

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, August 13<sup>th</sup>, 2018  
5:00 p.m.**

On Monday, August 13<sup>th</sup>, 2018 at 5:00 p.m. at Town Hall, the Town of St. Albans Selectboard met and conducted a work session with the Infrastructure Steering Committee.

B. Nihan opened the meeting at 6:00 p.m.

**Officials and staff present:** Chair, Bill Nihan, Vice Chair, Bruce Cheeseman, Brendan Deso, Stan Dukas, Al Voegele, Town Manager, Carrie Johnson and Director of Public Works, Alan Mashtare.

**Infrastructure Steering Committee:** Richard Cummings and Brent Brigham.

**Others:** Jenn Desautels, PE and Peter Mazurak, PE with Trudell Consulting Engineers (TCE), St. Albans Messenger Reporter, Michelle Monroe, and Mike Gosselin.

**Absent:** Anna Bourdon, Dave Allerton, Dick Dickinson, and Tim Hurlbut.

**Bid Drawings & Building Type**

R. Cummings stated he didn't think anyone could produce a set of bid drawing in 6 weeks. B. Cheeseman stated he somewhat agreed with R. Cummings and he also added that he didn't think we had enough time to this and do it right. B. Brigham agreed. B. Cheeseman suggested slowing down and have the vote on this project in March, Town Meeting Day. He explained that the submittal process alone, you have to be pretty diligent because once you sign off on the submittals, you've bought it. B. Cheeseman wanted more of the plans done before going to the voters. C. Johnson offered that not every town has to do it that way. We have an option and can make the decision to move forward today. Other towns propose conceptual plans, get someone to professionally estimate those costs, and then go forward with a public vote. It happened successfully with Brice in Georgia and it happens in other municipalities. I've talked to other managers about this.

B. Nihan explained that March is a very convenient time with Town Meeting Day. However, the more time you give, the slower you're going to get to where you want to go. There is another alternative and that depends on the feeling or the degree of urgency, we can have a special election.

R. Cummings explained that if you get your estimates ahead of time, there is no reason why you can't award a contract two weeks after the election. Putting the building out to bid, let people get their pricing in February would be ideal.

B. Nihan stated that another question that comes up in his mind was whether to building a "steel" or "stick" building. R. Cummings stated that with a stick building, there really isn't any benefit; it's going to cost more. C. Johnson stated that Tom Barden concurred, that the cost of wood is very unstable at the moment.

B. Cheeseman asked if we had received the estimate from Cross Engineering regarding the Swanton plan, plus two buildings. C. Johnson explained that we had not received the estimate yet. She met with Peter Garceau with Cross on 8/7/18 and he had said that he was unable to get to it until this week. He was going to look at that Swanton plan plus two bays but, he did confirm with C. Johnson that the plan we went out for in 2015 was the Swanton plan, plus two bays with the caveat that we added 1,200 square feet of office space. Mr. Garceau did tell C. Johnson that our 2015 plan was very much like the Swanton plan, stick built, plus two bays and he was going to look at the file to confirmed that. The group agreed to stay with a steel built building.

**Building Size**

A. Voegele questioned the building size and whether or not the proposed plan was enough; do we need an additional bay. C. Johnson explained that we did add the space around the salt shed for exterior storage. A. Mashtare explained that it has already been agreed upon to stay with the 22,000 square feet, we should stay with that. The group agreed. B. Nihan explained that the question was, "what do we need" and we need 22,000 square feet. S. Dukas stated that we are going to add 30% more square footage on top of a defeated ballot and bring this to the voters. It's going to be a very tough sell. B. Nihan stated that we must justify the need.

## **Salt Shed**

B. Cheeseman suggested to save some money, removing the overhead door on the salt shed saying it's nothing but a bunch of maintenance with corrosion. Enlarge the size of the opening. A. Mashtare stated that the size of the opening is fine. The reason for the overhead door is a safety factor. There are a couple of lawsuits currently in the state because of people getting buried from allowing the public to get into the salt shed. B. Cheeseman suggested a fence. A. Mashtare stated that was suggested, a gate with wheels that you can roll open or closed and lock it. The square footage for the project, the 22,000 square feet includes the salt shed.

S. Dukas explained that everything he has been reading about salt sheds is that it doesn't have a metal roof but, a textured roof, canvas. A. Mashtare explained that a lot salt sheds are being designed as a Quonset hut. He stated that he does have a couple of companies working on estimates but, he went with the traditional VTrans design for now because of the time issue. A. Mashtare did state that the estimates for canvas topped salt sheds were coming in more expensive than the traditional roofed ones.

## **Concept B – Length of Road & Location of Building**

Peter Mazurak explained that we went from 90,000 square feet of pavement, having it further back with that swooping road to 72,000 square feet of pavement. So, we are thinking of paving the whole thing.

A. Voegelé asked how does moving the building affect the Town's ability to sell the rest of the land. C. Johnson explained that the reason we moved the building further east was because there was a third party saying they were going to put a partial industrial park in there. We are no longer engaged with that third party. The group agreed with Concept B and to propose the building be near Brigham Road with a shorter access road.

## **Water & Wastewater**

B. Nihan suggested trying to hook onto the City's municipal water and sewer system. B. Cheeseman agreed. J. Desautels stated that the proposed location of the building is a little further from that hook up. B. Nihan wasn't worried about the distance but, more worried about the long term ability to get rid of waste and supply and a side benefit of working close with the City. The group agreed to propose City water and sewer.

S. Dukas asked if we could get a Right-of-Way through the farmer's field for sewage. A. Mashtare explained that he spoke to that landowner, Joe Pion a year ago, explaining that if something were to happen there would he allow us to go across the property. Mr. Pion was intrigued with that because he would like to hook onto the City system too. A. Mashtare went on to say that he can discuss that option with Mr. Pion again.

S. Dukas asked if a water line needs to go to the brine building. A. Mashtare explained that we designed it so the tanks would be in the same building. That would be an internal water line. The brine will be in the garage near the wash bay.

## **Yard Waste**

B. Nihan asked if we should consider a bunker for residents' yard waste on the site. A. Mashtare stated that he'd like to do away with receiving yard waste all together, explaining that one of his employees forgot to lock the gate and around 5pm on a Friday A. Mashtare caught a tandem dump truck dropping off about 6 loads of trees and other items. It is making it difficult to clean up the property. He did agree that we should have some kind of a bunker or cement slab for the Town's own yard waste.

A. Voegelé suggested A. Mashtare talk to the Northwest Vermont Solid Waste Management District because they've been working with the grinding up Hodak's yard waste; there is a contract between the two.

## **Permits**

B. Nihan questioned what permits will be needed for this project. C. Johnson pointed out that had been outlined in the report from TCE. J. Desautels explained that there would be a wastewater permit. She went on to say that they are assuming an individual stormwater permit would be required, assuming that the impervious surface will be over an acre. P. Mazurak stated that the stormwater permit will be the one that takes the longest to obtain.

## **Soft Costs – Engineering Drawings/Detailed Drawings**

S. Dukas asked where in the package were the costs for engineering and/or detailed drawings. C. Johnson explained that this project was a little different than the 2015 project in that R. Cummings said the engineering was included in the \$1.8 million steel building package. R. Cummings explained that the only engineering he would include if

he were the builder would be for the foundation engineering. Building engineering is sealed off by the manufacturing company. S. Dukas thought we needed that to go out to bid. R. Cummings said that wasn't the case. C. Johnson explained that some of those costs are included in the "Soft Costs" in the TCE report. We split it up. Some of the building soft costs are in the steel building package, some of the soft costs will come out of the \$89,250. J. Desautels explained that the soft costs were broken down and they worked with R. Cummings on what would be needed for the building.

B. Brigham asked what the square foot cost for the building was. R. Cummings stated it was \$107/square foot for the complete shop building. The site work, road and salt shed are not included. B. Brigham asked why the Town couldn't build the road. A. Mashtare said it was up to what the Board and committee on what they wanted DPW to do. A. Voegele said it is mainly time constraints that would prevent DPW from building the road themselves.

### **Site Work**

B. Nihan asked what needed to be done with site work. A. Mashtare stated the road and site work underneath the foundations. S. Dukas asked if that was included in the \$1.8 million. R. Cummings explained that the excavation of the building, the crushed stone that goes under the footings, the structural fill that goes under the slab, backfill and compaction is all included in a standard building package.

### **Electric**

B. Cheeseman explained that primary power comes onto the site and then we pick it up as secondary power. R. Cummings said that what he imagined is the power would come off the pole and drop underground to the building. B. Cheeseman asked if there would be a transformer between the pole and the building. R. Cummings explained that the transformer would be on the pole. S. Dukas stated that Green Mountain Power would install some poles. R. Cummings stated it would be single phase power and the last pole, about 150 – 200 feet from the building (the shorter the better, less voltage drop) then go to the lower voltage into the building.

B. Cheeseman stated that an electrical engineer will have to sign off on the project. R. Cummings stated that would be the case for larger commercial buildings but, the DPW building is smaller. A master electrician can pull the permit, he doesn't need a design but it does need to be inspected.

S. Dukas asked if the building was sprinkled. R. Cummings stated it was not required to be sprinkled, unless we decided we want it. S. Dukas stated that we didn't want it. R. Cummings explained that you have to have a demising wall between the office space and the truck space.

### **Summary**

The Selectboard and Infrastructure Steering Committee agreed on the following proposal:

The building size as 22,000 sq. feet; 16,820 sq. ft. for the shop and 5,000 sq. ft. for the salt shed. No garage door on the salt shed.

Steel building with Concept B (the new location), which is the one closer to Brigham Road.

Agreed upon using municipal water and sewer. C. Johnson to secure the water and wastewater allocations. Secure the municipal easement – A. Mashtare and C. Johnson to work on this immediately.

Formalize the specifications from the Fire Department on the water line going to the building which will provide an inside truck filling station and the hydrant by the road.

Start to secure permitting and the construction plans.

Agreed that this project will go to the voters in March, 2019 on Town Meeting Day.

Mike Gosselin asked what the future use of the rest of the property on Brigham Road would be used for; Town Hall, Fire Department. B. Nihan explained that we haven't decided to do anything with that property right now. It's potentially developable. B. Cheeseman stated that our goal is to get the DPW complex up there. S. Dukas stated DPW must get off the lake.

S. Dukas explained we should have some public input as to what we should do with the current DPW lake front location.

### **Timeline**

Everything for the ballot must be turned in by January 20<sup>th</sup>. January 13<sup>th</sup> the Board and Committee will meet. C. Johnson to provide a weekly report to the DPW progress. Need to have the details of this project defined.

### **Concept Drawings**

B. Nihan asked what do we need to do in the way of concept drawings. R. Cummings explained we need interior drawings, some CAD drawings that shows the isometrics of a room or two. That's all we'd need on the inside. On those drawings, we can call out what the materials are; how much insulation we are putting in and the thickness of the drywall.

### **RFP's for Bids**

B. Cheeseman wanted the bid for the architectural and site work to go out the week of August 20<sup>th</sup>.

### **Local Option Tax**

S. Dukas suggested using Local Option Tax (LOT) funds to pay for this project. The group was in agreement. All previously expensed soft costs should be paid for from the LOT fund. A spreadsheet will be available and kept updated for the project.

### **Adjournment**

**MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 6:35 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Carrie Johnson