

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of May 11, 2010**

- I. ROLL CALL** Chair Samantha Baraw, Trustees Colin Bright, Libby Hambleton, Doug Lawson (absent), and Thomas McCarney. Also present were Village Manager Nanci Allard, Acting Clerk Kenneth McCann, and 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. April 27, 2010 (Regular Meeting).** Motion by Trustee Hambleton, seconded by Trustee Bright, to approve the minutes. **Motion passed 3-0-1, with Chair Baraw abstaining.**

b. Approval of Bills

- 1. Warrant #22-10.** Motion by Trustee Hambleton, seconded by Trustee McCarney, to approve Warrant #22-10 in the amount of \$424,540.36. Trustee McCarney believes that too much of the money spent on tree trimming costs is spend on a separate contractor providing the traffic control. He thinks that there should be a less expensive alternative. Trustee Hambleton asked about "UNCLAIMED ELEC REF" payments to the State. Manager Allard stated that these were electric account deposits that the customer(s) did not collect in time. The State Treasurer's Office will advertise these in the newspapers as unclaimed funds. **Motion passed 4-0-0.**

- c. East Street Property.** Prior to the regular meeting, the Board members held a Site Visit at the Village-owned facility located at 52 East Street (former police station). Trustee McCarney stated that part of the building is used for storing old office equipment, most of which could be used, sold, or discarded. The attached garage is housing a municipal pickup truck, a wood chipper, and the police trailer. He was ambivalent over whether the Village should sell the facility or keep it. Given Trustee Lawson's absence this evening, further discussion of the matter was postponed until the next meeting (05/25/10).

- d. Approval of Water and Sewer Rates.** Manager Allard noted that the new municipal water and sewer rates, which would go into effect with the July 2010 billing period, have not changed much from the previous year. The water rate remains exactly the same and the sewer rate is slightly different; the sewer "ADMIN RATE" decreases from \$11.48 to \$10.90 and the "USAGE RATE" increases from \$0.0567 to \$0.0572. Unless they are among the major users, customers should see their bills slightly reduced. Trustee McCarney noted that the new rates went before the Inter-Local Agreement Committee last week (05/03/10) and there were no objections. He added that if customers do see their water and sewer bill amounts increase, they should blame increased usage during summer months and not the new rates. Trustee Hambleton asked why the sewer "ADMIN RATE" amount changed. Trustee McCarney stated that this was due to changes in the inter-company billing policy. Motion by Trustee McCarney, seconded by Trustee Bright, to approve the proposed municipal water and sewer rates and authorize Chair Baraw to sign the confirmation document. **Motion passed 4-0-0.**

- e. **Cross Street Parking Problems.** Manager Allard had received an email from a Northfield resident stating that it is sometimes unsafe to make the turn from Vine Street onto Cross Street due to vehicles parked on the street. He asked that the parking ban in effect during school hours be extended into an all-day, year-round ban on street parking from the Vine Street intersection to the Union Street intersection. A Site Visit will be held on Tuesday, May 25, 2010 at 6:30 p.m. Property owners will be notified by mail beforehand.
- f. **Request for Class 4 Road off King Street.** Manager Allard stated that King Street resident Ray Quimby made a request that the access road that leads from King Street to his (and his neighbor's) house be laid out as a Class 4 Road. The Trustees had no strong feelings regarding this request but would like to hear directly from Mr. Quimby before proceeding on this matter. He will be invited to attend either of the Board's regular meetings in June (06/15/10 and 06/29/10) to explain the reasoning behind his request.
- g. **Village Common Sidewalks Improvement Project.** Manager Allard had nothing new to report; we are still waiting to learn of the status of the federal and state grant applications for Village Common rehabilitation.

IV. REPORTS

a. Village Manager

- 1. **Proposed Municipal Building Floor Plan Revision.** Manager Allard stated that the McKernon Group engineers had provided a draft proposal for reorganizing the floor plan of the Municipal Building, including the basement that the Water Department will be vacating soon. She noted that the staff had mixed feelings regarding the proposal; the Accounting Department would not like to be relocated to the basement and thus separated from the rest of the building staff. Some minor plan revisions, such as swapping office usage, certainly are possible. Of immediate concern are the basement support columns that need to be reinforced as soon as possible; they are situated directly below the Town Clerk's vault. Motion by Trustee McCarney, seconded by Trustee Hambleton, to authorize the expenditure of approximately \$6400 in order to repair the columns in the Municipal Building basement. **Motion passed 4-0-0.**
- 2. **Water Project (West Phase).** Manager Allard noted that J.P. Sicard, Inc. will be returning next week to complete work on this phase of the project, i.e. sidewalk repair, etc.
- 3. **Water Project (South Phase).** Manager Allard stated that she has a meeting with the USDA regarding possible funding for this next phase of the Water Project. Trustee McCarney has problems with starting another large construction project in this economy. Manager Allard stated that this is just a preliminary meeting to see if funding would be available.
- 4. **Road Surface Management System (RSMS) Program Update.** Highway Foreman Peter Demasi is working on an update of the RSMS Program for presentation at next week's Town/Village Highway Subcommittee meeting (05/20/10).
- 5. **GIS Mapping Project.** The bid proposals for the flyover part of the project are due on Tuesday, June 1, 2010, at 12:00 noon.

b. Miscellaneous

- 1. Property Tax on Utility Lines outside Northfield Village.** The Board has received a copy of a letter from the Board of Listers in their packets. The Listers see no reason to change the current situation. This matter will be on the agenda of the Joint Board Meeting with the Town Selectmen on Tuesday, May, 25, 2010.
- 2. Village Land Survey Estimates.** Robert Townsend (American Consulting Engineers & Surveyors) had provided his estimates for surveying Dustin's Pasture (\$9000-\$9500), Paine Mountain (\$8500-\$9000), and the Wellfield (\$3000-\$4000). Manager Allard stated that there was some money in the current Water Department budget to conduct one or two of these properties but not all there. Did the Board have a preference? Trustee McCarney thought the Village property on Dustin's Pasture and Paine Mountain should be surveyed first; there is a possibility of logging revenue from these properties. The Wellfield would need to be surveyed eventually but could wait. Motion by Trustee Hambleton, seconded by Trustee McCarney, to authorize the survey of Dustin's Pasture for \$9000-\$9500 and (conditional upon remaining monies in the current budget) the survey of Paine Mountain for \$8500-\$9000. **Motion passed 4-0-0.**

V. PUBLIC PARTICIPATION (Unscheduled)

- a. Kathleen Lott: Depot Square Two-Hour Storefront Parking.** Ms. Lott asked about the status of this matter. She was told that the merchants and property owners were informed by letter that this matter will be on the next meeting's agenda (05/25/10).

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

The Board adjourned at 8:04 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

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