



One Burke

Village Infrastructure and Visioning and Economic Development Meeting

February 24, 2021

Online via Zoom

Dufresne Group
481 Summer Street, Suite 8
Saint Johnsbury, Vermont 05819
Tel: (802) 748-8605

On February 23, 2021 at 5:00 pm, a meeting was held via Zoom video conference to discuss the Burke Visioning and Economic Development Study and Water and Wastewater Study. The following individuals attended:

<u>Individual</u>	<u>Representing</u>
Dan Flanagan	One Burke
Des Hertz	One Burke
Cathie Wheeler	One Burke
Todd Vendituoli	One Burke
Tammy Wagner	One Burke
Kevin Mack	One Burke
Linda Lotti	One Burke
Coralie Curran	Burke Property Owner
Mike Harris	Town of Burke Administrator
Jim Newell	West Burke Unitarian Universalist Society
Laura Malieswski	Burke Chamber of Commerce
Lynnette Claudon	VT DEC
Peter Fairweather	Fairweather Consulting
Andrea Day	Dufresne Group

Andrea Day has prepared the following summary of notes taken at the meeting. Please notify her if you have any corrections or additions to these minutes. Tasks to be completed as a result of this meeting are underlined.

- I. The minutes from the February 2, 2021 meeting were approved
- II. Review of One Burke mission and the original intent of the Village Revitalization Task Force
 - a. One Burke board met last week and reflected on the growth of the Infrastructure Task Force, as well as reviewed initial intent and goals from the VCRD community visit.
 - i. Des shared a slide from the One Burke community visit report and action steps:

1. Engage local leadership about having a community conversation around infrastructure. Ensure that both the Select Board and Village Trustees can hear from the community about its infrastructure needs.
 2. Conduct some basic information gathering that can inform the approach and future surveys. Contact Northeastern Vermont Development Assn (NVDA) and review the State Natural Website to learn more about Burke's current infrastructure.
 3. Develop various survey instruments to gauge citizens' infrastructure capacity and needs for the future. Survey can be disseminated in a variety of ways (paper, mail, online).
 4. Based upon informal needs assessment, the Village Trustees should draft an RFP (Request for Proposals) for an engineer to perform study of needs/potential water/wastewater systems in Burke.
 5. Simultaneously work with USDA Rural Development to develop a Planning Grant application that can support the study or the contact the Vermont Agency of Commerce whose Municipal Planning Grant can also be used.
 6. Throughout the process, call on technical assistance providers to help you navigate various steps and funding opportunities (RCAP, VT Rural Water, NVDA, USDA Rural Development).
 7. Contact Clay Purvis of the Public Service Department to help the community understand the resources available to improve its telecommunications needs. He should be invited to a community meeting along with representatives from various phone/internet service providers.
- ii. Have done well with items 2-6, Mike Harris has helped #1
 - iii. Item 7 – telecommunication needs haven't been worked on yet – goal for future
 - iv. Task force work is meant to be community driven. When action steps are completed – which direction next?

- v. Peter suggested next steps – morph into more of “Village Vitality” task force. If infrastructure moves forward, a vitality task force could help steer growth.

III. Visioning/Economic Development Study – Fairweather Consulting

- a. Additional public input needed as the study moves towards completion.
- b. Buildings at the South end of the village need revitalization but the Church project can act as a catalyst to make other investments in the village more likely.
- c. Difficult conditions for gathering public input but perhaps presenting to Select Board may be a place to start.
 - i. Mike Harris agreed the Select Board may be a good start, and can also invite village trustees.
 - ii. Start with status update and initial report presentation to Select Board.
 - iii. Start with presentation to Select Board and Trustees then try and gather input from online forums.
 - iv. Mike Harris to assist with facilitating the meeting with Select Board and trustees at the April meeting.
- d. Ideas discussed for gathering public input included:
 - i. Email survey? Mike Harris has been working on an email contact list. It has about 400 contacts.
 - ii. Posting information on Town website to try and gather feedback?
 1. Survey Monkey
 2. One Burke Facebook page
 3. Town Facebook page
 4. Burke Community forum
 5. Front Porch Forum
- e. Any Q&A at Town Meeting?

- i. Des provided the summary for the Town Report.
 - ii. Des has reached out to see about getting on the agenda – Mike Harris can help facilitate that – it will be Zoom online. Frame it as more of an update looking at progress of the goals from One Burke community visit.
- f. Status of the Unitarian Church in West Burke
- i. Greg Gossens looked at the Church today.
 - ii. Jim Newell and other members met with Greg this morning – discussed access and bathrooms. Greg felt upstairs wasn't suitable for a bathroom due to impacts to aesthetics. Perhaps a future addition to provide a lift.
 - iii. Greg thought the building was in very good condition – will come up with a list of items and put together a proposal for Ben Doyle with the options.
 - iv. The deadline for the Preservation Trust of Vermont is coming up; due March 22nd.
 - v. There is ample room in the basement to expand/modify the existing bathrooms to be ADA compliant, would like to figure out an option for accessing ADA bathroom in basement from upstairs.
 - vi. Pursue grants as they come available and work on list.

IV. Water & Wastewater Study

- a. East Burke property owner contact update
- i. Permission given for investigation of 2 of the 4 properties in East Burke. This aligns with the original plan, to investigate 2 sites. State working on Environmental Clearances to allow investigation in the Spring.
 - ii. Next steps:
 1. Work with the State to get clearance for on-site investigations. Hand auger investigations can be completed in the Spring before environmental clearances are in place.
 2. Develop alternatives for collection and pumping (where necessary) of wastewater in West Burke.

- b. Coordination with Kevin on Burke Mountain wastewater capacity.
- c. Lynnette reviewed environmental clearance status. Will be working on paperwork Thursday and will send info to Mike for Town signatures
- d. Ground thaws May – June.

V. Other Items

- a. One Burke non-profit status?
 - i. One Burke – decided to pursue 501c – non-profit status.
 - ii. Working with Town and Village on funding will still be very important.
 - iii. One Burke looking for assistance from local attorney, Mike Harris offered to help with setup of 501c 3, One Burke structure is already well setup to move into 501c status.
 - iv. Want to make sure bylaws and mission is broad enough to allow for flexibility.
- b. UVM research project potential
 - i. UVM made a grant application to study historic properties in villages that are having WW studies – looking to install monitors to measure moisture
 - ii. NSF Smart and connected communities related to sensors
 - iii. UVM will be in touch
 - iv. Mike Harris can assist with the site selection.
 - v. Doug Porter is the contact at UVM - structural professor.
- c. Project based TIF proposal is in legislature. DEC to give testimony on village WW initiative.
 - i. Montgomery looked into TIF – but for language requires funding to be set up to accommodate.
- d. James Newell suggested being prepared to apply for grants for COVID relief funding
- e. The next meeting is scheduled for March 23rd at 5 pm.

i. Andrea to send save the date.