742301	FINAL CLEANUP	1,071.00						1,071.00	
01-78330C	BONDS	5,090.00	5,090.00			5,090.00	100.00		254.50
03-000001	CONCRETE FOOTINGS BUILDIN	15,751.00	15,751.00			15,751.00	100.00		787.55
03-00009C	CONCRETE SLAB BUILDING	13,876.00	13,876.00			13,876.00	100.00		693.80
03-20000C	CONCRETE FOOTINGS SIGN	4,875.00						4,875.00	
03-35000C	POLISHED CONCRETE	9,774.00						9,774.00	
04-000001	CMU MATERIAL	10,929.00	10,929.00			10,929.00	100.00		546.45
04-00009C	MASONRY LABOR BUILDING	30,108.00	28,602.60	1,505.40		30,108.00	100.00		1,505.40
04-012052	UNIT MASONRY CLEANING	536.00		536.00		536.00	100.00		26.80
04-05130C	MORTAR MATERIAL	5,143.00	5,143.00			5,143.00	100.00		257.15
04-051302	MORTAR SAND	1,607.00	1,607.00			1,607.00	100.00		80.35
04-05160C	MASONRY GROUT - MATERIAL	8,786.00	8,786.00			8,786.00	100.00		439.30
04-05169C	MASONRY GROUT - LABOR	2,057.00	2,057.00			2,057.00	100.00		102.85
04-051903	MASONRY REINFORCING	5,759.00	5,759.00			5,759.00	100.00		287.95
04-05210C	BRICK MATERIAL BUILDING	5,418.00	5,418.00			5,418.00	100.00		270.90
04-052302	SPLIT FACE MATERIAL	10,715.00	10,715.00			10,715.00	100.00		535.75
04-20000C	UNIT MASONRY SIGN MATERIA	15,001.00	15,001.00			15,001.00	100.00		750.05
04-20009C	UNIT MASONRY SIGN LABOR	17,679.00						17,679.00	
04-211390	MASONRY ACCESSORIES	4,714.00	4,714.00			4,714.00	100.00		235.70
04-211391	MASONRY EQUIPMENT	3,429.00	3,057.40	371.60		3,429.00	100.00		171.45
05-05230C	METAL FASTENING	1,393.00	696.50	696.50		1,393.00	100.00		69.66
05-12008C	STRUCTURAL STEEL SHOP DR.	3,750.00	3,750.00			3,750.00	100.00		187.50

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-4

Period Ending Date: 7/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
05-52000C	STEEL STAIRS AND RAILS	21,430.00						21,430.00	
05-52130C	ALUMINUM BALCONY RAILS	10,715.00						10,715.00	
05-58000C	STEEL LINTELS	2,262.00						2,262.00	
05-70000C	ALUMINUM CANE RAIL	1,404.00						1,404.00	
06-10530C	FRAMING EQUIPMENT	3,214.00		3,214.00		3,214.00	100.00		160.70
06-110000	FRAMING LABOR MAIN BUILDIN	18,215.00	12,000.00	6,215.00		18,215.00	100.00		910.75
06-110091	FRAMING MATERIAL	10,500.00	10,500.00			10,500.00	100.00		525.00
06-17530C	SHOP-FABRICATED WOOD TRU	11,251.00	11,251.00			11,251.00	100.00		562.55
06-18160C	EXTERIOR TRIM EQUIPMENT	1,929.00		964.50		964.50	50.00	964.50	48.23
06-20000C	EXTERIOR TRIM MATERIAL	17,787.00	17,787.00			17,787.00	100.00		889.35
06-20009C	EXTERIOR TRIM LABOR	10,715.00		2,143.00		2,143.00	20.00	8,572.00	107.15
06-40000C	ARCHITECTURAL WOODWORK	1,340.00						1,340.00	
07-21000C	RIGID INSULATION MATERIAL	3,204.00	3,204.00			3,204.00	100.00		160.20
07-21009C	RIGID INSULATION LABOR	1,500.00						1,500.00	
07-240001	BATT INSULATION	1,393.00						1,393.00	
07-31000C	ROOF SHINGLES MATERIAL	12,965.00			12,965.00	12,965.00	100.00		648.25
07-31009C	ROOF SHINGLES LABOR	6,107.00		1,000.00		1,000.00	16.37	5,107.00	50.00
07-50000C	MEMBRANE ROOFING MATERI/	3,750.00						3,750.00	
07-50009C	MEMBRANE ROOFING LABOR	5,893.00						5,893.00	
07-60000C	FLASHING MATERIAL	8,143.00						8,143.00	
07-60009C	FLASHING LABOR	2,357.00						2,357.00	
07-712303	GUTTERS MATERIAL	3,000.00						3,000.00	
07-72330C	GUTTERS LABOR	2,357.00						2,357.00	
07-92000C	JOINT SEALANTS	1,607.00						1,607.00	
08-111300	HOLLOW METAL DOORS & FRA	5,465.00	5,465.00			5,465.00	100.00		273.25
08-111390	HM/WOOD DOOR LABOR	2,357.00	707.10			707.10	30.00	1,649.90	35.36
08-33000C	OVERHEAD DOORS	954.00						954.00	
08-50000C	WINDOWS MATERIAL	14,842.00	14,842.00			14,842.00	100.00		742.10
08-50009C	WINDOWS LABOR	857.00		857.00		857.00	100.00		42.85
08-70000C	DOOR HARDWARE ALLOWANC	14,000.00	7,000.00		7,000.00	14,000.00	100.00		700.00

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-4

Period Ending Date: 7/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
09-211600	GYPSUM BOARD MATERIAL	2,250.00						2,250.00	
09-211690	GYPSUM BOARD LABOR	2,464.00						2,464.00	
09-22160C	METAL FRAMING MATERIAL	2,786.00	2,786.00			2,786.00	100.00		139.30
09-90000C	PAINTING AND COATING	9,517.00		2,000.00		2,000.00	21.02	7,517.00	100.00
10-14000C	SIGNAGE MATERIAL	1,543.00			1,543.00	1,543.00	100.00		77.15
10-14009C	SIGNAGE LABOR	214.00						214.00	
10-14050C	INTERIOR SIGNAGE	214.00						214.00	
10-211300	TOILET PARTITIONS	8,121.00						8,121.00	
10-28000C	TOILET ACCESS. MAT. ALLOWA	1,800.00						1,800.00	
10-28009C	TOILET ACCESSORIES LABOR	429.00						429.00	
10-51000C	PRESS BOX SHELF MATERIAL	2,058.00						2,058.00	
10-51009C	PRESS BOX SHELF LABOR	214.00						214.00	
10-55000C	AWNINGS MATERIAL	4,714.00						4,714.00	
10-55009C	AWNINGS LABOR	429.00						429.00	
10-70000C	STATUES MATERIAL	8,947.00	8,947.00			8,947.00	100.00		447.36
10-73000C	STATUES LABOR	2,143.00						2,143.00	
10-73130C	UTILITY SHELF	214.00						214.00	
10-75000C	WEATHERVANE MATERIAL	5,218.00	5,218.00			5,218.00	100.00		260.90
10-75009C	WEATHERVANE LABOR	643.00						643.00	
22-000001	PLUMBING FIXTURES MATERIA	9,046.00						9,046.00	
22-00009C	PLUMBING FIXTURES LABOR	3,224.00						3,224.00	
22-07000C	WASTE PIPE MATERIAL	2,381.00	2,381.00			2,381.00	100.00		119.05
22-07009C	WASTE PIPE LABOR	4,270.00	4,270.00			4,270.00	100.00		213.50
22-110000	WATER PIPE MATERIAL	3,315.00	3,315.00			3,315.00	100.00		165.75
22-13000C	WATER PIPE LABOR	4,512.00	4,512.00			4,512.00	100.00		225.60
22-13010C	DRAINS/CLEAN OUTS MATERIA	6,857.00	6,857.00			6,857.00	100.00		342.85
22-13019C	DRAINS/CLEAN OUTS LABOR	1,290.00	1,290.00			1,290.00	100.00		64.50
22-130191	GREASE TRAP MATERIAL	1,580.00						1,580.00	
22-13030C	GREASE TRAP LABOR	645.00						645.00	
22-13039C	VENT PIPE MATERIAL	598.00		598.00		598.00	100.00		29.90

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLEX

Draw: E421-4

Period Ending Date: 7/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
22-13530C	VENT PIPE LABOR	2,135.00		2,135.00		2,135.00	100.00		106.75
22-142613	INSULATION	5,036.00	5,036.00			5,036.00	100.00		251.80
22-40000C	EQUIPMENT RENTAL	2,143.00	2,143.00			2,143.00	100.00		107.15
22-42019C	TRAP PRIMERS MATERIAL	1,286.00	1,286.00			1,286.00	100.00		64.30
22-420191	TRAP PRIMERS LABOR	806.00	806.00			806.00	100.00		40.30
23-000001	AHU INSTALL - MATERIAL	493.00		493.00		493.00	100.00		24.65
23-00009C	AHU INSTALL - LABOR	609.00		609.00		609.00	100.00		30.45
23-05000C	DUCTLESS SPLIT INSTALL-MAT	171.00						171.00	
23-059301	DUCTLESS SPLIT INSTALL-LABO	609.00						609.00	
23-07000C	EXHAUST FAN INSTALL - MATEF	214.00						214.00	
23-090001	EXHAUST FAN INSTALL-LABOR	1,430.00						1,430.00	
23-30000C	EQUIPMENT	4,200.00		4,200.00		4,200.00	100.00		210.00
23-31009C	GRILLES	1,961.00						1,961.00	
23-310091	ROUND DUCT - MATERIAL	2,379.00		2,379.00		2,379.00	100.00		118.95
23-34419C	ROUND DUCT - LABOR	1,178.00		1,178.00		1,178.00	100.00		58.90
26-000001	WIRING ROUGH IN MATERIAL	2,325.00	1,395.00	348.75		1,743.75	75.00	581.25	87.20
26-00009C	WIRING ROUGH IN LABOR	6,407.00	3,844.20	961.05		4,805.25	75.00	1,601.75	240.27
26-012602	WIRING TRIM OUT MATERIAL	1,854.00						1,854.00	
26-09160C	WIRING TRIM OUT LABOR	2,170.00						2,170.00	
26-20000C	WIRING DEVICES MATERIAL	552.00						552.00	
26-21000C	WIRING DEVICES LABOR	1,318.00						1,318.00	
26-24000C	LIGHT FIXTURES MATERIAL	13,779.00						13,779.00	
26-27000C	LIGHT FIXTURES LABOR	2,845.00						2,845.00	
26-27269C	PANELBOARDS MATERIAL	1,339.00						1,339.00	
26-272691	PANELBOARDS LABOR	1,104.00						1,104.00	
26-32000C	TRANSFORMER MATERIAL	2,105.00						2,105.00	
26-41000C	TRANSFORMER LABOR	846.00						846.00	
26-50000C	EQUIPMENT CONNECTIONS MA	225.00						225.00	
26-52000C	EQUIPMENT CONNECTIONS LA	739.00						739.00	
31-31010C	SOIL POISONING	407.00	407.00			407.00	100.00		20.35

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLEX

Draw: E421-4

Period Ending Date: 7/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
32-14009C	EXPOSED AGGREGATE CONCF	2,293.00						2,293.00	
32-160001	SIDEWALKS MATERIAL	5,357.00						5,357.00	
32-16009C	SIDEWALKS LABOR	3,348.00						3,348.00	
32-31000C	WIRE MESH PARTITION	1,807.00						1,807.00	
32-31009C	ALUMINUM DOUBLE GATE	5,338.00						5,338.00	
32-32000C	MECHANICAL ENCLOSURE FEN	2,641.00						2,641.00	
33-40000C	FOUNDATION DRAINS	1,286.00	1,286.00			1,286.00	100.00		64.30
81-03350C	SUPERINTENDENT	27,858.00	16,713.00	5,571.00		22,284.00	79.99	5,574.00	1,114.20
81-03400C	PROJECT MANAGER	15,001.00	9,000.00	3,000.00		12,000.00	79.99	3,001.00	600.00
81-03500C	OFFICE - CLERICAL	1,500.00	900.00	300.00		1,200.00	80.00	300.00	60.00
81-03759C	GENERAL LABOR	5,786.00	3,471.00	157.00		3,628.00	62.70	2,158.00	181.40
81-04000C	TRAVEL EXPENSE	6,509.00	3,903.00	1,301.00		5,204.00	79.95	1,305.00	260.20
89-00015C	CO#1 PCO# 1, 2, 3	-477.86	-477.86			-477.86	100.00		-23.89

Totals	636,622.14	330,053.94	46,615.80	21,508.00	398,177.74	62.55	238,444.40	19,908.94
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REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-4

Period Ending Date: 7/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
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<u>CO</u>	<u>CO Item and Description</u>	<u>CO Amount</u>
CO#1	133-000 CO#1 PCO# 1, 2, 3	-477.86
	Total Change Order amount	-477.86



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Eubank
Organization: Town of Smithfield
From: Victor H. Valenzuela, P.E.
Project Name: Annual Engineering Services Contract – General Services
Project Number: HR04103-02
Date: June 26, 2017
Invoice Period: May 1 – May 31, 2017
cc: Andy Snyder (DAA)

Recent Activities:

Smithfield Lake Dam – PE Inspection and O&M Certificate

1. Finalized PE Inspection Report/Letter;
2. Completed DCR PE Inspection Form (DCR199-098); and
3. Completed two-year O&M Application for Smithfield Lake Dam.

Upcoming Tasks:

1. Submit payment of \$300.00 to DCR for two-year Conditional O&M Permit – DAA to submit payment and invoice the Town separately.

Scope Changes:

1. N/A

Budget Status/Percent Complete:

1. All services performed under the General Services are invoiced on a Time and Materials basis. Attached please find an invoice detailing the fee breakdown for each task identified above.

Schedule Status/Deliverable Status:

1. N/A

Input needed from client "What we are waiting on:"

1. N/A

Issues you should be aware of/any other issues:

1. N/A

Vendor # _____

Account # _____

Dept. Head _____

Town Manager PHS

Invoice Number: 2017050492

Invoice / Hourly Breakdown

Project Name: Annual Engineering Services Contract – General Services

Project Number: HR04103-02

Date: June 26, 2017

Invoice Period: May 1 – May 31, 2017

Task	Hourly Breakdown				Total Fee (\$)
	Sr. Program Engineer	Sr. Project Engineer	Project Engineer	Staff Engineer	
	\$190.00	\$140.00	\$130.00	\$85.00	
Smithfield Lake Dam – PE Inspection and O&M Certificate	-	5.0	7.5	-	\$1,675.00
TOTALS:	-	5.0	7.5	-	\$1,675.00

TOTAL = \$1,675.00



Progress Report

To: Ms. Sonja Eubank
Organization: Town of Smithfield
From: Victor H. Valenzuela, P.E.
Project Name: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation
Project Number: 16020295-010303
Date: June 26, 2017
Invoice Period: May 1 – May 31, 2017
cc: Andy Snyder (DAA), Peter Stephenson (Town), Wayne Griffin (Town)

Recent Activities:

1. Completed survey of project area;
2. Developed the basemap for the project; and
3. Began design of emergency spillway repair and compilation of project plans.

Upcoming Tasks:

1. Continue to develop design for emergency spillway repair;
2. Compile construction documents (i.e., plans and specifications); and
3. Coordinate with FEMA and DCR.

Scope Changes:

1. N/A

Budget Status/Percent Complete:

1. All tasks are being invoiced on a Lump Sum, Percent Complete basis. Based on the attached invoice detailing the total lump sum fee, approximately 22.15% of the project budget has been expended. Please refer to the attached invoice and hourly breakdown for each task.

Schedule Status/Deliverable Status:

1. On schedule.

Input needed from client "What we are waiting on:"

1. N/A

Issues you should be aware of/any other issues:

1. N/A

Invoice Number: 2017050489

Invoice

Project Name: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation

Project Number: 16020295-010303

Date: June 26, 2017

Invoice Period: May 1 – May 31, 2017

DAA Project Number	Task	Description	DAA Contract Amount (\$)	Previously Invoiced (\$)	Current Invoice (\$)	Total Invoiced (\$)	Invoiced To Date (%)
16020295-010303	A.1	Topographic Survey	\$10,000.00	\$500.00	\$9,280.00	\$9,780.00	97.80%
	A.2	Engineering/Design Services	\$31,500.00	\$0.00	\$560.00	\$560.00	1.78%
	B	Project Management	\$5,000.00	\$736.00	\$0.00	\$736.00	14.72%
	C	Construction Administration	\$3,500.00	\$0.00	\$0.00	\$0.00	0.0%
TOTALS			\$50,000.00	\$1,236.00	\$9,840.00	\$11,076.00	22.15%

TOTAL DUE = \$9,840.00

TOWN OF SMITHFIELD

#3303

REQUISITION

Col

SUGGESTED VENDOR <i>Windsor Castle Park Foundation</i>			OFFICE USE ONLY	
REQUESTED BY			DATE ORDERED	
DATE REQUESTED <i>7-17-17</i>			ORDER NO.	
DATE WANTED				
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<i>Progress payment - town's commitment to WC Restoration</i>			<i>100,000.00</i>
	<i>4-100-32300-5653</i>			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED

[Signature]
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

[Signature]

DATE JULY 24, 2017

TO SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE

FROM SONJA EUBANK, CONTRACT OFFICER

SUBJECT VEHICLE MAINTENANCE SERVICES CONTRACT

The town has a vehicle maintenance services contract with Smithfield Truck and Auto, LLC for the fiscal year 2016/2017 and the town has the right to renew this contract for four additional years. The current contract will expire August 31, 2017.

Services under this contract include periodic routine maintenance and repair services for all town owned vehicles. Below is a list of previous year's costs under this contract for both Smithfield Truck and Auto and former contractor.

FY 16/17 – (months September through June) - \$36,412 (Smithfield Truck and Auto)
FY 16/17 (months July and August) - \$18,028 (former contractor)
FY 15/16 - \$43,344 (former contractor)
FY 14/15 - \$48,533 (former contractor)
FY 13/14 - \$39,150 (former contractor)
FY 12/13 - \$55,787 (former contractor)

As you can see from the list above, Smithfield Truck and Auto, LLC has saved the town money on vehicle maintenance services. In addition, they are providing police rated goodyear tires (vs mastercraft tires) for the police vehicles at a cost of \$116 each. The goodyear tires are higher quality and a savings of \$34 per tire.

Staff has been pleased with the work and response time from Smithfield Truck and Auto, LLC and therefore we are recommending that this contract be renewed one additional year. There will be no change to terms and conditions.

**TOWN OF SMITHFIELD
FUND BALANCE POLICY**

Effective Date: _____

I. PURPOSE

The purpose of this policy is to establish minimum fund balance levels for the Town’s governmental funds, to establish the conditions for use and replenishment of those funds, and to identify the different classifications for reporting fund balance. Fund balance is the net position of a governmental fund (the difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources).

II. SCOPE

This policy applies to all governmental funds of the Town.

III. POLICY

It is the policy of the Town of Smithfield that the Town’s governmental funds shall be operated in a manner consistent with sound financial management principles. An adequate fund balance level is an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provides cash flow liquidity for the Town’s general operations, and enhances creditworthiness. While maintenance of an adequate level is necessary, it is important that the amount established be appropriate in light of the Town’s operations.

a. Fund Balance Classifications

Governmental fund balances shall be reported in the following classifications, as set forth in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.	<ul style="list-style-type: none"> • Inventories • Prepaid Items • Long-term receivables
Restricted	That portion of fund balance upon which constraints are placed on the use of resources (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.	<ul style="list-style-type: none"> • Debt covenants • Revenues restricted by enabling legislation • Grants
Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.	Amounts that the Town Council sets aside by resolution
Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.	Authority delegated to the Town Manager
Unassigned	Unassigned fund balance is the residual classification for the General Fund. This accounts for the balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. All other governmental funds would report deficit unassigned fund balance.	

b. Minimum Level of General fund Balance

The Town of Smithfield will maintain a minimum unassigned fund balance in the General Fund equal to % of the current annual operating expenditure budget. For purposes of this calculation, this shall be based on the annual adopted budget figures. Fund balance may be maintained at a higher level than this minimum to save for large planned expenditures (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. Amounts above this minimum may be further identified by Council to be set aside for other purposes (such as reserves for contingencies). The purpose of establishing a minimum fund balance is to maintain a prudent level of financial resources to protect against the need to either reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

c. Order of Resource Use for the General Fund

In general, restricted funds are used first when expenditure is incurred for which both restricted and unrestricted fund balances are available. In addition, for unrestricted fund balance, the order of use of fund balances shall be: 1) committed, 2) assigned, and 3) unassigned.

d. Maintenance of Minimum Unassigned General Fund Balance Level

At the end of each fiscal year, all general fund revenues in excess of expenditures will first be allocated to unassigned fund balance until the established minimum general fund balance is met. After that minimum level is met, the surplus may be committed to use for capital expenditures or emergency needs, as approved by the Town Council.

e. Replenishment of General Fund Minimum Fund Balance

Should the minimum balance (unassigned fund balance as a percentage of total budgeted expenditures) fall below % requirements for the General Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next fiscal year's budget.

f. Use of General Fund Unassigned Fund Balance

The general fund unassigned fund balance shall be drawn upon only as absolutely necessary and any use thereof shall be upon the approval of Town Council and limited to:

1. One time capital expenditures;
2. Offsetting economic volatility;
3. Non-recurring expenditures;
4. Providing liquidity in emergency situations.

TOWN OF SMITHFIELD (PER 2016 AUDIT REPORT)

Fund balances-All Governmental Funds

	<u>Nonspendable</u>	<u>Restricted</u>	<u>Committed</u>	<u>Assigned</u>	<u>Unassigned</u>	<u>Total Fund Balances</u>
2016	\$ 87,451	\$ 1,896,404	\$ 203,984	\$ 8,108	\$ 5,331,092	\$ 7,527,039
2015	\$ 37,522	\$ 130,778	\$ 144,384	\$ 91,980	\$ 5,353,610	\$ 5,758,274
2014	\$ 2,128	\$ 161,059	\$ 22,444	\$ 46,172	\$ 4,878,078	\$ 5,109,881
2013	\$ 36,723	\$ 176,929	\$ 19,903	\$ 117,967	\$ 4,058,330	\$ 4,409,852
2012	\$ -	\$ -	\$ -	\$ 8,108	\$ 2,684,173	\$ 2,692,281

EXAMPLES FOR DISCUSSION:

2018 General Fund Budgeted Operating Expenses	\$ 8,705,216.00	
Less:		
Other Financing Sources-transfers to reserves	(489,553.00)	
Adjusted 2018 GF Budgeted Operating Expenses	\$ 8,215,663.00	
10% of budgeted operating expenses	\$ 821,566.30	benchmark for unassigned
15% of budgeted operating expenses	\$ 1,232,349.45	benchmark for unassigned
20% of budgeted operating expenses	\$ 1,643,132.60	benchmark for unassigned
30% of budgeted operating expenses	\$ 2,464,698.90	benchmark for total fund balance
40% of budgeted operating expenses	\$ 3,286,265.20	benchmark for total fund balance

Adjusted 2018 GF Budgeted Operating Expenses	\$ 8,215,663.00	
(DIVIDED EQUALLY INTO 12 MONTHS)	\$ 684,638.58	
2 MONTHS	\$ 1,369,277.17	17%
3 MONTHS	\$ 2,053,915.75	25%

2018 General Fund Budgeted Operating Expenses	\$ 8,705,216.00	
2018 Enterprise Fund Operating Expenses	2,084,089.00	
Less:		
Other Financing Sources-transfers to reserves	(489,553.00)	
Adjusted 2018 Budgeted Operating Expenses including enterprise funds	\$ 10,299,752.00	
10% of budgeted operating expenses	\$ 1,029,975.20	benchmark for unassigned
15% of budgeted operating expenses	\$ 1,544,962.80	benchmark for unassigned
20% of budgeted operating expenses	\$ 2,059,950.40	benchmark for unassigned
30% of budgeted operating expenses	\$ 3,089,925.60	benchmark for total fund balance
40% of budgeted operating expenses	\$ 4,119,900.80	benchmark for total fund balance

Adjusted 2018 Budgeted Operating Expenses including enterprise funds	\$ 10,299,752.00	
(DIVIDED EQUALLY INTO 12 MONTHS)	\$ 858,312.67	
2 MONTHS	\$ 1,716,625.33	17%
3 MONTHS	\$ 2,574,938.00	25%

2016 Backup

2016

Nonspendable

Museum Inventory	37,058.63
Prepaid Expenses	<u>50,392.02</u>
	\$ 87,450.65

Restricted

Highway fund balance	95,600.60
Beautification (to be closed)	13,574.26
South Church Street Project-remaining balance (to be closed)	36,231.65
Pinewood Heights escrow	46,734.65
Police CD	36,840.51
SNAP program funds	2,264.75
Sports Complex (contributions less expenses-remaining bal)	<u>1,665,156.31</u>
	\$ 1,896,402.73

Committed

Museum	131,482.68
Windsor Castle Acct	50,500.00
Special Projects (less ballfield contributions)	<u>22,000.78</u>
	203,983.46

Assigned

Rising Star Fund Balance	\$ 8,108.21
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**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

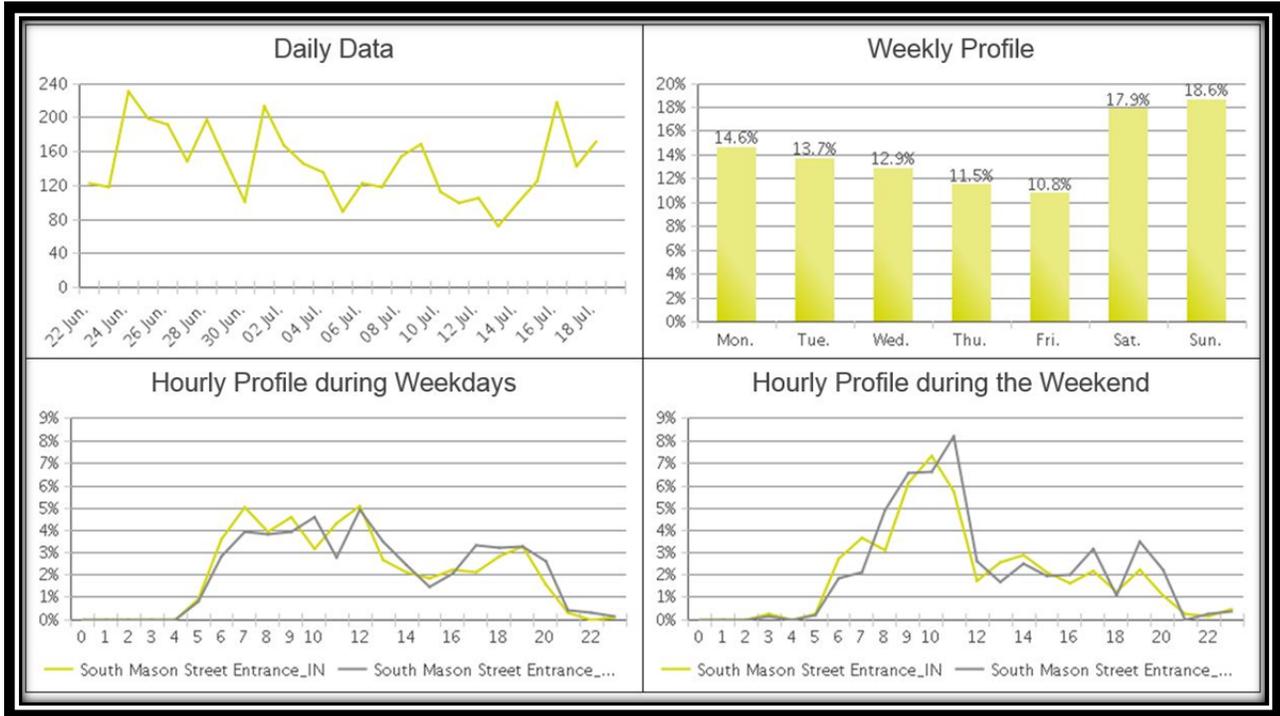
July 2017

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Jun 26	Committee Meetings	Smithfield Center
		Continued Town Council Meeting	Smithfield Center
Tue	Jun 27	Committee Meetings	Smithfield Center
Wed	Jun 28	Church School Convention	Smithfield Center
Thu	Jun 29	Church Schools Convention	Smithfield Center
Sat	Jul 1	Wedding and Reception	Smithfield Center
Mon	Jul 3	Town Fireworks	Downtown Smithfield
Wed	Jul 5	Town Staff Meeting	Smithfield Center
Thu	Jul 6	Wedding & Reception	Smithfield Center
Sat	Jul 8	Wedding & Reception	Smithfield Center
Mon	Jul 10	Wedding & Reception	Smithfield Center
Tue	Jul 11	Tourism Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		Pinewood Management Team Meeting	Smithfield Center
		Planning Commission	Smithfield Center
		Town Council	Smithfield Center
Wed	Jul 12	WC Restoration Committee Meeting	Smithfield Center
Thu	Jul 13	IOW County Comp Plan Forum	Smithfield Center
		WC Foundation Board Campaign Meeting	Smithfield Center
Fri	Jul 14	Wedding & Reception	Smithfield Center
Sat	Jul 15	Wedding & Reception	Smithfield Center
		5k-Into the Woods	WC Trails
Sun	Jul 16	Wedding & Reception	Smithfield Center
Tue	Jul 18	Business Meeting	Smithfield Center
		Schoolhouse Meeting	Smithfield Center
		BHA&R	Smithfield Center
Wed	Jul 19	Workshop	Smithfield Center
		Town Staff Meeting	Smithfield Center
Thu	Jul 20	Wedding & Reception	Smithfield Center
Sat	Jul 22	Wedding & Reception	Smithfield Center
Upcoming Special Events			
Tue	Aug 1	National Night Out	Smithfield Center
Thu	Aug 3	Intergovernmental Meeting	Smithfield Center
Sat	Aug 5	Smithfield BBQ Classic Competition	Windsor Castle

Windsor Castle Park	
Manor House Restoration Project	
Historical tour of the Manor House property will take place Saturday, September 9 at 2 PM.	
Update of project will be given during Public Buildings Committee.	

Parks and Recreation Operation Update July 2017

Eco Counter Data from Mason Street Entrance			
Daily Average: 145		Busiest Day of the Week: Sunday	
Busiest Days	Saturday, June 24 (231)	Sunday, July 16 (218)	Saturday, July 01 (213)



Trail Doc Projects and Hours		
Trail Docs have earned over 215 Volunteer Hours since January.		
Projects completed	Leaf blowing	Trail repair
	Ivy removal	Tree of Heaven Eradication
	Playscape Maintenance	Erosion Ditch Construction

Parks and Recreation Operation Update

July 2017

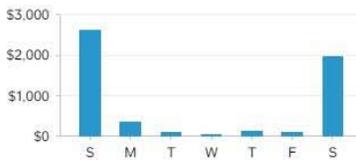
Kayak Rentals			
Net as of 7/19/17	\$ 4962	Averaging Per Weekend	\$ 451 per weekend
Staffing Hours	\$ 2410		
Net after Staffing Hours	\$ 2522		

Clontz Park Boat Ramp

05/04/2017-07/19/2017



DAY OF WEEK



TIME OF DAY



Attended RFAB Meeting on Monday, July 10th to request additional funding for project.

Joe Luter Jr. Sports Complex

The concession stand will likely have permanent power by the end of the week.

The seed on the fields is ready for irrigation and RAD Sports is working with Chesson to get the power needed to the irrigation wells.

Parks and Recreation Operation Update

July 2017



Parks and Recreation Operation Update

July 2017



2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services		
				PD Required	PW Required	Public Restrooms
Town Streets	1/14/2017	Sat 9 A-5 P	BOB Festival	PD	PW	
		WC Riverfront	Smithfield VA Events-Gina Ippilito			
		8K & Festival	869-0664			
		2000 p	gina@smithfieldvaevents.com			
	1/13/2018	Sat 10 A-5 P	Smithfield Station Parking Lot Assist	PD		
		Station Parking Lot	Smithfield Station Parking Lot Assist			
		Office Request	Randy Pack			
			randy.pack@smithfieldstation.com			
	1/15/2017	Sun 2p-5 p Smithfield Center Community 250 p	MLK Program			
	2/12/2017	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet			
	2/18/2017	Sat 7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	PD		
	2/26/2017	Sun 2 p-4 P Smithfield Center Community 100 p	Black History Month Program			
	3/11/2017	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	PD		
Traffic Assist	3/25/2017	Sat -10 A-2:30 P	YMCA Triathlon	PD		
		Town Streets	Virginia-Maryland -Greg Hawkins			
		Race	336-577-2801			
		500	Greg Hawkins <greg.hawkins@vtsmts.com>			
	4/1/2017	Sat 9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market Connie Chapman			
Jericho Road	4/8/2017	Sat 11 A-5 P	Wine Fest	PD	PW	
		WC Riverfront	Smithfield VA Events-Gina Ippilito			
		Festival	869-0664			
		2500 ppl	gina@smithfieldvaevents.com			
	4/8/2017	Sat 9 A-9 P	Smithfield Station Parking Lot Assist	PD		
		Station Parking Lot	Smithfield Station -Randy Pack			
		Officer Request	randy.pack@smithfieldstation.com			

Street Closures	2017 Town of Smithfield Open to Public Events (on town properties)					
	Event Date	Times Location Type of Event Attendance	Event Name	Town Services		
				PD Required	PW Required	Public Restrooms
	4/29/2017	Sat 8 P-12 P Smithfield Center Prom 200 p	Windsor Prom			
	5/1/2017	Mon 8 A-2 P Smithfield Center Senior Community 350 p	TRIAD	PD		
	5/6/2017	Sat 8 A-12 P WC Courtyard Race 300 p	Optimist 5K Mike Murphy 757-660-7151 memurph1126@gmail.com			
	5/12/2017	Fri 8 P-12 P Smithfield Center Gala 300 p	WCFB Suitcase Party	PD		
	5/20/2017	Sat 8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	PD		
Traffic Assist	5/21/2017	Sun 8 Am-10 AM Main Street Race 300 p	Main Street Mile Lee Duncan 757-298-3839 wharhillbrewingco@gmail.com	PD		
Traffic Assist	5/27/2017	Sat 8 A-2 P WC Courtyard & Streets Bike Race 300 p	Smithfield Challenge Sharon Bochman	PD		
Traffic Assist	5/29/2017	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service	PD		
	6/2/2017	Fri 8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	PD		
	6/3/2017	Sat 7 A-11 A Kayak Launch & Cypress Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis kellyb413@hotmail.com			
Traffic Assist	6/3/2017	Sat 9 A-5 P WC Courtyard & Streets Bike Race 1000 p	Multiple Sclerosis Bike Event MS Group-Karla McCarraher 757-319-4253 Karla.McCarraher@nmss.org	PD		
	6/17/2017	Sat 9 AM-1 PM WC Kayak triathlon/treasure hunt 100 p	Summer Solstice Adventure Race Mark Montague			

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times	Event Name	Town Services		
		Location Type of Event Attendance		PD Required	PW Required	Public Restrooms
Main Street	6/24/2017	Sat 9 A-5 P	Olden Days and Car Show	PD	PW	Restrooms
		Main Street	Terry Rhinier/ Elizabeth Moose			
		Festival	814-5170			
		4000 p	terry.rhinier@iwus.net			
Station Bridge	7/3/2017	9 p-9:30 P	Town Fireworks	PD	PW	Restrooms
		Town Streets				
		Community				
		1000 p				
	7/3/2017	5 P-9 P	Fireworks-Station Bridge Park Assist	PD		
		Station Parking Lot	Smithfield Station-Randy Pack			
		Office Request	620-7700			
			randy.pack@smithfieldstation.com			
	7/15/2017	Sat 7:30 A-10:30 A	5 K Into the Woods Trail Series			
		WC Trails	Lei Dunn			
		5K Race	589-1554			
		100 p	1bodyfitness@cox.net			
	8/1/2017	5 P-7 P	National Night Out	PD		
		Smithfield Center	Night Out Committee-Kurt Beach			
		Community	449-4849			
		500 p	kbeach@smithfieldva.gov			
	8/4-8/5/17	Fri, Sat All Day	Smithfield BBQ Classic Competition	PD		
		WC Riverfront	Smithfield Foods -Jessie Corbin, Taylor Davis			
		BBQ Competition	760-898-3761			
		500 p	jessie@ernieball.com			
	9/23/2017	Sat 7 A-2 P	Ruritan Car Show			
		Main Street	Smithfield Ruritans-Nan York			
		Car Show	365-9458			
		200 p	nan.york@hughes.net			
	9/30/2017	Sat 10 AM-8 PM	Aiken Fest			
		Little Theater	Jim Abicit			
		Concert				
		200 p	880-3120			
Main Street	9/30/2017	Sat 9 AM-2 PM	Vintage Market	PD	PW	Restrooms
		Main Street 100-300	Farmers Market-Cheryl Ketcham			
		Market	375-3031			
		500 p	cketcham@isleofwightus.net			
Jericho Road	10/7/2017	Sat 11 A-9 P	Bacon (BBB) Festival	PD	PW	
		WC Riverfront	Smitfield Events-Gina Ippilito			
		Festival	869-0664			
		2500 p	gippolito6@aol.com			
	10/7/2017	Sat 10 A-5 P	Smithfield Station Parking Lot Assist	PD		
		Station Parking Lot	Smithfield Station Parking Lot Assist			
		Office Request	Randy Pack			
			randy.pack@smithfieldstation.com			

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times	Event Name	Town Services		
		Location Type of Event Attendance		PD Required	PW Required	Public Restrooms
Street Closures	10/14/2017	Sat 8 A-11 A	Hog Jog	PD	PW	
		Town Streets	IOW COP -Barbara Stafford			
		5K Race	757-647-4061			
		1000 p	dbstaff@charter.net			
Main Street	10/20/2017	Fri 4 PM	Smithfield Homecoming Parade	PD	PW	
		Main Street	Smithfield High-Jill Gwaltney			
		Parade	371-3918			
		100 p	jillgwaltney@gmail.com			
	10/21/2017	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Schools Gala	PD		
Traffic Assist	10/21/2017	9 AM-5 PM	Smithfield Century Tour Bike Event	PD		
		WC Riverfront	Chamber-Andy Cripps			
		Bike Race	357-3502			
		100 p	acripps@theisle.org			
Main Street	10/31/2017	Mon 5 P-8 P	Hamoween	PD	PW	Restrooms
		Main Street				
		Community				
		2000 p				
Traffic Assist	11/5/2017	Sun 2 PM-4 PM	Wharf Hill 6 Pack 5K	PD		
		Town Streets	Lee Duncan			
		Race	757-298-3839			
		300 p	wharfillbrewingco@gmail.com			
	11/11/2017	Sat 6 AM-4 PM	Vintage Market	PD	PW	Restrooms
		Farmers Market Lot	Farmers Market-Cheryl Ketcham			
		Market	375-3031			
		500 p	cketcham@isleofwightus.net			
Traffic Assist	11/11/2017	Fri 11 AM-12 PM	Veterans Day Ceremony	PD		
		Vet Mem	VFW			
		Community				
		150 p				
	11/18/2017	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 280 p	Festival of Trees	PD		
	12/1/2017	Fri 5:30 P-6:30 P	Tree Lighting Ceremony	PD		
		Times Gazebo				
		Community				
		200 p				
	12/1/2017	Fri, Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Christmas in Smithfield & Antique Show	PD		

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services		
				PD Required	PW Required	Public Restrooms
Main Street	12/8/2017	Fri 6 PM-9 PM	Main Street Christmas Farmers Market	PD	PW	Restrooms
		Main Street	Farmers Market-Chery Ketcham			
		Market	375-3031			
		5000 p	cketcham@isleofwightus.net			
	12/9/2017	Sat 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa			
Town Streets	12/9/2017	Sat 10:30 A-12 P	Christmas Parade	PD	PW	Restrooms
		Main Street	Tourism-Terry Rhinier			
		Parade	814-5170			
		3000 p	terry.rhinier@iwus.net			



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process.

This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Individual/Group Name	Michael + Dana Boley for Cooper Boley Troop 36		
Website	Eagle Scout Project.		
Mailing Address	13209 Compass Way Carrollton, VA 23314		
Contacts			
Name	Cell Phone	Email	Michael Boley 757-338-0485 mdboley@gmail.com
Name	Cell Phone	Email	Dana Boley 757-338-1438 danaboley@gmail.com

Project Description
Making 2 benches like the ones currently in the
Playscape area.

Proposed area of the park	Proposed date of installation	Number of estimated hours to complete project
Playscape area		10+
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project
12-18		5-10

- List Benefits of your project to the park and community (add lines if necessary):**
- The benches will help complete the Playscape.
 - They provide seating for adults + kids.
 - The Playscape / benches provide an inviting place for people to gather.

Please state your plan for this process below:

Does the group hold a certificate of insurance?

Policy Number MW2Y309927

Name of Insurance Liability Carrier Old Republic Insurance Co.
Insurance Company Address 133 Oakland Ave, Greensburg, PA 15601

Insurance Company Phone Number 972-770-1600

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager

(must be 18 years or older to submit application)

Date Application Completed

Michael Boley + Dana Boley

Attach the following documents:

Promotional materials about organization or project

Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.

WCP Playscape

Potential Bench Placement





Building Tomorrow's Leaders



Since 1910, Scouting has helped mold the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes and, through nearly a century of experience, understands that helping youth puts us on a path toward a more conscientious, responsible, and productive society.

Scouting, with programs for young men and women, helps meet these six essential needs of the young people growing up in our society:

- Mentoring
- Lifelong Learning
- Faith Traditions
- Serving Others
- Healthy Living
- Building Character

Joseph W. Luter, Jr.
Sports Complex



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

July 21, 2107

Mr. Peter Stephenson, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 5

Dear Mr. Stephenson,

The following is our project report on the construction activities occurring on the Joseph W. Luter Jr., Sports Complex during the month of July.

RAD Sports Construction: Site Work:

RAD Sports continues to perform very well and has kept their portion of the project on schedule. They maintain adequate manpower and equipment on site along with proper site supervision. Their follow up on RFI's, inquiries from the Town and County and their ability to accommodate field adjustments while maintaining a positive team attitude and schedule adherence has been admirable.

Completed and/or current construction activities for this period:

- RAD continues to install topsoil and athletic infield material on the ballfields.
- The chain link fence fabric is being installed on the athletic fields.
- The underground irrigation system is installed.
- The soccer field has been seeded and the asphalt running track is scheduled to be installed the week of July 25.
- The final storm outfall mitigation is being installed.
- Landscape plans were approved by the Planning Committee on July 11 and were then transmitted to RAAD for implementation.

Major tasks for the next month:

- Start irrigating the athletic field seeding so as to establish grass prior to the first frost.



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

- Fine grade the remainder of the site.
- Install asphalt on running track.
- Dry out and stabilize the subgrade in the area of the main entrance at Courthouse Highway.
- Install stone base at the driveway.
- Maintain construction activities in accordance with the critical path schedule.

Work Outside of the Site Contractor's Scope:

None.

Financial Update:

Original Contract Amount:	\$2,578,800.00
Change Orders (#1 credit)	(101,633.68)
Change Order #2 -Electrical Panel	10,980.00
Change Order #3- Asphalt Driveway	27,850.00
Change Order #4- Lights at Entrance Sign	3,860.00
Current Contract Amount with Change Orders:	\$2,519,856.32

Pending Change Order:

None at this time.

Potential Change Orders:

- As we reported last month, the subgrade road material under the main entrance from Courthouse Highway into the site appears to be marginally acceptable from a stability perspective. The geotechnical engineer is still evaluating but it does appear that, at a minimum, a geotechnical fabric will need to be installed and possibly an undercut operation undertaken to insure roadway stability.
- Additional baseball bases may be added to some of the ballfields.
- An electric messaging sign may be added at the entrance on Courthouse Highway, but at this time it is undecided.

Schedule Update:

- The project remains on schedule.



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368





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A.R Chesson Construction Co., Building Contract - General:

The general contractor, A. R. Chesson Construction Company continues to perform well and they are quickly drying in the building. The final structural inspection on the roof trusses was conducted last month by the structural engineer and Isle of Wight County Building Inspector and everything passed. The first coat of paint has been installed and the interior is shaping up nicely.



Completed and or current construction activities for this period:

- Dry-in roof, install shingles.
- All windows have been installed.
- Copula is installed.
- The HVAC units have been installed and the main duct runs are installed.
- The first coat of block-filler paint is installed and the masonry walls were again inspected for imperfections prior to finish paint being installed.
- Sheathing for the Hard-plank siding was installed on 2nd floor exterior.
- Exterior trim is being installed.
- Interior GWB (drywall) will be installed during the week of August 10.



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- Energize the permanent electric panel to provide power to the irrigation system will be completed by August 1.

Issues:

There may be a need to relocate the masonry sign at the main site entrance further back into the site in order to accommodate the new turn lane. I have requested the contractor to submit an RFI to the engineers to review this condition and to also make sure there are enough room for landscaping, an electric sign and lights for the entrance wall.

Major Tasks for Next Month

- Finish installing roof shingles
- Start interior and exterior painting
- Start installing electrical, plumbing and HVAC fixtures
- Start installing doors
- Start hanging drywall.

Financial Update

Original Contract Amount:	\$637,100.00
Change Orders #1 (Credit)	(477.86)
Current Contract Amount with Change Orders:	\$636,622.14

Potential Change Orders:

- The building design did not include sheathing for the second floor Hardi-plank siding to be secured to, see attached picture. The Contractor has requested an additional \$1,200 to furnish and install plywood sheathing.





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- Additional statues for the soccer and football fields have been requested and are currently being priced.

Schedule Update:

The building project is on of schedule. The final location for the masonry site entrance walls may be delayed while the coordination of the turn lane, landscaping and lighting is resolved.

Conclusion:

The project is coming together nicely. The fine grade operations of RAD combined with the fencing and asphalt installations are producing a visually spectacular project.

Please let me know if you have any questions or comments.

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

ISLE OF WIGHT COUNTY

AND

the TOWN OF SMITHFIELD

THIS AGREEMENT, made this _____ day of _____, 2017, by and between the COUNTY OF ISLE OF WIGHT (“County”), and the TOWN OF SMITHFIELD (“Town”).

WITNESSETH:

1. BACKGROUND:

The Town of Smithfield has purchased a tract of land within the corporate boundaries of the Town for the purpose of constructing an athletic activity complex which will provide ballfields for youth athletics and recreation. The Town has received generous corporate and personal donations to defray a large part of the cost of constructing the athletic complex. The County has agreed to donate the sum of \$250,000.00 to the Town to be allocated for construction of the facilities. In consideration of the mutual benefits and obligations contained herein, the aforementioned parties therefore do agree to the following terms:

2. ISLE OF WIGHT COUNTY DONATION; PAYMENT:

The Isle of Wight County Board of Supervisors, by motion adopted February 18, 2016, has agreed to donate a sum not to exceed \$250,000.00 to be paid to the Town of Smithfield solely for construction costs of the facility. Payment shall be made by the County in five equal installments of \$50,000.00, the first payment of which shall be due and payable ~~on July 1, 2016~~ upon execution of this Memorandum of Understanding (MOU) by both parties and each July 1st thereafter until July 1, 2021. Nothing in this ~~MOU~~ Memorandum of Understanding shall

prohibit the County from paying its donation commitment in advance, at the County's sole discretion.

3. ATHLETICS ACTIVITY COMPLEX TO BE CONSTRUCTED:

The Town of Smithfield will construct the improvements necessary and desirable for an athletics activity complex upon a tract of land located in the Town of Smithfield, generally known as the Little Farm, containing 97.94 acres, more or less, and identified as Tax Map Parcel No. 21-01-051. The Town shall have the sole responsibility for the construction, ownership and management of the facility upon such terms and conditions as the Town Council shall deem most appropriate in its sole discretion ~~and the County acknowledges that the use and management may be assigned to the Smithfield Recreation Association (hereinafter sometimes "SRA") or a similar organization, either in whole or in part.~~

4. LIABILITY

~~The SRA or any other such organization to which use and management of the property may be assigned, shall obtain liability insurance adequate to protect the interests of the County, the Town and itself for claims arising out of the use of the athletic complex. The purchase of such insurance shall in no way constitute a waiver of any defenses, including but not limited to the defense of sovereign immunity that may be available to the County or the Towns with respect to any claim against either or both of them. Any and all non-SRA users of the Joseph W. Luter Jr. Sports Complex athletic activity complex, not a party to this MOU, shall be required to provide a Certificate of Insurance (COI) for liability purposes, with both the Town and SRA as an additional named insured parties under said user's policy. Liability policy limits must be not less than \$1,000,000.00 per occurrence. The amount of required coverage may be changed by either SRA or the Town as circumstances may warrant.~~

5. USE OF THE FACILITY

The Town agrees that the athletic fields and future indoor facility to be constructed within the athletics complex may be used by the Isle of

Wight County schools, the Isle of Wight County Parks and Recreation department, the Windsor Athletic Association, the Town of Windsor, as well as other not-for-profit recreational associations ~~if said fields/facility, subject to availability are not already being used by SRA.~~ Scheduling for the use of the fields shall be the responsibility of the Town. All use of the athletic fields/facility shall be in accordance with the Use Policies and Procedures which are attached hereto and incorporated by reference. Said Use Policies and Procedures shall be developed and implemented by the Town following good faith discussions and negotiations as to the terms contained therein with the County. ~~may be delegated by the Town Manager to SRA or other appropriate agent or designee. It is clearly understood and agreed that SRA or any other such organization to which use and management of the property may be assigned shall have priority in the use and scheduling for the athletic fields/facility.~~

-

~~The proposed use of the athletic fields/facility will be classified by SRA as follows:~~

-

~~A. Casual use—general and intermittent use of the facility by individuals or groups that would not include the use of lights nor have an impact on the facility’s infrastructure (i.e. use by school physical education class for kickball). There will be no charge for these types of casual use activities; however, a refundable deposit of \$100.00 per use, day or event or as determined by SRA and set forth in a written usage agreement, will be paid to SRA to ensure that the athletic fields/facility is left in the same condition that it was found once the activity is completed. Notwithstanding the foregoing, the County shall not be required to submit such a refundable deposit for uses specifically sponsored and organized by the County. A written usage agreement setting forth all rules, regulations and requirements for use, signed by a responsible representative for the user, shall be required.~~

-

~~OR~~

~~B. Regular use—use of the facility by groups for purposes for which the facility is constructed, including, but not limited to activities and events for which an entry fee may be charged. For~~

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~~regular use, a fee will be charged by SRA for the usage of the facility commensurate with other regional sports complex fees and charges. SRA shall develop a schedule of fees for regular use which shall be subject to review and approval by the Town. A written usage agreement setting forth all rules, regulations and requirements for use, signed by a responsible representative for the user, shall be required.~~

6. ACCESS

It is hereby agreed that the Town shall construct a sidewalk or other appropriate pedestrian connection from the Westside Elementary School to the athletic complex at its sole expense.

7. MAINTENANCE

The maintenance of the athletics complex shall be the sole responsibility of the Town. The Town may assign the obligation for maintenance, either in whole or in part, to ~~SRA or any other~~ such organization as it may deem appropriate to which use and management of the property may be assigned. This responsibility for maintenance shall include an obligation to pick up litter that may blow onto the Westside Elementary School property from the athletics complex.

8. SEVERABILITY OF PARTS OF AGREEMENT

It is hereby declared to be the intention of the parties hereto that the sections, paragraphs, sentences, and clauses of this MOU are severable. If any section, paragraph, sentence, or clause shall be found to be invalid for any reason, such invalidity shall not affect any of the remaining portions of the MOU.

In Witness Whereof, the parties hereby have executed this Memorandum on the date first listed above.

COUNTY OF ISLE OF WIGHT

By _____
Randy Keaton
County Administrator

Approved by the Isle of Wight County Board of Supervisors at a regular meeting by motion duly adopted the ____ day of _____, 2017.

_____, Chairman

Approved as to Form:

Attested:

Mark C. Popovich,
County Attorney

Carey Mills Storm,
Clerk

TOWN OF SMITHFIELD

By _____
Peter M. Stephenson
Town Manager

**Approved by the Town of Smithfield Town Council at a regular meeting
by motion duly adopted the _____ day of _____, 2017.**

T. Carter Williams, Mayor

Approved as to Form:

Attested:

William H. Riddick, III
Town Attorney

Lesley G. King, Clerk

**PUBLIC WORKS
COMMITTEE**

DATE JULY 25, 2017

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM SONJA EUBANK, CONTRACT OFFICER

SUBJECT DEBRIS REMOVAL CONTRACT

Each year the town engages the services of a debris removal contractor. The town does not have the personnel to properly maintain the BMP (Best Management Practices) ponds and outfall ditch system. The town had a contract with Goodrich and Son's and Smithfield Services for the 2016/2017 fiscal year and the town reserves the right to renew the contract for two additional years. The current contract will expire August 4, 2017.

The debris removal contract includes the following:

- Contractor shall be immediately available after a hurricane or other disasters and shall be available within 24 hours after a minor storm.
- Work will be conducted after storms and as required for normal improvements to storm drainage areas
- Contractor shall be responsible for disposal of debris
- Work shall consist of clearing and removing storm generated debris as directed by the Town of Smithfield. Operations includes multiple, scheduled passes of each site, location and right-of-way
- Contractor shall provide equipment, operators and laborers for debris removal operations

Goodrich and Son's current contract pricing will remain the same. Smithfield Services has requested an hourly increase in rates for some of their equipment (see attached). Staff has been pleased with the work of both companies and we are recommending that both contracts be renewed for an additional year (with the requested increase for Smithfield Services).

Smithfield Services

Hourly Rates for Labor and Equipment – Town of Smithfield

Backhoe	\$75.00/hour
Excavator – Kamotsu 78	\$85.00/hour
Excavator – JD 120	\$100.00/hr
Excavator/Tree Mower	\$125.00/hr
Dozer – JD 450	\$85.00/hr
Skid Steer	\$85.00/hr - new equipment
Skid Steer with Tree Mower	\$150.00/hr – new equipment
Stump Grinder	\$1.50 per inch width
Tractor	\$60.00/hr – originally \$55/hr
Dumptrucks	
Tri-axle	\$65.00/hr – originally \$60/hr
Quad	\$75.00/hr – originally \$70/hr
Quint	\$85.00/hr – originally \$80/hr
Tractor Trailer	\$85.00/hr
Chain Saw	\$25.00/hr
Labor	\$30.00/hr

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

Pinewood Heights Relocation Project Updates

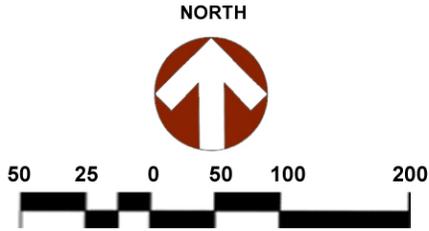
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

JULY 2017

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JULY 2017

Locality: Smithfield Town
 Project Name: Pinewood Heights Phase 3

Contract #: 15-10

Prepared by: Michael Paul Dodson
 Date: July 10, 2017

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>921,500</u>	Local Leverage Amount Obligated:	\$ <u>927,000</u>
CDBG Amount Expended:	\$ <u>814,827</u>	Local Leverage Amount Expended:	\$ <u>795,752</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>16</u> of <u>18</u>	# of homeownership counseling done?	<u>17</u> of <u>18</u>
# of homes acquired?	<u>13</u> of <u>18</u>	# of housing inspections done?	<u>15</u> of <u>18</u>
# of vacant lots acquired?	<u>1</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>6</u> of <u>18</u>	# of market-rate relocations done?	<u>6</u> of <u>9</u>
Clearance completed?	<u>6</u> of <u>18</u>	# of Section 8 relocations done?	<u>2</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 05/16/2017

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 06/ 30/ 2016

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: ____/ ____/ ____

Is the project proceeding within budget? Yes No If no, update will be uploaded by: ____/ ____/ ____

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Notice to Purchase and Relocation First notice letters sent to all resident/owners except 22 Jamestown. Appraisals and RA have been completed for all homes except 22 & 24 Jamestown and one vacant lot. Applications have been received and being processed for all residents. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. The Town has also closed the rental properties at 27A, 27B, 28A, 28B, 31, 32, 34, 35 Jamestown. Counter offers have been accepted on 25 Jamestown and was to close at the end of June. Work will be targeting on getting 27B, 35, and 37 Jamestown Avenue relocated. Demolition has occurred at 28A/B and 33/34 Jamestown. 31/32 Jamestown has started demolition with its utility disconnections now completed. Additional demolitions will occur as duplex units become vacant.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown

7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Appraisals Completed 10

1) 25 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown

7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Review Appraisals Completed 10

- 1) 25 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Offer to Purchase Letters Sent 9

- 1) 25 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 32 Jamestown 8) 34 Jamestown 9) 35 Jamestown

Offers Accepted 9

- 1) 25 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 32 Jamestown 8) 34 Jamestown 9) 35 Jamestown

Properties Closed On 8

- 1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 32 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Comparable Units Found and Inspected 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Households Relocated 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Income Verified 7

- 1) 25 Jamestown 2) 26 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
7) 35 Jamestown

Eligibility of Relocation Letters Sent 7

- 1) 25 Jamestown 2) 26 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
7) 35 Jamestown

Comparable Units Found and Inspected 6

- 1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

Households Relocated 5

- 1) 25 Jamestown
- 2) 28A Jamestown
- 3) 28B Jamestown
- 4) 31 Jamestown
- 5) 34 Jamestown
- 6) 35 Jamestown

Section 8, Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

- 1) 22 Jamestown
- 2) 27A Jamestown
- 3) 27B Jamestown
- 4) 32 Jamestown

Household Surveys Completed 3

- 1) 27A Jamestown
- 2) 27B Jamestown
- 3) 32 Jamestown

Income Verifications Completed 3

- 1) 27A Jamestown
- 2) 27B Jamestown
- 3) 32 Jamestown

Eligibility of Relocation Letters Sent 3

- 1) 27A Jamestown
- 2) 27B Jamestown
- 3) 32 Jamestown

Comparable Units Found and Inspected 3

- 1) 27A Jamestown
- 2) 27B Jamestown
- 3) 32 Jamestown

Households Relocated 2

- 1) 27A Jamestown
- 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

- 1) 21 Jamestown
- 2) 22 Jamestown
- 3) 23 Jamestown
- 4) 24 Jamestown
- 5) 25 Jamestown
- 6) 26 Jamestown
- 7) 27A Jamestown
- 8) 27B Jamestown
- 9) 28A Jamestown
- 10) 28B Jamestown
- 11) 31 Jamestown
- 12) 32 Jamestown
- 13) 33 Jamestown
- 14) 34 Jamestown
- 15) 35 Jamestown
- 16) 36 Jamestown
- 17) 37 Jamestown
- 18) 38 Jamestown

Units that have been Demolished 4

- 1) 28A Jamestown
- 2) 28B Jamestown
- 3) 31 Jamestown
- 4) 32 Jamestown
- 5) 33 Jamestown
- 6) 34 Jamestown

Historic Windsor Castle Restoration LLC

Summary of funding balances and projected disbursements as of July 20, 2017

Availability of funds

	Checking account	Town commitment	WCPF capital account	Total available
Current balances	\$49,892	\$1,500,000	\$1,153,911	\$2,703,803

\$500,000 of Town's \$2,000,000 funding commitment has been drawn down.

Smithfield Foods' \$1,000,000 donation is included in the WCPF capital account balance.

\$10,000 has been transferred from Windsor Castle Foundation funds to the LLC.

Based on current forecast core project costs of \$4,997,586, WCPF capital campaign needs to raise \$1,833,677.

Disbursements - actual-to-date and forecast to project completion

Total costs for project phases	Baseline / estimate	Actual to date	Forecast to complete	Total cost	Below / (above) baseline
Manor House	1,526,807	31,616	1,495,074	1,526,690	117
Addition to Manor House	593,035	0	593,035	593,035	0
Caretaker's house / exterior	436,606	132,083	304,405	436,488	118
Outbuildings	423,540	257,701	164,500	422,201	1,339
Utilities	974,786	0	974,786	974,786	0
Archaeology and site improvements	995,894	10,355	985,000	995,355	539
Project and admin *	49,332	28,353	20,680	49,032	300
Project totals	\$5,350,000	\$460,108	\$4,887,479	\$5,347,586	\$2,414

8.6% (\$460,108) of the \$5,347,586 current forecast project total has been disbursed to date.

98.6% (\$453,725) of project disbursements of \$460,108 is tax-credit eligible.

* - Project-wide costs (DHR application fees, dumpster...) and admin expenses (bank fees, postage....)

**STAFF REPORT FOR THE
BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**

July 18, 2017

Applicant Name & Address

Chris Torre and Carter Williams
Veterans of Foreign Wars
223 Washington Street
Smithfield, VA 23430

Property Location & Description

223 Washington Street
“Old Smithfield High School/Agricultural
Building” - near the corner of Washington
Street and James Street

Statistical Data

Property Classification

Non-Contributing

Tax parcel #

21A-01-184A

Current Zoning

Downtown Neighborhood
Residential (DN-R) District

Surrounding Land Uses/Zoning

Downtown Neighborhood
Residential (DN-R) District

Staff Comments

The applicants propose to construct a +/- 20' foot by 25' foot addition to the rear of the VFW building located at 223 Washington Street. The proposed addition will meet the ordinance in regards to building setbacks.

The materials and colors are as follows

Siding	Brick veneer to match existing red brick on building
Roof	Galvanized Steel/Tin, gray in color
Trim	Wood, painted white to match existing white trim on building
Doors	Steel, painted white with accents and black trim to simulate “Carriage House” doors.

Please refer to the enclosures for more details about the proposal if needed.

Contact Joseph Reish at 365-4271 or jreish@smithfieldva.gov with any questions



TOWN OF SMITHFIELD

302 Main Street, P. O. Box 246, Smithfield, VA 23431
(757) 365-4200 - Fax (757)357-9933

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR) APPLICATION

Date of Application 6-21-17 Date of Meeting 7-18-17

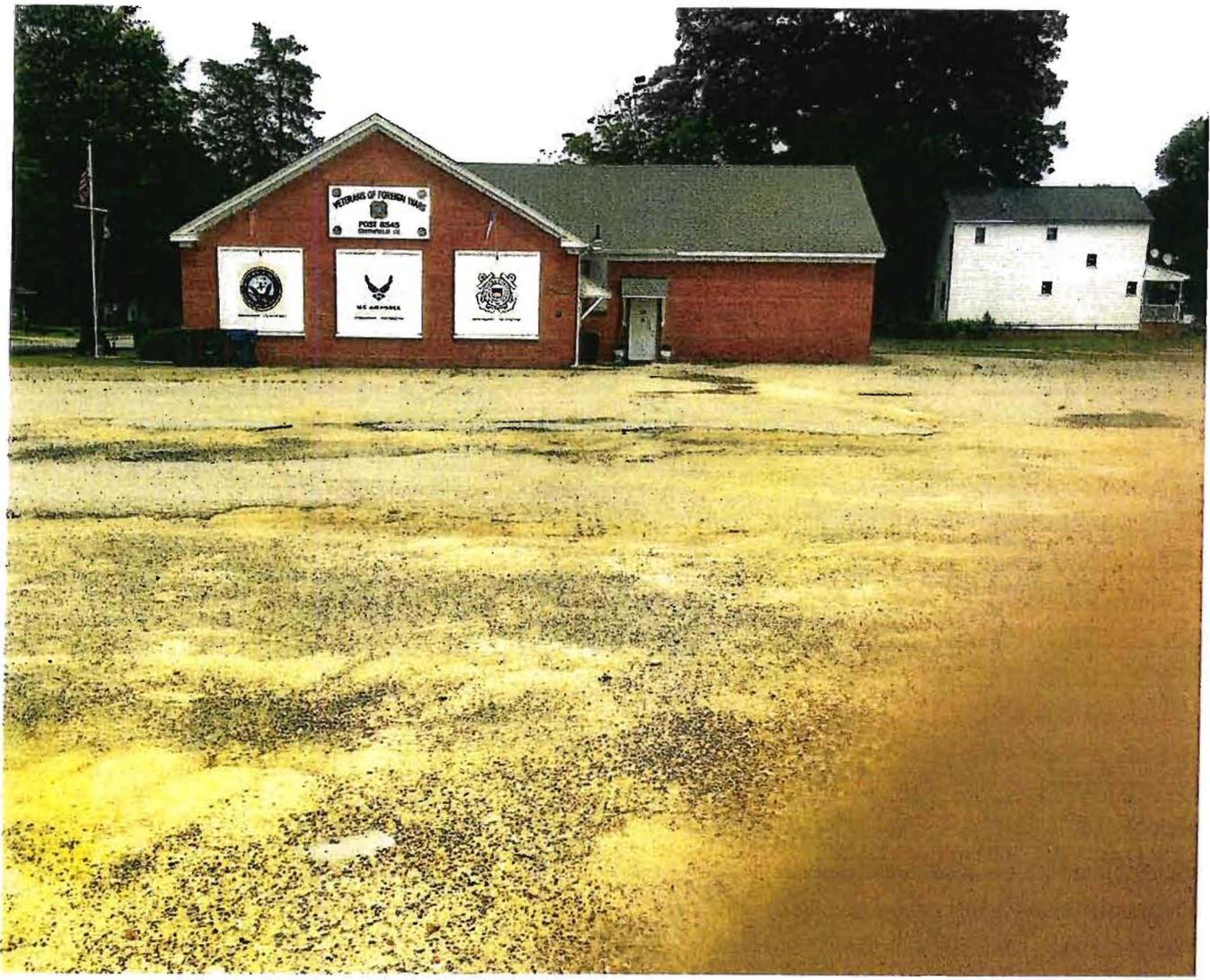
In accordance with Article 3.M of the Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled BHAR meeting. If any new materials are submitted at the meeting, then the BHAR may table the application. The BHAR meets the 3rd Tuesday of the month (unless otherwise noted) at 6:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

As of May 4, 2004, all applications approved by the BHAR shall begin construction, installation, etc. within one (1) year from the date of approval and shall be completed within two (2) years from the date of BHAR approval. If these two conditions are not met, then the application becomes null and void, and the applicant shall reapply to the BHAR. The applicant's, or their representative's, presence is requested at the meeting.

I, Chris Torse, am seeking BHAR approval for the following (check all that apply)
(print name)
which is located at 223 Washington St.

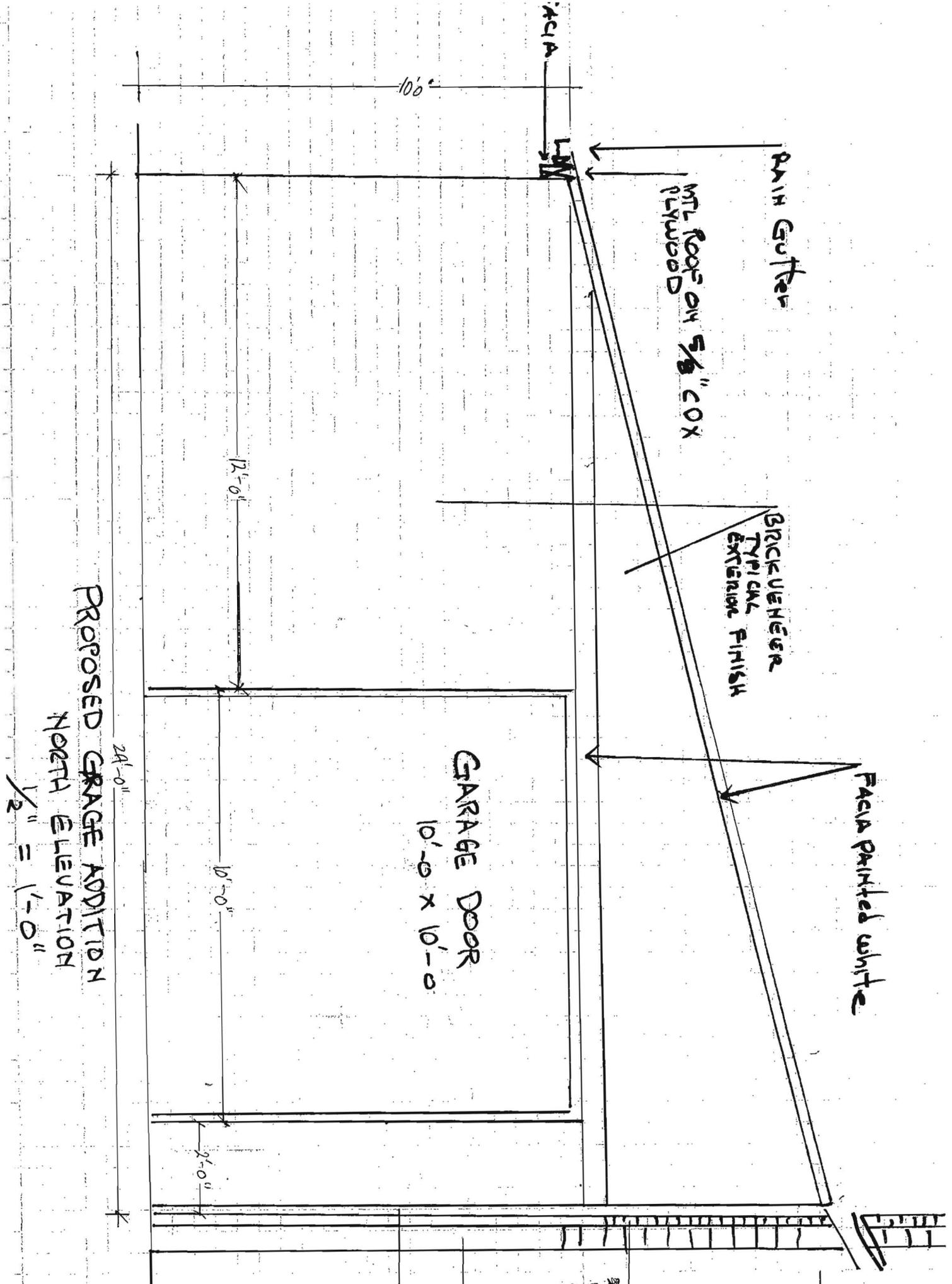
- New Single Family Residence** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey – also see NOTES 1 & 2, below)
- New Commercial Structure** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey – also see NOTES 1 & 2, below)
- Addition to existing building** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be _____ sq. ft.)
- Accessory structure** (i.e., shed, detached garage, etc.) Accessory Structure Height _____ ft.
(submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey)
- Siding Change** (submit siding sample)
existing siding: _____ proposed siding: _____
NOTE: The BHAR strongly encourages cement siding (i.e., "hardi-plank") as a more suitable alternative to vinyl siding.
- Roof Change** (submit shingle sample)
existing roof: _____ proposed roof: _____
NOTE: The BHAR strongly encourages that if you choose architectural shingles, choose at least 30-year architectural shingles.
- Color Change** (submit color samples)
existing colors: _____ proposed colors: _____
- Sign** (submit colored drawing (drawn to scale) with dimensions, plat/survey with sign location noted – Also refer to Article 10 of the Zoning Ordinance for sign regulations (i.e., max. height, max. size, etc.))
- Window change** (submit window details)
existing window type: _____ proposed window type: _____

From: Carolyn Torre ctorre7@gmail.com
Subject: Last Pic
Date: June 17, 2017 at 9:27 AM
To: Christopher Torre seajayrudy@gmail.com



From: Carolyn Torre ctorre7@gmail.com &
Subject: VFW Pix
Date: June 17, 2017 at 9:01 AM
To: Christopher Torre seajayrudy@gmail.com





Facade Painted white

BRICK VENTILERS
TYPICAL
EXTERIOR FINISH

RAIN GUTTER
MTL ROOF ON 5/8" COX
PLYWOOD

GARAGE DOOR
10'-0" x 10'-0"

12'-0"

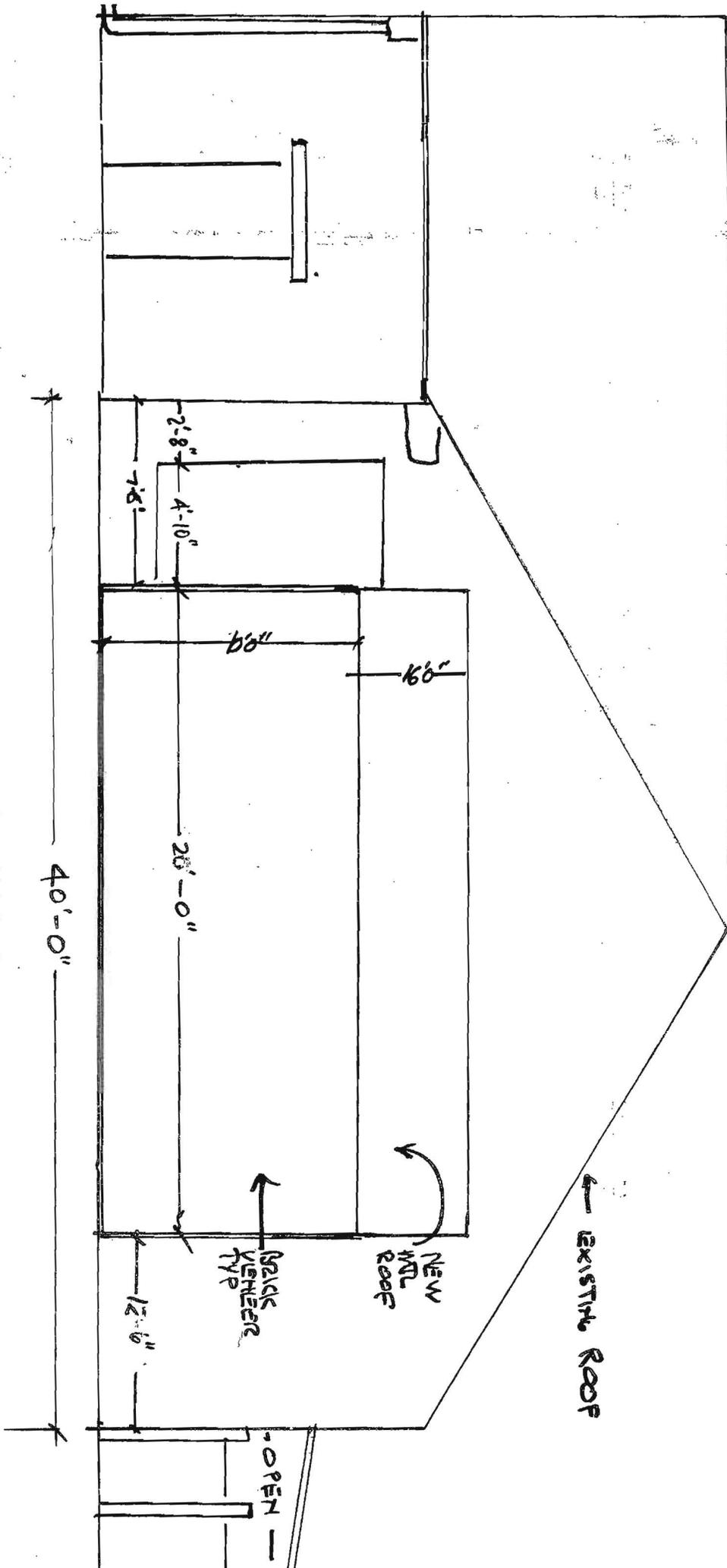
10'-0"

24'-0"

10'-0"

PROPOSED GARAGE ADDITION
NORTH ELEVATION
1/2" = 1'-0"

EX 1/8"
VE 1/8"
EX 1/8"
VE 1/8"
EX 1/8"
VE 1/8"



PROPOSED EAST ELEVATION
GARAGE

1/4" = 1'-0"

EXISTING
BRICK ON
BLOCK
WALL

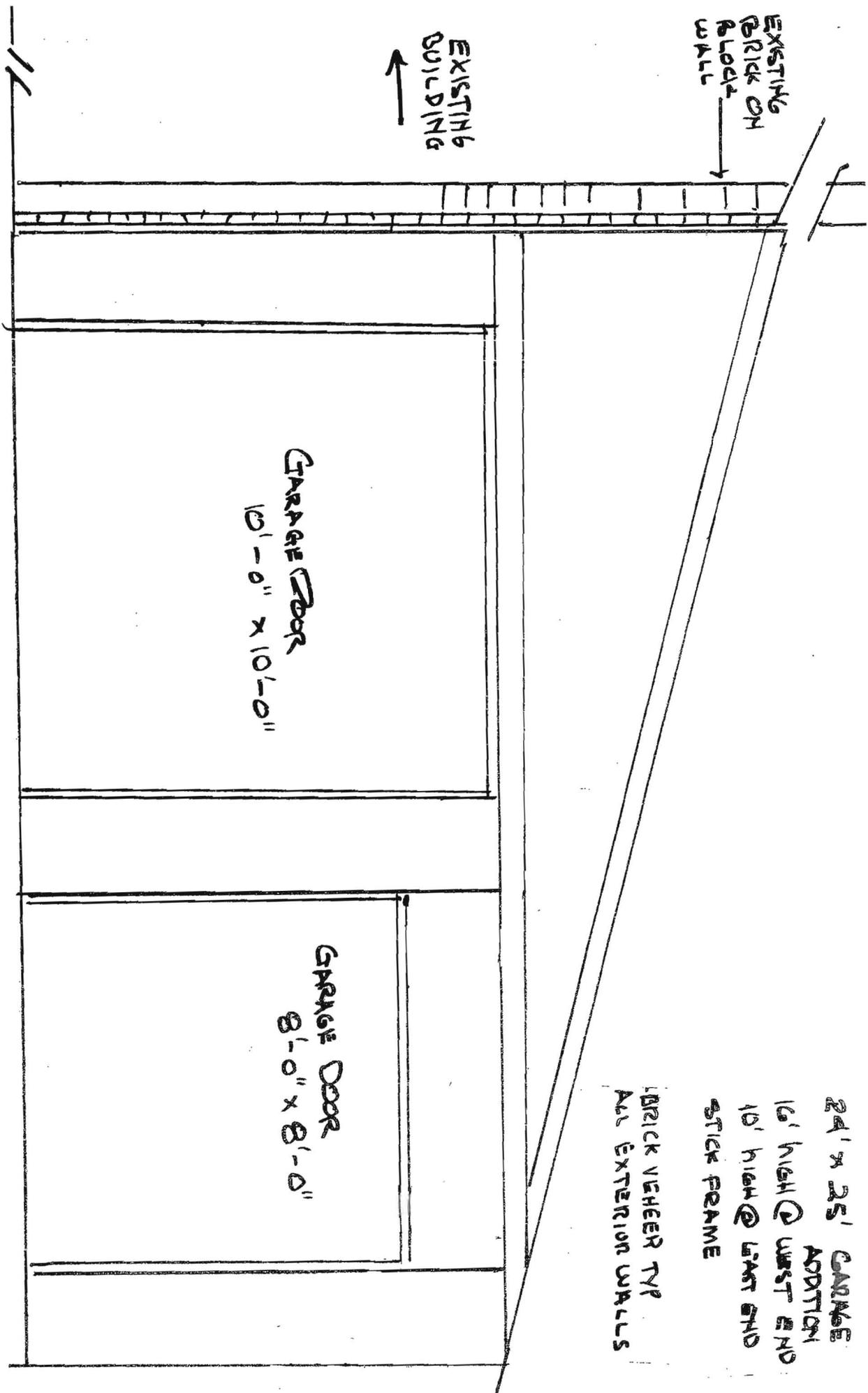
EXISTING
BUILDING
←

GARAGE DOOR
10'-0" x 10'-0"

GARAGE DOOR
8'-0" x 8'-0"

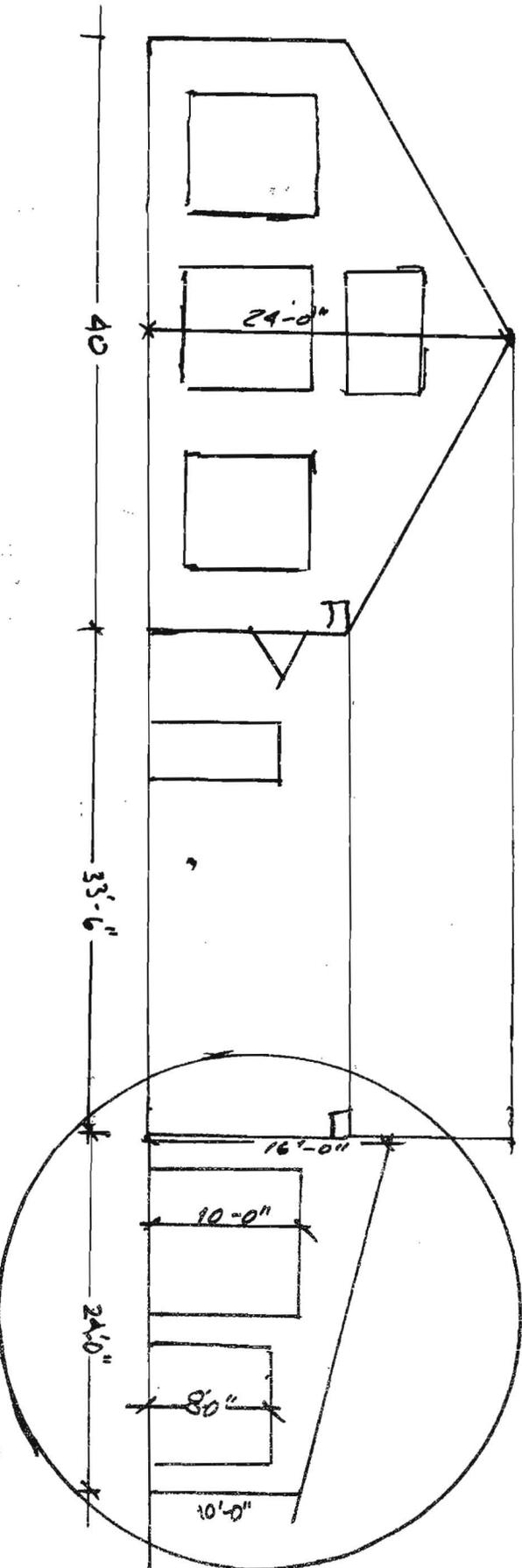
24' x 25' GARAGE
ADDITION
16' HIGH @ WEST END
10' HIGH @ EAST END
STICK FRAME
BRICK VENEER TOP
ALL EXTERIOR WALLS

PROPOSED GARAGE ADDITION
SOUTH ELEVATION
1/8" = 1'-0"

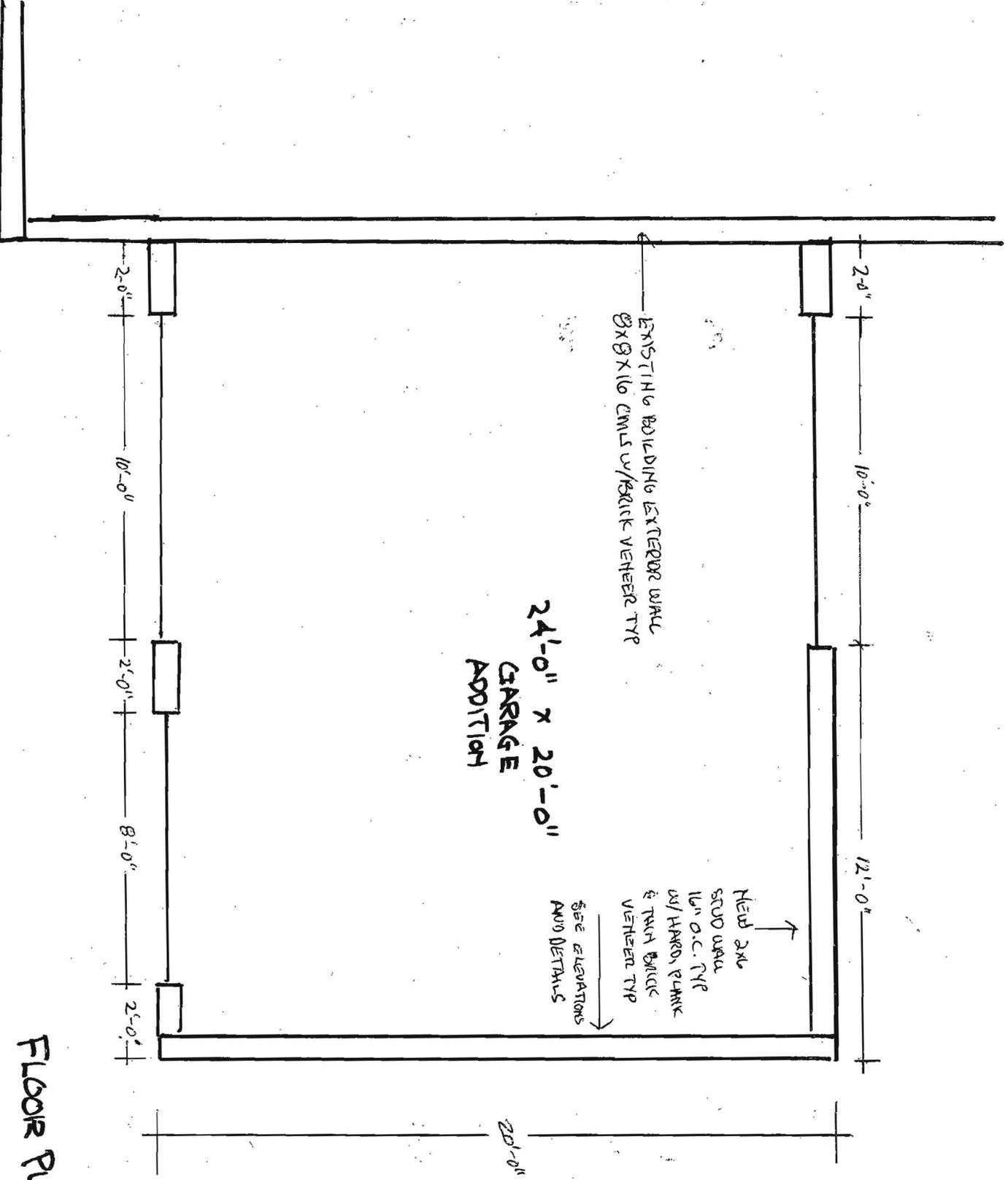


PROPOSED SOUTH ELEVATION

1/8" = 1'-0"



AREA OF NEW WORK



24'-0" x 20'-0"
GARAGE
ADDITION

EXISTING BUILDING EXTERIOR WALL
8'X8' 1/2 CMU S/W BRICK VENEER TYP

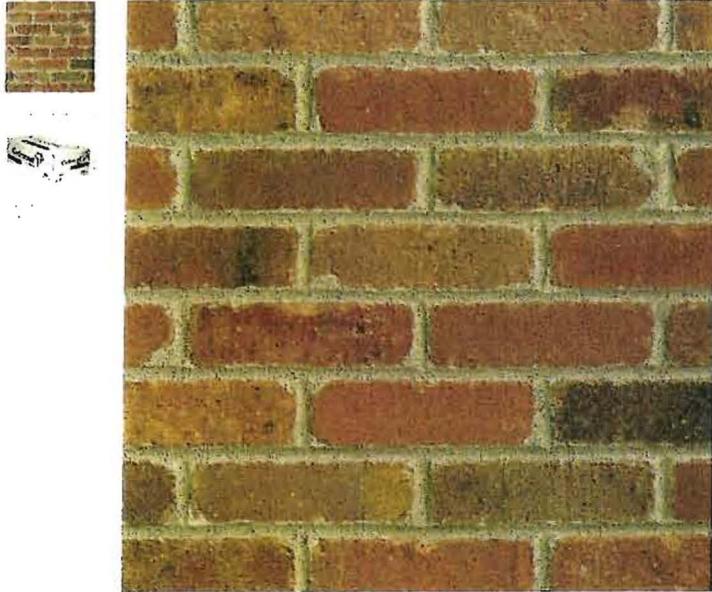
HEAD 2X6
STUD WALL
1 1/2" O.C. TYP
W/ HARD PLANK
& TANK BRICK
VENEER TYP

SEE ELEVATIONS
AND DETAILS

FLOOR PLAN

Home / Building Materials / Siding / Stone Veneer / Manufactured Stone

Model # TBC-27004CS Internet #205050379



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Old Mill Brick

Dixie Clay Colonial Collection Thin Brick Corners

★★★ (3) [Write a Review](#) [Questions & Answers \(16\)](#)

- Box covers 5.5 linear ft.
- Stylish real clay thin brick
- Easy to install and highly rated for value and quality

\$54⁰⁹ /each

Quantity - 1 +

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We'll send it to Portsmouth, VA for **free pickup**

Available for pickup
June 27 - June 30

[Check Nearby Stores](#)

We'll Ship It to You

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Free Shipping

Expect it
June 27 - June 29

[See Shipping Options](#)

Or buy now with

We're unable to ship this item to:
AK, GU, HI, PR, VI

Easy returns in store and online
[Learn about our return policy](#)

Product Overview

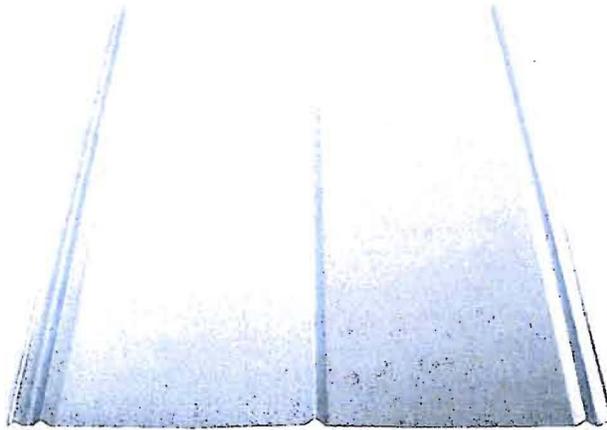
Dixie Clay Thin Brick Corners are a true kilned fired clay brick. Inspired from the hills of southern Utah where the mountains form beautiful layers of red clay dirt. This is a perfect selection for exterior or interior.

- Pre-cut 90 degree corners
- Made from real kiln-fired cut clay bricks

Fabral
26 in. x 12 ft. Galvanized

Fabral

26 in. x 12 ft. Galvanized Steel 5V Crimp Roof Panel



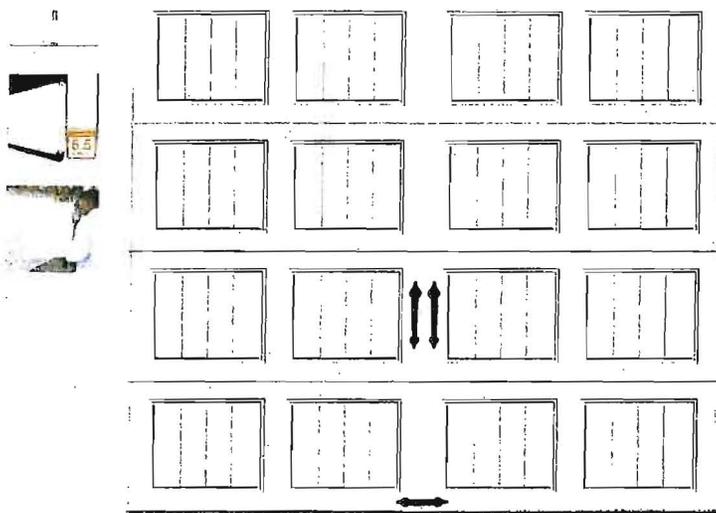
Click Image to Zoom

Pr

Fa
so
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[Home](#) / [Doors & Windows](#) / [Garage Doors, Openers & Accessories](#) / [Garage Doors](#)

Model # GR1SP_SW_SOL Internet #204598467



[Share](#)

[Save to List](#)

Clopay

Gallery Collection 8 ft. x 8 ft. 6.5 R-Value Insulated Solid White Garage Door



(3)

[Write a Review](#)

[Questions & Answers \(11\)](#)

\$783⁰⁰ /each

Choose Your Options

Garage Door Color

White

Garage Door Size

8'x8'

Insulation R-Value

6.5

Quantity - 1 +

Pick Up In Store

This product isn't currently sold in stores

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Free Shipping

Expect it
July 27 - August 2

[See Shipping Options](#)

Or buy now with

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AK, FL, GU, HI, PR, VI

Easy returns in store and online
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Product Overview