

1 TOWN OF MIDDLEBURY
2 Infrastructure Committee
3 Town Offices Large Conference Room
4 Thursday, October 11, 2018
5 Draft Meeting Minutes
6

7 Committee Members Present: Heather Seeley, Kirk Fiske, Luther Tenny, Chris Robbins, Don Keeler and
8 Alternate Judy Wiger-Grohs. Gary Baker and Lindsey Fuentes-George were absent so alternate Wiger-
9 Grohs would be voting.

10
11 Town Staff: Town Manager Kathleen Ramsay, Director of Public Works Planning Dan Werner, Director of
12 Public Works Operations Bill Kernan, Fire Chief Dave Shaw, Chief of Police Tom Hanley, Superintendent
13 of Wastewater Bob Wells and Ilsley Library Director Dana Hart.

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15 Others Present: Tree Warden Chris Zeoli and Leslie Kameny
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17 The Meeting was called to order by Heather Seeley at 8:15 a.m.
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19 Approval of Agenda
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21 Fiske moved to approve the agenda and Wiger-Grohs seconded the motion. Seeley said Chief Shaw had
22 another commitment, so he would be moved up on the agenda and Wiger-Grohs would give a report on
23 the Emerald Ash Borers (EAB) before Committee Members Concerns. The agenda was approved as
24 amended with 6 in favor, 1 absent.
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26 Approval of Minutes
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28 Line 51 – change to read “...get away from using fuel oil because of the underground tank and steam
29 because of its inefficiency”.

30 Robbins made the motion to approve the September 13, 2018 minutes as amended, seconded by Fiske.
31 The minutes were approved as amended 5 in favor, 1 absent, 1 abstention (Keeler).
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33 Fire Department Capital Improvements Budget
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35 Chief Shaw said there is a change in the protective clothing expense due to an increase in membership.
36 He said they’re currently at 41 sets and they’d like to maintain 62 sets, and this is keeping them on track
37 for getting their gear up to date.
38

39 Shaw said he is also requesting \$33,127 to convert from propane to natural gas, which will amount to a
40 \$5,000 savings per year. He said they would convert their propane heat to natural gas and their backup
41 system would remain a #2 fuel oil boiler. He said this way they aren’t locked into one fuel in the event

42 of a system failure so they can keep the station heated. The majority of this cost is to convert is
43 replacing all the piping within the building. Shaw said the \$33,127 is a quote from Mountain Air Systems
44 to do the conversion. Ramsay asked if there was also a cost from Vermont Gas for their part of the
45 conversion, and Shaw said there was not. Ramsay said she thought this amount should be added to the
46 FY20 Capital Budget.

47
48 Wiger-Grohs asked about the possibility of solar, and Shaw said he didn't know, but could look into it.
49 Robbins asked about the new Energy Policy the Board just approved, and Seeley said she thought that
50 policy was about new purchases and this is about a conversion of an existing system.

51
52 There was some discussion about renewable energy sources and reducing greenhouse gases, but Seeley
53 ended by saying this is in the planning stages and concerns have been duly noted. Seeley said the
54 Selectboard has addressed the need from change, and while there will be growing pains, they just have
55 to take it on a case-by-case basis.

56 57 Project Updates

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59 Reservoir - Werner said the Reservoir update project is complete, but there is a fracture in the corner
60 between the two concrete panels that they have attempted to repair three times now without success.
61 They are exploring options of covering this crack, and it is not allowing rainwater into the reservoir.

62
63 Water Monitoring Project - The water monitoring project is almost complete and the monitoring
64 equipment is being installed and the sidewalk project is complete as well.

65
66 Adaptive Use of Old Wastewater Buildings - Werner said they met with a local architect and he
67 estimates \$75-90,000 for architectural services for the adaptive re-use of the old control building and
68 garage at the Police Department site. He said the architect suggested we might get a better price if we
69 spread it over several months to give the firms flexibility time to staff the project. Werner also said KD
70 Associates will be preparing a Request for Proposal (RFP) for hazardous waste removal that will go out
71 soon, with bids due back November 1st. He said he hopes the Committee can approve bids at their
72 November meeting and the cost is estimated to be between \$15-\$20,000.

73
74 Seeley asked about Werner's statement in his report regarding the funds for Judy Harris's work running
75 out and more would need to be allocated. She wondered if they needed to do that today or in the
76 future and Werner said that would be in the future. Seeley also asked if the building would be able to
77 still be used for the Police Department storage once the hazardous waste is removed, since we don't
78 have a solution for where to put the stuff that's in there now. Werner said the stuff has to come out so
79 the work crews can work, but it can go back in. Seeley just wants to be sure the buildings are still usable
80 until we have a timeline to do the upgrades.

81
82 Cady Road – Werner said he is applying for a Better Roads Grant for one of the culverts that needs to be
83 replaced and a Structure Grant for the other culvert. Werner said the hydraulic study showed that the

84 current culverts aren't sized adequately to meet standards, so they need to be replaced. Keeler asked if
85 the culverts needed to be replaced, and Werner said he's applying for a paving grant in the next year to
86 repave Cady Road, so he wants the culverts done before its repaved.

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88 Library Heating System

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90 Werner said he and Hart had met with Ray Keller of Vermont Gas who is going to provide some options
91 for them, and Keller would come back with some costs for these options. He said they are also having
92 Engineering Services of Vermont, who did a review of the HVAC system, come back to the Library and
93 help develop an RFP for a wood pellet plant or conversion to natural gas.

94

95 Werner said in the meantime the boiler needs to be repaired and Plouffe's Heating has the service
96 history of this boiler from working on it in the past, and they have submitted a bid of \$7,262 to come
97 and do the repairs that they think are needed. Werner said this didn't go out to bid as Plouffe has done
98 a lot of work on this boiler and has the best knowledge of the history and what needs to be done.

99 Seeley was concerned that Plouffe's quote requires 60% of cost due upon acceptance of their proposal,
100 and is wondering if that can be negotiated, since it may be the boiler doesn't need that much work and
101 we've already prepaid. She thinks 25-30% would be more reasonable given the unknowns going into it.

102

103 Fiske asked if the boiler was working now, and Hart said it is working at the moment, but they had some
104 trouble last year. Ramsay said they want to get this taken care of before going into the heart of the
105 heating season. Robbins asked when they might be able to change from steam heat to hydronic heat,
106 and Werner said it would be well over a year away.

107

108 Tenny said whenever they replace new to old castings in the boilers at the College, around 50% of them
109 leak. He said they have better luck when all the castings are replaced at once, so he'd like to see a cost
110 estimate on an entire new casting. He said that would eliminate the variability in the cost estimate. He
111 said it might cost a little more, but it might buy us more time. Hart said the boiler is currently leaking so
112 they need to do something while they look at alternative heating options.

113

114 Fiske made the motion to recommend the Selectboard approve Plouffe's proposal up to \$7,262 with
115 25% deposit, and up to 20% higher for replacement of full casting with 60% deposit. Wiger-Grohs
116 seconded the motion. The motion was approved with 6 in favor, 1 absent.

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118 Wastewater Main Pump Station – Pump Rebuild Services

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120 Bob Wells said there are 3 pumps at the main pump station that have been there since 2000, and over
121 the last two years two pumps were rebuilt and now they want to rebuild the final pump to make sure
122 they remain very reliable. He is asking for a recommendation to the Board to approve the estimate
123 from Aqua-Solutions, who has rebuilt the other two pumps and have proven to be very reliable. He said
124 these pumps will not be replaced when the plant is upgraded, so this is a long-term investment which
125 will get another 20 years from these pumps. The estimate from Aqua-Solutions is \$37,600.

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Robbins made the motion to recommend the Selectboard approve Aqua-Solutions to rebuild the pump at a cost of \$37,600. Fiske seconded the motion. The motion passed with 5 in favor (Wiger-Grohs had stepped out of the room), 1 absent.

Police Department – Draft Capital Budget

Chief Hanley said earlier this year Vermont Gas had given the Police Department an estimate that they would save \$4,750 dollars a year in heating costs if they converted to natural gas. He said Vermont Gas had told them the piping would not need to be changed, but they would need new terminal equipment. Hanley said the HVAC contractor came and gave them an estimate of \$2,149 to do the work necessary and this was approved by the Selectboard. He said when VHV came to do the work, they said the piping was not sufficient, so now they have the gas line up to the building and the meter installed, but that's as far as they can go. He said the new cost estimate of \$9,800 to convert. He said the plan is to run new pipes over the top of the building and leave the old pipes in place, which he would prefer as it gives them the option to go back to propane if needed. He said they do have \$15,000 in reserve for updating the HVAC system at some point, and while it isn't supposed to be used for fuel, the money is there if the Board chose to use the existing funds to pay for this.

Fiske made the motion to recommend the Selectboard approve the VHV proposal of \$9,800 to convert the Police Department to natural gas, with the funds coming from the funds set aside in the Capital Budget to upgrade the Police Department HVAC system. Tenny seconded the motion.

Keeler said he felt there would be enough in savings from converting to natural gas and the refund from the propane company for the unused gas remaining in the tanks to cover a lot of this cost and not use as much of the Capital funds. Ramsay suggested going ahead with using the Capital funds and if there is a refund coming from the propane company, it can be deposited into the Capital Budget.

The vote on the motion was 6 in favor, 1 absent.

Hanley went over his proposed FY20 capital budget that included information technology updates, replacing some old office furniture, and some energy improvement to the building recommended by Efficiency Vermont. He said the \$5,000 in the budget for the garage door to the old sand filter building will be eliminated if the proposed project to retrofit these buildings moves forward.

Seeley asked about the \$21,000 for upgrades to the information and technology line in FY21 and Hanley said that was to replace the server. Seeley reminded Hanley of the need to space out costs over several years so the budget stays relative even. Ramsay said in this case it wasn't really a problem, because there were several items in this year's budget that won't be in next year's, so it's almost a wash. Hanley says he's always looking for a way to space the cost of items out over several years, but this is a one-time purchase and he will try to spread out the cost for the next server replacement.

168 Parks and Recreation - Draft Capital Budget

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170 Bill Kernan went over the proposals for the FY20 Parks and Recreation Capital Improvements budget
171 with the Committee, and pointed out a few items that were new in this plan, such as replacing worn
172 soccer goals and a new fountain & bottle fill station. Most of the items are continued upgrades of
173 existing projects, such as the Tot Lot area at the Recreation Park. There was also some discussion over
174 the UTV (utility vehicle) proposed in the capital budget, that is for help with grounds work around the
175 Recreation Park.

176
177 Seeley asked Kernan about the money set aside for resurfacing the basketball courts at the Harold Curtis
178 Park. Kernan said the money is there, but when they went out to bid they all came back higher than the
179 amount allotted for this project, so they are going to go back out to bid in hopes the timing is better for
180 contractors and they get a better price. He said if bids still come in high, he may be back to the
181 Committee to see about utilizing some other Capital funds to get the job done.

182
183 Robbins asked if the money planned for Community Building/Teen Center included the Smart
184 Thermostat that the Energy Committee had specified funds for. Ramsay and Seeley said that would
185 happen this budget year, and this Capital Budget is for the next budget year. Robbins asked if there
186 were electric utility vehicles. Tenny said they've found at Middlebury College that the battery
187 technology is not good with UTVs yet.

188
189 Qualifications-based Selection (QBS) for Architectural and Engineering Services

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191 Werner said the Clean Water State Revolving Fund is mostly for wastewater type projects, but
192 stormwater projects are also being considered with a wastewater component, as well as flood
193 restoration projects. He said since they're Federal funds, they require a QBS process for architectural
194 and engineering services for these projects. He explained how the process involves identifying the
195 projects and services we need and request firms to submit their qualifications for those services. Then
196 the firms are ranked for various categories, which "pre-qualifies" a firm the Town might use for certain
197 projects based on their ranking for that type of project and then a price for the project is negotiated. He
198 said it's an efficient system and it meets the Federal qualifications for selecting a firm. The QBS is good
199 for five years. Keeler asked how this conflicts with our Bid Policy, and Ramsay said there is an exception
200 in the Policy for engineering and professional services.

201
202 There was more discussion on how this process works, and Werner explained how it can be used in
203 conjunction with other Federal funding to reduce the money the Town needs to budget for, such as the
204 flood mitigation project in East Middlebury.

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210 Tree Policy Update

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212 Wiger-Grohs said that the updated version of the Tree Policy incorporates the comments made at the
213 September 13, 2018 meeting. She said the policy had also been reviewed by the Tree Committee and
214 the UVM –Urban and Community Forestry staff.

215

216 Ramsay said Committee member Gary Baker, who was unable to be at this meeting, was particularly
217 concerned about the wording regarding “...shall have on staff or partner with a Certified Arborist”, and
218 she said he is in favor of the wording proposed in this version.

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220 Since there were no other comments regarding the revised version, Wiger-Grohs made the motion to
221 recommend the Selectboard approve the Tree Policy. Fiske seconded the motion. The motion was
222 approved 6 in favor, 1 absent.

223

224 Emerald Ash Borer (EAB) Update

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226 Wiger-Grohs said EAB has now been found in South Hero and Grand Isle, and we are now entering the
227 “no-fly” time for EAB, so suggests Ash trees that are in good shape be taken down. There was
228 discussion about what might want to be recommended by the Tree Committee, and what might need to
229 be added to the budget for treatment or removal of trees.

230

231 Wiger-Grohs said there are also businesses in Town that have ash trees on their property, and she was
232 wondering if those property owners should be contacted. Ramsay said businesses, such as G. Stone
233 Motors, planted these ash trees as part of a Development Review Board approval, so some sort of plan
234 would need to be brought to the Infrastructure Committee about how to handle these instances.

235 Ramsay suggested the Tree Committee draft some form of notification for review, and then it could be
236 sent to the property owners along with information on the EAB so they could make their own decisions.

237

238 There was some talk about treating the ash trees in the Recreation Park, and Tree Warden Chris Zeoli
239 thought we should start thinking about treating trees, and those would be a good place to start.

240 Robbins asked if there was any economy of scale to hire a contractor to come and treat all trees at once,
241 both public and private. Zeoli felt this would be difficult to organize and accomplish. Wiger-Grohs also
242 said that these treatments kill everything, so would be carried on to birds through the insects in the
243 trees. Zeoli said they do have an organic version. Seeley wants the Tree Committee to figure out
244 what’s best and bring a recommendation back to the Infrastructure Committee.

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246 Committee Comments

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248 Keeler told Werner the sidewalk contractor this year did a great job, but he was disappointed it didn’t
249 happen before school started.

250

251 Wiger-Grohs mentioned the traffic backed up past Rosie's Restaurant on Route 7 this morning, and
252 Robbins asked about the work being done on Weybridge Street.

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254 The next Infrastructure Committee meeting is set for October 25, 2018 at 8:15 a.m.

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256 The meeting adjourned at 10:00 a.m.

257

258 Respectfully submitted,

259 Beth Dow

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DRAFT