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**Town of Middlebury
Infrastructure Committee
Thursday, October 8, 2020
Meeting Minutes**

9 **NOTE: Due to the need for separation to prevent the spread of COVID-19 virus,**
10 **the meeting was held remotely via video conferencing with participants.**
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13 Members Present: Heather Seeley, Candy McLaughlin, Gary Baker, Judith Wiger-
14 Grohs, Luther Tenny, Lindsey Fuentes-George, Matt DeBisschop and Alternate Erik
15 Remsen.

16
17 Staff Present: Town Manager Kathleen Ramsay, Director of Public Works Planning
18 Dan Werner, Police Chief Tom Hanley, Fire Chief Dave Shaw, Ilsley Library Director
19 Dana Hart and Parks and Recreation Superintendent Dustin Hunt.

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21 Others Present: Astrid Olsen, observing the meeting for a school project.

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1. Call to Order

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

2. Approval of Agenda

McLaughlin moved to approve the agenda and Fuentes-George seconded the motion.

Changes to the agenda included adding the purchase of a pressure washer at the end of Project Updates. The agenda was approved with 7 in favor.

3. Approval of September 10, 2020 Minutes

Baker moved to approve the minutes of 9/10/20 and Wiger-Grohs seconded the motion.

Changes:

Line 56: – add the word “ago” to read “...a few days ago....”

The minutes were approved with 5 in favor, 2 abstentions (Fuentes-George and DeBisschop).

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3. Citizen Comments

There were no Citizen Concerns.

4. Project Updates

Werner reported that the RT 116 Dow Pond water line project is complete and it was completed quickly with no issues.

Police Department Reuse/Waterline Project

Werner said the water line in this project was a Wastewater project, and the other was the Reuse portion of the project. He said since both projects had a trench-paving component **included** they decided to look at what other areas needed paving. He said if we follow through and pave the entire area, there will be a deduct in the contract from VMS Construction (building reuse contract) and an addition to the contract with Parker Enterprises (water main contract and decommissioning), and the cost would be spread out over 3 funds – the reuse project, the water main project and the decommissioning project. He said the cost would be about 3 times the cost of what is currently in the project now for paving, but would do 5 times the amount of paving. He **said he** has to get the final numbers together for the Selectboard to approve the change order, but he doesn't have those numbers now. He said the ballpark numbers would be a deduction for the trench-paving in the VMS contract of \$18,180, and the deduction from Parker's contract for trench-paving would be \$16,090, and the addition to the contract for paving the entire area would be \$109,460, which makes it an increase of a little over \$75,000. He said this would be funded by dividing it up to be paid by the three projects.

Seeley asked if this included paving the impound lot, since that area had been in Chief Hanley's Capital Improvements budget for years, but it keeps getting removed. She wondered if this would be the best time and most cost effective opportunity to pave this area now. Werner said it did not include the impound area, but it's the perfect time to do it. Chief Hanley said this is something the Department has wanted for a long time as it would make maintaining that area easier over the years, but any kind of money for paving that area has been removed from the budget. Seeley asked Werner to look into paving this area as well as part of this project.

Tenny asked if the economy of scale would figure into this since you wouldn't be having to do the trench cutting and work associated with that, but would merely be filling in and applying an overlay. Werner said the trench paving gets expensive due to the hand

82 work involved, but the contractor said he could do it cheaper just tearing out the
83 pavement area and repaving. Tenny asked about the condition of the existing
84 pavement that would be removed, and Werner said it had been dug into over the years
85 and was in poor condition.

86
87 Seeley said she's in favor of it as long as the funding works out and maybe even get the
88 impound lot paved at the same time. Werner said a rough estimate of paving the
89 impound lot would be \$16-18,000.

90
91 Baker moved and McLaughlin seconded to recommend the Selectboard approve
92 changes to the paving for the re-use project, provided the final numbers and funding
93 can accommodate it. The motion was approved with 7 in favor.

94

95 **5. VTrans Class II Paving Grant and Structures Grant**

96

97 Werner said with the COVID pandemic and economy this year, VTrans decided not to
98 award any paving projects for 2020 and are moving them all to 2021, and communities
99 that were in line to be funded would just be funded next year. He said we'd submitted
100 two grants, one was a paving grant for Cady Road and the other was a structures grant
101 for the other culvert on Cady Road that needs to be replaced before it can be paved.
102 He said apparently there are more people applying for structures grants, so the time-
103 frame based on the amount of funding VTrans has available is around a 7-year cycle
104 and that makes it outside our time frame to get Cady Rd paved. He said according to
105 Ashley Bishop in the Vtrans paving grants division, we're ranked #13 in line for a grant
106 and they're done in a consecutive order, so we might get funding next year, but surely
107 we'd get it the following year. He said he'd like to proceed with replacing **Culvert #1**
108 with our capital funds and put it out to bid this winter to have it ready to go July 1, 2021,
109 and then in the summer of 2022 we'd apply for Class II Paving Grant and pave Cady Rd
110 in the summer of 2023.

111

112 **6. Public Works Site – site consideration,** 113 **preliminary discussion with property owner**

114

115 Werner said they've looked at the Foster Brothers Farm property north of our existing
116 salt/sand storage shed building, and east of the new Rouse Tire storage facility. He
117 said they've walked the site and they believe they can make it work for the new Public
118 **Works** site. He said the wetlands have been delineated and Otter Creek Engineering
119 has mapped the area for us and Judy Harris of Harris and Harris is working on updating
120 the program as far as the size of the buildings and parking needed, and hopes to have it

121 available to bring back to the Committee soon. He said the Fosters have indicated
122 they're amenable to a possible sale, provided it's determined the site will work for us.

123
124 Tenny asked what the limitations were on the existing Public Work site that require a
125 new location for the facility. Werner said there were many more vehicles, difficult to
126 maneuver with large vehicles, deficient buildings and two right-of-ways on the south
127 side and back of the property that limit the availability of space to build. Ramsay said
128 Judy Harris did a report on the deficiencies of the existing property several years ago,
129 and we have almost an entire new committee so it would help to have them see that.
130 Werner said Harris is working on updating that report now.

131
132 DeBisschop asked about access to this potential new site and if it would be from Route
133 7 or by Rouse's, and what would happen to the old facility. Werner said they're looking
134 at a Route 7 access, but are also looking at a possible access off Boardman Street.
135 Werner said water and sewer are available on Boardman Street, and water and sewer
136 is also available on Route 7, but sewer is on the opposite side of the road. Werner said
137 most likely the existing buildings would be sold.

138
139 Tenny said he seemed to recall the owners of the Middlebury Indoor Tennis facility had
140 a right-of-first-refusal on that parcel south of their property, but he isn't sure that ever
141 happened. Werner said Foster's hadn't mentioned it, but it was good to be aware of.

142
143 Seeley said this is still the very early stages of this project, but it would be put on a
144 future agenda when the updated report by Harris is complete.

145
146 Seeley also requested Werner to provide the Committee with an update at the next
147 meeting on the downtown sidewalk project and the timing of that project is. Werner said
148 we may be going out to bid on the sidewalks separate from Kubricky Construction, and
149 the bids will go out this fall with construction next spring.

151 7. Pressure Washer Purchase

152
153 Werner said the current pressure washer was purchased in either 2000 or 2001 and it's
154 just worn out. He said Public Works Director of Operations Bill Kernan obtained three
155 price quotes for new washers and the bids were \$4,106.10, \$4,795 and \$5,390. Werner
156 said Kernan is recommending going with the Maine Oxy pressure washer for \$4,106.10.

157
158 Seeley asked if Werner knew how these machines compared in pressure to our current
159 machine, and Werner said he wasn't sure. Ramsay said she'd try reaching out to Town
160 Mechanic Eric Steele to see how it compares to our existing washer.

161
162 **8. FY22 Capital Improvements Budget – First Draft**
163

164 Highway Werner reviewed the items in the highway paving budget and pointed out the
165 increases in sidewalks and highway construction that had been discussed in previous
166 years. He also pointed out the bond payment for the highway projects is reducing this
167 year, as it will each year. He briefly went over the remaining project figures.
168

169 Seeley said this is the third year we've funded for the railroad platform and wondered if
170 this would be the final year. Werner said it would be going to bid soon and we'd know
171 well before Town Meeting if we have to change the funding request, but as far as he
172 knew this would be adequate.
173

174 Wiger-Grohs said she'd really like to see information on alternatives to using asphalt for
175 paving, since we need to start transitioning away from asphalt.
176

177 Remsen asked about the funds for the Exchange Street Sidewalk Project and what the
178 status of that project is, and also asked about the jump in the Public Works site planning
179 budget from \$20,000 to \$200,000.
180

181 Ramsay said the Town has a grant for about \$800,000 from VTrans for a sidewalk that
182 will transition into a bike path from Elm Street to Catamount Park, and the previous
183 year's allocation of \$25,000 was for the Town's matching funds for that grant, and this
184 year's allocation is looking ahead to future funding rounds so we can have engineering
185 in place as we pursue more funding to complete the sidewalk/bike path to Route 7.
186

187 Werner said the \$200,000 for Public Works site planning item is in anticipation of a
188 possible Purchase Agreement if the site works for us, and other expenses to **pursue** the
189 project.
190

191 Fire Department - Chief Shaw went over the line items and said the only new item this
192 year was the security system. He said the two departments are entering into their 8th
193 year from their major rebuild and there is a need to replace the security door access
194 system for both buildings. He said the server crashed at one station and they spent
195 \$1,200 last year getting that server up and running again, and so they need to be
196 replaced with a web-based product that they can maintain cheaper and easier. He said
197 while it isn't in this year's budget, next year they'll have to start setting money aside for
198 new mechanicals since the shelf-life for many of their existing systems is reaching their
199 expiration dates.
200

201 Seeley said there was \$7,000 in this year's budget and the same amount next year for
202 the security system, and so asked if they be able to get by with what they have now until
203 then or if something needs to be done sooner. Shaw said they've been making do for
204 awhile now, and while they'd love to have it fixed now, they can make it go another
205 year.

206
207 Ilisley Library – Dana Hart said their big one this year is their heating and cooling line
208 item to get them away from their ancient heating system and into a more efficient cold-
209 weather heat pump system. She said last year they budgeted for the engineering study,
210 and this year they're budgeting for the construction. She said Engineering Services of
211 Vermont estimated the cost to be \$485,000, which is shown in her budget, but a few
212 days ago they amended that amount to \$600,000 due to the rise in costs caused by the
213 pandemic. She said this new figure covers cost and a contingency amount that was not
214 included before. She said the timeline also has been altered, so instead of this next
215 summer, the bid will go out in 2021 and construction will be in 2022. She said there is
216 also a new line item for \$27,000 to replace their fire alarm system that has reached the
217 end of its life cycle.

218
219 Werner said Engineering Services won't be ready to go to bid on the heating-cooling
220 system for awhile, so it can be pushed out so alternative funding can be looked at.
221 DeBisschop asked if there was a possibility that the costs could go down as things
222 became more available, and Werner said that's what they're thinking, although it's hard
223 to say at the moment. Seeley asked if the fixes made to the old boiler can get it through
224 another winter, and Hart said we'd have to see, since they haven't fired it up yet.

225
226 Seeley also asked about the old elevator. Hart said she'd reached out to Bay State
227 Elevator to see if it was possible to upgrade to a more modern elevator within the
228 existing shaft, and the initial estimate had just come in and she can email that to the
229 Infrastructure Committee. Seeley thought it should be added into the 5-year plan so it
230 could be considered in the big picture.

231
232 Police Department – Chief Hanley said their budget is pretty simple this year and is just
233 the annual replacement costs for systems, other than \$10,000 for a new booking
234 system. He said the current unit, as well as all the others in the State, expired last year.
235 It works on a Windows XL format and he said they were notified it is never going to be
236 supported again and has to be replaced. He said there is no grant money for this and
237 every department in the State is looking at a cost of \$19,000 to replace their systems.
238 He said the existing system works fine for now, so he is starting to budget for the
239 replacement. He said this system is how the State supports their system that is linked
240 to the National Instant Check (NIC) system. He said if they are not able to do

241 photographs and fingerprints at the time of an arrest, then they would not be able to be
242 entered into this NIC system, so it's critical to have this new system. He said the
243 company that makes these systems is IDEMIA and it is the only system that interfaces
244 with the State system, so they are unable to put it out to bid.

245
246 Parks and Recreation – Dustin Hunt said they'd broken the budget down into five major
247 categories: courts, ball fields, pool, buildings/facilities and playgrounds. He said their
248 request is for \$83,272, which is a decrease of \$5,128 from FY21.

249
250 Courts – funds have been added to complete reconstruction of the basketball court at
251 the Rec Park and reconstruction of the wall of the pickle ball court, along with \$5,000 for
252 future projects.

253
254 Ball Fields – they are looking to install safety netting behind the ball field by Mary Hogan
255 School to prevent balls from going into the roadway, and replace the backstop at Jack
256 Brown Field, as well as enlarge the parking lot to alleviate parking issues on Lower
257 Plains Rd. when games are being held there.

258
259 Pool – these funds will be used to hire a consultant to help with the design and
260 construction of the splash features to replace the kiddie pool. He said there is currently
261 about \$97,000 in the pool budget that will be used to replace all fixtures in the pool
262 house, install a water fountain/bottle filler, replace metal doors in the pool house, install
263 an awning on the pool house and to install a climbing wall and slide in the pool.

264
265 Tenny asked about the replacement ~~of the replacement~~ of the kiddie pool for a “water
266 park” since he's not sure how much that investment would build an increase in
267 revenues. Hunt said it really is about rebuilding the kiddie pool with a couple of splash
268 features rather than have the children just sitting in a foot of water like they do now.

269
270 Buildings/Facilities – Hunt said these funds will be used to do some work at the
271 community building (warming hut) identified by the energy audit, and will also be used to
272 install pass software at the pool and community building.

273
274 Playgrounds – while there are no funds in the FY22 budget, he said the new tot lot was
275 removed this fall in anticipation of construction of a new playground, and while there
276 was a delay in some of the equipment, this playground will be constructed in the spring
277 and will be the only all-inclusive playground in town. He said they will also be installing
278 a playground structure at the Recreation Center on Creek Rd.

279

280 Administration and Special Initiatives – Ramsay said there is funding for rolling
281 replacement of computers and network upgrades. She said she is looking ahead to
282 future Zoom meetings in the Conference Room, so even if the Board is meeting in
283 person this will allow department heads and consultants the ability to call in via remote
284 technology to avoid travel and being out late at night for Board meetings. She said
285 there is also a \$10,000 allocation for painting some of the hallways in the Town Offices
286 that are starting to show some wear and tear. She said the Special Initiatives are for
287 ongoing projects; the Emerald Ash Borer response, the Flood Resiliency Project, and
288 Energy Efficiency projects and studies, such as for an anaerobic digester at the
289 Wastewater Plant.

290
291 Ramsay said while the total for the FY22 Capital Improvements shows a large increase,
292 she thinks the Library furnace replacement can be pushed out and will help soften that
293 figure and thinks they might be close to being level funded this year. She said she
294 thinks next year some funding for the design and bidding on the heating system should
295 be added and we should look at a bond vote for the construction cost.

296 297 **Pressure Washer Motion**

298
299 Ramsay said she was unable to reach Eric Steele on the pressure washer, but it was
300 her understanding their recommendation was for the low bidder. Seeley said they'd
301 assume that this pressure washer met all their required specifications and asked for a
302 motion.

303
304 DeBisschop moved to recommend the Selectboard approve the purchase of the
305 pressure washer from Maine Oxy at a cost of \$4,106.10. Fuentes-George seconded
306 the motion. The motion was approved with 7 in favor.

307 308 **9. Committee Concerns**

309
310 McLaughlin said the pathway from Heritage Circle to Buttolph Drive has some
311 depressions from the snow plow that needs some soil added to level it off.

312
313 Wiger-Grohs mentioned that there had been a conversation on Front Porch Forum on
314 the overgrowth at the property on Buttolph Drive mentioned at the last meeting.
315 Ramsay said the person that lives there is a tenant and the Town made an effort to
316 reach out to the landowner, but isn't sure of the particulars.

317
318 Wiger-Grohs also wondered about removal of toxic soil if they sell the existing public
319 works facility. Werner said there are monitoring wells on the property from past fuel

320 leaks and it's just a matter of time before it **dissipates** and there is no indication any
321 physical removal of soil would be required.

322

323 Remsen mentioned that South Street residents are concerned about the amount of
324 speeding that takes place on their street, and it's not the emergency vehicles, it's the
325 other traffic on the street. Ramsay said there have been increased patrols on South
326 Street, and Chief Hanley is including a driver feed-back sign in his budget. Seeley said
327 she suggested trying some traffic calming measures before anything is constructed.
328 Remsen said Local Motion has the pop-up equipment for these traffic calming options,
329 so they might use those. Ramsay said it had been discussed with hospital officials at
330 their weekly information sharing phone-meeting and they were going to send a
331 message out to all employees regarding the speeding concerns.

332

333 Fuentes-George **said she** wanted to be sure there is a hard-surface pad used in the
334 new playground.

335

336 Next Meeting – there will be a brief meeting on October 22nd, at 9:00 a.m. on the Flood
337 Resiliency Project.

338

339 The meeting adjourned at 10:36 a.m. upon motion by McLaughlin, seconded by
340 DeBisschop.

341

342 Respectfully submitted,

343 Beth Dow