

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES  
Minutes of August 10, 2010**

- I. ROLL CALL.** Chair Doug Lawson, Trustees Samantha Baraw, Colin Bright, Libby Hambleton, and Larry Porter. Also present were Village Manager Nanci Allard, Utility Superintendent Patrick Demasi, Superintendent of Public Works William Lyon, Zoning Administrator Michele Braun, Chris Bradley (Grand Juror), Michael Charron (Vermont Center for Independent Living), Tom McCarney, John Marcotte, David Maxwell, Debbie Maxwell, and Kathleen Lott (*Northfield News*).

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

**II. PUBLIC PARTICIPATION (Scheduled)**

- a. Chris Bradley: Appeal of Denial of Request for Public Information.** Mr. Bradley submitted a request for records related to the Village Budget process but his request was denied. He appealed to the Board to review his request.

**III. ACTION ITEMS**

**a. Approval of Minutes**

- 1. July 13, 2010 (Regular Meeting).** Motion by Trustee Hambleton, seconded by Trustee Porter, to approve the minutes. **Motion passed 4-0-1, with Trustee Bright abstaining.**

**b. Approval of Bills**

- 1. Warrant #04-11.** Motion by Trustee Baraw, seconded by Trustee Porter, to approve Warrant #04-11 in the amount of \$396,267.14. **Motion passed 5-0-0.**
- 2. Validation of Warrant #03-11.** Motion by Trustee Baraw, seconded by Trustee Porter, to validate the approval by signature of Warrant #03-11. **Motion passed 5-0-0.**

- c. GIS Mapping Flyover Bid Proposals.** Utility Superintendent Patrick Demasi and Zoning Administrator Michele Braun were asking for authorization to hire a contractor to provide aerial photographs of the Village utility corridor. This would significantly improve the Village's GIS capabilities. The RFP was advertised and there were two (2) responses. Ms. Braun's recommendation is to award the contract to the lower bidder (Cooper Aerial Surveys Co.). Motion by Trustee Baraw, seconded by Trustee Bright, to approve the Cooper Aerial Surveys' proposal in the amount of \$25,705. **Motion passed 5-0-0.**

- d. Proposed Water and Sewer Department Purchases.** Utility Superintendent Demasi provided the Board with information on several proposed purchases for the Water and Sewer Departments. Motion by Trustee Baraw, seconded by Trustee Porter, to approve the purchase of the Honda power unit. **Motion passed 5-0-0.** Motion by Trustee Baraw, seconded by Trustee Porter, to approve the purchase of the requested lawn mower. **Motion passed 5-0-0.** Motion by Trustee Baraw, seconded by Trustee Porter, to approve the purchase of a grit pump. **Motion passed 5-0-0.**

- e. Stantec Consulting Services Proposal: Stormwater Sewer Master Plan.** Motion by Trustee Bright, seconded by Trustee Baraw, to approve Stantec Consulting's proposal and authorize Manager Allard to sign the contract. **Motion passed 5-0-0.**

- f. East Street Property (former police station).** The Village let the Town use the building with the condition that they would maintain it. The building has been used for garage storage. There are other places where the equipment could be stored. There are interested parties in purchasing the building. John Marcotte felt that the Village should sell the property and get it back on the tax rolls. If the building wasn't good enough to use for the Police Department, then it isn't good enough to place other people. He felt it was time to get rid of it. Tom McCarney feels that the Village should maintain the building because such land is hard to come by. The Trustees would like to have an appraisal done before making a final decision.
- g. South Main Street Paving.** There have been concerns expressed regarding the condition of the pavement from the Village Common southward down South Main Street. David Maxwell lives on South Main Street and is experiencing problems, such as shaking within his house, when large trucks go by. The Village fixed potholes and found that it only made the situation worse. The Trustees do not have any money in the current highway budget for South Main Street at this point. Motion by Trustee Porter, seconded by Trustee Hambleton, to pave a section of South Main Street with no more than one hundred (100) tons of material and for less than \$7000. **Motion passed 3-2-0, with Trustee Baraw and Bright voting in opposition.**
- h. Open Meeting Law Complaint.** A letter will be sent acknowledging receipt of the complaint.
- i. Appointment of ADA Coordinator.** Motion by Trustee Hambleton, seconded by Trustee Bright, to appoint Manager Nanci Allard as the ADA Coordinator for the Village of Northfield. **Motion passed 5-0-0.**
- j. VLCT Annual Business Meeting- Voting Delegate Designation.** Motion by Trustee Bright, seconded by Trustee Hambleton, to appoint Manager Allard as the Voting Delegate. **Motion passed 5-0-0.**
- k. 2011 DRAFT FAIR Policy.** Manager Allard was appointed to VLCT's Finance, Administration, and Intergovernmental Relations (FAIR) Committee. This group now is reviewing Act 60. FAIR would like to see school spending kept under control and ensure that the funds gathered through Act 60 be used for their intended purposes.
- l. Labor Day Weekend Car Show Request (09/05/10).** John Marcotte has requested to close off Water Street from Main Street to Carpenter Street for a car show on Sunday, September 5, 2010 from 10:00 a.m. to 4:00 p.m. Motion by Trustee Porter, seconded by Trustee Hambleton, to approve the request. **Motion passed 5-0-0.**
- m. Northfield Observances Labor Day Weekend Request.** Motion by Trustee Porter, seconded by Trustee Hambleton, to approve Northfield Observances' request to close down Depot Square to through traffic over the Labor Day Weekend. **Motion passed 5-0-0.**

- n. **Taxation of Water and Sewer Lines.** There was a discussion of the Board of Civil Authority (BCA) hearing on the taxation of water and sewer lines, including what the next step should be, i.e. does the Board want to appeal the decision through the courts? There was some debate over looping the system and whether this would solve the problems. It was emphasized that there are time limits on deciding whether or not to file an appeal with the Vermont Supreme Court. It was argued that the Village's rights would be protected if the appeal were filed in court. Motion by Trustee Baraw, seconded by Trustee Porter, to appeal the BCA's decision with the Vermont Supreme Court. **Motion passed 3-2-0, with Trustee Bright and Hambleton voting in opposition.**
- o. **Pleasant Street Sidewalk.** Motion by Trustee Porter, seconded by Trustee Baraw, to approve option A and fix the three hundred feet (300') of sidewalk. **Motion passed 5-0-0.**

#### IV. REPORTS

##### a. Village Manager

- 1. **Doyon Road Line Extension.** Manager Allard stated that a property owner has asked to extend the line for water and sewer. The property owner will bear these expenses. The Village would like some upgrades first, such as a larger pipe size (8" rather than 4") and a manhole. The Village will pay the difference on the larger pipe size.
- 2. **DuBois & King Water/Sewer Proposals.** Representatives from DuBois & King will be at the next regular meeting (09/14/10) to give a report on two (2) separate proposals (Wellfield Protection Plan and Sewer System Survey).

##### b. Miscellaneous

- 1. **Green Mountain Motorheads Car Show.** This event will be held on the Village Common on Sunday, August 22, 2010 from 10:00 a.m. to 5:00 p.m.

#### V. PUBLIC PARTICIPATION (Unscheduled). None.

#### VI. EXECUTIVE SESSION

Motion by Trustee Baraw, seconded by Trustee Bright, to go into executive session, in accordance with 1 V.S.A. § 313(a), in order to discuss personnel matters [Personnel Issue (unspecified) and Police Chief Search update] with Manager Allard present. . **Motion passed 5-0-0.**

The Board went into executive session at 9:17 p.m.

Motion by Trustee Bright, seconded by Trustee Baraw, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 9:42 p.m. No action was taken.

#### VII. ADJOURNMENT.

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

The Board adjourned at 9:43 p.m.

Respectfully submitted,

*Samantha H. Baraw*

Samantha H. Baraw, Acting Clerk

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