

1 TOWN OF MIDDLEBURY  
2 Public Works Committee  
3 Town Office Large Conference Room  
4 Thursday, February 9, 2017  
5 Meeting Minutes  
6

7 Committee Members Present: Gary Baker, Heather Seeley, Don Keeler and Kirk Fiske. Absent:  
8 Susan Shashok, Chris Robbins and Ryan Emilio.  
9

10 Town Staff: Director of Public Works Planning Dan Werner, Director of Public Works  
11 Operations Bill Kernan, Treasurer/Accounting Services Manager Jackie Sullivan and Town  
12 Manager Kathleen Ramsay.  
13

14 Others present: Mr. Cinquegrana of Chipman Park.  
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16 The meeting was called to order by Acting Chair, Heather Seeley.  
17

18 Approval of Agenda  
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20 Upon motion by Gary Baker, seconded by Kirk Fiske, the agenda was approved as submitted  
21 with 4 in favor, 3 absent.  
22

23 Approval of Minutes:  
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25 The minutes were approved with the following changes upon motion by Don Keeler, seconded  
26 by Gary Baker. The vote was 4 in favor, 3 absent.  
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28 Line 181 – Change “Town Manager Ramsay” to “the Selectboard”  
29

30 Citizen Comments  
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32 Mr. Cinquegrana thanked the Committee for including the Chipman Park project in the Capital  
33 Budget. Seeley thanked him for attending the meetings and being a part of the process.  
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35  
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37

38 Project Updates

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40 Werner reported on the Washington Street Extension sidewalk icing problem brought up at the  
41 last meeting. They have found there is a 6" underdrain system and they'll have to excavate it in  
42 the spring to see if it's functioning, but the drainage problem from this property might be  
43 directed to this underdrain to take care of the problem. Keeler stated he was against the Town  
44 paying for a property owner's problem.

45

46 Seeley asked Werner what was happening with the new water meter program and if they had  
47 any luck with the customers who had not made appointments yet. Werner said 837 meters had  
48 been installed so far, which is around ½ of the 1,700 total meters to be replaced. Some have  
49 received 2<sup>nd</sup> notices in the mail, but have still not responded, so Patti Kirby will begin calling the  
50 ones she has phone numbers for. They discussed possible ways of getting responses from  
51 property owners, and Seeley told Werner to let the Committee know if anything more could be  
52 done to move the project along.

53

54 There was a brief discussion regarding the remaining projects on the list. Kirk Fiske said he had  
55 spoken with Town Tree Warden, Chris Zeoli, about the Emerald Ash Borer program and Zeoli  
56 said all the trees could be sprayed now and it would be way cheaper than taking them down.  
57 Town Manager Ramsay will contact Zeoli for more information.

58

59 South Street/Chipman Park Project – Review Engineering Proposal

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61 Werner said that Green Mountain Engineering had done the complete South Street/Green  
62 Mountain Place project a few years ago, and this portion is a piece of that project. He said it  
63 had been reviewed by Town Attorney Benj Putnam and VLCT for insurance purposes, and all  
64 was in order. Werner said this Agreement is for some minor design work, preparing bid  
65 documents, reviewing bids and inspection of construction. Seeley thought \$50,600 was a bit  
66 high for the amount of work to be done. Werner said this is an estimate and he felt that the  
67 estimated hours they had in the bid for the work was on the high side and he did not anticipate  
68 it would take that long.

69

70 Keeler moved, and Baker seconded, to recommend the Selectboard approve the Green  
71 Mountain Engineering Services Agreement for the South Street/Chipman Park project for an  
72 estimated cost of \$50,600. The motion was approved with 4 in favor, 3 absent.

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76 Facilities Management Update

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78 Werner said that he and Judith Harris, of Harris and Harris, are looking at the oldest Town  
79 buildings first, and those are the Public Works Facility and IIsley Library. They have the  
80 engineering report recently prepared for IIsley Library, and VLCT did inspections for issues from  
81 the perspective of the insurance company. The goal is to identify what are day-to-day  
82 maintenance issues and what are capital costs that need to be planned for over the long-term.  
83 This same procedure will eventually be done on all Town buildings.

84

85 Keeler was concerned that we were moving ahead with these other buildings without  
86 addressing the old Wastewater building issue. Seeley said the old wastewater building couldn't  
87 be addressed until they could find more storage and the assessment was started in part to look  
88 at all the Town buildings and assess storage needs in all areas. Keeler felt the old Wastewater  
89 plant needed to be addressed sooner, because it was falling down and felt the money from the  
90 settlement fund should be used to remove the building. Seeley said she would talk to Chair  
91 Shashok about this, but she felt the storage problem had to be solved before they could  
92 decommission that building.

93

94 Werner said the report for each building would be given to the Committee when completed  
95 and not wait until all buildings are inspected as this will be a long process.

96

97 Committee Member Concerns – None

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99 The meeting adjourned at 9:00 a.m. upon motion by Baker, seconded by Fiske.

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101 The next meeting is Thursday, March 9, 2017 at 8:15 in the Town Offices.

102

103 Respectfully submitted,

104 Beth Dow

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