

## DRAFT/UNAPPROVED MINUTES

Duxbury Selectboard Meeting Minutes

7/27/20

ZOOM Meeting

**Selectboard Members Present:** Kevin Garcia (chair), Dick Charland, Jerry McMahan, Mari Pratt, Dan Schillhammer

**Others Present:** Maureen Harvey (Town Clerk/Town Treasurer), Jonathan DeLaBruere (Selectboard Assistant), Jill Smith, Henry Amistadi, David Specht, Myra Perry, Shawnee Perry, Don and Mary Welch, Alan Quackenbush, (802) 244-7313, motoz3

**Call to Order:** 6:00 pm

### Changes to the Agenda:

No additions or changes to Agenda

### Citizens and Visitors to Address Selectboard:

**David Specht-landowner next to Crossett Brook slide; had construction project foreman over to review site and together they selected several locations where on David's property that are suitable to the contractor for disposal of tree stumps. This will cut down on some truck trips up Morse Road during construction. Curb cut determined and contractor will put the entrance to the dump site. David has an e911 address for that curb cut in case there is a need. The dirt pile has been moved and David also put in two water bars to prevent run off onto neighbor's property. David shared he has met all of the responsibilities outlined for him to do. Foreman's name is Taylor**

### Approval of Meeting Minutes:

7/13/20 Regular Selectboard Meeting

Kevin corrected on page 4 just above Ryan Road, to read as follows:

*Kevin-D & K's is in the hands of the attorney and JP Sicard's is being drafted by the town attorney.*

Additionally, omit "raised box" in first paragraph under Ryan Road.

Mari moved to approve SB minutes for 7/13/20 with amended changes

Dan 2nd

No discussion

AIF

Motion passes

7/21/20 Special Selectboard Meeting (minutes taken by Mari Pratt)

On a vote that was 4 to 1, Mari will list who voted yea, nay and abstained.

Jerry moves to accept amended SB minutes for 7/21/20

Dan 2nd

AIF

Motion passes

## **REPORTS**

### **Highway Foreman:**

Kevin shared that woodchips on Dowsville Road have been taken care of by the town road crew. They took an excavator up and it's all set.

Jonathan said he will forward the photos Ben took of the site to Amanda (Army Corps).

Jonathan noted that there are three Army Corps of Engineers who work collaboratively to cover Vermont; they work out of Essex.

Kevin described a gravel issue the town is having with material from Bolton. The gravel sets very fine like sugar soon after it's put down and very dusty, even with application of chloride.

Discussion about where to get gravel from and to try it out (Percy, Hinesburg, Varins).

Appears the gravel from Percy's is holding up well.

There is a big cost difference that is going to throw the gravel budget way off.

Mari shared that Moretown is using Hinesbury and Barre.

Suggestion to try out all three gravel suppliers on three different roads as a test to see how each one holds up.

Today the town excavator had a tire blow out. New pick up truck had to be towed due to a sensor issue that is covered under warranty.

### **Town Treasurer:**

Maureen sent an email to SB regarding grants and keeping track of the financials and trying to have them line up with project costs, reimbursements, etc. Maureen shared her frustration about the process and used Ryan Rd project as an example that Project Financial Management needs to be addressed.

Kevin would like to focus on current projects with this issue, rather than looking at old projects.

Current projects open are:

Crossett Hill Slide

Ryan Road

Salt Shed

Scrabble Hill

Maureen shared that between the Salt Shed and Scrabble Hill projects there is \$1,500 a month being spent, and not sure of the progress that's being made.

Mari suggested that the auditor (Bonnie) can speak with Jonathan (Selectboard Assistant)

Maureen brought up \$12,000 on May flooding.

Kevin-we can learn from our mistakes in the past and move forward.

Maureen-I'm not involved in the Crossett Hill project management; another whole layer has been added on to that project with a resident engineer.

Dick responded that the resident engineer cost is not part of the 5% administrator, but will be part of the project cost.

Golder was part of the A & E

Maureen needs to know what's allowable/eligible and how to account'; what is co-pay and what is reimbursed and what is not.

Dick--all of that paperwork is being handled by Jonathan.

Jonathan shared that A & E by Golder was contracted for \$127,345 and \$104,990 has been spent

Dick asked Maureen if she had breakdown for Crossett Hill.

Maureen stated she hasn't been reimbursed for anything.

Dick requested Jonathan to put it on paper.

Jonathan will call Bonnie tomorrow. He stated that he gave a paper copy of the breakdown for Crossett Hill Slideto each Selectboard member previously.

Dick stated that the town has to be on top of the Crossett Hill construction part.

Jonathan will get all of the paperwork together for the break down of the Crossett Hill project and distribute to Selectboard members.

#### **Selectboard Assistant:**

Mari-Camel's Hump study has been pushed off until next year, but that should be a Selectboard decision. Selectboard voted to put it off, but there was not a date set as to when. How did the date get set and by who?

Kevin-River Road paving will be put on next regularly scheduled Selectboard meeting.

**Camel's Hump study date discussed at next meeting also?**

Crossett Hill has a start date (it was not listed in the meeting)

There is a pre-construction informational meeting with the resident engineer and contractor.

This meeting is open to the public

Scheduled for 8:30 am on Wednesday, July 29, meeting at Town Garage. Jonathan, Kevin, Mari and landowner, David Specht will attend. The meeting will begin at the Town Garage, but will move up to the Crossett Hill Slide site.

Jerry will put notice out on FPF to let Duxbury residents know.

Duxbury is part of the Winooski River Watershed and is eligible for an equipment purchase grant. Equipment options include: roller compactor (town already has one), leaf blower, hydro seeder, jumping jack, **missed this one,** haybale shredder, stone screener.

Ben is interested in the the hydro seeder. The price was quoted as \$7,500. The grant would cover \$6,000 and the Town would pay the remaining \$1,500 as the local match.

Kevin is questioning that price on the hydro seeder and thinks it may be considerably higher. He will do some research and move it to the next regularly scheduled Selectboard meeting agenda.

#### **NEW BUSINESS**

##### **Duxbury Historical Society**

Don and Mary Welch requested permission for the historical society to use the town garage parking lot on Saturday, Sept. 12, 2020 during the day, rain or shine for the "Let's Make a Sale" yard sale to raise funds for the Duxbury Historical Society. They described the event that would include a bake sale with individually wrapped items, raising two large tents the night before,

**setting up smaller tents the day of, providing a sign in for contact tracing, mask wearing, social distancing, and thorough cleaning of the rooms and bathrooms at the end of the sale.**

**Mari moved to allow the Duxbury Historical Society to use the town garage parking lot on Sept. 12, 2020 for their yard sale, following COVID guidelines as presented, and cleaning of the facilities.**

**Kevin 2nd**

**AIF**

**Motion passes**

## **Ryan Road**

Kevin decided not to invite John Grenier, (engineer who designed the plan for culvert when it was thought to be a perennial stream situation), to this Selectboard meeting.. At this point the engineer's costs are at \$8,000.

Kevin reached out to Alan May with a phone call and hasn't heard back yet. He's waiting to hear from Alan if the engineer costs will be covered.

Kevin suggests that with the design work they have, to put it out to bid, being up front that the Town has a very tight budget to work with and see if there's any contractor interested in helping us get the price down. The engineer's estimate for the project was originally \$97,000. The grant amount is \$20,000. There is approximately \$13,000 left, plus the Town's match of \$5,000, so have \$18,000 to work with.

Will Alan May put in writing that the Town can use the grant money to pay for the engineer's design now that the Town will not be using the total design since it's more elaborate than is necessary for that location after the hydro study declared it's not a perennial stream?

The state has given Duxbury an extension to complete this work. New deadline is end of October, 2020

Dick asked when did the Selectboard decide to go forward with Ryan Road?

Mari-Board said, "Yes, we wanted to go with engineer and then not construction with that plan when it was found out that we didn't have to use that plan."

Maureen-No one has anything to substantiate the \$20,000 project. There's no documentation or paper trail.

Dick- Originally this was a project the Town was going to do. On Friday, Oct. 18, 2019, Jonathan sent Alan May an email stating that this project was beyond the scope of the Town. Town decided to go with contractor, but didn't go forward.

Jan. 28, 2020 Alan May email chain noting that an RFP was going out for Ryan Rd engineer.

Kevin-Jan. 23, 2020 Hydrological study was done and determined the area was not a perennial stream.

Jan. 27, 2020 Selectboard meeting--may have had a procedural mistake and didn't vote to go forward with an engineer.

Dick-**Date of email?** good meeting on site with contractor and engineers

3/13/20 Grenier Engineering selected

4/13/20 Contract signed

4/15/20 Designed submitted

Kevin-there was supposed to be a follow-up grant, but COVID hit and funding dried up

Kevin-Grenier's design could help contractors make a decision to do this project cheaper. Hopeful a contractor might come up with some suggestions to cut costs. Suggested modifying an RFP that shows the dollar amount the Town has to spend on this project and see if anyone is interested.

Dick-heard from two people; not sure how they can do this work and keep the road open; ditch is very deep.

Kevin- took a look at it with Ben and thought it might take the Road Crew 8-10 hour day digging it out.

Second day get the culvert in. Might need to be closed for two days.

Concern about not being out of the right of way.

Amend RFP with budget amount and see if Board gets any feedback.

Dick-can't be vague with the RFP

Kevin will ask Alan May to put on paper that the engineering costs will be covered, and the Board can move forward from there.

Kevin-may have to have another meeting next week to get an RFP and see what the landowners are thinking.

Dick would also like Kevin to ask Alan if the balance of the funds can be used for [REDACTED]

Kevin-hopefully by the end of this week, Kevin will hear back from Alan May and will let the Selectboard know what he finds out.

### **Town Garage**

Dick--no new information since he presented at the 7/13/20 Selectboard meeting re: \$100,000 rough estimate to replace roof with steel, rather than a membrane. This would also include the back wall in phase 1.

Kevin asks if money could be found this year to address structural issues with the garage.

Should we put an RFP out to bid?

Jerry-If we don't move on it, we will have to contract with someone to shovel the roof again this year.

Mari-we were going to have a bond vote, but we didn't do that correctly (the bond vote wasn't warned properly), and we were going to take out a loan.

Dick-This is a priority

Dick moves that the Town Garage is added to next regularly scheduled Selectboard meeting agenda. Dan seconds. AIF Motion passes

### **Dowsville Connector**

Dick researched the process necessary to reclassify a Class 4 road to a town trail, as per the AOT and VT State Statute. This reclassification will allow the town to no longer hold responsibility for any structures or road maintenance.

The culvert on Dowsville Connector is in bad shape. Need to know if the Town received any state or federal money when the culvert was installed.

Have to have a public hearing and need to specify what part of the road would be changed from Class 4 to Town Trail.

Maureen has mileage certificates; explained that Hayes Road and Mill Street also present the same type of town liability now that they have structures.

Mari-there might be paperwork at the town office when Town tried to reclassify the road a few years back. There are no houses on this road, but landowners wanted it kept as Class 4 so that they would have an alternate route in case.

Dick has the paperwork necessary for reclassifying a road.

### **Bid Opening Process**

Mari read the draft of the bid opening process.

Kevin- the RFPs sent out from now on should include a copy of this process.

Add that a bid can be delivered Attn: Duxbury Town Clerk by hand, by mail or by email.

Move this item to the next regularly scheduled Selectboard meeting.

Kevin asks Board members to read Mari's draft prior to that meeting so it can be finalized.

### **Municipal Volunteers/Old Cubit Property**

Kevin explained that these two items are connected.

The Town is liable for municipal volunteers on town-owned property.

Dan will draft a letter to Crossett Hill resident Ned Dean kindly letting him know that the town-owned pole barn across from his home can't be used.

Dan will draft a letter to the neighbors of the old Cubit property that is now town-owned, kindly letting them know they can't continue to mow the grass on the town property. Currently the neighbor mows the grass and keeps it from overgrowing.

Alan Quackenbush shared that there are some Town Forest projects that need to happen and townspeople want to volunteer to help.

What about Green Up Day?

Town attorney is directing the Selectboard to prevent municipal volunteers on town-owned property.

Possibly a waiver of some sort could be signed by volunteers.

Board discussed what to do with the Cubit property owned by the town. Should it be left to grow wild or turned into a parking lot?

Should the town employees mow the property?

Dick-the Town is obligated to maintain the property--it's part of the grant.

Jill Smith-turning the property into a parking lot is a wonderful idea; in the winter, maybe the plow truck could swing in there; folks go cross-country skiing in that field, etc.

Motion to convert a portion of the Cubic property into a parking lot.

Mari 1st; Dan 2nd

Vote: Yea 4 (Kevin, Mari, Jerry and Dan) Nay 1 (Dick)

Motion carries

Dick wants more information before agreeing to the parking lot.

Kevin-until it becomes a parking lot, should the Town mow it or let it go wild?

Dan-let it go wild

Kevin will reach out to David Specht, Zoning Administrator, to what he thinks about it.

Maureen-the sumac is coming in fast from the back

Discussion about the property's boundaries.

Kevin-need to get ducks in a row, and will be lucky if it's done by the fall.

**Town Plan--Set a date for Public Hearing (Plan is on the town website)**

The 30 day waiting period is up, since Alan presented the plan to the Selectboard. Now a public hearing needs to be scheduled with 15 days notice, and within the 120 day deadline from May 29, 2020.

Kevin-how do we hold a public hearing in current times?

Alan-very few people usually attend these meetings, but could do a ZOOM meeting at the same time having an in-person option for people who want to be physically present (masks, social distancing, etc.)

Kevin-we could move a couple of trucks out of the garage.

Jerry moves The Selectboard will hold a public hearing for the Town Plan to be held at their regularly scheduled Selectboard meeting on Sept. 14, 2020 to be held at the Town Garage

Mari seconds

AIF

Motion carries

**Motion to adjourn (Mari 1st; Dan 2nd)**

**AIF**

**Meeting adjourned at 8:16 pm**

**Respectfully submitted,  
Brenda B. Hartshorn**