

Middletown Springs Selectboard • Approved Minutes Special Meeting • January 20, 2022

BOARD PRESENT: via Zoom: Heather Grier. At the Town Office: Terry Redfield, Patty Kenyon, Robin Chesnut-Tangerman, Neil Russell at 7:15pm.

TOWN OFFICERS PRESENT: via Zoom: Sarah Grimm – Auditor.

PUBLIC PRESENT: via Zoom: Peter & Aileen Stevenson. At the Town Office: Ron Masleh at 6:40pm.

CALL TO ORDER: Terry called the meeting to order at 6:06pm.

EMERGENCY MANAGEMENT UPDATES: None.

FINALIZE BUDGET & APPROVE WARNING:

The board reviewed the proposed budget and made a few final adjustments. Reducing the Highway Class III payroll to adjust for payroll in that line item that is also included in the anticipated grant expenditures. Payroll taxes were also adjusted accordingly. The board also added money into Highway consulting fees to fund engineering work for repairs and upgrades to Daisy Hollow Road.

Terry moved to approve the FY2023 General Government budget of \$360,975 with anticipated revenues of \$79,075 resulting in \$281,900 to be raised by taxes; and the FY2023 Highway budget of \$517,350 with anticipated revenues of \$133,475 resulting in \$383,875 to be raised by taxes. Heather 2nd. All in favor, motion carried.

The town warning was updated and reviewed. Some changes to the preamble were made for clarity regarding the zoom meeting information.

Terry moved to approve the 2022 Town Meeting warning as presented, Heather 2nd. All in favor, motion carried.

The board decided to hold Town Meeting virtually again this year as allowed by the passage of S.222 and signed by the Governor on 1/19/2022.

CONSTRUCTION MANAGEMENT FIRM EVALUATIONS

Original proposals were as follows. Wright Construction could not start construction until 2023 so they were eliminated from the mix last week.

Share results of Reference Checks:

Board members gave a brief review of their phone calls for reference checks and shared their preferences. Both firms had great reviews by all accounts.

The projected cost presented by both firms were reviewed as well.

Pre Construction Services – Naylor & Breen - \$7,500; VMS - \$5,000; Wright Construction - \$4,000.

Construction Management Fees – Naylor & Breen – 3.75%; VMS – 6%; Wright Construction – 8%.

Select Construction Management Firm: During the discussion points were made about overall cost and about why one firm rose to the top for some vs others, with everyone in agreement that we would be well served with either firm.

Robin moved that the town contract with Naylor & Breen for Preconstruction and Construction Management services for the new town office project, Patty 2nd. Ayes – Patty, Robin, Terry. Nays – Heather, Neil. Motion carried.

Robin will let Geoff know about our decision so that he can let the firms know of our decision and we can move to the next steps.

Robin brought up our need to map out a communication and oversight structure to effectively manage our roles in the process. Peter Stevenson has offered to be our volunteer site contact person who will gather day to day information on the project and communicate that to the board liaison(s). Robin has agreed to be the primary liaison and Patty has agreed to be the alternate.

Peter would like to confirm that he would be covered by the town's insurance in taking on this role and would like to understand what that coverage entails.

Patty will connect with VLCT/PACIF to get a read out of what our policy covers and what if anything we might need to do to ensure that Peter is protected from liability if he accepts this role.

In addition to that we will need to create a spending authorization limit that will be designated to the board member liaisons if the need arises. The understanding is that Peter will not make any decisions on the board's behalf, he will simply be the conduit. To that end, the spending authorization will only apply to the liaison(s) and not to the volunteer on site contact person.

We hope to have this information and be able to set this structure at our next meeting so that we can keep the project moving forward.

The board thanked Peter for his willingness to volunteer for this important role and his work so far in helping us navigate the processes, in helping us communicate with the

architect, the engineers and sharing his knowledge, we would not be where we are today without his help and guidance. Thanks also go to Aileen for her work and support throughout.

Patty updated the board that the letters of inquiry to financial institutions went out today. We've heard back from a few who are putting together some proposals for us.

OTHER LAWFUL BUSINESS:

Remote SB Meetings – new law S.222 allows for us to return to fully remote Selectboard meetings. We will talk more about this at our meeting next week and make a decision on how we would like to move forward.

Also new this week S.223 was signed by the governor which eliminates the need for candidates to file petitions with their consent of candidate forms.

Upcoming meeting Schedule

Next Regular Meeting: Thursday, January 27, 2022, at 7pm.

EXECUTIVE SESSION (If necessary – Personnel Issues)

Neil moved the board enter Executive Session for legal and personnel issues at 8:25pm, Robin 2nd. All in favor, Motion carried.

Neil moved the board exit Executive Session at 9:50pm, Heather 2nd. All in favor, motion carried.

Action: The board will research specific invoices and dates.

ADJOURN: Robin moved to adjourn at 9:50pm, Neil 2nd. Meeting adjourned at 9:50pm.

Respectfully submitted,

Patty Kenyon, Clerk