

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of April 13, 2010**

- I. ROLL CALL.** Chair Samantha Baraw, Trustees Colin Bright, Libby Hambleton, Doug Lawson, and Thomas McCarney. Also present were Village Manager Nanci Allard, Acting Clerk Kenneth McCann, and Zoltan Horvath (The McKernon Group).

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

II. PUBLIC PARTICIPATION (Scheduled)

- a. Zoltan Horvath, The McKernon Group: Northfield Municipal Building Energy Audit Results & Condition Survey.** The McKernon Group had produced two (2) separate reports at the request of the Board: a "Building Envelope Assessment" (i.e. Energy Audit) and a "Condition Survey" (i.e. structural analysis). Mr. Horvath began with the results of the energy audit, which was based upon tests conducted on the Municipal Building on Wednesday, March 24, 2010. On that day, with an outdoor temperature of 27°, the building was sealed off, depressurized, and infrared scans were taken in order to locate areas with heating loss. The tests found that most of this heating loss was going up through the suspended ceiling. There also was significant heat loss in the basement, as there were gaps in the joints between the wood infill and the original masonry. Also, the overhead door needs to be resealed. In addition, there was some minor (by comparison) leakage at the windows and walls. They found that some walls were well-insulated but others lacked any insulation at all. He added that the hatch to the attic is not sealed properly, resulting in a lot of air flow.

Trustee Hambleton asked what should be done first. Mr. Horvath stated that the largest heating leaks should be addressed initially. The ceilings should have large penetrations (holes) patched to prevent further leakage.

Trustee McCarney was pleased to receive the report. However, before any extensive work is done, he would like management to provide some idea of how the building would be used in the future. He does not want to put a lot of money into new insulation, etc. if it would just be removed later if there was a decision to redesign the building's floor plan.

Regarding the Condition Survey, Mr. Horvath stated that an immediate concern was the state of the steel column bases in the basement, which need to be reinforced as soon as possible. He noted that if there were a fire in the basement, the steel beams would first bend ("like spaghetti") and then collapse, causing the Town Clerk's vault to fall through the basement ceiling. He recommends that the Board authorize the expenditure of \$2000 for an engineering design to look for solutions to remedy this problem; the exact repair costs would be determined by this study. Trustee McCarney noted that repair work could be started without disruption when the vehicles have been removed from the basement. He agreed that this matter should be the priority.

Motion by Trustee McCarney, seconded by Trustee Bright, to authorize the expenditure of approximately \$2000 to fund an engineering design study of the steel beam columns in the Municipal Building basement. **Motion passed 5-0-0.**

Mr. Horvath then went through several options to resolve the heating loss problems. Such as hole patching, increased insulation, etc. Trustee McCarney would like to focus on long-term solutions since heating costs will not be going down in the future. He would favor putting the entire building into the "envelope" and redesigning around it (rather than having a smaller envelope that could be affected by revised floor plans).

Mr. Horvath stated that The McKernon Group's original proposal (February 2010) included "Program Development/Existing Conditions" for \$2700. This would provide one (or more) of their engineers to work with management and staff on various concepts for redesigning the Municipal Building's floor plan based on space needs for various department, etc. It was noted that increased vault space for the Town Clerk's Office was a priority. Manager Allard stated that we are at the point when we need to decide whether it would be more cost effective to redesign the current building or if it would be better to sell the building and construct a new one on municipal property.

Trustee Bright asked if we should go ahead and authorize the program/development proposal at this time. Mr. Horvath thought it would be best if their engineer(s) took part in any discussion regarding the future of the Municipal Building (rather than be included partway in the process). Motion by Trustee McCarney, seconded by Trustee Bright, to authorize the expenditure of approximately \$2700 for the "Program Development/Existing Conditions" proposal. **Motion passed 5-0-0.**

III. ACTION ITEMS

a. Approval of Minutes

1. **March 22, 2010 (Joint Board Meeting).** Motion by Trustee Hambleton, seconded by Bright, to approve the minutes. Trustee McCarney, who was not present at the meeting, asked why the Gross Property, located within Village boundaries, was transferred to the Town (through quitclaim deed) instead of the Village. Manager Allard stated that the property owners had approached a Selectman first on this matter. Trustee McCarney did not like the pattern of land situated in the Village being owned by the Town. **Motion passed 4-0-1, with Trustee McCarney abstaining.**
2. **March 30, 2010 (Budget Meeting).** Motion by Trustee Bright, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 5-0-0.**
3. **March 31, 2010 (Budget Meeting).** Motion by Trustee Hambleton, seconded by Trustee Bright, to approve the minutes. Trustee McCarney commended Acting Clerk McCann for the accuracy of the minutes, even though this allowed certain Town Selectmen to criticize certain Village Trustees for considering actions that were intended to protect the ratepayers. He added that the minutes make clear what went on and who said what. **Motion passed 5-0-0.**

4. **April 1, 2010 (Budget Meeting).** Motion by Trustee McCarney, seconded by Trustee Bright, to approve the minutes. **Motion passed 5-0-0.**

b. Approval of Bills

1. **Warrant #20-10.** Motion by Trustee Hambleton, seconded by Trustee McCarney, to approve Warrant #20-10 in the amount of \$449,939.25. **Motion passed 5-0-0.**

c. Incident Reporting, Medical Treatment, and Accident Investigation Municipal Policy.

Manager Allard stated that adoption of this policy was another step in the improvement of our employee safety program. A representative from the Vermont League of Cities & Towns (VLCT) will train the Department Heads (i.e. Safety Committee) on accident reporting, accident causes, etc. Trustee McCarney asked why Concentra was listed as the only dedicated medical provider. Manager Allard stated that this was only for workers compensation-related non-emergency treatment. Trustee Bright asked if this stipulation was mandated by our insurance carrier (VLCT PACIF). Manager Allard stated that it was not required but it was strongly encouraged. She added that the Town Selectmen had approved the policy the previous evening and asked that it be incorporated in the Personnel Policies and Procedures for the Northfield Municipality as an addendum to Article 18 ("Workplace Safety and Reporting of Injuries"). Motion by Trustee McCarney, seconded by Trustee Hambleton, to approve and sign the Incident Reporting, Medical Treatment, and Accident Investigation policy. **Motion passed 5-0-0.**

- d. Central Street Parking Ordinance.** Manager Allard stated that she had been contacted by a Central Street resident who lives in the lower part of the street affected by the 9:00 a.m. to 4:00 p.m. weekday parking ban. The resident wanted to see if the parking ban could be modified so that her husband could park on the street when he comes home for lunch. Manager Allard added that the Police Department has tried to be accommodating in this but it hasn't always worked out. Trustee McCarney noted that it was the homeowners in this area who asked for this ordinance in order to prevent Norwich University students from parking all day in front of their houses. Trustee Bright stated that since it was possible for residents to park a little further up on the street (where there was not a parking ban), a short walk did not seem a big problem to him. The consensus of the Board was to keep the ordinance as is.

On a related matter, Trustee McCarney would like a review of the two-hour parking limit in certain areas around the Village Common. He believes that it is not being regularly enforced by the Police Department (not a high priority). He added that some of the worst offenders are the merchants who requested this parking limit in the first place. This item will be on the next regular meeting agenda (04/27/10) for further discussion.

- e. Interest Fees for Delinquent Water and Sewer Bills.** Manager Allard stated that this proposal had been considered in recent years as a way to cut down on the number of delinquent utility bills each month. Trustee McCarney thought that this practice had been eliminated a few years ago because it was uncollectable since the software at the time was not able to figure the interest. Manager Allard agreed that the software system at the time was incapable of calculating the interest; the new software can.

Manager Allard added that permission from the voters to reinstate this fee was an article on the DRAFT Village Meeting Warning. Trustee McCarney would like the interest rate, agreed upon to be 1% per month, to be specified in the article. This will be done.

- f. DRAFT 2010 Village Meeting Warning.** With the exception of the rewording of the article discussed above, the Board accepted the DRAFT Warning as written. The finalized warning will be on the next agenda for approval.
- g. 2004 Village Sewer Ordinance.** Manager Allard stated that certain sections of this ordinance need to be updated in order to better conform to the "Village of Northfield Water Use Regulations" approved by the Board in July 2009. She will be providing some suggestions in the near future.
- h. East Street Property (former police station).** Chair Baraw asked the other Board members for their views on what should be done with this building. Trustee McCarney advised that some caution should be taken regarding selling the property too hastily and then discovering afterwards how useful it might have been to the Village for vehicle storage, etc. He would like the roof inspected to determine how expensive it would be to repair. Manager Allard stated that she had no strong feelings on this matter and was merely seeking input from the Board. Chair Baraw suggested that the Trustees hold a site visit of the building prior to their first regular meeting in May (05/11/10).

IV. REPORTS

- a. Village Manager.** Manager Allard had nothing to add.
- b. Miscellaneous**
 - 1. King Street Drainage Problems.** Trustee McCarney asked about the status of this concern. Manager Allard stated that the affected residents had signed the easement. Work on this will probably be done in the late summer when the area has dried out sufficiently.
 - 2. Village Common Sidewalks Project.** Trustee Lawson would like some decisions made regarding the proposed wall, conduits, etc. since the Water Project work in the area will recommence soon. Manager Allard stated that project engineer Thomas Nesbitt (Stantec Consulting) is scheduled to address the Board on this at its next regular meeting (04/27/10). Trustee Lawson would prefer a special meeting devoted to this topic alone sometime next week. Manager Allard will contact Mr. Nesbitt and see if this is possible.

V. PUBLIC PARTICIPATION (Unscheduled). None.

VI. ADJOURNMENT. Motion by Trustee Hambleton, seconded by Trustee Bright, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:47 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

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