

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K/Thomas B	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Held a meeting with the Engineering Groupe on 7-23 to discuss the punchlist items. Awaiting an updated punchlist from the Engineering Groupe, to be sent on 7-24. Once received the punchlist will be sent to the contractor for the repairs and a final closeout. VDOT responded regarding the deed and plat -- need to address a comment regarding hazardous area within the plat. Working with Staff to make the necessary modifications and resubmit to VDOT by COB 7-28.
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Will be following up with GoGov team week of 7-28 to touch base on the app services. Will continue advertising the app and its features
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project.
Comprehensive Zoning Inspection	Emily K/Thomas B		14801 Washington St owner has removed the debris on the property. Town Planner will be completing the first quarter inspection week of July 7th - specifically addressing temporary signs this quarter UPDATE 7/22/2025 Town Planner completed inspection of temporary signage and other zoning issues in the Town on Friday July 11th, follow up and notices to be sent out to businesses by COB of 7-25. Specifically addressing tall overgrowth on several commercial sites along Washington Street.
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The next business roundtable meeting will be August 26th at the Hilton. Additionally, I am coordinating with our Chief of Police to host a forum with our Business Owners to discuss public safety in the Community, safety precautions for opening/closing businesses daily and other safety tips. The forum will be held in August/Sept at Town Hall - need to finalize a date with the Chief. We will advertise the forum at the next business roundtable to get the information directly to the businesses.
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Following discussion at the Town Council work session June 30th -- Council will make recommendations for additions to the Strategic Plan, additions will be compiled and discussed/reviewed at the Fall Retreat meeting with consultant and the plan amended as appropriate. I have also suggested at the fall retreat meeting that the Council have a discussion on prioritizing items in the plan for the Staff to work on. Councilmember Pasanello suggested adding the Compensation Study and Analysis to the Strategic Plan under Goal #2. I will track recommended additions in my Strategic Plan working document as discussed by the Town Council.
Museum: Crossroads Arts Alliance	Emily/Tracylynn		UPDATE: Trying to coordinate a meeting with President, schedules have not aligned yet... Weekend of June 28th the CA held an ArtsFest event at the space, we have received feedback that the event was successful. Also that weekend, the Museum experienced ac issues with a faulty thermostat setting of 50 degrees and a faulty smoke detector. Maintenance has fixed the thermostat issue with a new unit being installed. We are still working to document the happenings at the space as we reach out to discuss the communication with all parties. Awaiting a statement from the HPD Officer who arrived following a phone call from CAA to the non emergency line. Fire department was on scene with no notification to the Town Manager or Mayor by CAA. Will update Council as more information is provided and verified.
Community Outreach : Youth in Government	Emily/Mary		At our 7-17 meeting, I discussed with Councilwoman Ramirez the upcoming Fall schedule and work load for the Town Staff. Based on Staff bandwidth, I requested the program be moved to February and be offered as a two day (2 hr evening) program. Additional details will follow from Councilwoman Ramirez
Town Park/Playground	Emily K.		I have been notified by Nadia that there are possible oak mites in the trees at the Town Park causing issues with parkgoers. I am working with Matt to contact an arborist and pest management to find out if this is in fact occurring, and if so, what options do we have for a remedy
Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is August 29th.

Landfill Questions from Council	Emily		Council brought up concerns regarding Town Resident use of the PWC landfill and transfer station at the June 30th meeting. I contacted Monica Gorman with PWC to clarify answers --Residents of the Town are permitted to use the facilities and must show a proof of residency via drivers license or other approved documentation. Fees will be assessed to the residents according to the adopted fee schedule. Town Staff will be creating a website page for the Landfill information and links to the PWC Pages - we will also share the information out via the app and social media links
Real Estate Tax Bill, PWC Fees Assessed, Questions from Council	Emily		Council brought up questions regarding the fees assessed by PWC on the real estate tax bill. Specifically determining which fees are assessed to residents and what do these fees afford our Town residents. A POC at the tax office in PWC has confirmed Stormwater and Solid Waste management is NOT assessed. Taxes that ARE assessed are personal property taxes, real estate, mosquito and forest pest control and fire & rescue levy.
Haymarket Compensation Study	Emily		Draft ready for review at 7-28 meeting. Looking for directive to post by August 4th
Website Redesign	Emily/Julia		Working with CivicPlus (current website host) to discuss a redesign of the site. Held two meetings to discuss new features and redesign. Received cost estimate for the work - scheduled the cost estimate discussion for the Finance Meeting on 7-16 -- Update, finance liaisons had follow up questions regarding the website design
Town Complex Building Maintenance/Repairs	Emily		During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. Update will be provided at the 7-28 meeting in regards to repair timeline, quotes for evaluations, etc
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	We have officially launched the Mayor's Message Series featuring the Mayor and local businesses, staff members and other elected officials. The series will release one new video each Tuesday. We have set up a tracking log to document the growth in community outreach and other data points. We will report back monthly on the data points.
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily K and Katie	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Met with the Architect on June 11, awaiting a price estimate, have followed up with architect for eta on quote.
Haymarket Iceplex (Buildout)	Thomas, Katie		7/22/2025--The previously approved Iceplex site plan in 2015 included installation of a concrete pad that would be enclosed at a later date. The Iceplex owners now wish to enclose the building and have applied for zoning approval
Chick Fil A (SUP, Site Plan Review)	Emily, Thomas, Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff are currently reviewing the first submission of the site plan associated with the SUP.
Robinson's Paradise (As-Built, Bond Release)	Thomas, Katie		11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025--7/22/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon.
Van Metre -- Robinson Village (Bond Release)	Emily K, Thomas, Katie		7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024

Crossroads Village Center (As-Built, Bond Release)	Emily, Thomas, Katie		2022--12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions 1/29/2025--7/22/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits. Comments from latest bond release inspection to be prepared and sent to owner later this week.
Taco Bell (As-Built, Bond Release)	Thomas		7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 7/22/2025--1st submission of as-built plans under review.
Crossroads Village, Kiddie Academy (Construction)	Thomas, Emily, Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--7/22/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. Deed and plat resubmitted to reflect change of ownership in agreement.
Karter School (Plan Review)	Thomas, Emily, Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. 7/22/2025--Town Staff preparing for receipt of second submission of final site plan, DEQ review comments of plan pending
Self Storage (pre-application)	Thomas, Emily		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Thomas		6/1/2023: preliminary and final site plans reviewed, Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024--11/26/2024 Site work completed, Lifetime Smiles granted occupancy 2/25/2025--7/22/2025 No recent updates, will coordinate with owner when bond release requested
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Thomas		4/3/2023--10/1/2024: plan under review 10/1/2024--12/30/2024: Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. COA for demolition of three single family homes issued. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025--7/22/2025 deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Thomas		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. 9/26/2023--7/22/2025 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Thomas, Katie, Emily		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. UPDATE 7/22/2025 90% landscaping bond release requested

Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Town Council re-appointed Jerome Gonzalez to the Planning Commission for another 4 year term. The Planning Commission appointed Mr. Gonzalez as Chairman for the next fiscal year and Councilmember Baker as Vice Chairman. They approved their by-laws at the July 8th meeting. The Council will make an appointment to fill the Planning Commission vacancy at July 28th Work Session.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. My goal is to start implementing the electronic voting system starting in August. I will work with Emily to set up public notice on the Outdoor Events Ordinance once final draft is complete.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Working with the Town Attorney on a final draft for the Code of Ethics. I will be contacting ARB members to have a joint meeting with Council on the front façade design of Town Hall building for the August Work Session.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The TANV meeting was July 16th at the Hilton Garden Inn. We had 13 people in attendance from 7 Towns. Haymarket was selected as the Chair Town for TANV. We will help the host Town with communicating to the rest of the Towns and getting an agenda to them. I placed the reservations for the VML Annual Conference in Roanoke for October. I will send the agenda out once it becomes available.
Maintenance			
Copper Cricket		Continuing to treat Spotted Lanternfly Issue in neighbors trees overhanging parking lot. No flooding or water leak issues from heavy storm last week. Water is pooling out in lot to the left of the ramp entrance (not an issue).	
Town Hall		Currently working on painting concrete pad on side of town hall, re-wrapping pipe insulation that is melting off of outdoor A/C units, and keeping all drains clear. No major issues from last week's storm, only small windblown leak at back door. The only issue found was external battery backup in electrical room went of (reset battery).	
Cupcake Heaven		Installed drain pipe on downspouts which should help with groundwater intrusion in cellar. Only leak found during storm was one window trim on first floored (sealed leak). Tenant installing plug in gable fans which will help keep heat down on second floor kitchen.	
Events		Events: Preparation for Government Open House	
Streetscape		Light pole numbering has begun, should finish in the next week. No issues with any light poles, baskets, signage during last week's storm. Only found one light globe leaning over.	
Event/Business Marketing			
Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. We had our Fathers Day market on June 8th, where we raffled off two gift baskets. The special markets that we have planned for the future is a Dog, and Halloween market. I have started to plan the dog market which will take place on September 14th. Musicians have been booked for all weekends of the market. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 13 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open.
Open House	Julia		The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold's Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children's craft at the museum. The event was advertised through social media, the GoGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners.
Summer Concert 8/16	Julia		The application has been updated for the 2025 Summer Concert and information has been updated on the website. The theme for the concert will be 80's. Bands have been booked for the concert. Working with sponsors to find creative crafts to include at the concert. I am continuing to research ideas and decorations to implement at the concert this year. I have created a Summer Concert flyer to be posted on the community boards outside of town hall, at the park, and the museum. I have also created a Summer Concert event on Facebook and I am continuing to advertise on the Instagram, Facebook, and GoGov app. The stage, picnic tables, and potties have been booked for the event. All vendors that will be in attendance are Fosters, Flynn's Wood Fired Pizza, Smokin Shawns, Junies, Trouvaille, Bruster's, Wooden Shoe Bakery and Aroma II. I have reached out to all town sponsors to see if they will be participating in the Summer Concert. I have been working with the graphic designer to create the monument sign and should be ready within a week.
Holiday Event 12/13	Julia		The 2025 Holiday Bazaar application has been updated and added to the website calendar. The stage, picnic tables, and potties have been ordered for the 2025 Holiday Bazaar.
Haymarket Day 10/18	Julia		All bands, picnic tables, stages, and portable restrooms have been booked for Haymarket Day 2025. The sound engineer has also been confirmed. Vendor applications were sent to previous participants on June 3rd and opened to the public on June 11th. As of now, we have already received applications and payments from 209 vendors, and all non-profit vendor spaces have already been filled. Parade applications are now available and we currently have 8 organizations signed up. This year's parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. I have started brainstorming the parade float for council. I will begin ordering promotional hand outs for the town tent and parade hand outs. I am meeting with the graphic designer to discuss a brochure to have available at Haymarket Day which will include vendors, maps, restrooms, history, sponsors, etc. I have requested the rental of Tyler Elementary, Pace West, and Haymarket Elementary parking lots for guest parking. Wakefield will be providing two shuttle busses and I am working with other organizations to hopefully secure 4 more. I am working to create a volunteer job list for the event and will begin taking sign ups.

Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	Continuing work on creating informational folders for both in-town businesses and new residents, which will be hand-delivered as part of our face-to-face engagement efforts (Strategic Plan Goal 4.5). At the most recent Business Roundtable, we raffled off three promotional videos with Skipper Films; filming is scheduled for July 10th and 11th (Goal 4.4). I am continuing to reach out to potential sponsors. Current confirmed sponsors include Wegmans, Golden Rule Builders, Kiddie Academy, Dunegan & Cole, School of Rock, and Huntington Learning Center. We are awaiting payment from three additional sponsors. To date, we have secured \$24,000 in sponsorships. I have started sharing the Mayors Message videos weekly on our social media. I have created a survey to be sent to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. Skipper Films will be attending the August business roundtable to teach businesses tips and tricks on marketing their business during the holidays.
Social Media/Website/GoGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I have begun advertising that. As of July 21st, we have a total of 592 app downloads. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the farmers market vendors weekly on social media. The Historic Walking Tour has been postponed to August 8th at 6pm and I will advertise that on all our social media accounts. I am continuing to post upcoming events including National Night Out, Summer Concert, and Family Bike Control.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 3rd Quarter edition was mailed to all residents the first week of July. It has been posted in Town Display Boards, and we will be hand-delivering to businesses.
Real Estate Tax	Alexandra		Real Estate Taxes: Update finance charges on outstanding real estate tax invoices; process incoming payments; respond to inquiries from residents and financial institutions; Print/mail out all overdue Jaxton Square Invoices
Administrative	Alexandra		check and sort daily mail; process purchase orders; enter monthly invoices into QuickBooks; process and prepare payments for finance meetings; monitor and follow up on late invoices/fees and payment processing (including events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate with residents and businesses regarding questions and concerns; assist with audit backup documentation; record and process late BPOL applications; Track delinquent BPOL filings and prepare letters to all past due filers; Record all incoming Haymarket Day payments and process new vendors
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the July 16 ARB meeting, the Board appointed Ken Luersen as Chairman and Ben Barben as Vice Chairman for the upcoming fiscal year. The ARB approved signage for Italia Performing Arts, located at the rear of the QBE Building. A demolition application for 14841 Washington Street was presented to the Board, and a site visit is being scheduled. Finally, the ARB is in the process of revising its Guidelines and plans to bring them to the Town Council for initiating a Public Hearing at the December meeting.
Office Misc.:	Alexandra		The Military Banner Program has launched for in-town residents and will open for 20169 residents on August 1st. Approximately 7-10 applications are pending.
New/Old Business Updates			
New Businesses			Mobile Food Establishment: The French Way Company