

**Town of Middlebury
Infrastructure Committee
Thursday, March 11, 2021
Meeting Minutes**

NOTE: Due to the need for separation to prevent the spread of COVID-19 virus, the meeting was held remotely via video conferencing with participants.

Members Present: Heather Seeley, Lindsey Fuentes-George, Judith Wiger-Grohs, Gary Baker, Matt DeBisschop, Candy McLaughlin and Alternate Erik Remsen. Luther Tenny was absent. Remsen will be voting in this meeting.

Staff Present: Town Manager Kathleen Ramsay, Director of Public Works Planning Dan Werner, Accounting Services Manager Jackie Sullivan and Director of Public Work Operations Bill Kernan.

1. Call to Order

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

2. Approval of Agenda

Fuentes-George moved to approve the agenda and Wiger-Grohs seconded the motion. The agenda was approved as presented with 7 in favor.

3. Approval of February 11, 2021 Minutes

Fuentes-George moved to approve the minutes of February 11, 2021, and Baker seconded the motion. The minutes were approved as presented with 7 in favor.

4. Project Updates

Werner said a pre-bid on-site walk of the project Flood Resiliency Project was held on March 3rd, with eight contractors and some sub-contractors attending. He said bids are due March 26th.

Contract documents for the Court Street Waterline Project are being worked on, Werner reported, and they are anticipating an early April start date.

40 Werner said sometime in the near future the Committee would be discussing the new
41 “green” water meter-reading technology. He added that documents on these meters
42 would be sent to the Committee.

43

44 5. Police Department Re-Use Project Change Orders

45

46 VMS Construction Change Orders 8 & 9

47

48 Werner said change order #8 was for some temporary heaters to dry out the basement
49 and prepping and painting railings in the storage building, some basement lights and
50 additional mechanical items. It also includes 2 CO detectors required by the State Fire
51 Marshall’s Office, following their inspection. These items total \$2,947.

52

53 Werner said change order #9 was to relocate some unit heaters in the garage and to
54 add antennas to the overhead door operators, for a total of \$4,468.

55

56 Fuentes-George moved to recommend the Selectboard approve VMS Construction
57 Change Orders #8 & 9. Wiger-Grohs seconded the motion. The motion carried with 7
58 in favor. **MOTION PASSED.**

59

60 VIA Change Order

61

62 Werner said this change order for \$3,600 is for additional construction administrative
63 charges due to so many construction change orders and other unknowns that were
64 discovered during construction. Werner said he felt this cost was “light” and that VIA
65 was trying to be very reasonable and fair for their time. Seeley said she was glad to
66 hear Werner say that, since there was no detail or breakdown in the VIA change order,
67 and suggested that more details would have been helpful in the future.

68

69 Baker moved to recommend the Selectboard approve the VIA change order for \$3,600
70 for additional administrative costs. McLaughlin seconded the motion. The motion
71 carried with 7 in favor. **MOTION PASSED.**

72

73 6. Main Street Sidewalk & Curbing Bid Review

74

75 Werner said we received 3 bids on March 5th for the Main Street Sidewalk and Curb
76 Project, with Champlain Construction the lowest bidder at \$172,690. He said this is
77 under the project estimate from Green Mountain Engineering of \$175,000.

78

79 Werner said right after the bid opening they'd had a discussion with Neil Buxton of
80 Champlain Construction, and they are going to want to get started on this right away
81 and they'll be doing the excavation portion of the project. Werner said the granite will be
82 laid by Granite State, who does the majority of granite work in New England, and Gary
83 Freegard, a local contractor, will be doing the concrete. Werner said he was pleased to
84 hear that Granite State and Freegard were the subcontractors, since they both do
85 excellent work.

86
87 Werner said there is a high level of coordination that will need to happen with this
88 project, and Buxton is aware of that, and there will be one unknown at the southern end
89 of the project when they dig up and see what is under the sidewalk near the parapet
90 wall.

91
92 Seeley asked if Community Liaison Jim Gish could coordinate with downtown
93 businesses on the logistics of this project and scheduling of closings and traffic.
94 Ramsay said she'd speak to Gish about this and have him include it in his blog.

95
96 Seeley also asked about contingency funds for the unknowns that might be uncovered,
97 and Werner said our funding was good.

98
99 McLaughlin moved to recommend the Selectboard award the bid for the Main Street
100 Sidewalk and Curb Project to Champlain Construction for \$172,690. DiBisschop
101 seconded the motion. The motion carried with 7 in favor. **MOTION PASSED.**

102 103 **7. Cady Road Culvert**

104
105 Werner said for the last culvert project on Cady Road, we located another company in
106 the Albany, NY area, Lane Enterprises, that also furnishes the arched culverts, so it was
107 nice to have a competitive bid to compare to Contech. He said this culvert project will be
108 done as it has worked well in the past, with the Town purchasing the culvert and the
109 company building the supporting arch assembly that is delivered to the construction site
110 and dropped into place. He said the culvert costs \$46,099 and Lane's assembly cost is
111 \$14,283, for a total of \$60,382. The construction portion of the project is bid separately.

112
113 Seeley asked if we'd asked for references for Lane Enterprises. Werner said Jamie
114 Simpson of Green Mountain Engineering had looked into them back when we first
115 learned of them, and they do a lot of business for the New York State Highway, so they
116 feel fairly confident in Lane's ability.

117

118 DiBisschop moved to recommend the Selectboard award the bid to Lane Enterprises.
119 Fuentes-George seconded the motion. The motion carried with 7 in favor. **MOTION**
120 **PASSED.**

121
122 Fuentes-George asked where this culvert was on Cady Road, and Werner said it was
123 west of the culvert that was replaced last year. The road will be closed at the Lower
124 Foote Street intersection.

125 126 **9. Flood Resiliency Project – Change Order**

127
128 Werner said SLR International Corp. (SLR) (formerly Milone & MacBroom, Inc) has
129 requested a change order of \$15,000 for additional administrative costs.

130
131 Werner said when we applied for money from the State Clean Water Revolving Loan
132 Fund, this requires a lot of extra time to complete the paperwork required with this type
133 of funding, so \$12,000 is requested for this additional work. He said we separated out
134 the tree clearing portion of the contract from the construction portion, because it needed
135 to be completed by March 31st, so the added work associated with the tree cutting
136 portion is an additional \$2,000. Werner said \$1,000 is for additional work associated
137 with contacting landowners, including discussions with Eric Murray regarding the special
138 requirements of his property. Werner said he feels this is a reasonable request.

139
140 Ramsay said it's important to keep in mind that this \$15,000 resulted in us getting better
141 bid documents and the easements we needed to get this tree project out to bid in a
142 timely manner so we can get this project done this year. She said it was also necessary
143 to leverage our eligibility for the \$200,000 from the State Clean Water Revolving Loan
144 Fund. She said if any other town falls out of eligibility for funding, we'll be ready should
145 more funding become available.

146
147 Ramsay thanked Werner for putting all these pieces together to make this happen, and
148 said without him we would not be moving forward with this project this year. Seeley
149 said this has been a long road to getting this project moving, and also thanked Werner.

150
151 DiBisschop moved to recommend the Selectboard approve the change order request by
152 SLR for \$15,000. Fuentes-George seconded the motion. The motion carried with 7 in
153 favor. **MOTION PASSED.**

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158 **10. Highway Department Class III Truck Purchase**

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160 Kernan said this is a for a 1-ton, flatbed with removable sides and a lift that will be used
161 to transport tools and equipment to job sites. He said the bid specifications went to six
162 dealers (3 local, 3 out-of-town) and only two local dealers submitted bids.

163

164 He said both trucks were basically the same, but they had different materials for running
165 boards and the Dodge had slightly lighter weight limits on the front and rear axles, but
166 not enough to make a difference. He said both offer extended warranties and upgraded
167 undercoating, and both came in under budget. He said he is recommending the Dodge
168 Ram 550 from Stone CDJR for \$45,106.63.

169

170 Kernan said there is also a bid out for a Class IV truck and he's passed it through the
171 Energy Committee who have done some research, and a chassis this size without body
172 build is \$30-35,000 and an ED chassis with engine is \$130,000, so there is still a ways
173 to go with costs of some vehicles.

174

175 Seeley asked if this vehicle was scheduled for replacement, and Kernan said it was.
176 Fuentes-George asked Kernan if the Energy Committee had sent him information on a
177 company that is doing truck conversions. Kernan said they had, but these companies
178 are dealing directly with manufacturers, but there are ways to convert existing vehicles.
179 Fuentes-George asked about the life of this truck, and Kernan said 10-years, since it
180 isn't used for plowing.

181

182 Fuentes-George moved to recommend the Selectboard award the bid to Stone CDJR
183 for the Dodge Ram 550 1-ton truck for \$45,106.63. Remsen seconded the motion. The
184 motion carried with 7 in favor. **MOTION PASSED.**

185

186 **11. Committee Members Concerns**

187

188 Wiger-Grohs said she had checked out 3 trees along Route 125 in East Middlebury and
189 she feels they're in pretty poor shape. She said they're split and have suffered damage
190 from storms, and wondered how to deal with these trees. Kernan said the Town
191 wouldn't spend money to take them down because they're in the State right-of-way, so
192 he will send the addresses of these trees to the State for them to look at.

193

194 Remsen said a while back the Committee had talked about establishing a traffic calming
195 subcommittee after Town Meeting, and he wondered if that was something we were still
196 planning on. Ramsay said the Public Health and Safety Committee would be

197 discussing traffic calming at their March 22nd meeting, and said it would be interesting to
198 see what they say about that. Seeley said she'd keep it on her ongoing list.

199

200 Seeley said Ramsay had mentioned at the Selectboard meeting that we were over-
201 budget in water maintenance due to some breaks, and while she knew Werner was very
202 busy with a lot of projects, wondered if he'd take a look at the list of water main projects
203 and see if there were any we should advance on the list to be done sooner based on
204 the recent water breaks.

205

206 Ramsay asked Werner about the overall budget for the Police Department reuse
207 project, he said he'd do a summary for the next meeting, but there is around \$50,000
208 remaining after all the change orders.

209

210 The next meeting of the Middlebury Infrastructure Committee will be Thursday, April 8,
211 2021 at 9:00 am.

212

213 The meeting adjourned at 9:45 a.m. upon motion by Fuentes-George, seconded by
214 Wiger-Grohs.

215

216 Respectfully submitted,

217 Beth Dow