



# TOWN OF GLASGOW VIRGINIA



## Town Manager's Report to Mayor and Town Council

Week of 7/8/2019 – 7/12/2019

### Announcements:

Glasgow Farmer's Market will be open Friday June 21<sup>st</sup> 10am-4pm.

### Administration/Finance:

Since July 1<sup>st</sup> I've been working on rearranging the Town's departmental budget into a format which is easier to read. Included in FY20's departmental budgets are the last four (4) years of actuals in QS1. This is to help provide myself, Council, and residents perspective on Town expenses. The departmental budgets will have personnel and operation costs separated as well.

The SERCAP private lateral project now has over twenty (20) residents who signed license agreements. Robert Humphreys plans on starting next week.

Wednesday I met with Steve Shires delivered the photos and videos he took for the website. A tease was posted on the Town's Facebook page to generate interest and attention for our new revamped website.

Reached out to Mr. Locher about the status of the deed of gift for the Old Carnival Grounds. He informed he signed the deed and it is at Mr. Jones office. This is more great news for the Town. I'm hoping to have a design for the County to review and cost estimates by the end of the second week of July. Angel has jumped through the necessary hoops for the ABC license for the concert.

Angel doing a great job with the community events posters such as the movies in the park and music in the park. We expect high turnout for the movies in the park event.

Jane is doing a great about with the delinquent taxes. She sent out the delinquent taxes to the 2<sup>nd</sup> group of people. We hope to get some response and payments later this month.

Reached out to the Virginia Department of Housing and Community Development (DHCD) about the Community Development Block Grant program (CDBG). This is a great grant program I'm looking at for the Town to apply for. The regional planning district Director said there is over \$1 million in planning grants associated with CDBG. I'll be attending a DHCD Road Show in Lynchburg which reviews these grants and provides an opportunity to meet the DHCD staff face-to-face.

### Public Works:



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CHA has finalized the specs for the Sewer project equipment. This will be put out to bid and advertised in the local paper in the coming weeks. CHA plans to hold a construction meeting on the project late July or early August.

**Public Utilities:**

No report



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## Town Manager's Report to Mayor and Town Council

Week of 7/15/2019 – 7/19/2019

### Announcements:

Glasgow Farmer's Market will be open Friday July 21<sup>st</sup> 10am-4pm.

Movie's at the Market August 10<sup>th</sup>, free popcorn and hotdogs.

### Next Week's Scheduled Meetings for the Manager:

Monday: DHCD Road Show in Lynchburg

Tuesday: NFWF Stormwater Pre-Construction Meeting 1pm at the Library; VDOT Trail with Michael Fulcher

### Administration/Finance:

Wednesday I met with the Rockbridge Area Outdoor Partnership. Over thirty (30) regional stakeholders were there at the meeting with a vested interest in outdoor activities. I informed them of the Town's new facebook page, upcoming events, and volunteered for the marketing committee. This should give us an inside track on marketing and promotion strategies.

The SERCAP private lateral project now has over twenty (25) residents who signed license agreements. Robert Humphreys has started work this next week. He has completed 4 properties and used \$6,660 so far on the project. Many residents have called to complement Mr. Humphreys on his work and professionalism.

Thursday morning I met with Jeff Pufahl to review the website template and discuss its layout. Once the layout is set it is just about getting updated content on there for residents. We will have all of Steve Shires and Carolyn Bradley pictures on the website in a photo and video gallery.

I'll be attending a DHCD Road Show in Lynchburg which reviews these grants and provides an opportunity to meet the DHCD staff face-to-face. The grant which I'll have a particular interest in is the CDBG. The road Show will learn about the following DHCD programs:

[Community Development Block Grants](#) (CDBG)

[Virginia Main Street](#) (VMS)

[Industrial Revitalization Fund](#) (IRF)

[Community Business Launch](#) (CBL)



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[Acquire, Renovate, Sell](#) (ARS)  
[Indoor Plumbing Rehabilitation](#) (IPR)  
[VA Telecommunications Initiative](#) (VATI)  
[Appalachian Revitalization Commission](#) (ARC)  
[GO Virginia](#)

The stormwater project that will take place up on the hill near the well has a preconstruction meeting scheduled for next Tuesday at 1pm at the library. I've informed Mrs. Reed about the meeting and invited her to attend and ask questions.

## **Public Works:**

One of the Town's diesel zero turn mowers went down this week. It is the same one that has been having problems running consistently. Councilman McFaddin took a look at it along with some friends who are experts with that particular brand. They couldn't find the source of the problem. I'm looking at purchasing a new mower since this one seems to be a lemon. This is not the new mower we bought recently. Chris has been reaching out to local contract firms about renting a CDL driver for half a day to help him pick up brush around Town. We are hoping to get one next week. Chris has been doing a great job with keeping up with the mowing while short staffed.

## **Public Utilities:**

Jeff has been busy getting samples and running up to Lexington for the permit renewal. Jeff told me inflow & infiltration has reduced drastically from around 200,000 gallons in 2014 to 5,000 as of this last month. This is an early sign of the sewer project's efficiency improvements. The storms have had Jeff busy resetting the sewer treatment plant's pump. Jeff helped Chris mowing this week until the mower broke. Jeff and Chris replaced a meter behind the Cowboy Church and helped Chris out of a ditch in the process. Jeff ordered some new hoses for the pump truck since the current ones were deteriorating. The hoses replaced were the originals that came with the truck which is over 10 years old.



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## Town Manager's Report to Mayor and Town Council

Week of 7/22/2019 – 7/26/2019

### Announcements:

Movie's at the Market August 10<sup>th</sup>, free popcorn and hotdogs. Vote in our Facebook poll for Marry Poppins Return or Zootopia.

### Next Week's Scheduled Meetings for the Manager:

Monday: Regional Planning Director (CSPDC) is coming in the afternoon for a tour of the Town.

Wednesday: Sewer Project (USDA RD) Equipment Bid Opening 2pm.

Saturday: Concerned Citizens Community Event at noon.

### Administration/Finance:

Monday I attended the DHCD Road Show in Lynchburg which provided a snapshot of their grant programs and an opportunity to meet staff face-to-face. The programs which I want us to pursuer over the next year are CDBG Planning Grant and becoming a Virginia Main Street Affiliate. DHCD reviewed other programs which the Town should consider pursing down the road such as the Community Business Launch program.

The storm water project that will take place up on the hill near the well has a preconstruction meeting scheduled for next Tuesday at 1pm at the library. I've informed Mrs. Reed about the meeting and invited her to attend and ask questions.

Tuesday we had 2 meetings related to a couple of Town grant projects. The first meeting was the storm water project preconstruction meeting. Mrs. Reed attended the meeting. We discussed the construction schedule for the project. Harbor Dredge and Dock projected to have the project done in 30-45 days.

The second meeting was related to the VDOT multi-purpose trail. Two representatives from VDOT and Ann Cundy from the regional planning district (CSPDC) attended the meeting. We discussed the time schedule of when the project can get up off the ground. Right now it is under environmental review which could be wrapped up by the end of September. The next phase would be to put the project out to bid, then start construction in the spring of 2020. This project will be vital for those with disabilities to access Town Hall all the way to the Farmer's Market.



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Thursday evening I met with Mrs. Carolyn Bradley and Andrea Bradley to review the website template and discuss its content. We brainstormed what should be on the website and how it should be presented. We want the website to not just be about government and Town business but about the community as a whole.

Wednesday I met with the Garden Club to discuss the Council's desire for residents to use Centennial Park more frequently. This is why Council asked the Garden Club for their help and expertise on redesigning the layout of the park. Also to include future use of pavers or bricks for individual memorials to be placed in the park. The Garden Club expressed their support for pavers and bricks to be eligible for purchase by residents of any kind or status, as long as the price pays for the full cost of materials and installation. Number one goal for the park's redesign is to have a focal point of interest for residents to gather and congregate like a pergola.

Robert Humphreys continued his work on the SERCAP project this next week. Next week he will be working on his 3 largest lateral replacements.

## **Public Works:**

Chris attended OSHA (Occupational Safety and Health Administration) training in Lexington Monday and half of Tuesday. Later in the week, Chris removed a fallen tree at the canoe launch. Friday the old carnival grounds stage was torn down. Saturday while working for Jeff, Chris mowed the old carnival grounds in between checks. The grounds are mowed and will be mowed again before the Music in the Park Concert on August 31<sup>st</sup>.

## **Public Utilities:**

Jeff has been doing sampling for the permit renewal. Next week will be his last week bringing samples up to Lexington for the permit renewal. Jeff's hoses came in for the pump truck and will be tested next week. We are still waiting to hear back from Dan Cranston about installing the replacement check valve.