

**TOWN COMMISSIONER'S WORKSESSION**  
**CHARLESTOWN, MARYLAND**  
**April 3, 2018 – 7:00 pm**

President Joe Letts called the meeting to order at 7:00 PM. Present were Commissioners Patricia Clements, Jeff Fields, Joe Letts, Lou Wood. Commissioner Fockler joined the proceedings at 7:30 PM. Also in attendance was Mr. Wib Pumpaly, Town Administrator, and Ms. Debbie Myers, Town Clerk.

The Pledge of Allegiance was led by Commissioner Fields.

The status of Avalon building permit was given by Mr. Pumpaly. He stated that there are some building code violations with the initial design as it would not meet the IBC (International Building Code) 2015 standard. A redesign is being done to bring the stage load from 40 lbs per square foot to 150lbs per square foot, handrails on the ramp need to be raised and the mechanism to mount them needs to be changed, a slight change needs to be made to the hurricane ties, 1 ramp needs to be removed, floor curbs have to be removed and sections of railing need to be removed from the side of the stage. These changes are going to be made by the engineer who originally designed the stage and then the new drawings will be given to Nowland and Associates for a recalculation of costs. Mr. Pumpaly and Commissioner Letts met with Nowland and Associates on Friday who were instrumental as a go between in getting things back on track for the project. Mr. Pumpaly also mentioned that Nowland was in agreement with prior requests for changes in the contract. Commissioner Wood asked if we would be on the hook for any funds if we find we cannot go ahead with the project? The answer would be no as we have not yet signed a contract. A question was asked about the time frame of the grant. We have until August 1, 2018 to use the funds, but Mr. Pumpaly feels we will have the issues worked out and the stage done by then as Nowland is ready to go as soon as we get the contract signed. He is hoping the engineer will have the redesign done this week. Commissioner Fields asked if there were any options for an extension on the grant if we run into further problems. Mr. Pumpaly stated that he thinks as we are this far along the state would work with us at this point.

Commissioner Clements gave an update on Avalon Project Phase One. She began by reading a portion of the vision statement. She then shared a drawing rendition of what the stage will look like and an aerial map of the project site.

A discussion then ensued on the removal of invasive plants & trees using DNR Simple Buffer Plan procedures and discussion of replacement planting. By Thursday of this week Commissioner Clements plans to have a completed DNR Critical Area Plan submitted to the Charlestown Planning and Zoning Board with an inventory of trees that need to be removed and the proposed remediation (replanting). Once that is completed work can begin on the Critical Area Plan. By State Law the local

jurisdiction (our planning and zoning board) is responsible for approving this plan. There is an extensive state website to help local jurisdictions ensure that Critical Area rules are adhered to. We must keep 15% of the area available for habitat, but the committee is hoping to increase that percentage. An inventory of everything that is taken out and everything that is put in must be kept. All new plantings must be from an approved list of native species. The trees and other things slated to be removed are all on the invasive species list and the state encourages the removal of such species with the replacement being with habitat friendly native species.

In order to help with the Critical Buffer Plan pruning needs to be done as soon as possible. If we don't "limb up" soon the greening will come on and we will find it impossible to get to the stuff we need to cut. We will only be working in the circle of Phase I which will be near the site of the stage.

In order to facilitate construction Commissioner Clements is suggesting moving the telephone poles around 50ft forward. This will limit, but still allow for ample parking during the construction of boats and trailers. This would give Noland more space to work. She also mentioned that on last Friday a young man did some damage to the parking area by doing donuts and figure 8s in the parking area digging up some of the turf and leaving ruts.

Commissioner Clements also stated that the grasses located in the middle of the project circle will need to be relocated during construction. These are hardy grasses and could be moved again once construction is done. She suggests near the base of the osprey pole and near the comfort station that will be placed on the site.

Commissioner Clements stated that the new sign, a picture of which was presented, for Avalon has arrived and will need to be placed during construction as part of the grant requirements. She suggests in the same place as the current "Lot B" sign is with the addition of the Park closes at dark below the sign.

Commissioner Clements stated that during construction parking in Lot B could remain as is. After the stage construction is complete, Phase 2 work will limit parking and events scheduled for the stage facility will require more spaces. She suggests that at that time of expansion an alternative parking spot might be at the top of the park near the building that will soon be demolished.

Commissioner Clements asked if the Avalon Park Committee might be renamed to the Friends of Avalon and reform in a similar manner to that of the Green Team. At the Green Fair in March at their table that took several names of people who were interested in becoming involved. They would also like to use the building at Avalon to hold their meetings and to have a display in place.

Commissioner Clements stated that a lot of the work to be done can be done by volunteers. She presented waiver forms that have been used in the past that can be modified for our purpose. She will have copies for the next meeting.

Agenda items for the next meeting were identified and will be added to the next meeting's agenda for vote. Those items include new signage, friends of Avalon, Volunteerism and Pressing Charges for damage to Parking Area "turving".

The meeting was adjourned at 7:50PM.

Respectfully submitted,  
Debbie Myers, Town Clerk I

Approved 4.10.2018