

**Town of Castleton
Sewer Board Meeting
Minutes of September 11, 2017
Town Offices**

Members Present: R. Combs, J. Bruno, J. Leamy, Z. Holzworth

Members absent: R. Spaulding

Others present: M. Shea, Town Manager

Meeting called to order at 6:30pm by Chairmen J. Bruno.

AGENDA FOR APPROVAL

MOTION: R. Combs made a motion to approve the agenda. Seconded by Z. Holzworth. All in favor. Motion Carried.

UPDATE- RTE. 30 S SEWER LINE AND A & E ENGINEERS SERVICES AGREEMENT- JASON BOOTH & JOE KRUPA

J. Booth addressed the Board regarding the two parts of the sewer line project that need to be signed off on. There is the services agreement and the loan application.

M. Shea added that there is also the Bond Bank paperwork that needs to be signed.

J. Booth states that the State Loan application is the third step in the construction loan application. It is loan funding for the construction portion of the project.

The form itself has been completed electronically and there are some materials that need to be added to it, i.e.: audits, etc. which, M. Shea has.

The application is for the full amount of the project, which includes, but not limited to, initial engineering costs, administration costs, and legal costs.

The second form that needs to be signed is called the EJCDC (Engineers Joint Contract Documents Committee). The state is using a new document which will be used nationally. The document is very comprehensive.

J. Booth reviewed the document with the Board.

J. Bruno asked about the responsibilities of the RPR.

J. Booth that the RPR will be on sight every day. They will work alongside the contractor, witness the testing that is required, clarify things for the contractor, interact with the State officers, town employees and citizens.

J. Bruno asked if the BID amount fell short by the amount of the salary of the RPR, could the town not use him.

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J. Booth stated that unfortunately the use of a full time RPR is required by the State.

J. Leamy asked about the construction thru the crossing at the 4 corners.

J. Booth stated that it will be about ½ of the entire project and take about 2-3 weeks. The estimate for the entire project is 60 days.

J. Leamy asked when the pre-bid meeting was.

J. Booth replied that it is 9/12/17 at 10:00 at town hall.

MOTION:

J. Leamy made a motion to apply for the Vermont State Revolving Loan. Seconded by R. Combs. All in favor. Motion Carried.

MOTION:

R. Combs made a motion to enter into an agreement between the owner and the Engineer for professional services. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION:

R. Combs made a motion to authorize the Town Manager to sign the agreement between the owner and engineer for professional services. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION:

Z. Holzworth made a motion to apply for a loan to Vt. Municipal Bond Bank, Loan RF1-201-2.0, Vt. State Revolving fund. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION:

J. Leamy made a motion to allow the Town Manager to sign the Customer Distribution Authorization. Seconded by R. Combs. All in favor. Motion Carried.

MINUTES FOR APPROVAL

MOTION: R. Combs made a motion to approve the minutes of July 24, 2017. Seconded by J. Leamy. All in favor. Motion Carried.

ADJOURN

J. Leamy made a motion to adjourn the meeting. Seconded by R. Combs. All in favor. Motion Carried.

Respectfully

v. Waldron

Date of Approval