

TOWN OF ELMORE, VT

Monthly Select Board Meeting

Meeting Minutes – prepared by C. DeVore

Meeting Date: June 12, 2013

Start Time: 6:32pm **Adjourn:** 8:23pm

Meeting Attendees: Bob Burley-ESB Chair, Whit Hartt-ESB, Caroline DeVore-ESB, Michel LaCasse-Road Commissioner (absent), Michael Smith, PE Weston & Sampson, Robert Pelosi, VT ANR-Facilities Engineering, Eric Law, VT ANR-DWSRF

Meeting opened by Chairman at 6:32p

A. SPECIAL TOPICS:

1. WATER SYSTEM PROJECT: FUNDING, ENGINEERING, CONSTRUCTION STATUS & OPTIONS– WITH (Eric Law, VT DEC & Michael Smith, WSE)

- a. NECCO original apparent low bidder disallowed – see b, below
- b. Problems with 9 of 11 bids received (Disadvantaged Business Section) need correction to secure Facilities Engineering Division approval – required for contract & loan award.
- c. Target completion end of 2013 – EPA/STAG grant deadline.
- d. Categorical Exclusion for Environmental Impact (EPA & ANR) approved. Further environmental reviews unnecessary.
- e. Target DWSRF Loan Approval by end of June. Redesign + loss of State records due to Irene required new submittal.
- f. Next steps = 1) Create Lake Elmore Water District (Burley), 2) Create Operations and Governance documents (Burley)
 - **Details:** Bids reviewed but subsequent to review, there were some errors in bid submissions. Contractors did not complete “Schedule A” = Disadvantaged Business Section (Veteran, Minority, or Woman-owned). On detailed review, 5 of 7 bids that were initially accepted failed to meet the guidelines for bidding and were rejected as being non-responsive. The Federal Form requires that all Disadvantaged Businesses be listed with the associated bid amounts on the contract. All contractors must contact all of the Disadvantaged Businesses to ask them to bid a price. If Disadvantaged Businesses have not been contacted, the bid is considered non-responsive.
 - Two bids remained = \$587k and \$680k and are the only bids that can be considered. Engineer’s estimate for construction was \$650k. Original bids ranged from \$489k - \$680k. The midpoint bids were ranged from \$570k-590k (all bids including rejected as non-responsive and accepted).
 - Projected Elmore water user rates will remain near state averages for similar systems.

Options Considered:

- 1) Review design and construction options for cost savings. Project Team will evaluate possible construction/design changes for cost reduction opportunities. GOAL: Project start shortly after July 4th. Possible cost reductions via ECO/FCO will be negotiated subject to approval by ANR. GOAL: Approved contracts in place by 30JUN13.
NOTE: Bid must be awarded based on originally submitted price, final costs will be determined based on actual work performed.
- 2) Reject all bids for financial reasons and rebid the project. Will add an estimated \$10k to the project, and will make completion of the project within the STAG grant timeline impossible. Federal grants must be spent by December 2013.

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- Loan for project at the low bidder rate of \$587k will be approved. The contract must be awarded to the lowest submitted bid amount. Estimated annual payment is \$10,397. Repayment begins 2 years after substantial completion of project, December 1, 2015.

2. Town Plan: - Hartt

- a. **Public Meeting Held. Minutes pending EPC approval (June Meeting)**
Minutes for public meeting will be written and approved by EPC then forwarded to SB for review.
- b. **Next hurdle is statutory deadlines for SB edits & approvals.**
- c. **Minor plan edit needed: a) eliminate all references to FLESA Maps or b) add strong disclaimer – total best interests of Town are controlling parameter for plan content.** Whit driving this forward.

Nancy Allen has submitted a request to be appointed to the EPC. The SB has approved by vote the appointment of Nancy to the Planning Commission. Welcome Nancy.

B. NEW ITEMS:

1. **Digitizing Tax Maps Overview – Franco Rossi, CAI Technology**
 - a. **Overview of technology, explanation of F&Bs. As core users, Listers & TC should be party to any future decision.**
Caroline has scheduled Franco Rossi to attend the July meeting. Caroline to invite Listers and Town Clerk.
2. **Enhanced Shoreline District Storm Water Run Off Analysis completed; Melinda Scott, LCPC to present July/Aug SB mtg. - TBD Melinda** to be invited to July meeting along with other interested parties.

C. CONTINUING ACTIVE ITEMS: (Update status, by item, by DRI)

1. **Road Commissioner Update – LaCasse**

Work completed: Small amount of grading completed. Ditch work and de-berming on LaCasse, Symonds Mill and Hardwood flats. Stock piled gravel. Starting to build up winter sand pile.

Equipment:

 - 1) Graders out of service (blown tire). New tires on order.
 - 2) Truck #1 International. Out of service June 3. Blown head gasket. Not under warranty. Projected repair date of June 24.
 - 3) Truck #2 Freightliner towed for repairs Jun 12 – cooling – split radiator. Under warranty.

- Employee update: Both employees attended VT Municipal show in Barre.

Upcoming Issues:

 - 1) Getting equipment back in working order.
 - 2) Beach Rd. Materials and cost list being written up. Work to start at end of June.
 - 3) LaCasse Road. Grant app accepted by state. Double culvert to be changed out.
2. **LED lighting Status update – Hartt**

Significant research completed on this project. No public money available but we are deferring until budget dollars or public / grant dollars are available. Moving this item to the deferred category.
3. **State Shoreline Permit Legislation – Hartt**
 - a. **Need Lake Assn. DRI & representative**
 - b. **Bill status = believed to be queued for 2014 session.**
Whitt to validate.
4. **Remove Town Safe at EFD – Status Update – DeVore**

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Moving plan still in process. Kathy & Warren plan to have it moved by July.

D. COMPLETED/INACTIVE ITEMS:

- 1. Open Action Item List reviewed by SB.**

Meeting Adjourned – 8:23pm.