

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of March 9, 2010**

- I. ROLL CALL.** Chair Samantha Baraw, Trustees Colin Bright, Libby Hambleton, Doug Lawson, and Thomas McCarney (absent). Also present were Village Manager Nanci Allard, Superintendent of Public Works William Lyon, Acting Clerk Kenneth McCann, Stephen Fitzhugh (NED Technical Advisor), Kathleen Lott (*Northfield News*).

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. February 23, 2010 (Regular Meeting).** Motion by Trustee Hambleton, seconded by Trustee Bright, to approve the minutes. Trustee Bright had one correction: he had abstained on the vote to approve The McKernon Group proposal. **Motion to approve amended minutes passed 3-0-1, with Trustee Lawson abstaining.**

b. Approval of Bills

- 1. Warrant #18-10.** Motion by Trustee Bright, seconded by Trustee Hambleton, to approve Warrant #18-10 in the amount of \$390,339.74. **Motion passed 4-0-0.**

- c. Executive Summary: Northfield Aggregate and Pavement Specifications Proposal.** Superintendent of Public Works William Lyon was seeking the Board's approval for an engineering study to "develop specifications for gravel, crushed stone, and pavement used on Town and Village highways as well as testing parameters and schedules." This sort of testing has been done before on a periodic basis but, as Superintendent Lyon explained, given the significant amount of money to be spent on such material under the new Road Surface Management System (RSMS) program, it would be preferable to do this in a more professional and systematic manner. Stantec Consulting Engineers has agreed to provide this service for \$1000. Chair Baraw asked if this expense would be split evenly between the Town and Village; it would be. Trustee Hambleton asked how the material specifications and testing had been handled in the past. Superintendent Lyon stated that bid proposals used Vermont Agency of Transportation (AOT) specifications and testing was done on an irregular basis; sometimes testing occurred when there was suspected problems. If the current proposal were approved, the material specifications would be specific to Northfield conditions and the testing done on a regular basis. Motion by Trustee Lawson, seconded by Trustee Bright, to approve and authorize Manager Allard to sign the proposal from Stantec Consulting to develop the material specifications and testing procedures (as indicated above) for an amount not to exceed \$1000. **Motion passed 4-0-0.**

- d. Village Common Sidewalk Improvements Project update.** Trustee Lawson stated that this project is moving along well and a meeting was held last week on how to further proceed. The consensus was to remove the current wall on the southeast corner of the Village Common (near the United Church), that the lawn slope be pushed back two or three feet (2'-3'), and that a new wall comprised of modular block material would be installed. Carroll Concrete provides such material (i.e. Redi-Rock™); they have modular blocks that are eighteen inches (18") high and two feet (2') thick. These blocks lock together and two layers of this material stacked on top of each other, minus the nine inches (9") that would be recessed into the ground, would be less than twenty-seven inches (27") above the ground. This should be suitable for seating during events on the Common.

Trustee Lawson noted that before the new wall (and sidewalk) is put into place, the underground conduits for power, telephone, and/or cable TV lines would have to be installed. He also believes that the conduit installation should be completed before the Village learns the status of its federal sidewalk rehabilitation grant applications. A discussion on where the conduits should be located then ensued. Other issues include where to place the new light poles after the current fixtures are removed.

Trustee Bright felt twenty-seven inches (27") was too high for proper seating; eighteen inches (18") would be much more accessible to the public. Trustee Hambleton agreed that the lower height would be better for children and older persons. Trustee Lawson stated that the block material could be recessed deeper in the ground in order to lower the exposed height to a more acceptable level.

Trustee Bright mentioned other options such as two-tiered seating that might be better for special events, especially the Labor Day Weekend Festivities. Also, he has concerns about using modular blocks instead of concrete in terms of appearance and durability. He then suggested that the new light fixtures could be built into the wall itself. He would be willing to provide sketches of his suggestions to the engineers.

Trustee Lawson reminded the Board that there are some time constraints. The construction team for the Water Project (West Phase) will return to Northfield when the winter construction shutdown ends later this spring (04/19/10). Although they will not necessarily immediately restart work on the Common, the Trustees should have a plan in place before construction restarts. After additional discussion, it was decided that Trustee Bright will provide more information on the various options at the next meeting (03/22/10) and that Stephen Fitzhugh (Northfield Electric Department [NED] Technical Advisor) will look into the price of conduit, the street lighting placement issue, and other similar concerns.

- e. **New Streetlight Request (Central Street).** Chair Baraw noted that Village residents Bob & Debbie Collins and Frank & Judy Plumley have contacted Manager Allard regarding the poor street lighting situation on the southern end of Central Street between the Norwich University President's House and the Commandant's House. Green Mountain Power (GMP) estimates the cost to install a new streetlight at \$800. Manager Allard added that this matter was first brought to her attention by Trustee Lawson during a walk home after a Norwich University hockey match (Trustee Lawson then stated that Mr. Plumley had mentioned the problem in passing to him earlier). She stated that it is indeed a very dark area and that there is about one hundred (100) yards between the existing streetlights. Trustee Lawson noted that with the cars parked on the west side of street and snow buildup during the winter, it is often necessary to walk in the street and this can be hazardous when there is a lot of traffic (such as occurs after a Norwich University sporting event). This is definitely a safety issue and there is a pole in place (in front of Flint Hall) where the new light could be installed. Motion by Trustee Lawson, seconded by Trustee Bright, to authorize the installation of a new streetlight on the aforementioned utility pole.

Trustee Hambleton then noted that there were other factors, such as the tree line, the layout of the road, etc. that contributed to this being an especially dark area; she wondered if it were possible to review the different kinds of lighting and lighting fixtures available before authorizing the new streetlight. Mr. Fitzhugh volunteered to contact GMP about various lighting options. **Motion was tabled until the next meeting (03/22/10) so that more information could be obtained.**

IV. REPORTS

- a. **Village Manager**

- 1. **Northfield Falls Micro-Hydro Project.** Manager Allard stated that the first written report on the project's feasibility will arrive next week.

b. Miscellaneous

- 1. Public Hearing (Flood Hazard Area Regulations) & Joint Board Meeting: March 22, 2010.** The Public Hearing will begin at 7:00 p.m. and the Joint Board Meeting will begin upon its conclusion. Zoning Administrator Michele Braun will be present to explain the proposed zoning regulation changes under discussion.
- 2. Road Posting.** Superintendent Lyon reported that the dirt roads were being posted in anticipation of Mud Season (in compliance with state laws). In the Village, this mainly affects parts of Turkey Hill Road and Water Street. He then distributed copies of the Vermont Agency of Transportation's notification letter.
- 3. Central Street Culvert Project.** Superintendent Lyon stated that we have identified what needs to be done for this project and that an RFP for minimal engineering services has been advertised. Bid proposals are due back by 2:30 p.m. on Thursday, March 18, 2010. The Board will be kept informed.
- 4. Succession Meetings.** Chair Baraw reported that she has attended the last two (2) of these weekly meetings (preparing for Superintendent of Public Works William Lyon's retirement and the subsequent elimination of his position). A lot of useful information is being distributed.
- 5. Northfield Recycling Center.** Trustee Bright asked if the Board should form its own consensus on the future of the recycling depot. Manager Allard stated that this matter already is on the Joint Board Meeting's agenda. Also, if the Recycling group meeting tomorrow night (03/10/10) recommends that Northfield should withdraw from the Central Vermont Solid Waste Management District (CVSWMD), a Special Town Meeting would need to be warned as soon as possible.
- 6. Car Show on the Village Common.** Dave Simpson, who organized the car show for Green Mountain Motorheads on the Village Common last August, has made a request for another event on Saturday, August 21, 2010. Manager Allard asked if the Trustees would give their approval now or would they rather wait for more information. The consensus was that the Board would prefer to see some specifics on the coming event and also learn from the Police Chief and Highway Superintendent if there were any problems last year. It was noted that poor weather last year limited participation and attendance.

V. PUBLIC PARTICIPATION (Unscheduled). None.

VI. ADJOURNMENT. Motion by Trustee Bright, seconded by Trustee Hambleton, to adjourn.
Motion passed 4-0-0.

The Board adjourned at 8:03 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

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