

TOWN OF NORTHFIELD, VERMONT
SELECT BOARD MEETING
Minutes of April 24, 2018

- I. ROLL CALL.** Select Board Chair Kenneth W. Goslant, Board members Lynn Doney, Julie H. Goodrich, K. David Maxwell (absent), and Nathaniel Miller. Also present were Town Manager Jeff Schulz, Acting Clerk Kenneth McCann, Trent Tucker (Highway Foreman), Sally Davidson (Recreation Committee), Pam DeAndrea (Central Vermont Regional Planning Commission), Dana Allen (Watershed Consulting Associates), Joseph S. Krupa (Aldrich + Elliott Water Resource Engineers), Richard Matheson (DeWitt Clinton Masonic Temple), Steve Davis, and Elroy Hill.

Prior to the regular meeting, Manager Schulz met with Select Board members Doney, Goslant, Goodrich, and Miller at 6:30 p.m. for a site visit of the Mayo Block. No action was taken at that time.

Chair Goslant called the regular 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. SET/ADJUST AGENDA.** Manager Schulz said Gail Robbins was scheduled to address the Select Board tonight regarding road maintenance issues but was unable to attend.

IV. PUBLIC PARTICIPATION (SCHEDULED)

- a. Pam DeAndrea, Central Vermont Regional Planning Commission (CVRPC): Water/Union Street Stormwater Basin Project.** Ms. DeAndrea has been working with Manager Schulz and Utility Superintendent Patrick DeMasi on a planned stormwater project located near the intersection of Union Street and Water Street. The project plans now are at the thirty percent (30%) review level and the next step is to solicit bid proposals from engineering firms so the project's design plans can be finalized. With her tonight are stormwater consultants Dana Allen and Joseph S. Krupa. Mr. Allen said CVRPC applied for and received state grants that will cover almost all the costs of the engineering and construction phases of this project. The goal is to capture and treat stormwater coming down Union Street and adjacent roads. Interlocking filtration chambers will be installed below the surface at the FEMA buyout site on Water Street near the aforementioned intersection. The subterranean chambers will filter out any contaminants before the treated stormwater is piped into the Dog River. Mr. Allen said permanent structures could not be built on the site, which was already precluded by FEMA regulations, but the site could be used for parking, recreation, etc. He added the Water Department will be installing new waterlines in the area in conjunction with this project so any disturbed road or sidewalk will have to be replaced only once.

Board member Goodrich asked if the site area would be left grassy. Mr. Allen said this would be the municipality's choice. It could be paved over with concrete for parking or left grassy for recreational use. There would have to be an access point, similar to a manhole cover, that would allow the underground filtration chambers to be flushed out annually. This is standard maintenance and Manager Schulz confirmed the Water Department has the equipment to do it. Mr. Allen said the engineers would need to know the Select Board's plans for the site before the project plans can be finalized.

Mr. Allen noted the original project plans had some new pipes going through private property, which would require easements, etc. However, the plans later were revised to keep the project area solely on municipal property as well as expanding the stormwater collection to include Pearl Street storm runoff. There also is a possibility of extending the target area to include some runoff from School Street but this is not certain at this time. Chair Goslant believes the more stormwater treated the better. He asked if any project costs would be charged to the taxpayers. Manager Schulz said there might be some minor cost (\$2,500 to \$3,000) for soil testing. Ms. DeAndrea confirmed this expense was not part of the original project proposal so is not covered by the state grant. She added the total project will cost about \$175,000 so this really is a relatively small cost.

Chair Goslant would like to keep the State happy with Northfield by helping as much as possible with its overall plans to clean up Lake Champlain by reducing the amount of contaminants entering its watershed. Ms. DeAndrea noted a site visit has been scheduled for Tuesday, May 1, 2018, and representatives from various state agencies will be present. The intention is to get them into the loop from the beginning.

Manager Schulz asked if there were any problems with the project site. Mr. Allen said there is a good amount of fill from previous construction projects but this shouldn't be a major concern. He added the plan is to use the current pipe outlet to the Dog River for the treated stormwater. This means a stream alteration permit may not be required. Ms. DeAndrea said there would be someone from the Agency of Natural Resources (ANR) at the site visit who would be able to make this determination. Manager Schulz asked if the project was still on schedule for construction this year. Mr. Allen confirmed it was. Ms. DeAndrea said she and the other consultants would return to update the Select Board when the project plans reached the ninetieth percentile (90%). She also will work with Manager Schulz and Superintendent DeMasi when the engineering proposals have been received. Chair Goslant then thanked Ms. DeAndrea, Mr. Allen, and Mr. Krupa for the information provided tonight.

- b. Richard Matheson, DeWitt Clinton Masonic Temple: Partial Property Tax Exemption.** Mr. Matheson said in recent years the DeWitt Clinton Masonic Temple has asked Northfield voters every third Town Meeting Day to approve a three-year forty percent (40%) partial property tax exemption that reflects the organization's 501(c) non-profit status. A petition was circulated to get on the 2018 Town Meeting warning but it came up fifteen (15) signatures short of the 175 required. Mr. Matheson said the Masonic Temple will be paying the full property taxes this coming fiscal year but he asked if the Select Board members would help in the future by allowing this request to be placed directly on the warning next year without petition. He noted the many benefits the Masonic Temple provides to the Northfield community throughout the year including hosting local Boy Scout troop meetings, various holiday open house events, scholarship fundraisers, etc. If it is forced to close its doors, the community will suffer a major loss. Given all that the Masonic Temple and its members do for Northfield, Chair Goslant was surprised enough signatures couldn't be collected in time. He added the Select Board has waived the petition requirement in the past and may be willing to do so again if kept informed in a timely manner. Mr. Matheson said he or one of his colleagues will work with the Select Board when next year's warning is developed.

V. DEPARTMENT HEAD REPORT

- a. Trent Tucker, Highway Foreman.** Mr. Tucker said this had been a long and unusual winter and spring. There had been high temperatures in February, resulting then in an early and brief Mud Season. This was followed by snow storms in March and April with the real Mud Season not kicking in until mid-April. Board member Goodrich asked if there were plans to do any additional work on the backroads. Mr. Tucker said Hallstrom Road was graded this afternoon and Loop Road will be graded next. Grading also was done recently on Bean Road, Lovers Lane, Berlin Pond Road, etc. Board member Goodrich asked how Mr. Tucker responds to complaints about the backroads. Mr. Tucker said he would inform the caller the Highway crew is doing the best job it can. There are only six (6) equipment operators (including Mr. Tucker) so it takes some time to get to all the backroads. If there is a complaint about a particular road, he will check it out himself to determine if it requires immediate work. He warned that when the roads are soft, bringing in heavy equipment often can do more harm than good. Mr. Tucker noted the weather has improved over the past week and he is encouraged that the roads are finally drying out. Board member Goodrich asked about any upcoming paving projects. Manager Schulz has spoken with Mr. Tucker about preliminary plans and the paving list will be finalized after further discussion with the Highway Subcommittee. Mr. Tucker added the Highway crew will be crushing more of its own gravel in the Northfield Falls pit this year in order to save some money.

Board member Miller has spoken with Mr. Tucker about the possibility of discontinuing public maintenance of some (if not all) of the one-house roads. Mr. Tucker agreed there would be significant savings in time and material as well as allowing the Highway crew to focus on the more heavily-travelled roads. According to the figures provided by Mr. Tucker, Board member Miller said reclassifying just eight (8) of these roads would eliminate sixty-five (65) winter storm responses. This would save the municipality a total of \$25,675. Board member Miller felt these are essentially long driveways and most Northfield residents don't get their driveways plowed for free. Manager Schulz said there is a process to follow to reclassify these roads that includes letters to affected property owners, public hearings, etc. Mr. Tucker believes the road material used on these roads would be better employed elsewhere during Mud Season.

- 1. Sale of 2013 Ford One-Truck and Purchase of Replacement Truck.** Mr. Tucker said he and his crew have had problems with this particular vehicle from the beginning. It now has a cracked frame and carbon monoxide leakage that makes it almost impossible to drive. He now has a good bid to trade in the Ford chassis and get a new Dodge truck on which the current truck body would be mounted. Manager Schulz said the 2013 Ford was scheduled to be replaced during FY 2020/2021 but there will be sufficient Capital Equipment Plan (CEP) funds on hand for its immediate replacement. Once the vehicle's frame has been repaired (\pm \$2,300), the Dodge dealership will pay \$10,000 for the chassis. Minus the trade-in amount, but including installing a new plow wing, the total cost would be \$63,200. Board member Miller, who serves on the Highway Subcommittee, added the Dodge dealership would charge \$15,000 to fit the old truck body onto the new chassis but this is a lot cheaper than buying an all-new body for \$40,000. Mr. Tucker said the Dodge dealership will have a new truck chassis available next week and it would take a month or so to install the old body. If someone else takes this vehicle, it might be another eight (8) months until another suitable chassis comes along. If the old chassis' frame is not repaired, its trade-in value would fall to \$500. Board member Doney felt it was a no-brainer to go ahead with the trade-in and purchase. Manager Schulz said there now is \$55,000 in the CEP account for the 2013 Ford's replacement and another \$17,000 will be added to the account at the start of the next fiscal year (07/01/18). Therefore, no funds will need to be transferred from other accounts. Mr. Tucker said the new body installation and other work probably wouldn't be completed until after July 1, 2018. Manager Schulz said all that is needed tonight was a consensus of the Select Board members to go forward on the sale of the 2013 Ford and the purchase of a new Dodge chassis. There was no objection from the Select Board members.

VI. APPROVAL OF MINUTES

- a. April 10, 2018 (Regular Meeting).** Motion by Board member Goodrich, seconded by Board member Miller, to approve the minutes. **Motion passed 4-0-0.**

VII. APPROVAL OF BILLS

- a. Warrant #21-18.** Motion by Board member Doney, seconded by Board member Goodrich, to approve Warrant #21-18 in the amount of \$144,647.10. **Motion passed 4-0-0.**
- b. Approval of Biweekly Payroll through April 8, 2018.** Motion by Board member Doney, seconded by Board member Miller, to approve the biweekly payroll in the amount of \$87,138.80. **Motion passed 4-0-0.**

VIII. LIQUOR CONTROL COMMISSION

- a. Liquor License Renewal**
 - 1. Northfield Country Club.** Motion by Board member Doney, seconded by Board member Goodrich, to approve the liquor license renewal. **Motion passed 4-0-0.**

b. Outside Consumption Permits

- 1. Good Measure Brewing Co.** Motion by Board member Doney, seconded by Board member Miller, to approve the outside consumption permit. Manager Schulz said he re-measured the area in front of the business and found adequate room for pedestrians. **Motion passed 4-0-0.**
- 2. Northfield Country Club.** Motion by Board member Doney, seconded by Board member Goodrich, to approve the outside consumption permit. **Motion passed 4-0-0.**

IX. SELECT BOARD

- a. Request for Outside Seating: Carrier Roasting (17 East Street).** Motion by Select Board member Goodrich, seconded by Board member Doney, to approve the outside seating request. Manager Schulz noted this location is adjacent to Good Measure Brewing so there also is adequate room there for pedestrians to use the sidewalk. **Motion passed 4-0-0.**
- b. Appointment of Central Vermont Internet Representatives.** Manager Schulz said Northfield voters authorized on Town Meeting Day this community's involvement in the Central Vermont Internet (CVI) communications union district. CVI will be holding its first meetings in May 2018 and has asked its member communities to appoint a representative and at least one alternate representative beforehand. The municipality advertised for letters of interest and there were two applicants: Mark Farley and John Quinn. Board member Goodrich said she would recuse herself from this matter since she is related to Mr. Quinn. Motion by Board member Doney, seconded by Board member Goslant, to appoint Mr. Quinn as the CVI Representative and Mr. Farley as the Alternate Representative. Board member Miller believes both candidates are well qualified but is concerned that Mr. Quinn's position with the State of Vermont (Secretary of Digital Services and Chief Information Officer) might leave him less time to devote to this than Mr. Farley, who is retired. Chair Goslant felt Mr. Quinn's work with the State and his status as a former Select Board member makes him well suited to determine what would and would not work in Northfield in bringing high-speed internet access to our more rural areas. Even if Mr. Quinn is unable to attend a meeting due to his other duties, appointing Mr. Farley as the alternate would ensure Northfield would have CVI representation. Chair Goslant thinks it might be possible for both Mr. Quinn and Mr. Farley to attend CVI meetings in order to promote Northfield's interests. **Motion passed 3-0-1, with Board member Goodrich abstaining.**
- c. Mayo Block Sidewalk Replacement Project.** Manager Schulz said the Select Board previously authorized replacing the sidewalk on the Mayo Block adjacent to the new sidewalk being installed by Northfield Savings Bank in front of its business. Bid proposals were solicited for this work but none had been received by today's 4:00 p.m. deadline. Manager Schulz recommended re-advertising. Board member Goodrich asked why no bids were received. Manager Schulz was unsure but noted a couple potential bidders did visit the site. Another had just returned from vacation and been unable to submit a proposal in time. Chair Goslant noted the sidewalk is in very bad condition so something has to be done. The consensus of the Select Board members was to authorize re-advertising the project. They also asked Manager Schulz to reach out to potential bidders to determine if there were any problems with the original RFP.
- d. DRAFT 2018 Memorial Park Pool Schedule and Fees.** Manager Schulz said during the last budget meetings the Select Board members asked for some of the pool user fees to be raised in order to partially cover lifeguard wage increases and the purchase of new diving boards, etc. At the last meeting (04/10/18), Manager Schulz suggested raising the Non-Resident Family Season Pass amount from \$175 to 200; the Non-Resident Adult Season Pass from \$125 to \$140; and the Non-Resident Swimming Lesson cost from \$50 to \$60. Manager Schulz believes these changes will result in an additional \$3,000 in revenue this coming summer. He noted the Select Board did make some significant increases in user fees last year.

Board member Goodrich is hopeful the new pavilion and bathrooms planned for Memorial Park this summer will bring more customers for the adjacent pool. Chair Goslant agrees this is a strong possibility. Motion by Board member Goodrich, seconded by Board member Miller, to approve the pool user fee increases as proposed by Manager Schulz. **Motion passed 4-0-0.**

- e. **Approval of Local Emergency Operations Plan.** Manager Schulz said the Vermont Department of Public Safety strongly encourages municipalities to adopt and annually update a local emergency operations plan. Not having an approved plan could adversely affect a municipality's ability to receive state and/or federal disaster funds, apply for grant funds, etc. It also is good to have an updated plan in place in case of an actual emergency. Motion by Board member Goodrich, seconded by Board member Miller, to approve the updated Local Emergency Operations Plan for Northfield as presented tonight. **Motion passed 4-0-0.**
- f. **Clean Up Day.** Manager Schulz said the Recreation Committee is organizing a general clean up (including minor repairs and painting) of the local public parks on Saturday, April 28, 2018. Volunteers are asked to dress appropriately (including work gloves), bring their own tools (if possible), and meet first at Memorial Park on King Street at 10:00 a.m. They then will be assigned work at one of our public parks. All work should be completed by 2:00 p.m. and lunch will be provided.
- g. **Green Up Day.** This year's state-wide event will be held on Saturday, May 5, 2018. Local volunteers are asked to meet behind the Northfield Fire Station (128 Wall Street) at 9:00 a.m. and are asked to bring gloves, warm clothing, rain gear, work boots, and (if possible) their own pickup truck. All work should be done by 12:00 p.m. Some refreshments will be provided.

X. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Fire Station Renovations.** Board member Doney met with Fire Chief Peter J. DeMasi today regarding planned reconfiguration of the building's bathrooms.
- b. **Brown Public Library (BPL) Exterior Painting Project.** Board member Goodrich asked if the winning bidder for this project (Vermont Painting Company) has agreed to provide a one-year warranty on their work (as the Select Board members requested). Manager Schulz has spoken to them and has experienced some reluctance due to the age of the building. He plans further negotiations on this point. If the paint starts peeling within a year, Board member Goodrich would expect the contractor to fix it.
- c. **Purchase of TDS Paine Mountain Property.** Board member Goodrich noted there had been some liability concerns brought up when this proposed purchase was last discussed by the Select Board members. She asked if these had been resolved. Manager Schulz has received an update from the municipality's attorney but would like to discuss this later in executive session.
- d. **New "Welcome to Northfield" Signs.** Chair Goslant asked about the status of the new signs. Manager Schulz said the Development Review Board (DRB) will be asked to approve the installation of the new signs at their next meeting Thursday night (04/26/18). Chair Goslant asked if the group behind this effort are still fundraising. Manager Schulz doubts there is an active effort since the public funding approved on Town Meeting Day will more than cover the costs. Board member Goodrich asked if the Select Board has authorized the use of economic development funds for this purpose. Manager Schulz said it has not so this matter need to be put on a future meeting agenda.
- e. **Household Hazardous Waste Collection.** Chair Goslant noted Mountain Alliance & Casella Waste Management would be holding the first of three (3) 2018 household hazardous waste collections in Randolph on Saturday, May 5, 2018 from 8:00 a.m. to 1:00 p.m. The location is the closed landfill past the Randolph Transfer Station (250 Landfill Road) off Vermont Route 12. The second collection will be held here in Northfield on Saturday, July 28, 2018. The final one will be back in Randolph the first weekend in November.

XI. TOWN MANAGER'S REPORT

- a. **Potential New Solar Farm.** Manager Schulz said Vermont Public Power Supply Authority (VPPSA) has been looking throughout the state for possible sites for new solar farms. They have identified the Cheney Hill Farm as a possible site. The Utility Commissioners will first review the proposal and, if they believe it is worth pursuing, forward it on to the Select Board members for their approval. Having additional renewable energy sources might help stabilize Northfield Electric Department (NED) rates over time. Board member Doney asked if this project might have an effect on the reservoir at this location. Manager Schulz said it would not since this reservoir is an enclosed system.
- b. **Northfield's Energy Future Public Forum.** Manager Schulz said this well-attended event was held last night and there were presentations from CVRPC, VPPSA, NED, etc. Additional such forums will be scheduled in the near future.

XII. PUBLIC PARTICIPATION (UNSCHEDULED)

- a. **Sally Davidson, Recreation Committee: Memorial Park Upgrades.** Ms. Davidson stated the \$10,000 donation check from the Northfield Rotarians had been received so, with the permission of the Select Board, the Recreation Committee will go forward with the installation of the new pavilion and bathrooms. She anticipates the groundbreaking in early May when new utility lines are installed. There was no objection from the Board members. Chair Goslant said local community groups and businesses have been very generous in recent years in backing such civic improvements.
- b. **Sally Davidson, Recreation Committee: "May Day on the Common."** Ms. Davidson reminded the Select Board members that the Recreation Committee and the Northfield Farmers Market will be sponsoring a May Day celebration next Tuesday (05/01/18) on the Common with a traditional Maypole Dance from 3:30 p.m. to 4:30 p.m. She thanked Superintendent DeMasi for digging the posthole for the Maypole.

XIII. EXECUTIVE SESSION. Motion by Board member Goodrich, seconded by Board member Miller, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss a legal matter with Manager Schulz present. **Motion passed 4-0-0.**

The Board went into executive session at 9:30 p.m.

Motion by Board member Goodrich, seconded by Board member Doney, to come out of executive session. **Motion passed 4-0-0.**

The Board came out of executive session at 9:50 p.m. No action was taken

XIV. ADJOURNMENT. Motion by Board member Goodrich, seconded by Board member Doney, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 9:50 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular Select Board meeting of May 8, 2018.