

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of April 28, 2009**

- I. **ROLL CALL:** Chair Libby Hambleton (absent), Trustees Samantha Baraw, Doug Lawson (absent), Thomas McCarney, and James Wilson. Also present were Village Manager Nanci Allard, Acting Clerk Kenneth McCann, Thomas Nesbitt, P.E. (Stantec Consulting Services), and Kathleen Lott (*Northfield News*).

Vice-Chair Baraw called the meeting to order at 7:00 p.m.

- II. **PUBLIC PARTICIPATION (Scheduled):** None.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **April 14, 2009 (Regular Meeting).** Motion by Trustee McCarney, seconded by Trustee Wilson, to approve the minutes. **Motion passed 3-0-0.**

b. **Approval of Bills**

1. **Warrant #21-09.** Motion by Trustee Wilson, seconded by Trustee McCarney, to approve Warrant #21-09 in the amount of \$122,540.80. Trustee McCarney inquired why one Green Mountain Power invoice for system maintenance was under "Street Lighting" and another was listed as "Street/Yard Light Maintenance." Manager Allard suggested that the second invoice might be for work done on a private service (for which the Village would bill the owner). She will check on this. Trustee McCarney asked if the Village was "all squared away" with Norwich University regarding the new substation. Manager Allard thought so but would have to confirm this. There still might be payments due regarding the closer at the King Street Substation. **Motion passed 3-0-0.**

- c. **Approval of 2009 Village Meeting Warning.** Motion by Trustee Wilson, seconded by Trustee McCarney, to approve the 2009 Village Meeting Warning. The Warning's wording had not changed from the previously approved draft version. Kathleen Lott asked why the Village General Fund had \$471,060 in expenditures but \$0 in tax revenues. Manager Allard stated that there were surplus funds as well as Payment in Lieu of Taxes (PILOT) money. Ms. Lott then asked about the difference (\$53,680) in the Village Highway budget between expenditures and the prior year surplus and tax revenue amounts. Manager Allard stated that this was revenue money. **Motion passed 3-0-0.**

- d. **Special Village Meeting (Water Bond).** Thomas Nesbitt (Stantec Consulting Services) provided an overview of the Village of Northfield's attempts to obtain state funding for the next phases (West and South) of Northfield's Water Distribution System Improvements Project. A grant application that combined these two phases was submitted to the Water Supply Division in February; the application included plans, specifications, an environmental impact report, etc. The initial project list included this project; however, the priority for State stimulus funds is for "shovel ready" projects with starting dates prior to July 1, 2009. Northfield, therefore, is near the bottom of the fundable list. Mr. Nesbitt therefore recommends splitting these two phases and proceeding this year with the less costly (West) phase. The Village could submit an application for a regular (non-stimulus) loan next year for the South Phase that might be more cost effective in the long run.

Trustee McCarney agreed with Mr. Nesbitt and recommended that the water bond vote (Australian Ballot) be held the same day as Village Meeting (06/02/09) in order to save the money that would be incurred by a separate Special Village Meeting. Manager Allard stated that she would have to discuss this with the Village's bond attorney to see if the timeline was feasible (along with other legal issues). She then noted the disparity between the projected costs of the West Phase (\$1,470,000) and the South Phase (\$2,975,000) and asked Mr. Nesbitt if it were possible to redesign these phases to somewhat even out these amounts. Mr. Nesbitt stated that it was too late to do this in time for the bond vote but it might be possible to obtain short term loans to achieve this later. He added that although the South Phase probably would take two construction seasons to complete, it might be possible to complete the West Phase this year before the winter shutdown.

Trustee McCarney stated that he was still skeptical regarding some aspects of the South Phase and felt the Board should proceed with the bond vote on the West Phase. He would prefer that the Village get something now on the less expensive phase rather than risk it all later and not get anything for the larger (or combined) phase. Motion by Trustee McCarney, seconded by Trustee Wilson, to proceed with the West Phase of the Village Water Distribution System Improvements Project in the amount of \$1,500,000 with a bond vote to be held the same day as the Annual Village Meeting. **Motion passed 3-0-0.**

- e. **Central Street Sewer Upgrades Proposal.** Trustee McCarney noted that as this proposal would have been part of the South Phase (discussed above), consideration of this also should be put on hold. He added that the infrastructure on Central Street has been treated in a piece meal manner for so long that it probably would be best to dig up the whole street and start over again with new water lines, sewer lines, culverts, sidewalks, etc. This would be a major undertaking for the Village. Mr. Nesbitt agreed that it would be best to dig it all up and get everything done at the same time. He added that although the current emphasis on stimulus funding has been on “shovel ready” projects for this year, he would not be surprised if there was another round of stimulus funding next year comprised of leftover money and new funding. If that occurred, the Village would have an advantage over other communities given the advanced planning already done on the South Phase. Trustee McCarney agreed but added that he would like to have these cost estimates reevaluated in the interim. The Board should discuss this again in the fall. He stated that the Village appreciates the work that Mr. Nesbitt and Stantec Consulting has done so far on this project.
- f. **GMP Proposals.** Manager Allard is seeking Board approval for two proposals from Green Mountain Power (GMP) for the Northfield Electric Department (NED) entitled the “Northfield Distribution Protection Study” and the “Northfield Distribution 450FVAR Capacitor Bank.” These proposals had been explained to the Board by NED consultant Stephen Fitzhugh during a Village Budget Meeting. Motion by Trustee Wilson, seconded by Trustee McCarney, to approve the “Northfield Distribution Protection Study” proposal in the amount of \$10,500. **Motion passed 3-0-0.** Motion by Trustee McCarney, seconded by Trustee Wilson, to approve the “Northfield Distribution 450FVAR Capacitor Bank proposal in the amount of \$21,750. **Motion passed 3-0-0.**

IV. REPORTS

a. Village Manager

- 1. **Central Street Culvert Grant.** Manager Allard reported that Superintendent of Public Works William Lyon had applied for and received grant money towards this project from FEMA’s Hazard Mitigation fund.
- 2. **Road Service Management Software (RSMS) Program.** Manager Allard stated that Robert Turner was in Northfield last Friday (04/24/09) working with the Highway Department on this project.

b. Miscellaneous

- 1. **Green Up Day: Saturday, May 2, 2009.** Those interested in taking part this year should meet behind the Northfield Fire Station (128 Wall Street) by 9:00 a.m. They are advised to bring gloves, warm clothing, rain gear, work boots, and (if possible) their own pickup trucks. The cleanup should be finished by noon.
- 2. **Village Common.** Trustee McCarney asked about the removal of shrubbery on the east end of the Common. Manager Allard stated that she had authorized it since it had overgrown and made the benches there unusable. She added that perennials would be put in soon at that location.
- 3. **Village Sweeper.** Manager Allard stated that the sweeper had gone in for service but should be back and operational by the end of the week.
- 4. **Belknap Street Drainage.** Trustee McCarney asked whether the proper easements for this project have been obtained; the Village no longer owns the street. Manager Allard stated that Superintendent Lyon had been working with local attorney William Smith on this and no work would be done until all was in order.
- 5. **Charles Harper.** Trustee McCarney noted that Mr. Harper had approached the Board at the last meeting (04/14/09) with his concerns regarding utility work done on his property on Vermont Route 12A. He asked if anything had been done on this since then. Manager Allard said that nothing had been done. Trustee McCarney stated that he would like this matter resolved in the near future and not allowed to fester any longer. It was suggested that a meeting be set up with Mr. Harper, Trustee Lawson, Manager Allard, and Superintendent Lyon and that a recommendation be presented to the Board for approval.

V. PUBLIC PARTICIPATION (Unscheduled): None.

VI. ADJOURNMENT Motion by Trustee Wilson, seconded by Trustee McCarney, to adjourn. **Motion passed 3-0-0.**

The Board adjourned at 7:55 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular meeting.