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**Town of Middlebury
Infrastructure Committee
Thursday, June 17, 2020
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. Town Manager Ramsay participated from her office in the Town Offices.

Members Present: Heather Seeley, Lindsay Fuentes-George, Candy McLaughlin, Chris Robbins, Judith Wiger-Grohs, Gary Baker and Luther Tenny.

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

1. Call to Order

The meeting was called to order at 4:01 p.m. by Chair Heather Seeley

2. Approval of Agenda

Fuentes-George moved to approve the agenda and Wiger-Grohs seconded the motion. Werner asked if they could add changing the date of the July meeting, and Seeley added it before the discussion of the Committee name. The motion carried with 7 in favor.

3. Approval of Minutes of June 11, 2020

McLaughlin moved to approve the minutes of June 11, 2020, seconded by Robbins.

Suggested changes included:

Line 53 – change the date to August 13, 2020

Line 160 – add the word “wastewater” to the motion

The minutes were approved as amended with 6 in favor, 1 abstention (Tenny).

4. Citizen Comments

There were no citizen comments.

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5. Street Sweeper – Consideration of Bids

Kernan said the Town has been looking to replace the street sweeper for the past 5 years, but for various reasons that hasn't happened. He said the numbers that came in from the vendors are relatively close together and it comes down to whether we purchase a machine that's available now for a little more money, or pay less and wait until next year while it is built for us. He said the one that is available for us now is the Viking B for \$278,650. He said the other 2 that meet the specs and are available now are another Viking for a little less money, or a sweeper from R.R. Charlebois that is built on a chassis that has been retrofitted for a sweeper.

Kernan said our current sweeper is broken down and the estimated cost to repair it is \$5,000. He said if we choose to rent a unit instead, the prices he's received are around \$2,400/week for a 20 hour week.

Robbins asked about the add-ons for the Viking B sweeper that are around \$5,000. Kernan said they have a hopper flushing system that is beneficial, which is included as a standard component in the bid, and it comes with safety lights and an additional water spray system behind the sweeper.

Tenny asked about the difference in sweeper units between the Viking B and the one from R. R. Charlebois. Kernan said the Viking B comes with the add-ons, and the one from R.R. Charlebois is built on a truck body they'd ordered for someone else who decided not to purchase it, so it was used for the sweeper and might cause problems later on. Tenny asked what the difference was between Viking A and Viking B, and Kernan said Viking A has a smaller horsepower auxiliary engine that runs the sweeper. He said that machine is in Vermont and he had some of the public works staff go look at it, but because it's a smaller engine it can't run all the brooms at the same time.

Tenny asked Kernan what his recommendation was, and Kernan said it would be to purchase the Viking B machine for \$278,650. Tenny asked what we had in the budget, and Seeley said \$270,000. Werner said in the Equipment Fund for FY21 we budgeted \$403,000 and planned to use some of the Fund Balance to purchase 3 vehicles this year, but at the last meeting we talked about delaying two of these purchases. Werner said we increased the Equipment Fund last year by \$47,000, so technically we're at \$211,000 in tax dollars and we'd use the Fund Balance for the remainder, but if we delayed purchasing the other two pieces of equipment we would not have to use as much from the Fund Balance this year.

82 Werner said he agreed with Kernan on the purchase of the Viking B. He said it will cost
83 at least \$5,000 to repair our existing sweeper and he can't see us go months without a
84 sweeper with all the construction projects that are going on. He said he also agrees
85 with not going with a machine with an adapted chassis, and the need for the higher
86 horsepower so all brooms are in use at the same time.

87
88 Ramsay said we'll look at the funding again before going out to bid on the other two
89 pieces of equipment.

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91 Baker moved that they recommend the Selectboard award the bid to Viking Cives
92 Freightliner Johnston (B) for \$278,650. McLaughlin seconded the motion. The motion
93 carried with 7 in favor.

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95 **6. Rail Passenger – Bike Rack/Information Kiosk**

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97 Jennifer Murray said she put a Request for Qualification in the Addison Independent
98 and received only one application from Silver Maple Construction, which is the company
99 she worked with putting the grant together for this project. She said they're willing to do
100 it for under \$10,000, which is what the amount of the grant is for. She said she feels
101 good about them and they're very enthusiastic to help us with this project to benefit the
102 community, so she recommends awarding the contract to Silver Maple.

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104 McLaughlin asked where in the Silver Maple response they say what the price is.
105 Murray said it isn't in there since this was a Request for Qualifications. Seeley asked if
106 we'd have a contract with them with a not-to-exceed cost, and Murray said if this is
107 approved then she would work with them to put together a contract.

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109 Seeley said she's always a little nervous when we only get one submission, but if they
110 can do it for under the grant amount then we're okay. Ramsay said we're also in a time
111 crunch to use these funds.

112

113 Tenny said ACTR has other kiosks around town and asked if there would be any design
114 considerations or standardization, and Murray said yes.

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116 Robbins moved to authorize Jennifer Murray to write a contract for Silver Maple
117 Construction to build the kiosk at the rail platform for an amount not-to-exceed \$10,000.
118 Fuentes-George seconded the motion. The motion carried with 6 in favor, Tenny
119 abstained (due to his father working for Silver Maple Construction).

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7. Meeting Schedule

Werner said he'd like to move the July 9th meeting back to July 16th, and Tenny said that works better for him as well, since he's on vacation on July 9th. Seeley said she had requested the Committee meet at 9:00 a.m. for July and August. The rest of the Committee was in agreement that moving the meeting to July 16th worked for them.

8. Committee Name

Wiger-Grohs made the motion to keep the name Infrastructure Committee, and McLaughlin seconded the motion. The motion carried with 5 in favor, 1 opposed (Baker) and 1 abstention (Robbins).

9. Committee Concerns

Baker said the extra set of power poles are still up on RT 125 in East Middlebury because the cable and phone companies have not transferred their assets to the new poles.

Tenny thanked Public Works for the ditching in Buttolph Acres area and said they did nice work.

McLaughlin said the tennis courts at the Recreation Park are well used and asked if there was money in a long-range Capital Plan for more courts. Ramsay said there were no plans for new courts, just long-range funds for maintenance. Seeley said there were additional courts in East Middlebury. Tenny said there could be more use now because the College courts are still closed.

Wiger-Grohs thanked Public Works for cleaning up a tree that came down around the corner from her house.

The meeting adjourned at 4:30 p.m. upon motion by McLaughlin, seconded by Wiger-Grohs.

The next meeting of the Infrastructure Committee will be Thursday, July 16, 2020 at 9:00 a.m.

Respectfully submitted,
Beth Dow