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**Town of Middlebury  
Infrastructure Committee  
Thursday, October 13, 2022  
Meeting Minutes**

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Members Present: Heather Seeley, Candy McLaughlin, Gary Baker, Judy Wiger-Grohs, Luther Tenny, Erik Remsen and Alternate Jef Bratspis. Due to the resignation of Esther Charlestin, Jef Bratspis would be voting at this meeting.

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Staff Present: Town Manager Kathleen Ramsay, Director of Public Works Planning Dan Werner, In-Coming Director of Public Works Planning Emmalee Cherington, Ilsley Library Director Dana Hart, Parks and Recreation Superintendent Dustin Hunt, Police Chief Tom Hanley, Fire Chief David Shaw and Wastewater Superintendent Bob Wells.

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Also Present: Ilsley Library Board of Trustees Chair Joe McVeigh and Laura Asermily

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**Call to Order**

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The meeting was called to order at 9:05 a.m. by Chair Heather Seeley.

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**Approval of Agenda**

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Baker moved to approve the agenda and Bratspis seconded the motion. Seeley said there was one addition regarding a proposal for replacing a seal on one of the pumps at the main pump station. The agenda was approved as amended with 7 in favor. **MOTION PASSED**

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**Approval of August 18, 2022 and September 8, 2022 Minutes**

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Remsen moved to approve the minutes of August 18, 2022 and Wiger-Grohs seconded the motion. There was one small grammatical correction on line 355, and the minutes were approved as amended with 7 in favor. **MOTION PASSED.**

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Baker moved to approve the September 8, 2022 minutes and Bratspis seconded the motion. Remsen noted his name was spelled wrong in one place and should be Erik not Eric, and also the date of the meeting stated August 8, instead of September 8. McLaughlin also wanted to clarify the statement on line 127 regarding the layout and drop off design of the school parking lot was recommended by the school department.

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The minutes were approved as amended with 7 in favor, 1 abstention (Remsen).

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**MOTION PASSED.**

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**Citizen Comments**

Chair of the Walk-Bike Council of Addison County Laura Asermily was present to present the Infrastructure Committee with the Council’s feedback on the proposed Court Street/Charles Avenue/Monroe Street intersection alignment. She said they support the 4-way intersection and feel a signalized four-way stop is highly favorable for pedestrians and for safe crossing of Route 7/Court Street since Court Street is their top priority for safe walking and biking through the school zones. She said the design is less favorable for cyclists since it doesn’t direct them where to go but could be improved with the addition of a painted bike box and keeping the shoulders as wide as possible and the storm grates flush.

**Project Updates**

Werner said Colonial Drive is waiting for asphalt to complete the project and the contractor is asking for a fuel adjustment since the cost of fuel has increased since the bid was submitted last year, but that will be discussed at a future meeting. Seeley asked where we were on budget on this project, and Werner said since it was being funded by several different departments, he’d have to look at the final numbers.

He said the Washington Street project is complete except for some items on the punch list, and the project came in around \$200,000 under budget. Seeley asked if this contractor was asking for a fuel adjustment as well, and Werner said they were, but since this is through State funding the State is looking at how to adjust for this. He said the State adjusts up or down for fuel prices in State projects, but the Town has never done this in our projects, and we have no mechanism in place to determine this.

**Capital Improvements Presentations**

Ramsay gave an overview of how the budget will impact taxes as it is presented. She said as presented the budget is just over \$1.8 million, and last year’s Capital Improvements budget was \$1.55 million, so it’s an increase of \$272,000. She said with a Grand List of \$9.8 million you’re looking at a \$.028 cent increase in the tax rate. She said the known wage and benefit increases are just under \$300,000 for wages and about \$160,000 for benefits, for an increase of around \$450,000 increase over the \$3.7 million in FY23 that translates to a \$.046 cent increase on the tax rate, for a total tax rate increase of \$.074 cents, or an increase in taxes of \$223.00 on a \$300,000 house.

82 **Public Works**

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84 **South Street**

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86 Cherington said they'd be highlighting the South Street Project that will involve highway,  
87 sidewalks, stormwater, water and wastewater and are each funded out of different  
88 components. She said we have a Clean Water State Revolving Fund (CWSRF) Grant  
89 for \$664,000, which will cover the majority of stormwater and all of wastewater, and they  
90 are planning on using American Recovery Plan Act (ARPA) funds for the highway and  
91 water portions. Sidewalks will come out of the Capital Improvements budget. She said  
92 since the CWSRF funds won't be available for a while, we're proposing to divide the  
93 project into two separate projects with the first one being water since it will be funded by  
94 ARPA funds. This would allow us to put it out to bid this fall to be ready for the next  
95 construction season. By then, the CWSRF funds would be available, and we could go to  
96 bid for the remainder of the project, tentatively for the 2024 construction season.

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98 She went through the breakdown of how the various funds would be used for each  
99 portion of the project using the ARPA funds and CWSRF funding. She said since the  
100 sidewalk portion of the project will be done later, they've budgeted \$155,200 in the  
101 FY24 Capital Improvements budget and \$176,500 in FY25.

102

103 She said there has been discussion of green infrastructure when it comes to the  
104 stormwater part of this project, and she said the major stormwater benefit they're  
105 suggesting are separating combined sewer overflow (CSO) on the northern end that will  
106 divide the project into two different outfalls. She said the northern portion will join a  
107 system that comes out under Mill Street and instead of adding a really small system,  
108 she proposes using the Mill Street parking lot in the future as an underground chamber  
109 stormwater treatment system, and the southern portion would drain out Green Mountain  
110 Place and discharge into the stream where there is a collection system in place.

111

112 She said traffic calming has also been looked at on South Street and they're looking at  
113 adding three or four bump-outs for pedestrian crossings and they propose striping the  
114 west portion of the road and painting a double yellow line in the center to help reduce  
115 the width of the road and slow traffic down.

116

117 **Bakery Lane**

118

119 Cherington said this project involves replacing the water main, realigning and replacing  
120 the gravity sewer and sanitary force main, improving the pedestrian access and  
121 addressing drainage issues, as well as work on the pump station. She said they

122 propose to use ARPA funding for the wastewater portion, some of the highway and a  
123 small portion of the water, but it's currently being engineered so we don't have a great  
124 estimate of the construction component of this project.

125  
126 She said they have met with the restaurant owners in Bakery Lane and they're  
127 concerned about accessibility, but are alright with keeping the road opened to just  
128 pedestrian access, and in that case this project could be completed in 30 to 45 days.  
129 She said timing on bidding and construction will be tricky to try and accomplish this  
130 project before the busy time of the year for these businesses.

131  
132  Foote Street

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134 Cherington said Foote Street is another project they're looking to utilize ARPA funding,  
135 and it involves replacing the water main from the intersection of Lower Foote Street to  
136 Route 7 and reclaiming and paving the roadway. She said they are looking at the  
137 spring of 2024 to do this project.

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139  Halladay Road Pump Station

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141 Cherington said the improvements to the Halladay Road Pump station include replacing  
142 the pump, improvements to the wet well and installation of a generator. The majority of  
143 the cost for this project will utilize ARPA funding. She said we have final design on this  
144 project and the cost estimates are fairly accurate, so this project will go to bid this fall  
145 with construction in the spring of 2023.

146  
147  Paving Projects

148  
149 Cherington said Leno Lane and King's Row paving that were postponed in 2022 will go  
150 to bid this winter to be done in 2023. She said the Foote Street paving will be part of  
151 the water line project and will go out to bid next fall.

152  
153 She said the Seymour Street project was designed 20 years ago, so the engineering  
154 needs to be reexamined. In the spring we will apply for a Class II Paving Grant, but  
155 since we received funds last year, we likely won't receive funds again until 2024, at  
156 which time the engineering will be complete, and we can move forward with this project.

157  
158  Stormwater Projects

159  
160 Cherington said she had gone through the State stormwater permits in town and there  
161 are some that need attention, so they have increased the stormwater budget to begin

162 addressing the problems. She said there are four permits that we are the permittee or  
163 the co-permittee on that have expired or are about to expire, and many of these fall  
164 under the new 9050 Permit with the State, with the largest permit being Adams Acres  
165 (Boardman Street/Wilson Road area) that is over 12 acres. She said the cost to submit  
166 the initial Notice of Intent (NOI) is \$240 that gives us an 18-month permit to have the  
167 project engineered, then we have to submit the final NOI that is \$860/acre, or just over  
168 \$10,000 for just the NOI, and that doesn't cover engineering or construction. She said  
169 overall she estimates the entire permit will cost around \$750,000 with the Town's share  
170 of that cost being around \$100,000. She said the initial NOI has been filed, but this  
171 gives us an idea of how much we're looking at in stormwater costs. There is a lot of  
172 funding available that we qualify for that private business don't, and some of these  
173 grants are 80% forgiven.

174  
175 She said the Woodland Park permit is set to expire and we have to file an NOI by  
176 January for this permit, and while this is a relatively small area, it flows into the Buttolph  
177 Acres permit area that we are the sole permittee on, so she is working with the State on  
178 how to handle these two permits.

179  
180 She said any permits on projects done prior to 2002 have to be brought up to at least  
181 2002 standards. In the future after budget season is over with, she'd like to do a  
182 stormwater presentation to the Committee so they can look at the whole picture.

183  
184 Illesley Library

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186 The Public Works presentation was paused so Hart and McVeigh could present the  
187 Library Capital Improvements budget prior to them needing to leave for another  
188 meeting.

189  
190 Hart said the Library asks for \$5,000 every year for information technology upgrades  
191 and this year they hope to upgrade the speaker and sound system in the community  
192 room. She said they also have added \$12,000 to replace the basement level windows  
193 as a final step in replacing or refinishing the windows.

194  
195 She said she worked with Judith Harris to try and figure out what they will need for  
196 professional design services for the Illesley 100 Project and they arrived at around  
197 \$800,000, with \$148,000 being needed in FY24. She also added in \$15,000 for fund  
198 raising efforts for a total Capital Budget request of \$168,000. Tenny asked about the  
199 projection for future years, and Hart said they haven't done that yet, but she will work  
200 with Harris to arrive at amounts.

201

202 McVeigh said he hoped the members of the Infrastructure Committee were keeping  
203 abreast of the Project 100 Team’s work through the minutes and website. They would  
204 love to provide them with a tour of the building and do a presentation at a future  
205 meeting.

206

207 Return to Public Works

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209 Werner said the \$525,000 for highway construction includes the \$102,000 for Foote  
210 Street paving, and the \$60,000 for the Court Street/Monroe Street Intersection  
211 Improvements is for site cleanup, but he doesn’t have a good estimate from a contractor  
212 yet, and then touched on various other budget items.

213

214 Police Department

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216 Chief Hanley said in FY24 there is the standard amount they put in for information  
217 technology every year. He said the one project that is added is the replacement of the  
218 radio repeater on Chipman Hill that is 21 years old and beyond the shelf-life for repairs,  
219 and while it works fine now, they set aside funds each year to replace it when needed.  
220 He said they also add each year to replace the aging HVAC system that is now in year  
221 20 of its 15-year lifespan.

222

223 He said \$8,300 had been added for two radar driver feedback signs. He said these are  
224 permanently installed, solar powered signs that don’t provide data, they are just there to  
225 inform drivers of what their speed is.

226

227 He said in FY26 they’ll need to replace the security system and the replacement of the  
228 network server in FY25.

229

230 Bratspis asked about vehicle replacement. Hanley said those come out of the regular  
231 budget and they do have a long-term replacement plan for vehicles. Seeley said the  
232 plan calls for replacing two vehicles one year and three vehicles the next year on a  
233 rotating 2-3-2 plan. Hanley said this year because of the cost of replacing the dispatch  
234 console they’re only budgeting for one vehicle per year for the next three years. He  
235 said because the department is short staffed, they’re not putting the mileage on the cars  
236 like in past years. He said the car that was ordered in January of this year won’t be  
237 ready until next year, and they were told if you’re purchasing a Ford it needs to be  
238 ordered by November because they’re only made in December. He said you can get the  
239 cars if you want to go to out-of-state dealers, but we’re committed to using local dealers.

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242 Fire Department

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244 Chief Shaw said the budget was pretty much the same as in past years, but this year  
245 they're asking for the addition of \$10,000 to begin funding to replace the access system  
246 to the fire station. He said the system was installed when the building was renovated,  
247 and the addition built, but it's been problematic since installation. He hopes to replace  
248 the system in 2025 and hopes it will make it until then.

249

250 Seeley said Chief Shaw has been working on scheduling out replacement of items to  
251 keep the budget even and not have huge expenses in a fluctuating basis.

252

253 Shaw said soon he will be bringing to the Committee a quote to replace the repeater  
254 that they've been planning to replace for years.

255

256 Parks and Recreation

257

258 Superintendent Hunt went through the budget line by line and highlighted the amounts  
259 that are ongoing, such as tennis and basketball court resurfacing that they do on a  
260 rotating schedule, as well as refinishing of the gymnasium floor and resurfacing the all-  
261 purpose room floor. He said they've added \$25,000 to the budget this year to begin  
262 setting aside funds for replacement of the Sport Center roof, since a recent inspection  
263 indicated it has a remaining 10-15 years left in its useful life. He said the amount  
264 reserved is based on the estimated cost to replace the roof divided into 10-years. Also  
265 planned for this year are on-going energy efficiency improvements at the Teen Center  
266 building as well as the purchase of new gymnastics equipment. Gymnastics is their  
267 most popular class and is one of the highest revenue generators.

268

269 Hunt said new this year is \$10,000 toward the creation of a bike pump track. He said  
270 there is an active group that is crowdfunding for this project, and these funds are to help  
271 out with what isn't raised and whatever is left over will be held in contingency for  
272 maintenance. Also, he said there is \$5,000 budgeted for conceptual drawings of the  
273 proposed skate park so it can go out for competitive grants.

274

275 Wiger-Grohs asked where the pump track was going to be located. Hunt said both the  
276 pump track and skate park would be located next to the pool area. Wiger-Grohs asked  
277 if it would be possible to consider planting trees around these areas, and Hunt said  
278 there are some trees planned to shade the skate park, and Remsen said he wasn't sure  
279 if there would be trees in the pump track area, but they are planning plantings and some  
280 sort of vegetation. Seeley pointed out that trees had to be kept far enough away from  
281 the pool to avoid maintenance issues.

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Administration

Ramsay said we would continue to budget on a rolling basis to upgrade our software. She said we just replaced the server this year and are looking into more Cloud services to increase our computer/software efficiency.

Under Special Initiatives, Ramsay said there was \$7,500 budgeted annually for traffic calming measures that are anticipated as a result of ongoing studies, and these funds would be for signs, rapid flashing beacons and road markings. She said also in Special Initiatives is \$6,500 to start budgeting for the estimated \$65,000 in maintenance that will be needed every 10-years on the recently completed Flood Resiliency Project in East Middlebury.

Wiger-Grohs asked about the possibility of some type of policy for when the Town removes a tree on Town owned land that a tree is planted to replace it, and Ramsay said it was a policy issue and something they could look into.

Baker asked if there were any funds planned to improve the system that transmits meetings so the sound is improved for people at home who try to watch the meetings live. Ramsay believed that had to do with the Comcast connection and wasn't sure if it was better if someone was streaming the meeting live, but she would look it. It was recommended Baker try watching it live on YouTube for better reception.

Seeley said if they want further information in advance of their next meeting on October 27<sup>th</sup> they should email Ramsay prior to the meeting, with the goal of finalizing any changes they had on the Capital Improvements budget and send it to the Selectboard.

Replace Pump Seal at Main Pump Station

Superintendent Wells said there are three pumps at the main pump station and all three pumps were rebuilt after the grit system was installed. He said Pump #2 was rebuilt in 2016, Pump #1 in 2017 and Pump #3 in 2018. He said last year there was a seal leak on Pump #2 and it was pulled and repaired at the cost of \$27,431, but just before it was put back into service a leak developed on Pump #1.

He said they have obtained a quote from Aqua-Solutions for a split seal, so they won't have to pule the entire pump assembly each time there is a leak, and the estimated cost for this work is \$29,743.

322 He said the use of the three pumps is rotated, and all three pumps were new at the  
323 same time, so we can anticipate that when these pumps fail they'll likely to fail about the  
324 same time, although inspection by Aqua-Solutions could not determine why these seals  
325 failed prematurely. He said with 2 seal failures in the last year, we can anticipate  
326 another one soon.

327  
328 Tenny asked if these were submersible pumps, and Wells said they were dry well.  
329 Tenny asked if they'd done any vibration testing on them, and Wells said they hadn't,  
330 but Aqua-Solutions did do other tests on them but may have to do with air entrapment.

331  
332 There was discussion on the longevity of these pumps and the problems with the failed  
333 seals. Tenny made suggestions to Wells to check the voltage frequencies as a possible  
334 cause of the problem.

335  
336 Bratspis moved to recommend the Selectboard accept the quote from Aqua-Solutions  
337 for \$29,743 to pull and replace the seal on Pump #1. Baker seconded the motion. The  
338 motion carried with 7 in favor. **MOTION PASSED.**

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340 **Route 7 Sidewalk Pedestrian Scoping Report**

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342 Ramsay said we were funded through the Addison County Regional Planning  
343 Commission (ACRPC) to do a pedestrian alternative study for the area between  
344 Boardman Street and the Hannaford Plaza. She said there were alternatives on the  
345 east and west side of Route 7, but the east side is preferred. She said they're wrapping  
346 up this study, so are looking for any comments as soon as possible.

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348 The alternatives were looked at and discussed, with Alternative #3 being the preferred  
349 alternative.

350  
351 Director of Town Planning and Zoning Jennifer Murray arrived at the meeting.

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353 Tenny had questions regarding the location of the sidewalk in proximity to the roadway  
354 in regard to snow plowing. Werner said the sidewalk is planned as far away as possible  
355 from the road and still be in the right-of-way.

356  
357 Seeley said this doesn't mean we're designing the project now, this is just saying if we  
358 wanted to construct a sidewalk here this would be the preferred alternative. Murray said  
359 this is just the scoping phase so if housing is developed in this area in the future we will  
360 have this scoping study to use to acquire funding to advance the project. Seeley said

361 personally there are other projects that have a higher priority than this one, but she  
362 appreciates having a plan in place.

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### **Committee Member Concerns**

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366 Tenny asked if the Town had purchased the former Maverick gas station property since  
367 the landscaping was getting a little out-of-control. Ramsay said we were still in  
368 negotiations, but she thought the Public Works Department had cleaned up some of the  
369 vegetation.

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371 The meeting adjourned at 10:45 a.m. upon motion by Wiger-Grohs, seconded by Baker.

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373 The next meeting of the Infrastructure Committee will be Thursday, October 27, 2022.

374

375 Respectfully submitted,

376 Beth Dow

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