



# TOWN COUNCIL WORKSHOP MEETING

January 16, 2025 at 6:00 PM

Council Chambers – Town Municipal Center

## AGENDA

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**CALL TO ORDER** – *Mayor Bowden*

**INVOCATION** - *Councilman Taylor*

**PLEDGE OF ALLEGIANCE** – *Mayor Bowden*

**PUBLIC COMMENT** – *Mayor Bowden*

**AGENDA ADOPTION** – *Mayor Bowden*

**REVIEW GENERAL GOVERNMENT, CPD AND EMERGENCY SERVICES BUDGETS** - *Mr. Tolbert*

- [1.](#) Expenditure Memo
- [2.](#) General Government Expenditures
- [3.](#) Emergency Services Expenditures
- [4.](#) Chincoteague Police Department Expenditures

**REVIEW EEL CREEK CULVERT OPTIONS** - *Mr. Tolbert*

- [5.](#) Eel Creek Memo

**AWARD FILTER MEDIA REPLACEMENT CONTRACT** - *Mr. Tolbert*

- [6.](#) Filter Media Replacement Award Memo
- [7.](#) Submitted Bid

**MAYOR & COUNCIL ANNOUNCEMENTS** – *Mayor Bowden*

**CLOSED MEETING** *in Accordance with § 2.2-3711 (A) (3, 19) of the Code of Virginia for the purpose of purchasing real property for a public use and discussion of plans to protect public safety.*

- [8.](#) Closed Session Motion

**CERTIFICATION OF CLOSED MEETING** *in Accordance with § 2.2-3712 (D) of the Code of Virginia*

- [9.](#) Certification Motion

**ADJOURN**

# Town of Chincoteague, Inc.



TO: Mayor Bowden and Members of Council  
FROM: Michael Tolbert, Town Manager  
DATE: January 16, 2025  
SUBJECT: FY 25 General Govt., EMS, CPD Expenditures

The General Government, Emergency Services and Police Department expenditures are presented here for your review with the following highlights;

Gen Gov't:

1. An increase in ARPA expenditures.
2. Reinstatement of the Property Acquisition reserve commitment.
3. Increase in Salaries and Insurance.

EMS:

1. Increase in Salaries.

CPD

1. New Axon Cameras.
2. New Patrol Car.
3. Decrease in Travel/Training.
4. Increase in Salaries.

DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET	FY24 ACTUAL	DELTA
<b>EXPENDITURES - GENERAL GOVERNMENT</b>				
<b>SALARIES</b>				
MAYOR	\$4,800	\$4,800	\$4,800	\$0
COUNCIL	\$23,040	\$23,040	\$23,257	\$0
TOWN OFFICE STAFF	\$560,720	\$546,146	\$458,306	\$14,574
OVERTIME & BONUS	\$2,600	\$3,600	\$182	-\$1,000
TOTAL	\$591,160	\$577,586	\$486,545	\$13,574
<b>BENEFITS</b>				
SOCIAL SECURITY	\$43,094	\$45,643	\$35,497	-\$2,549
HOSPITALIZATION	\$61,359	\$63,719	\$47,730	-\$2,360
RETIREMENT	\$75,203	\$76,694	\$64,947	-\$1,491
VSRS/LIFE INSURANCE	\$3,856	\$4,017	\$2,461	-\$161
UNEMPLOYMENT/TOWN	\$2,000	\$2,000	\$683	\$0
TOTAL	\$185,512	\$192,073	\$151,318	-\$6,561
<b>OPERATIONS EXPENSES</b>				
BANK CHARGES	\$25,000	\$15,000	\$22,747	\$10,000
BUILDING ADMIN EXPENSE	\$0	\$100	\$0	-\$100
CLEANING	\$15,500	\$15,000	\$15,428	\$500
PLANNING COMMISSION	\$100	\$100	\$0	\$0
BOARD OF ZONING APPEALS	\$100	\$100	\$0	\$0
BUILDING PERMIT SURCHARGE	\$2,000	\$2,000	\$1,155	\$0
BOARD OF BLDG CODE APPEAL	\$0	\$100	\$0	-\$100
PERMIT CLOUD SERVICE	\$6,000	\$6,000	\$5,000	\$0
INSURANCE	\$175,750	\$165,530	\$175,261	\$10,220
AUDITING	\$40,000	\$40,000	\$33,300	\$0
DONATIONS	\$25,000	\$20,000	\$13,250	\$5,000
TRF.TO CIVIC CENTER FUND	\$175,000	\$175,000	\$100,833	\$0
MEALS TAX - TOURISM 10%	\$130,000	\$130,000	\$7,000	\$0
ANPDC MEMBERSHIP	\$7,800	\$7,717	\$7,000	\$83
SCHOLARSHIP	\$3,000	\$3,000	\$1,000	\$0
OFFICE SUP./PUBLICATIONS	\$15,000	\$11,000	\$14,217	\$4,000
OFF.EQUIP/SOFTWARE MAINT.	\$80,000	\$80,000	\$65,463	\$0
POSTAGE	\$11,000	\$11,000	\$8,000	\$0
TAX CONVERSION	\$2,400	\$2,400	\$0	\$0
GASOLINE	\$1,000	\$1,000	\$19	\$0
VEHICLE MAINTENANCE	\$500	\$1,000	\$0	-\$500
TRAVEL & TRAINING	\$3,000	\$1,500	\$2,537	\$1,500
MAYORS EXPENSE	\$500	\$300	\$1,160	\$200
COUNCILS EXPENSE	\$3,000	\$1,000	\$1,237	\$2,000
TOWN MANAGERS EXPENSE	\$1,000	\$500	\$616	\$500
ATTORNEY/LEG.CONCONSULTANTS	\$60,000	\$50,000	\$72,499	\$10,000
DRUG/ALCOHOL TESTING	\$2,500	\$2,000	\$2,234	\$500
CHRISTMAS DINNER	\$1,200	\$1,300	\$105	-\$100
DUES	\$2,500	\$1,500	\$2,487	\$1,000

ADVERTISING & WEBSITE	\$3,000	\$3,000	\$1,008	\$0
BUILDING MAINTENANCE	\$6,000	\$5,000	\$6,877	\$1,000
ELECTRICITY	\$12,000	\$12,000	\$10,165	\$0
HEATING OIL	\$2,500	\$4,000	\$2,214	-\$1,500
SPECIAL PROJECTS	\$15,000	\$15,000	\$18,264	\$0
PONY PENNING EXPENSE	\$30,000	\$23,000	\$23,087	\$7,000
DEER DE-POP PROGRAM	\$500	\$500	\$0	\$0
LEONARD ASSISTANCE FUND	\$0	\$0	\$0	\$0
TELEPHONE BILLS	\$26,000	\$26,000	\$24,822	\$0
VMRC FISHING PIER PERMITS	\$2,200	\$2,200	0	\$0
RETIREE LEAVE PAYOUT	\$0	\$0		\$0
EMPLOYEE SURVEY				
HEALTH INSURANCE - RETIREES	\$65,000	\$80,000	\$60,491.00	-\$15,000
INSUR-RET SPOUSES & OTHER	\$15,000	\$20,000	\$14,621.00	-\$5,000
TRANSFER TO MEDICARE RESERVE	\$0	\$0	\$0	\$0
RETIREE PERSCRIPTION DRUG ASSISTANCE	\$3,500	\$3,500	\$4,677	\$0
MISCELLANEOUS	\$4,000	\$4,000	\$8,827	\$0
911 ADDRESSING	\$500	\$500	\$0	\$0
CEMETERY CLEANUP	\$2,000	\$200	\$2,650	\$1,800
OLD FIREHOUSE/GARAGE MAINT	\$25,000	\$20,000	\$15,900	\$5,000
APRP PROJECTS	\$1,359,000	\$422,800	\$288,552	\$936,200
VA COMM FOR THE ARTS	\$9,000	\$9,000	\$9,000	\$0
CARES ACT ASSISSTANCE	\$0	\$0	\$0	\$0
TRANSFER TO TROLLEY FUND	\$26,496	\$25,462	\$0	\$1,034
TRANSFER TO GENERAL FUND RESERVE	\$0		\$0	\$0
TRF TO RECREATION/TOURISM RESERVE	\$0	\$50,000	\$0	-\$50,000
RECREATION/TOURISM EXPENSE 1% OF TOTAX	\$0	\$0	\$0	\$0
TRANSFER TO HARBOR VPA GRANT	\$52,000	\$49,455	\$0	\$2,545
SURVEILLANCE SYSTEM	\$4,000	\$0	\$0	
TRANSFER TO HARBOR B.I.G.	\$59,450	\$15,457	\$0	
TRANSFER TO PUBLIC SAFETY ACCT	\$460,000	\$440,000	\$0	\$20,000
TOTAL	\$2,970,996	\$1,975,221	\$1,043,703	\$995,775
<b>CAPITAL IMPROVEMENTS</b>				
PROPERTY ACQUISITION RESERVE	\$50,000	\$0	\$0	\$50,000
PROPERTY ACQUISITION	\$0	\$0	\$0	\$0
OFFICE EQUIP	\$8,000	\$15,000	\$0	-\$7,000
COUNCIL ROOM EQUIPMENT/FURNITURE	\$2,000	\$15,000	\$0	-\$13,000
NEW BOILER-MUN BLDG	\$0	\$0	\$0	\$0
REHAB TOWN OFFICE RESTROOMS	\$0	\$0	\$0	\$0
NEW WEBSITE DESIGN	\$0	\$20,000	\$0	-\$20,000
CABINET FOR PLANE STABILIZER	\$2,000	\$0	\$0	\$2,000
				\$0
				\$0
				\$0
				\$0

				\$0
TOTAL	\$62,000	\$50,000	\$0	\$12,000
<b>GEN GOV TOTALS:</b>	<b>\$3,809,668</b>	<b>\$2,794,880</b>	<b>\$1,681,566</b>	<b>\$1,014,788</b>

DRAFT NOTES:

1<sup>st</sup> DRAFT

DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET	FY24 ACTUAL	DELTA FY25/24
<b>EXPENDITURES - EMERGENCY SERVICES</b>				
<b>SALARIES</b>				
EMERGENCY MED. STAFF	\$1,123,081	\$1,087,964	\$788,520	\$35,117
BONUS	\$4,500	\$4,500	\$114,776	\$0
TOTAL	\$1,127,581	\$1,092,464	\$903,296	\$35,117
<b>BENEFITS</b>				
SOCIAL SECURITY	\$86,259	\$83,574	\$66,611	\$2,685
HOSPITALIZATION	\$118,173	\$111,278	\$19,565	\$6,895
RETIREMENT	\$104,147	\$100,056	\$84,555	\$4,091
VRSR/LIFE INSURANCE	\$7,048	\$6,786	\$3,220	\$262
TOTAL	\$315,627	\$301,694	\$173,951	\$13,933
<b>OPERATIONS EXPENSES</b>				
EMERGENCY MED. CLOTHING	\$5,000	\$5,000	\$4,539	\$0
EMS CELL ALLOWANCE	\$3,500	\$3,500	\$3,225	\$0
FIRE DEPARTMENT DONATION	\$24,000	\$24,000	\$22,440	\$0
OFFICE SUP./PUBLICATIONS	\$300	\$300		\$0
OFF.EQUIP/SOFTWARE MAINT.	\$500	\$2,700	\$443	-\$2,200
TRAVEL & TRAINING	\$2,000	\$2,000		\$0
DUES	\$300	\$300		\$0
VA FIRE PROG/CVFC	\$15,000	\$15,000		\$0
EOC OPERATIONS/TRAINING	\$3,000	\$3,000		\$0
VDEM GRANT	\$15,000			
MISCELLANEOUS	\$0	\$0		\$0
VOLSAP FOR VOLUNTEER FIREFIGHTERS	\$4,500	\$4,500		\$0
TOTAL	\$73,100	\$60,300	\$30,647	\$12,800
<b>CAPITAL IMPROVEMENTS</b>				
EMPLOYEE LOCKERS	\$0	\$0		\$0
TRAINING EQUIPMENT	\$0	\$0		\$0
TOTAL	\$0	\$0	\$0	\$0
<b>EMERG SERVICES DEPT TOTALS:</b>	<b>\$1,516,308</b>	<b>\$1,454,458</b>	<b>\$1,107,894</b>	<b>\$61,850</b>
DRAFT NOTES:				



DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET	FY24 ACTUAL	DELTA
<b>EXPENDITURES - POLICE</b>				
<b>SALARIES</b>				
SALARIES/OFFICERS	\$976,385	\$959,375	\$793,074	\$17,010
OVERTIME & BONUS	\$11,400	\$11,300	\$24,268	\$100
TOTAL	\$987,785	\$970,675	\$817,342	\$17,110
<b>BENEFITS</b>				
SOCIAL SECURITY	\$75,566	\$74,257	\$60,939	\$1,309
HOSPITALIZATION	\$127,263	\$124,631	\$99,523	\$2,632
RETIREMENT	\$115,272	\$114,880	\$100,881	\$392
VSRS/LIFE INSURANCE	\$7,012	\$6,942	\$3,813	\$70
TOTAL	\$325,113	\$320,710	\$265,156	\$4,403
<b>OPERATIONS EXPENSES</b>				
GASOLINE	\$25,000	\$25,000	\$20,148	\$0
TRAVEL & TRAINING	\$15,000	\$25,000	\$27,928	-\$10,000
UNIFORM ALLOWANCE (OFF.)	\$8,000	\$8,000	\$6,895	\$0
UNIFORMS (TOWN)	\$2,500	\$3,000	\$3,288	-\$500
OFFICE SUPPLIES/EQUIPMENT	\$6,000	\$5,000	\$5,394	\$1,000
EQUIP. MAINT. AGREEMENTS/software	\$16,500	\$8,000	\$12,348	\$8,500
VEHICLE MAINTENANCE	\$10,000	\$10,000	\$27,146	\$0
DRUG ENFORCEMENT	\$5,000	\$5,000	\$0	\$0
ACADEMY DUES	\$9,100	\$8,500	\$8,085	\$600
BICYCLE PATROL	\$500	\$0	\$0	\$500
COMMUNITY/YOUTH PROGRAMS	\$30,000	\$30,000	\$25,022	\$0
GRANT FUNDED EXPENDITURES	\$0	\$0	\$0	\$0
AMMUNITION	\$3,000	\$3,000	\$2,893	\$0
CPD ARPA GRANT EXPENSES	\$0	\$0	\$0	\$0
BYRNE/JUSTICE ASSIST GRANT 2022	\$0	\$0	0	\$0
LOLE-2020 GRANT	\$0	\$0	\$2,256	\$0
CELL PHONE ALLOWANCE	\$3,600	\$3,600	\$3,525	\$0
POLICE ACCREDITATION	\$2,500	\$2,000	\$5,277	\$500
SUNDRY	\$600	\$600	1599	\$0
TOTAL	\$137,300	\$136,700	\$151,804	\$600
<b>CAPITAL IMPROVEMENTS</b>				
PATROL VEHICLE	\$60,000	\$0		\$60,000
CPD-ARPA LAW ENFORCEMENT GRANT	\$0			
SRO-GRANT MATCH	\$15,000	\$0	\$16,600	\$15,000
KEVLAR VESTS	\$4,450	\$750	2092	\$3,700
STANCIL RECORDER	\$0	\$0	\$0	\$0
RADIO REPEATER	\$0	\$0	\$0	\$0
INTOXIYLIZERS	\$0	\$0	\$0	\$0
FINGERPRINT SCANNER	\$0	\$0		\$0
COMPUTERS/SOFTWARE	\$3,500	\$3,500		\$0
KITCHENETTE	\$0	\$0		\$0
CAMERA INTERRIGATION ROOM	\$0	\$0		\$0

LICENSE PLATE READERS	\$0	\$0		\$0
PATROL VEHICLE RIFLES	\$0	\$0		\$0
PATROL VEHICLE BALE OUT BAGS	\$0	\$0		\$0
NEW OFFICER EQUIPMENT	\$4,000	\$8,000		-\$4,000
MAGESTRATE CAM	\$0	\$0		\$0
SOFTWARE MAINT. CAMERAS	\$5,000	\$5,000	\$5,000	\$0
CELLBRIGHT CELL PHONE TOOL	\$0	\$0		\$0
IN CAR BREATH-A-LIZERS 3 EA.	\$2,700			
NEW DIGITAL CAMERALS 14 EA.	\$1,400			
BODY WORN / IN CAR CAMERA REPLACEMENT	\$152,525			
<b>TOTAL</b>	<b>\$248,575</b>	<b>\$17,250</b>	<b>\$182,372</b>	<b>\$231,325</b>
<b>POLICE TOTALS</b>	<b>\$1,698,773</b>	<b>\$1,445,335</b>	<b>\$1,416,674</b>	<b>\$253,438</b>
<b>DRAFT NOTES:</b>				



# Town of Chincoteague, Inc.



TO: Mayor Bowden and Members of Council

FROM: Ellen Richardson, Chair Public Works Committee

DATE: January 16, 2025

SUBJECT: Eel Creek Culvert @ Maddox Blvd.

The single culvert crossing Maddox Blvd. at Eel Creek has settled after years of service and has developed leaks due to the resulting separated joints. These leaks are causing sporadic holes in the new pavement as base material is siphoned into the culvert. The list of repair options includes replacement of the culvert with a reinforced precast box structure or repair of the existing pipe by slip lining. At their January 7 meeting, the Public Works Committee was presented with 2 options to correct this condition.

Option 1 is to slip line the existing RCP and repair the overlining pavement. The slip lining option costs \$200,000 and is guaranteed for 50 years. Repaving the area would be done under our spring paving contract. This option has a 30-day construction period and includes daily single lane closures.

Option 2 would design a precast box culvert to replace the RCP. This method would increase the size of the existing opening allowing water to pass more freely. It would also extend the width of the road at Eel Creek allowing the construction of sidewalks or bike trails over the creek, greatly enhancing pedestrian and bike traffic along Maddox Blvd. This option requires approximately 90 days of construction time and would require 24-hour single lane closures at certain stages of construction. The estimated cost of this option is \$1.6M. Due to design and material procurement, this project could not begin until the fall of 2025.

The committee voted unanimously to recommend Option 2 due to its superior access along Maddox, greater water flow in the creek and its longevity. We have recently determined that a good portion of the costs of either option can be supported by the Town's U-1 grant.

**Council is asked to vote to approve the recommendation of the Budget and Personnel Committee.**

# Town of Chincoteague, Inc.



TO: Mayor Bowden and Members of Council  
FROM: Michael Tolbert, Town Manager  
DATE: January 16, 2025  
SUBJECT: Filter Media Replacement – Water Plant

The FY25 adopted budget includes \$120,000 for the replacement of the filter media in our raw water filter at the water plant. Bids for the replacement of the filter media were accepted on January 8, 2025. One bid was received from Summerset Well Drilling for \$125,000. After reviewing the bid and the company’s references, staff recommends the award of this contract to Summerset Well Drilling of Westover Md.

**Council is asked to vote to award this contract to Summerset Well Drilling.**



SPECIFICATIONS  
FOR  
Filter Media Replacement  
FOR THE  
TOWN OF CHINCOTEAGUE  
  
CONTRACT 1-FMR-25

Part 1 - Scope and Description

1.1 Scope

Scope

- Remove all media and gravel from each filter.
- Inspect tank internals and report any issues. (Any repairs will be done on a T & M basis)
- Install new gravel underbedding and filter media in accordance with the original spec as follows:

<u>Material</u>	<u>Bed Depth</u>	<u>Qty / Filter (CF)</u>		<u>Total</u>
1.5 x ¾	14"	103		206
¾ x ½	2"	14.5	29	
½ x ¼	2"	14.5	29	
¼ x 1/8	2"	14.5	29	29
1/8 x 1/16	2"	14.5	29	
Torpedo Sand	3"	28	56	
Filter Sand (.45- .55)	8"	60.5	121	
Anthracite	17"	129	258	

- Backwash and chlorinate media beds.
- Place filters in Service.
- Filters will be bypassed during work and contractor is able to work on both at the same time.
- The Town will provide a location to dump the exhausted media at no cost to the contractor.

## 1.2 Location

All work under the contract shall be performed within the incorporated limits of the Town of Chincoteague.

## 1.3 Contract Format

It is the intent of the Town of Chincoteague to award a contract to the bidder offering the lowest responsible costs for the work herein described.

The Contractor must complete all submittals and execute a contract within 10 days of notice of award.

## Part 2 - General Requirements

### 2.1 Contract Representative

The Contract Representative monitoring the performance of work under the contract, shall be Wes Parks, Public Works Director. All submittals, correspondence, inquiries, etc. after award of the contract shall be directed to his attention at 6150 Community Drive, Chincoteague Island, VA 23336, (757) 336-3366. Field inspections shall be performed by the Contract Representative or a designated inspector under his purview.

### 2.2 Payments

Requests for payment shall clearly indicate the contract under which the work was performed and the location and extent of work for which payment is being requested.

### 2.3 Field Verification

The Contractor shall verify existing conditions prior to beginning any work assigned under this contract. Total unit quantities shall be from verification of work in-place at completion of that specific phase of work or completion of project.

### 2.4 Working Hours

Work shall be performed between the hours of 7:00 AM and 7:00 PM, Monday through Saturday. Work is not permitted on Sundays.

Forty eight hours prior to starting site work, the Contractor shall notify the Contract Representative of his intent to begin. Such notification shall be repeated when consecutive daily work schedules are interrupted.

2.5 Safety Requirements/ Property Protection

The Contractor shall strictly adhere to all applicable requirements of OSHA and VOSH during performance of the work. All equipment and methods shall conform to acceptable practices.

The Contractor shall exercise care and take precautionary measures to ensure that private and public property adjacent to work areas are unaffected by his operations. Remedial actions shall be taken by the Contractor when deemed necessary by the Contract Representative to correct damage to adjacent property which has been caused by negligence or neglect in the performance of work of the contract.

2.6 Cleaning/Disposal

Work areas shall be maintained in as clean and uncluttered state during the performance of the work. Debris resulting from the performance of work shall be removed daily. Waste material generated from the work shall be transported to Curtis Merit Harbor at the direction of the Contract Representative.

2.7 Inspection/Acceptance

Upon completion of the work items, and notification by the Contractor of such, an inspection of the completed work will be performed. Any deficiencies discovered in the inspection will be presented to the Contractor for correction. Upon correction of all deficiencies, application for payment may be made by the Contractor.

In the event that deficiencies in the completed work are not corrected, and or inspections reveal repeated poor quality of work or there are any other just causes, the Contractor may be declared in default.

2.8 Insurance

The Contractor shall maintain during the contract, Workman's Compensation Insurance and Public Liability and Property Damage Insurance. The minimum limits of General Liability shall be:

Bodily Injury.....	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage.....	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate

The Contractor shall submit original Certificates of Insurance, as issued by his agent, showing policies to be in effect during the contract. The Town of Chincoteague, Inc. shall be named as an additional insured on all policies. Submittals shall be made by the successful bidder to the Contract Representative within 10 days of notice of award.

## 2.9 Employment Discrimination

During the performance of this contract, the contractor agrees as follows: (a) the contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. (b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

## 2.10 Drug-Free Workplace

During the performance of this contract, the contractor agrees to: (a) provide a drug-free workplace for contractor's employees, (b) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition, (c) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.

## 2.11 Guarantee

Workmanship and materials provided under this contract shall be warranted to be free of defects for a period of 1 year from final acceptance. Defects discovered during the guarantee period shall be corrected by the Contractor at no additional cost to the Town.

## 2.12 Licenses

The Contractor shall be regularly engaged in the type of work specified and properly licensed by the Virginia Department of Professional Occupation and Regulation, Board for Contractors, for performance of the work. Specifically, the Contractor shall possess a current Class A license. Additionally, the Contractor shall possess a current Town of Chincoteague Business License.

## 2.14 Performance Bond

The Contractor shall furnish a performance bond, in a form and by a surety company approved by the Town, and in an amount of the contract value. The bond shall be made payable to the Town of Chincoteague and delivered within ten days following the award of the contract.

Part 3 - Specific Requirements

3.1 Period of Performance

Completion of work by April 30, 2025.

3.2 Bid Date

Bids are due by 2:00 pm January 8<sup>th</sup>, 2025

\$ \_\_\_\_\_ 125,000.00 \_\_\_\_\_ lump sum cost.  
(numbers)

\$ One hundred twenty five thousand dollars  
(written)

END



**Brett Mariner**  
Project Manager

Mobile: 757.709.3125  
Phone: 410.651.3721  
P.O. Box 67  
Westover, MD 21871  
[www.somersetwell.com](http://www.somersetwell.com)



# Town of Chincoteague, Inc.



January 16, 2025 Council Meeting:

CLOSED MEETING MOTION:

**In accordance with Section § 2.2-3711, A - 3 of the Code of Virginia, I move that the Council convene a closed session for the discussion and consideration of the purchase of real property for a public purpose.**

**Certification Motion:**

**In accordance with section 2.2-3712(D) of the Code of Virginia, I will entertain a motion that the Council certify that to the best of each members' knowledge:**

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.**

*Ask for a vote by show of hands.*