

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of September 14, 2010**

- I. ROLL CALL.** Chair Doug Lawson (absent), Vice-Chair Colin Bright, Trustees Samantha Baraw, Libby Hambleton, and Larry Porter. Also present were Village Manager Nanci Allard, Acting Clerk Kenneth McCann, Utility Superintendent Patrick Demasi, David Mullett (VPPSA), Gregory Morse (VPPSA), Richard Suitor (Northfield VPPSA Representative), Chuck Goodling (DuBois & King, Inc.), and Kathleen Lott (*Northfield News*).

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

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

- III. EXECUTIVE SESSSION:** David Mullet and Gregory Morse from the Vermont Public Power Supply Authority (VPPSA) were present to provide an update regarding the power purchasing contract with Hydro Quebec. As this matter involves some confidentiality, they asked that this be discussed in executive session. Motion by Trustee Baraw, seconded by Trustee Porter, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss contract issues with Manager Allard, David Mullet, Gregory Morse, and Richard Suitor also present. **Motion passed 4-0-0.**

The Board went into executive session at 7:02 p.m.

Motion by Trustee Porter, seconded by Trustee Baraw, to come out of executive session. **Motion passed 4-0-0.**

The Board came out of executive session at 7:20 p.m. No action was taken.

IV. ACTION ITEMS

a. Approval of Minutes

- 1. August 10, 2010 (Regular Meeting).** Motion by Trustee Porter, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 4-0-0.**
- 2. August 30, 2010 (Joint Board Meeting).** Motion by Trustee Hambleton, seconded by Trustee Porter, to approve the minutes. **Motion passed 3-0-1, with Trustee Baraw abstaining.**

b. Approval of Bills

- 1. Warrant #06-11.** Motion by Trustee Hambleton, seconded by Trustee Baraw, to approve Warrant #06-11 in the amount of \$435,941.57. **Motion passed 4-0-0.**
- 2. Validation of Warrant #05-11.** Motion by Trustee Porter, seconded by Trustee Hambleton, to validate the previous approval by signature of Warrant #05-11. **Motion passed 4-0-0.**

- c. Validation of Vermont Municipal Bond Bank Refunding Note Approval.** Motion by Trustee Porter, seconded by Trustee Baraw, to validated the previous approval by signature of the Vermont Municipal Bond Bank Refunding Note. **Motion passed 4-0-0.**

- d. DuBois & King, Inc. Proposal: Sewer Line Extension Study.** Manager Allard stated that in 2006 DuBois & King had developed a proposal to extend the sewer lines southward along Vermont Routes 12 and 12A. The Board did not authorize the proposal at that time. Recently, however, Chair Doug Lawson asked that this proposal be revived. Chuck Goodling, Vice-President and Project Manager of Dubois & King, stated that the old proposal had been updated but the 2006 price structure remained the same. Manager Allard noted that there was money already in the Capital Improvement Plan (CIP) budget for this study.

Utility Superintendent Patrick Demasi emphasized how fortunate Northfield was to have such an exceptional water supply. With increased development in the wellfield protection area, however, there now are more private septic systems in the area. He felt that this valuable resource should be protected from contamination. Mr. Goodling estimated that there now were 150 to 200 private septic systems in the wellfield protection area. Motion by Trustee Porter, seconded by Trustee Baraw, to approve and authorize Manager Allard to sign the contract with DuBois & King to conduct the Sewer Line Extension Study for an amount not to exceed \$207,800. **Motion passed 4-0-0.**

- e. **DuBois & King, Inc. Proposal: Sewer System Survey.** Mr. Goodling explained that this was an entirely separate proposal that would provide a survey of the existing wastewater collection system. He noted that this is an older system and that Sewer Department employees have done a good job in collecting system data on a regular basis, including the TV inspections of the sewer lines. Under this proposal, DuBois & King would look at this data and then assess the system's strengths and weaknesses; problem areas would be identified and suggested corrective actions would be prioritized. Manager Allard added that this study would be a valuable tool during budget planning; there already is money in the current CIP budget to pay for it. Motion by Trustee Porter, seconded by Trustee Hambleton, to approve and authorize Manager Allard to sign the contract with DuBois & King to conduct the Sewer System Study for an amount not to exceed \$5000. **Motion passed 4-0-0.**
- f. **Village Common Retaining Wall.** Trustee Bright stated that the main problems with the Village Common area were the storefront sidewalks and the retaining wall on its southeast corner. There was some money included in the Water Project funding to address the retaining wall and the sidewalks near it; there also have been grant applications for additional state and federal money. He stated that Trustee Hambleton had asked that this matter be revived now so that some corrective work could be done during the current construction season. Trustee Hambleton said that she strongly sympathized with the merchants on the north side of the Common who have repeated asked that the deteriorating sidewalks in front of their businesses be addressed. Trustee Hambleton would like the retaining wall issues be resolved now so that the Board's full attention can be turned to fixing these sidewalks. Trustee Bright also felt that moving forward on sidewalk rehabilitation was important but believed that there were too many unresolved issues regarding the retaining wall area to push this project forward at this time. For example, there still remain questions about the placement of underground utility line (conduits). He added that Chair Lawson had spoken to Stantec Consulting on this subject and had been reassured that the remaining Water Project funds would not disappear if construction were postponed until next year. Trustee Baraw stated that she would prefer to wait on construction if it meant getting the work done correctly. She added that when the next construction season began, the north side sidewalks should be the top priority. Trustee Bright suggested that the Town Selectmen should be involved in this matter, as the Village Common area is used by all Northfield residents. Trustee Hambleton withdrew her request that action be taken during the current construction. However, she would like the merchants assured that the north side sidewalks certainly will be addressed during the next construction season.
- g. **Norwich University Request for Easement of Parking Ban.** Norwich University has requested a lifting of the parking ban areas near the campus during Homecoming Weekend (October 7-10, 2010) and Parent/Family Weekend (October 15-17, 2010). Motion by Trustee Porter, seconded by Trustee Baraw, to lift parking ban on Central Street and the Village section of Crescent Avenue on the specified weekends. **Motion passed 4-0-0.**

- h. ADA Compliance Committee Appointments.** Manager Allard reported that the Town Selectmen have appointed the applicants (see names below) to the new ADA Compliance Committee; in addition, Selectman Kenneth Johnson will serve as his board's representative. Trustee Baraw volunteered to be the Village Trustee's representative. Motion by Trustee Hambleton, seconded by Trustee Porter, to appoint Trustee Samantha Baraw, Michael Charron, Maureen Mayo, Phil Harnois, and Joe Holub as the ADA Compliance Committee (in addition to Selectman Johnson). **Motion passed 4-0-0.**
- i. Municipal Employee Compensation Study.** Manager Allard reported that this study for put out to bid and that the Town Selectman have awarded the contract to the low bidder: Gallagher, Flynn, and Company (Burlington, Vermont).

V. REPORTS

a. Village Manager

- 1. Northfield Electric Department (NED) Tariff.** Manager Allard stated that the Public Service Board has approved NED's tariff application.
- 2. Water Fluoridation Quality Award.** Manager Allard reported that he Northfield Water Department has been given this award by the Center for Disease Control and Prevention for maintaining optimal levels of fluoridation in the community drinking water for twelve (12) consecutive months. Kudos to the Water Department operators for their achievement.

b. Miscellaneous

- 1. Village Common Water Fountain.** Trustee Porter has learned that the fountain does not recirculate the water it uses. The amount is over 600,000 gallons per year. He would like Manager Allard to look into the cost of fixing the fountain so that the water is recirculated. He believes that the repair cost would be offset by the savings in water use cost. Manager Allard will investigate this matter.
- 2. Tax Sales.** Trustee Porter noted the large numbers of tax sales advertised in local newspapers. He asked if Northfield had its own process. Manager Allard stated that (last evening) the Selectman authorized the delinquent Tax Collector to hire a legal firm to assist with the tax sales. The process now begins and, once scheduled, the date of the tax sales will be advertised.

VI. PUBLIC PARTICIPATION (Unscheduled). There was none.

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

The Board adjourned at 8:02 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

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