

1 TOWN OF MIDDLEBURY
2 Infrastructure Committee
3 Town Offices Large Conference Room
4 Thursday, October 12, 2017
5 DRAFT Meeting Minutes
6

7 Committee Members Present: Susan Shashok, Kirk Fiske, Gary Baker, Chris Robbins, Heather Seeley
8 and Luther Tenny. Also present was Alternate Judith Wiger-Grohs who would be voting for Don Keeler,
9 Jr., who was absent.
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11 Town Staff: Town Manager Kathleen Ramsay, Director of Public Works Planning Dan Werner, Director
12 of Public Works Operations Bill Kernan, Fire Chief David Shaw and Treasurer/Accounting Services
13 Manager Jackie Sullivan.
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15 The meeting was called to order by Chair Susan Shashok at 8:15 a.m.
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17 Approval of Agenda
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19 Robbins asked to include discussion on some possible grant opportunities she had found that might
20 work for the Creek Road Project. Shashok said they would include it under Project Updates.
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22 The agenda was approved upon motion by Baker, seconded by Seeley. The vote was 7 in favor.
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24 Approval of Meeting Minutes for September 14, 2017
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26 The minutes of September 14, 2017 were approved as presented upon motion by Seeley, seconded by
27 Baker. The vote was 7 in favor.
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29 Citizen Comments – None
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31 Project Updates
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33 Chris Robbins informed the Committee of a grant through the Lake Champlain Basin Program Local
34 Implementation Grant Program called “Pollution Prevention and Habitat Conservation”, which can
35 include riparian plantings, which is what we’re proposing to do along Creek Road. Werner and Shashok
36 both said there are no plans prepared yet for this project that could be used to apply for this grant.
37 Shashok recalled that the engineers would be looking for opportunities for funding, but Werner
38 recalled that any repair of the road would require it be moved and there would need to be budgeting

39 for that. Tenny remembered there was to be immediate repair to the road to get it opened and then
40 further evaluation. Werner said no engineering contracts had been pursued at this time.

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42 Robbins suggested the Middlebury River Project might be eligible as well, since this grant is also for
43 flood resiliency projects. Werner said he had read through this grant and he remembered it saying
44 they plan to concentrate on projects in the Winooski River, St. Albans Bay and the South Lake
45 tributaries, and any other applications would most likely not be considered.

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47 Bill Kernan said Creek Road has further damage north of Perrin's driveway and it isn't as simple as just
48 making simple repairs to the road. Shashok said that's where the Selectboard left it, so she wonders if
49 staff is now recommending to repair the entire road since she sees the money in the draft Capital
50 Improvement Budget. Werner said the plan was to try and relocate that road eventually, so some
51 money needs to be set aside for it or another financial path found to do that.

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53 There was discussion over how the project was to be broken out into segments to be worked on and
54 how some money had been set aside already, and there was \$1.2 million in the Capital Improvements
55 Budget. Ramsay said it was up to this Committee to decide how to divide that money up to phase in
56 the repairs.

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58 Robbins said there is also an Army Corp of Engineers grant that has no timeline and is to be used for
59 implementation of large projects, so she said we might want to look at that after the design and
60 engineering phases are complete. Shashok suggested Werner look at this further and come back at
61 the next meeting. Ramsay asked if this was a good time to step back and hire Pathways or another
62 consultant to help move this forward. She said if that's the Committee's direction, they can investigate
63 the funds and advise us on what to apply for and what the funding strategies might be.

64

65 The Committee had some confusion on what work was to be done and the money budgeted in the
66 Capital Improvements Budget. Ramsay said the \$1.2 million in the budget was based on everything
67 that needs to be done on that road, so she wanted them to keep the end in mind.

68

69 Fiske asked Werner if he was talking a total realignment of Creek Road, and Werner said that's what
70 the study said, that portions of that road need to be moved and these budget numbers came from the
71 study. Werner said there needs to be a discussion of how we're going to get it done. Baker said he's
72 concerned the road will deteriorate faster than we can get the work done.

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74 Ramsay asked if she was understanding correctly, that the Committee would like staff to obtain
75 proposals from consultants to help seek out funding and to advise on phasing. Shashok said yes, and
76 setting money aside this year for consulting on putting this all together is very wise.

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Halpin Road Culvert – Werner said Halpin Road was reopened Wednesday (10/11/17) afternoon.

Water Study Engineering – Werner reported they had received 6 proposals and he and Ramsay will review the proposals and meet with the top 2 or 3. He asked if there was anyone on the Committee who wanted to be the third reviewer, and Robbins said she would be willing to do it.

Wastewater Treatment Plant Evaluation – He said a pre-proposal meeting had been held and 4 firms attended. Proposals are due November 2nd.

North and South Pleasant Street Projects – Werner said South Pleasant Street is done and ACTR has been notified they can move the bus stop back to the south end of the street. North Pleasant Street has yet another section of sidewalk and curb to be replaced. Weather permitting, paving will happen Friday.

Chipman Park Project – Werner said they have some temporary water services installed and the contractor says they’re okay on timing.

Illegal Sanitary Sewer Connections – Werner informed the Committee letters would be going out to 63 property owners letting them know the Town needed to enter their property to inspect for illegal sanitary sewer connections, such as a sump pump or roof and floor drains

Seeley asked about the relocation of the water line for the railroad project, since a decision needed to be made by December 1st. Werner said the Committee could make the decision at the next meeting.

Seeley also asked about the status of the water meter project. Kernan said they are down to 80 property owners who have not responded, so they are sending out one final letter attempting to gain access to their house to do the installations.

Seeley said she felt this had been a challenging construction season, and while she knew a lot of it was out of the control of Public Works, she wondered what could be done differently next year. Werner said a lot of it has to do with State permitting taking longer and longer to process, and he’s heard from engineers how a trained labor force is harder to find, so this will increase the time frame needed in the future for projects. Tenny said they’ve found at the College that when the economy is good, contractors have so much work they don’t need to bid on projects.

Capital Improvements Budget Planning

115 Shashok said no decision would be made today, but it was an opportunity for Committee members to
116 ask questions, review plans and really understand what the Department Head is submitting and why.
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118 **Fire Department** – Chief David Shaw joined the Committee to go over his Capital Improvements
119 Budget. He said there was no real increase, just a clearer, defined picture of their needs and how it
120 breaks out. He said he added a 1% increase in FY 20-21, based on the idea that some costs will be
121 going down and some going up, so this will allow for any fluctuation.
122

123 Tenny asked if any of these were regulatory, such as certain equipment has a life-cycle and then they
124 need to be replaced. Shaw said yes, for instance turnout gear is only good for 10 years and the gas
125 meters also have a life-cycle.
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127 There were questions regarding the amounts budgeted for mobile and portable radios, since they had
128 just been purchased by a FEMA grant. Shaw said one of the conditions of the grant is they need to
129 prove they have a plan in place to maintain and fund radios when they become out of service, and
130 these amounts meet that requirement.
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132 **Public Works – Vermont Municipal Roads General Permit**

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134 Bill Kernan said the Municipal Roads General Permit was enacted as part of Act 64 in an effort to
135 control phosphorous levels in Lake Champlain. He said the permit was drafted in January of 2017,
136 public comment was taken over the summer and the final permit will be issued by December 31, 2017.
137 He said the Town will need to apply by July 31, 2018 and start paying fees, and in February of 2019, we
138 will need to begin reporting to the State. By December of 2020 we have to have all our inventories
139 done and there is a 5-year recertification schedule, so by 2037 all roads will be meeting the standards
140 and will just need to be maintained.
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142 Kernan described the inventory and scoring process to the Committee and how we'll be working with
143 Addison County Regional Planning throughout the process and they will help prioritize conditions. He
144 said there is some grant money available now, but it is figured into the Capital Budget this year.
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146 He said associated with this, culverts and catch basins also need to be inventoried as stormwater
147 outfalls areas, and there's no telling how big a process this is until we actually do it.
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149 Seeley said the gravel road line item had been level funded for several years, so asked if it needed to
150 be increased for this project. Kernan said yes, there would need to be an increase in the budget in
151 gravel roads and/or stormwater or ditching. He said once the inventory is done, by 2020 we will need
152 to repair 20% of these roads a year, because in 2025 we need to re-evaluate them again. Shashok

153 asked for an idea of what these added costs would be in the next year or so and where it should be
154 added in the budget. Kernan said perhaps they wanted a special line item for costs associated with
155 this project so it could be easily tracked. Shashok asked Kernan and Werner to look at it and make a
156 recommendation. Kernan said he has no intention of waiting to begin this process, so would like some
157 money set aside now so it could begin to be used. Werner said the State road permit will be
158 \$3,000/year and the State stormwater permit fees are also increasing, since that's how they're funding
159 this project.

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161 Robbins asked that "bank stabilization" be added to the line item for Creek Road Realignment.

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163 Sidewalks were discussed, and Ramsay said that the amount shown for the Exchange Street Grant
164 Match was just for the outstanding obligations we already have for this project up to Catamount Park
165 and does not include any future segments.

166

167 Wiger-Grohs asked about future expansion of sidewalks on School House Hill Road in East Middlebury.
168 Shashok said that would be part of the School House Hill Road Improvement Plan, which will be
169 triggered when J.P. Carrara and A. Johnson Company come back and help pay for their share when
170 they expand their developments. She said the Town does have its share of the money in reserve.
171 Seeley said they've been concentrating on maintaining the sidewalks we already have instead of
172 looking at constructing new ones. Ramsay said each year there are grant opportunities for sidewalk
173 projects, so asked if it was time to look at other areas beyond the Exchange Street and Court St/Rt 7
174 areas that have already been discussed.

175

176 Werner explained the Highway Construction budget and the proposed projects it covers. When asked,
177 Werner said all projects are constructed to the State construction standards adopted by the
178 Selectboard each year, so all new projects will meet the Municipal Road Permit requirements.

179

180 Werner said one of the highway projects in the budget is Charles Avenue from the high school parking
181 lot entrance to Water Street. Ramsay said there had been requests from the Unitarian Church for
182 street lights along that area to the high school parking lot, so wondered if this would be the time to
183 include lights, and Werner said it would be. Robbins said the Energy Committee had plans for solar
184 lights along that area, but the cost had been more than they could afford. Tenny said solar lights are
185 expensive over time, and the LED lights have drastically improved, so you could lay the conduit for
186 power as part of the project.

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188 Werner said two culverts need replacing on Cady Road, and one will be eligible for a Culvert Grant,
189 similar to Halpin Road. He wants to have them both designed together and get the grant for one of
190 them, then the following year apply for a Class 2 Paving Grant to resurface the road.

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Seeley asked if any money should be added to highway or sidewalks for the railroad water project, should the Town accept the funds from VTrans. Werner said sidewalk funds would be needed, since the plan is to construct the water line within the sidewalk area of the Town Green. Seeley wondered if money should be included in this budget, but Werner thought it could be put off until FY19-20.

Tenny asked if the budget included the paving of streets already in danger of failing, such as South Main, North Pleasant and Court Streets. Werner said those are Class 1 highways and the State is in charge of major work on these roads. He said he knows they are aware of the condition of these roads, but doesn't know if they're on any schedule.

Werner said he added \$200,000 in the budget for Court Street and Monroe Street intersection improvements to get the planning and engineering started for this project. Additional money will need to be added in future Capital Improvement budgets for land acquisition and right-of-way work. Tenny suggested at the very least, we should be looking into obtaining a Right of First Refusal from the owners of the gas station on the corner. Seeley said the Committee had plans for a major water line replacement, so she hates to see another project of this magnitude included in the budget considering the other plans and she's concerned about staff time for these projects. She thought given the other priorities, this \$200,000 should be taken out this year. She also asked if highway funds were needed to be planned for in this budget for those big water line projects. Werner said those would all be covered with water funds. Seeley said she'd rather see funds in the budget to purchase the Forest Service property than the Court Street-Monroe Street improvements. Baker and Fiske disagreed with her because they felt the safety concerns at this intersection and access issues made this a priority.

Ramsay said the Forest Service property has several agencies interested in it, the Town being one of them, so the Forest Service is having it appraised and that amount will be what they ask for it. Seeley asked if funds should be included in case the Town wanted to pursue purchasing it. Ramsay said they could if they wanted.

Shashok asked if there would be enough staff time available to do the water line project and begin the work on the Court St/Monroe St Intersection Project. Werner said the Intersection Project would just be going through the engineering selection process. Shashok wasn't sure where this project fit into their priorities. Robbins suggested putting funds in the budget for either the Forest Service purchase or in case the gas station came up for sale.

Shashok asked Werner to take a look at these projects and come back with a recommendation on what should be done.

229 Robbins asked if this Committee would be making a recommendation on how to use the Cross Street
230 Bridge funds. Ramsay said she has the Maintenance Plan from Aaron Guyette, and she is working on a
231 spreadsheet of the maintenance costs, debt service and estimated revenues. She said it will come to
232 the Committee as information only and will go to the Selectboard as part of their budget process.

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234 Shashok said the next Committee meeting would be October 26th at 8:15 a.m. and the rate setting
235 meeting scheduled for Nov. 30th has been moved to 5:30 p.m.

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237 Committee Concerns

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239 Robbins feels the excess Cross Street Bridge funds should go for water improvements.

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241 Wiger-Grohs said she had noticed the skidder from the Airport tree cutting project had moved from
242 the Forest Ridge Road bank to the bank on School House Hill Road, so that was going to be torn up.

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244 Shashok thanked staff for catching the problems on the Forest Ridge tree cutting project and for
245 communicating with everyone, and she hopes it can be fixed in a way that works for the Town.

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247 The meeting adjourned shortly before 10:00 a.m. upon motion by Seeley, seconded by Baker.

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249 Respectfully submitted,

250 Beth Dow

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