



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 1, 2019

6:00 PM

Council Chambers

I. Call to Order

II. Agenda Items

1. Historic Preservation Intern
2. Computers at Dais
3. Board of Zoning Appeals Vacancy
4. Playground

III. Adjournment



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Council
FROM: Emily K. Lockhart
DATE: March 26, 2019
SUBJECT: Proposal for a Historic Preservation Intern

Summary:

The Town Planner has drafted a proposal for a Historic Preservation Intern to assist with documenting the history of the Town, inventorying the artifacts, documents and photographs currently in the Town's possession, creating brief exhibits and articles for the website, museum and other social media outlets, and other various projects to include some special assignments as requested by the Office Manager and Town Planner. Please see the attached Job Description proposal.

In addition, Staff is requesting the internship be a paid position at a \$12.00/hour rate not too exceed 32 hours a week for a 12-week period over the summer. Staff finds that the stipend will encourage local college students to apply for the position to gain working experience in their field while earning wages to support their education. The position will be advertised via the website and designed for college students with a background in historic preservation, history studies, museum studies and other related fields. The main goal of the position is to grow our historic preservation while better documenting the Town's history and to provide a local experience for college students to learn more about our Town and share it's rich history with our Community.

If you have any questions or concerns before the meeting, please email or call me, so that I can provide all documents prior to the meeting for a more productive conversation.

Thank you,
Emily



Town of Haymarket, VA Historic Preservation Summer Intern

The objective of the Historic Preservation Intern is to facilitate the expansion of an inviting and meaningful Historic Preservation Program in the Town of Haymarket, VA. The Intern will establish and promote the value of the Town's History and Historic Preservation through a variety of outlets while showcasing the Town's Museum. Specific duties and responsibilities will be as follows;

Responsibilities:

The duties described below are indicative of what the duties the Business/Community Relations Specialist may be asked to perform; others may be assigned

- Promote and educate the public about Historic Haymarket via the Town Website, Town Newsletter, Facebook and other Social Media
- Create and Maintain Historic Haymarket website pages, insuring they contain accurate and current information
- Prepare historic articles for the Town Website, Museum and distribution via Newsletter
- Frequently distribute messages concerning Museum activities and news via the Town's social and print media
- Serve as a point of contact for current exhibitors in the Town Museum.
- Provide customer service at the Town Museum as necessary
- Coordinate the Historic Haymarket Art Contest for Haymarket Day
- Organize and catalog historic documents, artifacts and photographs in the Museum
- Create a variety of 12 "snapshot" exhibits for the Museum
- Rotate exhibits as necessary at the Museum and in Town Hall
- Research and Design new historic ornaments to include a brief history on the featured design.
- Complete special projects and other duties as requested by the Business Manager and Town Planner
- Provide updates to the Town Planner monthly to be included in the Monthly Report to the Town Council
- Give an end of summer presentation to Town Council and the Architectural Review Board to summarize work completed

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Required:

- High School Diploma and some College Coursework
- Background in art, art history, history, or museum management.
- Experience with Microsoft Office (Word, Excel, Powerpoint, Publisher)
- Experience working with social media.
- Availability – Minimum of 20 hours a week, for a period of 10 weeks minimum.

Hours not too exceed 32 hours a week for a 12 week period

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,900 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

Supervision:

This position reports directly to the Town Planner.



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Roberto Gonzalez
TOWN TREASURER

MEMORANDUM

TO: Mayor and Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: March 22, 2019
SUBJECT: Cost breakdown of Council and Board packets

Mayor and Council,

Per Councilman Shannon's request, I have provided a cost breakdown on Town agenda packets that are printed out monthly. There are approximately 35 packets that are printed monthly and delivered. They include Town Council, Architectural Review Board, Planning Commission, Staff and the public.

Breakdown below:

Copier contract (maintenance)	\$311.77 monthly Avg.
Copier Paper	\$ 81.80 monthly Avg.
Staff/Officer (3 times a month minimum)	<u>\$186.93</u> monthly Avg.
Total	\$580.50 monthly Avg.

Estimate in a fiscal year \$6,966.00 for agenda packets

By making a one time purchase of the laptops we would avoid having to spend the \$6,966.00 yearly on just agenda packets and would be more environmentally friendly with less need to print for the meetings. The purchase would be funded from the Capital Outlay: Machinery/Equipment line item.

Draft Motion: *"I move that the Town Council proceed with Staff's recommendation to purchase 8 14" HP Touchscreen Chromebooks for the Dais."*

or

Alternate Motion

HP - 14" Touch-Screen Chromebook - Intel Celeron - 4GB Memory - 32GB eMMC Flash Memory - Grey

Model: 14-CA061DX SKU: 6199102

4.5 (975 Customers) | 211 Answered Questions



Not On Display at Reston
On Display at Tysons Corner and other stores



HP Chromebook: Conduct academic research with this 14-inch HP

Chromebook. Its Intel Celeron processor and 4GB of DDR4 RAM let you run multiple browser tabs at once without performance lag, and the 32GB of flash storage provides quick access to files. This HP Chromebook lasts up to 10.75 hours on a single charge, so you can work untethered.

\$239.99 or **\$40.00/mo.***

Clearance

Save \$59.01

Reg \$299.00

suggested payments with
6-Month Financing
Show me how >

Open-Box: from \$191.99

Protect your product

Learn about Accidental Damage Plans

1 Year \$49.99	2 Years \$69.99	3 Years \$89.99	No plan selected
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Add to Cart

Build A Bundle

Save for Later

Compare

FREE Shipping: Get it by Tue, Apr 2

Want it faster? More shipping options are available in checkout to 20190. [Help](#)

Store Pickup: Unavailable within 250 miles of Reston Update Location

Special Offers

- Hot offer** Save \$20 on Microsoft Office with Device
- Save 50% on Select Mouse with Laptop
- 50% Off Keyboard Combo with Computer
- 20% Off External Disc Drive with Device
- Save \$10 on Malwarebytes with Purchase
- [Show More](#)

Cardmember Offers

- 6 Month Financing
- Get 5% Back in Rewards

Attachment: Computers for the Dais (2) (3998 : Computers at Dais)

HP - Stream 14" Laptop - Intel Celeron - 4GB Memory - 64GB eMMC Flash Memory - Textured Linear Grooves In Smoke Gray

Model: 14-CB012DX SKU: 6304139

4.3 (218 Customers) | 75 Answered Questions



Whole-Home Wi-Fi for Computing and Tablets

Not On Display at Reston
On Display at Tysons Corner and other stores

Experience smooth performance and immersive entertainment with this 14-inch HP Stream laptop. The Intel Celeron processor delivers fast, responsive performance and handles a wide range of applications, while the 4GB of RAM maintain system speeds while multitasking. This HP Stream laptop provides a bright, immersive entertainment experience in any lighting conditions with a 14-inch anti-glare WLED-backlit display.

\$249.99 or **\$41.67/mo.***

suggested payments with
6-Month Financing
Show me how >

Open-Box: from \$216.99

Protect your product

Learn about Accidental Damage Plans

- 1 Year **\$49.99**
- 2 Years **\$69.99**
- 3 Years **\$89.99**
- No plan selected

Add to Cart

Build A Bundle

Save for Later

Compare

FREE Shipping: Get it by Fri, Mar 29

Want it today? Pick it up at Reston or choose Same-Day Delivery in checkout to 20190.

Act Quick – Only 1 left at your store! [Help](#)

Special Offers

- Hot offer** Save \$20 on Microsoft Office with Device
- Save 50% on Select Mouse with Laptop
- Save \$10 on Malwarebytes with Purchase
- 20% Off External Disc Drive with Device
- \$20 Off Adobe Elements Combined Purchase
- [Show More](#)

Cardmember Offers

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- Get 5% Back in Rewards

Attachment: Computers for the Dais (2) (3998 : Computers at Dais)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Council
FROM: Emily K. Lockhart and Shelley M. Kozlowski
DATE: March 26, 2019
SUBJECT: Haymarket Community Park Playground

Summary:

Following Council Directive, from the March meeting to proceed with the Playground Proposal and the addition of the Handicap Accessible Play unit, I have researched and worked diligently with Playground Specialists to ensure that the handicap accessible equipment proposed is ALL inclusive and that we have several options for children of all needs. With the addition of the Handicap Accessible AeroGlider the proposal cost has increased the original allotted amount of \$58K to \$96K. This piece of equipment requires a concrete pad for mounting and ramps to allow access to the equipment. The unit, however, allows for 12(+) individuals to play on the structure and up to two adult sized wheelchairs to be on the equipment along with other individuals. This unit truly allows for inclusive play for the entire family.

With the price increase, Staff has worked together to accommodate the funding needs. It is Staff's recommendation to proceed with the purchasing and building of the playground to demonstrate our commitment to the Community to provide a useful and accessible park for children of all ages. It is also Staff's recommendation that the playground will not require a Phase 2 or 3 buildout for at least 5 plus years. The proposed site design allows for 80(+) users for ages 2-12.

Draft Motion:

"I move the Town Council approve the funding and construction of the Haymarket Community Park Playground, specifically for the equipment to be purchased in FY2019 and the construction to occur in FY2020."

Or Alternate Motion.

Attachment: Playground Memo (3992 : Playground)



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #2
C/O HARRIS CONSTRUCTION

PROPOSAL 19091B**DATE** 03/15/2019**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
GRADING GRADING TO FLATTEN AREA TO PREP FOR NEW EQUIPMENT	1	625.00	625.00
PLAYWORLD EQUIPMENT 350-1737 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	21,500.00	21,500.00
DISCOUNT PLAYWORLD SALE DISCOUNT OFF LIST PRICE ABOVE	1	-8,723.00	-8,723.00
PLAYWORLD EQUIPMENT ADDITIONAL PLAYGROUND EQUIPMENT PER DRAWING #P121418-10C - INCLUDES AEROGLIDER STRUCTURE, DRUM KIT, MUSIC PANELS, SPRING RIDERS, SWINGS, PLASTIC BORDER TIMBERS, ACCESSIBLE RAMP, AND RISK MANAGEMENT SIGN	1	53,602.00	53,602.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-3,750.00	-3,750.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	22,387.00	22,387.00
WOODCARPET PROVIDE AND SPREAD 137 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	137	39.00	5,343.00
FILTER FABRIC PROVIDE AND SPREAD 3,520 SQ FT FILTER FABRIC	3,520	0.58	2,041.60
*3% surcharge on Visa/MasterCard			
*Valid for 30 days unless otherwise noted			
*50% deposit or PO. Balance due Net 30			
Sign and return with approved colors for order placement			
	SUBTOTAL		93,025.60
	TAX (0%)		0.00
	SHIPPING		2,500.00
	TOTAL		\$95,525.60

Attachment: Playground proposal Option #2 (3992 : Playground)

Accepted By

Accepted Date

Attachment: Playground proposal Option #2 (3992 : Playground)

Town of Haymarket Playground

2.4.c

Option 2



Attachment: Town of haymarket playground opt 2 drawings 03-20 (3992 : Playground)

Town of Haymarket Playground Option 2



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Attachment: Town of haymarket playground opt 2 drawings 03-20 (3992 : Playground)

Town of Haymarket Playground Option 2



Attachment: Town of haymarket playground opt 2 drawings 03-20 (3992 : Playground)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788

EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **3520 SqFt.** PERIMETER: **256 Ft.**

FALL HEIGHT:
8 Ft.

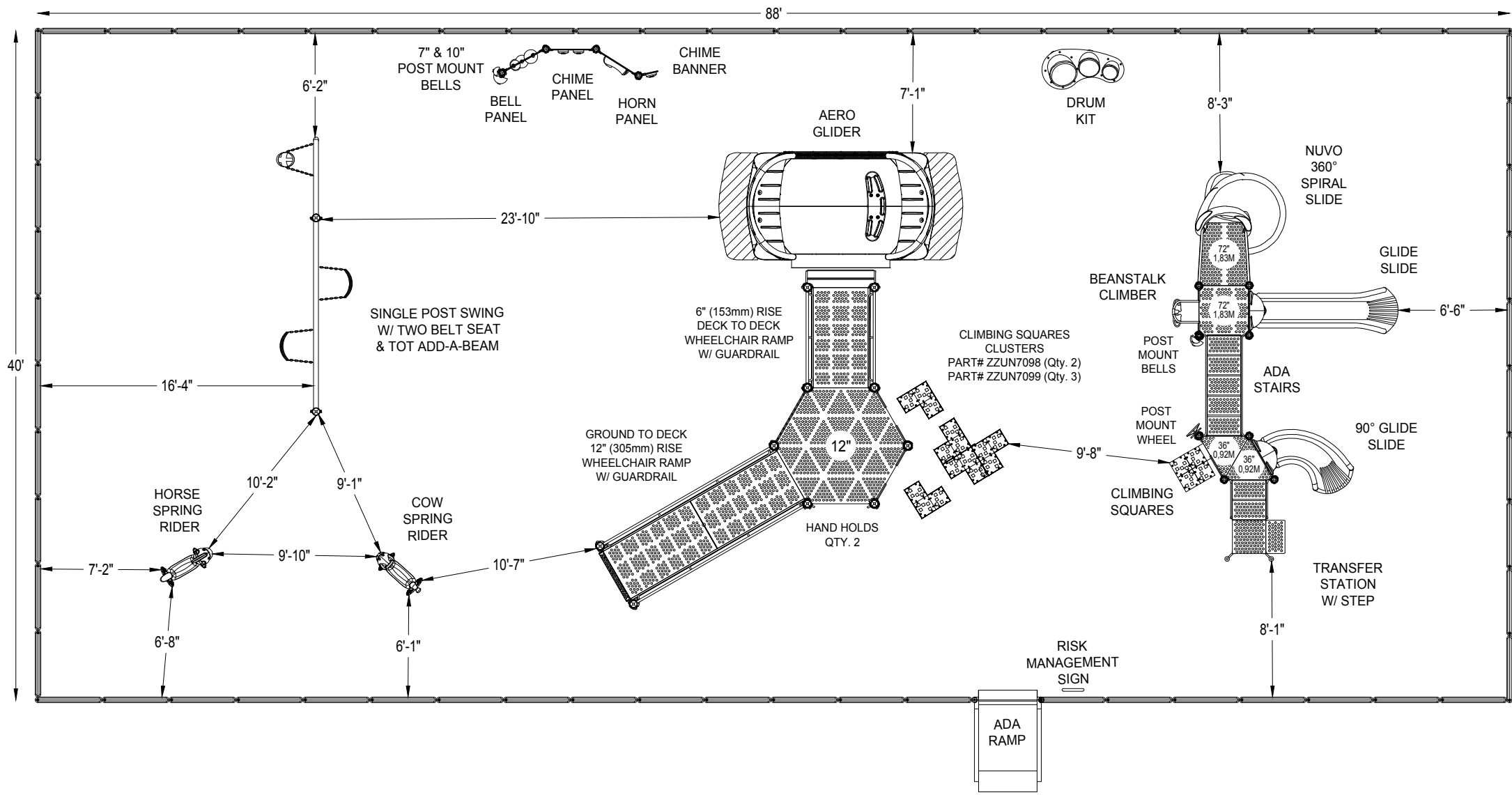
USER CAPACITY: **80** AGE GROUP: **2-12**

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P121418-10C	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 11-MAR-19	



*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town of haymarket playground opt 2 drawings 03-20 (3992 : Playground)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788

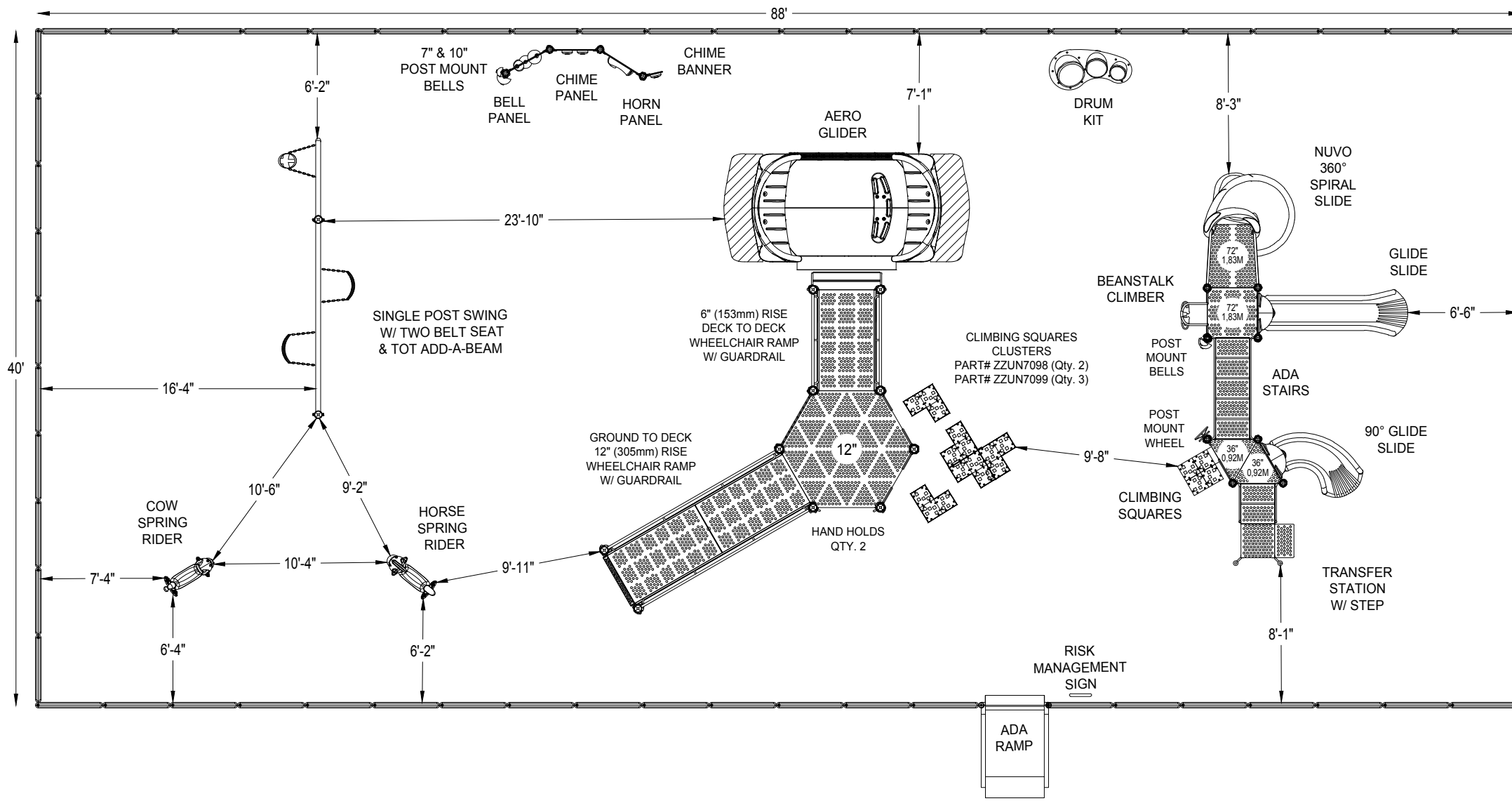
EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **3520 SqFt.** PERIMETER: **256 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **80** AGE GROUP: **2-12**



ADA SCHEDULE	Total Elevated Play Activities: X		
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	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P121418-10C	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 11-MAR-19	

*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town Of Haymarket Playground Opt 2-Site Plan (3992 : Playground)