



AGENDA FOR THE TOWN WORKSHOP

March 3, 2016

6:30 p.m.

BUDGET WORKSHOP

- Water & Sewer Enterprise Fund
 - [FY 2017 Operating Budget](#)
 - [Capital Improvement Program \(CIP\)](#)

STAFF REPORTS:

[Staff Planner](#)

[Engineer's Report](#)

[Main Street Manager](#)

Regular Workshop Items

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2017

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017	Explanation
Operating Revenue							
Water Revenue	544,682	557,321	557,826	594,558	577,350	577,350	NO RATE INCREASE
Sewer Revenue	541,468	554,722	557,502	596,089	577,015	577,015	NO RATE INCREASE
Penalties and Reconnects	15,608	18,876	21,311	15,038	15,038	21,950	Reduced by \$20K from previous fiscal year
General Fund Grant	-	-	102,740	80,000	80,000	60,000	Grant - Ches Bay
Rain Barrels	-	-	1,000	1,575	1,575	1,000	
LGTT Rebate/MISC	-	-	-	-	-	-	
Total Revenue	1,101,758	1,130,919	1,240,379	1,287,260	1,250,978	1,237,315	
Expenses							
Administrative							
Salaries	44,202	38,059	43,379	50,907	50,907	45,134	4% Salary Increase
Communications	7,107	7,761	11,178	7,500	10,457	11,513	Cell phone plan increases with new phones and Dylan added to plan
Postage	7,426	9,098	10,304	9,280	9,280	9,558	No USPS rate increase
Office Supplies/Expenses	8,381	14,470	13,668	12,000	11,512	12,600	Contracts: Iron \$2512; Harris Inhouse Support/Ebilling \$3k; sirspeedy \$1.8k; bank fees \$1.8k; Computers \$1.5k, \$2k
Professional Services/Legal	-	10,578	16,447	2,000	2,000	2,000	SALY
Meetings & Seminars	331	895	392	500	500	500	Historical Trend
Advertising	-	994	994	500	500	500	
Uniforms	2,992	2,716	3,719	998	3,811	3,925	New Vendor in FY16 (Cintas)
Dues/Subscriptions/Certifications	415	987	3,342	500	500	500	
2010 CDA Water Tank Loan	72,008	-	32,498	32,979	32,979	32,908	Principal and Interest
Travel/Mileage	203	175	-	200	200	200	
Payroll Taxes	19,971	19,081	21,477	24,559	24,958	23,600	Salary Detail Tab; SUI decreased from .06% to .03%
Insurance	-	-	-	-	-	-	
Property	7,603	7,643	7,949	8,500	8,500	8,500	Assumes addition of some new property.
Health	46,367	37,781	36,608	53,824	(1,228)	52,831	Health Insurance Worksheet - Waiting for rates for FY17
Worker's Compensation	11,142	8,168	7,858	8,214	8,214	8,718	Workers Comp Worksheet - Estimates based on 5% salary increase
Retirement/Pension	17,250	18,954	19,685	23,678	22,737	28,448	Pension Worksheet (Based on 4% Salary Increase)
Real Estate Taxes	292	292	(22)	292	292	292	
Conservation Environment	105	3,276	5,755	2,500	2,500	2,000	Rain Barrels - \$80 x 25 Rain Barrels
Vehicle/Equipment Expenses	12,749	15,680	11,138	21,000	10,700	25,600	Misc Repairs Trucks & Equipment \$18.5; Safety Training \$5K
Total Administrative	258,544	196,487	246,369	259,931	199,319	289,328	
Water							
Salaries	109,602	113,066	131,501	133,411	133,411	139,545	Estimate based on 4% increase FY2017
Water Distribution							
Supplies	2,894	3,764	3,468	3,200	8,902	3,572	
Repairs & Maintenance	41,907	67,276	48,553	70,950	70,950	52,450	Leak Detection \$7K; Hydrant Coatings \$4.5K; PRV Vaults Painting \$8K; Hydrant Repairs \$7K
Water Meters	-	-	-	65,250	65,250	-	MOVED TO CIP. CLASSIFIED BY AUDITORS AS AN ASSET.
Waterline Break Repairs	246	72	3,452	5,000	5,000	5,000	SALY
Chemicals	353	185	-	500	500	500	SALY
Tools & Equipment	6,407	9,468	933	4,330	1,599	3,874	
Subtotal	51,807	80,765	56,406	149,230	152,202	65,396	
Water Plant, Reservoir, Booster, Tower, BS Wellhouse							
Electric	27,509	26,703	24,588	26,900	24,588	25,326	
Supplies	1,666	787	3,568	2,000	2,000	2,000	SALY
Repairs & Maintenance	32,259	32,205	17,211	27,350	27,350	31,700	Power Monitor \$6K; Inspection \$3K; Vault Piping Paint \$9.2K; Mag Meter \$4K; MiniSplit \$4K; Brookridge WTP Filters \$3K
Chemicals	24,176	20,454	21,672	18,226	23,012	23,943	Didn't see updated Chemical workbook from Bruce. Used historical average.
Tools & Equipment	4,375	2,007	1,590	2,400	2,400	2,400	SALY
Testing & Analysis	7,857	10,488	11,661	12,988	12,988	12,988	Lab Test Workpaper + HACH (\$8.5k)
SUB-TOTAL	97,842	92,744	80,290	89,864	92,338	98,357	

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2017

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017	Explanation
Abandoned Well Costs							
TOTAL WATER	259,251	286,575	269,197	372,505	378,640	303,298	
Sewer	113,488	107,724	120,064	124,358	124,358	121,920	4% Increase FY2016
Sewer Collection System							
Conebranch Pump Station	11,503	27,036	19,518	20,000	19,518	20,104	
Brookridge South Pump Station	13,703	9,854	11,153	10,000	9,452	9,735	
Foxfield Pump Station	6,165	6,968	6,348	6,500	6,500	6,500	SALY
Sanitary Sewer Lines/Manholes	22,850	17,316	17,484	23,952	23,952	25,000	Root Control \$4.5K; Sewer Cleaning and Video \$10K; Sonar Testing \$10.5K
I & I Accrual	75,000	75,000	75,000	75,000	75,000	75,000	
Subtotal	129,221	136,174	129,503	135,452	134,422	136,339	
East WWTP							
Electric	35,844	38,450	40,211	33,279	34,077	35,099	Solar Reduction \$3.8K
Parts & Supplies	3,749	8,162	6,325	5,469	5,028	5,802	
Repairs & Maintenance	32,355	11,960	23,354	35,357	35,357	35,800	Fiber Building Roof Repairs \$2.5K; Clarifier Repairs \$21.8K; Admin Bldg HW & Lights \$3.2K; Blower \$5.1K
Chemicals	40,867	32,727	28,329	40,844	40,844	40,844	SALY
Mowing							
Tools & Equipment	7,721	2,849	8,091	8,400	1,957	5,573	
Testing & Analysis	20,812	22,982	25,170	34,187	34,187	34,187	Lab Test Workpaper + HACH (\$1300)
Sludge Hauling Expense	66,093	45,596	61,642	57,000	57,000	60,000	Fred Cy \$1.8K; Taylor \$33K; Accrual \$9K
Subtotal	207,441	162,726	193,122	214,535	208,449	217,305	
West WWTP							
Electric	19,020	18,989	20,410	17,934	26,533	21,022	Solar Reduction \$2.1K
Supplies	1,987	4,474	2,121	2,500	2,500	2,500	
Repairs & Maintenance	3,196	7,102	20,740	11,750	11,750	6,050	
Chemicals	50,684	53,057	54,073	61,258	61,258	61,258	Chemicals \$54.5K; Aquashade \$6.7K
Mowing							
Tools & Equipment	7,407	1,400	756	1,000	1,000	1,000	
Testing & Analysis	8,303	8,808	9,106	10,459	10,459	10,459	Lab Test Workpaper + HACH \$1200
Sludge Hauling Expense	22,959	17,663	17,250	22,650	22,650	22,650	Annual Accrual \$17,250 + Monthly Clean \$450
SUB-TOTAL	113,556	111,493	124,456	127,552	136,151	124,940	
TOTAL SEWER	563,706	518,117	567,145	601,897	603,380	600,504	
TOTAL OPERATING EXPENSES	1,091,501	1,001,179	1,081,711	1,234,334	1,181,339	1,173,129	
Contingency Fund				43,202	41,347	41,060	10 Year Historical Average 3.5%
Adjusted Operating Expense				1,277,535	1,222,686	1,214,189	
OPERATING INCOME (LOSS)	20,257	129,740	158,668	9,724	28,292	23,126	

Town of Middletown
Water Sewer Fund
Capital Improvement Program



Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2017 - FY 2021

INCOME	FY '17	FY '18	FY '19	FY '20	FY '21
CASH Reserves	\$243,516	\$54,875	\$295,729	\$840,580	\$878,668
DEBT SERVICE FEE - NEW HOMES	\$139,000	\$141,400	\$148,500	\$157,200	\$164,100
CAPITAL IMPROVEMENT FEE	\$149,298	\$159,132	\$168,966	\$178,800	\$178,800
Inflow & Infiltration - Reserve Account	\$75,000	\$420,000			
Land Leases	\$192,028	\$199,709	\$207,697	\$216,005	\$224,646
Tap Fees (See Growth Projections)	\$710,000	\$870,000	\$690,000	\$120,000	\$20,000
Main Street Waterline Loan	\$2,895,000	\$965,000			
Reservoir Cover Loan	\$800,000				
Total Revenue	\$5,203,842	\$2,810,116	\$1,510,892	\$1,512,585	\$1,466,213
Debt Service					
WATER STORAGE TANK LOAN	\$111,820				
EAST WWTP LOAN	\$241,265	\$241,265	\$241,265	\$239,265	
MAIN STREET WATERLINE LOAN	\$252,462	\$250,184	\$250,294	\$250,899	\$252,399
RESERVOIR LOAN	\$56,670	\$56,578	\$56,754	\$56,754	\$56,725
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$200,000	\$201,361			
<i>Outstanding Balance - \$401,361.82</i>					
Total Debt Service	\$862,217	\$749,388	\$548,313	\$546,918	\$309,124
Net Income	\$4,341,625	\$2,060,729	\$962,580	\$965,668	\$1,157,089
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$2,895,000	\$965,000			
Reservoir - Dual Feed Cover/Liner Replacement/Road Rebuild	\$819,500				
Fluoride Systems - Well #15/#16 & Brookridge WTP		\$60,000			
Stream Erosion - Well Field Restoration	\$125,000				
Scada Control System	\$76,000	\$50,000	\$25,000		
Booster Station - Replace Starters with VFD's		\$125,000			
Booster Station - Pump Bypass Connections	\$25,000				
Booster Station - Process Piping Replacement			\$40,000		
Booster Station - Roof Replacement/Building Painting		\$5,000			
Fire Hydrant Install - Elm & Washington Street	\$8,000				
Water Meter Replacements	\$65,250	\$60,000	\$57,000	\$57,000	\$55,000
Springline Replacement - US 40 to Reservoir					\$1,100,000
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	\$60,000				
West WWTP - New Chemical Storage Structure	\$15,000				
West WWTP - Influent Meter Replacement		\$15,000			
West WWTP - Roof Replacement				\$30,000	
East WWTP - Bar Screen Refurbishment	\$40,000				
East WWTP - Influent Flume & Ultrasonic Meter	\$16,000				
East WWTP - Sludge Mag Meter		\$15,000			
Vector Trailer & Excavator		\$50,000			
Inflow & Infiltration	\$75,000	\$420,000			
Brookridge PS Vault Magmeter & Cabinet	\$11,000				
Brookridge PS - 3 Phase VFD and New Pump Installation	\$25,000				
Cone Branch PS - New Pumps	\$31,000				
Total Projects	\$4,286,750	\$1,765,000	\$122,000	\$87,000	\$1,155,000
Surplus / Deficit	\$54,875	\$295,729	\$840,580	\$878,668	\$2,089

Growth Projections

Growth Projections				
Fiscal Year	Development	Taps	Total Fees	YearlyTotal Units
2017	Coblentz Property	20		
2017	Chesterbrook Condos	9		
2017	Cross Stone Commons	5.5		
2017	Existing Lot of Record	1	\$710,000.00	35.50
2018	Coblentz Property	28		
2018	Chesterbrook Condos	9		
2018	Cross Stone Commons	5.5		
2018	Existing Lot of Record	1	\$870,000.00	43.50
2019	Coblentz Property	28		
2019	Cross Stone Commons	5.5		
2019	Existing Lot of Record	1	\$690,000.00	34.50
2020	Coblentz Property	5		
2020	Existing Lot of Record	1	\$120,000.00	6.00
2021	Existing Lot of Record	1	\$20,000.00	1.00
		120.5	\$2,410,000.00	120.50
** Not included in calculation:				
	Horman Apartments			

Water and Sewer Budget Highlights for Fiscal Year 2017

- 1. A \$23,000 surplus in the Operating Budget**
- 2. Surplus budgets in the CIP for the next 5 years**
- 3. No rate increase is proposed in this FY '17 budget**
- 4. Reduction of General Fund Contribution by 25% from \$80,000 to \$60,000**
 - *second consecutive reduction**
- 5. Fulfilled all of the requests for maintenance proposed by facilities review conducted by Director of Public Works**
- 6. Included the following W&S Committee recommendations:**
 - Reduce number of units to be built on Green Street to reflect actual timeframe and not an estimate**
 - Increase CIF \$2.75**
 - Fund water meter replacements in CIP**



Water & Sewer Committee FY 2017 Budget Recommendations

- Adjust growth projections for Coblenz to match construction status – **INCLUDED IN BUDGET**
- Increase CIF \$2.75 each year to reach \$50 by 2020 – **INCLUDED IN BUDGET**
- Fund water meter replacements in CIP each year – **INCLUDED IN BUDGET**
- Add footnotes to CIP to show potential projects – *Not included in budget*
- Establish an accrual account for water meters in Operating Budget – *Not included in budget*

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 2/29/2016

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green - Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)
Final FRO Plan approved – April 21, 2014
Final Plats conditionally approved – November 17, 2014
Site work has begun – September 2015

Foxfield - 1 home left to be built

Site Plans and Minor Subdivisions:

Franklin Commons/Chesterbrook Phase 2 - Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
Phase 2 FRO plan conditionally approved – January 19, 2015
Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)
Mylars signed – January 4, 2016

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Fire Station plat conditionally approved – October 16, 2013
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

Horman Apartments- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010
Currently approved SWM plans remain valid until May 4, 2017
Mylars signed – September 11, 2015

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008
Revised Architectural Plans submitted and reviewed – June 16, 2014
BOA hearing for variance requests (approval received) – December 16, 2014
Architectural plans approved by PC – March 16, 2015

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010
Revised Concept Plan reviewed by PC – September 16, 2013
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

Cross Stone Commons – BOA Special Exception Use Hearing – May 8, 2013

Revised architectural plans approved by PC – March 17, 2014

Final FRO Plan approved – May 19, 2014

Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)

Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)

Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)

Phase 2 mylars submitted for signature – October 30, 2015

Dedication (donation) plat mylars signed – December 1, 2015

Nicholson - Final Plat submitted for review – March 2, 2015

Putman – Site Plan conditionally approved- November 17, 2008

Forest Conservation Plan approved – June 16, 2009

Revised Site Plan Extension request approved for 6-months – March 16, 2015 (Oct. 2015)

Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)

Site work has begun – October 16, 2015

Richland Driving Range – Concept plan reviewed by PC – January 18, 2016

School complex – meetings ongoing for parking and roadway improvements

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009

Public hearing date - Monday, October 11, 2010

Annexation petition denied – October 11, 2010

Text Amendments:

Reports: Draft Annual Report being submitted to PC for review – March 2016

FRO Annual Report being submitted to MD DNR – March 2016

Meetings: Next Middletown Green Team Meeting – March 16, 2016

Next Joint town board/planning commission workshop – Monday, March 7, 2016

**Public Works Monthly Report
March 3, 2016**

COMPLETED WORK

Streets and Utilities, Facilities

Hydrant refurbishments, snow removal / anti icing, install BB hoops, repair backhoe bucket damaged in storm, partitions ordered for memorial park bathroom.

Water and Sewer

Install Well 15 instruments completed (2013 paid contractor to install \$500.00), disk filter control panel issue. Sewer overflow and backup into private resident basement.

New Projects

North Church Street Sewer Line: Investigation of pipe conditions reveals lines are a candidate for lining – replacement is not anticipated.

CBPS Sewage Pump 2: Replacement pump has been delivered waiting for casting parts that are not in stock. Anticipate installation early March.

Booster Station Pump Around: Design and field investigation has started.

W&S Budget: Submitted

General Fund Budget: Working through the facility review

Unbudgeted Expenses:

\$2400.00 for new Brookridge Pump

Sludge cost for FY \$ 28,420.00, 39,000 gal hauled, 35,700 gal bedded **Total hauled 294,000 gal Bedded 207,060 gal**

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	283,000	274,000	123,000	120,000	237,800	254,000	218,400	281,000
February	289,000	279,000	132,000	135,600	166,000	313,000	175,000	569,000
March **	290,000	332,000	138,000	133,000	270,000	318,000	226,000	365,000
April **	322,000	311,000	132,000	135,000	264,000	233,000	271,000	171,000
May	309,000	308,000	137,000	139,000	324,000	185,000	403,000	161,000
June	308,000	299,000	136,000	137,000	230,000	191,353	261,000	184,000
July	294,000	289,000	134,000	135,000	197,000	176,515	167,000	218,000
August	294,000	318,000	115,000	106,000	172,000	163,000	138,000	126,000
September	306,000	322,000	101,000	79,000	159,800	165,160	145,000	145,000
October **	313,000	317,000	90,000	75,000	172,000	181,300	144,000	218,000
Novembr**	286,000	267,000	87,000	76,000	170,000	189,000	144,000	159,000
December	282,000	273,000	111,000	86,083	231,000	227,000	246,000	177,000

Avg Daily/yr 298000 299083 119667 113057 216133 216361 211533 231167
 Avg Yr Flw 108.77 109.17 43.68 41.27 78.89 78.97 77.21 84.38

**Hydrants flushed this month

April 14 709,560 October 14 725,913

Planned Work

Installation of 2 new valves for Main St waterline. Repair of valve at Boileau, , Sewer Cleanout repairs in Foxfield,. Sanitary Sewer Root Prevention. Chemical pump installation at Reservoir, Booster station Pump around connection design,

PROJECTS

Open Projects

W WWTP: No action.

Develop Grease Trap Ordinance and Education Program: No Action

West Green Street: Bid Date is March 16, 2016, prebid held on Feb 23, minutes and addenda issued

Water System: Installed new meter pit from McDonald as a demonstration model for future approval consideration.

Hydraulic Model: Is currently being revised to match flow tests. No action **System:** Reservoir pumping loss of water (310,000 gal – 6%) for November, December is 451,000g – 8%. January is 392,855g 7%. February 492,759 9.37% The numbers indicate we are pumping more water off the cover than is occurring as precipitation. We do not believe there is a leak at this time. Feb pump off cover 346,500 gal bal = 146,259 or 5,00 gal/day loss. Leak on large cover is visible.

Plant Instrumentation: Installation of new instruments at Well 15 complete and operational.

Brookridge PS: Control Panel Upgrade. On schedule for May. No action

Sidewalk Inspections: No action

Main St. Waterline Replacement: No action

Streetscape: Advertisement date postponed to March 8, 2016.

Street CIP: Broad St Streetscape: Received street plan options for review. Notified Engineer that the project is currently delayed to the end of August. No action

Well 15 Filters: Submitted permit application to MDE Jan 22, 2016. No word or acknowledgment of receipt from MDE and contact person on vacation this week.

Reservoir Repairs: Final draft has been received. Final review not completed. No action.

SSO and I&I: RFP needed - No action. Clean and televise of N Church St SS is scheduled for Feb 10 or 11th.

Drainage Issues: None

Memorial Park: New waterline to facilities planned. No Action

MDE /Permits: Received notice from MDE regarding mandatory reporting switch to netDMR by December 2016. We have attended the training and need to institute the process. No action. MS4 permit report due June 2016. Revised total coliform rule requires a submittal by the Town in April.

Meter Installations: Dylan is currently replacing meters at the rate of 3 to 4 a day and has replaced 310 +/- meters out of 500.

Locust Boulevard Roadway: Roadway work in planning phase with budget estimate within the projected CIP budget. No action

MDE MS4 Permit Reports: We will submit an annual report before the June 2016 deadline for 2015. Attended a 2 day seminar by EPA / MDE for the new MS4 permit regarding the regulations and the do's and don'ts. The Town will need to comply regarding some of our operational procedures in the future to meet the permit requirements. These are related to facility maintenance.

Franklin St Conceptual Sidewalk Plans: Placed in 2017 budget

Truck Replacement: Developed spec and received bid. Recommendation for approval.

Developments

Cross Stone: Fence installed. No action.

Coblentz Property: N Church St. utilities completed SS installation onsite continues.

14 Eastern Circle Stream Work: MDE has approved the permit. Owner is seeking grant funding for the \$22,000 expense. No action

406 W Green St: No action

Chesterbrook IP's: No action

Planned Work

Reservoir Project

Booster Station Pump around design project

Budget purchases and contracts

Water System: Manganese Removal Well 15 – material acquisition, install

Broad St Streetscape

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion.

E WWTP: flow meter transducer replacement effluent pumps control wiring replacement, design spray system for clarifier,



TO: The Burgess and Commissioners
FROM: Becky Reich, Main Street Middletown Manager
RE: March Workshop
DATE: March 2, 2016

ORGANIZATION COMMITTEE:

- Main Street Middletown wants to continue to build relationships with other community organizations. Two specific things we have done recently to help strengthen those ties:
 - We have donated a framed print from the Sesquicentennial to the Empty Bowls fund raising dinner.
 - We have asked Middletown Valley People Helping People to partner with us for the Heat is On 5K Road Race. Last year, we had a successful working relationship with the Frederick County Library, and a portion of the proceeds from the race was donated to the library. We plan to do the same with MVPHP.
- The FY 2017 Budget has been presented to the Board, and Committees are reviewing it for accuracy.

DESIGN:

- The Design Committee has ordered the Design Guidelines Handbook and our first shipment will arrive mid-March.
- The Design Committee has begun collecting information for the Plaque Program. Main Street had initially included \$750 in our FY 2016 budget to purchase 3-markers. With the recently awarded grant, we can now purchase 4 additional markers.

PROMOTIONS COMMITTEE:

- The Promotions Committee has worked to develop a year-long advertising theme to the ads that we place in the Valley Citizen. Each month is themed and individual businesses are paired with that theme to highlight specific reasons to come to Main Street and illustrate the variety of our downtown businesses.
- The Promotions Committee is working with the Organization Committee on planning discounted advertising for Race Sponsors in the Hagerstown magazine.

ECONOMIC DEVELOPMENT COMMITTEE:

- The EDC was unable to meet last month due to scheduling conflicts and as a result, have moved the first business mixer to the beginning of April, not the end of March.

GRANTS & Other News:

- Main Street completed the Maryland Heritage Area Authority grant for the 250th Commemoration on February 25, 2016.
- Main Street is working on the Frederick Tourism TRIPP grants that will help us through discounted advertising costs.
- Main Street has continued to work with Town Planner, Cindy Unangst on the Green Expo. Main Street will be a vendor at the Green Expo and will have the Design Committee handbook available, illustrating the connection between sustainability and historic preservation.
- Main Street Manager will attend the required Maryland Main Street quarterly meetings (3rd week in March) and the quarterly Frederick County Office of Economic Development and Frederick County Main Street managers meeting.

250th COMMITTEE:

- The 250th Steering Committee met February 23rd and refined some of our projects. Quotes for projects are coming in, and the Maryland Heritage Area grant is in process!
- **Updates on Projects:**
 - **An Enhanced Walking Tour with APP and a Kick-Off Weekend Event**
In the MHAA grant, we included costs for the walking tour brochure, and creating an APP similar to the product found at www.MobileTownGuide.com. The Kick-Off weekend is yet to be determined; it might be a separate event, or it may be in conjunction with Heritage Festival 2017.
 - **Oral History Project –**
In the MHAA grant, we included costs for invitations, determined that we will have 4-round table discussions instead of just one, and will begin to look for sponsorships for the food to serve as well as video/film equipment.
 - **Conversion of Town Hall Space into Exhibit Space**
Based on designs and ideas by David Guiney and Kirk Denton, we have described a way to keep the functionality of the room to provide meeting space, but put in place key interpretative panels that will describe the larger themes of Middletown's history. Couple the interpretive panels with rotating historic artifacts and artwork on the walls and the space becomes a micro museum and a place for visitors to get oriented to Middletown.
 - **Monthly Events/Speaker Series –**
The Committee will be planning the speakers in the upcoming months. This planning work can be done in the months before we know if we have received grants funds or not. We have 12-great themes in mind! Have an area of expertise in Middletown history? Let us know!

*Thank you for your continued support of
Main Street Middletown!*