

# VILLAGE OF LYNDONVILLE

## TRUSTEES MINUTES

November 18, 2019

5:30 PM

### Trustees

Chris Hunter

Heather Bollman

Susan Mills

Doug Conly

Sarah Whittemore

### Press

Olivia Hoag

Taylor Girard

### Public Officials

Justin Smith

### Public

Jason Booth (A&E)

1. Chris Hunter called the meeting to order at 5:30 PM.
2. Adjustments to the Agenda: A. Summer Work Schedule
3. Minutes: The minutes for November 4<sup>th</sup> were not available.
4. Sign the Orders: The Board signed the orders.
5. Step III – Loan Application for Vail Transmission Line: Jason Booth was present from Aldrich & Elliott Water Resource Engineers to go over the State Loan Application Construction Phase #3 for the \$2.5 million Vail transmission Line project. Jason Booth outlined the steps to the process explaining what had been accomplished to date and where this next phase would take the Village. Mr. Booth commented that the Village was in really good shape on several fronts. First the project was scheduled to go out to bid at the right time of year, secondly the past year had brought some really competitive bidding and lastly there was a little money left in this year's funding pot and the fact that the Village has a set of plans at construction phase ready to bid positions the Village well to receive some additional subsidies. Mr. Booth was aware of only one other municipality that currently is in a similar situation so his hope was that the Village might benefit from having a "ready to go" project. Chris hunter made a motion for the Board to sign the Step III Loan Application for the Vail Transmission Line. Sue Mills seconded, and the motion carried 5-0.
6. Engineering Services Agreement: Jason Booth presented the Board with a second amendment to the Engineering services agreement between the Village of Lyndonville and Aldrich & Elliott Water Resources Engineers. Doug Conly asked why Aldrich and Elliott was coming for an amendment to the amount of money they were receiving for engineering services. Jason Booth explained that the original project cost and scope of work laid out the total cost of the engineering services, which are all included in the bond amount. The State Revolving Loan Fund due to the fact that the Village applies for loans in steps, likes the engineering to reflect the particular task. The engineering service for the preliminary engineering plans was the original engineering contract, amendment #1 (step 2) was engineering services for construction ready engineering plans, and now, amendment #2 (step 3) is for engineering services relating to bidding and negotiating, the construction phase, an on-site resident engineer for the project, and record drawings. Chris Hunter made a motion to approve the Engineering Services Contract. Heather Bollman seconded, and the motion carried 5-0.
7. Summer Work Hours: At a previous meeting the discussion of summer work hours came up. Chris Hunter felt that the five day weeks were more effective and wanted to consider shortening the amount of time the crew worked 4 day weeks as the project season did not extend from May 1<sup>st</sup> to October 31<sup>st</sup>. Susan Mills had asked especially in the latter part of the summer what they were doing in the early mornings in the dark and in the fog and felt there was a safety issue. Mr. Smith presented the following

information for the Board to consider while discussing the direction they wanted to go. Currently the Village Crew works 10-hour workdays starting the week of May 1<sup>st</sup> through the week ending of October 31<sup>st</sup>.

Sunrise on May 1, 2019 was 5:39AM.

Sunrise on November 1, 2019 was 7:26 AM

The last day in the fall that it would be light out at 6AM would be September 18 in 2019.

Sunrise was at 6:30 AM on 9-18-19. It gets light 30 minutes before sunrise.

Sunrise on September 1 was 6:10 AM

Sunrise on June 1 was 5:06 AM.

Mr. Smith stated if lighting is the only concern the fall end would need to be adjusted. Mr. Smith felt this needed to be voted on and formalized. Originally, going to 10-hour days was decided in a meeting any adjustments to the time period should be noted for future Boards and Administrators.

Susan Mills thought it would be a good idea to adjust the summer hours (four, 10-hour day) work schedule to begin on June 1<sup>st</sup> and to end on August 31<sup>st</sup> with the option that the Public Works Supervisor could come to the Municipal Administrator with a request to work a four, 10-hour/day week outside this window of time, if there was a project that made sense, the weather looked good, and it worked with scheduling including: meter reading, disconnects, and employee vacations. She also felt the Municipal Administrator should have the authority to make the decision. Chris Hunter made a motion to approve the summer schedule with Susan Mills' added condition. Sarah Whittemore seconded, and the motion carried 5-0.

Having no other business, the meeting was adjourned at 6:05 PM.