

MINUTES
ST. JOHNSBURY SELECTBOARD
MONDAY, SEPTEMBER 22, 2008

The St. Johnsbury Selectboard held their regular meeting on Monday, September 22, 2008 beginning at 7p.m. in the Board Room of the Municipal Building.

Selectboard Members Present: Chairperson Bryon Quatrini, Gary Reis, Daniel Kimbell, Jean Hall Wheeler, and Jim Rust.

Others Present: Wayne Davis (VTRANS), Gary Santy (STANTEC), Mark Smith, Jon Beck, Diane Beck, Tina Wood, Taylor Reed, Red Dufresne (D & A), LSCTV, KATV, and Mike Welch (Town Manager).

Chairperson Quatrini called the meeting to order with the Pledge at approximately 7p.m.

PUBLIC COMMENT - Len Hychalk, Breezy Hill, provided members of the Board with a correspondence about the condition of Pleasant Street and Breezy Hill. Mr. Hychalk also expressed concern about the condition of his driveway following a construction project completed by the Town in 1992. Chairperson Quatrini said that the Town would consider improvements in this area as part of the budget review process.

MINUTES - It was moved by Gary Reis, seconded by Jean Hall Wheeler, and unanimously voted (5-0) to approve the Minutes from the September 8, 2008 SelectBoard meeting as presented.

US ROUTE 2 PARK & RIDE - Gary Santy (STANTEC) and Wayne Davis (VTRANS) provided members of the Board with an Analysis of Alternatives for the St. Johnsbury Park & Ride on US Route 2. Wayne said that the Town needs to choose one alternative that will then become the Town's selected alternative to move forward to actual design. The three alternatives include:

Alt 1 – Rehabilitate the existing lot – 47 spaces – no bus turn-around within the lot itself.

Alt 2 – Expand the lot to 83 spaces. Purchase additional land. Design flow for buses within the lot. Room for future growth.

Alt 3 – Expand the lot to 80 spaces. Purchase additional land. Lot not designed for internal bus flow. Buses pull off on Route 2. Room for future growth.

Gary said that the lot is currently used by 20-30 vehicles on a regular basis. Wayne Davis said that the Department tries to look at a 20 year planning cycle. Wayne said that he is very comfortable recommending a lot with 80 spaces for the next 20 years. Wayne said that with improvements usage of the lot will increase. Wayne said that the State would need to go through the local site plan approval process – so all of the design, landscaping,

and lighting alternatives will need to meet the Town's standards for approval. Wayne said that noise and lighting has been a concern of the neighbors. Wayne said that new lighting will be an improvement over the current condition. Wayne said that cut-off fixtures would be used with Metal Halide or High Pressure Sodium lights. Wayne said that the State would not pay for historic style lighting fixtures – as that would add additional cost to the project. Wayne said that in terms of noise – the State would consider paying for alternatives that would be acceptable to the neighbors, such as stockade fencing, or cedar hedges, to help buffer sound. Wayne said that a new law has been approved that does allow VTRANS to regulate the use of Park & Ride lots by large trucks. Wayne said St. Johnsbury would have a good case for using this new legislation, due to the impact on the abutting property owners of the truck noise from the Park & Ride. Gary Santy said that the designs would take into account the existing vegetation on the slope and try to maintain this buffer.

Bryon Quatrini asked about the timeframe. Wayne Davis said that construction is probably 2 years away – and will depend on continued federal funding. The project is 100% federally funded.

Gary Reis recommended that the alternatives be forwarded to the DRB for any input from that Board. Jim Rust said he would bring the information to the DRB. Wayne Davis asked that the SelectBoard members review the Alternatives and select a preferred Alternative. The Manager said he would send a notice to interested parties and abutting property owners and place this item on the Agenda for action at the Tuesday, October 14th SelectBoard meeting.

WATER SYSTEM IMPROVEMENT PROJECT UPDATE – Robert Dufresne presented an update on the Water project:

- A. Cash Flow Chart Updated (September 16, 2008)
- B. Replacement of Overcliff Tanks (2008-1) was signed today for \$1,169,024 with the low bidder Statewide Aquastore of East Syracuse, New York. Construction should start later this month when Twinstare Sitework, Inc of Saint Johnsbury begins site work.
- C. Cleaning and Lining (2008-3) was bid on August 28, 2008 and the low bid was Heitkamp from Watertown Connecticut. After review of the bids received, we may not recommend award of this project and may recommend a rebid of only the upper section of 14-inch main and not including the lower section of 16-inch main. This would reduce the contract to about \$600,000. We are currently discussing the alternative 3 of a change order reducing the project cost for the 14-inch diameter work with Rural Development.
- D. The clearwell contract 2008-7 was the subject of a meeting today with Rural Development engineers and officials from the State of Vermont. Dan Scott and Dan Gray effectively made a case for a 500,000 gallon tank rather than a 200,000 gallon tank. The contract documents were recently revised to bid both size tanks and will now be revised to show only the 500,000 gallon tank (either precast prestressed concrete or bolted panel glass fused to steel).

- E. The slip lining contract (2008-5) is in review with Rural Development and this project should be ready to bid prior to October 1, 2008.
 - 1. The Vermont Waste Management Division required a study of the wastewater treatment facility of the possible effects by adding waste process water and alum residuals from the water treatment facility.
 - a) This study will be completed about November 1, 2008
- F. The Pump Station Improvements (2008-2) has been delayed and is scheduled to rebid in February for a spring of 2009 start
- G. Contract 2008-4 Airport Road tank has been deferred into future phases of work.
- H. Contract 2008-6 Water Main will probably be rolled into the large water main project named 2009-1. This work is not funded but has been designed and will be submitted for regulatory review in early October.

Daniel Kimbell asked about those items included in the initial \$5,600,000 budget that will not be completed. Dufresne said that there would not be sufficient funds to construct the Airport Tank, and the cleaning and lining of the 16" main coming from Overcliff will be taken out of the Cleaning & Lining Contract that has already been bid. Dufresne said that several items have increased project costs including the water audit that was required after the bond. Daniel Kimbell asked about the 16" main cleaning and when that would come up again. Dufresne said that when the Town receives additional USDA funds – the water line work can be bid separately from the cleaning and lining – and the Town will get a better price by separating these two items.

COMMUNITY DEVELOPMENT POLICIES – The Board reviewed the policies required under the Vermont Community Development Program. Following discussion, it was moved by Gary Reis, seconded by Daniel Kimbell, and unanimously voted (5-0) to accept and sign a resolution adopting the following policies and codes: Equal Employment Opportunity Policy, Fair Housing Policy, Use of Excessive Force Policy, Policy on the Use of VCDP Funds for Federal Lobbying, Code of Ethics for Administration of Vermont Community Development Program, The Drug-Free Workplace Act of 1988, and the Subrecipient Oversight Monitoring Policy.

WELCOME CENTER OPERATIONS AGREEMENT DRAFT – The Welcome Center Advisory Board will meet again on October 8th to finalize the Operations Agreement. Members of the Board were asked for any comments on the draft agreement. Gary Reis offered the following comments – the donation jar at the desk is tacky, probably doesn't raise much money, and should be removed; the reference to religious activities should not exclude the Welcome Center from providing information relative to church services in the area; prohibition of use of the building for political activities should not be so strict that it would not allow use of building for Town party caucus, or similar types of uses; responsibilities of St. Johnsbury Works should not include seeking participation from other towns in the region – that should be the responsibility of the Chamber of Commerce. Chairperson Quatrini will represent the SelectBoard on the Welcome Center Advisory Board.

WINTER PARKING BAN DISCUSSION – The Board discussed the Winter Parking Ban. The Manager indicated it would be a difficult public education process to try to identify a target area for on-street parking in the winter. Gary Reis asked how people are inconvenienced now. The Manager said that individuals need to make arrangements with private parking lots, churches, banks, park on lawns, etc. Jean Hall Wheeler said that eliminating an inconvenience for these folks may cause more inconvenience for others. Jim Rust said that he felt that there needed to be a lot more discussion about this issue before changing the current policy. Jim Rust said he was concerned about adequately maintaining the streets, and wasting fuel if trucks have to come back around to plow snow where vehicles were parked. Daniel Kimbell asked about local Town companies – the Manager said he would get some more information. There was a consensus of the members of Board to not pursue a change in policy at this time. Bryon Quatrini suggested having a question about winter parking ban on the community survey. For the winter 2008-2009 the Winter Parking Ban will be in effect. The Board may discuss this again for another year.

COMMUNITY SURVEY – NOVEMBER ELECTION – Bryon Quatrini suggested that there be a question on Winter Parking Ban. Daniel Kimbell suggested that there be a question relative to the Municipal Building/Fire Station.

2009 BUDGET SCHEDULE & DISCUSSION – The Board reviewed the draft Budget Schedule for 2009. The Manager requested any guidance from the Board in terms of budget preparation. Bryon Quatrini suggested that the Manager provide more details relative to a consolidated Public Works Department – and a timeframe for making it happen. Daniel Kimbell recommended that Department Heads be advised to keep budget requests level-funded. The Manager said that the Departments do a good job of controlling those items they can but – fuel, property/worker’s compensation insurance, health insurance, wage rates – are outside of the control of the Department Heads.

The Board discussed regional cooperation. Members of the Board indicated that they would support a regional meeting of elected officials to discuss ways that local communities may be able to cooperate to reduce costs. The Manager said he would work with NVDA to try to coordinate a regional meeting on this topic.

MANAGER’S REPORT:

REVALUATION UPDATE: Assessor Peter Whitney will attend the next Board meeting to provide an update on the Revaluation.

OTHER BUSINESS:

HOUSEHOLD HAZARDOUS WASTE DAY - 9/20/08 was a success with about 150 household s and businesses participating.

PENSION ACTUARY – Daniel Kimbell informed the Board that two responses were received for Pension Actuary Services. SelectBoard member Kimbell and the Manager will review the proposals and make a recommendation to the Board.

EXPENDITURE WARRANTS – Members of the SelectBoard reviewed, approved and signed Expenditure Warrants as follows:

General Fund:

60029 – 60082	\$ 50,097.80
60083 – 60138	\$249,520.91

Grant Fund:

2125 – 2129	\$ 25,124.52
2130 – 2130	\$ 1,298.53

NEXT MEETING – The next meeting of the SelectBoard will be held on Tuesday, October 14, 2008 beginning at 7p.m. – due to the Columbus Day holiday.

Having no further business or requests, it was moved by Gary Reis, seconded by Jim Rust, and unanimously voted (5-0) to adjourn at approximately 8:35p.m.

Respectfully submitted,

Michael A. Welch
Town Manager