

1 TOWN OF MIDDLEBURY
2 Infrastructure Committee
3 Town Offices Large Conference Room
4 Thursday, June 7, 2018
5 Meeting Minutes
6

7 Committee Members Present: Heather Seeley, Kirk Fiske, Chris Robbins, Luther Tenny, Lindsey Fuentes-
8 George, Don Keeler and Alternate Judith Wiger-Grohs. Gary Baker was absent. Wiger-Grohs will be a
9 voting member for this meeting.

10
11 Town Staff: Town Manager Kathleen Ramsay, Director of Public Works Planning Dan Werner, Director
12 of Public Works Operations Bill Kernan, Ilesley Library Director Dana Hart, Parks and Recreation Program
13 Director Dustin Hunt, Fire Chief Dave Shaw and Treasurer/Accounting Services Manager Jackie Sullivan.
14

15 The meeting was called to order by Heather Seeley at 8:15 a.m.
16

17 Approval of Agenda
18

19 Werner said there were two items he'd like to add to the agenda; the easement for the Well Monitoring
20 Project and tree removal on the Town Green. Wiger-Grohs made the motion to approve the agenda as
21 amended, and Fiske seconded it. The agenda was approved 7 in favor, 1 absent.
22

23 Approval of Meeting Minutes for May 10, 2018
24

25 The minutes were approved with two changes, upon motion by Fiske, seconded by Robbins.
26

27 Line 53 – Change Bond to Harris

28 Line 68 – Change from asbestos to asbestos-cement
29

30 The vote was 7 in favor, 1 absent, 2 abstentions (Keeler and Fuentes-George).
31

32 Citizen Comments – None
33

34 Project Updates
35

36 Werner gave a brief update on three projects. He said the foundations were being dug or were in place
37 for the 3 structures in the Well Monitoring Project, the contractor on the South Street/Chipman Park
38 South project is back at work, and the Charles Avenue project has begun.
39
40
41
42

43 Water Reservoir Concrete Repair Bid Review

44

45 Werner said he and the engineer held a pre-bid meeting at the reservoir so contractors could view the
46 work that needed to be done and ask questions. He said we had received two bids back from G. S.
47 Bolton at \$78,525 and Kingsbury Company at \$141,300.

48

49 Werner said the reference check on Bolton was good, and Dubois and King were very happy with their
50 work, felt they were conscientious to neighbors concerns and the environment, and they knew what
51 they were doing.

52

53 Seeley asked Werner to remind her what work was being done there, and he said there are several
54 areas on top of the concrete cover that need repair, along with some hairline cracks on the sidewalls
55 and a center seam on the cover that needs replacing. He said eventually a fence will be installed around
56 the reservoir at the request of the State, and there will need to be a cover of some type installed over it
57 to keep the moisture off. Tenny said the College put an epoxy coating over their well at Breadloaf,
58 similar to what goes on concrete floors, and they've had good luck with it.

59

60 Tenny made the motion to recommend the Selectboard award the contract for the reservoir repair to
61 G.S. Bolton. Fiske seconded the motion.

62

63 There was some discussion on whether the motion should include a "not to exceed" amount in it, but
64 Werner did not anticipate the need for that, although the price will change some.

65

66 Keeler questioned if there was any outside water infiltrating the reservoir, and Werner said there is no
67 indication of this happening. There was discussion on the cover that will eventually need to go over the
68 reservoir.

69

70 The motion was approved 7-0, 1 absent.

71

72 Library Air Conditioning

73

74 Ilsley Library Director Dana Hart said that the air conditioning unit in the Community Meeting Room is
75 inoperable and needs to be replaced. She said due to the approach of summer and a heavy
76 programming schedule in that windowless space, she is requesting to bypass the bidding process and
77 purchase the unit from Newton Electrical for \$3,970.

78

79 Robbins questioned the energy efficiency of the unit, and several responded they felt anything would be
80 more efficient than the elderly unit that is there now. There was discussion over the air conditioning
81 unit efficiency and the space it is cooling, and how there may be financial incentives from Efficiency
82 Vermont.

83

84 Keeler made the motion to support the request from the Ilsley Library to replace the air conditioning
85 unit in the Community Meeting Room at a cost not to exceed \$3,970. Fuentes-George seconded the
86 motion. The motion carried with 7 in favor, 1 absent.

87

88 Seeley asked that, prior to the Selectboard meeting on June 12th, there be information submitted on the
89 energy efficiency of the unit and any potential rebates.

90

91 Fire Department Floor Repair

92

93 Fire Chief Shaw said that the station built in 2013 is a separate building from the 1932 building and 1978
94 addition, and the buildings are bonded together by the epoxy floor surface that was installed in 2013.

95 He said over time the buildings have moved, and cracks have appeared. He said this proposal is for
96 installation of an expansion joint which would allow more movement. Shaw said it would cost \$4,300 to
97 repair 50 linear feet. He felt this was more of a preventive measure, to stop any more damage to this
98 \$40,000 epoxy floor.

99

100 Fiske asked about the warranty on this work, and Shaw was unsure, but he could ask the company about
101 it.

102

103 Seeley asked if there was money in the budget for this, and Shaw said there wasn't. Seeley asked about
104 bidding on this, since it's over the \$3,000 limit. Ramsay said if there is a supplier that is a priority
105 product **[not sure what this means]**, then Selectboard can waive the bid requirement.

106

107 Fiske said his big concern is how long this is going to last. Werner said if you look at the specifications
108 and the types of uses this application is used for, such as sidewalks, parking decks, and roadways, it
109 should last a long time considering this is inside and not exposed to the elements.

110

111 How to pay for this was discussed, and Shaw said he has a maintenance budget, but this would take the
112 entire amount in that fund. Seeley said while she hated to put off preventative maintenance, if the
113 funds can't be found it may need to wait until the next budget year.

114

115 Fiske made the motion to recommend approving this request provided answers to the questions on
116 warranty, longevity and funding are answered. Fuentes-George seconded the motion. The motion
117 carried with 7 in favor, 1 absent.

118

119 Fiske said the Town just spent a lot of money on this building and he wants to stop seeing expenses like
120 this, so he hopes it is a long-term solution.

121

122 Recreation Path Paving Quote

123

124 Werner said the quote of \$3,600 from D&F Paving is for a 100' of path and small T-path to the tot-lot.

125 He said the Highway Department would remove the existing asphalt path and install the culverts and put

126 down the gravel, and D&F would do the final grading and put down the asphalt. Keeler asked when this
127 would happen, and Werner said he would expect it would happen before school starts. The original
128 estimates for this project were between \$4,000-5,000, and there are more than enough funds to cover
129 this.

130

131 Robbins made the motion to recommend the Selectboard approve this project, and Wiger-Grohs
132 seconded the motion.

133

134 Keeler said he'd like to see a completion date added to the motion.

135

136 The motion was amended to say the project be approved with a completion date of September 1, 2018.

137

138 The amended motion was approved 7 in favor, 1 absent.

139

140 Harold Curtis Park Bid

141

142 Dustin Hunt said this bid was for a complete replacement of the basketball court and some fencing to
143 prevent people from driving on the court and keep participants safe. He said bids were received from
144 Waterman Landscaping for \$77,500 and Lowell Landscaping for \$41,300. He said since both these bids
145 are considerably over the estimated cost of the project, the Parks and Recreation Department is
146 recommending rejecting both bids and going back out to bid at another time. He said it was felt that the
147 timing of the bid was late and companies specializing in this type of project already had summer work
148 scheduled. Hunt said he and Bill Kernan would review the bid specifications to see if they can get them
149 more in-line with the \$28,000 budgeted for this project. Seeley wondered if more funds should be
150 considered being added for this project as we go into the budgeting season.

151

152 There was more discussion on the amount of the project and that it will need to wait until a more
153 accurate cost can be determined and additional funds budgeted for the project.

154

155 Sidewalk Bid Review

156

157 Werner provided a list of 10 areas of sidewalks that were put out to bid. He said 4 contractors came to
158 the pre-bid meeting where they walked all sections of sidewalk they would be bidding on. Three bids
159 were received, from Acker Excavating, Champlain Construction and Parker Excavation. Acker Excavating
160 was the low bidder at \$97,000, but there is only \$68,000 in funds available for sidewalks, so the
161 Committee needed to prioritize which areas to replace this year. Each one of the 10 areas of sidewalk
162 was bid separately to allow for prioritizing. Concrete testing costs are separate and not in the \$68,000.

163

164 Seeley suggested doing all of the Court Street areas and the sidewalk going to Mary Hogan School, which
165 came to \$49,100 using Acker's figures, and she feels this deals with some of the higher priority areas.
166 Robbins felt North Pleasant Street sidewalk was in bad shape.

167

168 Seeley said they had talked about the need for work on Main Street sidewalks and wonders if they want
169 to save out some of that \$68,000 for this area. Werner said the sidewalk portion of the downtown
170 railroad project, and sidewalks will be done last. He said they'll need to decide whether to use sidewalk
171 funds or capital funds for the downtown project.

172
173 Werner suggested doing areas 1-6 and Item 8, and to eliminate #7, the 90 foot section of Court Street,
174 and #9 and 10, Franklin Street and the Mary Hogan Drive portion. He said they could grind down a trip
175 hazard on Franklin Street and the Mary Hogan areas could be patched with asphalt to get them through
176 awhile longer, and Tenny agreed that would work for Mary Hogan. Seeley said the total for the sections
177 Werner recommends is \$65,200 and she asked Werner if he was comfortable spending most of the
178 sidewalk funds, and he was.

179
180 There was additional discussion over possibly having Acker do some sections and Champlain do others,
181 but overall Acker still came in lower.

182
183 Wiger-Grohs made the motion to recommend the Selectboard accept Werner's recommendation to give
184 the bid to Acker Excavating for all items minus 7, 9 & 10 for a cost of \$65,200. Tenny seconded the
185 motion. The motion carried with 7 in favor, 1 absent.

186
187 Keeler asked the time frame on this work and Werner said he thought the contract stated by September
188 15th. Keeler stated he'd like to see sidewalk work done earlier in the year so the concrete could cure
189 before there is need to salt them in the winter.

190
191 Bike and Pedestrian Grant Application

192
193 Ramsay said that the Town has received grant funds already for Phases 1 and 2 of the Exchange Street
194 Project, which will cover the cost of constructing the sidewalk from Elm Street to Catamount Park, and
195 construction will begin next year. She said we are currently seeking funds for Phase 3, which will take
196 the sidewalk from Catamount Park to the Bridge School, at an estimated cost of \$1 million, with the
197 Town share being 20% (\$200,000).

198
199 She said she is thinking of breaking Phase 3 into 3 grant applications, with the first one (3A) covering
200 from Catamount Park to just north of AgriMark (1,500 feet), then the second one (3B) for the sidewalk
201 continuing to Maple Landmark (1,500 feet) and then the third (3C) to the Bridge School driveway (1,100
202 feet).

203
204 Ramsay is recommending applying now for the grant funds for Section 3A and we would know by this
205 fall if we were approved for the funds. She said the implementation of these grants is at glacial speed,
206 so there is plenty of time to cover the Town's match of \$75,000 for Section 3A, and she suggests
207 budgeting \$18,750 over a 4 year period in the Capital Improvements Budget.

208

209 Tenny asked about the increased costs to the maintenance budget for adding these thousands of feet of
210 sidewalk that need to be plowed and maintained. Ramsay said that part of the commitment the Town
211 has to make is to cover the matching funds and future maintenance of this sidewalk.

212

213 Fiske asked about the Seymour Street sidewalk. Ramsay said we were ready to go out to bid, but the
214 recent fire at the VTrans office in Montpelier destroyed the bid information.

215

216 Fiske moved to recommend the Selectboard approve Town Manager Ramsay's request to submit the
217 grant application for Phase 3A of the Exchange Street sidewalk. Wiger-Grohs seconded the motion and
218 it was approved with 7 in favor, 1 absent.

219

220 Infrastructure Committee Priority List

221

222 Ramsay said based on the Committee's discussions over the last couple of years and the Selectboard's
223 priority list for this year, she created a list of priorities for the Committee to be working on. She said the
224 first and largest is the Downtown Bridge Replacement Project, and as discussed earlier there are
225 sidewalks in this area that need to be addressed as well as other infrastructure we want to be sure to
226 address in this project.

227

228 She outlined the other priorities and an update on their current status. The list of priorities includes:

229

- Downtown Bridge Replacement Project

230

- Water Bond Vote

231

- Middlebury River Flood Resiliency Project

232

- Cross Street Bridge Fund Surplus

233

- Decommission old Wastewater Treatment Facility and Construct New Storage Facility

234

- Creek Road

235

- Facilities Assessment for Maintenance and Capital Needs

236

- Update Equipment and Vehicle Replacement Plan

237

238 There was discussion on various aspects of these priorities, such as the Exchange Street water line and
239 other possible water lines that need work. Seeley said she would like to see a quarterly report on the
240 status of these priorities. She said she didn't see any one of these projects as more important than the
241 others, but felt some were on a parallel level of importance.

242

243 Well Monitoring Project Easement Agreement

244

245 He said this is an easement from Foster Brother's Farms to place the 8' x 8' monitoring building on their
246 property. Seeley asked if there was money in the budget for the drainage portion of this project, and
247 Werner said there wasn't and would be an add-on to the Champlain costs. This has been approved by
248 the Town Attorney.

249

250 Fiske made the motion to recommend the Selectboard approve the easement from Foster Brother's
251 Farms to the Town. Robbins seconded the motion and it was approved with 7 in favor, 1 absent.

252

253 Tree Removal on Town Green

254

255 Wiger-Grohs said the Tree Committee had used grant funds to hire someone to do an assessment of the
256 trees on the Town Green, and this person identified 8 trees that needed to be removed. Keeler asked if
257 they were ash trees, and she said one was, but the rest were deemed to be "high risk". She is
258 requesting a spot on the next agenda to share the report. Wiger-Grohs said these trees are considered
259 a hazard, so they can be taken down without a public hearing, but she thought it would be good to let
260 the public know this is happening and they would like to take these trees down in August or September.
261 Seeley asked about the replacement of these trees, and Wiger-Grohs said this will be up to Tree Warden
262 Chris Zeoli.

263

264 Keeler questioned that these trees are dangerous and doesn't like cutting down live trees. Tenny said
265 we don't want the liability of trees coming down and injuring people.

266

267 Seeley said they'll fit this into the agenda in the next couple of meetings.

268

269 Committee Concerns

270

271 Tenny mentioned the dip in Court Street where the water leak had been.

272

273 Keeler wants to walk the Town Green and see these trees they're talking about.

274

275 Wiger-Grohs remarked on a car trying to turn onto Monroe Street from Court Street on her way into
276 town and had traffic backed up to Mary Hogan School.

277

278 Next Meeting

279

280 Thursday, June 21, 2018 at 8:45 a.m.

281

282 Adjournment

283

284 The meeting adjourned at 9:58 a.m. upon motion by Wiger-Grohs, seconded by Fuentes-George.

285

286 Respectfully submitted,

287 Beth Dow