

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Tuesday, January 15, 2013**

- I. ROLL CALL.** Chair Kevin T. Beal, Village Trustees Colin T. Bright, Dennis Donahue, Stephen Fitzhugh, and K. David Maxwell. Also present were Village Manager Jay Marcotte, Acting Clerk Ken McCann, Patrick DeMasi (Utility Superintendent), Katrina DeMasi, Shaun Sweet, and Kathleen Lott (*Northfield News*).

Chair Beal called the meeting to order at 7:05 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. Shaun Sweet: Sewer Charge Abatement.** Mr. Sweet stated that around Christmastime, the sewer line to his house collapsed and caused extensive damage to his basement and various items stored there. He said that the Sewer Department has repaired and reconnected the line as well as reimbursed some of the spoilage. Mr. Sweet subsequently was charged a large sewer bill due to the six hundred (600) gallons of wastewater generated by the line break; he would like his sewer bill reduced to reflect this. Chair Beal supports this request as this wastewater was not put into the system but instead was carted away. Motion by Trustee Bright, seconded by Trustee Fitzhugh, to abate the sewer charges related to the line collapse. The exact dollar amount will need to be determined by the Utility Department. **Motion passed 5-0-0.** Mr. Sweet added that there are additional damaged items that he would like replaced; what is the procedure for this? Chair Beal stated that the Board will discuss this during their executive session later tonight. Mr. Sweet will be contacted afterwards.

IV. APPROVAL OF MINUTES

- a. December 10, 2012 (Joint Board Meeting).** Motion by Trustee Bright, seconded by Trustee Fitzhugh, to approve the minutes. **Motion passed 4-0-1, with Trustee Maxwell abstaining.**
- b. December 18, 2012 (Special Meeting).** Motion by Trustee Bright, seconded by Trustee Maxwell, to approve the minutes. **Motion passed 5-0-0.**
- c. January 2, 2013 (Public Hearing).** Motion by Trustee Bright, seconded by Trustee Donahue, to approve the minutes. **Motion passed 5-0-0.**
- d. January 2, 2013 (Special Meeting).** Motion by Trustee Maxwell, seconded by Trustee Donahue, to approve the minutes. **Motion passed 5-0-0.**

V. APPROVAL OF BILLS

- a. Validation of Warrant #13-13.** Motion by Trustee Maxwell, seconded by Trustee Donahue, to validate the approval by signature of Warrant #13-13 in the amount of \$47,337.89.
- b. Warrant #14-13.** Motion by Trustee Bright, seconded by Trustee Donahue, to approve Warrant #14-13 in the amount of \$608,853.84. Trustee Donahue asked why the Electric Department is paying a "Fuel Gross Receipts Tax." Manager Marcotte will look into this. **Motion passed 5-0-0.**
- c. Warrant #14-13A.** Motion by Trustee Bright, seconded by Trustee Donahue, to approve Warrant #14-13A in the amount of \$21,903.24. **Motion passed 5-0-0.**

VI. OLD BUSINESS

- a. VT Route 12 South Waterline Replacement Project.** Manager Marcotte stated that the project is complete except for about \$3600 in reserved funds that will be used primarily to restore lawns in the project area this coming spring. He commended the project engineer (Phelps Engineering), the construction company (J. Hutchins, Inc.), and Utility Superintendent Patrick DeMasi for their excellent work. Due to their efforts, the project area was significantly expanded due to cost savings achieved in the early stages of construction. The Board members also expressed their gratitude.
- b. VT Routes 12 and 12A Sewer Extension Project.** Manager Marcotte did not have an update on this.

- c. **Village Common Rehabilitation Project.** Manager Marcotte stated that he met this afternoon with Project Engineer Evan Detrick (DuBois & King) and Wendy Pelletier from the Vermont Agency of Transportation (AOT). It was a very positive meeting and the project remains on schedule. There is a checklist of relatively minor items that needs to be addressed. Chair Beal asked if the State's planned paving of Vermont Route 12 this year would impact this project. Manager Marcotte stated that the paving is scheduled for early spring and the Common Project construction for early summer so there should not be a conflict.
- d. **Taxation of Municipal Utilities update.** Manager Marcotte contacted the Village's attorney on this matter but there remains nothing new to report.
- e. **Smart Grid Project update.** Trustee Fitzhugh stated that Mr. DeMasi and his crew installed the new conduits at the King Street Substation before the heavy snowfall last month. The substation is all prepared for Green Mountain Power (GMP) to do its work this spring. The project remains on track to meet the April 2013 deadline.
- f. **FY 2013-2014 Village Highway Budget (revised).** Chair Beal stated that this matter had been discussed earlier tonight at a joint meeting with the Town Selectmen. Therefore, he is removing it from this agenda.

VII. NEW BUSINESS

- a. **Capital Expense Note (2009 International Dump Truck): \$21,253 at 2.0% interest.** Motion by Trustee Bright, seconded by Trustee Donahue, to approve and sign the Capital Expense Note in the amount of \$21,253 at 2.0% interest; to approve and sign the Capital Expense Borrowing Resolution; to approve and sign the No-Arbitrage and Use of Proceeds Certificate; and approve and authorize Chair Beal to sign the Commercial Loan Closing Sheet. **Motion passed 5-0-0.**
- b. **Vermont Drinking Water State Revolving Loan Fund (South Phase) Documents.** Chair Beal noted that this matter had been discussed at an earlier meeting (01/02/13) but had been tabled when some errors had been found in the documents. These mistakes have been corrected. Motion by Trustee Maxwell, seconded by Trustee Bright, to approve and sign the Vermont Drinking Water State Revolving Loan Fund Resolution and Certificate; approve and sign the General Obligation Bond; approve and authorize the Village Treasurer to sign the Certificate of Registration; to approve and sign the Tax Certificate; to approve and authorize Chair Beal to sign the Loan Agreement; and to approve and authorize the Village Treasurer to sign IRS Form 8038-G. **Motion passed 5-0-0.**
- c. **Vermont Agency of Transportation (AOT) Finance and Maintenance Agreement (Vermont Route 12 Paving Project).** Motion by Trustee Maxwell, seconded by Trustee Fitzhugh, to approve and authorize Manager Marcotte to sign the AOT Finance and Maintenance Agreement. By approving this document, the Village of Northfield commits to work with the AOT to facilitate the road reconstruction process and to provide basic road maintenance after the project's completion. Trustee Fitzhugh has some concerns regarding some stipulations in the agreement, such as having to get permission from the state and federal government when making changes to traffic signals, the Village being responsible for "non-participating project costs," etc. Manager Marcotte will get clarifications on these requirements from Mr. Detrick. He added that the Village will greatly benefit from having new traffic and street signs installed along the project area at no expense. **Motion passed 5-0-0.**
- d. **Proposal for CIPP Lining and Manhole Rehabilitation (Union Street).** Mr. DeMasi stated that Green Mountain Pipeline Services has submitted a proposal to install liner on 1050' of sewer line on Union Street. This current pipe is old and porous and has been allowing outside water to seep into the wastewater system. The CIPP liner will cover the current pipe and is stand alone should the old pipe further disintegrate. The cost for this lining is \$31,500 and Mr. DeMasi is seeking authorization for an additional \$4,300 in order to rehabilitate four (4) manholes in the area. He added that this would be a three (3) day project and residents would be given a week's notice before work commences. Mr. DeMasi added that should this work go well, he would look into doing similar work on other streets with similar concerns. Trustee Fitzhugh asked how this project would affect the Wastewater Treatment Facility (WWTF). Mr. DeMasi stated that any reduction in the amount of wastewater needed to be treated is a good thing. Motion by Trustee Donahue, seconded by Trustee Bright, to accept Green Mountain Pipeline Services' proposal and authorize the expenditure of an amount not to exceed \$35,800 to perform the work indicated above. **Motion passed 5-0-0.**

- e. **Proposal for Well Rehabilitation Services (Well #2).** Mr. DeMasi stated that the Layne Christensen Company has submitted a proposal to perform regular maintenance on Well #2 for \$11,305. There is an optional added expense of \$400 for video inspection of the well both before and after the work is performed. Mr. DeMasi stated that this work needs to be done every decade in order to remove any grit deposits, inspect the well for any damage, sanitize it after the work is done, etc. There is a CIP account that covers this expense. Chair Beal asked if the work specified in the proposal would meet state standards. Mr. DeMasi stated it would; he added that Layne Christensen is very experienced in this and is the only company that has worked on the Wellfield pumps. Motion by Trustee Maxwell, seconded by Trustee Fitzhugh, to accept the Layne Christensen Company's proposal and authorize the expenditure of an amount not to exceed \$11,705 to perform the work indicated above. **Motion passed 5-0-0.**
- f. **Executive Summary: 2013 Certificate of Village Highway Mileage.** Motion by Trustee Bright, seconded by Trustee Fitzhugh, to approve and sign the 2013 Certificate of Village Highway Mileage. This signed certificate must be returned to the State before the Village can receive AOT funds for Class 1, 2, and 3 highways. There were no changes in Northfield Village Highway mileage in 2012. **Motion passed 5-0-0.**
- g. **Town/Village Merger Public Hearing: Monday, January 21, 2013.** This public hearing will be held at 6:00 p.m. here in the Community Room. This will be the final public hearing held before the Town Selectmen and Village Trustees approve the final wording of the Town/Village Merger Plan. Chair Beal hopes that interested members of the public will be able to attend and provide their input.

VIII. MANAGER'S REPORT. Manager Marcotte had nothing else to add.

IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS.

- a. **Board Goals and Achievements.** Trustee Maxwell stated that the Village Trustees specified a number of goals at their retreat last summer (07/17/12). He would like to see where the Board stands with these objectives at this point. He also would like to know how the Village is doing financially. Manager Marcotte indicated that the financial statements covering the current fiscal year through December 2012 should be available for distribution soon.
- b. **Village Common Railroad Crossing.** Trustee Bright said that the pedestrian crossing at the railroad near the Fernandez Hardware Store is still in bad condition. Manager Marcotte stated that despite repeated attempts, he has not obtained any commitment on repairing the damage from New England Central Railroad (NECRR). Trustee Maxwell stated this might be because NECRR is in the process of being sold. Manager Marcotte added that he discussed this matter today with Wendy Pelletier (AOT) and even she cannot get any action on this. Chair Beal suggested that since railroads are regulated by the federal government, perhaps the Village should contact our elected federal officials (i.e. Congressman Peter Welch, Senator Patrick Leahy, and/or Senator Bernie Sanders) for their assistance.

X. PUBLIC COMMENT (Unscheduled). There was none.

XI. EXECUTIVE SESSION. Motion by Trustee Bright, seconded by Trustee Donahue, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss a legal matter with Manager Marcotte present. **Motion passed 5-0-0.**

The Board went into executive session at 8:00 p.m.

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

The Board came out of executive session at 8:40 p.m. No action was taken.

XII ADJOURNMENT. Motion by Trustee Bright, seconded by Trustee Maxwell, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:41 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

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