

The Town of
GLEN ECHO

Chartered 1904

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041
townhall@glenecho.org

TOWN COUNCIL MEETING MINUTES

March 9, 2020

CALL TO ORDER: MAYOR WILLEM POLAK. 8:00 PM

Mayor Willem Polak announced that the meeting is being recorded.

Present: Mayor: Willem Polak. Councilmembers: (CM) Dia Costello, Dan Spealman, and Matt Stiglitz. (Absent: CM Julia Wilson) Town Manager: (TM) Beth Boa.

Residents: Raya Bodnarchuk (Harvard Ave), Emily Parsons (The Echo), Renny Springuel (Vassar Circle).

ACTION ON FEBRUARY 10, 2020 COUNCIL MEETING MINUTES:

Minutes of the February 10, 2020 Council meeting were approved as amended.

Motion to Approve as amended: CM Stiglitz; 2nd CM Spealman. Approved 3-0.

BUDGET INITIATIVES:

- **The Tax Rate Resolution and Budget Ordinance** will be introduced at the **April 13, 2020** Council Meeting.
- A **Public Budget Hearing** will be held **Thursday May 21, 2020** at the Council Meeting and the Council will vote on the Mayor's on that date.
- **FY 2021 Tax rates discussed.** The Mayor discussed the tax rates for the upcoming Fiscal Year (21) that his proposed budget will be based upon:
 - The **real property tax rate** is proposed at sixteen cents (\$0.16) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Town. The real property tax proposed for FY21 will maintain the same revenue as FY20. It is known as the constant Yield Tax rate.
 - eighty cents (\$0.80) per One Hundred Dollars of assessed value **of assessable personal property** subject to taxation by the Town;
 - one dollar and fifty cents (\$1.50) per One Hundred Dollars of **assessable utility property** subject to taxation by the Town.
- **Program initiatives.** The Council discussed possible budget initiatives such as upgrades to Town Hall including the kitchen improvements, audio visual equipment, and a new podium, and putting together an infrastructure plan for the Town. TM Boa will investigate how much it costs to develop an infrastructure plan.

WASTE/RECYCLING UPDATE: NEW CONTRACTOR

As a result of a decision by the Town's current waste and recycling hauler, Goode Company, to discontinue glass recycling, the Town decided to solicit bids from other firms in an effort to find a company that will

provide the town with the desired services. TM Boa requested bids from waste vendors: Republic, Ecology, and Montgomery County Sanitation and Recycling, Inc (Key Sanitation).

The results of the request for bids is as follows:

- Republic stated they would not bid,
- Ecology did not respond to the request.
- Montgomery County Sanitation and Recycling, Inc. (Key Sanitation) initially bid \$3384/month then reduced the bid to \$3200/month. This is \$100 more per month than the Town currently pays Goode Companies.

The Council considered approving contracting with Montgomery County Sanitation and Recycling, Inc. (Key Sanitation) for dual stream recycling, household trash, yard waste, and bulk trash starting April 1, 2020.

The Town will also need to purchase 110 new 22 gallon recycling bins at a cost of \$1,553 plus \$236 shipping. These will be delivered to the new waste vendor who will distribute them to households prior to April 1. The green wheeled bin with lid is for PAPER ONLY and a new 22 gallon blue tub will be distributed to each residence by the Town for PLASTICS, GLASS AND METALS.

Motion to Approve Contracting with Key Sanitation: CM Costello; 2nd CM Spealman. Approved 3-0.

FINANCIAL REPORT FOR THE MONTH OF FEBRUARY: (copy attached). TM BOA

The month of February was an average month as far as revenues and expenses.

Revenue Highlights:

- The Town received revenue of \$24,000 from February income taxes receipts from the State.
- The Echo has generated \$3,000 in advertising revenue. Starting in FY21 the Town will bill advertisers on a yearly basis in July. It will be easier to keep track of the income.

Expenditures Highlights:

- The Town paid Bolt Legal \$2,600 which includes the agreement with Wild Bird Center.
- The total for snow / ice treatment by Rolling Acres is \$3,516. This is 14% of the Town's FY20 snow removal budget.
- The Town paid \$4,050 to Goode Companies which included bulk trash fees August to December that had not been billed to the Town.

Budget Development Planning. The FY21 Budget is being prepared; it will be introduced April 13 and the ordinance voted on with the Tax Resolution on May 21 along with a hearing on that date.

Motion to Approve the February Financial Report: CM Stiglitz; 2nd CM Spealman. Approved 3-0

OPERATIONS REPORT: Infrastructure; Administrative: TM BOA

Town Operations and Activities during the month of March include:

Infrastructure Issues:

- **Street name signs:** TM Boa heard from Commander Gagen (Second District) regarding street signs. He reported that Police Officers and Fire Rescue rely on street signs in order to locate addresses. Both have access to GPS mapping on their in-vehicle computers, and many Police Officers also utilize apps on their electronic devices to quickly find specific locations but it is always preferred that should electronics fail, street signs be predominantly displayed.

TM Boa investigated using historic Glen Echo fonts for the signs; however Joe Cutro, the Town's Traffic Engineer recommends bringing the town's signs up to State and Federal standards which require using highway gothic or similar and reflective material . The costs for replacing signs and poles with standard equipment is approximately \$6,200 including labor and material costs. There is \$5,000 in the budget for street signs. Mr. Cutro got a quote from the premier Traffic Control Device vendor , Shannon Baum, for replacing signs, poles and brackets in Town using the design with the carousel on top. The costs are approximately \$6000 for signs and poles plus \$6200 for custom brackets with "curly Q" similar to current Town brackets. Installation would be approximately \$2500. The Town can choose the color for posts, brackets, and signs. The total costs would be \$6,000 +\$6,200 +\$2,500 for a total of almost \$15,000. The Town has the option to select various colors of signs, posts, and brackets. TM Boa will explore other vendors with Joe Cutro (after he has recovered from medical issue). The Council did not make a decision on design at this meeting.

- **Cleaning out storm drains:** Rolling Acres cleaned out the Town's 10 storm drains in February for \$2,350.
- **Tree work:** A box elder in the right-of-way at 32 Wellesley is failing and needs to come down. TM Boa got a quote for \$700 to remove the tree and is waiting for the permit from the Maryland Department of Natural Resources.
- **Crosswalk signal:** The signal at Princeton and MacArthur should be active next week or at the latest the following week.

Events:

- **Emergency Planning:** The Town hosted a CPR class for residents February 29, 2020. There were 10 participants including the Mayor and Town Manager. The Town applied for a grant for acquiring an AED (Automatic External Defibrillator) for Town Hall on the recommendation of Emergency Management regulations.
- **A Wider Circle Community Pick-up:** This organization will work with the Town to pick up furniture donations of good quality reusable furniture from residents that will be assigned to newly created homes . It can be a one-time event or the Town can schedule regular pick-ups if the first pick up goes well and has a good response. Several other municipalities work with A Wider Circle as a way to get good quality, reusable furniture out of the waste stream.

TM Boa set up a community pick up for **June 16** ,2020. Depending on the quantity/size of items, they can usually pick up curbside from 12 homes. Residents need to contact A Wider Circle (301-608-3504 or furnish@awidercircle.org) by close of business June 9th to let them know about pick up. Contact A Wider Circle as early as possible as the truck often fills before the deadline (either 12 pick-ups or full truck). Residents need to have items at the curb by 9:00 a.m. on the 16th.

Administrative:

- **Meeting with New Waste/Recycling Vendor:** TM Boa and Mayor Polak will meet with the new waste/recycling vendor on March 24 at 10am. The Council is welcome to attend to meet the director of Montgomery County Sanitation and Recycling, Inc./Key Sanitation, Ken Shumaker. The agenda will include signing the contract, a tour of Town, meeting the operations staff, and confirming dual stream recycling requirements.
- **Town Directory:** Patty Sieber is working with Mary Parsons on a new 2020 edition of the Town directory. Please contact her or Town Hall with any changes.
- **The Echo:** There are multiple issues of some editions of **The Echo** in Town Hall, Montgomery History would like these so TM Boa will donate them.

PERMIT UPDATES AND NOTICES REPORT:

Vassar Circle Engineers Review: Town Engineer Joe Toomey provided a written report and photographs of the site at Vassar Circle. The report is attached to the minutes.

Enforcement Activities: Wayne C Fowler provided a written report of code enforcement activities; the report is attached to the minutes.

OTHER BUSINESS:

Update on Livable Community Committee: CM Spealman

The Committee will have a meeting on March 16. Founder's Day is April 26 from 4-8pm.

COVID 19 / Pandemic Issue: CM Costello brought up the worldwide pandemic and that the Town may need to think about how to balance public safety and personal privacy if the virus begins to affect residents. The Council discussed developing a Helpers' Network for Town residents needing assistance with shopping, social contact, and pet care. CM Costello will develop this network on Google Docs. The Council discussed the logistics of providing a food pantry in Town Hall but decided the Town does not have the capability due to safety issues with staffing a food pantry. TM Boa and CM Costello will see if other local municipalities are considering creating food pantries.

ADJOURNMENT:

Motion to adjourn: CM Costello; 2nd CM Stiglitz. All in favor. Meeting Adjourned 9:35 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak
Mayor, Willem Polak

Date: 4/13/20

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TOWN OF GLEN ECHO
COUNCIL MEETING AGENDA
MONDAY MARCH 9, 2020

- 8:00 PM CALL TO ORDER: Polak
- 8:00 PM ACTION ON FEBRUARY 10, 2020 COUNCIL MEETING MINUTES:
DISCUSSION: Polak
MOTION _____ SECOND _____ VOTE: _____
- 1
- 2 8:05 PM BUDGET INITIATIVES: Polak
- 3 8:20 PM WASTE/RECYCLING PROPOSAL: Boa
MOTION _____ SECOND _____ VOTE: _____
- 4 8:30 PM FINANCIAL REPORT: Boa
MOTION _____ SECOND _____ VOTE: _____
- 5 8:40 PM TOWN OPS REPORT: Boa
- Street signs
 - A Wider Circle community collection
- 8:50 PM BUILDING UPDATES & OTHER PERMITS:
- 6
1. **Vassar Circle** – Written Update from Joe Toomey
 2. **Code Enforcement** – Written Update from Wayne C. Fowler
- 9:00 PM OTHER BUSINESS
1. **Update on Livable Community Committee:** CM Wilson
 2. **Land on Oberlin/Tulane:** Polak
 3. **April Council Meeting April 13 (Day after Easter)**
 4. **May Council Meeting rescheduled for May 18**
- 9:10 PM ADJOURNMENT

Town of Glen Echo Revenue/Expenses by Month

July 2019 through February 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	TOTAL
Ordinary Income/Expense									
Income									
01. Real Estate Property Tax	294	7,726	6,537	50,642	10,489	3,501	44,398	7,380	130,967
02. Personal Property	0	909	0	219	8	990	9	115	2,250
03. State Income Tax	-8,859	8,859	0	11,480	44,606	0	870	24,621	81,577
04. Highway	-768	768	0	0	1,932	2,948	0	0	4,880
05. License/Permits	100	0	0	912	0	50	338	1,000	2,400
06. Rental Inc	2,833	5,708	0	3,608	3,418	7,657	725	9,017	32,966
07. Interest	-115	181	170	166	180	139	524	24	1,269
08. County Revenue Sharing	0	0	20,762	0	0	0	0	0	20,762
09. Cable Franchise	0	0	0	0	851	0	0	850	1,701
10. Echo Newsletter	0	0	0	0	0	250	1,782	1,063	3,095
11 Misc Revenue	16	0	0	0	0	1,250	0	0	1,266
Total Income	-6,499	24,151	27,469	67,027	61,484	16,785	48,646	44,070	283,133
Expense									
Reconciliation Discrepancies	0	234	0	0	0	0	0	0	234
20 Payroll	3,703	4,528	4,360	6,675	3,465	7,048	4,751	4,981	39,511
21 Professional Services	-2,201	4,812	7,355	10,361	6,122	5,253	7,278	5,767	44,747
22. Fixed Op Ex	5,187	1,487	2,214	2,738	2,137	2,450	5,162	3,069	24,444
23 Streets	606	1,743	651	694	760	780	819	752	6,805
24 Town Services	5,633	3,775	4,882	8,610	7,300	11,983	12,258	9,164	63,605
Total Expense	12,928	16,579	19,462	29,078	19,784	27,514	30,268	23,733	179,346
Net Ordinary Income	-19,427	7,572	8,007	37,949	41,700	-10,729	18,378	20,337	103,787
Net Income	-19,427	7,572	8,007	37,949	41,700	-10,729	18,378	20,337	103,787

Town of Glen Echo
Revenue/Expenses Actual vs Budget
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	130,966	130,000	966	101%
02. Personal Property	2,250	24,100	-21,850	9%
03. State Income Tax	81,577	115,000	-33,423	71%
04. Highway	4,880	16,643	-11,763	29%
05. License/Permits				
05.1 Admissions & Amusement	1,150	300	850	383%
05.2 Build Perm	1,250	1,000	250	125%
Total 05. License/Permits	2,400	1,300	1,100	185%
06. Rental Inc				
06.1 Post Off.	21,266	31,899	-10,633	67%
06.2 T H Rental	8,100	12,000	-3,900	68%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
Total 06. Rental Inc	32,966	47,499	-14,533	69%
07. Interest	1,270	1,500	-230	85%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	1,701	3,500	-1,799	49%
10. Echo Newsletter				
10.1 Advertisements	3,094	2,000	1,094	155%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	3,094	2,100	994	147%
11 Miscl Revenue				
11.1 Walking Tour Book	16			
11.4 Env Project Restricted Inc	1,250			
Total 11 Miscl Revenue	1,266			
Total Income	283,132	362,404	-79,272	78%
Expense				
Reconciliation Discrepancies	234			
20 Payroll				
20.1 Salary	36,010	52,300	-16,290	69%
20.2 Employer Taxes	2,786	4,500	-1,714	62%
20.3 Staff Training	716	2,000	-1,284	36%
Total 20 Payroll	39,512	58,800	-19,288	67%
21 Professional Services				
21.1. Auditor	7,327	8,000	-673	92%
21.2. Legal				
21.21 Town Attorney	18,893	25,000	-6,107	76%
21.22 Specialized Legal Svcs.	0	10,000	-10,000	0%
Total 21.2. Legal	18,893	35,000	-16,107	54%
21.4 Oth Prof Svcs	331	5,000	-4,669	7%
21.5 Traffic Study Consultant	1,408	2,000	-592	70%
21.6 Records Ret./Archiving	1,771	5,000	-3,229	35%
21.7 IT Support	880	2,000	-1,120	44%

Town of Glen Echo
Revenue/Expenses Actual vs Budget
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
21.8 Arborist	750	750	0	100%
21.9 Town Engineer/Bld. Insp.	12,956	20,000	-7,044	65%
21.10 Office Temporary Help	430	1,500	-1,070	29%
Total 21 Professional Services	44,746	79,250	-34,504	56%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	1,531	2,100	-569	73%
22.12 Gas	560	1,200	-640	47%
22.13 Telephone/Internet	1,913	3,200	-1,287	60%
22.14 WSSC	397	1,200	-803	33%
Total 22.1 Office & TH Utilities	4,401	7,700	-3,299	57%
22.2 Office				
22.21 Office Supplies	912	2,500	-1,588	36%
22.22 Software/Domain	1,027	1,500	-473	68%
22.23 Copier Rental	1,069	1,500	-431	71%
Total 22.2 Office	3,008	5,500	-2,492	55%
22.3 Bank Fees	308	250	58	123%
22.4 Website	338	3,000	-2,662	11%
22.5 Ins & Bond	2,279	3,000	-721	76%
22.6 Dues, Subs., Conf.	2,486	5,000	-2,514	50%
22.7 Admin				
22.71 Admin. Payroll Fee	1,425	1,500	-75	95%
22.72 Flyer Delivery Charges	60	300	-240	20%
22.73 Miscl. Admin Fee	440	1,000	-560	44%
Total 22.7 Admin	1,925	2,800	-875	69%
22.8 Echo	1,407	3,200	-1,793	44%
22.9 Town Hall				
22.91 TH Supplies	1,774	2,250	-476	79%
22.92 TH Cleaning Service	2,030	3,500	-1,470	58%
22.93 TH Maintenance	2,841	4,000	-1,159	71%
22.94 TH Elevator Maintenance	425	1,600	-1,175	27%
Total 22.9 Town Hall	7,070	11,350	-4,280	62%
22.11 T H Improv	1,000	1,000	0	100%
22.12 Office Furniture & Equip.	221	2,000	-1,779	11%
Total 22. Fixed Op Ex	24,443	44,800	-20,357	55%
23 Streets				
23.1 Streetlights	5,686	9,500	-3,814	60%
23.2 Street Sweeping	1,120	4,000	-2,880	28%
23.3 Street Signs	0	5,000	-5,000	0%
23.4 Stormwater Projects	0	20,000	-20,000	0%
23.5 Street Repair	0	15,000	-15,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
Total 23 Streets	6,806	58,500	-51,694	12%
24 Town Services				

Town of Glen Echo
Revenue/Expenses Actual vs Budget
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	4,264	7,500	-3,236	57%
24.22 Town Right of Way	1,746	7,200	-5,454	24%
24.23 Environmental Imp Project	3,182	5,000	-1,818	64%
Total 24.2 Landscape	9,192	19,700	-10,508	47%
24.3 Snow Removal	3,516	25,000	-21,484	14%
24.4 Refuse/Recycling	26,389	40,000	-13,611	66%
24.5 Town Trees				
24.51 Town Tree Pruning	0	3,000	-3,000	0%
24.52 Town Tree Removal	1,650	5,000	-3,350	33%
Total 24.5 Town Trees	1,650	8,000	-6,350	21%
24.6 Leaf Removal	12,300	15,600	-3,300	79%
24.7 Community Events	6,557	8,500	-1,943	77%
Total 24 Town Services	63,604	120,800	-57,196	53%
Total Expense	179,345	362,150	-182,805	50%
Net Ordinary Income	103,787	254	103,533	40,861%
Net Income	103,787	254	103,533	40,861%

Town of Glen Echo Account Balances New

As of March 2, 2020
Mar 2, 20

ASSETS

Current Assets

Checking/Savings

PNC - Checking	64,952.66
PNC - Money Market	508,833.90
MD Local Gov't Investment Pool	83,515.18
SunTrust Cash-Checking	21,559.18
SunTrust MM	43,392.07

Total Checking/Savings 722,252.99

Total Current Assets 722,252.99

TOTAL ASSETS 722,252.99

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit	200.00
Right of Way Bond	5,000.00
Bond Deposit - Other	3,000.00

Total Bond Deposit 8,200.00

Total Other Current Liabilities 8,200.00

Total Current Liabilities 8,200.00

Long Term Liabilities

Wynne liability 6,100.00

Total Long Term Liabilities 6,100.00

Total Liabilities 14,300.00

TOTAL LIABILITIES & EQUITY 14,300.00

Town of Glen Echo
Expenses by Vendor Summary
February 2020

	<u>Feb 20</u>
Advance Business Systems	124
Blue Crab Contracting, LLC	431
Bolt Legal, LLC	2,622
Case Design/Remodeling, Inc	251
Chesapeake Employer's Insurance	283
Christopher's Glen Echo Hardware	12
Goode Companies, Inc.	4,050
JNM Engineering LLC	225
Joseph Cutro, P.E.	1,408
Joseph F. Toomey Associates, Inc	1,080
Maid Brigade, Inc	435
PEPCO - (streetlights)	889
Print 1 Printing & Copying	230
Rolling Acres Landscaping, Inc	2,350
Sun Trust Bankcard, N.A.	864
Toter LLC c/o Wastequip, LLC	2,284
Verizon - Phone Line	242
Washington Gas	161
TOTAL	<u><u>17,941</u></u>

From: Joseph F. Toomey, Permit reviewer for the Town of Glen Echo
To: Willem Polak, Mayor, Town of Glen Echo
Subject: Progress report on Vassar Circle Development and Construction
Date: March 4, 2020

The status of the Vassar Circle development, as of Wednesday, March 4, 2020, finds the driveway apron for lot 1, #4 Vassar Circle, finished, and the concrete and asphalt repairs for the utility installations completed. The site has been partially rough graded, with seed and mulch applied, to stabilize the disturbed areas remaining within the interior of the project. Work for the *Lot 1 Stormwater Management Landscape Infiltration Facility* has been started.

With the finished apron, completed utility repairs, and the stabilized site, work can be started on the final mill and overlay paving of the circle. As significant volume of dirt must still be excavated from each of the remaining three lots, the Town should retain a bond from the developer to protect against potential damage that could be caused by that excavation activity. To minimize the potential of right-of-way damage the Town should also dictate the allowable sequence of construction to continue around the circle from lot 1, the existing construction project, continuing to lot 4, lot 3, and finishing at lot 2, opposite University Avenue, the property which has been used as the project construction entrance.

A meeting will be held with Mr. Hirsch's chosen paving contractor, to plan the paving work, and to discuss roadway base repairs that appear to be needed, but that are beyond the scope of Mr. Hirsch's required work. Last November, at the time that the roadway widening was underway, several areas of the existing roadway pavement were identified as showing signs of failure. The areas of failure are where "alligator cracking" of the surface layer is extensive, indicating a failure in the roadway base level, and the need to repair that roadway base. I have attached a copy of the email that I sent to the Mayor on this subject, including the cost projections for the repairs.

Photographs of the completed driveway apron and the Landscape Infiltration Facility are shown below. Copies of the *Lot 1 Stormwater Management Landscape Infiltration Facility* and a section of the storm water management site plan, showing lot 1, are also attached.



Vassar circle base repair needs prior to mill and pave

Joseph Toomey <glenechopermits@gmail.com>

Thu, Nov 21, 2019 at 9:06 PM

To: Willem Polak <glenechomayor@gmail.com>, Town Hall <townhall@glenecho.org>

Willem,

The asphalt pavement surface in several areas of Vassar Circle, shows signs of failure, and the need for a greater repair than the future mill and overlay pave planned as a condition of the subdivision approval. Alligator cracking appears in several areas. The cracking is quite visible, and has been commented on by the contractors and the County inspectors involved with the ongoing road widening.

A good description of alligator cracking, and other asphalt surface failures, can be found on the pavemanpro.com web page. It says, "Alligator cracking is a load associated structural failure. The failure can be due to weakness in the surface, base or sub grade; a surface or base that is too thin; poor drainage or the combination of all three. It often starts in the wheel path as longitudinal cracking and ends up as alligator cracking after severe distress." It also states, "Because a structural failure is taking place the only possible solution to alligating is to perform a full-depth patch." Other asphalt surface failures, can be found on their web site at: https://www.pavemanpro.com/article/identifying_asphalt_pavement_defects/

What I have observed, while monitoring the work of the roadway widening contractor, is that in some areas the roadway base, below the 2 to 3 inch thick surface course, consists of nothing more than 3 to 4 inches of 1-1/2 inch stone, held together with an asphalt binder. In the areas where alligating has occurred, this base has failed. The proper repair involves excavating the surface asphalt and base material to the roadway subgrade, and building up the roadway with a new 4 inch asphalt base prior to the final 2 inch full roadway width mill and overlay pave.

In our review of the areas that show signs of alligator failure, we marked and measured 5 areas. At a cost estimate of \$5 per square foot for cutting out the area to the subgrade, and placing a new 4 inch base, we developed the following cost estimate. We will need to work with a contractor chosen by Mr. Hersch, to tie this work into the work of the final mill and overlay pave.

The five areas of concern are:

Area 1- #13 & #15 Vassar Circle
25' long by 18' full width wide = \$3,150

Area 2 - #1 Vassar Circle
25' long by 4' wide = \$500

Area 3 - #3 Vassar Circle
37' long by 8' wide = \$1,500

Area 4 - #5 Vassar Circle
13' long by 9' wide = \$585

Area 5 - #11 Vassar Circle
31' long by 9' wide = \$1,395

The estimated total for this work is \$7,130. When the surface is milled we could find other areas which have failed, and likewise should be repaired. Additional costs would include the management costs of Wayne or me inspecting and monitoring the contractor's work.

Sincerely,
Joe

Joseph F. Toomey
Permit reviewer for the Town of Glen Echo
301-351-4070

LOT 1 STORMWATER MANAGEMENT COMPUTATIONS & DETAILS

LANDSCAPE INFILTRATION "A" CONVEYANCE COMPUTATIONS

CALCULATE Q(10) TO LANDSCAPE INFILTRATION FACILITY "A"

$$Q(10) = C \cdot A \cdot (10)^{0.58}$$

$$A = 3.481 \text{ S.F. (0.080 AC. @ 65\% IMPERVIOUS, 35\% PERVIOUS)}$$

$$C = 0.87$$

$$Q(10) = (0.87) \cdot (6.52 \text{ IN/HR}) \cdot (0.080 \text{ AC}) = 0.35 \text{ CFS}$$

CONFIRM THAT Q(10) THROUGH LANDSCAPE INFILTRATION FACILITY WILL DISCHARGE AT A NON-EROSIVE VELOCITY. USE FLOWMASTER, TRAPEZOIDAL CHANNEL DESIGN FOR OVERFLOW WEIR

SOLVE FOR...	VALUE
BOTTOM WIDTH	5.00 FT (5 FT GRASS WEIR OVERFLOW)
TOP WIDTH	3.1 (4xV)
FLAT SIDE SLOPE	1.75
MANNING'S N	0.24 (DENSE GRASS)
CHANNEL SLOPE	0.01 FT/FT
DEPTH	0.28 FT
DISCHARGE	0.35 CFS (SEE ABOVE)
VELOCITY	0.24 FPS
FLOW AREA	1.63 SF
WETTED PERIMETER	6.76 FT
CRITICAL DEPTH	0.06 FT
CRITICAL SLOPE	2.2199 FT/FT
FRICTION F	0.09

SINCE THE VELOCITY OF THE DISCHARGE (0.24 FPS) IS LESS THAN 5 FPS, 10-YR DISCHARGE IS NON-EROSIVE.

RIP-RAP CALCULATIONS LANDSCAPE "A" - INFLOW 1

DIAMETER OF STONE

$$d(50) = 0.020 \cdot D^2 / TW \cdot (Q/D^2)^{2/3}$$

D: 0.33 FT (4" PIPE)
TW: 0.14 FT (DEPTH OF 10-YR FLOW)
Q: 0.18 CFS (10-YR)

$$d(50) = 0.08 \text{ FT (USE 2" STONE)}$$

LENGTH OF BLANKET

$$\text{LENGTH} = (3 \cdot Q / D^2)^{0.5} \cdot D$$

$$\text{LENGTH} = 2.8 \text{ FT (USE 3 FT)}$$

WIDTH OF BLANKET

$$\text{WIDTH} = 1.75 \cdot \text{OUTLET PIPE}$$

$$\text{WIDTH} = 1.75 \cdot 4" \text{ PIPE}$$

$$\text{WIDTH} = 0.58 \text{ FT (USE 1 FT)}$$

RIP-RAP CALCULATIONS LANDSCAPE "A" - INFLOW 2

DIAMETER OF STONE

$$d(50) = 0.020 \cdot D^2 / TW \cdot (Q/D^2)^{2/3}$$

D: 0.33 FT (4" PIPE)
TW: 0.16 FT (DEPTH OF 10-YR FLOW)
Q: 0.13 CFS (10-YR)

$$d(50) = 0.04 \text{ FT (USE 2" STONE)}$$

LENGTH OF BLANKET

$$\text{LENGTH} = (3 \cdot Q / D^2)^{0.5} \cdot D$$

$$\text{LENGTH} = 2.1 \text{ FT (USE 3 FT)}$$

WIDTH OF BLANKET

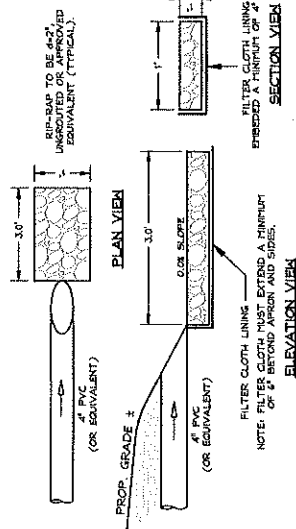
$$\text{WIDTH} = 1.75 \cdot \text{OUTLET PIPE}$$

$$\text{WIDTH} = 1.75 \cdot 4" \text{ PIPE}$$

$$\text{WIDTH} = 0.58 \text{ FT (USE 1 FT)}$$

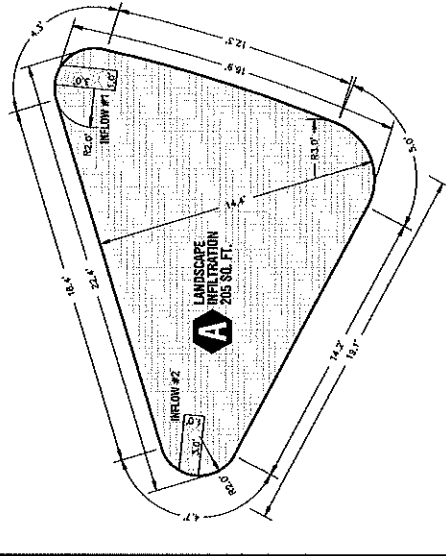
RIP-RAP DETAIL LANDSCAPE "A" - INFLOW 1 & 2

NOT TO SCALE



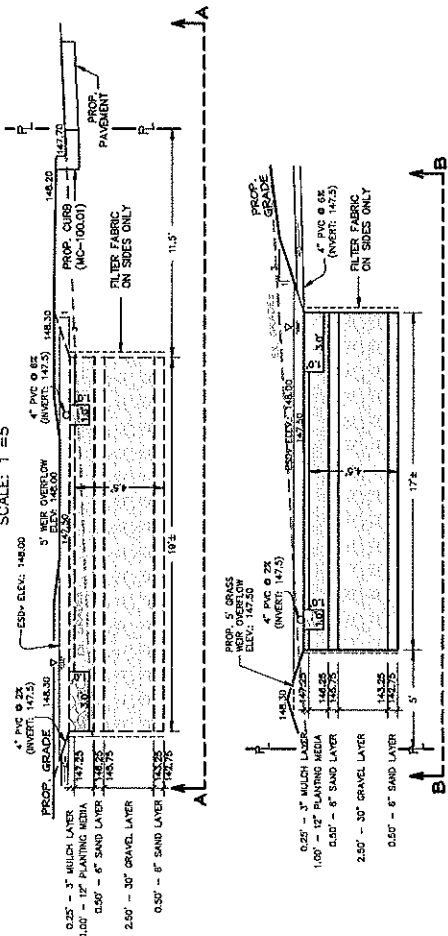
LANDSCAPE INFILTRATION FACILITY "A" PLAN VIEW

SCALE: 1"=5'



LANDSCAPE INFILTRATION FACILITY "A" DETAILS

SCALE: 1"=5'



LANDSCAPE INFILTRATION NOTES

- 1) GRAVEL LAYER MUST BE MSHA #7 STONE.
- 2) SAND LAYER MUST MEET ASTM C63 OR ASHTO M6 FINE AGGREGATE CONCRETE SAND. SEE SAND SPECIFICATIONS ON THIS SHEET.
- 3) PLANTING MEDIA TO CONSIST OF 1/3 PERLITE, 1/3 SALT FREE COMPOST AND 1/3 TOPSOIL. HORIZONTAL PERLITE CONTACT SHALL BE HIGH GRADE COMPOST FREE OF STONES. MATERIAL AND SOIL SHALL MEET THE FOLLOWING MINIMUM CRITERIA: NO MORE THAN 10% CLAY, BE FREE OF STONES, STUMPS, ROOTS OR SIMILAR OBJECTS LARGER THAN 3 INCHES.
- 4) MULCH LAYER TO CONSIST OF STANDARD FINE SHREDDED AGED HARDWOOD MULCH. YEARLY REPLISHING MAY BE NECESSARY. FINE BACK IS NOT ACCEPTABLE.
- 5) FILTER FABRIC TO BE MIRAFIL 140-N OR EQUIVALENT. FILTER FABRIC SHALL BE ON THE SIDES OF THE TRENCH ONLY.

LIMITS OF DISTURBANCE (LOD): 29,600 S.F. ±

SIDEWALK RAMP REPLACED IN AG WITH RIGHT-OF-WAY NO. 365547.

PROP. SUPER SILT FENCE

UTILITY LOCATIONS ARE SUBJECT TO FIELD MODIFICATION, PROVIDED THEY DO NOT AFFECT STORMWATER MANAGEMENT.

PROP. HOUSE 10 VASSAR CIRCLE
FF1: 150.30
FF2: 149.10
LL: 140.38

LOT 4
6,361.75 SF

PROP. HOUSE 4 VASSAR CIRCLE
FF: 153.70
LL: 143.78

LOT 1
6,361.75 SF

PROP. HOUSE 20 VASSAR CIRCLE
FF: 146.60
LL: 136.68

LOT 2
6,361.75 SF

LANDSCAPE INFILTRATION 205 SQ. FT.

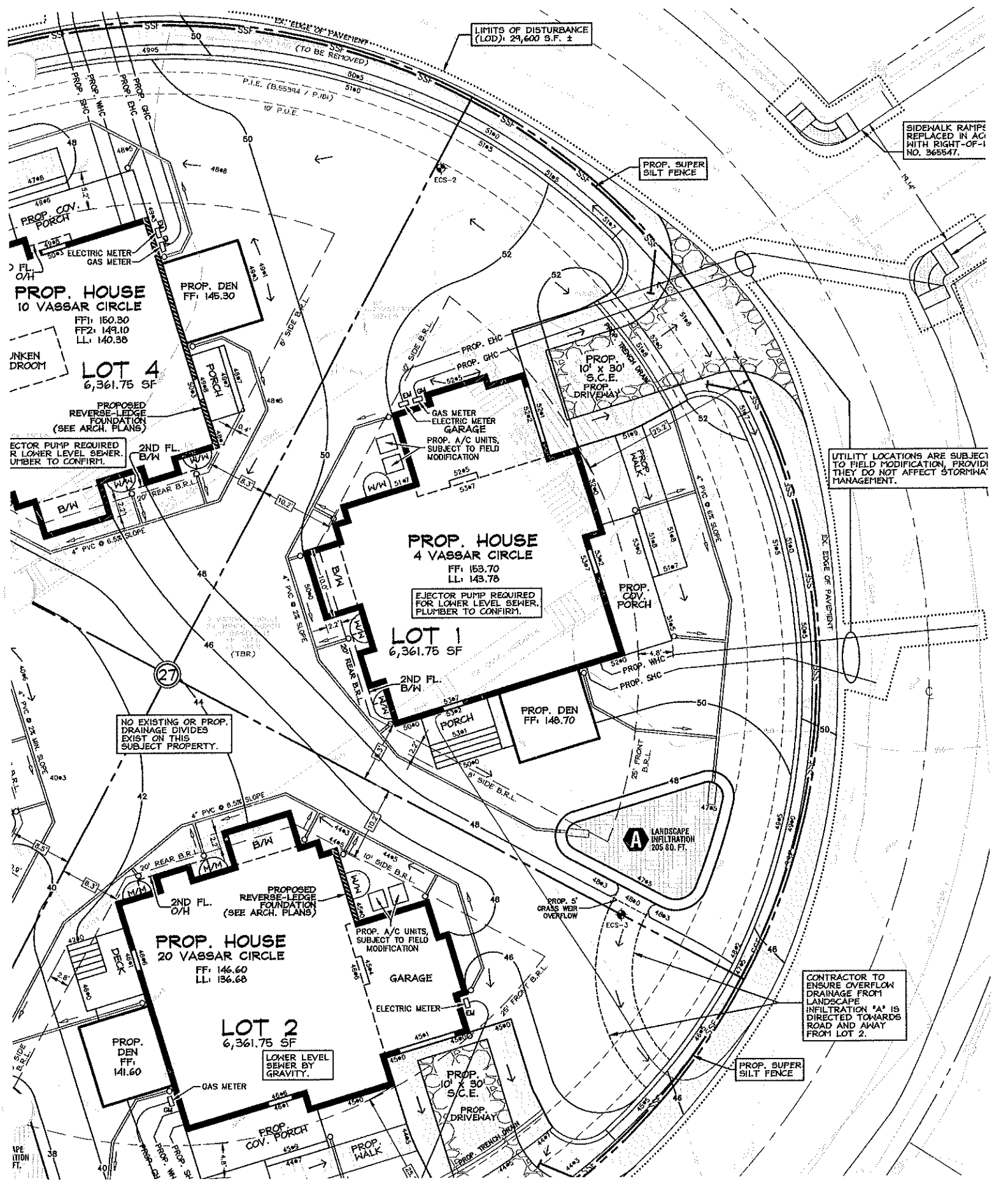
CONTRACTOR TO ENSURE OVERFLOW DRAINAGE FROM LANDSCAPE INFILTRATION 'A' IS DIRECTED TOWARDS ROAD AND AWAY FROM LOT 2.

PROP. SUPER SILT FENCE

NO EXISTING OR PROP. DRAINAGE DIVIDES EXIST ON THIS SUBJECT PROPERTY.

EJECTOR PUMP REQUIRED FOR LOWER LEVEL SEWER, PLUMBER TO CONFIRM.

LOWER LEVEL SEWER BY GRAVITY.



TO: The Mayor and Council at The Town of Glen Echo

FROM: Wayne C. Fowler, Blue Crab Contracting, LLC

DATE OF MEMO: March 5, 2020

SUBJECT: Code Enforcement February 2020

02/01, 6101 Harvard Ave ROW Photos pre-construction

02/03, Oberlin Ave Pothole Repairs completed

02/06, 30 Wellesley Cir Re: plat Confirm

02/07, 6101 Harvard Ave: take Yale Ave ROW Photos, measure 32 Wellesley Cir at Cornell Ave ROW, Clear Cornell Ave Storm Drain

02/13, 6006 Cornell Ave ROW Photos Taken, resend to Town Hall

02/14, 2/17 MONDAY WIP – WSSC

02/19, Storm Drain Cleaning No Parking POSTED

02/21, Storm Drain Cleaning No Parking REMOVED, Vassar Cir WSSC & WGL Paving POSTED, Research and review safety while cleaning storm drain inlets,

02/23, 6101 Harvard Ave Tree Removal

02/28, RE: Trees at 32 Wellesley Circle: measure ROW to confirm tree locations