



MONTGOMERY
FOUNDED 1780

**Town of Montgomery - P.O. Box 356
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MINUTES of the
REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
Monday, September 19th 2022
6:30pm

Town Office Conference Room (86 Mountain Road)
Recording Available on NWATV YouTube Channel:

https://www.youtube.com/channel/UCwC_GZzdvf5IXG0Rg5Djx-w

In attendance: Charlie Hancock, Suzanne Dollois, Leanne Barnard, Emily Kimball (via zoom); Visitors: Carissa Stein, Donald Crocker, Penny Demar; Larry Leaturneau, Anita Woodward (via zoom)

Charlie called to order at 6:32pm

1. Review and make any changes to the agenda—none
2. Review/approve minutes of the 8/15 and 8/18 board meetings (*board action*)
 - a. Motion to approve minutes of 8/15 as written by Suzanne; 2nd by Leanne; approved 4-0 (Mark abstaining)
 - b. Motion to approve minutes of 8/18 by Suzanne; 2nd by Leanne; approved 5-0
3. Public Works
 - a. Roads and Bridges (*updates*)
 - i. Town Garage Staffing Update (*board discussion*)
 1. Contract Execution (*board action*)—contracts signed by employees, pending board signature this evening
 2. Mark Brouillette update—Dave Tanner started last week, things are going well; crew is hauling sand early this week to get pile up (budget was \$22k, looks like we'll just need \$12k in material). Crew will then turn to putting up 50 loads of gravel and additional 3" stone for spring preparation. Road signs: Sheldon Farm Road stolen, as well as a few others. Nutting is back up. Replacements in works or already in place. Suzanne noted Creamery Bridge still needed; 'Share the Road' signs are up on School Road re: bicycles. Loader repairs in works. Truck 2 going in for repairs (reprogramming sander), under warranty.

- ii. Longley Bridge TAP (*update*)
 - 1. Supplemental funding available via Stormwater Mitigation grant application (*board action*)—tabled until October 3rd when full budget and application available; need to address match req
 - iii. Dreissigacker Petition to throw up Class IV Road extension off Deep Gibou (*discussion, potential board action*)—board discussed request and process described in statute. Board scheduled inspection for Tuesday 9/27 at 4:30pm
NOTE: This has subsequently been postponed until October 22nd due to statutory process
 - iv. Purchasing Policy: Culvert installation expenditure approval (*board action*)
 - 1. Changing Amidon and Rt. 58 culverts, Avery for \$1,000 (10 hrs work)
 - 2. Motion to approve expenditure by Leanne; 2nd by Suzanne; approved 5-0
 - v. Purchasing Policy: Tire expenditure approval (*board action*)
 - 1. Six Tires at \$314 each; \$1,884; Mark got three quotes; Motion to approved by Suzanne; 2nd by Leanne; approved 5-0
 - vi. Additional:
 - 1. White Cap – Fireproof Cabinets (insurance inspection required) \$1,372
 - 2. Vaillancourt – Truck #1 repairs, new hydraulic cylinder, brake shoes, inspection \$3,727.50
 - 3. HP Fairfield – Truck 1 tailgate lock assembly – board questioned shipping on Invoice listed at \$788
 - 4. Motion to approve White Cap and Vaillancourt expenditures made by Suzanne; 2nd by Leanne; 5-0
 - vii. Cote Road offer of dedication (*board action*)
 - 1. Mark and Don presented
 - 2. Motion to adopt the Irrevocable Offer of Dedication and Warranty Deed of Easement by Mark; 2nd by Suzanne; approved 5-0
- b. Buildings and Grounds
 - i. 98 Main Street, USPS operations (*discussion*)—Charlie is in continued discussion with facilities personnel at USPS
 - ii. ATM Lease Renewal—TD has exercised 1-year lease extension (expiring November 2023)
 - c. Water Commission (*update*)—no updates

4. Visitors

- a. Alan ‘Penny’ Demar
 - i. Penny introduced himself, running for Franklin-7 house seat; took questions from the board and visitors
- b. Carissa Stein (see below—*Conservation Commission*)
- c. Larry and Anita
 - i. Asked about website upgrades – Emily response work is almost wrapping, working with Zach; Emily will bring product for review October 3rd; live shortly after that

- ii. Asked about Manosh Property at end of Rt. 58—at stand still; fire marshal will not condemn the building; zoning has sent letter; tax sale potential is pending. Can we look into a seizure of the property given the health hazards?
- iii. Asked about Regan Road pump station—pending landowner discussion
- d. Sue Wilson – nothing for Visitors this evening

5. Old Business

- a. Municipal Wastewater and Streetscape Projects (*update*)
 - i. Charlie provided update of survey work status; hydro-geo; appraisals and land purchase; upcoming loan document execution; ordinance drafting and details/questions from Public Hearing (connection reqs and metering).

6. New Business

- a. Conservation Commission – Flood Access and River Dynamic Assessment for Town owned land (discussion, potential board action)
 - i. Carissa presented opportunity to partner with FCNRCD to look at floodplain aspects re: flood resiliency and retention; modeling runs scenarios on rain fall events to look at alternatives; analysis would be ready 2024, potential action steps would follow; next step to involve River Conservancy, State, and FCNRCD; potential for river corridor easement; question re: cost—Lake Champlain Basin Program, grant due October 12th (NRCD would apply, town is partner); no financial commitment (match, etc) from town required. Carissa will return with grant application on October 3rd.
- b. Purchasing Policy Amendment(s) (*board action*)
 - i. Amend the PP to remove ‘Public Works Director’ purchasing agent and add: Road Commissioner as a purchasing agent; add Road Foreman as purchase agent limited to purchases under \$1000. – moved by Suzanne; 2nd Leanne; 4-0-1 (Mark abstains)
 - ii. Mark requests budget report once a month
- c. Board of Listers appointment to finish Cluba Term (*board action*)
 - i. James Walsh nominated (for remainder 3-year term expiring 2024)
 - ii. Charlie nominate James; 5-0
- d. Recreation Board appointment to finish Erwin term (*board action*)
 - i. Tiffany Jones nominated (for remainder 3-year term expiring 2025)
 - ii. Charlie nominate Tiffany; 5-0
- e. FY23 Grant-In-Aid project assistance from NRPC
 - i. Mark moved to accept agreement; seconded Suzanne; 5-0

- f. Overweight Truck Permits (*board action*)
 - i. Kilburn Transport
 - 1. Motion to approve by Mark; seconded Leanne; 5-0
 - g. Liquor/Tobacco Licenses (*board action*)
- 7. Open Mail / Sign Orders / Administrative Matters
 - 8. Review Action Items for Board Members
 - 9. Adjourn
 - a. Motion – Suzanne; 2nd Leanne; 5-0

Meeting adjourned at 8:03pm

PURCHASING POLICY

TOWN OF Montgomery

Adopted June 6th, 2022; Amended September 19th 2022

PURPOSE. The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Montgomery at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

AFFIRMATIVE ACTION AND LOCAL PREFERENCE. Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the Town may not exercise a preference for local businesses.

CODE OF CONDUCT. Employees, officers and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, officer or agent,
- any member of his or her immediate family,
- his or her partner, or
- an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the Town who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly-warned Selectboard meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the Town will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub -agreements.

Officers, employees and agents who fail to follow the above Code of Conduct may be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

DOCUMENTATION. Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PURCHASING AUTHORITY.

Purchasing Agents. The following employees are designated to act as Purchasing Agents for the Town:
Municipal Clerk
Municipal Treasurer
Road Commissioner
Road Foreman (authority limited to Incidental Purchases)

Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

Incidental Purchases. Employees who have been designated to act as Purchasing Agents may make purchases of up to \$1000 without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town. If the purchase is regarding a service (rather than a material item), the purchasing agent must obtain a written estimate of the cost prior to authorizing the work.

Minor Purchases. Employees who have been designated to act as Purchasing Agents may make purchases with a value between \$1001 and \$5000 only with prior approval of the Selectboard and are limited to the amount of the budget authorized by the Town. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

Major Purchases. All purchases over \$5000 require prior approval of the Selectboard. The Selectboard shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between \$5000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$150,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

For all major purchases with a value between \$2500 and \$10,000 price and rate quotations shall be obtained from at least two qualified vendors to ensure that the Town has received a fair and reasonable price. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town.

Large purchases with a value of \$10,000 or more must follow a sealed bid process as outlined below.

Purchases at or exceeding \$150,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process **as outlined below** and also follow any procurement guidance as outlined in the grant agreement.

SEALED BID PROCESS. The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Selectboard or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.

BID SPECIFICATIONS. A list of bid specifications shall be prepared for each purchase over \$5000 and shall be available for inspection at the Town office. Bid specifications shall include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. A copy of the proposed contract.
7. Any special requirements unique to the project or purchase.
8. Delivery or completion date.
9. For construction projects, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
10. For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
11. Language that reserves for the Selectboard the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The

Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town office.

BID SUBMISSION. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

BID OPENING. Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Selectboard. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

CRITERIA FOR BID SELECTION. In evaluating bids, the Selectboard will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. Nature and size of bidder.
9. Contract provisions that are acceptable to the Town.
10. For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
11. Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:

12. There shall be no preference exercised for local contractors or suppliers.
13. Minority and women-owned businesses must be included in the solicitation list for the request for proposal.

13. The Selectboard will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

CHANGE ORDERS. If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

EXCEPTIONS. The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

Competitive Proposals. If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

Sole Source Purchases. If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$15,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

Emergency Purchases. The Selectboard may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

Professional Services. The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$50,000

Federally funded non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The foregoing Policy is hereby adopted as amended by the Selectboard of the Town of Montgomery, Vermont, this 19th day of September, 2022, and is effective as of this date until amended or repealed.

Chairperson
