Town of Royalton
Royalton Selectboard Regular Meeting
June 12, 2018 at 7pm
Town Office on Route 14

Royalton Selectboard: Larry Trottier, Gidget Lyman, Tim Dreisbach, Sandy Conrad,
Late: Chris Noble 8pm

Town Staff: Town Administrator, Rose Hemond, Town Treasurer LuAnn Bingham, Royalton Police Chief
Loretta Stalnaker, Royalton Road Foreman Demi Boles

Public: Stuart and Pam Levasseur, Jojo Levasseur, Jessica Demond, and Tanya Demond, Alison Gravel,
Gabe-Brison-Trezise, Royalton Memorial Library Trustees, Cynthia Dalrymple, Louise Clark, Phoebe
Rhoda, Bonnie Kenyon, John Dumville RML Director Maryanne Pysarchyk, Clark Dalrymple VLS
Student Matt Wilhelm, Royalton Conservation Commission Chairman Brad Salzmann,

Royalton Selectboard Chairman Larry Trottier opened the meeting at 7:03pm

Brad Salzmann spoke to the Selectboard about Sarnoff Forest Management Plan. Brad informed the
Selectboard that the Royalton Conservation Commission was in agreement with the Forest Management
Plan that was developed by Redstart Forestry Consulting. He read a letter to the Selectboard (see attached
letter) Brad requested signs to be put up before 09/15/2018 that the town will order. T. Dreisbach
motioned and G. Lyman seconded to accept advisory and recommendation letter from the Royalton
Conservation Commission and approve the Sarnoff Property Forest Management Plan Motion
passed 3-0

Public Concerns: None at this time

Royalton Selectboard Royalton Police Department Taser Discussion: Royalton Police Chief Loretta
Stalnaker presented a quote to the Selectboard to purchase two Tasers. Sandy expressed concern but Chief
Stalnaker said this was a better option to de-escalate a situation otherwise she would need to use her baton
which would draw her into a closer confrontation if needed. Chief Stalnaker said a Taser policy will be
adopted and proper training provided to those who use the Tasers. G. Lyman motioned and T. Dreisbach
seconded to approve the purchase of two Tasers with the cartridge package and the 5 year assurance
plan. Motion passed 3-0

G. Lyman motioned and T. Dreisbach seconded to approve the purchase of two Tasers with the
cartridge package and the 5 year assurance plan. Motion passed 3-0

G. Lyman motioned and T. Dreisbach seconded to approve the purchase of a dashboard camera for
the new police cruiser Motion passed 3-0

Public Concerns: People had arrived at the meeting late and Chairman Larry Trottier opened the floor up
for more public concerns. Frustration was expressed toward the Selectboard about the Royalton Memorial
Library Renovation Project. The Selectboard reiterated they support the library but the cost of the project as
it now stands is higher than earlier cost estimates. They need to have a discussion about what the next steps will be.

Sandy asked about the Royalton Memorial Library Trustees about hiring Breadloaf Architects for a preliminary design and cost estimate of the Royalton Library Renovation project. Breadloaf’s design (different than the current one) resulted in a cost estimate of $1.5 million. John Dumville said that the library also hired Architects Smith and Vansant prior to Breadloaf Architects to work on the same project. Architect Jay White was hired after Breadloaf Architects.

Cynthia asked about rehiring Architect Jay White and if the town will pay to hire an independent cost estimator for the project. Tim pointed out that the four construction bids came in over $1 million each. He felt this was an adequate and reliable cost estimate for the project. The Selectboard agreed they were not interested in rehiring Architect Jay White and alluded to an executive session in which matters that were discussed cannot be made public. Selectboard member Chris Noble attended a library meeting and supported the request to hire a cost estimator. Sandy agreed in order to find common ground everyone needs to understand the complete costs of this project.

Tim asked that preliminary comments by Architect Frank “Jay Barrett be added to the Selectboard meeting minutes. He also requested a timeline created by the Selectboard Office be included in this week’s meeting minutes. (See attachments)

The town is already paying bills associated with the library project and Gidget informed the audience none of these expenses were included in the General Fund Budget which means spending will be reduced somewhere else to make up for it. A bill for a water flow test will be sent back to the library for payment.

Rose has been in contact with the library grant administrators, filed extensions and been responsive to grant inquiries in a timely manner.

There was much discontent amongst the audience toward the Selectboard. Gidget stated that if the public was unhappy with the Selectboard they are free to run for a Selectboard seat in March.

_S, Conrad motioned and G. Lyman seconded to hire an independent cost estimator to determine the “fully loaded” cost of the Royalton Memorial Library Renovation Project. This expense will be paid out of the Community Betterment Fund. Motion passed 4-0

_S, Conrad motioned and G. Lyman seconded to have Rose solicit three cost estimates for a new heat pump at 23 Safford Street using grant money from the Vermont Arts Council. Motion passed 4-0.

_S, Conrad motioned and G. Lyman seconded have Rose contact someone to install a handrail going up the center steps at 23 Safford Street. Motion passed 4-0.

The Royalton Memorial Library Trustees and the Royalton Selectboard will work together with the cost estimator. Chris Noble will be the Selectboard liaison to the library.

Tim suggested offering 23 Safford Street to the Royalton Memorial Library Association for one dollar Tim said that does not obligate the library trustees to accept, it just gives them another option Chris
wanted to understand the classification of the library and what the trustees are authorized to do. Tim said they could apply for loans if they owned the building and manage this project on their own. Discussion of selling 23 Safford Street to the Royalton Memorial Library Association was tabled to a future meeting.

Discuss VLCT Safety Inspection and Findings Vermont League of Cities and towns conducted a safety inspection at the Royalton Town Garage. There was an issue with the outdoor diesel tank and a few other minor items. Royalton Road Foreman Demi Boles said they will take care of all safety issues. Tim suggested once completed the town will send a letter to state all matters were addressed accordingly.

Oxbow Road Project Bids for the Oxbow Road Project were review. T. Dreisbach motioned and C. Noble seconded to award the bid to Daniel S Clay for $33,250.00 to be paid out of the Royalton Highway Capital Improvement Fund. Roger McCrillis will be hired as project manager and be paid an hourly rate of $22.00 per hour. Motion passed 4-0.

The Royalton Highway Road Foreman Demi Boles will notify residents of Oxbow Road of future road closures. He will also contact Daniel Clay and schedule the project.

Summer Hours Holiday Pay a Royalton Road crew member asked that they be paid for 10 hours for summer holidays since road crew summer hours are 4 10 hour days. The Selectboard a holiday is paid at 8 hours and when they update the personnel policy they will make certain this is made clear.

Demi reported town guardrails (end caps) have been repaired.

Sign 2018 V-Trans Paving Grant T. Dreisbach motioned and C. Noble seconded to authorize Larry Trottier to sign the 2019 V Trans paving grant for $109,450.50 to pave part of Dairy Hill and Fox Stand and Bridge Street Bridge decks. Motion passed 4-0

Vermont Municipal Employees Retirement System T. Dreisbach motioned and S. Conrad seconded for the The Town of Royalton to participate in Vermont Municipal Employees Retirement System effective October 1, 2018. The Town of Royalton will offer Plan Group “A” to all eligible employees and elected officials employed on a regular basis who meet the hour’s requirement of not less than 24 hours per week and for not less than 1040 hours in a year. Motion passed 5-0.

Accounts Payable the Selectboard reviewed and approved Accounts payable as prepared by town treasure LuAnn Bingham.

Meeting Minutes 05/22/2018 tabled for another meeting.

New Business Sandy attended a meeting hosted by the Vermont Council on Rural Development. Representatives from four towns (Royalton, Strafford, Sharon and Tunbridge attended to discuss economic growth. She would like to put this on the agenda for the next Selectboard meeting to discuss participation by the Selectboard in future forums.
Chris who is a town representative on the EC Fiber Board announced full build out of Royalton in 2019 for internet connectivity,

Meeting Adjourned 10:15pm
Respectfully submitted by,
Town Administrator Rose Hemond
Town of Royalton
Timeline for Royalton Memorial Library
06/12/2018

2014

- Royalton Memorial Library contracted with the architectural firm Breadloaf Corporation to design the Royalton Memorial Library Historic Expansion Project for $12,000.00. Paid out RML Capital Campaign Fund

- Breadloaf Corporation presented a design of the Royalton Memorial Library Expansion Project to the trustees with an estimated cost of $1.5 million.

2015

- Royalton Memorial Library terminated the contract with Breadloaf Corporation

- The Royalton Memorial Library enters into a contract with Architect Jay White to design the Royalton Memorial Library Renovation Project. Jay was paid $44,662.40 in Architectural fees and Engineering fees between July 2015-May-2016. Paid from RML Capital Campaign Fund

- 2015-2016 The Royalton Memorial Library Trustees worked with architect Jay White on the Royalton Memorial Library Renovation Project. The Royalton Selectboard was not involved as this project was still considered to be funded by private donations. The Royalton Selectboard was informed by former Royalton Memorial Library Trustee President Cyndi Gates that no tax payer dollars would be used for this project.

2017

- **April**- the Royalton Memorial Library starts posting meeting minutes online. They do not adhere to the open meeting law that requires minutes to be posted within 5 days of meeting.

- **August** - The Royalton Town Clerk received a petition requesting a bond vote for $750,000.00 for making library repairs and construction of an addition

- **September** - The Royalton Selectboard approves to move forward with a $750,000.00 bond vote for the Royalton Memorial Library Renovation Project

- **September** the Royalton Memorial Library Trustees mail a letter to Royalton voters claiming the amount needed to be borrowed will only be “$290,000.00 out of the $750,000.00”

- **October** Public Hearing on 10/17/2018; Royalton Memorial Library Trustee President Cynthia Dalrymple informs the audience at the public hearing for the library bond vote that “the library will not borrow more $290K of the $750K

- **October** the Royalton Memorial Library Bond vote passes with 374 out of 512 votes which represents less than 17% of the voting population of Royalton.
2018

- **January** Harper Environmental reports asbestos in the window glazing at 23 Alexander Place. Report claims no hazardous waste abatement needed because "the windows will not be disturbed during renovation. The building specs include many window replacements.

- **February** the Royalton Selectboard enters into a contract with Architect Jay White for the Royalton Memorial Library Renovation Project. This contract replaces the contract between the Royalton Memorial Library and Jay White. Page 2 of the architect contract signed on 02/27/2018 states the "estimated construction costs of the project is $716,547.00"

- **March** Royalton Memorial Library Renovation Project goes out to bid.

April 2018

- **04/05/2018** Four bids are received on 04/05/2018 for the Royalton Memorial Library renovation Project: Trumbull Nelson $1.154, 568.00, VMS Construction: $1,090,000.00, Upland Construction $1,025,000.00, and Wright Construction $1,198,898.00.

- **4/05/2018** the Royalton Selectboard discussed at a publicly warned special meeting the 4 bids that were received for the library project. Library Trustees Cynthia Dalrymple and John Dumville attended as well as Architect Jay White. The Selectboard met in an open session from 7pm to 8:30pm with Cynthia, John and Jay. Jay offered to go back to Upland Construction to renegotiate lower building costs based on a scaled down scope of work. The Selectboard requested later at that meeting after Jay left that Jay go back to all 4 bidders and allow them the opportunity to re-bid on the scaled done scope of work.

- **04/09/2018** The Royalton Selectboard office received a U.S. EPA Notification of Demolition and Renovation that was dated 04/05/2018 and completed by Harper Environmental that listed Jay White Architect as owner of the building at 23 Alexander Place and Upland Construction as the "other operator" and the "waste transporter. The Selectboard had not awarded any bid at this time.

- **04/10/2018** The Selectboard discussed concerns over the large increase in project costs, and whether the bid process was conducted uniformly with all bidders. The Selectboard decided to retain an independent advisor to offer them guidance on the Royalton Memorial Library Renovation Project.

- **04/11/2018** The Selectboard held a publicly warned special meeting and spoke with Architect Jay Barrett in executive session to "**discuss contracts and doing so in a public session would place the town at a disadvantage.**" The Selectboard hired Jay Barrett as a consultant and agreed to contact town Lawyer Paul Giuliani "to review Jay Whites' contract with the Town of Royalton and advise the Selectboard on termination options.

- **04/13/2018** The Selectboard held a publicly warned special meeting and (From Meeting Notes)
C. Noble motioned and G. Lyman seconded to terminate the agreement as provided in Section 9.5 of the January 11, 2018 Architectural Services Agreement between the Town of Royalton and Jay White Architect, PLC which states:

“The owner may terminate this agreement upon not less than seven days’ written notice to the Architect for the Owners convenience and without cause.”

The Royalton Selectboard will mail a letter (certified return receipt) to serve as notice of the Town’s election to terminate the Agreement, effective seven days from the date hereof. (04/13/2018) The Town will not be responsible for the payment of any services furnished under the Agreement on and after the date of this termination notice. Motion passed unanimously.

T. Dreisbach motioned and C. Noble seconded for the Royalton Selectboard to take a short “time out” on the Royalton Memorial Library Renovation Project and publically review all alternatives to best support the Royalton Library, and stay within the funding means approved by the town. Motion passed unanimously.

4/14/2018 Library Trustee Chair Dalrymple and Architect White were informed by phone, by Selectmen Dreisbach and Noble respectively, of the decisions made the prior evening of 4/13.

- 04/19/2018 Architect Jay Barrett sends an email to the Selectboard with his preliminary Comments and Observations which are posted on the town Website LINK in his email he states “Basically, wearing both my architectural and select board hats, I don’t see the proposed addition as a good expenditure of public money,”

- 04/23/2018 the Town contacted the Vermont Municipal Bond Bank to start the application process for $750,000.00 bond. The town was informed by the executive director of the bond bank in regards to the Royalton Memorial Library letter that was mailed in October 2017 ” that makes it pretty clear that the anticipated borrowing is only $290k—very susceptible to challenge We’d ask counsel to comment on legal repercussions, but we would certainly take the letter into consideration. “

- 04/23/2018 The town consulted with Attorney Paul Giuliani in regards to filing a loan application at this time and Paul’s response was: “Keep in mind that, in order for the Town’s bonds and bond anticipation notes to be issued as tax-exempt obligations, certain representations have to be made at the time of issuance. Among the relevant representation in this situation is one that the Town reasonable expects that it will enter into binding commitments to make the library improvements within six months of the date of issue, and that the Town will expend all bond proceeds on the project within three years of issue. I don’t know how that representations can be made in good faith without 100% of project funding being in place.” The town does not file an application for the bond.

- 04/27/2018 Bruce Martin, Director of Vermont Fire Safety, stated in a Valley News article that “The Vermont State Fire Marshal’s Office says it has not been cracking down on fire code violations” Despite the claims that they were issuing waivers and about to close down the library. The Selectboard office was informed by Bruce Martin unless there is a serious threat to life they will not close down the library.
May

- **05/02/2018** The Selectboard held a publicly warned special meeting at the South Royalton School to with Architect Frank “Jay” Barrett and Attorney Paul Giuliani present. Over 60 people attended. Architect Jay Barrett stated to the audience that his recommendation was to stay the course with the current project. This was in direct contradiction to what he told the Royalton Selectboard. The library states they hired Montpelier Attorney Dan Richardson.

- **05/04/2018** A Valley News Article quotes Royalton Memorial Library Attorney Dan Richardson “When the costs of the project rose, Richardson said, the “Selectboard reacted as you would expect a Selectboard to react.”

- **05/29/2018** The Town files an 6 month extension request for the State of Vermont CDBG Grant (elevator)

- **06/12/2018** The Royalton Selectboard will discuss at their regular meeting selling 23 Alexander Place to the Royalton Memorial Library Association for $1.00. This will allow the Royalton Memorial Library to continue with their project. This would simplify matters and three of the four grants are already in the libraries name. The CDBG grant will still be pursued by the town for the library.
Royalton Memorial Library Renovation and Addition
66 Safford Street
South Royalton, Vermont

Preliminary Comments and Observations
April 19, 2018

I have taken the opportunity to review the architectural drawings for the above referenced proposed project, dated January 4, 2018, as prepared by Jay A. White Architect, of Burlington, Vermont. Several comments and observations to formulate my approach and initiate the discussion. These comments come from examining and thinking about this matter with the mind of both an experienced architect and planner, as well as through the lens of a long serving member of a community select board in the region: twenty-four consecutive years of service to the Town of Fairlee, Vermont. And it is from both of these perspectives that I ask myself how best can the Town of Royalton achieve their end goals in the most cost effective and value added manner, while planning long term for future community needs and aspirations.

Overall the design scheme put forward by Mr. White appears competent and, given the existing physical limitations and circumstances of the present building and site, is probably not too dissimilar to the approach that I or other experienced architects might have taken with the assignment at hand – expanding the existing public library building and satisfying certain handicapped accessibility and building code issues. However, with that said, there are inherent with the existing building and site circumstances which make meeting these objectives very problematic and not cost effective.

First, it needs to be acknowledged that the existing lot upon which the present building is situated is a relatively small land parcel, and a corner lot at that, which offers only modest building expansion opportunities. Furthermore, to the northeast is situated the South Royalton Fire Department’s fire house facility; and to the southeast is a private residence. Somewhat compounding this is the fact that the easterly side property boundary line, adjacent to the above mentioned private residence, is irregular compared to the remaining three property boundary lines of the library lot.

The modest size and configuration of the existing developed lot does not allow for any amount of on-site parking or loading, either presently or the possibility of such being developed in the future. As a result, all vehicular parking for library patrons of the library is presently, and will continue to be, out in the street along the edge of the curb, adjacent to a street intersection. Nor does the site allow for proper loading space for handi-capped accessible car or van parking.

The existing library building measures approximately 33 feet across the front, and 37 feet along the side, and is placed in the center of the lot, about equal distance from adjacent property boundary lines, in both directions. This further limits cost and space efficient expansion opportunities. In fact, it can be argued that the overall architectural design of the existing building was not really conceived in a manner to readily allow for future expansion given its placement on the lot and the use of a hipped roof.

Given the design of the original building and the fact that it is multi-level, with the first (main) floor significantly elevated above the street level, this obviously presents handi-capped accessibility code
issues for not only the present building, but potentially for any expansion of the facility as well. And, it should be kept in mind that in multi-story buildings the loss of a certain amount of floor space is necessary to accommodate vertical circulation purposes that would typically not be required for a building that is all on one level, and close to the surrounding grade. Simply stated, stairwells, elevators, and related passage-ways and corridors all take up potentially valuable floor space repeatedly at each story. And, because the existing building, as well as the addition, is multi-storied and wood framed, the state building code requires the installation of an automatic sprinkler system. This not only represents an additional cost, but requires a room that is set aside for the sprinkler water entrance and associated controls.

The area of each floor of the existing building is approximately 1,222 gross square feet; and the area of each floor of the proposed new addition is 830 gross square feet. Reviewing the current floor plans of the proposed work in both the existing building and the new addition, given all of the above comments and observations, one is forced to ask the following question: what is actually being gained, at what cost, and to what degree of efficiency or value per dollar spent? Towards that end, consider the following points:

- Of the total 830 gross square feet of the lower level space in the proposed new addition, only about 290 square feet, or about 35%, is allocated to additional library space. The remainder is consumed by stairway, sprinkler room, rest room, elevator, and entry way airlock.
- Likewise on the main floor of the proposed new addition, about 488 square feet, or about 58%, is allocated to additional library space. The remainder is consumed by stair, elevator, rest room, and elevator functions.
- Of the upper and lower floor areas of the proposed new addition, only about 46% of the combined new gross floor area is allocated to direct library space (reading room and stack area).
- Within the existing building, approximately 59% of the lower level, and 100% of the main level, is allocated for library space.

More to come – a work in progress.

Frank J. Barrett, Jr., A.I.A.
Architect