

1 TOWN OF MIDDLEBURY
2 Infrastructure Committee
3 Town Offices Large Conference Room
4 Thursday, August 9, 2018
5 Meeting Minutes
6

7 Committee Members Present: Heather Seeley, Kirk Fiske, Chris Robbins, Luther Tenny, Gary Baker,
8 Lindsey Fuentes-George and Alternate Judith Wiger-Grohs. Don Keeler was absent. Wiger-Grohs will be
9 a 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, Community Liaison Jim Gish and Treasurer/Accounting Services
13 Manager Jackie Sullivan.

14
15 The meeting was called to order by Heather Seeley at 8:46 a.m.

16
17 Approval of Agenda

18
19 Baker moved to approve the agenda, and Tenny seconded the motion. Seeley said she was moving
20 some items around to accommodate Jim Gish, who had to leave for an appointment. Werner said he
21 would like to add a brief discussion on the Clean Water State Revolving Fund priority list. Robbins asked
22 about the discussion on the Cross Street Bridge Funds, and Ramsay said that was on the list to discuss at
23 the August 30th meeting. The agenda was approved with changes.

24
25 Merchants Row Traffic Preliminary Design Concept

26
27 Community Liaison Jim Gish said he was filling in for Aaron Guyette of VHB, to go over the plans for the
28 proposed one-way plan for Merchants Row. He said there were concerns about the left-hand turn onto
29 Main Street from Merchants Row with the two-way design, so VHB was asked to design a one-way
30 concept. He said Guyette will present this to the Selectboard at the August 14th Board meeting.

31
32 Gish reviewed the plans with the Committee and said there were 40 parking spaces shown on the two-
33 way design, but the VTrans engineer thought 2 or 3 spots would need to be eliminated due to their
34 proximity to an area that would involve a turn or handicap parking spot, so that would bring parking to
35 around 37 or 38. He went over the one-way plans that showed a more pedestrian friendly area and the
36 change in traffic flow making it safer coming out of the Battell Block driveway, and would net an
37 additional 7-10 parking spaces.

38
39 Baker asked what Police Chief Hanley thought of the plans, and Gish said Hanley was in favor of
40 eliminating the left-hand turn off Merchants Row and was in favor of the one-way design. Tenny
41 questioned the turning radius for tractor trailers into the Battell Block driveway and the two parallel
42 parking spaces on the hill by the monument. He felt those spaces provided safety concerns for people

43 trying to park in the winter and also would be a problem for snow removal. Werner said during a
44 recent staff meeting, Fire Chief Shaw had suggested back-in parking on Merchants Row to make it easier
45 for cars to just pull out into traffic, but it was thought that the angle of the parking spaces for back-in
46 parking would be too confusing to motorists. Gish said it would be important to hear what the
47 Merchants Row businesses thought of the one-way traffic. Fuentes-George asked about the ACTR bus
48 stop and Gish said it was not part of either plan. Seeley asked staff about the bump-outs and snow
49 removal issues. Kernan said they could handle it, but it would just take a little extra work. Seeley said
50 she was not a fan of bump-outs and asked Gish to request VHB consider the depth of these bump-outs
51 and snow removal when designing them, and maybe they could compromise on the length or angle of
52 them. There was more discussion on the parking and bump-outs, but Gish said these are details that
53 can all be worked out, but for now they just need approval of which plan to go with. Robbins
54 mentioned a bump-out she'd seen in Bethel that appeared to be temporary, and Tenny said there are
55 some that are put down in the summer and removed in the winter for snow removal.

56

57 Baker made the motion to recommend the one-way Merchants Row plan to the Selectboard, and
58 Fuentes-George seconded the motion. The motion carried with 7 in favor.

59

60 Approval of Meeting Minutes for June 21, 2018

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62 Baker moved to approve the minutes of June 21, 2018, and Fiske seconded the motion. The minutes
63 were approved as submitted with 6 in favor, 1 abstention (Fuentes-George).

64 Project Updates

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66 Water System Hydraulic Study – Werner said the engineers will be ready with recommended projects by
67 the end of October, and these would be presented to the Committee at the November Meeting.

68

69 Pump Station Improvements – Werner sent out Requests for Proposals for engineering work at 3 pump
70 stations on Seminary Street, Halpin Road and Painter Road. He said bids were due today and he would
71 bring a recommendation to the Committee at the August 30th meeting.

72

73 Charles Avenue – Werner said there is a water leak somewhere in the new water line and they can't find
74 it. He said the Water Department used their leak finding equipment and couldn't locate it, the
75 contractor can't find it and there is now a company that deals with locating difficult leaks that will be
76 here next week. Robbins asked how they knew there was a leak, and Werner said because it doesn't
77 pass the pressure test. He said Champlain has dug up all the joints, fittings and connections and can't
78 find it. Werner said the curbing is complete and they're getting ready to do the sidewalks. Werner said
79 there may be a cost-sharing addition to the project with the high school to extend their parking lot. He
80 said there is a cement median between the sidewalk and the high school parking lot and the high school
81 wants to extend the fence down to the stop sign. Werner and Engineer Jamie Simpson met with school
82 staff yesterday, and Simpson will come up with some prices from the contractor to see if we can get a
83 better price through the project or if the school could get better prices on their own as a separate

84 project. Werner said he's cautioned the school that making changes to a project that's 95% complete,
85 can get pricey. Seeley asked who owned the property, and Werner said it was probably both in the
86 right-of-way and on school property. Werner said other than this possible addition to the project,
87 Champlain Construction is trying to get it done before the start of school, but the water leak issue is
88 going to drive the completion date.

89

90 Chipman Park & South Street Project - Werner said now that we've had some rain, the contractor can
91 get the topsoil and grass seed down.

92

93 Sidewalk Project – Werner said they'd signed the contract with Acker on July 25th, and Acker will begin
94 on the sidewalks after completion of some projects at the College. Seeley asked if this contract was
95 consistent with past contracts in respect to concrete testing and completion dates, and Werner said it
96 was.

97

98 Public Works Building Repairs – Werner said he was hoping for some bids coming in later today on some
99 trim and door replacements and other improvements, and would bring them back at the August 30th
100 meeting. He did meet with a gentleman who does a lot of work on Butler Buildings, which is what the
101 Public Works building is, and he would probably propose higher and different pricing than others,
102 because he'll be using Butler products. Werner said there may be a wide range of bids, but he wants
103 what will work the best for the building even if we have to reprogram and get more money.

104

105 Tree Removal on Town Green and Court Square

106

107 Werner said they did a walk-through to inspect the trees to be removed with potential bidders and
108 Webb Tree Service from East Middlebury is low bidder. He said there will be a detailed plan worked out
109 with whoever gets the bid on how to keep pedestrian traffic out of this area when the work is going on.
110 He said he believes there are enough funds in the Caring for Canopy Grant to cover the cost. Werner
111 said Webb's bid is \$2,900 for all seven trees, and he'll chip the stumps, and the chips may be used
112 around the Green.

113

114 Tenny asked Werner if he felt Webb was qualified to do this type of work without damaging other trees,
115 and Werner said he felt he was. Wiger-Grohs said she'd asked Tree Warden Chris Zeoli if Webb was
116 qualified, and she said Zeoli felt the trees that need to come out are not difficult to remove, so Webb
117 should be able to do it with no problem.

118

119 Wiger-Grohs made the motion to recommend the Selectboard award the bid for tree removal on the
120 Town Green and Court Square to Webb Tree Service. Fiske seconded the motion. The motion was
121 approved with 7 in favor.

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126 Pump Station 3 & 9 Force Main Improvements – Contractor Bid

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128 Werner said this work is to align the discharge points for these two force mains. He said Aldrich & Elliot
129 put this out to bid and only Champlain Construction responded, with a bid of \$21,286.49 for the project.
130 Werner said Aldrich and Elliot’s estimate was for this project was \$23,000, so Aldrich and Elliot are
131 recommending awarding the bid to Champlain.

132

133 Tenny made the motion to recommend the Selectboard award the bid for the Improvements to Pump
134 Stations 3 & 9 to Champlain Construction. Fiske seconded the motion. The motion was approved with 7
135 in favor.

136

137 Combined Sewer Overflow Project at Pump Station 9

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139 Werner said this work is to design a small monitoring structure on the outfall of Pump Station 9 to track
140 how much water goes into Otter Creek when there is an overflow. He said Aldrich and Elliot have
141 submitted a proposal for final design and bid phase services for \$5,900, and would come back later with
142 a cost for construction inspection services. Werner said based on the monitoring results, they will come
143 back to us to design a larger structure, which will be a fairly expensive project.

144

145 Tenny thought it was a lot of design costs for a monitoring structure. Seeley said once it’s built, they’ll
146 probably tear it out when a final structure is built, but until we build it to monitor the outflow we won’t
147 know if a larger structure is needed.

148

149 Robbins asked if there was a way to stop the inflows to this Station. Werner said it would be difficult,
150 since this Pump Station 9 has more PVC pipe than any other collection system in town. He said smoke
151 tests have been done in this area and they’ve reduced the number of overflows, but to the U.S.
152 Environmental Protection Agency, even one is too many.

153

154 The Committee discussed the project further and possible alternatives to avoid the cost to construct this
155 new monitoring structure, which could be as much as \$20,000. Tenny said he’d rather spend the \$5,900
156 on designing something to monitor the inflow to the pump station rather than the overflow, which
157 might only happen once a year, while the inflow happens all the time. Werner suggested he have the
158 engineer come before the Committee to answer their questions and provide more information, and the
159 Committee said that would be helpful.

160

161 Water Reservoir – Quote for Top Coat Sealer

162

163 Werner said the contractor has completed his work on the cracks, and he and the engineer are
164 recommending Tamoseal, a sprayed on concrete product, as the top coat sealer. Werner said the
165 engineer had estimated a cost of \$5/s.f. and the bid from G.S. Bolton came in at \$4.50/s.f. for two coats
166 of top seal for a total cost of \$59,935.50. Werner said the engineer approves of this bid and the
167 product, so he is requesting the Committee recommend the Selectboard approve this bid.

168

169 Fiske asked if there was any guarantee for this product. Werner said the contractor and engineer felt
170 we would get at least 10 years from this product. There was discussion about the fact this bid is from
171 the contractor of the project and wasn't bid out, but Tenny felt this company was a specialist at this type
172 of work, where the other contractors who had bid weren't and their bid was significantly higher. They
173 discussed whether there should be a bond cost for this, but decided it wasn't needed.

174

175 Fiske made the motion to recommend the Selectboard approve the bid of \$59,935.50 from G. S. Bolton
176 for the Tamoseal top coat sealer on the Town reservoir. Wiger-Grohs seconded the motion. The motion
177 was approved with 7 in favor.

178

179 Ross Conrad – Presentation of Renewable Energy Policy

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181 Ross Conrad, Chair of the Middlebury Energy Committee, said the Town of Middlebury does a pretty
182 good job of looking for the most efficient product when purchasing new items, but this policy is a
183 proposal to "up our game" a bit. He said this policy is to encourage the Town to look at non-fossil-fuel-
184 based appliances and products when purchasing items. He said it asks the Town to look at not just the
185 up-front cost, but the cost of maintenance, upkeep and running costs, and compare the fossil based
186 against the non-fossil based fuel and when possible, purchase the non-fossil based. He is looking for
187 feedback from the Infrastructure Committee before taking it to the Selectboard.

188

189 Ramsay had a request to change paragraph 2 to read "Whereas; Middlebury has been moving toward a
190 system of planned expenditures" and delete the rest.

191

192 There was more discussion and questions, and Conrad said basically the Energy Committee's policy is
193 asking whenever the Town begins comparing products, that they consider and get quotes for non-fossil-
194 fuel-based options when they are looking at replacing and updating vehicles and equipment.

195

196 Werner said the Town already does this whenever possible, and that Library Director Dana Hart will be
197 asking the Energy Committee's input when replacing the boiler at the Library.

198

199 Wiger-Grohs made a motion for the Infrastructure Committee to support the Energy Committee's
200 Renewable Energy Policy proposal. Robbins seconded the motion. The vote was 5 in favor (Seeley,
201 Tenny, Wiger-Grohs, Robbins and Fuentes-George) 2 opposed (Fiske and Baker).

202

203 Fuentes-George left the meeting at this time.

204

205 Water Department Trailer

206

207 Director of Operations Kernan reminded the Committee that in January 2016, Werner had proposed
208 trading in both the Highway Department and Water Department trailers and purchase one trailer they
209 would share. He said at the time the Committee felt strongly that each department should have their

210 own trailer. He said the Highway Department trailer was purchased and they have now received bids
211 for the Water Department trailer. He said \$10,000 was set aside for this trailer, and the low bid came in
212 at just over \$10,000, at \$10,280.25 from G. Stone Commercial. He said the bid specs were sent out to 5
213 trailer companies in Vermont, and only one replied, along with one trailer company out of Florida.

214
215 Fiske made the motion to award the Water Department trailer bid to G. Stone Commercial for
216 \$10,280.25. Baker seconded the motion. The motion was approved with 7 in favor.

217
218 Equipment Fund – Funding and Replacement Schedule

219
220 Werner said the Equipment Fund is designed to maintain and manage the timely replacement of Town
221 equipment. He gave a brief summary of the various departments funding and contributions to the fund.
222 He said the idea when the Equipment Fund was created was to set aside money each year for a piece of
223 equipment so when it needed replacement the money was there, but the reality is that when it comes
224 budget time, the Selectboard/Committees decide they can't afford it and the money isn't set aside, so
225 now we're borrowing to buy equipment.

226
227 Werner reviewed a spreadsheet created with input from each department on existing equipment, to
228 show when pieces were anticipated to be replaced and an estimate of what it will cost to replace it.
229 Kernan said after he and some of the Highway Department came to a Committee meeting a few months
230 ago regarding equipment breakdowns and age of equipment, the Committee had asked for a
231 recommendation. He said in preparing this schedule, he'd spoken with eleven other Vermont
232 municipalities of various size, and they'd all said the longer you hold equipment, the more it costs, and
233 the average length of time these towns held a piece of equipment was 7 ½ years. He said when figuring
234 the replacement schedule, he'd used 7 years for the wintertime rolling stock equipment, 10 years for
235 pickups that don't plow, 15 years for peripheral equipment, and 20 years for the big loaders.

236
237 Tenny said this was very helpful, and he'd found at the College that you get better trade-in rates using
238 the Municipal Discount if you trade a vehicle sooner. Seeley clarified that this schedule shows the
239 amount of money that is needed to be raised each year to have funds available to replace the
240 equipment when needed. Ramsay said as proposed in this schedule that would be approximately 7
241 cents on the tax rate.

242
243 There was discussion over the possibility of renting certain pieces of equipment that aren't used all the
244 time. Robbins pointed out the equipment costs on this schedule aren't taking into account the
245 possibility of purchasing equipment not dependent on fossil fuels. Kernan said this is just a starting
246 point, and alternatives would be considered later when looking at the equipment needed each year.
247 Werner did a quick 10-year average, and said it would be approximately \$325,000 per year going
248 forward to catch up.

249
250 Seeley said this was a great step, but she wasn't sure what needed to be done now. Tenny thought it
251 should be shared with the Board. Seeley asked if it would be part of the Cross Street Bridge Fund

252 discussion, and Ramsay felt it would. There was further discussion on the borrowing and budgeting for
253 these purchases. Seeley said there was interest at the last Town Meeting from citizens who didn't want
254 to borrow for these purchases so we didn't pay interest. Ramsay said at this point there was no need
255 to make any recommendations on the equipment schedule, but it will be needed as we move forward
256 with the Capital Fund and Equipment Fund Budgets and the recommendation for Cross Street Bridge
257 Funds. Tenny said this schedule will be very helpful at Town Meeting to determine what equipment
258 purchase will be coming next.

259

260 Court Street and Cross Street Intersection

261

262 Seeley said Selectboard member Farhad Khan had brought up safety concerns at the last meeting
263 regarding the timing of the traffic light and pedestrians crossing. Werner said the specific concern
264 involved an accident last November.

265

266 Chief Tom Hanley joined the Committee, and said this particular accident wasn't a good example of the
267 safety issues at this intersection, because no one ever saw the person that was hit in the crosswalk, and
268 he was found 32 feet from the crosswalk. Hanley said he spoke with the woman who had contacted
269 Khan with her concern, and her problem is the timing of the lights changing when pedestrians are still
270 crossing. He said this is not unlike other intersections in urban areas, and sometimes cars are turning
271 into the intersection. He said the only solution is to shut down the entire intersection when a
272 pedestrian pushes the crossing button.

273

274 Seeley said Werner has always maintained this light is timed with all the other lights, so she asked if
275 Hanley had any recommendation. Hanley said some of this is pedestrian education that when you see
276 the countdown you aren't supposed to cross the street. Werner said if you see the white light you can
277 go, but if you see the orange light you shouldn't cross because you don't have time.

278

279 There was further discussion on the timing of the lights and the issue around vehicles turning into the
280 crosswalk during the pedestrian phase. Hanley said this is a valid concern, but cars aren't supposed to
281 drive into pedestrians in the crosswalk, and without any further accidents at this location he suggested
282 just monitoring it. He said this is the one particular intersection that has the concern.

283

284 Selectboard member and Safe Routes to School coordinator Laura Asermily said she was glad this was
285 being addressed. She said the "School Zone" is from the intersection of the high school to the lights by
286 Mary Hogan Drive, and what Safe Routes are looking at are having more volunteers at these intersection
287 and will be educating the walkers on the lights. She said the other troubled spots are the Charles
288 Avenue/Court Street crosswalk and the Cross Street crosswalk.

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290 It was determined that no further action was needed by the Committee at this time.

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Commission Concerns

Fiske asked Werner about the two old buildings at Palmer Springs and weren't they going to be town down. Werner said an environmental review was done, but it hasn't happened yet.

Fiske also asked about the old crosswalk in front of the Bagel Bakery where the cutout is, and people just walk out in front of cars. Werner said it should probably be removed.

Baker asked about the Blue Spruce Motel and if there's anything the Town can do. Ramsay said the owner has been contacted and it's an insurance issue. Baker also asked about the house in front of the Marriott that's falling in. Seeley said it was a condition of the approval of the hotel that the house be maintained, but the hotel doesn't have to be do anything with it. Ramsay will discuss it with Planning and Zoning.

Werner said Middlebury was put on a list for some funding for Combined Sewer Overflow work and we might qualify for \$75,000 worth of loan forgiveness, but funds would have to be used for work on Pump Station 9 and South Street. He said the problem is we would have to go back to square one with Requests for Qualifications and engineering with these projects that have been in the works for years. He said he needs to respond if we can use the money, but Werner said he doesn't see how we can take advantage of it. He just wanted the Committee know.

Tenny and Robbins said thanks for the sidewalk at Mary Hogan School, and Robbins wanted to know the status of the Seymour Street sidewalk. Ramsay said it was supposed to have been done this year, but there have been delays and issues, but they hope to start next year.

Seeley mentioned several projects and how they all looked great and suggested photos of these projects to show at Town Meeting.

The meeting adjourned at 10:45 a.m.

The next meeting is August 30, 2018 at 8:15 a.m. in the Large Conference Room at 77 Main Street.

Respectfully submitted,
Beth Dow