

Joint Meeting of the Waterbury Select Board & Village Trustees
Monday November 3, 2014
Main Street Fire Station

Present: C. Nordle, Chair; J. Grenier; C. Viens (via phone), K. Miller, and D. Schneider, Select Board; P.H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; W. Shepeluk, Municipal Manager; A. Tuscany, Public Works Director; B. Farr, Long Term Economic Recovery Director; T. Wood, VTrans; K. Upmal, VTrans; G. Goyette, Stantec; A. Imhoff, ORCA Media; and Z. Gordon, AmeriCorps VISTA.

Public: L. Murphy, K. Murphy, B. Dain, S. Avery, C. Fish, V. Petrarra, H. Cyon, S. Aylward, P. Holm, H. DeFeo, T. Stevens, B. Doane, S. Duane, V. Osinaga, M. Young, P. Reed, F. Hurley, L. Parette, J. Connor, L. Connor, N. Avery, W. Kellett, K. Richardson, S. Van Esen, G. Wood, J. Larkin, F. Moran, L. Scagliotti, R. McCracken, E. Coffey, M. Pologruto, D. Hoyne, R. Van Voorhis.

The meeting was called to order at 7:02 p.m.

AGENDA

W. Shepeluk requested to add the Board's consideration of signing the VTrans TA-65 change order to the Manager's Items. K. Miller made a motion to approve the agenda. The motion was seconded by J. Grenier and passed unanimously.

CONSENT AGENDA ITEMS

J. Grenier motioned to approve the October 20th, 2014 Select Board meeting minutes. The motion was seconded by D. Schneider and passed unanimously.

PUBLIC

E. Coffey requested a public discussion time during the VTrans Main Street Construction presentation. C. Nordle responded that public discussion will be allowed if there is time.

MAIN STREET PROJECT

Presentation given by T. Wood, K. Upmal, and G. Goyette

Traffic Management/Construction Sequencing Plan: T. Wood stated that the project is in the design and development phase. She stated that there is no confirmed schedule in place, and that the longest portion of the preconstruction process is the Right of Way appraisal process, which is estimated to take 18 months. She noted that there are 118 properties along the relevant portion of Main Street, and that 27 properties will require a full appraisal rather than the expedited process, which is causing a scheduling issue. W. Shepeluk asked if the 18 month schedule has already begun, and if not, when it will commence. K. Upmal responded that there has been confusion regarding the 18 month timeline, that the estimated 18 months will only address the appraisal portion of the right of way process, and that tonight is not the time to discuss the schedule in more detail. T. Wood noted that VTrans is attempting to reduce the time it will take to begin the project, and that the appraisal process has not yet started, but that VTrans has begun meeting with property owners. She also stated that this is a large-scale project that will require a lot of communication and partnership between VTrans and Town of Waterbury, and that working together will be very important throughout the project. She stated that the purpose of the presentation tonight is to discuss the traffic management plan and construction sequencing plan. K. Miller asked if VTrans could provide and estimated year of the beginning to construction. K. Upmal stated that based on the projections, the project would begin construction in the spring of 2018.

K. Upmal stated that construction will extend throughout 1 mile of Main Street from the roundabout to the State Complex (approximately) and there will be a replacement of the water lines, the sewer lines, the storm water system, the street and sidewalks, as well as the relocation of aerial utilities underground. This reconstruction project will be similar to the downtown Barre Main Street reconstruction. VTrans has developed a Traffic Management Plan as well as a Construction Sequencing Plan. The plans are broken into a 2-year phasing plan. In the first phase and year of the project, VTrans will focus on the replacement of utilities, beginning with the sewer line, followed by the water line, the storm water system, the utility vault and ducts, and finally the relocation of aerial utilities underground. The second phase and year of the project will focus on the rebuilding of Main Street and the streetscape. K. Upmal noted that he believes two-way traffic can be maintained through most of the first phase of work.

G. Goyette presented the Phase 1 plan. Throughout construction, VTrans will try to minimize travel delays and disruptions to businesses, residents, emergency services, as well as disruptions to the contractor. The contractor will have to maintain current utilities while building new ones, so utility disruptions will be as short as possible. VTrans is coordinating with utility companies to make the transition go as smoothly as possible. Construction will be completed in four segments: Segment 1 will extend from the roundabout to Stowe Street; Segment 2 will extend from Stowe Street to Park Row; Segment 3 will extend from Park Row to Batchelder Street; and Segment 4 will extend from Batchelder Street to the end of construction, just past the State Office Complex. There will be color-coded traffic plan maps made available to the public. All of Main Street will never be closed at once throughout the project, although construction will be taking place concurrently throughout Main Street once the project begins. There will not be any on-street parking in active construction zones or in the immediate surrounding areas. K. Upmal noted that from Demeritt Place to the end of construction near the State Complex, the road is not wide enough to allow for two-way traffic, so that portion will have alternating one-way traffic while under construction. He added that when the water trunk lines are built, they will also complete service connections during that period, rather than complete that portion of work during Phase 2. He also noted that while traffic at primary intersections is important, there are no current traffic management plans for primary intersections but traffic and construction will go as smoothly and efficiently as possible. D. Schneider asked if VTrans has looked at traffic rerouting possibilities. K. Upmal responded that VTrans is not prepared to create an exclusive detour along Town roads, however, the Town can formally reroute traffic if necessary.

G. Goyette presented the Phase 2 plan: VTrans will rebuild the entire width of road including curbs and sidewalks. Initially, there will not be enough room to maintain two-way traffic. The contractor will build most of road, while maintaining one-way alternating traffic. The contractor will then rebuild the remaining portion of road with two-way traffic. T. Wood noted that there will not be major concurrent road construction, however there may be concurrent sidewalk construction. He added that while detour routes won't be formally designated by VTrans, travel advice will be administered to the community through already active communication networks such as T. Wood, WDEV, etc. K. Upmal stated that at any time when municipal services will be cut off, residents and business owners will be notified in advance by VTrans public relations staff. W. Shepeluk asked if driveway access will be restored at the end of every work day. He also asked if businesses should expect total closure of parking lots and driveways or if VTrans will try to keep them accessible. K. Upmal responded that driveways will be closed at times but homeowners will be notified, but they will be reopened and access will be restored as soon as possible. There will be days where construction at the direct access of a property will be shut down.

A member of the public asked if the fire hydrant system will be shut down at any time, and if so, if there will be replacement hydrants. G. Goyette explained that VTrans will maintain existing water service to hydrants as much as possible, but when the service switches over to the new system, there will be a temporary disruption. Fire hydrants will be replaced. A member of the public asked

how the roundabout will function if construction limits traffic or backs up traffic in all three entrances of the roundabout. K. Upmal responded saying that this plan is the basis for traffic during construction, and that he cannot answer that specific question at this time. He added that there may be possible night work if approved by the Town. D. Schneider asked if VTrans has identified equipment staging sites. K. Upmal replied that the contractor will most likely keep most machinery on road during construction, that there have not been designated staging sites outlined, but the Town can provide recommended locations for off-site storage. N. Howell-Sherman asked if there will be utility replacement work on Stowe Street. G. Goyette responded saying that there will be utility work on Stowe Street consisting of the relocation of aerial utilities under the sidewalks on the K.C Bagels side of the street. W. Shepeluk asked what the typical hours of construction will be. K. Upmal stated that excluding night work, construction would typically start at 6 a.m. and go until about 8 p.m. in the summer months. A member of the public asked if there are any traffic plans in place for peak weekends, such as weekends with heavily attended events. K. Upmal responded saying that VTrans will request specific dates and times from the Town of those events, and will have a time prior to those weekends that the contractor must cease work. A member of the public asked if the public would be able to use Batchelder Street to access the medical facility. K. Upmal answered that specific arrangements can be written into the contract.

MUNICIPAL BUILDING ITEMS

Note: C. Viens attended this portion of the meeting via phone.

B. Farr stated that members of the VCDP staff have submitted a list of five new conditions on Tuesday, October 28th, 2014 that must be met before the \$1 million grant agreement can be signed. W. Shepeluk stated that he has had correspondence with Josh Hanford at VCDP and that most of the conditions are minor or have already been addressed, although a few conditions have yet to be satisfied, one of which being a signed attorney certification. He continued that based on his talks with Josh Hanford, he believes it would be beneficial to choose a CM firm, work out a draft contract before the next Select Board meeting, and have the Select Board sign the formal grant agreement before signing the construction management contract. Additionally, that would provide time to clarify the new conditions without formally signing a CM contract. C. Nordle spoke to Ashar Nelson of VIA who made it clear that choosing a CM firm at this meeting or waiting until the next will not change the beginning date of the actual construction, however choosing tonight will enable B. Farr and Ashar Nelson to have additional time to draft a contract. C. Viens asked if the Town was aware of the new conditions or if they were newly added without warning. W. Shepeluk added that VCDP gave the Town the option of signing the grant agreement and addressing the conditions later, however the Town would not be allowed to requisition funds until the conditions were met. C. Viens expressed concern that if the Town continues to prolong a CM choice, it may lose money. W. Shepeluk stated that if the CM firm is chosen tonight, it will prevent money loss. C. Nordle confirmed that the Board is in agreement on the strategy of how to proceed.

The Board continued to review and discuss the three CM firms that are being considered for the project. The firms are ReArch (Vermont), HP Cummings (New Hampshire), and DEW (Vermont). The results from the scoring sheets used during the review process, ReArch scored the highest, followed by H.P Cummings and then DEW. The Board reviewed the quotes for General Conditions. H.P Cummings came in at \$221,940, DEW originally came in at \$212,000 but then increased their quote \$10,000 resulting in a quote of \$222,000, and ReArch quoted at \$215, 603. The Board agreed that DEW did not do well during the interview process. K. Miller and D. Schneider are in favor of selecting ReArch due to their project approach, the age and composition of the firm, and the price difference. J. Grenier and C. Viens favored selecting H.P Cummings due to personal experience, reputation, and firm experience. After reviewing the documentation, C. Nordle expressed favoring ReArch based on the lower price, as price was 50% of the scoring process. K. Miller motioned for the municipal staff to enter into contract negotiations with ReArch for the Construction Management of the Municipal Complex Project and to bring a drafted proposed contract to the next

Select Board meeting. D. Schneider seconded the motion. C. Nordle, J. Grenier, K. Miller and D. Schneider approved the motion, C. Viens opposed the motion.

B. Farr withdrew her grant application approval request for a GMP Solar Panels grant program.

B. Farr stated that language drafted by C. Nordle was provided to Beth Fenstermacher of the Agency of Agriculture regarding the 2.34 acres of prime ag land that require mitigation. C. Nordle explained that Act 250 criterion examines prime ag soils on proposed development land, and that if prime ag soils are found on the land in question, there are three options for mitigation: The applicant can allocate on-site lands in perpetuity, designate off-site land as replacement property with comparable soil composition, or pay into a fund administered by the Vermont Housing and Conservation Board. The Agency of Agriculture must make a recommendation to the District Commission presenting these options, which must be accepted by the District Commission. The payment into the fund would amount to \$5,710 as quoted by Agency of Agriculture Representative. However, this price could change based on when the permit is approved, as these amount change every 6 months. The Board is in favor of paying into the fund, if the Act 250 District Commission approves this course of action. K. Miller motioned to have the Town attempt to satisfy Act 250 Criterion 9b to pay into off-site conservation fund. J. Grenier seconded the motion and the Board agreed unanimously.

PERSONNEL POLICY

K. Miller stated that there have been many edits to the personnel policy plan and that the Board and Trustees do not have most current copy of the plan. Sections that still need to be integrated will be sent to W. Shepeluk and C. Nordle, who will compile the sections with written comments, edit the plan, and distribute for consideration. The sections regarding diversity, employment, and compensation have yet to be reviewed. The Board and Trustees agreed unanimously to discuss the plan once all of the sections had been compiled.

MANAGER'S ITEMS

W. Shepeluk stated that he does not have any updates on the 2015 budget and requested feedback from the Board and Trustees to assist in determining budget priorities. C. Nordle stated that because of the bond payments, there will need to be an increase in the tax rate. J. Grenier asked when the bond payments begin. W. Shepeluk answered that the Town has already made the first interest payment, and that principal payments will occur beginning in 2016. C. Nordle stated that bringing the tax stabilization fund to a higher level is a priority. W. Shepeluk responded that the fund is not at a low level and that he will bring more information regarding the fund to the next Select Board meeting. D. Schneider noted that the most common complaint he has received from the public is that paving projects need to be completed. W. Shepeluk stated that he will bring the Board proposals for infrastructure, and that there are several paving projects throughout town that have been finished or are in progress (Winooski Street, Stowe Street, Lincoln Street, Gregg Hill Road). K. Miller stated that she would like to see a list of areas of the budget that can be reduced. She also stated that she would like there to be a more in depth discussion and pay analysis of the Economic Development position salary, and that B. Farr's payment needs to be taken into consideration. W. Shepeluk noted that he hopes to renew the contract with Armada and keep B. Farr involved with all of the ongoing projects to which she now contributes. J. Grenier would like a list of the main elements of the budget that may dramatically increase or decrease, as well as a list of funding opportunities (grants) that may or may not be available next year. W. Shepeluk commented that fuel prices are down, salt prices are up, and there are plans in process to handle these price changes. D. Schneider stated that the Parking Committee has recommendations to share with W. Shepeluk and A. Tuscany. P. H. Flanders stated that the Village Trustees are concerned with declining Grand List and how taxes will be addressed based on the declining list. He also requested that the \$10,000 balance for the labor that Village employees put into Town land for which the Village does not get compensated and visa versa be considered in the 2015 budget.

The Village Trustees moved to adjourn at 9:33 PM.

A. Tuscany stated that the Town had applied for a Class 2 paving grant for Winooski Street and that he has received TA-65, which requires Select Board approval. He stated that the total cost of paving Winooski and Stowe Street is \$118,600. The Town will be reimbursed for 80% of that cost or \$94,878. J. Grenier moved to approve the signing of the TA-65 Class 2 pavement grant. C. Nordle signed and the Board approved unanimously.

SELECT BOARD RULES OF PROCEDURE

The Board discussed in what situations it is appropriate to add items to the agenda at the beginning of the meeting. The Board agreed that items may be added to the agenda if they are time sensitive and require approval prior to the next scheduled meeting. K. Miller motioned to amend the Town of Waterbury Select Board Rules of Procedure Item 5 to read "Any addition to or deletion from the agenda shall be made as the first act of business at the meeting. The reason for the addition shall be reflected in the meeting minutes. Any other adjustments to the agenda may be made at any time during the meeting. The public shall be given a reasonable opportunity to express its opinion on matters added to the agenda at the commencement of the meeting and considered by the public body during the meeting as long as order is maintained." D. Schneider seconded the motion and it was passed unanimously by the Board.

There being no further business, the meeting was adjourned at 10:02pm.

Respectfully submitted,

Zoe Gordon
AmeriCorps VISTA

Approved on: Approved on November 17, 2014