



# **Transition Guide**

## **for the**

# **New Town Manager**

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April 18<sup>th</sup>, 2023

To My Successor:

Congrats on the new job! If you're new to municipal management, I can tell you that this is very rewarding work and you'll never be bored! Four years ago, I was a first-time Town Manager, and it took a year to learn the job and get acclimated. I hope this handbook speeds up the transition and helps with orientation. Also, you have amazing staff, officials, and volunteers. You can rely on them to both get you up to speed and provide the support you'll need to get settled.

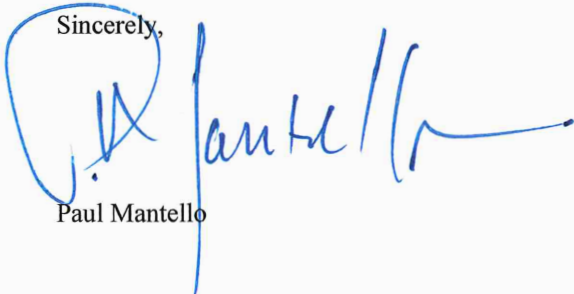
Over the last four years, we focused mostly on improving our aging water and sewer infrastructure and working to make Boonsboro a more responsible, effective, and future-oriented municipal government and utility provider. The Town has over \$14 Million in grant funding, and over \$3 Million in ARPA funding, for public works and utility infrastructure improvements. Of particular note, the \$7 million finished-water reservoir project and the \$2.3 million sludge dewatering facility project are both critically important for operational efficiency and long-term viability of the Town's utility systems. The reservoir replacement should account for approximately 25% of the Town's water loss and the dewatering press should reduce wastewater operational expenses by \$120k per year. Both projects are 100% grant funded and need a good facilitator to step in and ensure design, permits, and construction go smoothly.

Speaking of being a good facilitator, as listed in the Town Manager Job Description under "Duties and Responsibilities," one of your most critical skills is your ability to "facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens." Engaging your staff, officials, and volunteers, and keeping them informed, are essential for conducting timely and productive municipal business. A big part of my management style has always been, "information is not power" and I feel I did a good job of engaging and leading staff and volunteers and putting them in positions to succeed. However, I fell short on keeping everyone updated and providing timely and complete decision-making information to elected officials and advisory commissions. This is a difficult job and there's always a lot going on, but the Town Manager should prioritize how and when information is shared, presented, and discussed.

Lastly, I truly believe that "the harder you work, the luckier you get." The first two years or so, we worked hard to better understand Boonsboro's priorities and develop all the important ongoing capital projects to concept and preliminary design. After the pandemic, when grant opportunities were suddenly abundant, we were ready to apply, and we had plenty to talk about. Boonsboro is now poised to make a big impact, quickly. The Town now needs a good facilitator and project manager, who can successfully lead the Town through all these planned and ongoing capital projects. Early and often, lean on your amazing staff to keep these projects on track and moving steadily forward. They are very knowledgeable and experienced, and as invested as you are in the success of these important capital improvements.

I'm happy to answer questions and discuss projects, at your convenience. My cell phone is 301-473-3123. I loved working for Boonsboro and I'll always root for the Town to succeed. I wish you the best of luck and a smooth transition. Congrats, again!

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Mantello". The signature is written in a cursive style with a large initial "P" and "M".

Paul Mantello

## REGULAR DUTIES & DAILY OPERATIONS

- 1) Prepare a Comprehensive Annual Budget & Capital Improvement Plan: On March 1<sup>st</sup>, the Town begins drafting the coming fiscal year's budget. The fiscal year is July 1<sup>st</sup> – June 30<sup>th</sup>. Each of the advisory commissions, and each department (PW, W&S, BPD, & Administration), submits a proposed budget. The Town Clerk will provide CY Actuals and update the Budget PowerPoint Presentation.

The Town budgets one fiscal year at a time. Essentially, based on the submitted commission and department budgets, the Town Manager and Treasurer anticipate the cost of operations, maintenance, and capital projects in the coming fiscal year. Together with the Treasurer, the draft budget should be presented to the Mayor & Council and discussed, at least twice, before publishing the final draft and announcing the public hearing.

To become more future-oriented, the Town's working on an asset inventory project with the US Army Corps of Engineers and developing an Asset Management Program, with the Town's consulting engineer, Barton & Loguidice. GIS technology and ArcGIS Online will be the foundation for an asset management program. These projects are discussed, later.

For all things "financial administration," Al Martin has been a great resource. Al's a CPA and the former Finance Director for Hagerstown. The Town also contracts with Albright Crumbacker (ACM&I) and our auditor, Jason Knode is a great resource. Contact info, below:

Al Martin, CPA  
301-991-3468 (C)  
[aemartin24@aol.com](mailto:aemartin24@aol.com)

Jason Knode, CPA  
ACM&I  
301-739-5300 (O)  
[jknode@albrightcpa.com](mailto:jknode@albrightcpa.com)

- 2) State of the Town Annual Report: Starting in December, the Town Manager begins working on the SOTT Report, detailing the past year's accomplishments, challenges, and any future projects. Please see the SOTT Reports, for the last few years.

The Town's auditing consultant provides the financial statement report for the past fiscal year. If information requests and the auditor's review go smoothly and without delay, the financial statements are presented in October or November. The Town recently entered into an IDIQ contract with an accounting firm, for consultation and basic services. The contact info is below:

Cheri Amoss, Principal for State and Local Government  
CLA (CliftonLarsonAllen LLP)  
410-308-8046 (O)  
[cheri.amoss@CLAconnect.com](mailto:cheri.amoss@CLAconnect.com)

- 3) Purchasing & Contracts: The Town Manager drafts bid solicitations and oversees the procurement process. Please see the Town's procurement ordinance/policy. In my humble opinion, the purchasing ordinance needs to be updated/amended to include sole sourcing, details for grant-leveraged purchasing, etc. The Town Attorney can be tasked with the update.
- 4) Monthly Meeting Agendas: With assistance from Town Staff, the Town Manager develops the agendas for the BMUC, M&C Regular Meeting, and the M&C Workshop, each month. Once a draft agenda and packet are available, schedule a "agenda briefing" with the BMUC Chair or Mayor to finalize and publish.
- 5) Records Management & Reorganization: The Town has paper files as far back as the 1800s. They are not well organized, they need to be digitized and searchable, and many should go to the state archives.

## CAPITAL PROJECTS & PROGRAMS

### SHAFER PARK PROJECTS

Shafer Park is well used, and the Town receives regular grant awards for park improvements, through Program Open Space (POS) and Community Parks & Playgrounds (CP&P). There are several ongoing and future projects planned for Shafer Park and other open spaces in Town.

- 1) Shafer Park Path – Phase IV: The fourth phase of the park’s walking path is currently in design and permitting, with the Town’s consulting engineer, Frederick Seibert & Associates (FSA). Procurement and construction are set to begin, this Spring and Summer.

Through MD DNR and CP&P, the Town was awarded \$148,500 to complete design, construction, and landscaping of the path. The Town must match 10% of the job cost. Please see the agreement, design plans, and award letter. Approximately \$10-15,000 is reserved for landscaping and amenities. The Park Board drafted those landscaping plans, and they will be integrated into the final engineering drawings. Public Works will complete the landscaping and amenities installations. Here are the project contacts:

Trevor Frederick, Vice President  
FSA  
301-791-3650 (O)  
717-377-1194 (C)  
[trevor@fas-md.com](mailto:trevor@fas-md.com)

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Andrew Eshleman, PW Director  
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240-313-2252 (O)  
[aeshleman@washco-md.net](mailto:aeshleman@washco-md.net)

- 2) Shafer Park Creek Masonry Repair & Renovation: The stonework throughout Shafer Park is unique and original to the park’s construction, in the late 1930s. The stone bridges, streambanks, and patio are/were all in significant disrepair and needed a major renovation.

The Town hired Poor Boy’s Enterprizes to complete the masonry renovation and repair. Construction is underway and should be completed by the end of May. The total cost of the project is \$250,000 and the Town was recently awarded \$203,000 in Program Open Space (POS) grant funding. The project takes place in a “Maryland Waterway” and needed a special MDE permit and a County Floodplain Permit. The Town did not consult with an engineer on this project and will manage permit compliance. Please see permits and work scope.

The Town is working to procure local stone, so Poor Boys can also redo the stone pillars of the pavilions. A price quote is forthcoming.

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Poor Boy’s Enterprizes  
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Wuhib Bayou, Compliance Engineer  
MDE Waterways  
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- 3) Shafer Park Bathroom Renovation & Repair: The park bathrooms, near the Scout Hut, need to be repaired, renovated, and upgraded to operate during cold weather (year-round). With the FY24 CP&P application, the Town applied for \$21,600 in grant funding. Including the Town's 10% match, the project is estimated to cost \$24,000. This application is under review. Project contacts are:

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667-270-0786 (C)  
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[margaret.lashar@maryland.gov](mailto:margaret.lashar@maryland.gov)

Andrew Eshleman, PW Director  
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[aeshleman@washco-md.net](mailto:aeshleman@washco-md.net)

- 4) Shafer Park Pickleball Courts: With the FY24 POS application, the Town proposed repurposing the basketball court, nearest the Scout Hut, into three pickleball courts. A PowerPoint presentation was given to the County's Park Board. The application is under review. Please see the application and PP presentation.

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- 5) Sycamore Run Tot Lot: POS and CP&P funding can also be used to purchase land for future public park use. There are two empty lots in the Sycamore Run Subdivision that have been identified for purchase and development of a "tot lot" or other public space. The developer is interested in selling the lots. In the same vein, the Park Board is interested in purchasing the park-adjacent fire department's overflow parking lot and a piece of the TT&K property, to expand Shafer Park.

Stephen Oder (Developer for Sycamore Run and King Road)  
Cavalier Development Group LLC  
8114 Dam Number 4 Road  
Williamsport, MD 21795  
(office) 301-223-1443  
(cell) 301-748-1958  
[SOder@cavdev.com](mailto:SOder@cavdev.com)

- 6) Shafer Park Community Garden: The BEC created a site plan and proposal for a community garden at Shafer Park. Since receiving approval from the Mayor & Council, the BEC created a “Community Garden Planning Team” and was recently awarded a \$25,000 grant from the Nora Roberts Foundation to install a perimeter fence. The Community Garden will likely begin construction this Spring and will open officially in Spring 2024. An RFP was recently published to procure the fence and bids are due in early May. The BEC Chair is the project organizer and point of contact:

Cassandra Ladino, BEC Chair  
301-676-6986 (C)  
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## ECONOMIC DEVELOPMENT PROJECTS

The Economic Development Commission is a hardworking and engaged group of volunteers, with several ongoing and recurring projects and programs. The Staff Liaison to the EDC (SLEDC) manages this body and their projects, but the Town Manager often steps in to help facilitate and provide guidance. Here are some of the EDC’s projects:

- 1) Downtown Beautification Project: To increase the aesthetic and consumer appeal of the downtown commercial district, the EDC is working on a beautification master plan, with the Town’s consulting engineer (FSA) and a local landscaper, Custom Landscaping LLC. The EDC aims to increase the perception of Downtown Boonsboro as a remarkable area of commerce and history that creates a pleasant atmosphere for visitors to explore and visit/revisit. FSA will provide a draft landscaping plan, in the next few weeks, for review/approval by the EDC.

Once the master plan is complete, the Town will begin applying for implementation/construction grants. The EDC was awarded a \$5k Nora Roberts Foundation (NRF) Grant, to fund the drafting/design of the master plan. There is no reporting for this grant and the funds were already released to the Town.

The EDC was recently awarded a \$18,000 grant from the Rural Maryland Economic Development Fund (RMEDF), to fund landscaping and signage of the traffic circle, on the south end of Town. The grant’s administering agency, Tri-County Council (TCC), requires reports summarizing progress on the dates: May 31, 2023, November 30, 2023, May 31, 2024, and November 30, 2024. A final report indicating when the project has been completed and all funds have been expended is also required.

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717-377-1194 (C)  
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Trevor Frederick, Vice President  
FSA  
301-791-3650 (O)

Terri Packard, EDC Chair  
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Amy Jacobs, Planner  
TCC for Western Maryland  
301-689-1300  
[ajacobs@tccwmd.org](mailto:ajacobs@tccwmd.org)

- 2) AT Connector Trail: The proximity of the Appalachian Trail represents an economic opportunity for the Town. Consumers are spending increasingly more money on recreation and hiking has become a popular activity. The EDC is working to connect the downtown commercial district to the Appalachian Trail and trail goes. Installing a “Heritage Trail” to the Washington Monument has cultural/historic value to the Town and offers residents a recreational outlet.

The EDC was recently awarded a \$90,000 grant from the Rural Maryland Economic Development Fund (RMEDF), to fund a feasibility study. The SLEDC is working on a Feasibility Study RFP, likely to be published in early May. With a preliminary study and a path forward, the EDC would then begin design/procurement/construction. The grant's administering agency, Tri-County Council (TCC), requires reports summarizing progress on the dates: May 31, 2023, November 30, 2023, May 31, 2024, and November 30, 2024. A final report indicating when the project has been completed and all funds have been expended is also required.

The EDC is in the process of earning the designation of "Appalachian Trail Community" and all the grant and economic opportunities that come with it. An official designation ceremony is scheduled for this Summer, at the Washington Monument Park.

Natoma Vargason, EDC Asst. Chair  
301-730-7242 (C)  
[atc@townofboonsboro.com](mailto:atc@townofboonsboro.com)

Amy Jacobs, Planner  
TCC for Western Maryland  
301-689-1300  
[ajacobs@tccwmd.org](mailto:ajacobs@tccwmd.org)

- 3) Boonsboro Town Alliance: The EDC understands that the Town needs a non-profit consortium of local businesses and community groups to increase commerce, host events, leverage our economies of scale, and to represent its members directly, without tax dollar support. The Town Attorney drafted bylaws and the EDC will recruit the BTA's board and members, in 2023. EDC Member, Ron Humbel, has assumed leadership of this project and will be the BTA Chair.

Ron Humbel, EDC member  
240-417-1340 (C)  
[rhumbel@yahoo.com](mailto:rhumbel@yahoo.com)

860-459-5337 (C)  
[edc@townofboonsboro.com](mailto:edc@townofboonsboro.com)

Terri Packard, EDC Chair  
301-432-6340 (H)

Natoma Vargason, EDC Asst. Chair  
301-730-7242 (C)  
[atc@townofboonsboro.com](mailto:atc@townofboonsboro.com)

- 4) Annual Food Truck Festival & Spring Jubilee Events: The EDC hosts successful public events, every year, with live music, food vendors, beer gardens, and fun activities like a garden tractor pull contest and axe throwing game. Last year's Food Truck Festival attracted more than 3,000 people and the EDC raised over \$10,000 in sponsorship revenue.

The SLEDC and Town Manager are facilitators for these events, ensuring they go smoothly and according to the Town's policies and procedures.

Ron Humbel, EDC member  
240-417-1340 (C)  
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[edc@townofboonsboro.com](mailto:edc@townofboonsboro.com)

Terri Packard, EDC Chair  
301-432-6340 (H)

Natoma Vargason, EDC Asst. Chair  
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[atc@townofboonsboro.com](mailto:atc@townofboonsboro.com)

- 5) Tourism Website & Mobile Application: The EDC was recently awarded a \$23,000 grant from the Rural Maryland Economic Development Fund (RMEDF), to fund the creation of a tourism website and mobile application. The SLEDC is working on drafting RFPs for this project.

The grant's administering agency, Tri-County Council (TCC), requires reports summarizing progress on the dates: May 31, 2023, November 30, 2023, May 31, 2024, and November 30, 2024. A final report indicating when the project has been completed and all funds have been expended is also required.

Ron Humbel, EDC member  
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Amy Jacobs, Planner  
TCC for Western Maryland  
301-689-1300  
[ajacobs@tccwmd.org](mailto:ajacobs@tccwmd.org)

- 6) National Road Museum Bathroom Renovation & Plumbing Upgrade: The EDC was recently awarded a \$75,000 grant from the Rural Maryland Economic Development Fund (RMEDF), to fund a renovation and plumbing upgrade for the National Road Museum's (NRM) bathrooms. They would like to, one day, accommodate tour buses and large influxes of visitors to the museum. The bathroom needs a larger service lateral and to be upgraded to commercial fixtures. EDC member and NRM Board Member, Tiffany Ahalt, is drafting an RFP for this project. When complete, Tiffany will forward to the Town for review/approval/publishing.

The grant's administering agency, Tri-County Council (TCC), requires reports summarizing progress on the dates: May 31, 2023, November 30, 2023, May 31, 2024, and November 30, 2024. A final report indicating when the project has been completed and all funds have been expended is also required.

Tiffany Ahalt, EDC & NRM  
240-626-0963 (C)  
301-991-2863 (C)  
[tiffany@visithagerstown.com](mailto:tiffany@visithagerstown.com)  
[nationalroadmuseum@gmail.com](mailto:nationalroadmuseum@gmail.com)

Amy Jacobs, Planner  
TCC for Western Maryland  
301-689-1300  
[ajacobs@tccwmd.org](mailto:ajacobs@tccwmd.org)

## **ROAD & PUBLIC SAFETY PROJECTS**

The Mayor & Council and the Public Safety Commission have been working on several capital projects, related to road infrastructure and public safety improvements. Here are the ongoing projects and programs:

- 1) Chase Six Boulevard - Campus Avenue Realignment & Intersection: Back in October 2021, the Town started an interagency project to build a controlled intersection at the intersection of Maple Avenue, Campus Avenue, and Chase Six Boulevard. The agencies/parties involved are: Town of Boonsboro, WC Board of Education, WC Board of County Commissioners, SHA District 6, Potomac Edison, the Fletcher's Grove Developer, and a private property owner at 202 Maple Avenue. Senator Corderman has been helping to facilitate this project and should be kept in the loop, as it progresses.

The Developer, Jim Draper @ 8486 LLC, is working to develop the next phase of Fletcher's Grove. This includes the completion of Chase Six Boulevard. Rather than have Chase Six and Campus Avenue offset, the project will intersect the two roads, at Maple Avenue, with lighted crosswalks for students walking to/from campus. Please see the project concept plan, diagram, and letters of intent for implementation details.

The project has several funding sources. In FY23, Senator Corderman sponsored a \$200,000 Legislative Bond Initiative. In December 2022, the County awarded the Town a \$520,000 grant for the project. This



fiscal year, the Town was awarded another \$500,000 State Budget Allocation. The total project cost is estimated at \$920k and will be funded entirely with grant funds.

Per the annexation agreement, the developer is responsible for the cost of the intersection and Chase Six Blvd. Mr. Draper's contribution to the school-side of the project is providing survey, engineering, and design. His engineer, B&R Design, is currently working on a draft site plan.

Next steps are: 1) All agencies/parties agree to the project's layout and site plan. 2) MOUs are executed between the Town and BOE, and the Town and 102 Maple Avenue. 3) Submit the MOU to the State's grant administrator (Department of General Services), so a grant agreement can be executed, and the Town can begin drawing reimbursement funds of \$700,000 total. The County's grant is also reimbursement-based, and requests can be sent directly to the County Administrator. 4) It's likely the project management and construction will be completed by the developer's contractor, but procurement might be necessary.

Here are the project's contacts:

Jim Draper, Owner  
8486 LLC  
301-694-7411 (O)  
240-357-7867 (C)  
[jim@drapermcginloeypa.com](mailto:jim@drapermcginloeypa.com)

Rick Curry, Engineer for 8486 LLC  
B&R Design  
301-668-0505 (O)  
[rick@bandrdesign.com](mailto:rick@bandrdesign.com)

Donny Owens, Project Mgr for 8486 LLC  
301-748-4390 (C)  
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Deidra Bell, DGS Grant Administrator  
410-767-7791 (O)  
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Dave Sovine, Superintendent  
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Scott McIlwee, Owner  
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Linda Puffenberger, Asst. District Engineer  
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- 2) Safe Routes to School Sidewalk Retrofits: A little over two years ago, the educational campus changed their dismissal routes and busses were routed through the older parts of Town, down narrow streets. The busses queued in front of the Fire Station while waiting for the traffic light, at the square. The older section of Town, particularly Center Street, Orchard Drive, and Ford Avenue need pedestrian sidewalks for residents and students. Earlier this year, the Town applied for sidewalk retrofitting funding from MDOT SHA and recently was awarded \$1.2 Million in grant funds to design sidewalks on Center, Ford, and Orchard. This project pairs nicely with the Intersection Project and provides better/safer infrastructure for residents and school children. Please see the grant application and work scope. Every month, a progress report is due to SHA.

In December 2022, the Town completed a site walkthrough with SHA Transportation Alternatives department and narrowed the scope. SHA has drafted an MOU that is under review by the Town's Attorney. Once executed, the next steps are a Notice to Proceed and the design phase, using an SHA-approved engineering firm. There is a 20% Town Match requirement. It's understood that municipalities who complete the design phase are likely to also receive SHA construction funding.

Here are the project's contacts:

Christy Bernal, TA Program Mgr.  
SHA  
410-545-5659 (O)  
[cbernal@mdot.maryland.gov](mailto:cbernal@mdot.maryland.gov)

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301-876-0171 (C)  
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David Thomas, TA Program  
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[dthomas6@mdot.maryland.gov](mailto:dthomas6@mdot.maryland.gov)

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717-729-1168 (C)  
[kgratton@mrdc.net](mailto:kgratton@mrdc.net)

- 3) Boonsboro First Responder Facility: The Town's Police Department is aging, the Fire Department's building is also old, and the Ambulance Company has outgrown its building. The Public Safety Commission is working on a project to relocate all three agencies to a single, shared facility. Recently, representatives from all agencies visited the Myersville Community Building, for ideas and info. This project is in the very preliminary stages. The town-owned facility needs about 3-4 acres of land, a concept plan, and a presentation that can be lobbied to legislators, for design and construction funding.

Here are the project's contacts:

Kim LaBrush, Public Safety Chair  
301-992-6837 (C)  
[wackim@hotmail.com](mailto:wackim@hotmail.com)

Kevin Morgan, BPD Chief  
301-730-0760 (C)  
[kmorgan@boonsboropolice-md.com](mailto:kmorgan@boonsboropolice-md.com)

Nelson Baker, Ambulance Board  
240-203-2881 (C)  
[lmabaker1942@gmail.com](mailto:lmabaker1942@gmail.com)

Vern Wachter, BFD Chief  
240-291-0422 (C)  
[vwachter@boonsborofire.org](mailto:vwachter@boonsborofire.org)

Todd Smith, Ambulance Chief  
301-465-5102 (C)  
301-432-6979 (O)  
[chief@boonsbororescue.com](mailto:chief@boonsbororescue.com)

Oley Griffith, Former BFD Chief  
301-432-2348 (O)  
301-573-2773 (C)  
[Oleygriffith@comcast.net](mailto:Oleygriffith@comcast.net)

- 4) Shafer Park Drive Extended: The road connecting the older and newer sections of Shafer Park is incomplete. Design and engineering are complete, and the project needs funding. Please see the Shafer Park Drive Extended Design Plans. The Town's MRDC Grant Writer has been working on finding funding, through SHA and DOT.

If an opportunity presents itself, this is a long-overdue project and would be a huge benefit to the Town: added parking, better downtown connectivity, and better connectivity between the older and newer sections of the park.

Kathryn Gratton, MRDC Grant Writer  
717-729-1168 (C)  
[kgratton@mrdc.net](mailto:kgratton@mrdc.net)

## LOBBYING CONSULTANT & FUNDING OPPORTUNITIES

Lobbying Consultant & Maryland Rural Development Corporation (MRDC): Early in 2022, we started working with a lobbyist and it's been a force-multiplier, for grant funding awards, networking, and facilitating capital projects. Our lobbyist's numerous contacts, experience, and knowledge of the legislative system have been invaluable. His efforts, paired with the new resource of an MRDC grant writer have presented numerous new opportunities.

Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)  
888-422-0131 (O)  
[rmanno@mannoandassociates.com](mailto:rmanno@mannoandassociates.com)

[dbeitzel@mrdc.net](mailto:dbeitzel@mrdc.net)

Beth Hussein, Grant Writer,  
MRDC  
301-367-8974 (C)  
[bhussein@mrdc.net](mailto:bhussein@mrdc.net)

Dawn Beitzel, Deputy Director  
MRDC  
301-501-6680 (C)  
410-482-2585 (O)

Kathryn Gratton, MRDC Grant Writer  
717-729-1168 (C)  
[kgratton@mrdc.net](mailto:kgratton@mrdc.net)

Starting in May 2022, the Town began working on a "FY24 Funding Priorities" Booklet that the Lobbyist and the Town can use to lobby elected officials and apply for grants. Please see the FY 2024 Funding Priorities Booklet. The BMUC Chair, Stu Mullendore, is a former employee for HBP and very talented in the creative design and printing industry. He helped to draft the booklet and HBP printed it. His contact info is below:

Stu Mullendore, BMUC Chair  
301-302-4794 (C)  
[stu@slmullendore.com](mailto:stu@slmullendore.com)  
[mullendoresl@myactv.net](mailto:mullendoresl@myactv.net)

## WATER & WASTEWATER CAPITAL PROJECTS AND PROGRAMS

### DRINKING WATER RESERVOIR REPLACEMENT PROJECT

Whitman Requardt & Associates (WRA) has completed approximately 60% of design. The BMUC has selected a tank technology (D-115) and the project is fully scoped. Please see the project Preliminary Engineering Report. The D-115 pre-cast, post-tensioned tank is only manufactured by Dutchland LLC. This is a sole sourced procurement.

Andy Cooper, WRA PE  
443-224-1796 (O)  
301-651-4734 (C)  
[acooper@wrallp.com](mailto:acooper@wrallp.com)

Originally estimated at \$4.1 million to complete, the reservoir project is now estimated at \$7-8 million, due to inflation and supply chain issues. The Town is waiting for an approved \$5 million dollar earmark grant to now be appropriated and added to the Federal FY24 Budget. That funding must be appropriated and released before construction can begin. The US Army Corps of Engineers and the Section 219 Program will oversee construction and project management. There are several grants supporting this project, totaling \$8.1 Million:

- 1) Board of County Commissioners (\$1,000,000): After the BOCC awarded this grant, the County Administrator dropped off a check and these funds are in the “restricted use” account. As far as I know, there are no reporting requirements for this grant.

John Martirano, County Administrator  
240-313-2202 (O)  
[jmartirano@wash-co-md.net](mailto:jmartirano@wash-co-md.net)

- 2) FY23 MD Supplemental Budget Award (\$1,000,000): Working with Senator Corderman’s Office, the Town secured a \$1M grant. This was a “PAYGO” grant and funds have been transferred to the Town, electronically. They’re also in the restricted use capital account. Expenditures must be reported to the Department of General Services (DGS)

Senator Paul Corderman  
301-730-4200 (O)  
240-381-3433 (C)  
240-313-3929 (Liz Jones, Chief of Staff)  
301-491-8839 (Mary Medina, Legislative Director)  
[paul.corderman@senate.state.md.us](mailto:paul.corderman@senate.state.md.us)

[mmedina@senate.state.md.us](mailto:mmedina@senate.state.md.us)

Deidra Bell, DGS Grant Administrator  
410-767-7791 (O)  
443-934-2663 (C)  
[deidra.bell@maryland.gov](mailto:deidra.bell@maryland.gov)

- 3) FY22 Congressionally Directed Spending Award (\$1,000,000): Working with Senator Van Hollen’s Office, the Town was awarded a \$1M earmark grant. This grant is reimbursement-based and administered by the EPA. Since the Town’s also expecting a \$5M earmark, to be administered by the USACE, it’s likely the two will be bundled and fall under the USACE’s 219 Program.

Nan Mann, Western MD Regional Director  
Senator Van Hollen  
240-285-7845 (C)  
301-797-2826 (O)  
[nan\\_mann@vanhollen.senate.gov](mailto:nan_mann@vanhollen.senate.gov)

[deborah\\_haynie@vanhollen.senate.gov](mailto:deborah_haynie@vanhollen.senate.gov)

Kenneth Pantuck, Senior Environmental Scientist  
Environmental Protection Agency  
215-8147-5769 (C)

[Pantuck.kenneth@epa.gov](mailto:Pantuck.kenneth@epa.gov)

Deb Haynie, Policy Advisor  
Senator Van Hollen  
202-400-0956 (O)  
202-224-4654 (C)

Joe Schulingkamp, Infrastructure & Assistance

Environmental Protection Agency  
215-760-1057 (C)

215-814-2021 (O)  
[R3communityprojects@epa.gov](mailto:R3communityprojects@epa.gov)

- 4) FY23 Congressionally Directed Spending Award (\$5,000,000): Working with Congressman Trone's Office, the Town was awarded a \$5M earmark grant. This grant is reimbursement-based, has not yet been appropriated into a federal budget, and will be administered by the USACE. As mentioned earlier, this will likely be bundled with our \$1M CDS grant administered by the EPA and appropriated in the FY24 Federal Budget. As an "insurance policy," we submitted a second FY24 earmark request through Trone's Office, in case our FY23 earmark is cut from the budget. That application is currently under review and Trone's Office informs it will be prioritized.

Sonny Holding, District Director for Maryland  
Congressman Trone  
301-215-1867 (C)  
[sonny.holding@mail.house.gov](mailto:sonny.holding@mail.house.gov)

Justin Callahan, Civil Project Management  
Chief  
USACE  
410-962-6693 (O)  
443-509-4636 (C)  
[Justin.callahan@usace.army.mil](mailto:Justin.callahan@usace.army.mil)

Sarah Roth, Director of Outreach  
Congressman Trone  
301-741-7190 (C)  
301-926-0300 (O)  
[Sarah.roth@mail.house.gov](mailto:Sarah.roth@mail.house.gov)

- 5) Rural Maryland Economic Development Fund (\$100,000): The Town was recently awarded \$100,000 for the reservoir project, through RMEDEF. Expenditure and contractor information must be reported to Tri-County Council. Please see the grant agreement. These funds were transferred electronically and are in the restricted use capital account.

Amy Jacobs, Economic Development Planner  
Tri-County Council for Western Maryland  
301-689-1300 (O)  
[ajacobs@tccwmd.org](mailto:ajacobs@tccwmd.org)

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## WWTP SLUDGE DEWATERING FACILITY

Engineering, design, permitting, and construction procurement for this project are all complete. This project has a start date of 4/17/2023, is expected to reduce operating expenses at the plant by approximately \$160,000/year, and will take approximately 9 months to complete. The design engineer is Gwin Dobson & Foreman (GD&F) and the prime contractor is HRI, Inc.

Dave Pedersen, Senior Environmental Engineer  
GD&F  
814-943-5214 (O)  
814-418-5985 (C)  
[dpedersen@gdfengineers.com](mailto:dpedersen@gdfengineers.com)

Nichole Eastep, Chief Estimator  
HRI, Inc.  
814-424-3227 (O)  
[neastep@hriinc.com](mailto:neastep@hriinc.com)

Ken Beldin, Environmental Engineer  
GD&F  
814-943-5214 (O)  
443-623-6849 (C)  
[kbeldin@gdfengineers.com](mailto:kbeldin@gdfengineers.com)

Jon Fredley, Project Manager  
HRI, Inc.  
814-278-6945 (O)  
814-424-2985 (C)  
[jfredley@hriinc.com](mailto:jfredley@hriinc.com)

Randall Cunningham, GD&F Project Manager  
814-943-5214 (O)  
814-381-1365 (C)

[rcunningham@gdfengineers.com](mailto:rcunningham@gdfengineers.com)

One year ago, the total project cost was estimated at a little over \$900,000. Please see the preliminary engineering report. Unfortunately, due to inflation and supply chain issues, the project cost was recently re-estimated at \$2.3 Million. There are several grants supporting this project, totaling \$2.4 Million. The Town will likely use \$500,000 of ARPA funds to bridge the gap.

- 1) ARC Grant #1 (\$325,000): In 2021, the Town was awarded \$325,000 in matching funds, through the Appalachian Regional Commission. DHCD is the “Basic Agency” who administers these federal funds at the state level and these funds are reimbursement-based.

ARC Grant #2 (\$500,000): In 2022, the Town was awarded \$500,000 in ARC funds for the reservoir project. Since the reservoir is fully funded, the Town’s in the process of transferring those funds to the dewatering project. These are also matching and reimbursement-based.

Dave Cotton, ARC Program Manager  
301-777-2161 (O)  
240-979-8035 (C)  
[David.cotton@maryland.gov](mailto:David.cotton@maryland.gov)

Dona Source, Program Officer  
DHCD  
301-429-7502 (O)  
412-334-8185 (C)  
[Dona.sorce@maryland.gov](mailto:Dona.sorce@maryland.gov)

Guy Winterberg, Assistant Director  
Tri-County Council for WMD  
301 689-1300  
[guy@tccwmd.org](mailto:guy@tccwmd.org)

- 2) Rural Maryland Council (\$118,750): In 2022, the Town was awarded \$188,750 in RMC funds. These funds have been transferred to the Town and are in the restricted use capital account. Please see the grant agreement. Interim, final, and expenditure reports must be submitted through the RMC grant portal: <https://www.grantinterface.com/Home/Logon?urlkey=ruralmaryland>

Kathryn Gratton, MRDC Grant Writer  
717-729-1168 (C)  
[kgratton@mrdc.net](mailto:kgratton@mrdc.net)

- 3) FY23 State Legislative Bond Initiative (\$150,000): Working with Senator Corderman’s Office, the Town secured a \$150k grant. This is a reimbursement-based grant, administered through DGS. Reimbursement requests must be submitted to the Department of General Services (DGS).

Deidra Bell, DGS Grant Administrator  
410-767-7791 (O)  
443-934-2663 (C)  
[deidra.bell@maryland.gov](mailto:deidra.bell@maryland.gov)

- 4) Rural Maryland Economic Development Fund (\$250,000): The Town was recently awarded \$250k for the dewatering project, through RMEDF. Expenditure and contractor information must be reported to Tri-County Council. Please see the grant agreement. These funds were transferred electronically and are in the restricted use capital account.

Amy Jacobs, Economic Development Planner  
Tri-County Council for Western Maryland  
301-689-1300 (O)  
[ajacobs@tccwmd.org](mailto:ajacobs@tccwmd.org)

- 5) FY24 State Budget Grant (\$1,000,000): The Town’s Lobbying Consultant, Roger Manno, is working on a \$1,000,000 state grant for the dewatering project. As of April 2023, this legislation passed the house and

senate, and is likely to be awarded. If awarded, this is a reimbursement-based grant, administered through DGS. Reimbursement requests must be submitted to the Department of General Services (DGS).

Deidra Bell, DGS Grant Administrator  
410-767-7791 (O)  
443-934-2663 (C)  
[deidra.bell@maryland.gov](mailto:deidra.bell@maryland.gov)

Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)  
888-422-0131 (O)  
[rmanno@mannoandassociates.com](mailto:rmanno@mannoandassociates.com)

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## SHAFFER PARK WELL REPLACEMENT

The 6-inch Shafer Park Well is slowly failing and we need system source water redundancy. Permitting and procurement have been completed and Phillips Well Drilling was selected to install a new, 10-inch well. A pre-con meeting will be held on 4/17 and the well site has been identified.

Brian Phillips, Owner  
301-988-4035 (C)

Cheyenne Phillips, Office Manager  
301-988-4036 (C)  
301-432-5755 (O)  
[phillipssondrill@aol.com](mailto:phillipssondrill@aol.com)

The project is estimated to cost \$250,000 and the Town has two outside funding sources:

- 1) ARC Grant (\$100,000): In 2022, the Town was awarded \$100,000 in matching funds to replace the Shafer Park Well. DHCD is the “Basic Agency” who administers these federal funds at the state level and these funds are reimbursement-based.

Dona Source, Program Officer  
DHCD  
301-429-7502 (O)  
412-334-8185 (C)  
[Dona.sorce@maryland.gov](mailto:Dona.sorce@maryland.gov)

- 2) Keedysville Contribution (\$24,000 or 16%): Per the water services agreement with Keedysville, source water capital projects are a “shared cost” and Keedysville is responsible for 16% of the cost balance, \$150k. Please see the water services agreements with Keedysville, through the Boonsboro-Keedysville Water Advisory Board (BKWAB).

Lisa Riner, Town Administrator  
Keedysville  
301-432-5795 (O)  
240-313-8603 (C)  
[lriner@keedysvillemd.com](mailto:lriner@keedysvillemd.com)

## USACE ASSET INVENTORY PROJECT

With 50% grant funding from the US Army Corps of Engineers (\$42,000), the Town continues working on a physical inventory and condition assessment of the Town's water, wastewater, and stormwater infrastructure. This is the first step towards creating Asset Management and Capital Improvement programs. This will replace the current "when it breaks, fix it" approach, and improve planning, budgeting, transparency, reporting, and will make us more competitive for grant awards. Also, the Town should rely less on the institutional knowledge of employees and develop better continuity. These services are paid for, and the project is in process. The surveyor, Ty White, is working on vertical assets, currently. Please see the USACE "Planning Assistance for States" contract. Here are the USACE contacts:

Tyler White, Hydrologist  
USACE  
443-760-1255 (C)  
[Tyler.a.white@usace.army.mil](mailto:Tyler.a.white@usace.army.mil)

Jason Stick, Supervisor  
USACE  
410-962-3475 (O)  
301-385-7600 (C)  
[Jason.t.stick@usace.army.mil](mailto:Jason.t.stick@usace.army.mil)

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## GEOGRAPHIC INFORMATION SYSTEM SURVEY & MODELING

Recently, the Town hired an engineering firm to complete an inventory of all our MS4 NPDES tree plantings and model ArcGIS database dashboards for stormwater assets. This is another next step in the development of an asset management program. As an MS4 Phase II Permittee, the Town needs to begin treating stormwater trees like valuable assets.

Volunteers from the BEC and Tree Board are working on this project. So far, the tree inventory tool has been created and surveys will soon follow. After developing the public-facing story maps and reporting tools, Barton & Loguidice will turn their attention to modeling stormwater. Please see the service agreement with Barton & Loguidice. Here are the project contacts:

Cassandra Ladino, BEC Chair  
301-676-6986 (C)  
[Cassandra.ladino@gmail.com](mailto:Cassandra.ladino@gmail.com)

301-471-6472 (C)  
[Kimangelina33@gmail.com](mailto:Kimangelina33@gmail.com)

Jeff Davidson, Park Board Member  
240-520-4609 (C)  
[Jkejrdavidson@yahoo.com](mailto:Jkejrdavidson@yahoo.com)

Kaitlin Geary, Environmental Scientist (Project Lead)  
Barton & Loguidice  
410-795-4626 (O)  
516-506-9468 (C)  
[kgeary@bartonandloguidice.com](mailto:kgeary@bartonandloguidice.com)

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Kim Pruitt, Tree Board Chair

## ALT. 40 WATERLINE LOOPING

Since the Alt. 40 Waterline Extension was installed, in 2009, the Town "flushes" treated water, almost every day, to maintain a minimum acceptable level of chlorine in that section of the distribution system. Until recently, the Town flushed approximately 3.2 million gallons of treated water, every year. That process has since been analyzed and improved, and the Town flushes approximately 1 million gallons, annually.

Working with WRA and the Town's "Water System Master Plan & Hydraulic Model," a Preliminary Engineering Report has been developed to loop the long dead-end line back into the main body of the distribution system. This 3-phase project is expected to cost \$2.8 Million, and the looped line is projected to travel through multiple properties proposed for development. Please see the Project PER and the Water Model Report. There are several awarded and applied-for funding sources for this project:



- 1) ARC Grant (\$200,000): This year, the Town was awarded \$200,000 in matching funds begin design and construction of the loop. DHCD is the “Basic Agency” who administers these federal funds at the state level and these funds are reimbursement-based.

Dona Source, Program Officer  
DHCD  
301-429-7502 (O)  
412-334-8185 (C)  
[Dona.sorce@maryland.gov](mailto:Dona.sorce@maryland.gov)

- 2) FY24 MDE MWIFA Application (\$2,800,000): The Town recently applied for grant funding, from MDE and the Maryland Water Infrastructure Financing Administration. MDE is currently reviewing applications. MRDC completed the application.

Dawn Beitzel, Deputy Director  
MRDC  
301-501-6680 (C)  
410-482-2585 (O)  
[dbeitzel@mrdc.net](mailto:dbeitzel@mrdc.net)

- 3) FY24 State Budget Request (\$2,800,000): On behalf of the Town, Senator Corderman submitted a packaged request, for several water and wastewater projects. Please see the Town’s FY24 Funding Priorities booklet. The request is being considered, currently, during legislative session. Here are the contacts for this submittal:

Senator Paul Corderman  
301-730-4200 (O)  
240-381-3433 (C)  
240-313-3929 (Liz Jones, Chief of Staff)  
301-491-8839 (Mary Medina, Legislative Director)  
[paul.corderman@senate.state.md.us](mailto:paul.corderman@senate.state.md.us)

[mmedina@senate.state.md.us](mailto:mmedina@senate.state.md.us)  
Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)  
888-422-0131 (O)  
[rmanno@mannoandassociates.com](mailto:rmanno@mannoandassociates.com)

- 4) FY24 Congressionally Directed Spending Application (\$2,800,000): On behalf of the Town, MRDC submitted this project for federal earmark funding to Trone, Van Hollen, and Cardin. The three offices work together to prioritize applications and fund the most qualified projects. Here are the contacts:

Beth Hussein, Grant Writer,  
MRDC  
301-367-8974 (C)  
[bhussein@mrdc.net](mailto:bhussein@mrdc.net)

Nan Mann, Western MD Regional Director  
Senator Van Hollen  
240-285-7845 (C)  
301-797-2826 (O)  
[nan\\_mann@vanhollen.senate.gov](mailto:nan_mann@vanhollen.senate.gov)

Sonny Holding, District Director for  
Maryland  
Congressman Trone  
301-215-1867 (C)  
[sonny.holding@mail.house.gov](mailto:sonny.holding@mail.house.gov)

Deb Haynie, Policy Advisor  
Senator Van Hollen  
202-400-0956 (O)  
202-224-4654 (C)  
[deborah\\_haynie@vanhollen.senate.gov](mailto:deborah_haynie@vanhollen.senate.gov)

Sarah Roth, Director of Outreach  
Congressman Trone  
301-741-7190 (C)  
301-926-0300 (O)  
[sarah.roth@mail.house.gov](mailto:sarah.roth@mail.house.gov)

Robin Summerfield, Senator Cardin’s  
Office  
[Robin\\_summerfield@cardin.senate.gov](mailto:Robin_summerfield@cardin.senate.gov)

## WWTP LAGOON DREDGING & EXCAVATION PROJECT

The Town has one remaining legacy wastewater lagoon, at the WWTP, after the second was dredged and its contents placed in the first. A thick rubber liner holds the 175,000 cubic feet of sludge and slurry from entering the surrounding environment and a local waterway. The Town hasn't used/maintained the lagoon since it was decommissioned in 2009, with the completion of the WWTP. Leakage or structural failure would be an environmental and legal catastrophe.

Recently, Synagro completed a survey and cost estimate for the dredging and excavation of the lagoon. The total cost is estimated at \$2.4 Million and the land will be repurposed as pre/post-equalization tanks, to expand the WWTP's capacity. Here are the project contacts:

Greg Pizer, Area Sales Manager  
Synagro  
443-470-2266 (C)  
[gpizer@synagro.com](mailto:gpizer@synagro.com)

[rhushon@synagro.com](mailto:rhushon@synagro.com)

Kathy Hefner, Fredericktowne Labs  
301-730-3599 (C)  
301-293-3340 (O)  
[k.hefner@ftllab.com](mailto:k.hefner@ftllab.com)

Rick Hushon, Synagro  
610-368-9629 (C)

The Town has submitted three grant applications to fund this project:

- 1) **FY24 MDE MWIFA Application (\$2,400,000)**: The Town recently applied for grant funding, from MDE and the Maryland Water Infrastructure Financing Administration. MDE is currently reviewing applications. MRDC completed the application.

Dawn Beitzel, Deputy Director  
MRDC  
301-501-6680 (C)  
410-482-2585 (O)  
[dbeitzel@mrdc.net](mailto:dbeitzel@mrdc.net)

- 2) **FY24 State Budget Request (\$2,400,000)**: On behalf of the Town, Senator Corderman submitted a packaged request, for several water and wastewater projects. Please see the Town's FY24 Funding Priorities booklet. The request is being considered, currently, during legislative session. Here are the contacts for this submittal:

Senator Paul Corderman  
301-730-4200 (O)  
240-381-3433 (C)  
240-313-3929 (Liz Jones, Chief of Staff)  
301-491-8839 (Mary Medina, Legislative Director)  
[paul.corderman@senate.state.md.us](mailto:paul.corderman@senate.state.md.us)

[mmedina@senate.state.md.us](mailto:mmedina@senate.state.md.us)

Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)  
888-422-0131 (O)  
[rmanno@mannoandassociates.com](mailto:rmanno@mannoandassociates.com)

- 3) **FY24 Congressionally Directed Spending Application (\$2,400,000)**: On behalf of the Town, MRDC submitted this project for federal earmark funding to Trone, Van Hollen, and Cardin. The three offices work together to prioritize applications and fund the most qualified projects. Here are the contacts:

Beth Hussein, Grant Writer,  
MRDC  
301-367-8974 (C)  
[bhussein@mrdc.net](mailto:bhussein@mrdc.net)

Congressman Trone  
301-215-1867 (C)  
[sonny.holding@mail.house.gov](mailto:sonny.holding@mail.house.gov)

Sonny Holding, District Director for  
Maryland

Sarah Roth, Director of Outreach  
Congressman Trone  
301-741-7190 (C)

301-926-0300 (O)  
[sarah.roth@mail.house.gov](mailto:sarah.roth@mail.house.gov)

Nan Mann, Western MD Regional Director  
Senator Van Hollen  
240-285-7845 (C)  
301-797-2826 (O)  
[nan\\_mann@vanhollen.senate.gov](mailto:nan_mann@vanhollen.senate.gov)

Deb Haynie, Policy Advisor  
Senator Van Hollen  
202-400-0956 (O)  
202-224-4654 (C)  
[deborah\\_haynie@vanhollen.senate.gov](mailto:deborah_haynie@vanhollen.senate.gov)

Robin Summerfield, Senator Cardin's Office  
[Robin\\_summerfield@cardin.senate.gov](mailto:Robin_summerfield@cardin.senate.gov)

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## DRINKING WATER DISTRIBUTION SYSTEM LEAD COMPONENTS REMOVAL & REPLACEMENT

Just under a mile (5,000 linear feet) of the Town's water distribution system is made of cast iron pipe, sealed at the joints with lead packing and oakum. The recently enacted EPA Revised Lead & Copper Rule requires public water systems to monitor and/or replace lead service lines, by October 2024. It's time to prioritize the removal of ALL lead components from the distribution system. Using information in the Water Model and from the Public Works Superintendent, the location and quantity of the 70-year-old water main is known.

The Town recently joined the White House Get the Lead Out Program; a group of interested municipalities working together to leverage resources and grant funding, to pay for the removal of lead components from the distribution system. As a new member, the Town should soon be receiving an invitation to the next meeting.

The estimated cost to replace 5,000 LF of cast iron main is \$1.8 Million and the Town's applied for state and federal funding:

- 1) **FY24 MDE MWIFA Application (\$1,800,000)**: The Town recently applied for grant funding, from MDE and the Maryland Water Infrastructure Financing Administration. MDE is currently reviewing applications. MRDC completed the application.

Dawn Beitzel, Deputy Director  
MRDC  
301-501-6680 (C)  
410-482-2585 (O)  
[dbeitzel@mrdc.net](mailto:dbeitzel@mrdc.net)

- 2) **FY24 State Budget Request (\$1,800,000)**: On behalf of the Town, Senator Corderman submitted a packaged request, for several water and wastewater projects. Please see the Town's FY24 Funding Priorities booklet. The request is being considered, currently, during legislative session. Here are the contacts for this submittal:

Senator Paul Corderman  
301-730-4200 (O)  
240-381-3433 (C)  
240-313-3929 (Liz Jones, Chief of Staff)  
301-491-8839 (Mary Medina, Legislative Director)  
[paul.corderman@senate.state.md.us](mailto:paul.corderman@senate.state.md.us)

[mmedina@senate.state.md.us](mailto:mmedina@senate.state.md.us)

Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)  
888-422-0131 (O)  
[rmanno@mannoandassociates.com](mailto:rmanno@mannoandassociates.com)

- 3) **FY24 Congressionally Directed Spending Application (\$1,800,000)**: On behalf of the Town, MRDC submitted this project for federal earmark funding to Trone, Van Hollen, and Cardin. The three offices work together to prioritize applications and fund the most qualified projects. Here are the contacts:

Beth Hussein, Grant Writer,  
MRDC

301-367-8974 (C)  
[bhussein@mrdc.net](mailto:bhussein@mrdc.net)

Sonny Holding, District Director for Maryland  
Congressman Trone  
301-215-1867 (C)  
[sonny.holding@mail.house.gov](mailto:sonny.holding@mail.house.gov)

Sarah Roth, Director of Outreach  
Congressman Trone  
301-741-7190 (C)  
301-926-0300 (O)  
[sarah.roth@mail.house.gov](mailto:sarah.roth@mail.house.gov)

Nan Mann, Western MD Regional Director

Senator Van Hollen  
240-285-7845 (C)  
301-797-2826 (O)  
[nan\\_mann@vanhollen.senate.gov](mailto:nan_mann@vanhollen.senate.gov)

Deb Haynie, Policy Advisor  
Senator Van Hollen  
[deborah\\_haynie@vanhollen.senate.gov](mailto:deborah_haynie@vanhollen.senate.gov)  
202-400-0956 (O)  
202-224-4654 (C)

Robin Summerfield, Senator Cardin's Office  
[Robin\\_summerfield@cardin.senate.gov](mailto:Robin_summerfield@cardin.senate.gov)

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## WASTEWATER COLLECTION SYSTEM CAPACITY PIPE REPLACEMENTS

The Town's Wastewater Hydraulic Model & Master Plan identified several areas of the wastewater collection system that are over-capacity now, or will be over capacity, with future development. The mains in the collection system that are currently over-capacity, but not tied to future development, will have to be replaced at the Town's expense, rather than through development mitigation.

Andy Cooper, WRA PE  
443-224-1796 (O)  
301-651-4734 (C)  
[acooper@wrallp.com](mailto:acooper@wrallp.com)

Please see the Wastewater Master Plan & Hydraulic Model. Other than a brief consultation with WRA, this project should be ready for permitting and construction procurement, when funded. The cost of those replacements is estimated at \$1.6 Million and the Town's applied for state and federal funding:

- 1) **FY24 MDE MWIFA Application (\$1,600,000):** The Town recently applied for grant funding, from MDE and the Maryland Water Infrastructure Financing Administration. MDE is currently reviewing applications. MRDC completed the application.

Dawn Beitzel, Deputy Director  
MRDC  
301-501-6680 (C)  
410-482-2585 (O)  
[dbeitzel@mrdc.net](mailto:dbeitzel@mrdc.net)

- 2) **FY24 State Budget Request (\$1,600,000):** On behalf of the Town, Senator Corderman submitted a packaged request, for several water and wastewater projects. Please see the Town's FY24 Funding Priorities booklet. The request is being considered, currently, during legislative session. Here are the contacts for this submittal:

Senator Paul Corderman  
301-730-4200 (O)  
240-381-3433 (C)  
240-313-3929 (Liz Jones, Chief of Staff)  
301-491-8839 (Mary Medina, Legislative Director)

[paul.corderman@senate.state.md.us](mailto:paul.corderman@senate.state.md.us)  
[mmedina@senate.state.md.us](mailto:mmedina@senate.state.md.us)

Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)

888-422-0131 (O)

[rmano@mannoandassociates.com](mailto:rmano@mannoandassociates.com)

- 3) FY24 Congressionally Directed Spending Application (\$1,600,000): On behalf of the Town, MRDC submitted this project for federal earmark funding to Trone, Van Hollen, and Cardin. The three offices work together to prioritize applications and fund the most qualified projects. Here are the contacts:

Beth Hussein, Grant Writer,  
MRDC  
301-367-8974 (C)  
[bhussein@mrdc.net](mailto:bhussein@mrdc.net)

Nan Mann, Western MD Regional Director  
Senator Van Hollen  
[nan\\_mann@vanhollen.senate.gov](mailto:nan_mann@vanhollen.senate.gov)  
240-285-7845 (C)  
301-797-2826 (O)

Sonny Holding, District Director for  
Maryland  
Congressman Trone  
301-215-1867 (C)  
[sonny.holding@mail.house.gov](mailto:sonny.holding@mail.house.gov)

Deb Haynie, Policy Advisor  
Senator Van Hollen  
202-400-0956 (O)  
202-224-4654 (C)

Sarah Roth, Director of Outreach  
Congressman Trone  
301-741-7190 (C)  
301-926-0300 (O)  
[sarah.roth@mail.house.gov](mailto:sarah.roth@mail.house.gov)

[deborah\\_haynie@vanhollen.senate.gov](mailto:deborah_haynie@vanhollen.senate.gov)

Robin Summerfield, Senator Cardin's Office  
[Robin\\_summerfield@cardin.senate.gov](mailto:Robin_summerfield@cardin.senate.gov)

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## ADVANCED METERING INFRASTRUCTURE & NEW UTILITY BILLING SOFTWARE

The reservoir is estimated to be 10-20% of our 40MG annual water loss. Installing radio towers and zonal meters in strategic locations around the water distribution system will allow the Town to better understand water loss and usage, quickly identify/repair new distribution leaks, quickly inform ratepayers when they have a water leak on their side of the water meter, and more efficiently read meters for billing. Keedysville has joined the project, too. The Town's meter vendor, Core & Main / Neptune, conducted both physical and computer model testing, to determine how many towers are needed and any residential meter replacements. Currently, Whitman Requardt & Associates (WRA) is working on a Preliminary Engineering Report, to create zones in the distribution system and determine where to deploy master meters.

The total cost of this project is estimated at \$700,000 and ARPA funds are earmarked. This project will immediately identify water loss, both on the customer side and in the distribution system. In the distribution system, it will isolate water loss and allow for faster and more accurate detection and repair. Please see the project contacts, below:

Andy Cooper, WRA PE  
443-224-1796 (O)  
301-651-4734 (C)  
[acooper@wrallp.com](mailto:acooper@wrallp.com)

304-677-0715 (C)  
[Haary.dodson@coreandmain.com](mailto:Haary.dodson@coreandmain.com)

Harry Dodson, Core & Main

Mark Sterling, Core & Main  
304-676-7072 (C)  
[mark.sterling@coreandmain.com](mailto:mark.sterling@coreandmain.com)

## CRESTVIEW HIGH PRESSURE BYPASS PROJECT

Due to the Crestview Subdivision's lower elevation, relative to the reservoir, the neighborhood experiences very high-water pressure, which remains steady around 120-130 PSI. For comparison, the American Water & Wastewater Association (AWWA) doesn't recommend pressures in the distribution system over 80 PSI. Crestview experiences peaks in pressure of 140 PSI. High static pressure and spikes result in regular leaks and undue wear on the local distribution system.

Using the Water Model and pressure data from the field, Whitman Requardt & Associates (WRA) has identified a solution and are finalizing a Preliminary Engineering Report, involving the installation of a parallel line around Crestview and pressure reducing valves lowering pressures entering the neighborhood. This project is estimated to cost approximately \$1.2 Million. Please see the draft PER. The Town's applied for state and federal funding. Please see contacts and funding sources, below:

Andy Cooper, WRA PE  
443-224-1796 (O)  
301-651-4734 (C)  
[acooper@wrallp.com](mailto:acooper@wrallp.com)

- 1) FY24 MDE MWIFA Application (\$1,200,000): The Town recently applied for grant funding, from MDE and the Maryland Water Infrastructure Financing Administration. MDE is currently reviewing applications. MRDC completed the application.

Dawn Beitzel, Deputy Director  
MRDC  
301-501-6680 (C)  
410-482-2585 (O)  
[dbeitzel@mrdc.net](mailto:dbeitzel@mrdc.net)

- 2) FY24 State Budget Request (\$1,200,000): On behalf of the Town, Senator Corderman submitted a packaged request, for several water and wastewater projects. Please see the Town's FY24 Funding Priorities booklet. The request is being considered, currently, during legislative session. Here are the contacts for this submittal:

Senator Paul Corderman  
301-730-4200 (O)  
240-381-3433 (C)  
240-313-3929 (Liz Jones, Chief of Staff)  
301-491-8839 (Mary Medina, Legislative  
Director)  
[paul.corderman@senate.state.md.us](mailto:paul.corderman@senate.state.md.us)

[mmedina@senate.state.md.us](mailto:mmedina@senate.state.md.us)

Roger Manno, Lobbying Consultant  
Manno & Associates  
202-425-3523 (C)  
888-422-0131 (O)  
[rmanno@mannoandassociates.com](mailto:rmanno@mannoandassociates.com)

- 3) FY24 Congressionally Directed Spending Application (\$1,200,000): On behalf of the Town, MRDC submitted this project for federal earmark funding to Trone, Van Hollen, and Cardin. The three offices work together to prioritize applications and fund the most qualified projects. Here are the contacts:

Beth Hussein, Grant Writer,  
MRDC  
301-367-8974 (C)  
[bhussein@mrdc.net](mailto:bhussein@mrdc.net)

Sarah Roth, Director of Outreach  
Congressman Trone  
301-741-7190 (C)  
301-926-0300 (O)  
[sarah.roth@mail.house.gov](mailto:sarah.roth@mail.house.gov)

Sonny Holding, District Director  
Congressman Trone  
301-215-1867 (C)  
[sonny.holding@mail.house.gov](mailto:sonny.holding@mail.house.gov)

Nan Mann, Western MD Regional Director  
Senator Van Hollen  
[nan\\_mann@vanhollen.senate.gov](mailto:nan_mann@vanhollen.senate.gov)

240-285-7845 (C)  
301-797-2826 (O)

Deb Haynie, Policy Advisor  
Senator Van Hollen  
202-400-0956 (O)

202-224-4654 (C)  
[deborah\\_haynie@vanhollen.senate.gov](mailto:deborah_haynie@vanhollen.senate.gov)

Robin Summerfield, Senator Cardin's Office  
[Robin\\_summerfield@cardin.senate.gov](mailto:Robin_summerfield@cardin.senate.gov)

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## **SERCAP WATER & WASTEWATER RATE STUDIES**

The Town recently completed our utility rate study, with services and guidance from the Southeast Rural Community Assistance Project (SERCAP). The goal of any public utility is to be sustainable and to fully recover the costs of operations, including capital expenditures, both self- and debt-funded, while creating a reasonable amount of “rainy day” reserves. The way in which these various costs should be recovered is embedded in the rate structure. Please see the SERCAP report.

Council, the BMUC, and Staff are working on a new rate structure/program that will be 100% transparent, recover all costs, build necessary reserves, charge ratepayers equitably, and move the Town a step closer to becoming a sustainable/responsible utility provider. Council recently approved correcting over 100 residential and commercial accounts and adding hundreds of EDUs and/or fixed fees to each. Next up, draft a proposal/plan for 100% cost recovery with better transparency, for presentation to the Mayor & Council with the new fiscal year. The group working on this project are nicknamed the “Gang of Five” and includes the Town Manager, Town Clerk, and Utility Clerk. Please see a list of contacts, below:

Jean Holloway, SERCAP & Future BKWAB Chair  
410-422-4337(C)  
[jholloway@sercap.org](mailto:jholloway@sercap.org)

Eric Kitchen, Councilmember  
240-271-0876 (C)

[ekitchen@townofboonsboro.com](mailto:ekitchen@townofboonsboro.com)

Colin Shanaberger, BMUC Asst. Chair  
301-730-0942 (C)  
[Redskins8806@aol.com](mailto:Redskins8806@aol.com)

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## **WASHINGTON COUNTY CHEMICAL PROCUREMENT**

Starting in 2020, the Town began participating in Washington County's Annual Chemical Procurement and saves more than \$80,000 a year, on the bulk purchase of chemicals used to treat water and sewer. Every September, the County completes a new “Swimming Pool & Water/Wastewater Treatment Chemicals.” The County contacts are listed, below, and should reach out for information, in September.

Brandi Naugle, County Purchasing  
301-465-0480 (C)  
240-313-2337 (O)  
[bnaugle@washco-md.net](mailto:bnaugle@washco-md.net)

Janie Thompson, County Purchasing  
240-313-2330 ext. 2336  
[jthompson@washco-md.net](mailto:jthompson@washco-md.net)

## **SHAFER PARK & KEEDYSVILLE WATER TREATMENT PLANT SOLAR PANEL INSTALLATION**

Recently, the Town was awarded \$57,000, through the Maryland Energy Administration (MEA), to install solar panels on the roofs of the water treatment plants, at Shafer Park and Keedysville. The existing shingle roofs are original to the construction of the plants, in 1999, and need to be replaced before solar panels can be installed. An IFB to replace the roofs and the flat roof on the Public Works Shop was approved by the M&C, on 4/10. Bids are due, 5/12. Please see the published IFB.

Solar Holler, out of Shepherdstown WV, assisted with the technical portion of the grant application and they will complete the installation. Currently, the Town is waiting for MEA to provide a grant agreement, so a contract can be executed with Solar Holler. Please see the grant award letter and draft Solar Holler contract. After the roof replacements are complete, Solar Holler informs installation will take approximately 6 weeks. Contact info, below:

David Comis, Energy Program Manager  
MEA  
410-537-4064 (O)  
443-908-1743 (C)  
[David.comis@maryland.gov](mailto:David.comis@maryland.gov)

Brad Hash, Commercial Solar Evaluator  
Solar Holler  
406-531-8759 (O)  
681-207-8465 (C)  
[brad@solarholler.com](mailto:brad@solarholler.com)



## HUMAN RESOURCES / SAFETY & RISK

Like many small municipalities, the Town has experienced an enormous amount of employee turnover. Over the last five years, more than 20 employees have come and gone. To increase retention and morale, the Personnel Committee worked on several improvement projects and programs:

- 1) Safety & Risk Committee: The Town founded a Safety & Risk Committee to serve as an advisory board to Town Administration and the Mayor & Council in their corporate governance of employee and workplace safety. The committee is made up of town employees, one from each of the four departments. By internal promotion, an existing employee serves as the “Safety & Risk Manager.” Please see the S&R Committee Charter and the Personnel Manual.

Unfortunately, the Safety & Risk Manager recently resigned, and the committee is inactive. Next step, promote a new S&R Manager and continue the program. The Safety & Risk Committee has successfully completed many projects and programs:

- Safety/security projects at South End Pump Station.
- Implement new safety policies at WWTP.
- Continued a productive relationship with our Chesapeake Employers Insurance Representative.
- Implemented an online continuing safety training program.
- Developed and updated the Town’s COVID plan and provide employees with the support/resources they need.
- Outfit all Town facilities with AEDs and Bleeding Control Kits.
- Institute Personnel Policy changes regarding OT and random drug testing.

Mike Malooly, Sr. Safety Management Consultant  
Chesapeake Employers Insurance  
410-494-2398 (O)  
443-834-2755 (C)  
[mmalooly@ceiwc.com](mailto:mmalooly@ceiwc.com)

- 2) Staff Liaison to the EDC: This internal-promotion position was created to support the EDC, who have a busy agenda and numerous ongoing projects. The Town Clerk is the current SLEDC. Please see the Personnel Manual job description.
- 3) Hiring Anniversary Performance Evaluations: Annually, Town Employees, their immediate supervisor, and the Town Manager complete a performance evaluation. Based on his/her performance, the employee receives a 1-5% merit pay increase. Currently, the Town does not provide COLA increases. Please see the evaluation forms in the personnel manual. Please see the Office Manager for hiring anniversary dates.
- 4) Random Drug Sampling Program: Quarterly, Town Employees and Officials are selected, at random, to complete a drug screening test. The Town uses in-office saliva test kits. Please see the Office Manager and the Personnel Manual for more information.
- 5) Town Hall Security Assessment: The Town’s former Safety & Risk Manager was also a BPD Officer, with significant community policing and safety training certifications. In August 2021, he completed a security survey of Town Hall and identified several improvements that are needed to protect the public and administrative employees. If this project can be “resurrected,” it would fulfill a significant need and be much appreciated by staff and officials. The MRDC Grant Writer, Kathryn Gratton, should be able to identify a few funding sources and submit applications.

Kathryn Gratton, MRDC Grant Writer  
717-729-1168 (C)  
[kgratton@mrdc.net](mailto:kgratton@mrdc.net)

## MS4 NPDES PHASE II PERMIT

On the October 2022 Progress Report to the Maryland Department of the Environment (MDE), the Town reported another 5.13 restored acres completed, for a total of 18.276 acres, since the Phase II Permit was issued in 2019. With three years remaining on the first phase of the permit, the Town has completed 62% of the 5-year restoration requirement (29.62 acres). MDE administers this program, and the contact person is below:

Michelle Crawford  
MDE MS4  
703-615-7516 (C)  
410-537-3547 (O)  
[Michelle.crawford1@maryland.gov](mailto:Michelle.crawford1@maryland.gov)

Compliance with the permit has three components: 1) Minimum Control Measures, 2) Impervious Area Restoration, and 3) Permit Program Reporting & Review. Please see the “NPDES General Permit for Discharges from Small Municipal Separate Storm Sewer Systems” and Annual Reports. Please see a list of restoration projects, below:

- 1) Annual “Fall Tree Giveaway” & Reforestation: Approximately half of the Town’s impervious area restoration credits come from tree planting. The Town plants trees through two programs:
  - *Fall Tree Giveaway Program*: Using grant funds from Potomac Edison (\$10/tree), the Maryland Urban & Community Forestry Committee (approx.. \$1,000/year), and the Chesapeake Bay Trust (approx. \$2,300/year), the Town plants 200-500 5-gallon native species trees, in public spaces and at private residences, every Fall. The Town earns around 0.31 acres of credit for every 100 trees planted (0.0031/tree). Please see the contact information for the Fall Tree Giveaway, below:

|  |   |
|--|---|
| Michele Dellinger<br>Potomac Edison Forestry Analyst<br>240-267-9185 (C)<br><a href="mailto:mdellinger@firstenergycorp.com">mdellinger@firstenergycorp.com</a> | <a href="mailto:wtm@umd.edu">wtm@umd.edu</a><br><br>Cassandra Ladino, BEC Chair<br>301-676-6986 (C)<br><a href="mailto:Cassandra.ladino@gmail.com">Cassandra.ladino@gmail.com</a> |
| Kathy Somoza, Grant<br>Administrator<br>Chesapeake Bay Trust<br>410-974-2941 (C)<br><a href="mailto:ksomoza@cbtrust.org">ksomoza@cbtrust.org</a>               | Jeff Davidson, Park Board Member<br>240-520-4609 (C)<br><a href="mailto:Jkejrdavidson@yahoo.com">Jkejrdavidson@yahoo.com</a>  |
| Wanda MacLachlan, Area Educator<br>MUCFC<br>410-531-5973   | Kim Pruitt, Tree Board Chair<br>301-471-6472 (C)<br><a href="mailto:Kimangelina33@gmail.com">Kimangelina33@gmail.com</a>  |
  - *Reforestation Projects*: Working with Maryland DNR, the Town also densely plants (reforests) town-owned open field areas, with bare root seedlings. This program is 100% grant funded, through the Alliance for the Chesapeake Bay. Please see the planting plans for the WWTP Reforestation Project and the Kinsey Heights Reforestation Project. The next reforestation project is planned for open space to the south of the Sycamore Run neighborhood.

Please be advised, the Kinsey Heights Reforestation project planted approximately 100 trees in Potomac Edison ROW. According to PE, these trees must be relocated by the end of the calendar year. Please see a list of contacts for the reforestation program, below:

Aaron Cook, Forester  
MD DNR  
301-791-4733  
[Aaron.cook@maryland.gov](mailto:Aaron.cook@maryland.gov)

Anna Twigg, Forester  
MD DNR  
240-910-6740 (C)

[Anna.twigg@maryland.gov](mailto:Anna.twigg@maryland.gov)

Craig Highfield, Director  
Alliance for the Chesapeake Bay  
410-507-6831 (C)  
443-949-0575 (O)  
[chighfield@allianceforthebay.org](mailto:chighfield@allianceforthebay.org)

- 2) Little Antietam Watershed Stream Restoration & Reforestation: By partnering with the Washington County Soil Conservation District and working with their engineer, Ecotone, 100% of engineering and design is complete, for the “Little Antietam Watershed Stream Restoration & Reforestation” project. The partnership has completed all state and county permitting requirements, executed a project MOU, and will begin construction, this summer, of a wetland area and 6 acres of reforestation, immediately adjacent to the Wastewater Treatment Plant. This public-private partnership (P3) project is estimated to cost \$503,000, is 100% grant funded through DNR, and is expected to earn 28.85 restored acre credits. Please see the project design plans and agreement with WCSCD.

Using the Town’s contacts at Alliance for the Chesapeake Bay, the Town was able to secure a “matching contribution” to complete the project’s reforestation component. The project contacts are listed, below:

Craig Highfield, Director  
Alliance for the Chesapeake Bay  
410-507-6831 (C)  
443-949-0575 (O)  
[chighfield@allianceforthebay.org](mailto:chighfield@allianceforthebay.org)

Dee Price, District Manager  
WCSCD  
301-797-6821 (O)

[dee@conservationplace.com](mailto:dee@conservationplace.com)

Greg Gibbons, Project Manager  
Ecotone  
443-870-0989 (C)  
410-420-2600 (O)  
[ggibbons@ecotoneinc.com](mailto:ggibbons@ecotoneinc.com)

- 3) CBT Street Trees Project: Working with the Antietam-Conococheague Watershed Alliance (ACWA), the Town’s Tree Board was awarded a \$20,000 Chesapeake Bay Trust Grant, to plant 15-gallon trees, in urban areas and along roads. This project will pair well with the EDC’s Downtown Beautification Project and provide approximately 0.20 restored acre credits. Planting is planned for the Fall, with the 2023 Fall Tree Giveaway planting/implementation. The planting locations have been identified. Please see the planting plans. Contacts below:

Cassandra Ladino, BEC Chair  
301-676-6986 (C)  
[Cassandra.ladino@gmail.com](mailto:Cassandra.ladino@gmail.com)

Jeff Davidson, Park Board Member  
240-520-4609 (C)  
[Jkejrdaavidson@yahoo.com](mailto:Jkejrdaavidson@yahoo.com)

Kim Pruitt, Tree Board Chair  
301-471-6472 (C)  
[Kimangelina33@gmail.com](mailto:Kimangelina33@gmail.com)

Susan Simonson, Director  
ACWA  
[acwamaryland@gmail.com](mailto:acwamaryland@gmail.com)  
3014-514-1776 (C)

|                                  |              |
|----------------------------------|--------------|
| <b>TOTALS</b>                    |              |
| Total Active Projects:           | 21           |
| Total Cost of Active Projects:   | \$26,578,822 |
| Total Active Grants:             | 28           |
| Grant Total for Active Projects: | \$14,350,992 |

|   |  |
|---|--|
| <b>WATER, SEWER, &amp; STORMWATER PROJECTS (14)</b> |  |
| Awarded:  | <b>RESERVOIR REPLACEMENT PROJECT (\$7 Million)</b> |
| BOCC (Non-Matching)                                 | \$1,000,000  |
| DGS Grant (Non-Matching)                            | \$1,000,000  |
| CDS - Van Hollen (Non-Matching)                     | \$1,000,000  |
| CDS - Trone (Non-Matching)                          | \$5,000,000  |
| RMEDF (Non-Matching)                                | \$100,000  |
| <b>TOTAL:</b>                                       | <b>\$8,100,000</b>                                 |

|                                |  |
|--------------------------------|--|
| Awarded:                       | <b>SHAFER PARK WELL REPLACEMENT PROJECT (\$260k)</b> |
| ARC (50% Match)                | \$100,000  |
| Keedysville Contribution (15%) | \$24,000   |
| <b>TOTAL:</b>                  | <b>\$124,000</b>                                     |

|                                 |   |
|---------------------------------|---|
| Awarded:                        | <b>DEWATERING PRESS PROJECT (\$2.3 Million)</b> |
| ARC (50% Match)                 | \$325,000                                       |
| ARC #2 (50% Match)              | \$500,000                                       |
| RMC (Non-Matching)              | \$118,750                                       |
| State LBI (Non-Matching)        | \$150,000                                       |
| RMEDF (Non-Matching)            | \$250,000                                       |
| FY24 State Grant (Non-Matching) | \$1,000,000                                     |
| <b>TOTAL:</b>                   | <b>\$2,343,750</b>                              |

|                      |  |
|----------------------|--|
| Awarded:             | <b>Alt. 40 Waterline Looping (\$2.8 Million)</b> |
| ARC (50% Matching)   | \$200,000  |
| <b>TOTAL:</b>        | <b>\$200,000</b>                                 |
| Applied For:         |  |
| State Budget Request | \$1,200,000                                      |
| FY23 CDS             | \$1,200,000                                      |

|                                |  |
|--------------------------------|--|
| Awarded:                       | <b>USACE Water, Sewer, &amp; Stormwater Inventory (\$84,000)</b> |
| USACE (50% Town Match)         | \$42,000   |
| Keedysville Contribution (20%) | \$8,400  |
| <b>TOTAL:</b>                  | <b>\$50,400</b>  |

|                                   |  |
|-----------------------------------|--|
| Awarded:                          | <b>Boonsboro &amp; Keedysville WTP Solar Arrays (\$59,200)</b> |
| MEA Public Facilities Solar Grant | \$57,020   |
| <b>TOTAL:</b>                     | <b>\$57,020</b>  |

|                           |  |
|---------------------------|--|
| Applied-For:              | <b>Water Distribution System Lead Components Removal &amp; Replacement (\$1.8 Million)</b> |
| FY24 MDE MWIFA            | \$1,800,000  |
| FY24 State Budget Request | \$1,800,000  |
| FY24 CDF (Trone)          | \$1,800,000  |

|                           |  |
|---------------------------|--|
| Applied-For:              | <b>Boonsboro WWTP Lagoon Dredging &amp; Excavation (\$2.4 Million)</b> |
| FY24 MDE MWIFA            | \$2,400,000  |
| FY24 State Budget Request | \$2,400,000  |
| FY24 CDF (Trone)          | \$2,400,000  |

|                           |  |
|---------------------------|--|
| Applied-For:              | <b>Fletcher's Grove Well &amp; Water Treatment Plant (\$3 Million)</b> |
| FY24 MDE MWIFA            | \$3,000,000  |
| FY24 State Budget Request | \$3,000,000  |
| FY24 CDF (Trone)          | \$3,000,000  |

|                           |  |
|---------------------------|--|
| Applied-For:              | <b>WW Collection System Capacity Pipe Replacements (\$1.6 Million)</b> |
| FY24 MDE MWIFA            | \$1,600,000  |
| FY24 State Budget Request | \$1,600,000  |
| FY24 CDF (Trone)          | \$1,600,000  |

|                           |  |
|---------------------------|--|
| Applied-For:              | <b>Crestview Water Pressure Reduction &amp; Bypass (\$1.2 Million)</b> |
| FY24 MDE MWIFA            | \$900,000  |
| FY24 State Budget Request | \$900,000  |
| FY24 CDF (Trone)          | \$900,000  |

|            |  |
|------------|--|
| Allocated: | <b>Advanced Metering Infrastructure &amp; New Billing Software (\$650,000)</b> |
| ARPA       | \$650,000  |

|               |  |
|---------------|--|
| Awarded:      | <b>WWTP Stream Restoration Project (\$503,122)</b> |
| EPA Grant     | \$503,122  |
| <b>TOTAL:</b> | <b>\$503,122</b>                                   |

|                      |                                     |
|----------------------|-------------------------------------|
| Awarded:             | <b>ACWA Street Trees (\$20,000)</b> |
| CBT Urban Tree Grant | \$20,000                            |
| <b>TOTAL:</b>        | <b>\$20,000</b>                     |

**PUBLIC WORKS PROJECTS (7)**

|                                 |  |
|---------------------------------|--|
| Awarded:                        | <b>Chase Six / Campus Ave Intersection (\$850,000)</b> |
| State LBI (Non-Matching)        | \$200,000  |
| BOCC (Non-Matching)             | \$520,000  |
| FY24 State Grant (Non-Matching) | \$500,000  |
| <b>TOTAL:</b>                   | <b>\$1,220,000</b>                                     |

|                       |   |                  |
|-----------------------|---|------------------|
| Awarded:              | <b>Creek Masonry Repair (\$250,000)</b> |                  |
| POS Grant (10% Match) |   | \$202,500        |
| <b>TOTAL:</b>         |   | <b>\$202,500</b> |

|                             |                                       |                  |
|-----------------------------|---------------------------------------|------------------|
| Awarded:                    | <b>Park Path Phase IV (\$164,500)</b> |                  |
| CP&P Grant (10% Town Match) |                                       | \$148,850        |
| <b>TOTAL:</b>               |                                       | <b>\$148,850</b> |

|                     |  |                    |
|---------------------|--|--------------------|
| Awarded:            | <b>Orchard, Ford, &amp; Center Sidewalk Retrofit (\$1.2 Million)</b> |                    |
| FFY 2023 TA Program |  | \$1,193,350        |
| <b>TOTAL:</b>       |  | <b>\$1,193,350</b> |

|                      |  |                 |
|----------------------|--|-----------------|
| Awarded:             | <b>NRM Bathroom Renovation &amp; Plumbing Upgrade (\$75,000)</b> |                 |
| RMEDF (Non-Matching) |  | \$75,000        |
| <b>TOTAL:</b>        |  | <b>\$75,000</b> |

|                      |   |                 |
|----------------------|---|-----------------|
| Awarded:             | <b>AT Heritage Trail Feasibility Study (\$90,000)</b> |                 |
| RMEDF (Non-Matching) |   | \$90,000        |
| <b>TOTAL:</b>        |   | <b>\$90,000</b> |

|                      |  |                 |
|----------------------|--|-----------------|
| Awarded:             | <b>Tourism Website &amp; Mobile Application (\$23,000)</b> |                 |
| RMEDF (Non-Matching) |  | \$23,000        |
| <b>TOTAL:</b>        |  | <b>\$23,000</b> |