

**Outcomes & Agenda from Streetscape Committee Meeting**  
**Thursday, July 18, 2024 - 9:00 am Town Building**

**Updated Agenda**

1. Quick Update on all Streetscape Projects
  - Phase V: Supplemental Funding Agreement, Contract Award, Start and End of Work
  - Phase VI Design: Scope, Draft Task Order, Funding Agreement; DOH Notice to Proceed
  - Phase V: Lighting Grant Application
  - Phase VI: Construction Grant Application
  - State Park DEP Consent Order; Public Comment until Aug 3<sup>rd</sup>, Fine; Fine Recovery; Required Corrective Action Plan & Schedule

**Outcome:** *The August 6<sup>th</sup> and July 16<sup>th</sup> Town Council Update are on Page 2 & 3 of this file.*

2. Financial Update – Streetscape Account Cash Flow (Hand-out at Meeting)
  - Account Current Status
  - Planned Expenditures
  - Planned Deposits

**Outcome:** *The cash-flow analysis handed out at the Meeting will be revised and expanded to include both actual flow (since July 2024) and estimated expenses that will likely occur in early calendar 2025 based on both approved projects and Grant Applications. This info will be coordinated with TBS and applications for both Town and County H/M funds.*

3. Additional Business
  - Strategy to accumulate the needed Cash Match (for Item above Projects)
  - Discussion of policy for use of town lamp posts for accessories
  - Lighting at the old school building on Green Street
  - Streetscape maintenance.

**Outcomes:**

- *The 7 streetlights for Phase V Lighting Grant will include brackets designed for the lamp posts (rather than after-market brackets) where possible; once a Grant Award has been made.*
- *Phase V Construction Contract Award has not been made. Current date of Aug 10<sup>th</sup> is DOH target for Award – but DOH Supplemental Funding Agreement must be received, signed and funded (20% Match) prior to an Award. Town is standing by to make this happen once DOH Agreement is received.*
- *Plan to coordinate with TBS and others – Apple Butter Festival and Phase V Construction on Independence (Mercer to N. Washington and Wilkes (Independence to Union)*
- *Provided copy of Original Streetscape Design Guidance – Jeff and Rebecca to coordinate with TBS as needed.*
- *Jeff agreed to be the link between Streetscape Committee and TBS*
- *Provided copy of sample street signs from Brunswick, MD – found by Diane Petersen.*
- *Pete & Jeff briefly discussed the annual inspection reports on the Fairfax St bridge. Pete provided Jeff with these reports and some analysis done across the years to determine any deterioration. The most recent report is from February 2024. At some point, the Town and District 5 will need to get together to discuss what lies ahead for this and other bridges in the Town. In the June 13<sup>th</sup> Comprehensive Plan discussion, Pete advised the Planning Commission that the Streetscape Committee would continue to follow the bridge inspections in support of the Town's Public Works Committee.*

**Streetscape and BSSP Projects Status Report for Town Council  
August 6, 2024**

**STREETSCAPE**

Next Committee Meeting: 9 am Thursday 8/15, Town Conference Room

**Phase V Construction contract:**

- DOH provided the Supplemental Funding Agreement to the Town (via Mail) on Friday, July 26<sup>th</sup>.
- Mayor Merki signed the Agreement and the Town Cash Match Check (\$13,680.80) and the required documents were mailed to DOH and e-mailed to Kyle Oliver (DOH) on July 30<sup>th</sup>.
- Awaiting DOH confirmation of the receipt of the documents and check (Certified receipt & e-mail)
- Also expect DOH to provide the schedule for Contract Award; current Bid Extension ends Aug 10<sup>th</sup>.
- Next Events: Contract Award, Inform adjacent business/property owners, Establish Start Date; Set Pre-Construction Meeting, Decide on Apple Butter Work-Around, Start Work, Complete Work.

**Phase V lighting grant application:** Awaiting news on Grant Award Schedule. Town's #1 Priority

**WVDOH TA Grant Phase VI design grant:** Next Events: Reviewed and updated Thrasher Scope Document to support the DOH/Town Funding Agreement, Town Task Order to Thrasher, DOH & FHWA authorization and DOH Authority to Proceed. Probably a few months away. There are sufficient funds in the Streetscape Account to fund the expected \$14K Cash Match required at the signing of the Funding Agreement.

**WVDOH TA Grant Phase VI construction grant application:** Awaiting news on Grant Award Schedule. Town's #2 Priority

**Streetscape and BSSP Projects Status Report for Town Council  
July 16, 2024**

**STREETSCAPE**

Next Committee Meeting: 9 am Thursday 7/18 Town Conference Room

**Phase V Construction contract:**

- DOH is preparing the Supplemental Funding Agreement for the next bidder. Do not yet have a date when the Town will see the Agreement. Town's Cash Match will be \$13,680.80. There are sufficient funds in Streetscape Account to provide this immediately to DOH.
- DOH says Contractor will extend bid in 30-day increments as needed until Agreement and funds are in place. This delay means that construction will start much later than anticipated. There will likely be a need to work out a minimum interference with Apple Butter.
- *Update 7-27-2024: The formal DOH Supplemental Funding Agreement was received on 7-26. Sharron is preparing it for the Mayor's signature. It will be returned (with previous Town Council Resolution and the Check for \$13,680.80) to DOH the week of July 29<sup>th</sup> in time for the current bid extension date of Aug 10<sup>th</sup>.*

**Phase V lighting grant application:** \$100K Grant plus \$25k Town Cash Match - Submitted and accepted by DOH on June 25<sup>th</sup>. Identified as the Town's #1 Priority.

**WVDOH TA Grant Phase VI design grant:** \$56K Grant plus \$14k Town Cash Match - Awarded in April 2024; formal Letter dated 6-11-24 – Thrasher drafting Scope Document that will lead to a DOH/Town Funding Agreement, Town Task Order to Thrasher, DOH & FHWA authorization and DOH Authority to Proceed. Probably a few months away. There are sufficient funds in the Streetscape Account to fund this.

**WVDOH TA Grant Phase VI construction grant application:** \$400K Grant plus \$100K Town Match. Submitted and accepted by DOH on June 25<sup>th</sup>. Identified as the Town's #2 Priority

**Streetscape Account Cash Flow:** Working on cash flow predictions based on current account plus various Cash Match requirements from above Grant actions. *Currently updating this after discussions at July 18<sup>th</sup> Streetscape Committee Meeting.*