

**Town of Hartford, Vermont Meeting  
Pool Advisory Committee**

**Minutes  
Tuesday, June 19, 2018**

Present: Scott Hausler, Skip Nalette, Hilde Ojibway, David Sherman, Joseph Trottier, Joe James, Mike Vanasse, Brett Mayfield. Also attending Chico Eastridge from CATV (public access television) to record video images of the pool.

Unable to attend: Kim Souza, Chris Hamilton, Steve Lagasse, *Scott Snyder.*

The meeting started at 7:00 pm at the Sherman Manning Swimming Pool. Scott Hausler provided a tour of the pool facility and pointed out some of the features. The tour started with a discussion of the gutter system and the problems with water loss from that system. Committee members then moved to the interior (surface) of the pool to see the many areas that require patching and there was a discussion of the general maintenance of the pool over the years. Scott explained the drainage system and how the pool is maintained during the winter months. We then went into the service building to see the filtration room. The space also included some storage and was used for staff changing in the past. Finally, members toured the locker room area within the fitness center building that is adjacent to the pool.

The on-site tour was completed at 8:00 pm and then committee members reconvened the meeting at the town hall.

Minutes of the June 12<sup>th</sup> meeting were reviewed. Motion duly made and passed to approve the minutes of 6-12-18. Scott Hausler reported that once the minutes of a meeting are approved, they must be signed and dated. Future draft meeting minutes should include lines for signature and date.

The discussion then moved to how best to conduct the interviews for the two consulting firms that are being considered to complete the outdoor pool assessment. The interviews will be held on the third floor of the Hartford Municipal Building (room number to be determined) on the evening of Tuesday, June 26, 2018:

6:00 pm SE Group (Burlington, VT)

7:00 pm Weston and Sampson (Waterbury, VT)

The majority of the committee's discussion involved developing questions for the interview. The proposed questions are included in the attached form "Pool Consulting Firm Interview Questions".

There was a discussion about the agenda for the meeting. It was agreed that we that committee members should meet at 5:30 pm – a half hour prior to the interviews to make sure that all committee members have a good understanding of the process and questions to be asked of each firm.

There was a motion, seconded and voted in favor to adjourn the meeting at 8:52 pm.

*Draft minutes of 6-19-18 to be reviewed at meeting 6-26-18. Any changes noted and signed by Chair or Recording Secretary.*

*Minutes were reviewed at 6-26-18 meeting. Any changes or corrections:*

*With the corrections noted above, minutes were approved:*

Signature: \_\_\_\_\_

Date: 6/26/18

## “Pool Consulting Firm Interview Questions”

**(The questions will be divided or rotate among committee members based upon who is actually in attendance for the interviews. Names in italics are placeholders.)**

### **Broad/introductory questions:**

*Hilde Ojibway* (or \_\_\_\_\_):

Can you tell us the reasons why your firm would do the best job at assessing our current pool?

*Scott Snyder* (or \_\_\_\_\_)

What do you know about Hartford’s current swimming pool?

*Kim Sousa* (or \_\_\_\_\_)

What do you know about the Town of Hartford and its potential needs for a public swimming area?

### **About the assessment:**

*Skip Nalette:*

Can you please describe the process that you recommend for completing the pool assessment?

### **Follow-up details on the assessment process (if not clear from the firm’s response)**

*David Sherman:*

How to assess the facility itself? If there is any destructive testing during the process, who/how is that repaired?

*Chris Hamilton:*

What would be the timeline to complete the assessment?

*Joe James:*

How would they assess community perspectives on a pool? (i.e. seek community feedback on future need.)

*Mike Vanesse:*

Personnel within the firm who will be directly involved  
(What are their qualifications and experience?)

*Joe Trottier:*

What are your opinions on the relative benefits of different types of gutter systems – specifically gunite vs. stainless steel?

What are the benefits of various chemical treatments for an outdoor swimming pool?

*Joe James:*

What parts of the proposal may be “optional” so that we could reduce costs?

### **Possible Outcomes and Options**

*Steve Lagasse or Hilde Ojibway:*

What is your experience in helping towns make decisions when a facility may have reached a tipping point? (Example: the repair/renovation costs are not justified as compared to advantages of new construction.)

*Joe Trottier:*

Does the firm have any experience in a pool construction process where a new pool was built within the shell of an existing pool? If so, how was that project done?

### **Other questions**

### **Wrap-up, next steps in the firm selection process**

Scott Hausler may explain the process by which the firms will be notified of the town’s decision and the next steps in the beginning the full assessment.