

Select Board Meeting, Wednesday, January 18th, 2017 in the Cavendish Town Office
Meeting Room at 6:00 pm

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Jill Flinn, Brendan McNamara (Town Manager), Rich Svec (Consulting Town Manager), Bruce McEnaney (Assistant to the Town Manager), and Jen Leak (Recording Secretary).

1. **Call the meeting to order.**

Bob Glidden, Chairman, called the meeting to order at 6:00 p.m.

2. **Hear Town Treasurer request for renewal of Grant Application Note.**

Diane McNamara, Town Treasurer, was present. Diane said that on June 30, 2016, the Select Board authorized a \$200,000 Grant Anticipation Note, which she would like to renew at 0.85% from Berkshire Bank for the period from January 3 to July 3, 2017. She said that FEMA just closed the Davis Road bridge project this week, so the Town should receive the final FEMA payment of \$63,227.79 due on that project by mid-February. Diane said that a partial payment of \$17,487.35 for the Davis Road bridge project was received in October, 2016. Diane said she will apply these two payments, which total approximately \$60,000, toward paying down this note once they are both received by the Town.

The remaining outstanding FEMA and State of Vermont monies will not be paid out until our Alternate Project for Water/Sewer System Back-up Generators, which is in lieu of the Meadowbrook Road bridge project, is approved and closed. Diane said that this may not be for another 6-9 months.

Mike Ripley moved/Bob Glidden seconded a motion to approve renewal of the Grant Anticipation Note for 6 months in the amount of \$200,000 at 0.85% from Berkshire Bank. All voted in favor.

2.a. **Discuss Depot Street bridge replacement schedule changes.**

George said that there was a letter from VTrans in the correspondence folder stating that the Depot Street bridge repairs are not scheduled for advertisement until the fall of 2018, so that construction could not start until the spring of 2019 at the earliest. However, the construction could be further delayed if the Town does not hire a utility consultant by February 2017 for the Town water and sewer pipes which run alongside this bridge. Brendan said that he and Rich are working on the RFP for that project.

2.b. **Mike Smith, Weston & Sampson Engineering, to discuss Wastewater Treatment Plant Aeration Update.**

Rich and Brendan said that they asked Mike Smith to attend tonight's meeting in order to explain a low-interest funding opportunity to replace and upgrade the aeration system for the Town Wastewater Treatment Plant lagoons. The State of Vermont has funding available to increase the energy efficiency of wastewater treatment plants through the State Revolving Fund-Vermont Municipal Bond Bank. They also have an incentive which would reimburse the Town for

planning/engineering costs up to about \$50,000. The voters would need to approve the bond, either at Town Meeting in March or at a special town meeting.

Rich said that he would like to initiate this project as soon as possible, since the application for funding will take some time and the system is critical to the operations of the treatment plant and our discharge permit. Rich said that he thought the Town's Capital Budget Plan and Program projected replacing the aeration system within the next two years. However, the components are now showing wear and are not energy efficient. Mike Smith said that the current system uses small tubes that need to be cleaned with acid gas, which is hazardous to employees and no longer used. The system also requires a lot of energy to force air through these tubes. The new aeration tubes are larger and more flexible, so calcification does not build up in them as readily and maintenance is much easier. The new blowers would be smaller and more adjustable, allowing the Town to adjust flow to fit the needs of the system which varies seasonally. Mike said that the new system would accommodate about 20 years of growth.

Mike Smith said that he can help the Board to write the article for the Town Meeting Warning and to apply for the low-interest SRF loan. Mike said that he would also like to include cleaning the lagoons in this project, since cleaning needs to take place before the new system can be installed. The initial steps needed are:

1. Contact the State to place this project on the SRF priority list.
2. Confirm the Town can get planning/engineering costs forgiven.
3. Estimate the project costs in order to write the article for the Town Meeting Warning for vote by Australian ballot, which must be posted by February 5th, 2017.

Rich said that, while all the registered voters could vote on the bond, the money would be paid back by the users of the Municipal Sewer System. An informational meeting could be conducted as part of Town Meeting, with the vote by Australian ballot to follow the next day. Mike Smith said that he thought the new aeration system would cost about \$160,000, and the lagoon cleaning would be about \$100,000, so the total cost for the project would be about \$260,000. A RFQ (request for qualifications) needs to be done for this project. This advertising does not need to include much information, and does not require bids to be submitted. Mike Smith said he could also help to write the RFQ.

Mike said Weston & Sampson Engineering has an open engineering account with the Town. He said that he would like the Select Board to authorize spending \$2,800 which would allow him to start working on this project.

George Timko moved/Bob Glidden seconded a motion to approve the amount of \$2,800 for Weston & Sampson Engineering to start planning a new Wastewater Treatment Plant aeration system. All voted in favor.

Mike Smith invited the Select Board members to call him if they have any further questions on this project. The Board thanked Mike for coming tonight.

3. Continue work on FY 2017-2018 Selectmen's Budget.

Rich directed the Board to review the budget spreadsheet, which is at the front of the budget books.

George Timko moved/Jill Flinn seconded a motion to increase the Police Services – Sheriff’s Office Services line item to from \$18,000 to \$18,400 in order to allow for their increase in hourly rate. All voted in favor.

Brendan said that the proposed budget increased 3.2% from last year. Brendan recommended putting the \$20,000 to build a new electronics storage shed at the transfer station as a separate article on the Town Meeting warning. The budget would then total \$1,371,454, which is an increase of 1.9% from last year. Rich agreed that it would be easier to modify that expenditure as a separate article rather than as a line item in the Selectman’s budget. Bruce agreed that, while the storage shed does need to be replaced, the existing shed could be used for another year if the voters did not pass the article. The Board agreed to place this article for a floor vote at Town Meeting.

George asked if there was a surplus from FY16. Rich said that there was a surplus of about \$2,400, which would be put on the warning to reduce the amount needed to be raised by property taxes.

Mike Ripley moved/Jill Flinn seconded a motion to delete the Transfer Station building fund line item of \$12,000 and to decrease the Solid Waste Site Improvements/Maintenance/Building line item from \$12,000 to \$4,000. All voted in favor.

George Timko moved/Bob Glidden seconded a motion to approve the Selectman’s budget in the amount of \$1,371,454 for FY17-18. All voted in favor.

4. **Review draft of Town Meeting Warning.**

Brendan handed out a draft of the warning. He noted that it did not include the separate articles for the Transfer Station storage shed, which would be decided by a floor vote at Town Meeting, or the Sewer Plant Aeration System Bond, which would be decided by Australian ballot the following day.

The Select Board agreed to meet on Wednesday, February 1, 2017, at 6:00 p.m. in order to sign the Town Meeting Warning.

Bruce added that he is still negotiating uniform contracts. The Board agreed that, if Bruce negotiated a contract with better rates and service, the Town should switch vendors.

5. **Adjourn by 8:00 pm sharp**

Mike Ripley moved/Bob Glidden seconded a motion to adjourn at 6:55 p.m. All voted in favor.

Minutes Approved: _____

Date: _____