

1 TOWN OF MIDDLEBURY
2 Public Works Committee
3 Town Office Large Conference Room
4 Thursday, April 13, 2017
5 DRAFT Meeting Minutes
6

7 Committee Members Present: Susan Shashok, Kirk Fiske, Gary Baker, Heather Seeley, Chris
8 Robbins and Ryan Emilio. Don Keeler, Jr. was absent.
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, Wastewater
12 Superintendent Bob Wells and Town Manager Kathleen Ramsay.
13

14 Others present: John Tenny and David Donahue of Middlebury College
15

16 The meeting was called to order by Chair, Susan Shashok.
17

18 Approval of Agenda
19

20 Shashok wanted to amend the agenda to move the Hillcrest Road improvements to first on the
21 agenda. Gary Baker made the motion, seconded by Heather Seeley, to approve the agenda as
22 amended. The vote was 6 in favor, 1 absent.
23

24 Approval of Minutes:
25

26 Due to the absence of Don Keeler, there was not enough of the Committee who were present
27 at the February 9, 2017 meeting to approve the minutes, so they were tabled until the next
28 meeting.
29

30 Citizen Comments - None
31

32 Hillcrest Road Water Main and Road Improvements
33

34 Luther Tenny said the College and Town have partnered together for more than a decade in
35 making upgrades to Hillcrest Road, and they are ready for the final phase of replacing the water
36 line on the north end. As part of this project the College will partner with the Town on the
37 drainage and paving of this section. The College has engineered the water line portion and has

38 offered to manage the Town portion of the project. David Donahue said this has been a great
39 partnership and has worked well in the past for the College and Town.

40

41 Seeley asked if the \$36,900 in the budget would cover the Town's portion, and Tenny said he
42 thinks the project will come well within the budget figure.

43

44 Shashok wanted to explore the Town and College opening a discussion with St. Mary's Parrish
45 about the possibility of the Town relinquishing ownership of Hillcrest Road to the College. St.
46 Mary's had been against this becoming a private road in the past because it is the only entrance
47 to the Catholic cemetery at the end of Hillcrest Road. Donahue said the College hasn't actively
48 been talking about taking over this road lately, but would join the conversation. He said this
49 road feels different than other roads they've taken over, in that there is quite a bit more public
50 traffic that uses it. Shashok still would like to begin this discussion with the church.

51

52 North Pleasant Street/Charles Avenue

53

54 Werner said the bids were due back by April 17th and he hoped to begin work around the first
55 of June.

56

57 Sidewalks

58

59 Werner said the bid documents for the South Pleasant and Main Street sidewalks are almost
60 complete. There was discussion about timing of the project with the temporary bridges being
61 installed on Main Street and Merchants Row and the need for coordination. Werner said
62 installation would take less than 2 weeks on the Main Street sidewalk, but there are still
63 questions about what lies beneath the current sidewalk. Werner said he also had to figure out
64 the timing of the South Pleasant Street sidewalk.

65

66 There was some discussion on ash tree removal and treatment, as well as the installation of the
67 new flashing beacon at the crosswalk on Court Street at the Recreation Park/Mary Hogan
68 School entrance. To avoid any issues, Seeley wanted to be sure the State was made aware of
69 this project before the beacon was installed.

70

71 Combined Sewer Overflow Project

72

73 Werner was looking for an amendment to the engineering agreement with Aldrich and Elliot to
74 develop an Overflow Control Plan by the end of the year. When asked about the recent
75 overflows at Pump Station #9, Bob Wells said that all rain storms are different, but there are

76 other contributing factors that might cause an overflow, and in this instance the frozen ground
77 may have caused more water to go to the pump station. Wells said there is improvement
78 though and we are moving in the right direction.

79

80 Seeley moved to recommend the Selectboard to approve the amendment to the agreement
81 with Aldrich and Elliott for the Combined Overflow Project, at a cost not to exceed \$31,000.
82 The motion was seconded by Fiske. The vote was 6 in favor, 1 absent.

83

84 Robbins asked if there would be any public process around the properties affected. Werner
85 said not really, other than discussions about the project at public meetings and they would be
86 notified as the project began doing smoke testing.

87

88 Well Monitoring Project

89

90 Werner said this request is to amend the original engineering agreement with Aldrich and Elliot
91 to prepare bid documents for the project at a cost of \$29,300.

92

93 Emilio moved to recommend amendment to the Aldrich and Elliot agreement not to exceed
94 \$29,300. Fiske seconded the motion. The vote was 6 in favor, 1 absent.

95

96 Halpin Road Culvert Replacement

97

98 Werner said this project will go out to bid next month. To reduce the time the road is closed
99 and to save some money, the Town is looking to purchase an aluminum culvert pipe from
100 Contech. This is a 3 plate structure that is constructed on-site while the trenching is going on.
101 Once the trench is complete the place the culvert in the trench and install the headwalls.
102 Werner is asking the Committee to recommend the Board authorize the Manager sign a
103 Purchase Order for \$62,900.

104

105 Fiske moved to recommend the Selectboard authorize Town Manager Kathleen Ramsay to sign
106 a Purchase Order to Contech Engineered Solutions for the aluminum culvert and headwalls for
107 \$62,900. Baker seconded the motion. The vote was 6 in favor, 1 absent.

108

109 Werner confirmed that emergency services were all okay with the road being closed for
110 approximately two weeks and the work would begin sometime after schools closed in June.
111 Notices will be sent to residents regarding the work and the closure.

112

113

114 Merchants Row Water Line Relocation

115

116 Werner went over the initial plans for relocation of the 8" water line that goes from South
117 Pleasant Street under the railroad to Merchants Row. His idea is to relocate it north from South
118 Pleasant Street along the Town Green to connect to the line by the Emma Willard Monument,
119 and east to the Court Street line. This would eliminate the loop to Merchants Row and allow
120 for the abandonment of the 8" line in Merchants Row.

121

122 Shashok is worried about all the work in an area that will already have a lot of work going on
123 and the big impact it would have to that area. Werner said it was definitely a timing issue and
124 there was a possibility it could be bored and not excavated.

125

126 Shashok encouraged further investigation for rerouting possibilities.

127

128 Agri-Mark Agreement

129

130 Werner and Ramsay explained the 20 year rate agreement with Agri-Mark is expiring this
131 month. They are looking for the Committee to recommend the Board extend the current
132 agreement until June 30th and then come back with a new agreement with rates to be phased
133 in over several years.

134

135 There was discussion over the rates and how they should change when rates change for
136 residents.

137

138 Baker moved to recommend the Selectboard extend the current Agri-Mark Rate Agreement to
139 June 30, 2017. Fiske seconded the motion. The vote was 6 in favor, 1 absent.

140

141 Fuel Supply

142

143 Bill Kernon explained that the current 15 year old card reader system on the diesel pumps at
144 Public Works has been deteriorating. They have managed to do some repairs, but now doesn't
145 work at all so all reading must be done manually. The estimate for a new system from D&M
146 Petroleum in Bristol, is \$10,000 for a new card system. Another company from Derby will be
147 here on April 14th to look at the system and give a quote, but Kernan is recommending going
148 with D&M because they're local.

149

150 There was discussion over the savings vs. the cost of the system and whether gas should just be
151 purchased at a dealership. Kernan said bulk deliveries of fuel does save money, and there is an

152 advantage to have fuel available during winter storms. Also our pumps can be generated by a
153 generator in a power outage to keep emergency vehicles going. They estimate a 5-year payback
154 on the cost and the \$10,000 would come from money set aside years ago for a generator. Since
155 they now have the generator that had been housed at the old Municipal Building, that money is
156 no longer needed and there is a balance of \$24,000 in that fund.

157

158 Kernan will get the quote from the vendor from Derby and return to the Committee at their
159 next meeting.

160

161 Committee Concerns

162

163 Baker asked if anyone had looked into purchasing the empty Connor Homes property for the
164 Public Works facility. He thought this would make a good location for them.

165

166 Fiske asked about the traffic calming on Halladay Road that Tim Hollander was talking about.
167 Werner said that a 2015 Traffic Calming Study had identified Seymour St, South St and Halladay
168 Road as areas that could benefit from traffic calming measures, but there is no project being
169 discussed for Halladay Road at this time. He said it's a very expensive solution for a rural road.
170 Seeley said she doesn't view that road as a priority, but Shashok would like to see it put on a list
171 for the future.

172

173 Robbins mentioned her work on the Traffic Section of the Town Plan Updates and how she had
174 obtained high crash locations from the State. She thought this list might help when prioritizing
175 projects. She also asked about the possibility of using fabric storage buildings for use as
176 temporary storage for Public Works.

177

178 Emilio mentioned the footbridge from Marble Works to Mill Street is beyond its life span and in
179 bad condition. He said when it was constructed, the Town agreed to own and maintain the
180 bridge, so the condition should be looked at considering this bridge might be used a lot more
181 with all the disruption of the downtown in the next few years. He also asked if Willard Street
182 could be included in the list of streets to be swept.

183

184 Shashok said the Committee may need extra meetings in May and June to work on rates. The
185 Committee suggested some night meetings. Shashok also said the Infrastructure Committee is
186 one of a few committees without term limits, so the Board will be looking at establishing terms.

187

188 Because a motion had not been made earlier regarding the Hillcrest Road project, Seeley
189 moved to recommend the Board agree to partner with the College for the stormwater and
190 paving of Hillcrest Road. Fiske seconded the motion. The vote was 6 in favor, 1 absent.

191

192 The meeting adjourned at 9:40 a.m.

193

194 Respectfully submitted,

195 Beth Dow

196

DRAFT