

Council Agenda
Regular Somerset Town Council Meeting
December 2, 2019

The Somerset Town Council will meet in regular session on December 2, 2019 at 7:30 p.m. at the Somerset Town Hall

Agenda updates are posted on the Town website: www.townofsomerset.com.

Council Work Session – 7:00 p.m.

Council Meeting Convenes – 7:30 p.m.

Comments: Public Comment Period: 7:30 p.m.*

CONSENT

1. Motion: To approve minutes from Council meeting held on November 4, 2019.
2. Motion: To approve Tennis Rules amendments as recommended by Tennis Committee.
3. Motion: To approve Resolution 19-12-01 to Approve Memorandum of Understanding Concerning Debris Management.
4. Motion: To approve Resolution 19-12-02 to Approve Investment Policy for the Town of Somerset.– 7:35 p.m.

NON-CONSENT

5. Public Hearing/Motion: To Discuss Town Hall construction project, and consider approval of payment to Balodemas Architects for Town Hall Renovation Project Management in the amount of \$6,360, and approval change order #23 in the amount of \$2,214.50 for shelving units. – 7:36 p.m.

6. Public Hearing/Motion: To amend FY2020 Budget by reallocating \$40,000 from line item 77000 – Wynne Case to line items 67105 – Town Hall Renovation/Improvements and 67105-1 – Project Manager – 7:45 p.m.
7. Public Hearing/Motion: To consider amendment of building permit at 4709 Dorset Ave. to include fence on property. – 7:50 p.m.
8. Public Hearing/Motion: To consider approval of fence permit 19-11-18-F at 5510 Greystone St., granted administratively on 11/18/2019. – 8:00 p.m.
9. Public Hearing/Motion: To consider removal of two Town trees, located at 4608 Dorset Ave. And 5816 Surrey St., respectively, as recommended by Town Arborist. – 8:05 p.m.
10. Motion: To introduce fee schedule as presented at 11/4/2019 Council meeting, and appearing in December Somerset Journal. – 8:15 p.m.
11. Discussion: Building Administrator Report – 8:20 p.m.
12. Discussion: Town Manager August Administrative and Fiscal Reports – 8:25 p.m.
13. Discussion: Mayor's Report – 8:35 p.m.
14. Adjourn – 8:40 p.m.

Key:

Public Hearing Item: Agenda item where public comment is permitted.

Discussion Item: Agenda item limited to discussion among the Council, Mayor and Town Staff.

Motion Item: Agenda item requesting action, limited to Council discussion.

Comments: Opinions and Questions from Town residents.

* Times listed are estimated, and may run longer or shorter than allocated.

*** indicates item added to agenda or amended after Town Journal publication.

The Mayor and Town Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b)(1)(7) of the Open Meetings Act (Maryland Code, General Provisions Article), to consult with counsel to obtain legal advice.

	A	B	C	D	E	F
1	Council Follow Up List					
2	Issue	Date Raised	Priority	Expected Action	Point person	Notes
3	Canopy tree removal and replacement	Nov-19	M		B. Zeughauser	As a green city, it important for Somerset to maintain its tree canopy. Information on canopy tree removal and replacement can inform the Council, PNRC and residents about how well we are doing on maintaining the tree canopy. How can we keep track?
4	Amend building permit code	Oct-19	H	Amend code	Franny/Steve/Ron	Some issues were not addressed in our recent building code amendments and new issues have emerged that the Council wants to deal with. Steve and Franny have agreed to work on this.
5	Increase building permit fees	Multiple years	H	Change to fees, possibly at November meeting	Manager	For many years the previous Manager suggested looking at increasing building fees because staff costs are much higher than the fees for some projects. The Council agreed to consider changes recommended by Town Manager and Council Pres. Article will be in Journal and fee increases are on the December agenda.

	A	B	C	D	E	F
6	Bridge repair	In FY15 budget	H		Matt	<p>County rep inspected bridge. Final funds being withheld until issues (mainly around painting) are resolved. Residents expressed concern about drainage and ice buildup. Some boards seem to be chipping already. Drilling holes does not appear to be a good solution. Maybe \$9-10K unrelated work remaining. Residents continue to ask what's going on. New Manager will need to figure out status because contractor is asking about payment. He says there isn't much documentation about condition in the files. He has asked Doug to help with this. Marnie sent photo of water pooled on bridge and Matt observed the bridge after a storm. Matt will meet with the company and Marnie recommended the county officials Rich met with. Matt is still looking at options. Do we have warranty? Somerset's records aren't clear about what triggers final payment to contractor. County visited bridge but did not invite Town. Bridge company says there's not enough slope but its job was only replacing the boards, not rebuilding the bridge. Doug suggested that a trench before the bridge could divert the water from Warwick. DeMarne and Day recommends saw cutting a seam of the bridge to make it wider. Matt has asked the County if it will sign off on this work.</p>

	A	B	C	D	E	F
7	Bridge signage and Pedestrian Safety	2017	H			Barbara Condos and Marnie visited the site and Barbara wrote a memo to the Town suggesting how signs could be changed and attached photos. Town contacted Sabra and Assoc. and asked them to look at the memo as well as pedestrian safety at the pool. Proposal received but not approved by the Council. Pool Committee Chair wrote a Journal article that highlighted the problem in order to elicit resident preferences for a safety solution. Pool Com. recommended backin parking for the two sides adjacent to the pedestrian path. Council did not approve back in parking but agreed to fund a study of safety and signage. Need to do an RFP. Office will check to find earlier version of RFP that Sabra bid on and will work on updating the proposal. Town will need to rebid and is looking for RFP. Bid found. PNRC would like to add improving bike access when gate is closed to RFP. Will draft new RFP.
8	Improving Hearings and Council meetings	Nov-19	H		Jeffrey and Marnie	After the last council meeting, at the request of one CM, Marnie contacted all CM's to learn if they had suggestions for improving our meetings and hearings. We have a list of suggestions and Jeffrey has said that he and Marnie will bring something to the Council in the near future.
9	Eliminating gas-powered equipment	Sep-19	M			Environment Committee wants Somerset to consider purchasing battery-powered leaf blowers to reduce noise and air pollution. Workshop recently held in CCVillage on benefits and how DC enacted legislation. Town could consider a resolution re: replacement of worn gas-powered equipment with battery powered equipment but CM's want a table comparing costs and effectiveness before making a decision

	A	B	C	D	E	F
10	Stray cats	Oct-19	M		CM Zeughauser	Some residents are concerned about stray cats roaming Somerset. The County has a law, similar to its law for dogs. Jeffrey will ask someone from animal control to make a presentation and have something in the Journal
11	Bike access at bottoms of Falstone and Essex	Sep-19	M		PNRC	PNRC discussed making cul de sacs near Little Falls Parkway more accessible to bikes with curb cuts and path thru bamboo. Need to assess Council and community support. Ron is checking who controls the land.
12	Tree policy	2019	M	Change to code	PNRC	PNRC has been considering requiring a tree planted for each tree removed. That would add to the tree canopy and eliminate keeping track of tree removals over several years on a particular property. PNRC has collected other jurisdictions policies (Town of CC, Takoma Park, and CCV) and will meet in November or December to determine what to recommend to the Council
13	Mowing Leaves	Aug-19	M			Environmental Committee has recommended the Town look into a policy to mow over leaves rather than blow them into the street or take them away at Town Hall. Mayor has recommended Committee give a recommendation and explanation for the policy. Would like EC to ask "experts" about how to do this/ how to make lawn look good. EC has provided articles for the work session. Staff says mower is not strong enough to mulch. EC could be asked to research type of mowers and propose purchase in next year's budget. Steve will check with EC.

	A	B	C	D	E	F
14	Decision about LED lights	Spring 2019	M			Environment Committee reported in the June Journal that the #3 light, the Hubbell Beacon Viper received the largest number of residents' positive comments. Jeffrey wrote a Journal article asking residents to weigh in. Marnie wrote Pepco in July to get detailed cost information that is essential for a Council decision. EC plans to hold a public meeting in early November on lighting. On 8/27 Tami provided an installation pricing estimate that was much greater than previously discussed and Marnie forwarded that info to the EC. Jeffrey will reach out to Sara Love and Susan Lee. Jeffrey, Matt and Marnie met with Tami and Pepco team on 10/1. Tami says that Pepco can provide 28 lights with our \$70K budget. Somerset has met by phone with technical consultants who plan to work on behalf of several communities re: Pepco's installation costs. They plan to report on cost savings by our December meeting.
15	Westbard	Jan-14	M	Ongoing Public Outreach needed	Marnie/Mayo r/	The lawsuit appeal before the Court of Special Appeals was denied. Cemetery delineation process ongoing. Planning Board approved site/prelim. plans with conditions, and resolution. Parties working on easement issues between Regency and Kenwood Place Condominiums but no decision yet. It is rumored that construction will start late 2019 or early 2020. RiteAid announced it is closing on 12/6.
16	New Phones	Jun-19	M		Matt	May want to include this toward the end of renovation.

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17	Town right of ways	Jun-19	M		Mayor/Ron	Issue may be maintenance or abandon. Should the Town develop a policy about these public rights of way that were dedicated by a developer many years ago? There are also easements between the Town and some residents. Jeffrey would like this information all in one place and our attorney has collected it. PNRC has asked about the land at the bottom of Falstone and the bottom of Essex because there's a request for better bike access. Is that land the county's or Somerset's? Ron is checking.
18	Event Parking	May-19	M			Several residents complained about parking from a large event. One suggested opening the Town Hall and pool parking lots for events. What should the Town's policy be about that and should it charge a fee? Mayor says he will form a working group to come up with recommendations.
19	Elected Official interest in televising council meetings?	Feb-19	M		Marnie	Channel 16 has capital funds that could be used to purchase and install equipment in member municipalities. Would Somerset like to explore getting wired at no cost? Mayor suggests that we should volunteer to be a pilot for getting wired as soon as Channel 16 is ready to consider municipal wiring. Manager contacted Ch.16 to get vendor to look at wiring planned during construction. Channel 16 Manager says that it may be able to provide a mobile unit that could be used by member municipalities for their public meetings.

	A	B	C	D	E	F
20	Electric Scooters	Nov-18	M			Steve Surko wrote Journal article and invited a county official to make a presentation at the March CM. EC recommends that Somerset allow scooters but says that scooters should stay off sidewalks in Somerset. CMs expressed concern about reports of many accidents and asked that Manager call LGIT to learn about Town's liability. Steve will write an article for the Journal and put something on the Town's list serve to get a community conversation started. More time needed to get community input.
21	Town Hall Rules and Use of Capello Park	Feb. 2011	M	Update rules and Determine / establish policy allowing recreational groups use of Town fields.	Mayor & Town Manager	Rules for use of the Town Hall and adjacent property may be out of date. In the past groups have used the open area without insurance. Franny and Barbara Z volunteered to work on revision of Town rules. Also an issue with rental charges such as commercial ventures--should rents be higher? MML sent rules from a variety of communities in response to request about alcohol use. Good background for committee. Until our work on the code is finished, it isn't likely that the Council will focus on this.
22	Alcohol on Town Property		M		Mayor	Questions raised about when/if alcohol should be allowed on Town property. According to code, not allowed in town parkland unless specifically permitted. MML sent information on how other communities handle this and it varies. Can develop policy.
23	County proposal on short-term rentals	Aug-16	M			Somerset is exempt from Montgomery County Chapter 54 (licensing agreements) so short-term rentals are illegal in Somerset. Jeffrey is working on setting up a lunch meeting date for a tutorial on accessory apartments and a separate meeting on short-term rentals. Jeffrey said he is waiting for the new council to be in place before scheduling this and the town posted an article on the new law to inform residents.

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24	Emails	May-12	M	Better understanding of types of emails	Ron	Ron has informed the Town of a new ruling on under what circumstances emails constitute a public meeting.
25	Proclamations and help for non-profits	Apr-17	L		Jeffrey	Mayor has asked how the Council wants to deal with the many requests he receives for proclamations and actions on behalf of non-profits. Jeffrey will provide a package of materials he has received so the council can understand the issue.
26	Utility poles	Jul-12	L	Pepco's projects generate double poles	Manager	Wayne is monitoring double poles by creating a list and checking if utilities have removed lines. There are two poles at Dorset and Surrey and one needs to be removed. All the wires have been shifted to the larger pole. There are two poles on Uppingham near Trent, and two poles on Surrey. Wayne has had some success in getting second poles removed.
27	Rename Warwick Lane	Jan-18	L		BZ	A resident suggested that having both Warwick Place and Warwick Lane is confusing and proposed honoring Mayor Vinton by renaming Warwick Lane. Council willing to look at renaming but not after Vinton because a park is already named after him. A contest at Somerset Elementary School was suggested. However, on the Drummond side the street is named Warwick Place. Should we to do the same? Warwick Lane is in our ordinance but what is in Drummond's? Manager asked Drummond but no response yet.
28	Screen for movie night			FY21 budget		Pool Committee and others have suggested the Town buy a screen to show movies
29	Website Update			FY21 budget		Town website has not been updated and is likely not used much. Manager and Com. Com. are recommending we hire some help to improved the website if we want it to be useful to residents.

	A	B	C	D	E	F
30	Covers for town trash bins		L	FY21 budget		Replace all trash containers with covered bins.
31	Asset Valuation	Aug-18	Not to forget	FY21 budget		It was suggested that the Town should have a review of all its assets and an assessment of their probable life/needed investment. Mayor plans to propose funds in the FY20 budget for this.
32	Crosswalk and landscape plan near Dorset-Wisconsin entrance		Not to forget	FY21 budget		Before a landscape plan can be created for the Dorset entrance, the Mayor and Council Members need to agree on whether there will be cross walk other than the one at the light at Dorset and Wisconsin. In November Mayor/Council agreed to push this discussion into the FY20 budget. Council decided to fund work on the north side of Dorset so this issue is still unresolved.

Town of Somerset, MD
Energy Savings Summary by Converting Existing Roadway Street Lights to LED

EXISTING							PROPOSED						
Overhead (OH) Underground (UG)	Fixture Type	Light Source	Qty 1/	Existing Watts per fixture	Existing Monthly Energy Use (kWh)	Total Existing Monthly Charges (\$)	Proposed LED Watts per fixture	Proposed LED Monthly Energy Use (kWh)	Proposed Total Monthly Charges	Estimated Monthly Energy Savings (kWh)	Estimated Monthly Bill Savings (\$)	Estimated LED Conversion Cost (\$) per fixture 2/	Estimated Total LED Conversion Cost (\$)
OH	Globe	INC	2	75	56	\$34	15	10	\$4	46	\$30	\$391.78	\$784
OH	Cobrahead	HPS	1	250	105	\$21	225	75	\$10	30	\$11	\$353.46	\$353
OH	Cobrahead	MV	154	100	6160	\$1,399	15	770	\$305	5390	\$1,094	\$275.95	\$42,496
OH	Cobrahead	MV	14	175	980	\$175	75	350	\$59	630	\$115	\$305.97	\$4,284
OH	Cobrahead	MV	1	250	100	\$16	135	45	\$6	55	\$10	\$353.46	\$353
OH	Cobrahead	MV	1	400	150	\$23	195	65	\$9	85	\$14	\$353.46	\$353
TOTALS			173		7,551	\$1,667		1,315	\$394	6,236	\$1,273		\$48,624
ESTIMATED ANNUAL VALUES													
				90,612	\$20,005		15,780	\$4,725	74,832	\$15,280		Estimated EmPOWER Rebate 3/	\$10,475

Notes: **Projected Payback (Yrs)** **2.5**

1/ Fixture quantities differ slightly from PEPCO billing (August, 2019) due to 4 fixtures listed as Attached to C&P Tel Co Pole without type/size determined.

2/ Estimated conversion cost based on Montgomery County LED Conversion Pricing from Lighting Maintenance Incorporated - to be revised as fixture types/locations are available. (net of EmPOWER Rebate)

3/ EmPOWER rebate based on Pepco, 2019 Prescriptive Lighting Incentive Application form (Page 4, 2/5/2019)

Avoided Emissions (lbs)	SO2	NOX	CO2
Estimated Annual Savings	71	46	75,781
Estimated Lifetime Savings	706	465	757,810

(assumes 10-year life)

* Source: U.S. EPA e-Grid 2016 State Annual Total Output Emission Rates (lb/MWh)

<https://www.epa.gov/energy/emissions-generation-resource-integrated-database-egrid>

Analysis based on best information available, values will vary based on changes to inventory, tariff & rates.

Prepared by Galligan Energy Consulting Inc for Clean Energy Solutions Inc.

11/25/2019

Town of Somerset

4510 Cumberland Avenue, Chevy Chase, MD 20815

Minutes for Council Meeting on

Monday, November 4, 2019

Council Members Present: Marnie Shaul; Barbara Zeughauser; Steve Surko; Frannie Peale; Morris Panner; **Mayor:** Jeffrey Slavin; **Town Manager:** Matthew Trollinger; **Town Administrative Assistant:** Linda Williams; **Building Administrator:** Doug Lohmeyer; **Town Arborist:** Dr. Tolbert Feather; **Town Hall Renovation Project Manager:** Lou Balodemas; **Residents and other attendees:** Miguel Tejblum (Essex Ave.); Joy Lanum (Sandy Spring Builders); Meredith Wade (Essex Ave.); David Kathan (Dorset Ave.); Sarah Morse (Dorset Ave.); Steve Friedman (Essex Ave.); Jonathan Medalia (Surrey St.) Sharon Stoliaroff (Dorset Ave.); Carol Barsha (Essex Ave.); Carol Manning (Essex Ave.); Jack Frink (Cumberland Ave.); Jossine Josz (Falstone Ave.); Mary Dock (Falstone Ave.); Patty Friedman (Grantham Ave.); Carrie Wofford (Essex Ave.); Lucy Freeman (Dorset Ave.); Julie Greenberg (Falstone Ave.); George Wyeth (Falstone Ave.); Jeremiah Helm (Dorset Ave.); Maryam Mokhtarzadeh (Dorset Ave.); Robin Barr (Essex Ave.); Deborah Shulman (Falstone Ave.); Paige Whitley (Cumberland Ave.); Susannah Goodman (Cumberland Ave.); Kristen Khanna (Uppingham St.); Tami Watkins (PEPCO); Ed Mulheron (Mulheron Tree Experts)

7:00 p.m. Council Work Session

The Mayor appointed Council members Peale and Surko to lead an unofficial sub-committee tasked with making recommendations for Town Code section relating to the Building Code.

Town Attorney Ron Bolt recommended the Town approve an investment policy at the December Council meeting. He will draft a policy for the Town.

The Council discussed the Environmental Committee's recommendation that the Town switch from gas-powered lawn equipment to electrical equipment. Council member Shaul recommended the Committee re-circulate materials. Council member Surko volunteered to work with the Environmental Committee to produce fact sheets and figures for the Council to review. The Council may reevaluate at a later meeting, or later during budget discussions in part depending on the costs.

The Council discussed stray cats and County provisions that require cats be leashed similar to dogs. Mayor Slavin offered to schedule a talk-back with an official at the County if it becomes more of an issue. He recommended the Town include the County law in weekly announcements.

The Council recommended that Town Manager Trollinger touch base with the de Marne & Day crew currently doing Town Hall renovations to get recommendations on pool bridge repairs.

7:33 p.m. Council Meeting Convenes

Mayor Slavin called the meeting to order and opened the floor for public comments. He thanked Tami Watkins, the Government Affairs representative from Pepco, for coming to the Council meeting to answer resident questions about Pepco construction on River Road and Little Falls Parkway.

Steve Friedman (Essex Ave.) requested that the Town reevaluate its tree removal protocol. He expressed concerns about a fence that was installed on his neighbor's property. He also requested the Town's help in tracking down a separate neighbor who has a tree that is causing damage to his fence. He also requested more advanced notice be given to residents if a tree is being taken out near their home.

Deborah Shulman (Falstone Ave.) asked for clarification on what was considered *ex parte* discussions with the Council. She expressed concerns about the proposed tree removals at 4917 Essex Ave.

Carried Wofford (Essex Ave.) asked that the Council consider the cumulative effect of tree removals on a property.

Paige Whitley (Cumberland Ave.) asked whether applicants were required to get signatures from their neighbors before submitted plans to the Town. Miguel Tejblum (Essex Ave.) followed up to ask why signatures are required. Town Attorney Bolt answered that signatures were required from neighbors, but only for notification of proposed work, not approval.

Susannah Goodman asked if the Council would act on small cells at this meeting. Mayor Slavin said that the Council would consider Ms. Goodman's drafted letter for approval.

Council member Peale asked Tami Watkins (PEPCO) why the Greystone/River Rd. intersection is blocked off even when it appears no one is working. Ms. Watkins gave a brief overview of the work, explaining that some of it is underground, and that continually opening and closing the entrances to the worksite would have been a safety issue, and lengthened the timeframe of the project.

Jossine Josz (Falstone Ave.) recommended signage that indicates there are two lanes on River Road. Council member Shaul asked whether concrete islands at the Greystone/River Rd. intersection would be replaced. Ms. Watkins said Pepco would prefer they not be replaced because it makes access to the manholes more difficult.

Mary Dock (Falstone Ave.) told the Council she had concerns about the number of trees that are being removed at 4917 Essex and the water management plan on the site.

8:17 p.m. Consent Agenda: To approve minutes from Council meeting held on October 7, 2019; approve donation of Town piano to Bethesda-Chevy Chase High School, and payment of moving costs totaling \$385; and approve Resolution declaring November as Municipal Works Month.

Councilmember Shaul motioned to approve the consent agenda; Councilmember Peale seconded; all in favor.

8:18 p.m. Public Hearing/Motion: To consider award of Town Snow Removal Contract to Mulheron Tree Experts.

Council member Shaul reminded Ed Mulheron to be mindful of the amount of salt used Council member Peale asked for Mr. Mulheron's observations about the Town Pool bridge.

Council member Shaul motioned to approve the contract with Mulheron Tree Experts; Council member Zeughauser seconded; all in favor.

8:21 p.m. Public Hearing/Motion: To consider approval of payment to American Pool Enterprises in the amount of \$26,829.99 for main pool filter system replacement, wading pool filter replacement, filter media upgrade, pool heater replacement, and chemical automation package installation.

Town Manager Trollinger noted that American Pool representatives were not present, but reviewed the recommendations, which came in consultation with American Pool, and the ad hoc Pool Management Committee, consisting of the Town Manager, Mayor, Council President Shaul, and the Pool Committee Chair Matt Zaft.

Council member Shaul motioned to approve; Council member Zeughauser seconded; all in favor.

8:26 p.m. Motion: To consider Town adopt language opposing County ZTA 19-07 relating to small cells

Mayor Slavin asked Susannah Goodman (for a recap of the small cell issue in Somerset. Ms. Goodman had drafted a letter to the County Council in opposition to ZTA 19-07, which would allow new poles to be installed for small cells.

Council member Shaul moved to approve Ms. Goodman's letter, and to have Mayor Slavin sign it on behalf of the Town of Somerset. Council member Peale seconded; all in favor.

8:30 p.m. Public Hearing/Motion: To discuss Town Hall construction project and consider approval of payment to Balodemas Architects for Town Hall Renovation Project Management in the amount of \$16,523.86; approval of carpeting and change orders totaling \$11,179.77 for Town Hall renovations; and approval of payment to construction contractor de Marne & Day in the amount of \$87,377.19 for completed work to date.

Town Hall Construction Project Manager Lou Balodemas reported that the meeting room work had been completed, and the following week the crew will spray insulation in the building, requiring the Town Hall to be closed on Thursday November 7 and Friday November 8.

Jack Frink (Cumberland Ave.) asked for the total spent on the project.

Council member Zeughauser motioned to approve the above expenses; Council member Peale seconded; all in favor.

8:38 p.m. Building Permit Administrator Report

Town Building Administrator Doug Lohmeyer gave his report. Council member Peale asked Mr. Lohmeyer to follow up on the issues raised by Steve Friedman (Essex Ave.) during the public comments period.

8:44 p.m. Motion: To discuss and consider introduction of building permit fee schedule

The Council discussed the proposed building permit fees. The Council instructed the Town Manager to include the fees in the December Town Journal, and gave recommendations on how to present the information more clearly.

Council member Shaul motioned to introduce the fees; Council member Zeughauser seconded; all in favor.

8:59 p.m. Public Hearing/Motion: To consider resident's appeal of tree removal permit denial at 4608 Dorset Ave.

Town Manager Trollinger relayed to the Council that the residents at 4608 Dorset Ave., Jeremiah Helm and Maryam Mokhtarzadeh, had applied for a tree removal permit to remove two trees on their property. The Town's Arborist, Dr. Tolbert Feather, had examined the trees on October 8 and written a report which identified the trees as healthy and therefore did not recommend removal. The Town Manager had followed Dr. Feather's recommendations.

The applicants explained to the Council that they were concerned about one of the Tulip Poplar trees because a pool of water forms when it rains, causing leaking in the basement and issues with their retaining wall. The other tree was growing close to the house and was causing bowing.

Dr. Feather agreed to look again at the larger 40" Poplar near the basement entrance to look at the roots more carefully and see if they were responsible for the flooding.

Council member Zeughauser suggested the applicants bring further documentation attesting that the trees are causing the damages.

Deborah Shulman (Flastone Ave.) expressed sympathy for the applicants. Jonathan Medalia (Surrey St.) suggested the Council approve the application pending documentation from an expert confirming the applicants' concerns. Miguel Tejblum (Essex Ave.) noted the Council had not visited the site, and suggested that should be a requirement for every hearing. Carrie Wofford (Essex Ave.) suggested the water leaking could be caused by something other than the trees.

Council member Peale motioned to reverse the decision denying the permit under the condition that prior to the issuance of the Town tree removal permit, the applicants must provide to the Town Manager confirmation from a home inspector or other professional confirming that the damage to the house is being caused by the trees. Council member Shaul seconded, all in favor. The Council instructed Town Attorney Ron Bolt to draft a written decision.

9:44 p.m. Public Hearing/Motion: To consider extension of building permit at 5800 Deal Place

The Council noted that the applicant was not present at the meeting. Patty Friedman (Grantham Ave.) inquired about the cost of permit extensions. Manager Trollinger explained that the fee is 50% of the original permit fee.

The Council discussed the applications and Building Administrator Lohmeyer's recommendation.

Council member Shaul motioned to approve a four-month extension of the building permit; Council member Surko seconded; all in favor.

9:48 p.m. To consider amendment to permit at 4917 Essex Avenue including fence, retaining wall, pool and pool deck, and removal of two tulip poplar trees

Dr. Feather noted the trees cannot be protected if the pool is built. The Council discussed the distance of the trees from the pool, and whether there were any ways to move tree protection plan.

Joy Lanum (Sandy Spring Builders) explained that the tree protection plan the Council has is based on the old site plan.

Meredith Wade (4917 Essex Ave. homeowner) read from her written testimony that explained their process working with Sandy Spring Builders on the design of their home, and the steps they have taken to work with neighbors to try and mitigate their concerns. She expressed that she and her family have been looking forward to moving into and living in Somerset but have felt personally attacked at the Council hearings by some of the residents. She asked the Council to consider their rights as homeowners and to approve the permit.

Council member Surko asked if the applicant has taken any additional steps to address stormwater on site. Joy Lanum replied that they have looked into permeable driveway materials and water management in the back yard.

Council member Peale noted that if the air conditioners have been moved to the back yard, the applicant must submit a new plan reflecting the new location of the A.C. units.

Council member Panner asked Dr. Feather for further explanation of the reforestation plan, and clarification on how stormwater is measured. Dr. Feather explained that the reforestation plan already accounted for the two proposed trees up for discussion; the reforestation plan increases the number of canopy trees onsite from five to 6.

Miguel Tejblum (Essex Ave.) thanked the Wades for being amenable to his suggestions, especially moving the air conditioning units.

Paige Whitley (Cumberland Ave.) asked the homeowner to reconsider building the pool. Julie Greenberg (Falstone Ave.) agreed, asking the residents to consider waiting a year before putting in a pool and to try using the Town Pool. George Wyeth (Falstone Ave.) also suggested the applicants should wait before taking out the trees. Several residents asked for the Council to clarify whether they regulated pools, and how they would make the determination whether to allow the applicants to take out trees for a pool or not.

Council member Zeughauser explained that the Town must apply the Code as written and must have compelling reason(s) to deny a tree permit; she surmised that if the Town were to deny tree permits for new construction it may harm home values.

Sarah Morse (Dorset Ave.) opined that the Council has the authority to deny this permit.

Robin Barr (Essex Ave.) noted that tulip poplars are native trees and listed benefits of native trees.

Deborah Shulman (Falstone Ave.) expressed that the Council was being unfair to existing homeowners and did not apply the same standard to builders and incoming residents.

Kristen Khanna (Uppingham St.), Chair of the Parks and Natural Resources Committee, said that her Committee would review the Town's tree policies.

Council member Surko expressed concerns about stormwater management, and that he did not believe the applicants had not taken steps to address concerns since the November Council meeting. He suggested that he would not approve the permit.

Council member Shaul suggested that the County's definition of lot coverage may not accurately reflect how much of the lot is affected by the plans, as, for example, the pool does not count as an impervious surface. He said that stormwater is an issue on Essex and believed that the proposed house and pool will exacerbate existing issues.

Council member Peale noted that the Town has been considering Code amendments for about seven years. She suggested the Town would need to get a clear consensus if the Council were to enact policies that significantly diminished buildable lot coverage because it may negatively affect home values. She also pointed out that the County-approved stormwater management plan had taken the two trees up for discussion under consideration.

Council member Panner said that he strongly believes the Town should protect the environment, and that he believes by and large residents – and these applicants in particular – do that. He pointed out that the applicant went beyond Dr. Feather's tree reforestation recommendations. He said he disagreed with the notion that they were clearcutting the lot, and said he believed that the tone of the meeting had been negative.

Council member Zeughauser motioned to approve the amendment to permit at 4917 Essex Avenue including fence, retaining wall, pool and pool deck, and removal of two tulip poplar trees. Council member Panner seconded. Council members Shaul and Surko opposed; the permit amendment passed 3-2. The Council directed Town Attorney Bolt to draft a written decision. The permit will become final 30 days after the decision has been issued if no appeal is filed with the Montgomery County Circuit Court.

10:55 p.m. Public Hearing/Motion: To consider Town Fall Tree Planting Schedule:

- a. 2 Forest Pansy Redbuds at 4900 Cumberland Ave.
- b. 2 Forest Pansy Redbuds at 4607 Dorset Ave.
- c. 1 Serviceberry at 4909 Falstone Ave.
- d. 2 Yellowwoods at 5501 Surrey St.

- e. 1 Forest Pansy Redbud at 5820 Surrey St.
- f. 1 American Beech at 4715 Trent Ct.
- g. 2 Yoshino Cherry at 5415 Trent St.
- h. 1 Yoshino Cherry at 5510 Trent St.
- i. 2 Serviceberry at 5522 Warwick Pl.
- j. 1 Swamp White Oak at 5545 Warwick Pl.
- k. 1 October Glory Red Maple at 5603 Warwick Pl.
- l. 1 Black Gum (provided by WSSC) at 5611 Warwick Pl.– 9:00 p.m.

The Council announced that because of the late hour, they would skip the Town Manager report and Mayor report. Council member Peale reminded the Mayor and Town Manager of Steve Friedman's earlier complaints when planting the new trees. Patty Friedman (Grantham Ave.) said that there are many benefits to canopy trees.

Town Manager Trollinger noted a resident had asked the proposed trees at 4900 Cumberland not be planted to leave room in case the Town elected to install a sidewalk on that side of the road. Additionally, the residents at 5603 Warwick asked that the Council reconsider planting an October Red Glory in front of the property, and instead suggested a Redbud. The residents at 5415 Trent St. had offered to pay for the purchase and installation of larger trees in front of their home.

The Council noted that a Redbud is not a canopy tree, and that the Town had traditionally planted canopy trees on the side of the road that do not have electrical and telecom wires.

Council member Zeughauser approved the planting list, but placing the Redbuds in front of 4900 Cumberland deeper in the right-of-way to leave room for a potential sidewalk, informing the residents at 5603 Warwick of the reasoning behind a canopy tree, and to allow the larger trees to be planted at 5415 Trent St. at the residents' expense. Council member Shaul seconded; all in favor.

11:07 p.m. Meeting Adjourned

Mayor Slavin adjourned the meeting and asked for a motion. Council member Zeughauser motioned to adjourn; Council member Shaul seconded; all in favor.

Welcome to Somerset
Tennis Court Rules
As Amended October 7, 2019

All players are expected to abide by these Tennis Court Rules as well as the Tennis Etiquette Code. Violations may result in suspension of Tennis Cards pursuant to the Somerset Town Code.

1. Use: Courts are for tennis only. They are not a playground. Treat the courts with respect for the large financial investment they represent. For example, no bicycles, skates or dogs. Do not step over or damage the nets. Players must wear tennis shoes with light-colored rubber soles.
2. Access: Courts are for the exclusive use of resident households who have purchased tennis cards and guests playing with such residents, **including a guest authorized instructor**.
3. Cards: One resident in each game must display his or her tennis card in the slot on the entrance gate. A card must be obtained at the Town Hall for an annual fee. Court access is further restricted by a keypad system. The access code may not be shared with non-cardholders.
4. Reservations: A resident may make one reservation a day up to three days in advance by legibly writing the resident's name and address on the posted sign-up sheet. **Other residents in the same household may make a separate reservations, up to three per household per day.** A reservation **is may be made** for one hour **or 90 minutes**, singles or doubles. A Reservation ~~starts on the hour (except as provided in Regulation 5)~~ and is void if not claimed by 10 minutes after the hour.
5. Instructors: **All instructors, whether Somerset residents or not, must agree in writing to conduct lessons in accordance with the Town Tennis Rules and Tennis Etiquette Code. Any lesson must include a resident. Violators may lose their eligibility to teach on Somerset courts.**
6. Group Lessons: To make a reservation for a group lesson (three or more students), a resident must legibly state on the sign-in sheet the resident's first and last name, street, and the word "group." Group lessons are limited to 5 players plus instructor. A different card must be used for each hour of a group lesson. (For example, if the lesson is two hours, the group must include two residents with cards.) A group lesson may only be given before 5 pm on weekdays and at noon or later on weekends and holidays. A group lesson must be given on courts one or three. Only one group lesson may be given at a time, except two may be given from 3 pm to 5 pm on weekdays. On those days a group lesson reservation may start at 3:30 pm. Instructors who are not Somerset residents

must agree in writing to conduct lessons in accordance with the Town Tennis Rules and Tennis Etiquette Code.

7. Special Events: The Council may permit use of the courts for special events, provided that any such event is (1) recommended by the Tennis Committee; (2) designed to promote tennis playing by residents; (3) respects these regulations and all Town ordinances, including rules regarding dates, times, noise and nuisance, etc.; and (4) is publicized in advance.
8. Camp Summerset: The Council may enter into agreements with Camp Summerset, permitting the Camp to use the courts, provided that any such agreement (1) **remains the same as prior years approved by the Tennis Committee or is presented to the Tennis Committee for its recommendation by the Tennis Committee**; and (2) protects as far as possible the rights of residents to play tennis with minimal interference from the Camp.
9. Etiquette: All players and instructors must abide by Somerset's Tennis Etiquette Code.
10. Penalties: Failure to follow Somerset Tennis Court Rules or Tennis Etiquette Code may result in suspension of ~~one's~~ **a household's** Tennis Card pursuant to the Somerset Town Code.

Resolution No. 12-19-1
Adopted: December 2, 2019
Effective: December 2, 2019

**RESOLUTION OF
THE TOWN OF SOMERSET**

SUBJECT: RESOLUTION TO APPROVE MEMORANDUM OF
UNDERSTANDING CONCERNING DEBRIS MANAGEMENT

WHEREAS, Montgomery County, Maryland (the “County”) implements a Debris Management Plan (the “Plan”), as approved by the Federal Emergency Management Agency (“FEMA”), which is part of the County's Emergency Operations Plan;

WHEREAS, the County has invited the **Town of Somerset** to participate in the Plan and therefore be able to use the provisions of the Plan for the clearing, collection, removal and processing of debris resulting from a Declaration of Emergency due to a significant disaster or hazard, and to be eligible for reimbursement from FEMA, as such participant; and

WHEREAS, the **Town of Somerset** finds that entering into the attached Memorandum of Understanding with the County would promote the good government of the Town and protect and preserve the Town’s rights, property, and privileges.

NOW, THEREFORE, BE IT RESOLVED this 2nd day of December, 2019, by the Council of the **Town of Somerset** that:

1. The **Town of Somerset** hereby authorizes the **Mayor** to execute the attached Memorandum of Understanding; and
2. This resolution is effective as of this **2nd day of December, 2019**.

I, **Jeffrey Z. Slavin, Mayor** of the Town of Somerset, hereby certify that the foregoing Resolution was adopted by the Council at its open meeting on the **2nd day of December, 2019**.

Jeffrey Z. Slavin, Mayor

**Town of Somerset
Investment Policy Resolution**

Resolution No.: 12-19-2

Introduced:

Adopted:

Effective Date:

SUBJECT: A RESOLUTION TO ADOPT INVESTMENT POLICY

WHEREAS, the Maryland Code, Local Government Article, Section 17-205(a) requires all municipal corporations within the State to adopt by resolution a local investment policy that is consistent with the local government investment guidelines adopted by the State Treasurer and that meets the individual needs of the local government unit; and

WHEREAS, in or about 1996, the State Treasurer approved the Town's current Investment Policy and it has not been amended since that time; and

WHEREAS, the Town Council finds that the Town's Investment Policy, recently contained in the Town Code at Section 2-406 (2003) should be amended to more closely follow the policy of the State; and

WHEREAS, after due consideration, in open meeting assembled on the ____th day of _____, 2019, the Town Council found that adopting the amended Investment Policy attached hereto is necessary for the good government of the Town; for the protection and preservation the Town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger, or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the Town and visitors thereto and sojourners therein.

NOW, THEREFORE, BE IT:

RESOLVED: By the Town Council that the Investment Policy attached hereto and incorporated herein be and the same is hereby adopted as the investment policy of the Town;

RESOLVED: That any and all prior investment policies adopted by the Town Council are hereby superseded and replaced;

RESOLVED: That to comply with Maryland Code, Local Government Article, Section 17-205(d), the Town Manager is hereby authorized to submit a certified copy of this Resolution and the Investment Policy to the State Treasurer;

RESOLVED: That this Resolution shall take effect on the 36th day after approval

by the Mayor.

ATTEST:

TOWN OF SOMERSET

Matt Trollinger, Manager/Clerk-Treasurer
Town of Somerset

Marnie Shaul, President
Town of Somerset

Approved:

Jeffrey Slavin, Mayor
Town of Somerset

Date: _____

TOWN OF SOMERSET
INVESTMENT POLICY
November 2019

I. POLICY

It is the policy of the **Town of Somerset** to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the anticipated daily cash flow requirements of the Town. The Town will not borrow funds for the express purpose of investing those funds. The policy will conform to all State and Town laws governing the investment of public funds.

II. SCOPE

This investment policy applies to financial assets of the Town.

III. PRUDENCE

Investment shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The “prudent person” standard shall be applied in the context of managing an overall portfolio. Investment officers shall act in accordance with written procedures and the investment policy and while exercising due diligence. Deviations from expectations are to be reported in a timely fashion and appropriate action should be taken to control adverse developments.

IV. OBJECTIVE

The primary objectives of the Town’s investment activities, in order of priority shall be:

- A. Safety: Safety of principal is the foremost objective of the investment program. To attain this objective, diversification, collateralization, third party safekeeping and delivery versus payment (DVP) will be required.
- B. Liquidity: The Town’s investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which might be reasonably anticipated plus a reasonable amount for unanticipated needs.
- C. Return of Investment: The Town’s investment portfolio shall be designed with the objective of attaining a market rate of return at least equal to the three month U.S. Treasury bill yield, with due regard for minimizing risk while maximizing return and considering the cash flow characteristics of the portfolio.

V. DELEGATION OF AUTHORITY

Authority over the Town's investment program is derived State law (Title 17 of the Local Government Article and Title 6 of the Finance and Procurement Article of the Annotated Code of Maryland) and the Town's Charter, Article VI. Management responsibility for the investments is delegated to the Clerk-Treasurer, under the supervision of the Mayor. The Clerk-Treasurer, under the supervision of the Mayor, shall be responsible for all transactions undertaken and shall establish a system of controls.

VI. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the Town Council any material financial interest in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/ investment positions that could be related to the performance of the Town's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the Town, particularly with regard to the time of purchases and sales.

VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Clerk-Treasurer may maintain a list of financial institutions authorized to provide investment services. The following is a breakdown of the types of institutions that may be used by the Town along with the type of investment transactions handled by those institutions.

- A. Primary Government Dealers: The Federal Reserve Bank of New York designates primary government dealers in government securities. The Town can purchase all authorized and suitable investments as listed in Section VIII of this policy, except for certificates of deposit and the Maryland Local Government Investment Pool, from primary dealers.
- B. Other Security Dealers: The Town may purchase repurchase agreements, U.S. Government agency securities, commercial paper, and banker's acceptances from dealers other than primary government dealers and from dealer banks that market these securities. The Clerk-Treasurer's policy is to make sure that local, regional and minority firms have an opportunity to bid on a portion of the Town's investable funds. All dealers must agree to the Town's policy of delivery versus payment as described in Section X of this policy. Firms must have adequate capital to fulfill their commitments under adverse market conditions. All non-primary firms must provide copies of their audited financial statements and Financial and Operational Combined Uniform Single Report (FOCUS Report) for review and approval before initiating any transactions and annually thereafter.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS The Clerk-Treasurer is

authorized by statute to invest in the following types of securities subject to the restrictions in the statute, Maryland Code, State Finance and Procurement Article § 6-222.

- A. U.S. Treasury Obligations
- B. Certificates of Deposit
- C. Federal Agency or Instrumentality Obligations
- D. Repurchase Agreements Master Repurchase Agreement and Addendum must be signed before any repurchase transactions are entered into.
- E. Banker's Acceptances
- F. Municipal Securities and Municipal Mutual Funds for bond sale proceeds only
- G. Commercial Paper limited to 10% of the total portfolio
- H. Money Market Mutual Funds
- I. Maryland Local Government Investment Pool
- J. Supranational Issuers

IX. COLLATERALIZATION

Collateralization will be required on two types of permitted investments: Certificates of Deposit and Repurchase Agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of the market value of the principal and accrued interest for Repurchase Agreements and 100% of the market value of the principal and accrued interest for Certificates of Deposit. State law limits acceptable collateral to U.S. Government Treasuries, Agencies and instrumentalities as defined in the statute, Maryland Code, State Finance and Procurement Article §6-222. An independent third party with whom the Town has a current custodial agreement will always hold the collateral. Clearly marked evidence of ownership must be supplied to the Town and retained. The right of collateral substitution is granted and the seller will pay all associated costs. Collateral will be priced on a mark-to-market basis when the investment is initiated and daily for the term of the investment.

X. SAFE KEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by the Town shall be conducted on a delivery versus payment (DVP) basis. A third party custodian designated by the Treasurer and evidenced by safe keeping receipts will hold securities.

XI. DIVERSIFICATION

The Town will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Town's total investment portfolio will be invested in a single security type or with a single financial institution.

XII. MAXIMUM MATURITIES

To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five (5) years from the date of purchase.

XIII. INTERNAL CONTROL

If investments are made, the Clerk-Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

XIV. PERFORMANCE STANDARDS

The investment portfolio is designed to obtain an average market rate of return during budgetary and economic cycles, taking into account the Town's investment risk constraints and cash flow needs. The Town's investment strategy is passive and the benchmark yield comparison shall be the yield on the three-month U.S. Treasury Bill.

XV. REPORTING

The Clerk-Treasurer shall include a report on investment activity and returns in the Town's Financial Report. Reports will include performance, market sector breakdown, number of trades, interest, earnings and other material information.

XVI. INVESTMENT POLICY ADOPTION

The Town's investment policy shall be adopted by resolution of the Town Council. The policy shall be reviewed annually by the Council and any modifications made thereto must be approved by the Town Council.

de Marne & Day, Inc.

7822 Stratford Road, Bethesda, MD 20814 (301) 299-6500

CHANGE ORDER

Somerset Town Hall
4510 Cumberland Avenue
Chevy Chase, MD 20815

Date 11/8/2019

CO # 23

We hereby submit proposal to change from Contract Drawings and Specifications. Upon Owner's acceptance, changes will be incorporated as described below.

Description:

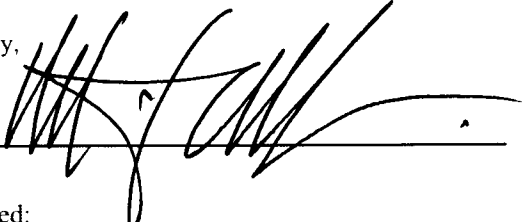
Add:

Deduct:

Ad built-in shelving at 2nd Floor Meeting Room.			
Add:	\$2,150.00		
Bond 3%	<u>\$64.50</u>		
Total:	\$2,214.50	\$2,214.50	
Total Deductions/Additions		\$2,214.50	\$0.00
Net Change		\$2,214.50	
Apply ____% contractor's overhead/profit, if applicable.			
Total This Change		\$2,214.50	

Additional time required: ☒ . Payment to be made upon completion of item(s) and incorporated into Contract billing. If not accepted within 10 days, Contractor will proceed with work according to the original plans and specifications, at which time this proposal will be withdrawn. If accepted, please sign and return one copy.

Sincerely,

Accepted: 

Date: _____

November 14, 2019

INVOICE

To: Town of Somerset
4510 Cumberland Ave
Chevy Chase, MD 20815

Attn: Council Member B. Zeughauser
cc: Town Manager
via: E-mail only

Re: **Town Hall Second Floor & Exterior Alterations/Renovations**
(Reference 1/11/2017 second floor agreement & 3/30/2017 exterior agreement)
Balodemas Project No. 0717
Period 10/1/2019 through 10/31/2019

10/14/2019 invoice \$ 16,523.86
Received check no. 5718 (\$ 16,523.86)

Prior Balance \$ 0.00

Services this Period

Phase 2 - Construction Documents (1/11/2017 second floor agreement)
100% prior billed \$ 0.00
Principal - 12.5 hours
Architect - 15.5 hours
Designer/Drafter - 2.0 hours
10/1 - Prepared/issued photoshop rendering of all-white meeting
room option as requested.
10/14 - Site visit re: paint color selection.
10/16 - Site visit and meeting w/ BZ & LW re: paint color
selection/mockups.
10/17 - Site visit re: paint color selection.
10/17 - Issued paint color selections for Meeting Room walls & trim.
10/19 - Site visit re: paint color selection.
10/21 - Issued balance of interior paint color selections to D&D.
10/31 - Issued revised interior paint color selections to D&D.
Misc. paint and carpet selections, site visits, and photoshop.

Construction Contract Administration (both agreements)

Principal - 10.0 hours @ \$225/Hr \$ 2,250.00
Architect - 9.5 hours @ \$130/Hr 1,235.00
Designer/Drafter - 22.75 hours @ \$100/Hr. 2,275.00
10/1 - Construction progress meeting.
10/2 - Revised/issued updated project cost summary.
10/7 - Town Council meeting.
10/9 - Site visit.
10/15 - Construction progress meeting.
10/31 - Construction progress meeting.
10/31 - Reviewed/certified D&D's application for
payment #6.
10/31 - Prepared/issued council brief including updated
cost summary.
Coordination with new carpet vendor.

Additional Services

Principal - 1.0 hours @ \$225/Hr \$ 225.00
Architect - 0.0 hours @ \$130/Hr 0.00
Designer/Drafter - 3.75 hours @ \$100/Hr. 375.00
Prepared/issued sketch for proposed built-in shelves at
Meeting Room 2. Issued 10/11 to BZ and 10/15 to D&D.

Total Services This Period \$ 6,360.00

Expenses this Period

None \$ 0.00
Subtotal \$ 0.00
O'hd per contract 0.00

Total Expenses this Period \$ 0.00

Total This Period \$ 6,360.00

TOTAL DUE (incl. prior balance) \$ 6,360.00

Balodemas Architects, Chtd.



Lou Balodemas, AIA

SOMERSET TOWN HALL EXTERIOR RENOVATION & SECOND FLOOR ALTERATION

November 14, 2019

Invoice Date	Period								Expenses	Total Invoice
		Exterior Agreement 3/30/17	Second Floor Agreement 2/8/17			Both Agrmnts	Both Agrmnts	Additional Services		
		Phase 1 CDs	Phase 1 SD	Phase 2 CDs	Phase 3 Bldg Permit Acq	B&N	CCA			
4/22/17	thru 3/31/17	\$0.00	\$7,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,350.00
6/6/17	4/1/17 - 6/5/17	\$0.00	\$2,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,450.00
9/6/17	6/6/17 - 8/31/17	\$0.00	\$0.00	\$7,250.00	\$0.00	\$0.00	\$0.00	\$6,497.70	\$190.86	\$13,938.56
3/10/18	9/1/17 - 2/28/18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,625.00	\$124.14	\$2,749.14
6/15/18	3/1/18 - 6/13/18	\$4,500.00	\$0.00	\$10,865.00	\$0.00	\$0.00	\$0.00	\$225.00	\$28.60	\$15,618.60
10/20/18	6/14/18 - 9/30/18	\$0.00	\$0.00	\$0.00	\$750.00	\$5,200.00	\$1,012.50	\$0.00	\$462.13	\$7,424.63
1/1/19	10/1/18 -12/31/18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,527.50	\$0.00	\$0.00	\$5,527.50
6/13/19	1/1/19 - 5/31/19	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$16,551.25	\$4,183.25	\$232.76	\$21,717.26
7/13/19	6/1/19 - 6/30/19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.25	\$2,181.25	\$0.00	\$6,857.50
8/25/19	7/1/19 - 7/31/19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,940.00	\$3,607.50	\$100.18	\$8,647.68
10/14/19	8/1/19 - 9/30/19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,996.25	\$852.50	\$27.63	\$7,876.38
11/14/19	10/1/19 - 10/31/19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,760.00	\$600.00	\$0.00	\$6,360.00
										\$0.00
TOTAL BILLED TO DATE		\$4,500.00	\$9,800.00	\$18,115.00	\$1,500.00	\$5,200.00	\$45,463.75	\$20,772.20	\$1,166.30	\$106,517.25
CONTRACT AMOUNT		\$4,500.00	\$9,800.00	\$18,115.00*	\$1,500.00	Hourly	Hourly	Hourly	Reimb.	
PAYMENTS & CREDITS		Received check no. 4447								(\$7,350.00)
		Received check no. 4520								(\$2,450.00)
		Received check no. 4706								(\$13,938.56)

	Received check no. 4966	(\$2,749.14)
	Received check no. 5054	(\$15,618.60)
	Received check no. 5226	(\$7,424.63)
	Received check no. 5284	(\$5,527.50)
	Received check no. 5582	(\$21,717.46)
	Received check no. 5606	(\$6,857.50)
	Received check no. 5718	(\$16,523.86)
NET DUE		\$6,360.00

* \$14,500 estimated contract amount + \$1,825 structural engineering over allowance + \$1,790 mech/elec engineering over allowance = \$18,115

Current total DeMarne & Day construction contract thru CO#22	\$538,030
Site utility work (Deneau)	\$24,720
Cabling - Splaine	\$2,575
Interior signs - SMI	\$1,465
Furniture - Bialek	\$19,173
TOTAL HARD COSTS TO DATE	\$585,963
TOTAL A&E FEES AS A PERCENTAGE OF TOTAL HARD COSTS TO DATE	17.98%

Budget Amendment

After paying the Balodemas invoice for October, the total cost of project manager invoices will be at \$22,883.86. The Town budgeted \$21,000 for that item in the FY2020 budget. The Town could cover the costs by amending the budget to reallocate \$40,000 from line item 77000 – Wynne Case and putting \$20,000 in both line items 67105 – Town Hall Renovation/Improvements and 67105-1 – Project Manager, respectively. The money would also cushion the renovation project costs which may run into overages after lighting and furniture purchases. The Project Manager costs are running over budget because of the delays in the project – the project was budgeted to finish by Labor Day, but because of WSSC delays and roof issues in the meeting room the project is now expected to be finished closer to Valentine’s Day.

An explanation as to why the *Wynne* funds are a good option can be found in the Financial Report.



Matthew Trollinger <trollingersomerset@gmail.com>

4709 Dorset Fence Permit

Douglas Lohmeyer <montconsulting@hotmail.com>

Thu, Nov 21, 2019 at 12:06 PM

To: "manager@townofsomerset.com" <manager@townofsomerset.com>, Town of Somerset <town@townofsomerset.com>, Wayne Fowler <bluecrabcontracting@gmail.com>

Matt,

I have reviewed the fence permit application and it is acceptable.

I recommend the Town issue the building permit with the following conditions.

1. The two ends of the fence facing Dorset Ave., must be at least 39 feet behind the face of curb at Dorset.
2. The finished side the fence will face the adjacent lots.
3. The contractor will ensure that all work related to the fence will occur on 4709 Dorset.
4. The fence, fence posts, footing , and grading will not encroach onto the adjacent lots.
5. The maximum height of the fence, including the fence post and caps will not exceed 6.5 feet, measured from the lowest side of the proposed fence.

Doug



November 18, 2019

Town of Somerset
4510 Cumberland Avenue
Chevy Chase, DM 20815

RE: Town Council Meeting – 12/2/19
Fence Permit Submission
4709 Dorset Avenue, Chevy Chase, MD

Attn: Matthew Trollinger – Town Manager

Enclosed please find the following as required by the Town of Somerset for Fence Permit Submission at the Council Meeting on 12/2/19 for the referenced property:

- Completed and signed Town of Somerset - Building Permit Application with Completed and signed Neighbor Signature Sheets.
- Check payable to Town of Somerset in the amount of \$75.00 for the Town Fence Permit Fee.
- Copy of Montgomery County Fence Permit
- Copy of Historic Preservation Commission (HAP) Approval for Historic Area Work Permit which includes the fence.
- Photo Copy of proposed Fence with specifications.
- Copy of landscape/hardscape plan showing the location of the fencing. The fence is located on the left and right rear sides of the property along the property line.
- Ten (10) Color 8-1/2" x 11" copies of photo of the fence with specifications
- Ten (10) Color 8-1/2" x 11" copies of the landscape/hardscape plan showing location of the fencing. Fencing to be installed at the left and right rear sides of the property along the property line.

Please advise if you require any further information from us for the Council Meeting – 12/2/19..

Sincerely,

Joy Lanum
Director of Site Operations
Office: 301.841.2516
Cell: 301.787.9175
jlanum@sandyspringbuilders.com

JLD/jl
Enclosure(s)

4705 West Virginia Avenue
Bethesda, MD 20814

301.913.5995

301.913.2882 fax

SandySpringBuilders.com

Town of Somerset Permit and Waiver Application

If your home is in the Historic District, please refer to the Historic District instructions in addition to completing applicable permit below.

Street address for which permit applies: 4709 Dorset Avenue Date November 11, 2019

Applicant Information:

Name: Sandy Spring Builders Phone: 301-841-2516
Address: 4705 West VA Avenue Cell Phone: 301-787-9175
City, State and Zip: Bethesda, MD Email: jlanum@sandyspringbuilders.com
20814

Property Owner Information or Co-Owner Information (if other than applicant)

Name: The Mason Revocable Trust Phone: (301) 252-0464
Trustee - Ryan Sparacino
Address: 3829 Woodley Road, NW Cell Phone: _____
City State and Zip: Washington, DC 20016 Email: mgottlieb@gmail.com & juliannag@gmail.com

Contractor Information:

Name: Sandy Spring Builders Phone 301-841-2516
Address: 4705 West VA Avenue Cell Phone: 301-787-9175
City, State and Zip: Bethesda, MD Email jlanum@sandyspringbuilders.com
20814

Contractor License Number: BC2763

Maryland Home Improvement (for additions) _____

Montgomery County Office of Consumer Protection (for new homes) BC2763

For Building Permits Only:

Legal description (lot and block) Lot 8/ Block 3

Date of subdivision plat recordation of lot: March 6, 1899

Disclaimer:

The Town of Somerset makes no warranties or representations as to the currency or accuracy of the content on this site or any other site to which reference is made herein by linking or otherwise. The Town of Somerset assumes no liability or responsibility for any errors or omissions in the content or operation of this or other sites referenced herein. Information on this website may be changed, deleted, added to, or otherwise modified or amended without notice. Your use of and browsing in this site, and any other site to which you may be linked or directed by this site, is at your own risk.

Town documents, including but not limited to the Town of Somerset Charter and Code, appearing on this site may not be the current official version adopted or maintained by the Town. The current official version of all Town documents, including the Town Charter and Code, are available for inspection at the Town Hall and should be consulted prior to any action being taken.

For further information regarding the official version of any Town document, please contact the Town directly at:

4510 Cumberland Avenue Chevy Chase, MD 20815 301-657-3211

town@townofsomerset.com

Property in Somerset's Historic District

If your property is in the Somerset Historic District, please visit the website for Montgomery County's Historic Preservation Commission at http://www.montgomeryplanning.org/historic/instructions/historic_area_work_permits.shtml and become familiar with the process. Town of Somerset strongly suggests that you set up a pre-permit meeting with the Town of Somerset before beginning the permit process with HPC and the County in order to avoid the possibility of having to return to them to apply for a revision. There may be a fee charged for this meeting. Contact the Town Manager to arrange such a meeting. Following your pre-permit meeting with Somerset, take your plans to the County Historic Preservation Office for further instructions. Once you are in their system, they will send your plans to the Local Advisory Panel (LAP). In Somerset, members of the town's council are acting as the LAP. As such, council members will not be making a decision on the building permit. Once the Historic Commission approves the plans and issues the Historic Area Work Permit, they will forward the plans to the Montgomery County permitting office for their permit approval. Once you have both of the county permits, you apply for a Town of Somerset permit and put yourself on the schedule for a Town Council meeting where a decision will be made.

Please ensure that you submit a complete application; incomplete applications will not be reviewed. Refer to the Permit Instruction Sheets for details on how to apply for your particular permit(s). In addition, it is strongly suggested that you consult with the Town Manager about the need for a pre-construction meeting.

Please check the appropriate boxes to indicate the permit(s) for which you are applying. See the Fee Schedule for associated fees and deposits.

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Install or replace exterior components for HVAC systems. <u>HVAC Permit Instructions</u>	Yes for Replacement. No if part of bldg permit	Yes*	Yes	Yes	Council (Mayor can approve in an emergency for eventual council approval)
<input type="checkbox"/>	Building Permit (new homes, additions, porch, stoop, garage, accessory bldg.) <u>Building Permit Instructions</u>	Yes	Yes	Yes	Yes	Council
<input type="checkbox"/>	Curb Cut, Driveway Apron, Sidewalk <u>Right-of-Way curb cut, driveway apron and curb cut instructions</u>	Yes	Yes*	Yes	No	Mayor**
<input type="checkbox"/>	Demolition Demolition Permit Instructions	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Dumpster or Portable Storage Units <u>Dumpster or Portable Storage Unit Permit Instructions</u>	Yes	Yes*	No	No	Mayor**
<input checked="" type="checkbox"/>	Fences <u>Fence Permit Instructions</u>	Yes	No	Yes Inside and outside of Somerset	Yes if new; No if replacement in kind.	Mayor**
<input type="checkbox"/>	Walls: Permits required for walls more than 12" high <u>Wall Permit Instructions</u>	Yes	Yes	Yes* Inside and outside of Somerset	Yes if wall is more than 30" high	Mayor**

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Generator <u>Generator Permit Instructions</u>	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Tree Removal <u>Tree Removal Instructions</u>	No	Depends* on number of trees and whether or not there is a reforestation plan.	Yes Inside and outside of Somerset	No	Mayor for 1-2 trees; Council for 3 or more trees;
<input type="checkbox"/>	Waivers <u>Waiver Instructions</u>	Yes	N/A	Town notifies neighbors	Possibly	Council
<input type="checkbox"/>	Application to extend permit	Yes	No	No	Possibly	Depends on type of permit

* If you are applying for a building permit and these items are part of the project, the cumulative deposit will not exceed \$2,000, with the exception of the Tree Reforestation deposit.

**Any item approved by the mayor that is also part of a building project will also require council approval.

Description of work to be done:

Construct and install a cedar fence - maximum 6' Tall w/2x4 & 2x6 nailers cap and face boards, cedar 1x6 vertical boards, pressure treated fence posts with wood pyramid caps. Fence to be installed at left rear and right rear sides of the property.

Printed Name _____

NEIGHBOR SIGNATURE SHEET

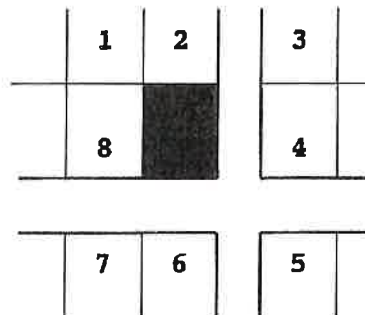
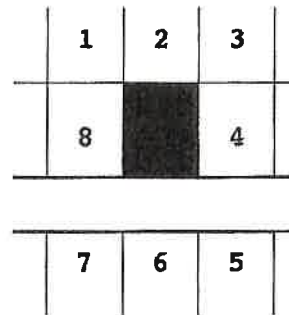
Note to neighbors: Please be aware that your signature on this document does not signify concurrence. It only confirms that you have seen the respective plans. You are welcome to comment on the plans by writing the Mayor or by attending the Council meeting on (applicant to fill in date) 12/2/19 when the Council will consider these plans.


Street address of project site: 4709 Dorset Avenue, Chevy Chase, MD

For the neighbor: Please check the box below for the plans that you have seen:

- ☐ Tree removal (include residents inside and outside of Somerset where applicable);
- ☐ External HVAC components, new location or replacement;
- ☐ New Construction (additions and new homes); Review drainage and storm water management plans as well as parking plan if applicable;
- ☐ New curb cut or driveway apron and sidewalk;
- ☐ Demolition
- ☐ Location of Dumpster or Portable Storage Device;
- ☒ Fence: new, relocated or replaced (includes residents inside and outside of Somerset where applicable);
- ☐ Walls (includes residents inside and outside of Somerset where applicable);
- ☐ Generator

Applicant: Using the following map as a key, list the names and addresses of the neighbors who adjoin or confront the property where project is to take place. "Adjoining or confronting" is defined as land that touches the boundary line of another property on at least one point, or which would do so except for an intervening road, street or right-of-way. Then ask neighbor to sign in the appropriate box.

☐ **Corner Site**

☒ **Mid-block Site**


1	Printed Name Susan Kovarick	Address 4718 Cumberland Avenue, Chevy Chase, MD	Signature 	Date 11/15/18
2	Printed Name Nicolas & Deborah Fox	Address 4712 Cumberland Avenue, Chevy Chase, MD	Signature	Date
3	Printed Name N/A	Address	Signature	Date

*Monica
M. Fox*

Joy Lanum

From: Trey Sunderland <trey.sunderland@gmail.com>
Sent: Thursday, November 14, 2019 8:15 PM
To: Joy Lanum
Subject: Fence application

Hi Joy,

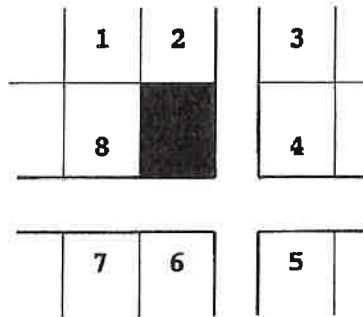
I am hereby acknowledging receipt of the plans for a fence at 4709 Dorset Avenue. This should be all you need for the town, but if you would like the actual signed neighbor sheet, I will leave it in an envelop with your name on it in the basket at the front door of our house.

Good luck with the town Council review.

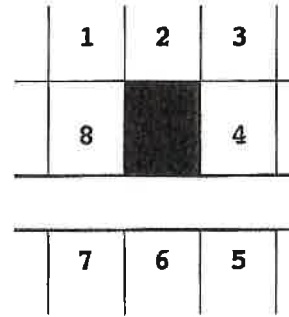
Trey Sunderland & Suzan Kovarick
4718 Cumberland Ave
Chevy Chase, MD 20815


Applicant: Using the following map as a key, list the names and addresses of the neighbors who adjoin or confront the property where project is to take place. "Adjoining or confronting" is defined as land that touches the boundary line of another property on at least one point, or which would do so except for an intervening road, street or right-of-way. Then ask neighbor to sign in the appropriate box.

☐ **Corner Site**



☒ **Mid-block Site**



1	Printed Name Susan Kovarick	Address 4718 Cumberland Avenue, Chevy Chase, MD	Signature	Date
2	Printed Name Nicolas & Deborah Fox	Address 4712 Cumberland Avenue, Chevy Chase, MD	Signature 	Date 11/11
3	Printed Name N/A	Address	Signature	Date

Neighbor Signature Sheet

3

4	Printed Name Keith White & Maura Mahoney	Address 4705 Dorset Avenue, Chevy Chase, MD	Signature 11/11 Dropped off attached letter w/ plan at house 11/13 Knocked on door. No response 11/15 Owner signed but we lost the sheet w/ signature	Date
5	Printed Name Lucile Freeman	Address 4708 Dorset Avenue, Chevy Chase, MD	Signature Lucile Freeman	Date 11/13/19
6	Printed Name Goodings-Swartz Family Trust	Address 4716 Dorset Avenue, Chevy Chase, MD	Signature	Date
7	Printed Name	Address 4718 Dorset Avenue, Chevy Chase, MD	Signature 11/11 Dropped off attached letter w/ plans at house 11/13 Knocked on door. No response 11/15 Knocked on door. No response	Date
8	Printed Name George & Donna Harman	Address 4719 Dorset Avenue, Chevy Chase, MD	Signature	Date

Applicant:

I certify that I have shown all the required neighbors the identical full-size plans (unless the cost of proposed work is less than \$25,000 in which case smaller plans can be used) that I have filed or will file with the Town of Somerset and, if applicable, Montgomery County Maryland. I further certify that I have notified the same neighbors of the anticipated date (noted above) that the Town Council, if applicable, will consider my permit application.

APPLICANT SIGNATURE



DATE



PRINTED NAME





November 11, 2019

HOMEOWNER AT: 4705 DORSET AVENUE

RE: Town of Somerset – Fence Permit submission
4709 Dorset Avenue
Chevy Chase, MD

Dear Neighbor,

Sandy Spring Builders as you know is building the new home for our client at the above-referenced address. We are planning to submit to the Town of Somerset for a Fence Permit at the December 2, 2019 Council Meeting.

Attached please find for your review:

- Town of Somerset Application for the fence permit
- Neighbor Signature Sheet, this is included in the Town Application. We have noted with a **Sign Here** sticker where you need to sign to acknowledge your receipt of the required permit information
- The landscape plan which shows the location of the fencing at the rear left and right sides of the property.
- Picture of the fencing and fence

We ask that you send us an email reply acknowledging receipt of the plans as noted above and that you have reviewed them. Please email your reply to jlanum@sandyspringbuilders.com.

We also need your signature with date next to your name on the attached Town of Somerset Neighbor Review Sheet for Town Building Permit Application. If you could then leave this signed sheet in the plastic bag the plans were in and hang on your front door, we can then pick that up from you. Please advise in your email reply when we can stop by to get the signed Neighbor Review Form. Or I will be stopping over the next few days to pick up the signed form left in the plastic bag at your front door.

Sincerely,

Joy Lanum
Director of Site Operations
301.841-2516
jlanum@sandyspringbuilders.com



November 11, 2019

HOMEOWNER AT: 4718 DORSET AVENUE

RE: Town of Somerset – Fence Permit submission
4709 Dorset Avenue
Chevy Chase, MD

Dear Neighbor,

Sandy Spring Builders as you know is building the new home for our client at the above-referenced address. We are planning to submit to the Town of Somerset for a Fence Permit at the December 2, 2019 Council Meeting.

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Sincerely,

Joy Lanum
Director of Site Operations
301.841-2516
jlanum@sandyspringbuilders.com

Rear fence permit 4709 Dorset Ave Ch Ch

Neighbor Signature Sheet

3

4	Printed Name Keith White & Maura Mahoney	Address 4705 Dorset Avenue, Chevy Chase, MD	Signature	Date
5	Printed Name Lucile Freeman	Address 4708 Dorset Avenue, Chevy Chase, MD	Signature	Date
6	Printed Name Goodings-Swartz Family Trust	Address 4716 Dorset Avenue, Chevy Chase, MD	Signature 	Date Nov 11, 2019
7	Printed Name	Address 4718 Dorset Avenue, Chevy Chase, MD	Signature	Date
8	Printed Name George & Donna Harman	Address 4719 Dorset Avenue, Chevy Chase, MD	Signature	Date

Applicant:

I certify that I have shown all the required neighbors the identical full-size plans (unless the cost of proposed work is less than \$25,000 in which case smaller plans can be used) that I have filed or will file with the Town of Somerset and, if applicable, Montgomery County Maryland. I further certify that I have notified the same neighbors of the anticipated date (noted above) that the Town Council, if applicable, will consider my permit application.

APPLICANT SIGNATURE



DATE

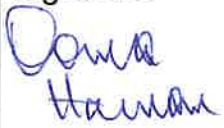
11/15/19

PRINTED NAME

Mimi B. Kress

Neighbor Signature Sheet

3

4	Printed Name Keith White & Maura Mahoney	Address 4705 Dorset Avenue, Chevy Chase, MD	Signature	Date
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6	Printed Name Goodings-Swartz Family Trust	Address 4716 Dorset Avenue, Chevy Chase, MD	Signature	Date
7	Printed Name	Address 4718 Dorset Avenue, Chevy Chase, MD	Signature	Date
8	Printed Name George & Donna Harman	Address 4719 Dorset Avenue, Chevy Chase, MD	Signature 	Date 11/11/19

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APPLICANT SIGNATURE



DATE

11/15/19

PRINTED NAME

Mimi B. Kress



APPROVED
Department of Permitting Services
Permit # FENCE-895457
Date 11/06/19



DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Hadi Mansouri
Acting Director

FENCE PERMIT

Issue Date: 11/06/2019

Permit No: 895457
Expires: 11/06/2020
X Ref:
Rev. No:
ID: 1283060

THIS IS TO CERTIFY THAT: Potomac Fences Inc
12411 Washington Ave
ROCKVILLE, MD 20852

HAS PERMISSION TO: CONSTRUCT FENCE
6.00 Feet 0.00 Inches in Height
Property Line: N Owner's Land: Y Right of Way: N

PERMIT CONDITIONS: Install 291' wood fence 6' tall on owner's land

PREMISE ADDRESS: 4709 DORSET AVE
CHEVY CHASE, MD 20815

LOT - BLOCK: 8 - 3

ZONE:

ELECTION DISTRICT: 07

BOND NO.:

BOND TYPE:

PS NUMBER:

PERMIT FEE: \$ 77.87

SUBDIVISION: SOMERSET HEIGHTS

The permit fee is calculated based on the approved Executive Regulations multiplied by the Enterprise Fund Stabilization Factor for current fiscal year.

**MUST BE KEPT
AT JOB SITE**

Acting Director, Department of Permitting Services

Town of Somerset Permit and Waiver Application

If your home is in the Historic District, please refer to the Historic District instructions in addition to completing applicable permit below.

Street address for which permit applies: 5510 Greystone Date 10/27/19

Applicant Information:

Name: Garrett Levin

Phone: 919 475 2553

Address: 5510 Greystone

Cell Phone: _____

City, State and Zip: Cherry Chase
MD 20815

Email: garrett.levin@gmail.com

Property Owner Information or Co-Owner Information (if other than applicant)

Name: Virginia Frasure

Phone: 571 274 8508

Address: See above

Cell Phone: _____

City State and Zip: _____

Email: vfrasure@hotmail.com

Contractor Information:

Name: Fredrick Fence Co

Phone: 301 663 4000

Address: 1505 Telco Drive

Cell Phone: _____

City, State and Zip: Fredrick MD

Email: _____

Contractor License Number: 21704

Maryland Home Improvement (for additions) MHIC# 16416

Montgomery County Office of Consumer Protection (for new homes) _____

For Building Permits Only:

Legal description (lot and block) _____

Date of subdivision plat recordation of lot: _____

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Please ensure that you submit a complete application; incomplete applications will not be reviewed. Refer to the Permit Instruction Sheets for details on how to apply for your particular permit(s). In addition, it is strongly suggested that you consult with the Town Manager about the need for a pre-construction meeting.

Please check the appropriate boxes to indicate the permit(s) for which you are applying. See the Fee Schedule for associated fees and deposits.

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Install or replace exterior components for HVAC systems. <u>HVAC Permit Instructions</u>	Yes for Replacement. No if part of bldg permit	Yes*	Yes	Yes	Council (Mayor can approve in an emergency for eventual council approval)
<input type="checkbox"/>	Building Permit (new homes, additions, porch, stoop, garage, accessory bldg.) <u>Building Permit Instructions</u>	Yes	Yes	Yes	Yes	Council
<input type="checkbox"/>	Curb Cut, Driveway Apron, Sidewalk <u>Right-of-Way curb cut, driveway apron and curb cut instructions</u>	Yes	Yes*	Yes	No	Mayor**
<input type="checkbox"/>	Demolition Demolition Permit Instructions	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Dumpster or Portable Storage Units <u>Dumpster or Portable Storage Unit Permit Instructions</u>	Yes	Yes*	No	No	Mayor**
<input checked="" type="checkbox"/>	Fences <u>Fence Permit Instructions</u>	Yes	No	Yes Inside and outside of Somerset	Yes if new; No if replacement in kind.	Mayor**
<input type="checkbox"/>	Walls: Permits required for walls more than 12" high <u>Wall Permit Instructions</u>	Yes	Yes	Yes* Inside and outside of Somerset	Yes if wall is more than 30" high	Mayor**

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Generator <u>Generator Permit Instructions</u>	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Tree Removal <u>Tree Removal Instructions</u>	No	Depends* on number of trees and whether or not there is a reforestation plan.	Yes Inside and outside of Somerset	No	Mayor for 1-2 trees; Council for 3 or more trees;
<input type="checkbox"/>	Waivers <u>Waiver Instructions</u>	Yes	N/A	Town notifies neighbors	Possibly	Council
<input type="checkbox"/>	Application to extend permit	Yes	No	No	Possibly	Depends on type of permit

* If you are applying for a building permit and these items are part of the project, the cumulative deposit will not exceed \$2,000, with the exception of the Tree Reforestation deposit.

**Any item approved by the mayor that is also part of a building project will also require council approval.

Description of work to be done:

• install 70' of 12' tall solid board privacy fence facing Little River & ~~also~~ 42" picket w/ cap fence on both sides of back yard (see attached)

NEIGHBOR SIGNATURE SHEET

Note to neighbors: Please be aware that your signature on this document does not signify concurrence. It only confirms that you have seen the respective plans. You are welcome to comment on the plans by writing the Mayor or by attending the Council meeting on (applicant to fill in date) _____ when the Council will consider these plans.

Street address of project site: 5510 Greystone

For the neighbor: Please check the box below for the plans that you have seen:

- ☐ Tree removal (include residents inside and outside of Somerset where applicable);
- ☐ External HVAC components, new location or replacement;
- ☐ New Construction (additions and new homes); Review drainage and storm water management plans as well as parking plan if applicable;
- ☐ New curb cut or driveway apron and sidewalk;
- ☐ Demolition
- ☐ Location of Dumpster or Portable Storage Device;
- ☒ Fence: new, relocated or replaced (includes residents inside and outside of Somerset where applicable);
- ☐ Walls (includes residents inside and outside of Somerset where applicable);
- ☐ Generator

Anticipated date for work to commence: Nov-Dec 2019 (will schedule once all permits obtained)

Anticipated date for completion: Dec 2019

I certify that I am the owner(s) of the property for which I am applying for a permit, that the application is correct and that construction will comply with the plans submitted. I acknowledge this to be a condition of the issuance of this permit.

Owner Signature [Signature] Date 10/27/17

Printed Name Garrett Levin

Co-Owner Signature [Signature] Date 10/27/2017

Printed Name Virginia Frasure

Co-Owner Signature _____ Date _____

Printed Name _____

Neighbor Signature Sheet

3

4	Printed Name <i>Sophia Maroon</i>	Address <i>5512 Greystone</i>	Signature <i>Sophia</i>	Date <i>10/29/19</i>
5	Printed Name <i>Julia Joyce</i>	Address <i>5513 Greystone</i>	Signature <i>Joyce</i>	Date <i>10/29/19.</i>
6	Printed Name <i>D-Dan</i>	Address <i>5511 Greystone</i>	Signature <i>DZ</i>	Date <i>5 Nov 29</i>
7	Printed Name <i>Schneider Kanehield</i>	Address <i>5509 Greystone</i>	Signature <i>Schneider</i>	Date <i>10/29/19</i>
8	Printed Name <i>Susan Schneider</i>	Address <i>5508 Greystone</i>	Signature <i>Susan Schneider</i>	Date <i>10/27/19</i>

Applicant:

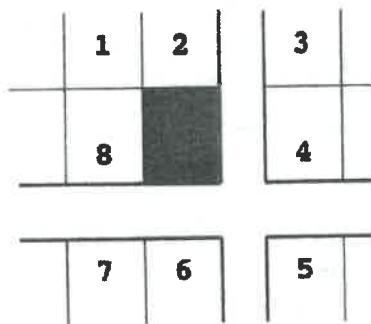
I certify that I have shown all the required neighbors the identical full-size plans (unless the cost of proposed work is less than \$25,000 in which case smaller plans can be used) that I have filed or will file with the Town of Somerset and, if applicable, Montgomery County Maryland. I further certify that I have notified the same neighbors of the anticipated date (noted above) that the Town Council, if applicable, will consider my permit application.

APPLICANT SIGNATURE *Virgine Frasure* DATE *11/6/19*

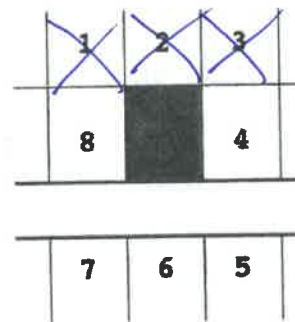
PRINTED NAME *Virgine Frasure*

Applicant: Using the following map as a key, list the names and addresses of the neighbors who adjoin or confront the property where project is to take place. "Adjoining or confronting" is defined as land that touches the boundary line of another property on at least one point, or which would do so except for an intervening road, street or right-of-way. Then ask neighbor to sign in the appropriate box.

☐ **Corner Site**



☐ **Mid-block Site**



1	Printed Name	Address	Signature	Date
2	Printed Name	Address	Signature	Date
3	Printed Name	Address	Signature	Date



DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Hadi Mansouri
Acting Director

Town Manager
Somerset

Email To: clerk@townofsomerset.com

The Department of Permitting Services (DPS) is pleased to keep you informed of the applications submitted to DPS for permits, and certificates in your jurisdiction. Review the information below and if you have questions or need additional information, call us at 240 777-6210 or visit our web site at <http://permittingservices.montgomerycountymd.gov>.

Listing of Permits Applied on 10/11/2019

<u>Add Date/Time</u>	<u>Type</u>	<u>Permit#</u>	<u>Location</u>
10/11/2019	FENCE PERMIT	892693	5510 GREYSTONE ST CHEVY CHASE, MD 20815

Sincerely,

Acting Director, Department of Permitting Services

You Might As Well Have the Best!

Come Visit Our Showroom
1505 Tilco Drive
Frederick, MD 21704

VERTICAL BOARD FENCE



Our Goal is
"100% Satisfaction Guaranteed"

Established 1982

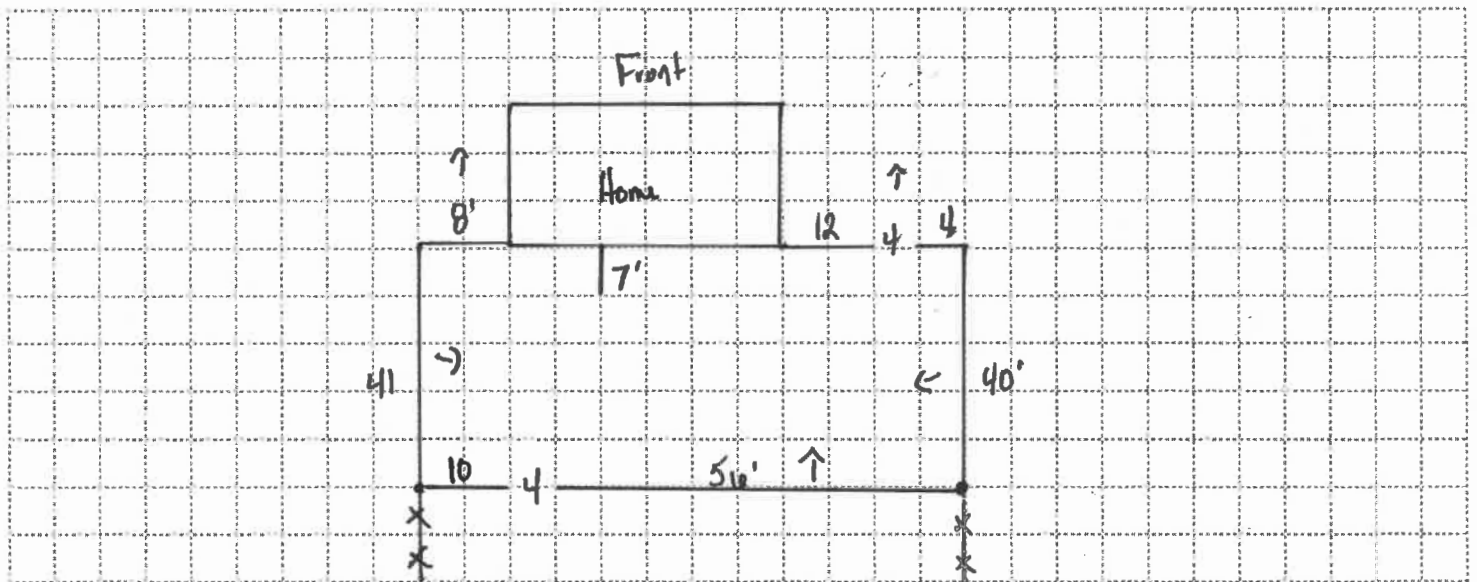
Installing Year - Round

301-663-4000 (Frederick) • 301-831-4008 (Mont Co) • 1-800-49-FENCE (Toll Free) • 301-663-0017 (Fax)

www.frederickfence.com • P.O. Box 4187 Frederick, Maryland 21705 • MHIC #16416

OWNER(S) NAME: <u>Virginia Frasure</u>		DATE: <u>7/6/19</u>
JOB ADDRESS: <u>5510 Greystone St.</u>		BILLING ADDRESS:
CITY STATE & ZIP: <u>Chesvy Chase MD 20815</u>		EMAIL: <u>vfrasure@hotmail.com</u>
HOME #:		CELL #: <u>571-274-8508</u>

Frederick Fence is not responsible for damage to under ground sprinklers, dog fences or private utilities
No refunds or returns on special order materials (Includes Vinyl, Aluminum & Steel Fence)



We do not haul away dirt.

- 1) Install approximately 70' of 72" tall Solid Board Privacy & 7' of 60" Solid Bd Priv. & 109' of 48"
- 2) Vertical boards are ☒ 1"x4" ☐ 1"x6" ☐ Pressure Treated Pine ☒ Cedar and will be double nailed to horizontal runners. Spr. Bd. Arket w/ cap.
- 3) Horizontal runners are ☒ 2"x4" and will be ☒ Face Framed ☐ Teco Clipped ☐ Other (see additional options).
- 4) End, line and corner posts are ☒ 4"x4" ☐ 6"x6" pressure treated pine with black Caps/Tops
- 5) Gate posts are ☐ 4"x4" ☒ 6"x6" pressure treated pine with black Caps/Tops
- 6) All posts are secured into the ground with dry packed concrete.
- 7) Gate #1 4 feet wide ☒ Single ☐ Double ☐ Pressure treated ☒ Cedar flat top with T hinges thumb latches
- 8) Gate #2 4 feet wide ☒ Single ☐ Double ☐ Pressure treated ☒ Cedar " top with " hinges slam latches
- 9) Gate #3 feet wide ☐ Single ☐ Double ☐ Pressure treated ☐ Cedar top with hinges latches
- 10) Gate #4 feet wide ☐ Single ☐ Double ☐ Pressure treated ☐ Cedar top with hinges latches
- 11) Gates are ☐ Spaced board style ☐ Solid board style

Additional Options:

Home owner to have fence line close of bushes & bamboo.

Remove and haul old fence? ☒ Yes ☐ No Footage? 179 Type? c/c

customer responsible for boundary lines and fence location and will confirm start and stop points with foreman at start of installation.

- 1) Needs HOA Approval? ☐ Yes ☒ No
- 2) Permit Needed? ☒ Yes ☐ No
- 3) Call Miss Utilities? ☒ Yes ☐ No
- 4) Swimming Pool? ☐ Yes ☒ No
- 5) Digger Accessible? ☒ Yes ☐ No

APPROXIMATE starting and completion dates:

Work under this contract will start approx. 4-6 weeks (subject to circumstances beyond the control of the contractor, including weather) and will be completed in approximately days.

For the above services and/or materials & equipment (also permits if required) the owner agrees to pay the CONTRACTOR the sum of

\$ 5755.00



Matthew Trollinger <trollingersomerset@gmail.com>

5510 Greystone St Fence Application

Wayne C. Fowler, ToS <townofsomersetcode@gmail.com>

Thu, Nov 14, 2019 at 12:32 PM

To: "&lt;manager@townofsomerset.com&gt;" <manager@townofsomerset.com>

Cc: Town of Somerset <town@townofsomerset.com>, Douglas <montconsulting@hotmail.com>

Good afternoon Matt,

The front of the house measures 40' from the inside edge of the curb. The application is attached with photos from this morning's measurements. All appears to be in order. I've copied Doug on this email in the event I missed anything.

Wayne C. Fowler
Code Enforcement Officer

Town of Somerset
4510 Cumberland Avenue
Chevy Chase, MD 20815
Cell [202-315-8578](tel:202-315-8578)
Tel [301-657-3211](tel:301-657-3211)
Fax [240-235-4435](tel:240-235-4435)

townofsomersetcode@gmail.com
www.townofsomerset.com

3 attachments



image.jpg
209K



image.jpg
184K

11/26/2019

Gmail - 5510 Greystone St Fence Application



5510 Greystone St Fence _001.pdf
676K



Matthew Trollinger <trollingersomerset@gmail.com>

5510 Greystone St Fence Application

Douglas Lohmeyer <montconsulting@hotmail.com>

Thu, Nov 14, 2019 at 3:25 PM

To: Matthew Trollinger <trollingersomerset@gmail.com>, Wayne Fowler <townofsomersetcode@gmail.com>

Cc: "<,manager@townofsomerset.com>," <manager@townofsomerset.com>, Town of Somerset <town@townofsomerset.com>

You have my royal blessing to issue the permit.

I recommend the permit detail the specific conditions in the Code.

The fence and fence post footings must be entirely on 5510 and not encroach onto the adjacent lots.

The fence height cannot exceed 6.5 feet including the posts and caps, as measured from the lowest side of the fence.

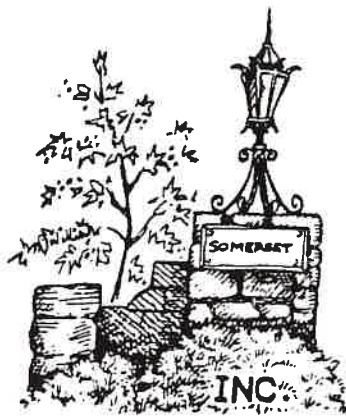
The materials must be placed so the finished side faces towards Greystone and the adjacent properties.

The Redskins must win on Sunday.

Doug

From: Matthew Trollinger <trollingersomerset@gmail.com>**Sent:** Thursday, November 14, 2019 12:38 PM**To:** Wayne Fowler <townofsomersetcode@gmail.com>**Cc:** <,manager@townofsomerset.com>, <manager@townofsomerset.com>; Town of Somerset <town@townofsomerset.com>; Douglas <montconsulting@hotmail.com>**Subject:** Re: 5510 Greystone St Fence Application

[Quoted text hidden]



Jeffrey Z. Slavin
Mayor



4510 Cumberland Avenue
Chevy Chase, MD 20815
(301) 657-3211
Town@townofsomerset.com



Matthew Trollinger
Town Manager

FENCE PERMIT

Town of Somerset Permit No.: 19-11-25-F

Expiration Date: 11/24/2020

Issue Date: 11/25/2019

THIS IS TO CERTIFY THAT:

Garrett Levin & Virginia Frasure
5510 Greystone St.
Chevy Chase, MD 20815

HAVE PERMISSION TO:

Install 72" tall solid fence facing Little River, and
48" picket fence in backyard. The fence and fence
post footings must be entirely on 5510 Greystone
property, and cannot encroach onto adjacent lots.

PREMISE ADDRESS:

5510 Greystone St.
Chevy Chase, MD 20815

**PERFORMANCE BOND
POSTED:**

N/A

VIOLATIONS OF THE CONDITIONS OF THIS PERMIT MAY RESULT IN A WITHDRAWAL OF
THE PERMIT AND THE IMPOSITION OF PENALTIES FOR A MUNICIPAL INFRACTION

Issued By:

Matthew Trollinger,
Town Manager,
Town of Somerset

PERMIT MUST BE POSTED ON JOB SITE

"Where People and Trees Have Deep Roots and Grow Strong"

Feather & Assoc.

Tolbert V. Feather, Ph.D.

*Advisors for: Landscape Development
Landscape Management, Plant Pest Management*

Town of Somerset
4510 Cumberland Avenue
Chevy Chase, MD 20815

November 4, 2019

RE: Public Tree Removal 4608 Dorset Avenue

Silver Maple 28" diameter at 4.5' above ground level tag # 184.

The tree is 50% dead with large dead branches and will not revive. There is evidence of decay at the base as well. I recommend removal.



Tolbert V. Feather



7826 Spout Spring Rd., Frederick, MD 21702, tfeather@xecu.net, 240 271 6749, Fax (301) 662-9315
MD Tree Expert License#880, ISA Certification #PD-0715, MD Pesticide Applicator#2070-5937

Feather & Assoc.

Tolbert V. Feather, Ph.D.

*Advisors for: Landscape Development
Landscape Management, Plant Pest Management*

Town of Somerset
4510 Cumberland Avenue
Chevy Chase, MD 20815

November 18, 2019

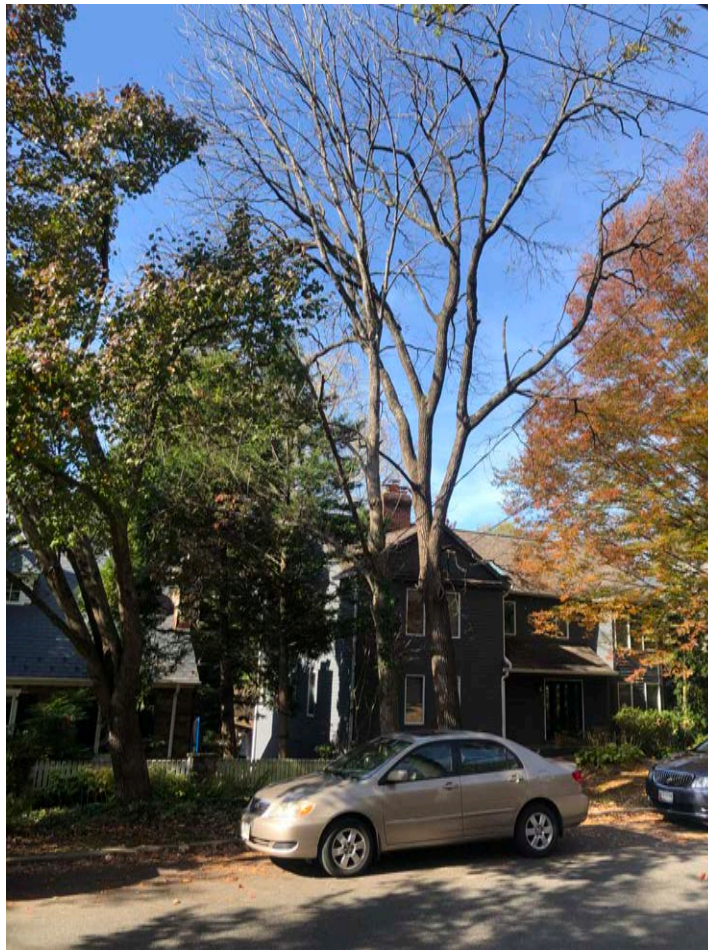
RE: Public Tree Removal 5816 Surrey Street

Ash 14" diameter at 4.5' above ground level tag # 592

The tree is in decline. The tree is 50% dead with large dead branches and will not revive.



Tolbert V. Feather



	<u>Somerset Current</u>	<u>Somerset Proposed</u>	<u>Notes</u>
Size (number of homes)	414	414	
New Home Construction	greater of \$1500 or 1/2 County fee	greater of \$2500 or 1/2 County fee	<i>closer to Town of Chevy Chase (\$3000) and Chevy Chase Village (\$5000) fees</i>
Addition, Alteration, Modification (small)	\$150 under 200 sq. ft.	\$200 under 200 sq. ft.	
Addition, Alteration, Modification (medium)	\$250 200-400 sq. ft.	\$200 + \$1 per sq. foot increase above 200 sq. ft.	<i>simpler formula that reflects additional staff time required the larger the alteration. Martin's Additions currently has similar structure.</i>
Addition, Alteration, Modification (large)	\$500 over 400 sq. ft.	n/a	
Addition, Alteration, Modification (extra large)	n/a	n/a	
Demolition (small)	\$100 under 500 sq. ft.	\$250 under 250 sq. ft.	<i>matches minimum fee cost of Chevy Chase Village and other neighboring municipalities.</i>
Demolition (large)	\$200 over 500 sq. ft.	\$500 over 250 sq. ft.	<i>matches flat fee cost of Town of Chevy Chase.</i>
Special Meeting	\$400	\$400	<i>Somerset only municipality with separate charge separate from waiver</i>
Waiver/Variance	\$200	\$1,000	<i>To discourage construction outside what is permitted in Code.</i>
Permit Amendment	n/a	\$150	<i>only if applicant amends approved plans</i>
Right-of-way agreement	n/a	\$150	<i>Town attorney must file in the land records.</i>

Municipality	Town of Chevy Chase	Chevy Chase Village	Martin's Additions	Chevy Chase View
Size (number of homes)	1,032	719	324	312
New Home Construction	\$3,000	\$5,000	\$4,000	\$2,000
Addition, Alteration, Modification (small)	\$150	\$150	\$250 under 250 sq. ft.	\$150 under 150 sq. ft.
Addition, Alteration, Modification (medium)	\$250	\$250	\$250 + \$1 per sq. ft. increase above 250.	\$400 150 - 400 sq. ft.
Addition, Alteration, Modification (large)	\$500	\$500		\$1200 over 400 sq. ft.
Addition, Alteration, Modification (extra large)	\$1,000	\$750		
Demolition (small)	\$500	\$250	\$250 under 250 sq. ft.	
Demolition (large)		\$2,500	\$500 over 250 sq. ft.	
Special Meeting	n/a	n/a	n/a	n/a
Waiver/Variance	\$400	\$300	\$2,000	\$1,700
Permit Amendment	\$200	n/a	n/a	\$150
ROW agreement	\$100	\$100	\$175	

Town of Somerset
Resolution Establishing Fee Schedule

Resolution No.: 11-19-1
Introduced: November 4, 2019
Adopted:
Effective Date:

SUBJECT: A RESOLUTION TO AMEND THE PERMIT FEE AND
 ACTIVITY FEE SCHEDULE

WHEREAS, the Town of Somerset Code provides that the fees for building permits and activities will be in such amounts as may be established from time to time by resolution of the Town Council; and

WHEREAS, the Town Council finds that the foregoing amendments would promote the good government of the Town; and

WHEREAS, this Resolution was considered in open session on the ____th day of _____, 2019.

NOW, THEREFORE, BE IT:

RESOLVED that the permit fees and activity fees provided on the attached schedule be and are hereby adopted; and

RESOLVED, that this Resolution shall be effective immediately upon adoption and shall be filed by the Clerk-Treasurer and kept available for public inspection.

ATTEST:

TOWN OF SOMERSET

Matt Trollinger, Manager/Clerk-Treasurer
Town of Somerset

Marnie Shaul, President
Town of Somerset

Approved:

Jeffrey Slavin, Mayor
Town of Somerset

Date: _____

Somerset Fee Schedule

Activity Fee Schedule

Activity	Fee	Deposit*
Batting cage	\$5 per year	\$25 key deposit
Pool		
Morning Swim	\$100 per season \$5.00 for drop in	
Pool key tags	\$2 replacement fee	
Pool guest fees	\$4 per guest	
Pool event (Pool is not closed for special events other than swim meets)	\$100 (Event is if you are having 10 or more Non-Somerset Resident)	\$250
Water Aerobics	\$5 per session	
Tennis	\$25 per year	
Town Hall rental	\$50 for 5 hours for residents	\$400
Town Hall for classes	\$25 per hour	\$400

Permit Fee Schedule

Type of Permit	Fee	Deposit**
Building		
New home	\$1,500 <u>2,500</u> or 1/2 Montgomery County fee, whichever is greater	\$2,000
Demolition of a Building with a Footprint of:		
Fewer than 500 <u>250</u> <u>square</u> feet	\$100 <u>250</u>	
500 <u>250</u> square feet or	\$200 <u>500</u>	

more		
Late fee: 16th - 22nd of month	\$200	
Special meeting to expedite if Council agrees to a meeting	\$400	
Additions with Total Square Footage of:		
Fewer than 200 square feet	\$150 <u>200</u>	\$2,000
200 – 400 square feet <u>or more</u>	\$250 <u>\$200 + \$1 per sq. foot above 200</u>	\$2,000
400 square feet or more	\$500	\$2,000
Shed with a Footprint of:		
Fewer than 200 square feet	\$75	\$2,000
200 square feet or more	\$150	\$2,000
Porch, Stoop, or Deck	\$75	\$2,000
Detached Garage	\$200	\$2,000
Generator	\$50	\$2,000
HVAC Unit	\$50	\$2,000
Additional Permits		
<u>Permit Amendment</u>	<u>\$150</u>	
<u>Right-of-way Agreement</u>	<u>\$150</u>	
Waiver	\$200 <u>1000</u>	
Driveway apron, curb cut and sidewalk if applicable	\$75	\$1,000
Dumpster	\$75	\$1,000

Portable storage unit	\$75	\$1,000
	\$75	
Wall	\$75	\$1,000
Tree Removal		
1-2 trees	N/A	Free
3 or more trees	N/A	\$500 per tree to be replaced***

*Deposits can only be paid with a check made out to Town of Somerset.

**Maximum deposit required is \$2,000, unless tree reforestation deposit is required.

***Tree reforestation deposits are in addition to any construction deposits.

Doug

PERMITS REVIEWED BY DOUG					DATE OF REPORT 12/02/2019				
ADDRESS	STREET NAME	APPLICANT	PHONE NO.	EMAIL	DESCRIPTION OF WORK	CONTRACTOR	PHONE	PERMIT EXP.	DOUG'S COMMENTS
4715	Cumberland Ave.	Josh & Ann Bolten	202-972-3255	josh@jbolten.com annkelly411@gmail.com	Altering covered porch to sunroom	Barnes Vanze Architects	202-337-7255	8/22/2020	
5800	Deal Pl.	5800 Deal Pl, LLC	202-812-9278	designbulddc@gmail.com	Add front & rear decks. Build addition adding 2nd & 3rd floors.	Bianca Peters	202-812-9278	4/3/2020	4 month B.P. Extended on 11/4/2019
4602	Dorset Ave.	Fauzia Rashid	301-312-5561	fauziasrashid@hotmail.com	Rear addition	Landis Architects & Builders	202-370-3410	8/22/2020	
4709	Dorset Ave.	Sandy Spring Builders	301-841-2516	jlanum@sandyspringbuilders.com	Rear Addition, Garage, Pool, Deck, Apron & A/C	Russell McCampbell	301-252-0470	4/9/2020	
4823	Dorset Ave.	Stuart & Stoliaroff	301-654-2989	drsharon@aol.com	Demo exsisting garage and shed. Build new shed and screened porch. Replace exisiting walls and fence.	Bernie Mihm	301-370-0471 bernie@fineearth.com	4/16/2020	
4710	Essex Ave.	Atsuko Horiguchi	202 378 7317	atsukohoriguchi@gmail.com	Demo and New House	Potomac Valley Builders, Jeff Hanes	301-651-8115	12/16/2019	Applicant indicated they expect to finish before the expiration date.
4917	Essex Ave.	Lance & Meredith Brand Wade	202-434-5755	lwade@wc.com & mbrandwade@yahoo.com	Demo and New House	Sandy Spring Builders	301-841-2516	10/23/2020	Building permit descission was signed on 10/16/2019.
5526	Uppingham St.	David & Nancy Batson	202-494-8702	david_batson@verizon.net	Enlarge front porch and install front walk	J&S Contractors LLC	888-658-7333	9/3/2020	

Town of Somerset

Budget vs. Actuals: FY 20 Capital Budget

	Nov. Actual	Actual as of 11/26/19	Total Budget	over Budget	% of Budget
Capital Expenses					
67000 Town Hall/Garage		0.00	0.00	0.00	
67100 Town Hall		0.00	0.00	0.00	
67101 Equipment		5,280.00	3,000.00	2,280.00	176.00%
67105 Renovation/Improvements	94,118.39	259,235.91	400,000.00	-140,764.09	64.81%
67105-1 Project Manager	16,523.86	16,523.86	21,000.00	-4,476.14	78.69%
Total 67105 Renovation/Improvements	\$ 110,642.25	\$ 275,759.77	\$ 421,000.00	-\$ 145,240.23	65.50%
Total 67100 Town Hall	\$ 110,642.25	\$ 281,039.77	\$ 424,000.00	-\$ 142,960.23	66.28%
67200 Garage		805.54	0.00	805.54	
67205 Renovation/Improvements		0.00	3,000.00	-3,000.00	0.00%
Total 67200 Garage	\$ 0.00	\$ 805.54	\$ 3,000.00	-\$ 2,194.46	26.85%
67300 Office		1,158.19	0.00	1,158.19	
Total 67000 Town Hall/Garage	\$ 110,642.25	\$ 283,003.50	\$ 427,000.00	-\$ 143,996.50	66.28%
69000 Trees, G. & P		0.00	0.00	0.00	
69200 Equipment		0.00	5,000.00	-5,000.00	0.00%
69202 Trees		0.00	10,000.00	-10,000.00	0.00%
69203 Landscaping/Stormwater		0.00	0.00	0.00	
Manager		0.00	2,000.00	-2,000.00	0.00%
69203-2 Landscaping/Stormwater		0.00	18,000.00	-18,000.00	0.00%
Total 69203 Landscaping/Stormwater	\$ 0.00	\$ 0.00	\$ 20,000.00	-\$ 20,000.00	0.00%
69204 Lighting		0.00	70,000.00	-70,000.00	0.00%
69204-1 Lighting Consultant		0.00	15,000.00	-15,000.00	0.00%
Total 69000 Trees, G. & P	\$ 0.00	\$ 0.00	\$ 120,000.00	-\$ 120,000.00	0.00%
71000 Recreation Exp		0.00	0.00	0.00	
71100 Pool		68.50	0.00	68.50	
71102 Equipment	36,829.88	37,021.74	40,000.00	-2,978.26	92.55%
71114 Pool Bridge		11,435.00	0.00	11,435.00	
Total 71100 Pool	\$ 36,829.88	\$ 48,525.24	\$ 40,000.00	\$ 8,525.24	121.31%
71300 Tennis Courts		0.00	0.00	0.00	
71304 Water Fountain		0.00	2,500.00	-2,500.00	0.00%
Total 71300 Tennis Courts	\$ 0.00	\$ 0.00	\$ 2,500.00	-\$ 2,500.00	0.00%
Total 71000 Recreation Exp	\$ 36,829.88	\$ 48,525.24	\$ 42,500.00	\$ 6,025.24	114.18%
75000 Environmental		0.00	32,000.00	-32,000.00	0.00%
76000 Budget Contingency		0.00	50,000.00	-50,000.00	0.00%
Total Expenses	\$ 147,472.13	\$ 331,528.74	\$ 671,500.00	-\$ 339,971.26	49.37%

Town of Somerset

Budget vs. Actuals: FY 20 Operating Budget

	Nov. Actual	Actual as of 11/26/19	Total Budget	over Budget	% of Budget
Income					
41000 Tax		0.00	0.00	0.00	
41100 Property Tax	37,462.81	323,473.10	683,662.00	-360,188.90	47.31%
Total 41000 Tax	\$ 37,462.81	\$ 323,473.10	\$ 683,662.00	-\$ 360,188.90	47.31%
42000 Intergovernmental		0.00	0.00	0.00	
42100 Income Tax		33,786.33	1,150,000.00	-1,116,213.67	2.94%
42200 Highway User (MD)		9,164.55	36,108.00	-26,943.45	25.38%
42300 Revenue Sharing (MC)		56,173.00	56,173.00	0.00	100.00%
42400 Bank Share (MC)		268.62	269.00	-0.38	99.86%
42500 Cable Franchise Fee		0.00	0.00	0.00	
42501 Comcast	1,365.32	2,737.63	6,207.00	-3,469.37	44.11%
42502 Verizon	3,174.50	6,428.89	12,697.00	-6,268.11	50.63%
Total 42500 Cable Franchise Fee	\$ 4,539.82	\$ 9,166.52	\$ 18,904.00	-\$ 9,737.48	48.49%
42700 Fines		0.00	0.00	0.00	
42701 Parking		45.00	0.00	45.00	
Total 42700 Fines	\$ 0.00	\$ 45.00	\$ 0.00	\$ 45.00	
Total 42000 Intergovernmental	\$ 4,539.82	\$ 74,817.69	\$ 1,261,454.00	-\$ 1,186,636.31	5.93%
43000 Recreation		0.00	0.00	0.00	
43100 Pool Fees		2,783.29	0.00	2,783.29	
43101 Camp Summerset		13,116.00	8,000.00	5,116.00	163.95%
43102 Guest Fees		4,511.77	9,595.00	-5,083.23	47.02%
43103 Water Aerobics		0.00	2,020.00	-2,020.00	0.00%
43104 Morning Swim		0.00	1,515.00	-1,515.00	0.00%
Total 43100 Pool Fees	\$ 0.00	\$ 20,411.06	\$ 21,130.00	-\$ 718.94	96.60%
43200 Tennis Court Fees		150.00	0.00	150.00	
43201 Regular Fees		423.50	2,000.00	-1,576.50	21.18%
43202 Camp Summerset - Tennis		140.00	100.00	40.00	140.00%
Total 43200 Tennis Court Fees	\$ 0.00	\$ 713.50	\$ 2,100.00	-\$ 1,386.50	33.98%
Total 43000 Recreation	\$ 0.00	\$ 21,124.56	\$ 23,230.00	-\$ 2,105.44	90.94%
44000 Interest		0.00	0.00	0.00	
44100 Interest - MCPIP		8,096.00	11,156.00	-3,060.00	72.57%
44200 Interest - PNC	408.02	2,199.00	3,226.00	-1,027.00	68.16%
44300 Interest - Capital One	7.00	34.12	54.00	-19.88	63.19%
Total 44000 Interest	\$ 415.02	\$ 10,329.12	\$ 14,436.00	-\$ 4,106.88	71.55%
45000 Rental to Residents		0.00	0.00	0.00	
45100 Town Hall Fees		0.00	2,000.00	-2,000.00	0.00%
Total 45000 Rental to Residents	\$ 0.00	\$ 0.00	\$ 2,000.00	-\$ 2,000.00	0.00%
46000 Permit		100.00	0.00	100.00	
46100 Building Permits	425.00	4,125.00	11,220.00	-7,095.00	36.76%
46200 Fence/Wall		225.00	1,000.00	-775.00	22.50%
46300 Storage Pods		0.00	200.00	-200.00	0.00%
46400 Dumpster		140.00	1,020.00	-880.00	13.73%

46500 Curb/Driveway		0.00	300.00	-300.00	0.00%	
46600 Late fee		400.00	600.00	-200.00	66.67%	
46700 Waiver		0.00	100.00	-100.00	0.00%	
Total 46000 Permit	\$	425.00	\$ 4,990.00	\$ 14,440.00	-\$ 9,450.00	34.56%
47000 Miscellaneous - Revenue		0.00	0.00	0.00		
47200 Misl. Revenues		130.00	1,020.00	-890.00	12.75%	
47400 Compost Bins Fee		0.00	50.00	-50.00	0.00%	
Total 47000 Miscellaneous - Revenue	\$	0.00	\$ 130.00	\$ 1,070.00	-\$ 940.00	12.15%
Total Income	\$	42,842.65	\$ 434,864.47	\$ 2,000,292.00	-\$ 1,565,427.53	21.74%
Gross Profit	\$	42,842.65	\$ 434,864.47	\$ 2,000,292.00	-\$ 1,565,427.53	21.74%
Expenses						
61000 Personnel		0.00	0.00	0.00		
61100 Payroll Expense		0.00	0.00	0.00		
61101 Suntrust		-1,306.48	0.00	-1,306.48		
61102 Pension Expense		781.54	1,000.00	-218.46	78.15%	
Total 61100 Payroll Expense	\$	0.00	-\$ 524.94	\$ 1,000.00	-\$ 1,524.94	-52.49%
61200 Salary Expense		0.00	0.00	0.00		
61201 Mayor		3,319.60	15,000.00	-11,680.40	22.13%	
61202 Town Clerk		26,608.47	100,000.00	-73,391.53	26.61%	
61203 Public Works Regular		26,369.50	125,502.00	-99,132.50	21.01%	
61204 Public Works Overtime		917.14	1,000.00	-82.86	91.71%	
61207 Office Employee		8,481.87	53,560.00	-45,078.13	15.84%	
61208 Police Salaries		5,029.03	50,000.00	-44,970.97	10.06%	
Total 61200 Salary Expense	\$	0.00	\$ 70,725.61	\$ 345,062.00	-\$ 274,336.39	20.50%
61300 Employer Retirement Cont.		16,319.36	20,000.00	-3,680.64	81.60%	
61400 Health Insurance-Employer Paid		12,506.76	42,000.00	-29,493.24	29.78%	
61600 Workman's Comp		0.00	6,000.00	-6,000.00	0.00%	
61700 FICA, Medicare & UI		4,797.90	35,000.00	-30,202.10	13.71%	
61800 Staff Training	35.00	285.00	500.00	-215.00	57.00%	
Total 61000 Personnel	\$	35.00	\$ 104,109.69	\$ 449,562.00	-\$ 345,452.31	23.16%
62000 Professional Services		0.00	0.00	0.00		
62100 Arborist		2,040.00	14,000.00	-11,960.00	14.57%	
62101 Garden Supervisor		0.00	14,000.00	-14,000.00	0.00%	
62200 Audit/Accounting	6,000.00	6,000.00	13,700.00	-7,700.00	43.80%	
62300 Storm Water		0.00	1,000.00	-1,000.00	0.00%	
62400 Traffic Calming		0.00	5,000.00	-5,000.00	0.00%	
62500 Legal Fees		0.00	0.00	0.00		
62501 Attorney	9,273.76	29,597.36	70,000.00	-40,402.64	42.28%	
62502 Code		0.00	10,000.00	-10,000.00	0.00%	
Total 62500 Legal Fees	\$	9,273.76	\$ 29,597.36	\$ 80,000.00	-\$ 50,402.64	37.00%
62600_1 Security Camera Rebate		0.00	2,000.00	-2,000.00	0.00%	
62700 IT		0.00	0.00	0.00		
62701 Web Site		0.00	4,119.00	-4,119.00	0.00%	
62703 Web Site Credit Card Fee		0.00	500.00	-500.00	0.00%	
Total 62700 IT	\$	0.00	\$ 0.00	\$ 4,619.00	-\$ 4,619.00	0.00%
62800 Code Enforcement Officer		0.00	0.00	0.00		
62801 Enforcement Officer	2,405.00	7,800.00	20,000.00	-12,200.00	39.00%	

62802 Building Administrator	5,100.00	18,700.00	50,000.00	-31,300.00	37.40%
Total 62800 Code Enforcement Officer	\$ 7,505.00	\$ 26,500.00	\$ 70,000.00	-\$ 43,500.00	37.86%
62907 Town Code Consultant	1,064.20	1,064.20	3,000.00	-1,935.80	35.47%
62908 Project Management Support		0.00	5,000.00	-5,000.00	0.00%
Total 62000 Professional Services	\$ 23,842.96	\$ 65,201.56	\$ 212,319.00	-\$ 147,117.44	30.71%
64000 Civic Affairs		0.00	0.00	0.00	
64100 Special Events		0.00	0.00	0.00	
64101 Community Service		0.00	1,000.00	-1,000.00	0.00%
64102 4th July		358.33	500.00	-141.67	71.67%
64103 New Comers		0.00	1,000.00	-1,000.00	0.00%
64104 Summer Kick-off		0.00	1,500.00	-1,500.00	0.00%
64105 Social Events		0.00	0.00	0.00	
64108-1 Nonagenarian	128.46	270.78	500.00	-229.22	54.16%
64108-2 Tennis		128.85	200.00	-71.15	64.43%
64108-3 History		0.00	500.00	-500.00	0.00%
64108-4 Pool		0.00	1,000.00	-1,000.00	0.00%
Total 64105 Social Events	\$ 128.46	\$ 399.63	\$ 2,200.00	-\$ 1,800.37	18.17%
64107 Guest Speakers		0.00	4,000.00	-4,000.00	0.00%
Total 64100 Special Events	\$ 128.46	\$ 757.96	\$ 10,200.00	-\$ 9,442.04	7.43%
64200 Membership Dues		0.00	0.00	0.00	
64201 CCCFH		0.00	100.00	-100.00	0.00%
64202 Other		782.00	400.00	382.00	195.50%
64203 MCCMA		0.00	150.00	-150.00	0.00%
Total 64200 Membership Dues	\$ 0.00	\$ 782.00	\$ 650.00	\$ 132.00	120.31%
64300 MML		151.32	0.00	151.32	
64301 Chapter Meetings	300.00	1,207.31	1,500.00	-292.69	80.49%
64302 Dues		6,699.12	6,195.00	504.12	108.14%
64303 Conference Registration		792.00	3,264.00	-2,472.00	24.26%
64304 Travel and Lodging		1,064.50	4,080.00	-3,015.50	26.09%
64305 Misc.		0.00	250.00	-250.00	0.00%
Total 64300 MML	\$ 300.00	\$ 9,914.25	\$ 15,289.00	-\$ 5,374.75	64.85%
64400 Cable TV-Channel 16 Local Gov't		0.00	1,500.00	-1,500.00	0.00%
Total 64000 Civic Affairs	\$ 428.46	\$ 11,454.21	\$ 27,639.00	-\$ 16,184.79	41.44%
65000 Publications		31.25	0.00	31.25	
65100 Journal		0.00	0.00	0.00	
65101 Postage		871.20	5,000.00	-4,128.80	17.42%
65102 Printing		2,663.68	6,732.00	-4,068.32	39.57%
65103 Graphic Designer	832.00	2,496.00	8,000.00	-5,504.00	31.20%
Total 65100 Journal	\$ 832.00	\$ 6,030.88	\$ 19,732.00	-\$ 13,701.12	30.56%
65200 Directory & Handbook		3,753.68	3,774.00	-20.32	99.46%
Total 65000 Publications	\$ 832.00	\$ 9,815.81	\$ 23,506.00	-\$ 13,690.19	41.76%
66000 Insurance		0.00	0.00	0.00	
66100 Property/Liability - LGIT		5,609.00	6,000.00	-391.00	93.48%
66200 Truck Insurance - LGIT		1,918.00	1,700.00	218.00	112.82%
Total 66000 Insurance	\$ 0.00	\$ 7,527.00	\$ 7,700.00	-\$ 173.00	97.75%
67000 Town Hall/Garage		0.00	0.00	0.00	
67100 Town Hall		0.00	0.00	0.00	

67102 Maintenance		250.00	2,500.00	-2,250.00	10.00%
67103 Supply	107.08	237.96	2,500.00	-2,262.04	9.52%
67104 Utilities	330.28	1,714.65	5,000.00	-3,285.35	34.29%
Total 67100 Town Hall	\$ 437.36	\$ 2,202.61	\$ 10,000.00	-\$ 7,797.39	22.03%
67200 Garage		805.54	0.00	805.54	
67201 Supplies	167.99	1,278.84	1,500.00	-221.16	85.26%
67202 Utilities		262.33	2,255.00	-1,992.67	11.63%
67203 Maintenance	149.71	149.71	3,000.00	-2,850.29	4.99%
67207 Truck		436.80	0.00	436.80	
Total 67200 Garage	\$ 317.70	\$ 2,933.22	\$ 6,755.00	-\$ 3,821.78	43.42%
67300 Office		1,158.19	0.00	1,158.19	
67301 Supplies	208.13	2,327.31	5,125.00	-2,797.69	45.41%
67302 Web-hosting/Domain		47.80	205.00	-157.20	23.32%
67303 Phone		0.00	4,100.00	-4,100.00	0.00%
67304 Uniform		117.45	1,025.00	-907.55	11.46%
67306 Miscellaneous		1,650.00	2,300.00	-650.00	71.74%
Total 67300 Office	\$ 208.13	\$ 5,300.75	\$ 12,755.00	-\$ 7,454.25	41.56%
Total 67000 Town Hall/Garage	\$ 963.19	\$ 10,436.58	\$ 29,510.00	-\$ 19,073.42	35.37%
68000 Streets & Sidewalks		0.00	0.00	0.00	
68100 Streets		0.00	0.00	0.00	
68101 Sweeping		0.00	4,000.00	-4,000.00	0.00%
68102 Maintenance		140.72	3,000.00	-2,859.28	4.69%
68104 Supplies/Signs		0.00	2,000.00	-2,000.00	0.00%
68105 Street Lighting	1,951.12	8,553.43	22,491.00	-13,937.57	38.03%
68106 Street Snow Removal		0.00	25,000.00	-25,000.00	0.00%
Total 68100 Streets	\$ 1,951.12	\$ 8,694.15	\$ 56,491.00	-\$ 47,796.85	15.39%
68200 Sidewalk		0.00	0.00	0.00	
68203 Sidewalk Snow Removal		0.00	50,000.00	-50,000.00	0.00%
Total 68200 Sidewalk	\$ 0.00	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Total 68000 Streets & Sidewalks	\$ 1,951.12	\$ 8,694.15	\$ 106,491.00	-\$ 97,796.85	8.16%
69000 Trees, G. & P		0.00	0.00	0.00	
69100 Contract-Trees & Grounds		0.00	0.00	0.00	
69101 Maintenance	3,000.00	20,437.50	60,000.00	-39,562.50	34.06%
69102 Tree Removal	4,632.00	16,330.00	28,000.00	-11,670.00	58.32%
Total 69100 Contract-Trees & Grounds	\$ 7,632.00	\$ 36,767.50	\$ 88,000.00	-\$ 51,232.50	41.78%
69300 Dumping Fees		0.00	0.00	0.00	
69301 Recycling	76.36	476.56	1,500.00	-1,023.44	31.77%
Total 69300 Dumping Fees	\$ 76.36	\$ 476.56	\$ 1,500.00	-\$ 1,023.44	31.77%
69400 General		0.00	0.00	0.00	
69401 Supplies	337.52	4,499.01	5,000.00	-500.99	89.98%
69402 Maintenance		307.55	2,000.00	-1,692.45	15.38%
69404 WSSC Meter		0.00	750.00	-750.00	0.00%
Total 69400 General	\$ 337.52	\$ 4,806.56	\$ 7,750.00	-\$ 2,943.44	62.02%
Total 69000 Trees, G. & P	\$ 8,045.88	\$ 42,050.62	\$ 97,250.00	-\$ 55,199.38	43.24%
70000 Sanitation		458.44	0.00	458.44	
70100 Trash Contract	16,536.54	37,166.24	66,000.00	-28,833.76	56.31%
70200 Recycling Contract	6,843.40	16,879.30	66,000.00	-49,120.70	25.57%

70300 Leaves Contract	12,000.00	24,000.00	36,000.00	-12,000.00	66.67%
70400 Blue Bins		0.00	5,000.00	-5,000.00	0.00%
70500 Composting	2,586.69	12,060.81	30,000.00	-17,939.19	40.20%
70600 Composting Bins		24.00	800.00	-776.00	3.00%
70700 Yard Waste		3,716.87	15,450.00	-11,733.13	24.06%
Total 70000 Sanitation	\$ 37,966.63	\$ 94,305.66	\$ 219,250.00	-\$ 124,944.34	43.01%
71000 Recreation Exp		0.00	0.00	0.00	
71100 Pool		68.50	0.00	68.50	
71101 Maintenance	150.00	6,082.44	15,000.00	-8,917.56	40.55%
71104 Management Fees		31,100.50	130,000.00	-98,899.50	23.92%
71105 Management Miscl. Fees		1,192.50	3,500.00	-2,307.50	34.07%
71107 Coaches Fee		32,580.90	20,000.00	12,580.90	162.90%
71108 Aerobics Class	2,320.00	2,320.00	2,000.00	320.00	116.00%
71109 MCSL Fee		227.94	500.00	-272.06	45.59%
71110 Utilities		0.00	0.00	0.00	
71110-1 WSSC		0.00	0.00	0.00	
71110-a Water	3,756.28	5,137.15	9,000.00	-3,862.85	57.08%
71110-b Sewer		1,674.75	8,000.00	-6,325.25	20.93%
Total 71110-1 WSSC	\$ 3,756.28	\$ 6,811.90	\$ 17,000.00	-\$ 10,188.10	40.07%
71110-2 Electric	166.25	6,200.56	9,800.00	-3,599.44	63.27%
71110-3 Gas		1,510.32	3,000.00	-1,489.68	50.34%
71110-4 Phone		0.00	0.00	0.00	
71110-c Reg. Phone		0.00	800.00	-800.00	0.00%
71110-d Fios	155.65	1,134.19	1,600.00	-465.81	70.89%
Total 71110-4 Phone	\$ 155.65	\$ 1,134.19	\$ 2,400.00	-\$ 1,265.81	47.26%
Total 71110 Utilities	\$ 4,078.18	\$ 15,656.97	\$ 32,200.00	-\$ 16,543.03	48.62%
71111 Plumber		0.00	4,000.00	-4,000.00	0.00%
71112 Software		396.00	800.00	-404.00	49.50%
71116 Security Monitoring		5,758.68	6,500.00	-741.32	88.60%
71117 Cleaning Contract		7,195.00	7,000.00	195.00	102.79%
71119 Early Bird Swim		1,393.32	1,750.00	-356.68	79.62%
71120 Pest Inspection	274.00	1,453.00	1,500.00	-47.00	96.87%
Total 71100 Pool	\$ 6,822.18	\$ 105,425.75	\$ 224,750.00	-\$ 119,324.25	46.91%
71200 Batting Cage		0.00	0.00	0.00	
71203 Supplies		0.00	2,000.00	-2,000.00	0.00%
Total 71200 Batting Cage	\$ 0.00	\$ 0.00	\$ 2,000.00	-\$ 2,000.00	0.00%
71300 Tennis Courts		0.00	0.00	0.00	
71302 Supplies		0.00	500.00	-500.00	0.00%
71303 Maintenance		0.00	250.00	-250.00	0.00%
Total 71300 Tennis Courts	\$ 0.00	\$ 0.00	\$ 750.00	-\$ 750.00	0.00%
Total 71000 Recreation Exp	\$ 6,822.18	\$ 105,425.75	\$ 227,500.00	-\$ 122,074.25	46.34%
72000 Bank Service Charge		180.02	650.00	-469.98	27.70%
73000 Debt Services		0.00	0.00	0.00	
73100 SunTrust Poolhouse Bond		102,174.00	118,860.00	-16,686.00	85.96%
Total 73000 Debt Services	\$ 0.00	\$ 102,174.00	\$ 118,860.00	-\$ 16,686.00	85.96%
74000 Miscl. Expenses	100.00	1,391.03	3,000.00	-1,608.97	46.37%
75000 Environmental		0.00	32,000.00	-32,000.00	0.00%

76000 Budget Contingency			0.00	50,000.00	-50,000.00	0.00%			
77000 Wynne Case			0.00	40,000.00	-40,000.00	0.00%			
Total Expenses	\$	80,987.42	\$	562,766.08	\$	1,645,237.00	-\$	1,082,470.92	34.21%
Net Operating Income	-\$	38,144.77	-\$	127,901.61	\$	355,055.00	-\$	482,956.61	-36.02%

Town of Somerset

Budget vs. Actuals: FY 20 Total Budget

	Nov. Actual	Actual as of 11/26/19	Total Budget	over Budget	% of Budget
Total Expenses	\$ 228,721.51	\$ 894,180.93	\$ 2,239,351.00	-\$ 1,345,170.07	39.93%
Net Income	-\$ 185,878.86	-\$ 425,530.13	-\$ 239,059.00	-\$ 186,471.13	178.00%

Fiscal Report

12/2/2019

Wynne Case

A background on the *Wynne* Decision:

Like most states, Maryland imposes a tax on the income residents earn both in Maryland and out-of-state as well as the income earned within Maryland by non-residents. The Maryland income tax consists of both a “state” income tax and a “county” income tax, both of which are collected by the State Comptroller’s office. Residents who earn income outside of Maryland may receive a credit against the state, but not the county income tax for income taxes paid on that income to other states.

In a case argued on November 12, 2014, and decided May 18, 2015, the Supreme Court applied the dormant Commerce Clause doctrine to Maryland’s personal income tax scheme and found that the failure to provide a full credit for income taxes paid to other states was unconstitutional.

Following the ruling, Maryland offered refunds to Maryland residents who had paid the local income tax without a credit for income taxes paid to other states. The state government paid the refunds, with the expectation of recovering the refunded money from local governments by reducing future tax revenue distributions. Due to the statute of limitations, the refund was available to all taxpayers affected by the *Wynne* decision for 2011, 2012, 2013, and 2014; refunds for tax years as early as 2006 were available for some taxpayers who had filed a timely amended return.

In other words, for residents that worked out-of-state, the state of Maryland had previously allowed those residents to receive a credit for out-of-state income taxes only towards state income taxes, and not county income tax. The Supreme Court found that to be in violation of the Dormant Commerce Clause and thus unconstitutional. Therefore, municipalities owed residents back taxes that they had previously not received the full credit for.

The Town of Somerset was calculated to owe a total of \$250,549 due to the *Wynne* decision. The first of 20 deductions will occur in May 2021 in the amount of \$12,527.45. The Town will make payments in the months of May, June, November, and February from that point forward, with the final payment occurring in February 2025.

The amount owed back to the state does not accrue interest, and therefore there is no benefit to paying it back early. Thus, the \$40,000 that was budgeted for *Wynne* payback in FY2020 will not be taken out of the Town’s account and can be reallocated to other budget items for FY2020. In fact, the Town may not need to make “payments” at all – budgeting for *Wynne* deductions can be done by subtracting the deduction from anticipated local income (although making separate payments is also an option).

Manager's Report

December 2, 2019

Administrative Matters

- **Accounting Bookkeeping/Auditing:** Auditors Zelekofske Axelrod, LLC are coming to Somerset the first week of December to meet with staff and continue to gather items to complete the FY19 audit. Staff has been in contact with auditors and accountants at Weyrich, Cronin & Sorra to clean up FY19 books.
- **Somerset Journal:** Staff took over editing duties for the Somerset Journal for the month of November (December issue).
- **Leaf Collection:** Curbside leaf pickups began the week of October 28, and will continue through the month of December.
- **Website:** Staff is updating website and gathering backlog of documents that had not been uploaded to the website. CivicPlus (current website host) has offered two proposals to reconfigure the website, and is planning to attend the Communications Committee meeting in January. Based on recommendations, the Town may consider allocating money towards a website redesign in FY21.
- **Directory:** Staff and Journal editors are working with Town's printer to create an errata page to be sent to residents for the latest Directory.
- **Legislative Meetings:** The Town of Somerset is participating in the Maryland Municipal League's Montgomery County Chapter Legislative Dinner on Thursday, December 5. The Town is sponsoring the attendance of Senator Susan Lee and Delegate Sara Love. In addition, the Town will be represented at the Committee for Montgomery Legislative Breakfast on Friday, December 13.
- **Tree City:** Staff is working on 2019 Tree City, USA certification.
- **Committees:** Staff has begun putting together list of committee members their terms. The Town may consider reappointing all positions at once instead of staggered terms.
- **Town Hall Lawn:** Maintenance staff has expressed that pets going to the bathroom on the Town Hall Lawn is affecting the regrowth of the grass. The Town may look into signage.

Personnel

- **Congratulations:** Congratulations to Town Attorney Ron Bolt, who was recognized by Bethesda Magazine as one of the County's top municipal attorneys!
- **Christmas Vacation:** Town Manager Trollinger will be in California for the holiday season December 18 through December 28. Assistant Linda Williams will be in the office through December 24. Office closings are listed below.

Infrastructure

- **Pool Bridge:** Staff continues to discuss options to help drainage at the Pool Entrance Bridge. Two ideas are to sawcut along the seams of the bridge to make the seams slightly larger for water to flow through; another option recommended by the County is to install a “boardwalk.” Staff has located the completed contract and will review – with Town Attorney if recommended – to see contractor’s liability for lack of drainage. The saw-cutting would probably be the least costly option. However, the County engineer cautioned that care needs to be taken to not damage the top flanges of the steel beams when saw cutting. He also suggested it would result in a porous deck, and as a result, a reduced life expectancy of the bridge structure. It may solve the major water ponding problem but this will allow water and deicing salts to accelerate corrosion of the steel beams and bearings. Also, over time the gaps will get clogged with debris which will retain moisture and increased deterioration of the timber deck boards.
- **Utility Poles:** Staff is putting together a list of “double poles” in Somerset, and submitting to Pepco for removal. This is a County-wide issue. Our Pepco representatives have indicated that double pole removals will be a budget priority next year.
 - Two new poles were installed on Devon Lane the week of 11/25. Pepco reset and anchored poles that were leaning and could impact reliability. These poles had been reported by concerned residents. Pepco facilities were relocated onto the new pole and the other providers on the pole will be notified to transfer their services.
- **LED Streetlights:** The Town is working with Clean Energy Solutions to help move forward on LED streetlight conversion. In addition, the Town has set up meetings with Pepco,
- **Electric Vehicle Charging Station:** Pepco has unveiled a program to install electric vehicle charging stations for free to municipalities. Staff has forwarded the information to the Environmental Committee to review to see if they have any recommendations or feedback.
- **Storm Drain Damage:** At the corner of Little Falls and Dorset, a County Storm Drain has been damaged, presumably by large vehicles making the turn onto the street and hopping the curb. Staff has put up cones and staked off the area to ensure pedestrian safety, and passed along the information to the County for repairs.
- **Greystone/River Road Pepco Repairs:** Repairs continue, but temporary markings are removed and lanes are open. The only restriction that remains in place is left turn limitations. Tami Watkins from Pepco has made clear that she has an open line of communication with residents.
- **Dorset Avenue Sign:** The faded Dorset Avenue sign on Wisconsin Avenue has been replaced. Special thanks to County Council member Andrew Friedsen’s office for their help in relaying our concerns to the appropriate channels.
- **Basketball and Tennis Courts:** Staff has power-washed the basketball courts; and is in contact with Bishop Tennis regarding maintenance ideas for the tennis court. Bishop has provided a quote for several thousand dollars to clean the tennis court with their own solution and staff. The Tennis Committee has also noted several cracks on the tennis courts.

Contracting

- **Pool Management:** Staff completed a Pool Management RFP that has been sent out to several potential bidders. Bids are due in mid-December, and a contractor can be selected at the January Council meeting.

- **Gardening Consultant:** The Town is interested in contracting out services for a gardening consultant to assist maintenance staff with planting and care of Town green spaces. The Parks and Natural Resources Committee created a rough draft of an RDP. Still is working to finalize an RFP and advertise so the Council can select a contractor before the spring.
- **Bridge/Signage/Traffic Consultant:** The Council approved hiring a consultant to look at parking and other issues at the Town Pool.

Calendar/Events

- **Community Service Day:** The Town held its annual Community Service Day on Saturday, November 16 in partnership with Manna Food Center. Donation boxes are still at the Town Hall for canned goods and toy donations.
- **Holiday Party:** The staff holiday party will be held at the Town Hall on Thursday, December 12.
- **Holiday Schedule:** The Town Hall will be closed on the following days in the month ahead:
 - Tuesday, December 24
 - Wednesday, December 25
 - Wednesday, January 1
- **Municipal Law Orientation:** Prior to the January 6 Council meeting, Town Attorney Ron Bolt will provide a “crash course” on municipal law and the Town Code for Council members and staff, starting at 6:00 p.m.
- **Movie Night Event:** Residents have expressed interest in the Town putting money into the budget for a second Movie Night event on the Town Green.