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**Selectboard Special Meeting
Retreat/Workshop
Large Conference Room – Town Offices
Monday, June 17, 2019
Meeting Minutes**

Members Present: Brian Carpenter, Heather Seeley, Nick Artim Laura Asermily, Victor Nuovo, Farhad Khan and Lindsey Fuentes-George.

Staff Present: Town Manager Kathleen Ramsay and Director of Public Works Planning Dan Werner.

1. Call to Order

At 5:40 p.m., Brian Carpenter called the meeting to order.

2. Approval of Agenda

Laura Asermily moved that the Selectboard approve the agenda with the addition of a discussion of committee appointments as item 4.a. Victor Nuovo seconded the motion. The motion carried with 7 in favor. **MOTION PASSED.**

**3. Follow-up to May 1, 2019 Strategic Planning Retreat
on Capital Expenses Planning & Financing**

Based on the presentation of upcoming capital improvement projects in the next five years from the Board's May 1, 2019 retreat, Director of Public Works Planning Dan Werner outlined several budgeting and financing options to the Board for discussion, including:

- Increasing funding for paved road and sidewalks projects, and adding funding for paving gravel roads and replacing the mast arms of traffic signals at Academy Street and Elm Street in the capital budget for Public Works;
- Increasing funding for replacement of vehicles and equipment, if the Board chooses to move to pay cash for the purchase of vehicles and equipment; and
- Tapping the Cross Street Bridge Fund, which has a year-end FY19 projected balance of \$2.3M, for: amenities (parking, sidewalks, lighting, etc.) associated with the construction of the passenger rail platform on Middle Seymour Street; sidewalk replacement and granite curbs in the downtown, adjacent to the project area for the railroad bridge replacement project; replacement of the boiler and non-thermal windows in the Ilsley Library; and matching water system capital funds for priority water main replacement projects.

Werner's presentation, including a five-year capital-improvement forecast and analysis of the impact of using Cross Street Bridge Reserve Funds on the Fund's balance, was reviewed and discussed by the Board.

50 Discussion included:

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52 - **Guidelines for paving gravel roads.** Werner said that the maintenance cost and
53 environmental impact are reduced when gravel roads with more than 250-300 vehicle
54 trips per day are paved. Middlebury's gravel roads with more than 250-300 vehicle
55 trips per day are: Happy Valley Road, Halpin Road, Middle Munger Street, and Upper
56 Plains Road.

57

58 - **Improvements on the Town Green deferred.** Replacing the waist-high bollard lights
59 on the Town Green with LED cut-off fixtures and other improvements on the Green
60 were discussed, but the consensus of the Board was to hold-off with planning for
61 improvements pending observation of use of the Green post-bridge construction (i.e.
62 traffic patterns and/or use of the Green north and east of St. Stephen's may change
63 with the changes to Triangle Park).

64

65 - **Washington Street – Court Square – Court Street water main replacement**
66 **project.** Werner noted that in order to complete the Washington Street – Court Square
67 – Court Street to Mary Hogan water line replacement project in advance of the State's
68 Class I paving project in 2021, engineering for the project would need to begin as soon
69 as possible. After discussion of the timing of the project in the late summer/early fall of
70 2020, just after the replacement of the two downtown bridges in the summer of 2020
71 and after the start of school, and the benefit of completing the project before the Class
72 I paving project in 2021, the Board agreed to consider a recommendation for
73 engineering of the Washington Street – Court Square – Court Street water main
74 replacement project at its July 25th meeting, pending a recommendation from the
75 Infrastructure Committee at its meeting on July 11th.

76

77 - **Other priority water main replacement projects, including Exchange Street.** The
78 use of a combination of water capital and Cross Street Bridge Reserve Funds to pay a
79 short-term (5- to 10-year) bond in order to move ahead with priority water main
80 replacement projects was also discussed.

81

82 - **Overall impact on taxes and water and wastewater rates.** Adding tax and utility
83 rate impacts to future versions of the presentation and accompanying spreadsheets
84 was discussed.

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4. Approval of Check Warrants

88 Nick Artim moved to approve the accounts payable warrant for June 17, 2019 in the amount
89 of \$52,281.63. Heather Seeley seconded the motion. The motion carried with 5 in favor and
90 2 absent. **MOTION PASSED.**

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5. Discussion of Selectboard Committees [Agenda Item Added]

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97 Town Manager Kathleen Ramsay distributed a rough draft of a *Policy Regarding Appointment*
98 *of Selectboard Subcommittees* and a *Procedure for the Creation and Oversight of*
99 *Selectboard Subcommittees* to the Board. As background Kathleen noted that in recognition
100 of recent, brief and informal Selectboard discussions about the role of Selectboard
101 Subcommittees, the Policy Review Committee drafted a simple policy statement and set of
102 procedures for the Selectboard's consideration and suggested that, in order to give the Board
103 time to review the documents, it set aside time at a future meeting, perhaps at its meeting on
104 August 9th to do so.

105

106 After a quick review of the documents:

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- 108 - Laura Asermily said that she would like the procedure to include a provision to
109 encourage rotation of committee/board/liaison appointees and suggested the addition
110 of the following to the end of the second sentence under the "Committee
111 Appointments" section: "...and that new members are being given an opportunity to
112 serve" so that the second sentence would read as follows: "When making
113 appointments to a committee, the Board seeks to ensure that there is appropriate
114 subject-matter knowledge and relevant experience amongst its members to address
115 the issues with which it has been charged and that new members are being given an
116 opportunity to serve." Washington Street – Court Square – Court Street water main
117 replacement project
- 118 - Lindsey Fuentes-George suggested that when a candidate submits an application for
119 appointment to several committees/positions, the candidate's application should
120 specify which role(s) is/are most important to them in priority order.
- 121 - Nick Artim said that new appointees should receive training on the Open Meeting Law.
- 122 - Brian Carpenter said that Open Meeting Law training could be incorporated to a
123 committee/appointee on-boarding process.
- 124 - Victor Nuovo said that "subcommittees" should be changed to "committees."

125

126 Brian Carpenter asked staff to incorporate these suggestions into second drafts of the policy
127 and procedure for discussion and review at the Selectboard's meeting on August 9, 2019.

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129

6. Adjourn

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131 At 7:26 p.m., upon motion by Farhad Khan, second by Lindsey Fuentes-George, the meeting
132 adjourned.

133

134 Respectfully submitted,

135

136 Kathleen Swington Ramsay

137 Town Manager

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