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**Town of Middlebury
Infrastructure Committee
Thursday, March 10, 2022
Meeting Minutes**

9 **NOTE: The meeting was held in the Town Office Conference Room, but some interested**
10 **parties and Committee members participated remotely via Zoom.**

11 Members Present: Heather Seeley, Candy McLaughlin, Luther Tenny, Judy Wiger-Grohs, Gary
12 Baker and Alternate Erik Remsen. Esther Thomas and Matt DeBisschop were absent, so
13 Remsen will be voting in this meeting.

14 Staff Present: Town Manager Kathleen Ramsay and Director of Public Works Planning Dan
15 Werner

16 Others Present: Interested members of the public.

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1. Call to Order

20 The meeting was called to order at 9:00 a.m. by Chair Heather Seeley.

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2. Approval of Agenda

24 McLaughlin moved to approve the agenda and Baker seconded the motion.

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26 Werner said there was one addition to the agenda, the Dufresne Group survey of the water
27 tank addition to Chipman Hill, to be added after the CWSRF discussion.

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29 The agenda was approved as presented with 6 in favor, 2 absent. **MOTION PASSED.**

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3. Approval of February 10, 2022 Minutes

33 Baker moved to approve the minutes of February 10, 2022 and McLaughlin seconded the
34 motion. The minutes were approved as presented with 5 in favor, 1 abstention (Tenny) and 2
35 absent. **MOTION PASSED.**

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4. Citizen Comments

39 There were no citizen comments.
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5. Project Updates

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Teen Center Building Upgrades – Werner said the bids for this project are due Friday, March 11th.

Triangle Bike Loop Project – Werner reported that Town staff met with bike project members and there is a good consensus that the bike loop will go along Seminary Street to Stewart Lane, then across Route 7 to Elm Street/Seymour Street to Morgan Horse Farm Road. He said there was concern about the loop through the downtown and it was something some weren't comfortable with, so the downtown will be considered a detour.

Downtown Overnight Parking – Werner said he'd done some maps indicating the location of designated downtown parking spaces and these will be posted on the Town website to help people know where they are. Seeley asked who the young man was who'd been asking about the overnight parking, and Ramsay said it was Dylan Montigue and she would be sure he received copies of the maps.

Wiger-Grohs said there have been posts flying around social media and their concern for the safety.

Remsen asked the rationale behind the Town provide space for people to park at no cost. Seeley said there are downtown apartments that have no place for on-site parking, and the Town has always provided overnight spaces for vehicles. Werner said there are folks without an ability to park where they live, so we promote people living downtown and they have no place to park, so we provide them a place to park their cars. Werner said these designated spaces are a way of grouping them so winter plowing is easier than if they were parking randomly. Remsen asked if we knew the spaces that were needed vs. the spaces provided, and Werner said we didn't, but Chief Hanley might. Seeley said Montigue had expressed a difficult time being able to find a designated space available this winter. Baker asked if we had an inventory of how many spaces were needed, and Seeley said we didn't. Ramsay suggested it being an agenda item for a later meeting.

Tenny asked if people with limited mobility had to park in these designated areas overnight as well, since they're all in rather remote areas and it might be something to keep in mind. Werner said this was something Chief Hanley should have input on.

81 **6. Drinking Water State Revolving Fund (DWSRF) and Clean Water State Revolving**
82 **Fund (CWSRF) Priority List Applications**

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84 Werner said three applications have been submitted for the DWSRF Program: 1) the 1.3
85 million gallon storage tank on Chipman Hill; 2) an additional well site on the east side of town
86 (both of these the Dufresne Group are the lead engineer); and 3) the Foote Street water main
87 replacement from Lower Foote Street to Route 7 (Otter Creek Engineering). He said the Foote
88 Street water line was designed about 3 years ago and about ¾ of it has been completed so
89 he's added it to this program since this is a shovel-ready project. He said no action is required
90 by the Committee, he is just informing them of the submission, and these will be reviewed in a
91 couple of months.

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93 He said Naomi Johnson, president of Dufresne Group, contacted him and said they can go
94 ahead with the survey on Chipman Hill where the additional storage tank would go since they
95 have the time right now to do the work, and design would happen later this summer. He said
96 he'd asked Johnson about funding and she sent him a form for a funding request and she's
97 highly confident we'd be accepted, but it will need to be recommended by the Infrastructure
98 Committee and approved by the Selectboard. He said it's \$3,055 for Dufresne Group to do the
99 site survey for the tank location, so he's requesting the Committee recommend this to the
100 Board. He said the Dufresne Group developed a budget worksheet that was used for the
101 DWSRF priority list application. He said their total fee for the design is \$62,000 (including the
102 survey) and we'd like to do the survey work now, and submit the funding application for this
103 amount, which is separate from the DWSRF Priority List Application. Seeley asked if we had
104 to cover the cost of the survey in the meantime so they can begin the work, and Werner said
105 we did.

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107 Baker moved to recommend the Selectboard approve \$3,055 for a survey of the additional
108 water storage tank on Chipman Hill by the Dufresne Group. Remsen seconded the motion.
109 The motion passed with 6 in favor, 2 absent. **MOTION PASSED.**

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111 Werner said he'd submitted two applications for the CWSRF Priority List Application. He said
112 the first is the Wastewater Plant upgrade with Tata & Howard as the lead engineer, and the
113 second is the South Street Project that has a stormwater/sanitary sewer that needs to be
114 replaced as part of the Combined Sewer Overflow (CSO) project and impacts Pump Station #3
115 on Weybridge Street. He said some of the South Street Project has been done in phases over
116 the years and this is the last section, but it also includes some water line replacement that
117 happens first and there needs to be 10' separation between the water line and the sanitary
118 sewer line. He said three years ago there was a discussion with the Manager of the CWSRF
119 Program so even the water line replacement can be included in this project, so the plans have
120 been developed and we have a Wastewater Permit for this project by Green Mountain

121 Engineering, but Wayne Elliot from Aldrich & Elliot was also part of this project due to their
122 work with the CSO Project. He said no action is needed by the Committee.

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124 Tenny asked with the closure of Green Mountain Engineering, how does that impact us going
125 forward. Werner said it doesn't really impact us, since we have all the drawings and
126 information from Green Mountain, so if we received funding it would make sense to discuss the
127 project with Jamie Simpson who has his own business now, but developed this project when
128 he worked for Green Mountain Engineering. Tenny asked if the plans were signed by Alan
129 Huizenga or Simpson, and Werner said he'd have to look to be sure.

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131 **7. Rail Platform to Downtown Sidewalk**

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133 Werner said we received a \$100,000 Downtown Transportation Grant for this project and the
134 sidewalk would go from the railroad platform to downtown. He said it was originally thought
135 the sidewalk would follow Maple Street into the Marble Works, but now they're looking at the
136 sidewalk going from the rail platform and running parallel to the railroad into Marble Works and
137 then follow the railroad right-of-way. He said we asked VHB for a proposal and there will need
138 to be discussions with the owners of Marble Works since they're part of this effort. He said
139 VHB's cost proposal is \$26,750 and the grant has a project deadline of sometime in the fall. He
140 said he isn't sure we can meet that deadline, but the State has been very forgiving on project
141 timelines. Seeley asked if the grant was for design and construction or just construction, and
142 Werner said it's for both and it's a 50-50 matching grant.

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144 Tenny asked if any of the adjacent property owners had been contacted. He said the
145 proposed location has been a cow path since he was a kid, and there's a lot of scrub trees in
146 there, but if those trees are removed you remove the buffer between the railway and the
147 houses. He said some pretty good landscaping has to be included in the plans to replace
148 whatever visual buffers these houses may lose. Ramsay said there aren't a lot of visual
149 buffers left, and Tenny said that may be, but it's worth considering.

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151 Remsen asked if the idea was to link the rail platform to Lazarus Park, and Werner said it was,
152 but there is a bank of transformers that will need to be maneuvered around.

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154 Wiger-Grohs said she has the same concern as Tenny about removing any buffers for those
155 houses, and since we're only at the start of this project, that there be as many green-
156 infrastructure features in this project as possible. Seeley said this work is being done in the
157 Railroad Right-of-way and the houses, so the area is very limited, but we can see what they
158 come up with.

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160 Seeley wants to find out from Director of Public Works Operations Bill Kernan the limit of our
161 sidewalk plowing equipment. She said at what point do we exceed our ability to keep
162 sidewalks clear without more equipment and thinks it should be considered as we add on
163 projects. Tenny agreed with her concerns, but this is an important link for pedestrians to reach
164 public transportation.

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166 Wiger-Grohs said if we implement more environmentally friendly infrastructure, there will be a
167 need to switch gears as to how we maintain it, so she'd like to see us think about that.

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169 Baker moved to recommend the Selectboard approve the design proposal by VHB for
170 \$26,750. Remsen seconded the motion. The motion carried with 6 in favor, 2 absent.

171 **MOTION PASSED.**

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173 **8. VHB Preliminary Design Proposal** 174 **Court Street/Charles Avenue/Monroe Street Intersection**

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176 Werner said VHB does a fantastic job with their preparation and outlining what is going to be
177 incorporated and hopes the Committee had a chance to read through it. He said this is a
178 large-scale fact-finding on what needs to happen to proceed with this project. He said it is
179 thought there might be funds available through the Covid Relief or other economic stimulus
180 packages, so we need to have a good idea of what this might cost and what the time frame
181 would be for construction, but this would be a huge step toward making this a reality at some
182 point. He said their proposal is for \$49,249 and the conversations he's had with David
183 Saladino of VHB is that he and his staff want to have good communications with the High
184 School and make them a part of the process. He said they're hoping to have this completed
185 by the end of August.

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187 Baker asked if the Town owned the Maverick Gas Station now, and Ramsay said not yet, but
188 we're close to having a purchase agreement. Werner said ownership of that property isn't
189 necessary for this process. Seeley advised the Committee that this only gets us to 25%
190 conceptual plans, which is different than the sidewalk plan just approved which got us through
191 bid and award of the contract, so it is a different plan.

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193 Tenny asked what funds have been allocated towards this. Werner said \$100,000 has been
194 set aside for the Charles Ave/Monroe Street intersection project, so we have the funds
195 available.

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197 Seeley told Wiger-Grohs since this project is in the very early stages, there would be plenty of
198 opportunities to look at green infrastructure features. Wiger-Grohs said everything she's said
199 before applies to this project as well.

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Baker moved to recommend the Selectboard approve the proposal by VHB for preliminary design of the Charles Street/Monroe Street intersection at a cost of \$49,249. McLaughlin seconded the motion. The motion carried with 6 in favor, 2 absent. **MOTION PASSED.**

9. Committee Member Concerns

Remsen wanted to recognize that there is some new walk crossing signals at Court Street/Cross Street and that there are some walk signals at the Mary Hogan south crosswalk are difficult to reach when there is snow on the ground, so he wanted to be sure we're thinking about accessibility. Seeley asked Ramsay if she could have Kernan look into keeping the snow away from them.

Tenny said now would be a great time to do some sidewalk investigation since he's seen some areas submerged in water.

Wiger-Grohs said this has come up for discussion before, and as we move forward with projects, that we make green infrastructure our focus. She understands the limitations pervious surfaces have in some areas, but she also knows that it is being utilized in various locations with climates similar to ours. She said probably we don't want to use it on the heavily traveled Town roads but it can be used on the others.

She said as we consider how to deal with the drainage issues in Buttolph Acres between Harrow Way and Swanage Court, she looked into the credentials of the engineer of the project and didn't see any green infrastructure experience in his credentials, so that's going to be something she considers before agreeing on the project.

Seeley said the next meeting of the Infrastructure Committee will be Thursday, April 14, 2022 at 9:00 a.m.

The meeting adjourned at 9:54 a.m. upon motion by McLaughlin, seconded by Wiger-Grohs.

Respectfully submitted,
Beth Dow