

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of January 10, 2012**

- I. ROLL CALL.** Chair Colin T. Bright (absent), Trustees Kevin T. Beal (absent), Dennis Donahue, Doug Lawson, and K. David Maxwell. Also present were Village Manager Nanci Allard, Acting Clerk Kenneth McCann, Chris Bradley (Town Selectman), Bob Duprey, and Kathleen Lott (*Northfield News*).

In the absence of Chair Bright and Vice-Chair Beal, Trustee Lawson will serve as Acting Chair tonight. He called the meeting to order at 7:00 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

III. PUBLIC COMMENT (Scheduled and Unscheduled)

- a. Bob Duprey: Northfield Electric Department (NED) Disconnection and Re-Connection Charge Dispute.** Mr. Duprey lives in one of the homes on Water that were damaged by Tropical Storm Irene flooding. Due to this, the wiring to the electric meter socket had to be replaced and the power temporarily disconnected. He spoke with NED Utility Office Manager Doug Reed about this and Mr. Reed arranged for a time that Green Mountain Power (GMP) could relocate and reinstall the power connection. Mr. Duprey asked how much this would cost and he distinctly remembers being told that the total cost to him would be \$150. He met again with Mr. Reed when the work was done and he was again given the \$150 amount. Mr. Duprey noted that GMP was at his house for less than an hour in total as they left after disconnecting the power in order to perform other work in the area and then returned to reconnect the power. When Mr. Duprey received his bill, it was for \$367. He subsequently spoke to Mr. Reed who claimed that he did not recall providing the \$150 figure. Mr. Duprey is asking the Board charge him the amount that he was promised. Manager Allard stated that she has spoken to Mr. Reed and he does not believe he told Mr. Duprey that the work would cost only \$150. She added that this figure does not seem realistic for the work performed because it requires a two-man truck. Acting Chair Lawson stated that this issue cannot be resolved tonight but will be looked into. He added that this matter may not be resolved entirely to Mr. Duprey's satisfaction but the Village will do the best it can for all involved.

IV. APPROVAL OF MINUTES

- a. November 29, 2011 (Regular Meeting).** Motion by Trustee Maxwell, seconded by Trustee Donahue, to approve the minutes. **Motion passed 3-0-0.**
- b. December 13, 2011 (Regular Meeting).** Motion by Trustee Donahue, seconded by Trustee Maxwell, to approve the minutes. There was one correction: on page 2, "Chair Hagy" should be "Chair Bright." **Motion to approve amended minutes passed 3-0-0.**

V. APPROVAL OF BILLS

- a. Validation of Warrant #13-12.** Motion by Trustee Donahue, seconded by Trustee Maxwell, to validate the approval by signature of Warrant #13-12 in the amount of \$50,457.58. **Motion passed 3-0-0.**
- b. Warrant #14-12.** Motion by Trustee Maxwell, seconded by Trustee Donahue, to approve Warrant #14-12 in the amount of \$468,333.89. Acting Chair Lawson asked if the flood damage at the Wastewater Treatment Facility (WWTF) was covered by the Village's insurance policy. Manager Allard stated that it was. **Motion passed 3-0-0.**

VI. OLD BUSINESS

- a. **Vermont Route 12 South Waterline Replacement Project.** Manager Allard noted that this project is designed to improve fire suppression in the area. The project now is on hold as the original consulting engineer, Thomas Nesbit (Stantec Consulting), has retired. The Village solicited Statements of Qualifications from civil engineering firms in order to complete the paperwork for this project; ten (10) submissions were received. She now is reviewing them with Utility Superintendent Patrick DeMasi and will be asking the Board how it would like to proceed in this matter.
- b. **Vermont Routes 12 and 12A Sewer Extension Project.** Manager Allard stated that this project also is on hold as the required Act 250 application is being processed.
- c. **Village Common Rehabilitation Project (North Side).** Manager Allard stated that Request for Proposals for this project had been solicited; the due date is Thursday, January 19, 2012.
- d. **Taxation of Municipal Utilities update.** Manager Allard would like to discuss this matter in executive session (see below).
- e. **Village Sewer Ordinance.** Manager Allard is working with Mr. DeMasi on updating the ordinance to address various issues, such as cellar drains, grease traps, etc. The main emphasis will be reducing the level of effluent going into the WWTF. Acting Chair Lawson noted that it is common practice to update such ordinances every five (5) years or so.

VII. NEW BUSINESS

- a. **Capital Expense Note (2009 International Dump Truck): \$42,508 at 1.50% interest.** Motion by Trustee Donahue, seconded by Trustee Maxwell, to approve and sign the Bond Anticipation Note; to approve and sign the No-Arbitrage and Use of Proceeds Certificate; to approve and sign the Bond Anticipation Borrowing Resolution; and to approve and authorize Acting Chair Lawson to sign the Commercial Loan Closing Sheet. Manager Allard stated that this was the annual renewal of this particular note. Trustee Maxwell asked why this was done every year. Manager Allard said that this was established practice in order to obtain the lowest interest rate possible. **Motion passed 3-0-0.**
- b. **Appointment of Long-Term Irene Recovery Committee Member.** As indicated at the last meeting (12/13/11), a local committee has been formed with Marsha Hoffman serving as Chair in order to address the long-term impact of Tropical Storm Irene on this community. Even though Trustee Beal already has been working with them, the committee has asked that a representative from the Board of Trustees be formally appointed. Motion by Trustee Maxwell, seconded by Trustee Donahue, to appoint Trustee Beal to the Long-Term Irene Recovery Committee. **Motion passed 3-0-0.**

In addition, Manager Allard noted that the Central Vermont Regional Planning Commission (CVRPC) will be hosting a local meeting on "Community Recovery" on Wednesday, February 22, 2012 at 7:00 p.m. here in the Community Room. Acting Chair Lawson added that there will be a presentation at Norwich University on Wednesday, January 25, 2012 regarding an updated geomorphic study of the Dog River.

- c. **Executive Summary: Certificate of Village Highway Mileage.** Motion by Trustee Maxwell, seconded by Trustee Donahue, to approve and sign the Certificate of Village Highway Mileage. As indicated in Highway Superintendent Peter G. DeMasi's executive summary, there were no changes in Village Highway mileage in 2011. **Motion passed 3-0-0.**

- d. **Village Wellfield Riparian Buffer Agreement.** Acting Chair Lawson noted that this agreement between the Village of Northfield, the Winooski Natural Resource Conservation District, and the Friends of the Winooski, would allow for the planting of 440 large trees and 1480 shrubs along the banks of the Dog River on Village property at the Wellfield. Although the Village technically would be responsible for maintenance costs, these would be minimal as the agreement stated that the Village must “refrain from removing vegetation” in the target area. Acting Chair Lawson noted that since the Friends of the Winooski will be providing the new flora, there is no cost to Northfield. He added that Northfield resident Stephen Fitzhugh is working to create a new committee, Friends of the Dog River, to promote additional local projects of this nature. Motion by Trustee Donahue, seconded by Trustee Maxwell, to approve and authorize Manager Allard to sign the agreement. **Motion passed 3-0-0.**
 - e. **Village Highway Budget (Revised).** Acting Chair Lawson noted that there are updated figures regarding the Depot Square Rehabilitation Project. He would like to hold a Special Meeting with the Town Selectmen to go over these expenses. Manager Allard stated that she just received notification from Tom Anderson, Vermont Agency of Transportation (AOT), that an additional \$10,000 is available for the Village Common Retaining Wall Project. She is asking that the Board approve and sign the relevant form for processing. Motion by Trustee Donahue, seconded by Trustee Maxwell, to approve and sign the AOT Town Highway Special Funds form in order to accept an additional \$10,000 in funding for the Village Common Retaining Wall Project. **Motion passed 3-0-0.**
 - f. **Approval of Fund Balance Policy.** Acting Chair Lawson asked that consideration of this matter be postponed until Trustees Bright and Beal can be present. Manager Allard noted that it was the Village Auditors who recommended approval of this document so perhaps approval of this document should be rescheduled for the meeting that the Auditors will attend to explain their report on the Village’s financial statements. That way, they will be able to answer any questions on this new policy.
 - g. **Inter-Company Charges.** Manager Allard would like the Board to reconsider its approval of the current Inter-Company Charges Policy so that it can be revised to more accurately reflect the distribution of expenses between the various municipal departments. At present, expenses are split through an estimated percentage system but she believes that there should be more focus on actual costs. Once the reconsideration vote has been taken, Manager Allard would like a committee formed to address this matter.
- VIII. MANAGER’S REPORT.** Manager Allard has legal matters to discuss in executive session.
- IX. BOARD MEMBERS’ COMMENTS, CONCERNS, QUESTIONS.** There was nothing additional.
- X. PUBLIC COMMENT (Unscheduled).** There was none.
- XI. EXECUTIVE SESSION** Motion by Trustee Maxwell, seconded by Trustee Donahue, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss legal matters with Manager Allard present. **Motion passed 3-0-0.**

The Board went into executive session at 7:55 p.m.

Motion by Trustee Donahue, seconded by Trustee Maxwell, to come out of executive session. **Motion passed 3-0-0.**

The Board came out of executive session at 8:29 p.m. No action was taken.

XII. ADJOURNMENT. Motion by Trustee Maxwell, seconded by Trustee Donahue, to adjourn. **Motion passed 3-0-0.**

The Board adjourned at 8:30 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

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