



June 22, 2018

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: JUNE 2018 COMMITTEE MEETINGS WILL BE HELD AT THE  
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,  
SMITHFIELD, VA**

**MONDAY, JUNE 25<sup>th</sup>, 2018 @ 4:00 p.m.**

**Police**

**Members: Tynes (CH), Moore**

1. Public Comment
2. Operational Updates
3. Appointment of Smithfield Certified Crime Prevention Team

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

**Water and Sewer**

**Members: Moore (CH), Tynes, Smith**

1. Public Comment
2. Operational Update

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

**Finance**

**Members: Pack (CH), Cook, Moore**

**TAB # 1**  
**TAB # 2**

1. Public Comment
2. May Cash Balances / VML Investment Pool Update
3. Invoices Over \$10,000 Requiring Council Authorization:
  - a. Isle of Wight Christian Outreach \$ 11,500.00
  - b. Draper Aden Associates \$ 13,083.18
  - c. Windsor Castle Restoration, LLC \$100,000.00
4. Closed Session: Disposition of Real Property and Matters Requiring Legal Advice

**TUESDAY, June 26<sup>th</sup>, 2018 @ 4:00 p.m.**

**4:00 p.m.      Parks and Recreation      Members: Tynes (CH), Pack**

- TAB # 3**      1.      Public Comment
- 2.      Operational Update – Committee Report / Park Project Update / 2018 Special Event List
- TAB # 4**      3.      Windsor Castle Park Project Application – Planting of Flowers Beds at Windsor Castle Playscape by Girl Scout Troop 1404
- TAB # 5**      4.      Joseph W. Luter, Jr. Sports Complex - Update from Project Manager Brian Camden
- 5.      Maintenance of Windsor Castle Park
- TAB # 6**      6.      Clontz Park Boat Ramp Bid Results

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

**Public Works      Members: Smith (CH), Cook, Tynes**

- 1.      Public Comment
- 2.      Presentation on Intersection Analysis at South Church Street and Benn’s Church Boulevard by Kimley Horn Associates
- TAB # 7**      3.      Street Maintenance Proposals for the following streets:
  - a.      Bishops Reach                      e.      Sycamore Springs Court
  - b.      Croatan Court                        f.      Maple Court
  - c.      Ransdell                                g.      Fawn Court
  - d.      Pocahontas Court                    h.      Buckingham Way

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

**Public Buildings & Welfare      Members: Cook (CH), Smith**

- 1.      Public Comment
- TAB # 8**      2.      Eagle Scout Project – Designated Handicap Spaces at the VFW Post 8545
- TAB # 9**      3.      Pre-Public Hearing Discussion: Special Use Permit – 318 Main Street
- TAB # 10**    4.      Pinewood Heights Relocation Project Update – Phase III
- (forthcoming)** 5.      Subdivision Agreements
  - a.      305 Smithfield Boulevard Subdivision – Dale Steffensmeier, Anchor Contracting
  - b.      Lakeview cove Subdivision – Henry Stephens, Verde Development Co.
- 6.      Request to have Dumpster Placed at 3 Main Street
- 7.      Wombwell House Demolition - Time Extension Request by SVFD
- TAB # 11**    8.      Windsor Castle Restoration Project Update

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**\*\*\* Additional Item Not Listed on Committee but will be on Council’s July 10<sup>th</sup>, Agenda\*\*\***

- Approval of June 5<sup>th</sup>, 2018 Town Council Meeting Minutes
  - Motion to Accept Nominating Committees Recommendation to fill the Expiring Term of Christopher Gwaltney (6-30-2018) on the Board of Zoning Appeals
-

**FINANCE  
COMMITTEE**

<b>CASH BALANCES AS OF MAY 31, 2018</b>					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
<b>Water</b>	Farmers Bank	1,350,389.79	(1,044,320.24)	(107,172.07)	198,897.48
<b>Water-Debt Service</b>	Farmers Bank	757,594.63	70,284.48	-	827,879.11
<b>Water Capital Escrow (availability fees)</b>	TowneBank	453,912.38	46,240.00	-	500,152.38
<b>Water Treatment Plant Escrow</b>	TowneBank	11,597.39			11,597.39
<b>Water Deposit Account</b>	TowneBank	84,324.59			84,324.59
<b>Water Development Escrow</b>	TowneBank	121,423.01	2,400.00	-	123,823.01
<b>Subtotal Water</b>		2,779,241.79	(925,395.76)	(107,172.07)	1,746,673.96
<b>Sewer</b>	Farmers Bank	356,153.96	(22,156.54)	(215,796.58)	118,200.84
<b>Sewer Development Escrow</b>	TowneBank	380,684.08	2,400.00	-	383,084.08
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	721,782.27	74,160.00	-	795,942.27
<b>Sewer Compliance</b>	Farmers Bank	2,076,721.04	183,918.75	-	2,260,639.79
<b>Subtotal Sewer</b>		3,535,341.35	238,322.21	(215,796.58)	3,557,866.98
<b>Highway</b>	Farmers Bank	139,578.05	156,342.95	-	295,921.00
<b>General Fund</b>	Farmers Bank	4,559,525.66	1,166,174.61	322,968.65	6,048,668.92
<b>Payroll</b>	Farmers Bank	75,092.47			75,092.47
<b>Money Market-General Fund</b>	TowneBank	2,208.41			2,208.41
<b>Business Super Now-General Fund</b>	Farmers Bank	33,909.26			33,909.26
<b>Money Market-General Fund</b>	Farmers Bank	295,050.86			295,050.86
<b>General Fund Capital Escrow Account</b>	TowneBank	216,835.95	489,553.00		706,388.95
<b>Certificate of Deposit</b>	Farmers Bank	526,959.77			526,959.77
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	37,025.36			37,025.36
<b>Special Project Account</b>	Farmers Bank	1,118,773.97	(1,088,556.48)		30,217.49
<b>Pinewood Heights Escrow</b>	Farmers Bank	45,644.24	30,020.00		75,664.24
<b>SNAP Account</b>	Farmers Bank	32,238.75	(30,020.00)		2,218.75
<b>Museum Account</b>	Farmers Bank	177,779.70			177,779.70
<b>Windsor Castle Acct</b>	TowneBank	93,500.00	-		93,500.00
<b>S. Church Street Account</b>	TowneBank	36,440.53	(36,440.53)	-	-
<b>Subtotal General Fund</b>		7,250,984.93	530,730.60	322,968.65	8,104,684.18
<b>TOTAL ALL FUNDS</b>		13,705,146.12	-	-	13,705,146.12



# Account Statement

May 2018

## 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
515,225.68	510,078.84	0.00	41.97	655.18	511,826.36	515,838.89	1,134.31

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
05/15/2018	Withdrawal		41.97		9.903298	4.238	0.00
05/15/2018	Income Earned	322.66			9.903298	32.581	
05/31/2018	Income Earned	332.52			9.930796	33.484	
05/31/2018	Ending Balance			511,826.36	9.930796	51,539.309	



# Account Statement

May 2018

## 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: 1.96%

	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
05/31/2018	Ending Balance			0.000	



## Daily Rates

May 2018

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-May-18	0.000052742	1.93%
02-May-18	0.000053016	1.94%
03-May-18	0.000052525	1.92%
04-May-18	0.000053290	1.95%
05-May-18	0.000053290	1.95%
06-May-18	0.000053290	1.95%
07-May-18	0.000053016	1.94%
08-May-18	0.000052742	1.93%
09-May-18	0.000053396	1.95%
10-May-18	0.000053810	1.96%
11-May-18	0.000054574	1.99%
12-May-18	0.000054574	1.99%
13-May-18	0.000054574	1.99%
14-May-18	0.000053378	1.95%
15-May-18	0.000053861	1.97%
16-May-18	0.000053775	1.96%
17-May-18	0.000053714	1.96%
18-May-18	0.000053564	1.96%
19-May-18	0.000053564	1.96%
20-May-18	0.000053564	1.96%
21-May-18	0.000053564	1.96%
22-May-18	0.000053564	1.96%
23-May-18	0.000053108	1.94%
24-May-18	0.000053467	1.95%
25-May-18	0.000053838	1.97%
26-May-18	0.000053838	1.97%
27-May-18	0.000053838	1.97%
28-May-18	0.000053838	1.97%
29-May-18	0.000053564	1.96%
30-May-18	0.000053838	1.97%
31-May-18	0.000053564	1.96%

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

SUGGESTED VENDOR			Christian Outreach Program		OFFICE USE ONLY	
REQUESTED BY			DATE REQUESTED	DATE WANTED	DATE ORDERED	
			5-29-18		ORDER NO.	
QUANTITY	DESCRIPTION			BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	2018 Annual contribution			-		11500.00
	04-100-432302-0000-45620					

REQUISITIONER  
RETAIN YELLOW COPY

APPROVED \_\_\_\_\_

TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD





**Draper Aden Associates**  
Engineering • Surveying • Environmental Services

**Invoice**

Mail Remittance to:  
2206 South Main Street  
Blacksburg, Virginia 24060

Peter Stephenson  
Town of Smithfield, VA  
Town Manager  
911 South Church St.  
Smithfield, VA 23431

April 30, 2018  
Project No: HR04103-79G  
Invoice No: 2018040243  
P.O. #:

**Invoice Total \$8,141.70**

Project HR04103-79G Town of Smithfield - Inundation Study, Hazard Classification, & EAP  
Professional Services through April 30, 2018  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Hazard Classification	23,980.00	35.00	8,393.00	479.60	7,913.40
Inundation Mapping	12,250.00	3.00	367.50	245.00	122.50
Emergency Action Plan	10,580.00	3.00	317.40	211.60	105.80
<b>Total Fee</b>	<b>46,810.00</b>		<b>9,077.90</b>	<b>936.20</b>	<b>8,141.70</b>
<b>Total Fee</b>					<b>8,141.70</b>
<b>Total this Invoice</b>					<b>\$8,141.70</b>

**Billings to Date**

	Current	Prior	Total
Fee	8,141.70	936.20	9,077.90
<b>Totals</b>	<b>8,141.70</b>	<b>936.20</b>	<b>9,077.90</b>

Vendor # \_\_\_\_\_  
Account # \_\_\_\_\_  
Dept. Head \_\_\_\_\_  
Town Manager PKS

**Total Invoices: \$13,083.<sup>18</sup>**



## **Progress Report**

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**To:** Peter Stephenson  
**Organization:** Town of Smithfield, VA  
**Project Name:** Town of Smithfield - Inundation Study, Hazard Classification, & EAP  
**Project Number:** HR04103-79G  
**Date:** 04/30/2018  
**Invoice Period:** Invoice No. 2018040243, Period Ending 4/30/2018  
**PO#:**

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### **Recent Activities:**

1. Task A - Hazard Classification, Task B – Inundation Mapping, and, Task C – Emergency Action Plan
2. 35% completion of Hazard Classification; and
3. Submitted Quarterly Grant Reports to DCR.

### **Upcoming Tasks:**

1. Continue Quarterly Reporting; and
2. Completion of the three (3) grant funded design projects.

### **Scope Changes:**

1. N/A



# Draper Aden Associates

Engineering • Surveying • Environmental Services

Invoice

Mail Remittance to:  
2206 South Main Street  
Blacksburg, Virginia 24060

Peter Stephenson  
Town of Smithfield, VA  
Town Manager  
P. O. Box 246  
Smithfield, VA 23431

April 30, 2018  
Project No: HR04103-02  
Invoice No: 2018040354  
P.O. #:

**Invoice Total \$4,941.48**

Project HR04103-02 Smithfield-General Review Services

**Professional Services through April 30, 2018**

**Professional Personnel**

	Hours	Rate	Amount	
Project Manager	19.00	140.00	2,660.00	
Sr Program Engineer	4.00	200.00	800.00	
Engineer	14.00	100.00	1,400.00	
Totals	37.00		4,860.00	
<b>Total Labor</b>				<b>4,860.00</b>

**Reimbursable Expenses**

Reimbursable - Mileage			
4/5/2018	Valenzuela, Victor	Smithfield - Meeting with Jessie	81.48
<b>Total Reimbursables</b>			<b>81.48</b>

**TOTAL FOR THIS INVOICE \$4,941.48**

**Outstanding Invoices**

Number	Date	Balance
2018030398	3/31/2018	1,091.48
<b>Total</b>		<b>1,091.48</b>

**Billings to Date**

	Current Invoiced	Prior Invoiced	Total To Date
Labor	4,860.00	333,168.79	338,028.79
Expense	81.48	3,187.24	3,268.72
<b>Total Invoiced</b>	<b>4,941.48</b>	<b>336,356.03</b>	<b>341,297.51</b>

## Progress Report

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**To:** Mr. Peter Stephenson  
**Organization:** Town of Smithfield  
**From:** Victor H. Valenzuela, P.E.  
**Project Name:** Annual Engineering Services Contract – General Services  
**Project Number:** HR04103-02  
**Date:** June 1, 2018  
**Invoice Period:** April 1 – April 30, 2018  
**cc:** Andy Snyder (DAA)

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### **Recent Activities:**

#### ***Sewer Services:***

1. Coordinated with Town staff and Tri-State Utilities regarding collected CCTV data in for the Cypress and Morris Creek sewer basins;
2. Began review of CCTV inspection data collected for the Cypress and Morris Creek sewer basins from Tri-State Utilities;
3. Attended Meeting with Town personnel, REW, and DAA to discuss data collection for Town sewer system; and
4. Reviewed the provided terminal pump station pressure data.

#### ***Water Services:***

1. N/A

#### ***General Services:***

1. Attended meeting with Town personnel to discuss potential Smithfield Lake Dam project on April 18<sup>th</sup>;
2. Coordinated with Resource Environmental Solutions (RES) regarding potential Smithfield Lake Dam project; and
3. Coordinated with Town staff regarding upcoming utility projects (i.e., manhole inspections, CCTV inspections, etc.).

### **Upcoming Tasks:**

1. As needed.

### **Scope Changes:**

1. N/A

### **Budget Status/Percent Complete:**

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

### **Schedule Status/Deliverable Status:**

1. N/A

Mr. Peter Stephenson

June 1, 2018

Page 2 of 3

**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: 2018040354**

## Hourly Breakdown

**Project Name:** Annual Engineering Services Contract – General Services

**Project Number:** HR04103-02

**Date:** June 1, 2018

**Invoice Period:** April 1 – April 30, 2017

Task	DAA Personnel Hours					Total Labor (\$)	Expenses (\$)	Total Invoice (\$)
	Sr. Program Engineer	Program Manager I	Project Manager	Engineer	GIS Admin			
	\$200.00	\$140.00	\$140.00	\$100.00	\$100.00			
<b>Sewer Services (Consent Order)</b>								
Cypress and Morris Creek CCTC Data Review	-	-	8.0	14.0	-	\$2,520.00	-	\$2,520.00
HRSD Pressure Issues	2.0	-	4.0	-	-	\$960.00	\$81.48	\$1,041.48
<b>Water Services</b>								
N/A	-	-	-	-	-	-	-	-
<b>General Services</b>								
Smithfield Lake Dam	2.0	-	4.0	-	-	\$960.00	-	\$960.00
General	-	-	3.0	-	-	\$420.00	-	\$420.00
<b>Totals:</b>	<b>4.0</b>	<b>-</b>	<b>19.0</b>	<b>14.0</b>	<b>-</b>	<b>\$4,860.00</b>	<b>\$81.48</b>	<b>\$4,941.48</b>

**INVOICE TOTAL = \$4,941.48**

**PARKS AND RECREATION  
COMMITTEE**

# Parks and Recreation Operation Update

## June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					<p><b>Courtney Off</b>            2:00 PM - 1:00 AM SC            MHSu 7:00 PM Kings            Fork Prom</p>	<p><b>Courtney Off</b>            7:00 AM - 12:00 PM WC            Canoe/Kayak 7:00 AM            Clean the Bay Day            7:00 AM - 6:00 PM WC            Courtyard 7:00 AM MS            Bike Ride  <b>11:00 AM - 11:00 PM</b>  <b>SC MHSu 4:00 PM</b>  <b>Snow and Benton</b>  <b>Wedding and Reception</b>            4:00 PM - 8:00 PM WC            Picnic 5:00 PM Rotary            Reception</p>
3	4	5	6	7	8	9
<p><b>Courtney Off</b>            7:00 AM - 6:00 PM WC            Courtyard 7:00 AM MS            Bike Ride</p>	<p><b>Courtney Off</b>            Kitchen Deep Clean</p>	<p>6:00 AM - 11:00 AM SC            MH 8:00 AM State of the            County Breakfast  <b>5:30 PM - 7:00 PM SC</b>  <b>C&amp;D 6:00 PM WCFB</b>  <b>Meeting</b>            7:00 PM - 9:00 PM SC  <b>A&amp;B 7:30 PM Town</b>  <b>Council</b></p>	<p>Mech Closet Cleanout            2:00 PM - 5:45 PM WC            Canoe/Kayak 4:30 PM            Edible Community            Garden Grand Opening</p>	<p><b>1:30 PM - 4:00 PM SC</b>  <b>C&amp;D 1:30 PM Staff</b>  <b>Meeting</b></p>	<p><b>2:00 PM - 10:00 PM SC</b>  <b>MHSu 2:00 PM</b>  <b>Baker-Walton Set</b></p>	<p>8:00 AM - 12:00 PM WC            Canoe/Kayak 8:00 AM            Cardboard Regatta            9:00 AM - 10:00 AM WC            Courtyard 9:00 AM            Roaming Yoga  <b>1:00 PM - 10:00 PM SC</b>  <b>MHSu 4:00 PM</b>  <b>Baker-Walton Wedding</b>  <b>&amp; Reception</b></p>
10	11	12	13	14	15	16
	<p>8:00 AM - 1:00 PM SC            Suites 8:00 AM Carpet            Cleaning</p>	<p><b>5:00 AM - 8:00 PM SC</b>  <b>MH 6:00 AM Elections</b></p>	<p>12:00 PM - 10:00 PM            SC MHSu 5:30 PM  <b>Lions District Meeting</b></p>	<p>9:00 AM - 9:00 PM SC            MHSu 6:00 PM Flavors            of Isle of Wight</p>	<p>11:00 AM - 9:00 PM WC            Riverfront 12:00 PM            Hayes and Williams            Wedding Ceremony            2:00 PM - 10:00 PM SC  <b>MHSu 2:00 PM</b>  <b>Newsome and Amoah</b>  <b>Set-Up</b>            7:00 PM - 11:00 PM            OTS 7:00 PM Smithfield            Skate Officer Request</p>	<p>11:00 AM - 12:00 AM            SC MHSu 4:00 PM  <b>Newsome and Amoah</b>  <b>Wedding and Reception</b></p>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
<p>Father's Day</p>		<p>8:30 AM - 10:00 AM SC            C&amp;D 9:00 AM            Schoolhouse            Committee            9:30 AM - 4:00 PM SC            A&amp;B 10:00 AM Tourism            SSR Meeting            11:30 AM - 1:00 PM SC            C&amp;D 12:00 PM Crime            Line Meeting            1:00 PM - 4:00 PM SC            C&amp;D 1:30 PM Staff            Meeting            7:00 PM - 8:30 PM SC            A&amp;B 7:30 PM BHAR</p>	<p>9:00 AM - 5:00 PM SC            MH 9:00 AM Smithfield            Foods Town Hall Set</p>	<p>9:00 AM - 2:00 PM SC            MHSu 10:00 AM            Smithfield Foods Town            Hall Meeting</p>	<p><b>SC Staff Retreat-Dwtn</b>  <b>Norfolk</b></p>	<p>12:00 PM - 12:00 AM            SC MHSu 5:00 PM  <b>Garner and Carollo</b>  <b>Reception</b></p>
24	25	26	27	28	29	30
	<p><b>3:30 PM - 6:00 PM SC</b>  <b>C&amp;D 4:00 PM</b>  <b>Committee Meetings</b>            5:30 PM - 7:00 PM SC            A&amp;B 6:00 PM            Continued-Town            Council</p>	<p>Pressure Wash            Windows, Awning            3:30 PM - 6:00 PM SC            C&amp;D 4:00 PM  <b>Committee Meetings</b></p>	<p>Clean HVAC Returns</p>	<p>8:00 AM - 1:00 PM SC            C&amp;D 8:00 AM Ethics            Training            11:30 AM - 5:00 PM SC            A&amp;B 11:30 AM            Smithfield Training</p>	<p>Olden Days-Main Street            Closed  <b>1:30 PM - 9:30 PM SC</b>  <b>MHSu 1:30 PM Vann</b>  <b>and Hermann Setup</b>            3:00 PM - 12:00 AM            Town Streets 3:00 PM            Olden Days</p>	<p>Olden Days -Event After            5 PM only            7:00 AM - 5:00 PM Town            Streets 7:00 AM Olden            Days            11:00 AM - 7:00 PM WC            Riverfront 5:00 PM            Vann and Hermann            Wedding            12:00 PM - 12:00 AM            SC MHSu 6:30 PM            Vann and Hermann            Wedding and Reception</p>

# Parks and Recreation Operation Update

June 2018

Upcoming Special Events			
Day	Date	Event	Location
Tue	Jul 3	Fireworks	Downtown Smithfield
Wed	Jul 4	Town Offices Closed	
Sat	Jul 14	Roaming Yoga	Windsor Castle Park

## Windsor Castle Park

Kayak Rentals	
Net as of 6/21/18	\$ 2803
Averaging Per Weekend	\$ 400
Staffing Hours	\$ 1260
Net after Staffing Hours	\$ 1543



## Trail Doc Projects and Hours

Trail Docs have earned over 125 Volunteer Hour since January 2018.

Projects completed	Trail repair and maintenance
	Dry wells and drainage ditches cleaned
	Drainage ditch repair
	Tree of Heaven Inspection
	Stilt Grass eradication
	Painting signs
	Pruning and weeding

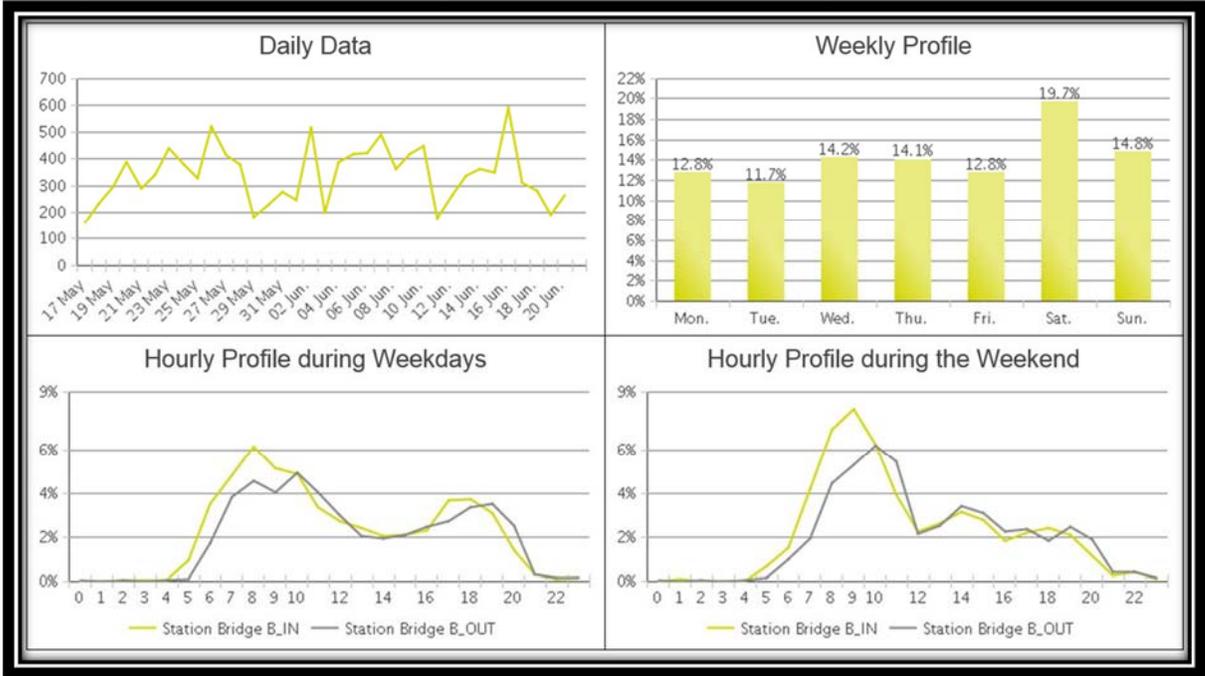
Invasive Stilt Grass Eradication: Before and After



# Parks and Recreation Operation Update

## June 2018

Eco Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)			
Daily Average: 340		Busiest Day of the Week: Saturday	
Busiest Days	Saturday, June 16 (590)	Saturday, May 26 (522)	Saturday, June 02 (518)



<b>Update of Projects</b>
<b>Clontz Park Boat Ramp</b>
Bids were reviewed on Friday, June 16 <sup>th</sup> . (Discussion of bids.)
<b>Joseph Luter Jr. Sports Complex (LSC)</b>
Update of project by Brian Camden.
<b>Manor House Restoration Project</b>
Update of project will be given during Public Buildings Committee.

## Parks and Recreation Operation Update

June 2018

### Town of Smithfield Park Projects Listing

Completed	Project Name	Location	Applicant Name	Notes	App Submitted	TC Approved
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle	6/1/18 plant flowers in existing beds at children's playscape	6/1/2018	
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36	6/5/18 took a different direction - will now add QR codes to some of the map signs 4/24/18 QR Code Signs at Windsor Castle that visually impaired people can use to learn about the wildlife and plant life at the park	4/24/2018	6/5/2018
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay	4/13/18 spoke to Terry about type of brick being used and the brick mason he has selected 2/22/2018 submitted application to install a Lions Club Time Capsule In June 2018 which will be enclosed by a brick pedestal	2/22/2018	4/3/2018
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team	5/16/18 put up the signs on Monday 5/21 and have our expo at the park on Tuesday 5/22 from 5:30 - 7:00 1/19/18 Our students would like to use laser printers to construct wood signs to be placed along the walking trail at Windsor Castle Park. These signs would have information about the plants and animals that are found in that particular area of the park. These signs will optimistically have a QR code that would provide a link that would allow people to access further information about the plants and animals at Windsor Castle Park.	1/25/2017	4/3/2018
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally - Kelly Davis, Chesapeake Bay Foundation	11/1/17 Windsor High School Biology Class is taking over project from Kelly Davis but still working on behalf of Chesapeake Bay Foundation	6/10/2015	7/1/2015
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 <sup>th</sup> Graders, Boy Scout Troop 7	1/22/18 Milkweed planting done on Fri, Jan 26th	10/18/2017	11/7/2017
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	4/17/18 ready to do an open house on the garden the second week of May 3/1/18 I have a group of students going this Friday to install the gate and lock. Next Friday with a different group, we will till the soil and get everything prepped for planting. On Friday	3/1/2016	4/1/2016

## Parks and Recreation Operation Update

June 2018

				March 16th, again with a different group, we will be planting everything. The students would like to have a grand opening for the garden. FINALLY!!! ☐ We are thinking either one evening or on a Saturday/Sunday would be best. Let me know your thoughts and or questions. Thank you for being so patient with the garden. 1/26/18 plan to finish fence in Feb, plant in Mar and hope to have grand opening in April		
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class	10/24/17 TC Committees determined that since this project would part of the downtown landscape in the hsitroci district then the applicant must get approval from BHAR	10/25/2017	BHAR
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	7/8/17 Making 2 benches that encircle the trees in the same style as the existing benches at the Playscape, Will construct benches off site and assemble on site.	7/8/2017	8/1/2017
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout			
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy			
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622			
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout			
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist			
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36			
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist	fishing line weight for recycling for wcp was 15ozs. for the year 2017		
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622			



**2018 Town of Smithfield Open to Public Events (on town properties)**

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
<b>Street Closures</b>	<b>Attendance</b>			
<b>10/6/2018</b>	11 A-9 P WC Riverfront	<b>Bacon (BBB) Festival</b> Smitfield Events-Gina Ippilito 869-0664	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
<b>Jericho Road</b>	Festival 3500 P	<a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a>	1 Sat 8 AM-1 PM Jericho Road Closure	1 light tower, deliver on Wed all trash cans, deliver on Wed
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	1 Sat 10 AM-6 PM Command Center 4 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	clean fishing pier, by Tue
<b>10/6/2018</b>	10 A-7 P Station Parking Lot Officer Request	<b>Smithfield Station Parking/Bar Assist</b> Smithfield Station Parking Lot Assist Randy Pack randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
<b>10/13/2018</b>	8 A-11 A Town Streets	<b>Hog Jog</b> IOW COP -Barbara Stafford 757-647-4061	No. (determined by PD)	<i>FYI Only</i>
<b>Traffic Assist</b>	5K Race 1000 p	<a href="mailto:dbstaff@charter.net">dbstaff@charter.net</a>		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
<b>10/20/2018</b>	6 PM-10 PM Smithfield Center Fundraiser 200 P	<b>IOW Schools Gala</b>	1 Sat 5:30 PM-10:30 PM	
<b>10/27/2018</b>	3 PM-9 PM Main Street	<b>Horsepower on Main Street</b> Team Shelby - Justin Emanul 876-9160	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
<b>Main Street</b>	Car Show	<a href="mailto:teamshelbyva@gmail.com">teamshelbyva@gmail.com</a>		
<b>Restrooms</b>	100 cars Resolution			
<b>10/31/2018</b>	5 P-8 P Main Street	<b>Hamoween</b>	# (determined by PD)	<i>FYI Only</i>
<b>Main Street</b>	Community			
<b>Restrooms</b>	2000 p			
<b>NOVEMBER</b>				
<b>11/3/2018</b>	10 A-1 P WC Trails	<b>IOW Schools 65 Roses 6K</b> IOW Schools-Holly Goetz 582-1191		
	200 P	<a href="mailto:hgoetz@iwcs.k12.va.us">hgoetz@iwcs.k12.va.us</a>		
<b>11/10/2018</b>	8 AM-4 PM WC & Town Streets	<b>"The Big Pig" Bike Event</b> Chamber of Commerce -Jessica Healy		
	200 P	<a href="mailto:jhealey@theisle.org">jhealey@theisle.org</a>		
<b>11/11/2018</b>	11 AM-12 PM Vet Mem	<b>Veterans Day Ceremony</b> VFW	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
<b>Traffic Assist</b>	Community 150 p			
<b>11/17/2018</b>	6 PM-9 PM Main Street	<b>Christmas Evening Market</b> Farmers Market-Chery Ketcham 375-3031	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
<b>Main Street</b>	Market	<a href="mailto:cketcham@isleofwightus.net">cketcham@isleofwightus.net</a>		
<b>Restrooms</b>	5000 p Resolution	Main Street from Church to Underwood - 3pm - 11pm		

**2018 Town of Smithfield Open to Public Events (on town properties)**

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
	Type of Event			
Street Closures	Attendance			
<b>11/30/2018</b>	5:30 P-6:30 P	<b>Tree Lighting Ceremony</b>	1 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17</i>
	Times Gazebo			
<b>Traffic Assist</b>	Community			
	200 p			
<b>DECEMBER</b>				
<b>12/1/2018</b>	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	<b>Antique Show</b>	<i>FYI Only</i>	
<b>12/8/2018</b>	8 A-10 A Smithfield Center Community 400 p	<b>Breakfast with Santa</b>	<i>FYI Only</i>	<i>FYI Only</i>
<b>12/8/2018</b>	10:30 A-12 P	<b>Christmas Parade</b>	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
<b>Town Streets</b>	Parade	902-2164		
<b>Restrooms</b>	3000 p	<a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a>		
	Resolution	closure of parade route - 8am until parade end		
<b>12/8/2018</b>	10:30 A-12 P SC Concert 400 P	<b>Christmas Concert</b> John Edwards  <a href="mailto:editor@smithfieldtimes.com">editor@smithfieldtimes.com</a>		



## 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.

<b>Park Project Name</b>	Troop 1404 Garden
<b>Proposed Park and Location in Park</b>	Windsor Castle/2 flower beds near dog park
<b>Individual/Group Name</b>	Girl Scout Troop 1404
<b>Website</b>	www.gsvccc.org
<b>Mailing Address</b>	309 Queen Ct, Smithfield, VA 23430

### Contacts

<b>Name</b>	Wendy Reale	<b>Cell Phone</b>	302-841-1300	<b>Email</b>	<a href="mailto:Reale31@gmail.com">Reale31@gmail.com</a>
<b>Name</b>	Antoinette Tegtmeier	<b>Cell Phone</b>	210-667-3191	<b>Email</b>	<a href="mailto:actegtmeier@gmail.com">actegtmeier@gmail.com</a>

### Project Description

Our troop of 9 Girl Scouts, ages 5-13, would like to plant flowers in the 2 existing circular flower beds near the dog park / playscape area at Windsor Castle. We would maintain these flower beds (pull weeds and replace plants as needed) for at least one year. Younger girls will complete their "Golden Honey Bee" award and older girls will finish their Outdoor Journey by completing this Take Action Project.
---

Proposed date of installation		Number of estimated hours to complete project
June 24, 2018		3
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
5 – 13 w/adult supervision	1+ year	9 children, 7 adults

### List benefits of your project to the park and community (add lines if necessary):

This project will provide a small spot of color in this area of the park and will allow these existing flowerbeds to stay weed free and neat.
---

Material Item	Estimated Cost	Estimated future Maintenance Cost for this item
Shade Plants	\$30	
Mulch	\$20	\$20/annually



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

**Maintenance of Project:**

The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:

We will maintain these 2 flower beds for a minimum of 1 year. It is reasonable to assume we will be able to maintain these beds longer, but if not we will pass this responsibility along to another Girl Scout troop in Smithfield.

**Does the group hold a certificate of insurance? – YES, Certificate requested from Council 6/4**

<b>Policy Number</b>	
<b>Name of Insurance Liability Carrier</b>	
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

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

<b>Print Name of Project Manager (must be 18 years or older to submit application)</b>	Wendy Reale
<b>Date Application Completed</b>	6/4/18

**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.**

Troop 1404 Garden



Flowerbeds in the area of the white circle:





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

June 21, 2018

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

**JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 16**

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, 2018.

Because the Concession Building contractor, A. R. Chesson Construction, has completed all their work last month, this report will only focus on the work by RAD Sports Inc.

As we noted in our report last month, Blair Brothers Paving company mobilized into the site on Monday, May 14 and started to fine grade the parking lots. Blair Brothers then proceeded to install asphalt paving in the rear, northeastern parking lot but then pulled off the project to complete another previously scheduled project. Shortly thereafter the project site experienced several occurrences of rainy weather which prohibited Blair Brothers from re-mobilizing into the site. When Blair Brothers was able to return to the site, they completed the proof roll stability verification of the stone sub-base and then proceed to complete the asphalt paving installation.

I am pleased to report today that all asphalt paving has been installed and Blair Brothers is currently finishing up the bumper-block installation, handicap sign installation and line stripping. During my site visit today, I discussed the remaining work with Blair Brother's superintendent who stated that the remaining bumper-blocks will be delivered today, June 21, and the remaining stripping will be completed by Monday, June 25.

I am also pleased to note how healthy and vibrant the athletic fields appeared today during my site visit. Chris Hewitt has done an outstanding job grooming the fields and RAD's decision to re-seed the entire complex has resulted in a new stand of grass alongside the existing stand of grass which produces a strong landscaped appearance, please see the picture below.



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





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

As we noted in last month's report, a concealed condition was encountered by the contractor during the Courthouse Road excavation for the new storm pipe. There was approximately 15" of existing asphalt under the roadway and the contractor only had 8" of asphalt in his bid. Consequently, a change order was submitted and approved in the amount of \$5,940.00. Hopefully, this will be the last change order for this project.

Below is a summary of RAD's construction costs:

Original Contract Amount:	\$2,578,800.00
Change Orders 1 thru 9:	177,193.42
Subtotal:	\$2,755,993.42
Change Order No. 10:	5,940.00
 Total Construction Cost:	 \$2,761,933.42

I should also note that RAD was issued a Notice To Proceed with construction on October 26, 2016, there was a 300-day contract required construction duration, and no time extensions were requested or granted.

During my site visit today it was noted that with the absence of concrete curbs especially around the parking islands, cars may utilize this area for parking and damage the landscaping and asphalt edges, please see the picture below:





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

I discussed this condition with Blair Brothers superintendent and he suggested heavy wooded timbers have been used in similar conditions.

Conclusion:

RAD Sports is doing a good job finishing up the project and they should be requesting a final punch-list inspection later this month.

Although Alpha Corporation was not tasked with managing the turn lane portion of the project, VDOT did engage Alpha to perform the 100% constructability review on Kimley-Horn's design, which we completed last December with only minor items noted. It is my understanding that the turn lane IFB may be issued by the end of this month and that a 60-day bid period/contract award will probably be required. This would then be followed by a 90 to 120-day construction duration. Consequently, in our opinion, it is doubtful if the construction of the turn lane will commence before mid-September.

Additionally, please let me know if the Town might be interested in having Alpha oversee the construction of the turn lane project. Since it is a Locally Administered Project (LAP), and Alpha has considerable VDOT experience as the CEI managing and inspecting LAP's, we would very much appreciate the opportunity to keep assisting the Town on the sports complex project.

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

Respectfully Submitted,

*B V Camden*

Brian V. Camden  
Program Manager

Pictures attached below:



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



## Clontz Pak Boat Ramp Bid Opening

Bid IFB #18-04

Date: June 15, 2018 at 10:00 AM

No.	Contractor Name	Addendum Acknowledgement		Bid Alt	Lump Sum Base Bid Amount
		1	2	1	
1	Blair Brothers	Yes		\$190,000	\$1,075,430
2	Docks of the Bay, LLC	Yes		\$175,000	\$902,500
3	ICON	Yes		\$250,000	\$1,450,000
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20					

**PUBLIC WORKS  
COMMITTEE**



# ----- Proposal -----

Proposal No.

2221

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



<b>Customer Name/Address</b>
Town of Smithfield P O Box 246 Smithfield VA 23431

<b>Date</b>
6/13/2018
<b>Project Name/Location</b>
Bishops Reach

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following for the improvements to Bishops Reach.:</p> <ol style="list-style-type: none"> <li>1. Edge mill approximately 1,435 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.</li> <li>2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Install sewer risers where needed.</li> <li>4. Overlay approximately 2,420 square yards with approximately 200 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>Grades shall be within +/- 1/10th of a foot. We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; damage to existing trees or plants; or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	23,960.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$23,960.00
--	---------------------------

**Payment Terms and Conditions:**  
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

**Authorized Signature:**   
Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

## The Blair Bros., Inc.

P.O. Box 5413  
 1 Blair Brothers Rd.  
 Suffolk, VA 23435  
 Phone: (757) 538-1696 Fax: (757) 538-0714  
 SWAM Certification Number: 664748

Proposal No.  
2220



<b>Customer Name/Address</b>
Town of Smithfield P O Box 246 Smithfield VA 23431

<b>Date</b>
6/13/2018
<b>Project Name/Location</b>
Croatan Court

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following for the improvements to Croatan Court.:</p> <ol style="list-style-type: none"> <li>1. Edge mill approximately 845 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.</li> <li>2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Install sewer risers where needed.</li> <li>4. Overlay approximately 1,568 square yards with approximately 130 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>Grades shall be within +/- 1/10th of a foot. We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; damage to existing trees or plants; or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	16,998.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$16,998.00
--	---------------------------

**Payment Terms and Conditions:**  
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

**Authorized Signature:**   
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.  
2222

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435  
Phone: (757) 538-1696 Fax: (757) 538-0714  
SWAM Certification Number: 664748



<b>Customer Name/Address</b>
Town of Smithfield P O Box 246 Smithfield VA 23431

<b>Date</b>
6/13/2018
<b>Project Name/Location</b>
Ransdell

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following to complete the asphalt paving on Ransdell:</p> <ol style="list-style-type: none"> <li>1. Mill two (2) tie downs; one on Ransdell and a second at the juncture of Ransdell and John Rolfe.</li> <li>2. Clean up and haul millings off-site (millings shall become property of The Blair Bros., Inc.).</li> <li>3. Overlay approximately 310 square yards with approximately 26 tons of IM19.0 asphalt at an average of 1.5".</li> <li>4. Install one (1) stop bar and layout and stripe double yellow lines to meet existing double yellow lines.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; or damage to existing trees or plants. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	11,362.00

Thank you for the opportunity to quote, we appreciate your business.

**Total:** \$11,362.00

**Payment Terms and Conditions:**  
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.  
2219

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435  
Phone: (757) 538-1696 Fax: (757) 538-0714  
SWAM Certification Number: 664748



<b>Customer Name/Address</b>
Town of Smithfield P O Box 246 Smithfield VA 23431

<b>Date</b>
6/13/2018
<b>Project Name/Location</b>
Pocahontas Court

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following for the improvements to Pocahontas Court.:</p> <ol style="list-style-type: none"> <li>1. Edge mill approximately 492 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.</li> <li>2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Install sewer risers where needed.</li> <li>4. Overlay approximately 1,058 square yards with approximately 88 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>Grades shall be within +/- 1/10th of a foot. We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; damage to existing trees or plants; or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	14,985.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$14,985.00
--	---------------------------

<p><b>Payment Terms and Conditions:</b> This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p>Authorized Signature: </p> <p style="text-align: center; font-size: small;">Note: This proposal may be withdrawn by us if not accepted within 30 days.</p>
--	---

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.  
2217

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435  
Phone: (757) 538-1696 Fax: (757) 538-0714  
SWAM Certification Number: 664748



<b>Customer Name/Address</b>
Town of Smithfield P O Box 246 Smithfield VA 23431

<b>Date</b>
6/13/2018
<b>Project Name/Location</b>
Sycamore Springs Ct.

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following for the improvements to Sycamore Springs Ct.:</p> <ol style="list-style-type: none"> <li>1. Edge mill approximately 950 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.</li> <li>2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Install sewer risers where needed.</li> <li>4. Overlay approximately 1,925 square yards with approximately 160 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>Grades shall be within +/- 1/10th of a foot. We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; damage to existing trees or plants; or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	20,355.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$20,355.00
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<p><b>Payment Terms and Conditions:</b> This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p><b>Authorized Signature:</b> </p> <p style="font-size: small; text-align: center;">Note: This proposal may be withdrawn by us if not accepted within 30 days.</p>
--	--

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.

2218

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



<b>Customer Name/Address</b>
Town of Smithfield P O Box 246 Smithfield VA 23431

<b>Date</b>
6/13/2018
<b>Project Name/Location</b>
Maple Court

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following for the improvements to Maple Court.:</p> <ol style="list-style-type: none"> <li>1. Edge mill approximately 736 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.</li> <li>2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Install sewer risers where needed.</li> <li>4. Overlay approximately 1,535 square yards with approximately 130 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>Grades shall be within +/- 1/10th of a foot. We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; damage to existing trees or plants; or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	17,015.00

Thank you for the opportunity to quote, we appreciate your business.

**Total:** \$17,015.00

**Payment Terms and Conditions:**  
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

**Authorized Signature:**   
Note: This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

## The Blair Bros., Inc.

P.O. Box 5413  
 1 Blair Brothers Rd.  
 Suffolk, VA 23435  
 Phone: (757) 538-1696 Fax: (757) 538-0714  
 SWAM Certification Number: 664748

Proposal No.  
1944



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Fawn Ct.

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes all of Fawn Ct.  1. Edge mill along gutter pan and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 1,960 square yards with 2" of IM19.  Total for above stated work:	34,360.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$34,360.00
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<b>Payment Terms and Conditions:</b> This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.	<b>Authorized Signature:</b> _____  <small>Note: This proposal may be withdrawn by us if not accepted within 30 days.</small>
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Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.  
2216

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435  
Phone: (757) 538-1696 Fax: (757) 538-0714  
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
6/13/2018
Project Name/Location
Buckingham Way

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following for the improvements to Buckingham Way:</p> <p>Buckingham Way (South of Canterbury)--</p> <ol style="list-style-type: none"> <li>1. Edge mill approximately 2,100 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.</li> <li>2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Install sewer risers where needed.</li> <li>4. Overlay approximately 2,950 square yards with approximately 250 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.</li> <li>5. We shall provide traffic control as needed.</li> </ol> <p>Buckingham Way (North of Canterbury to where repair work is currently underway):</p> <ol style="list-style-type: none"> <li>1. Mill roadway consisting of approximately 1,910 square yards at an average of 2"</li> <li>2. Clean up and haul millings off-site (millings shall become property of The Blair Bros., Inc.)</li> <li>3. Overlay milled surface with approximately 215 tons of IM19.0 asphalt at an average of 2"</li> <li>4. We shall provide traffic control as needed.</li> </ol> <p>We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime &amp; cover; environmental structures; damage to existing trees or plants; or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included. <b>LIQUID ASPHALT CLAUSE:</b> This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	58,855.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$58,855.00
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<p><b>Payment Terms and Conditions:</b> This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p>Authorized Signature: </p> <p style="text-align: center; font-size: small;">Note: This proposal may be withdrawn by us if not accepted within 30 days.</p>
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Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

**PUBLIC BUILDINGS & WELFARE  
COMMITTEE**



Subject: Eagle Scout Project for Smithfield VFW Post

To: Mr. William Saunders

Dear Sir,

The enclosed plan is my proposed Eagle Scout project to provide the VFW Post 8545 in Smithfield with handicap markings that are in compliance with Town and County requirements. At present there no parking spaces at the facility but what is most significant, is that there are no dedicated parking for handicap Veterans who utilize the building or may visit. I have undertaken an Eagle Scout project intended to correct that deficiency. I am submitting the enclosed plan for your consideration and approval.

Jonathan Clark,

757-585-0405

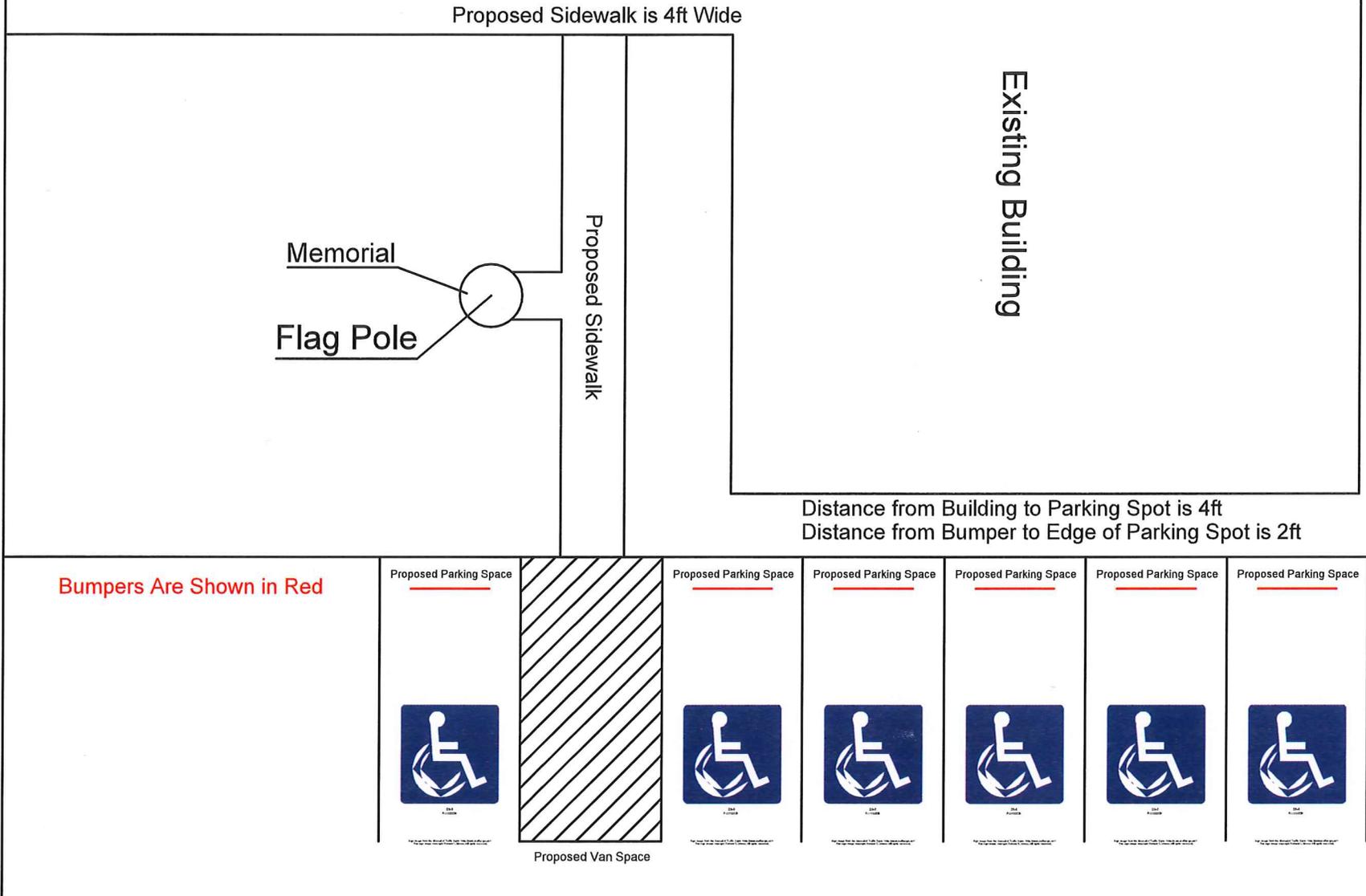


**Troop 7 - Smithfield, Virginia**

Jonathan C.

# Washington ST.

Existing Sidewalk



Proposed Spots are 9 feet wide by 18 feet Long

**STAFF REPORT TO THE  
TOWN COUNCIL**

**SPECIAL USE PERMIT**

**July 10, 2018**

**\*\*\* PUBLIC HEARING\*\*\***

<b>Applicant Name &amp; Address</b>	Wayne Stallings 318 Main Street Smithfield, VA 23430
<b>Property Owner Name &amp; Address</b>	Gary & Minnette Brooks 11170 Olde Towne Place Smithfield, VA 23430
<b>Property Location</b>	318 Main Street (Tax map #21A-01-152); +/-250 ft. southwest of the intersection of Institute Street and Main Street
<b>Statistical Data (see plat)</b>	
Current Zoning	D, Downtown District
Proposed Use	Retail / Art Gallery
Parking Required:	0 spaces for <10,000 sq. ft. coverage
Parking Provided:	Employee + 2-3 for customers
<b>Surrounding Land Uses/Zoning</b>	D, Downtown District; DN-R, Downtown Neighborhood Residential
<b>Conformity with Comprehensive Plan</b>	Current future land use plan shows the land as downtown commercial

**Project Overview**

The applicant is seeking approval of a Special Use Permit (SUP) for the conversion of a residential structure for a non-residential principal use in the Downtown zoning district; specifically, to operate a retail outlet / art gallery at 318 Main Street under the provisions of Article 3.H, Section C and Article 6 of the Zoning Ordinance.

The applicant previously ran the Imagine Art Gallery at 131 Main Street, and envisions a similar use at 318 Main Street; including the sale of original art, prints, bronzes and gift items and doing custom framing, as well as use of the location for art shows, meet the artist events and book signings.

The proposed commercial use is intended to include both the ground floor and the upstairs floor of the residential structure.

Hours of operation are proposed to be from 10am-6pm, Monday through Saturday and closed on Sunday. There will be two employees, the owner/proprietor, plus one other part-time and weekends.

**Staff Comments**

Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by Article 3.H and Article 6 of the Town of Smithfield Zoning Ordinance.

As this is a Special Use Permit application, reasonable conditions may be recommended by the Town Council as deemed necessary to protect the public interest and welfare.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.



# TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 λ Smithfield, VA 23431  
(757) 365-4200 λ Fax (757) 357-9933

## APPLICATION FOR:

- Special Use Permit    Variance    Special Yard Exception  
 Special Sign Exception    Other

Applicant(s) Name: Wayne Stallings  
 Address: 318 MAIN STREET  
 City, State, Zip: SMITHFIELD VA  
 Phone Number(s): 757-903-9547

Property Owner(s) Name: GARY & MINNETTE BROOKS  
 Address: 11170 OLDE TOWNE PL  
 City, State, Zip: SMITHFIELD VA 23430  
 Phone Number(s): 757 303 0734

Property Address: 318 MAIN ST  
 Tax Map Number(s): 21A-01-152  
 Property Description: .25 ACRE PARCEL +/- 250 FT. SW OF INTERSECTION OF MAIN ST. AND INSTITUTE ST.  
 Zoning: D      Acreage: 0.25      Application Fee: 400.00  
 Legal Reference: -      Deed Book#: -      Page#: -

Proposed Use/Exception: Convert Residential Building to Art Gallery  
- CONVERSION OF RESIDENTIAL STRUCTURE TO A NON-RESIDENTIAL USE AS PER ARTICLE 3.H, SECTION C OF SMITHFIELD TOWN ORDINANCE.

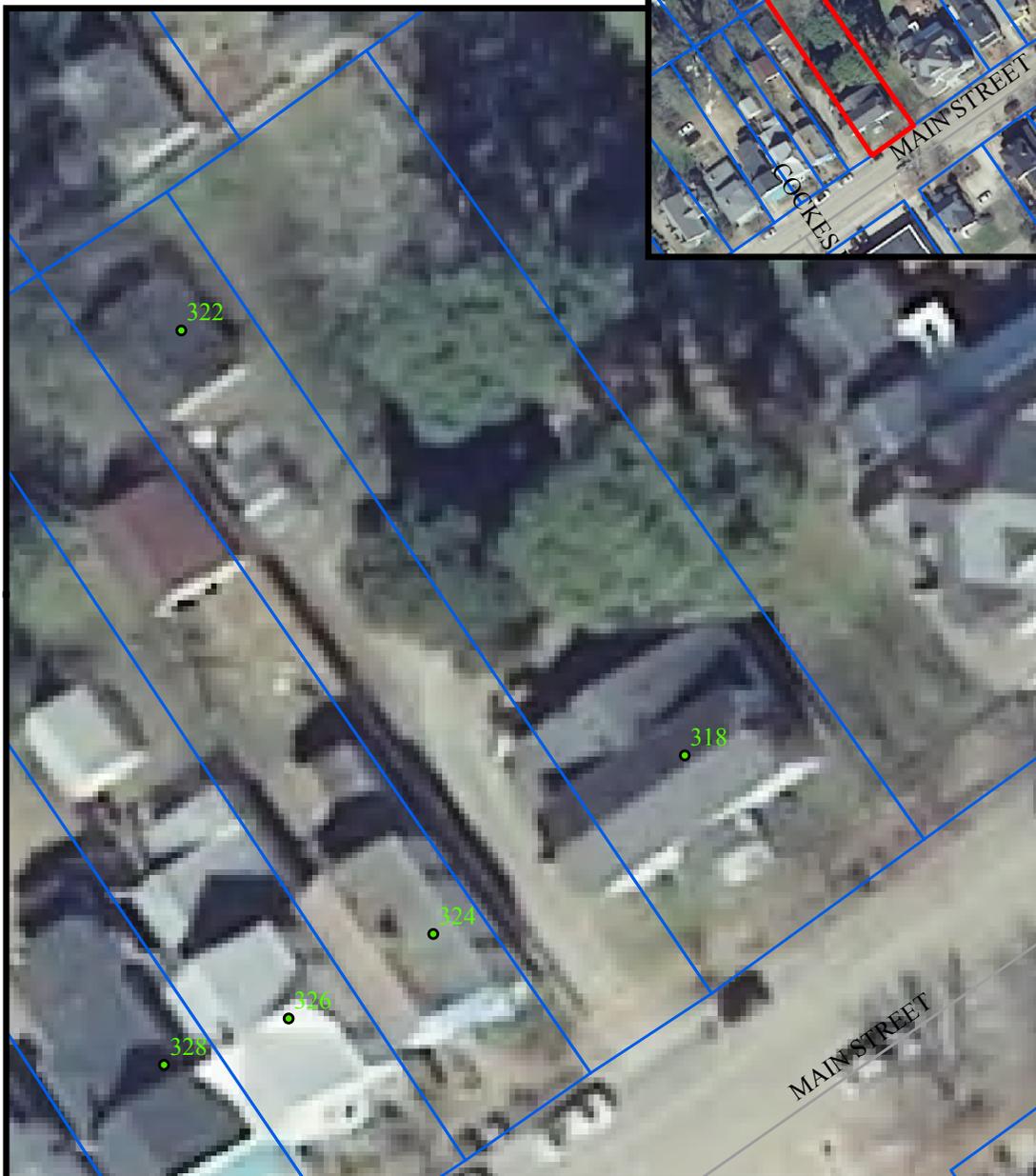
[Signature]  
 Applicant(s) Signature

6-1-18.  
 Date

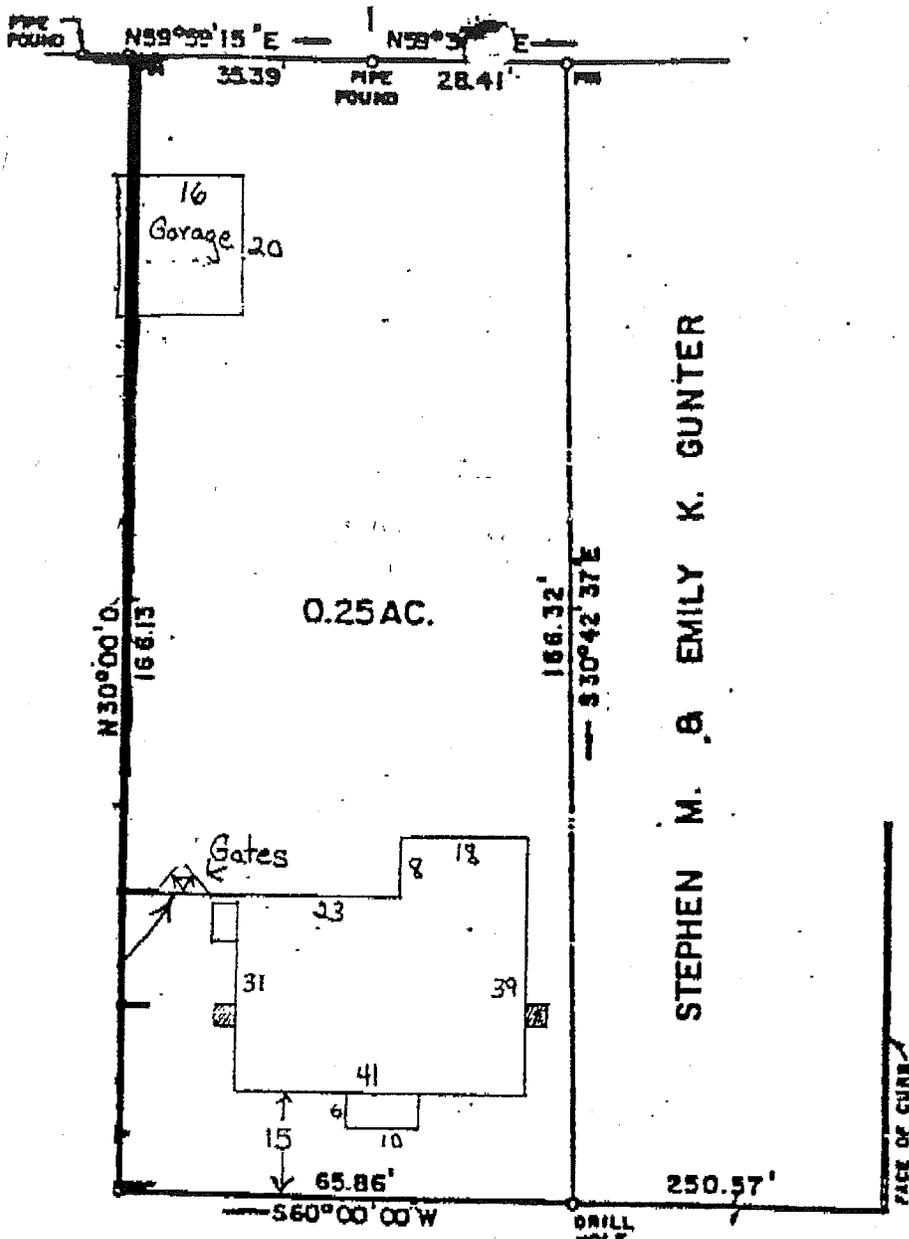
\_\_\_\_\_  
 Applicant(s) Signature

\_\_\_\_\_  
 Date

# Stallings Special Use Permit 318 Main Street



Map Created by  
William Saunders  
June 2018



STEPHEN M. & EMILY K. GUNTER

INSTITUTE ST.

MAIN STREET

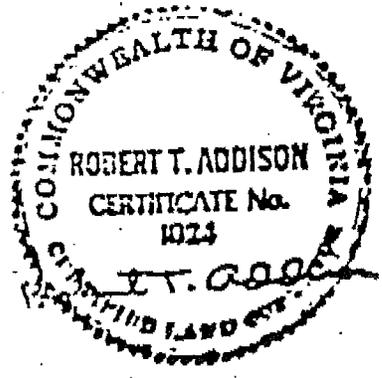
PLAT SHOWING SURVEY OF  
 PROPERTY LOCATED AT  
**#318 MAIN STREET.**  
 TOWN OF SMITHFIELD  
 ISLE OF WIGHT COUNTY, VIRGINIA  
 FOR  
**ISLE OF WIGHT METHODIST CHURCH**

SCALE: 1" = 30'

SEPTEMBER 27, 1977

E. STUART BALL & ASSOCIATES, LTD.  
 SURVEYORS - PLANNERS  
 PORTSMOUTH, VIRGINIA

VIRGINIA, Clerk's Office of the Circuit Court of the Court  
*Sept. 14*, 1977, at 10:23 o'clock A  
 was received and with the certificate unexecuted, admitted  
 TESTE: W. E. Laine, Jr., CLERK, By: *J. E. Laine*  
*See Deed Book 45-*





# **Pinewood Heights Relocation Project Updates**

## PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JUNE, 2018

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: June 15, 2018

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$1,000,000</u>	Local Leverage Amount Obligated:	<u>\$ 987,500</u>
CDBG Amount Expended:	<u>\$ 900,924</u>	Local Leverage Amount Expended:	<u>\$ 846,412</u>

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

### ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/30/2015

Date of last Management Team meeting: 05/08/2018

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

Date annual Fair Housing activity done: 06/30/2017

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?  
 Appraisals and RA have been completed for all homes. Homes 25 & 26 Jamestown closed 5/3. 37 Jamestown is set to close on 6/15. The offer to sale was made to 22 Jamestown and should close in 30 days. 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. 24 Jamestown will be relocating July 1<sup>st</sup> to their new rental (lease signed). We are working with 26 Jamestown to identify new rental home. Ms. Wiggins is assisting the heir resident at 37 Jamestown Avenue with her relocation. Suffolk RHA has started active relocation for their renters in 22 Jamestown and 27B Jamestown. Demolition work has started (utility disconnects) at 23/24 and 35/36 Jamestown duplex. Future demolitions will occur as duplex units become vacant.

**Are problems anticipated?** None  
**Project Specific Products:**

**Other comments:** None

**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 1

1) 37 Jamestown

Offers Accepted 1

1) 37 Jamestown

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 12

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

Appraisals Completed 12

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

Review Appraisals Completed 12

- 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

Offer to Purchase Letters Sent 12

- 2) 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

Offers Accepted 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

Properties Closed On 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

**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 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

Eligibility of Relocation Letters Sent 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

Comparable Units Found and Inspected 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

Households Relocated 7

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

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

Income Verifications Completed 4

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

Eligibility of Relocation Letters Sent 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 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 6

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

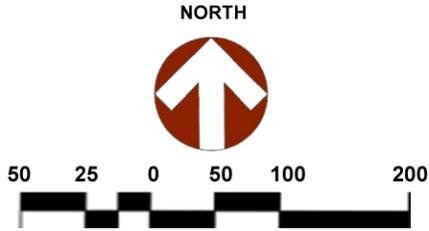
# PROJECT STATUS MAP

## 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

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**Windsor Castle rehabilitation project update – Public Buildings & Welfare Committee – 6/26/18**

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**Accomplished in the last 30 days**

- **Maintenance and storage buildings** – Construction completed; Certificate of Occupancy issued.
- **Farm office** – Rehab work completed with exception of new roof (forecast to be installed by 6/30).
- **Pole barn** – Parks & Rec-requested work (concrete floor, electrical, painted roof) completed.
- **Manor House** – Rehab of the exterior is underway on dormers and porches.
- **Utilities and site work** – Electric power run to reconstructed outbuildings and pole barn.
- **CPA’s “procedures report”** – Review of accounting of funds disbursement found to be in accordance with LLC’s financial guidelines with two minor discrepancies noted for the period Jul 2016-Dec 2017.

**Focus for the next 90 days**

- **Maintenance and storage buildings** – Complete painting of exterior. Fix minor punch list items.
- **Site work** – Gravel vehicle paths and grading of construction areas around outbuildings.
- **Utilities** – Dominion relocation of overhead power lines in the historic easement area underground.
- **Manor House** – Rehabilitation work on exterior and final floor plan for new wing.
- **Tax credit application / phase 1** – Submit to CPA for qualification audit and DHR for approval.  
(Point of note: the CPA and DHR packages total over 915 pages of documentation and 120 photos.)

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**Current status of key project phases**

- **Manor House** – Phase 1 (asbestos removal, moisture mitigation, demolition of wings) complete.
- **Manor House** – Phase 2 (rehab of exterior) underway.
- **Caretaker’s house** – Rehab complete and under sub-lease by Smithfield VA Events.
- **Outbuildings** – Rehab complete with the exception of farm office roof.
- **Pole barn** – Upgrades complete and ready for event rentals.
- **Maintenance and storage buildings** – Construction complete; under sub-lease by SVAE.
- **Utilities** – Site is connected to Town water. Power to outbuildings has been run.
- **Site work** – Swales to mitigate storm water behind north outbuildings complete.

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**Funds availability**

- \$1,000,000 of Town’s \$2 Million commitment has been drawn down; \$100,000 draw pending.
- \$2.3 Million total funding available; \$1.5 Million needs to be raised for the \$5 Million core project.

**Funds disbursements**

- \$939,000 (19%) has been spent to date on the core \$5 Million project.
- \$951,000 (89%) spent to date on Core and Caretaker’s house interior projects is tax credit eligible.
- \$230,000 is the current under-baseline forecast.

Front (north side) porch of Manor House – pre-rehab



Front porch under rehabilitation

