

Duxbury Selectboard Meeting Minutes

Monday, October 28th, 2019

Note: The complete audio recording of this meeting may be found at www.duxburyvermont.org

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Jerry McMahan, Kevin Garcia
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:00 PM by Bob Magee.
INTRODUCTION OF SELECTBOARD MEMBERS	Selectboard members introduced themselves and attendees were reminded to sign in using the sign-in sheet.

CHANGES TO THE AGENDA

DISCUSSION	PERSON RESPONSIBLE	DEADLINE
ACTION ITEMS		

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<ol style="list-style-type: none"> 1. Donna Smyers – Sent the required safety plan to the Selectboard for review, and wanted to know if the board would approve the plan. The board stated that they could only take action when an item is listed on the agenda. This will be added to the next Selectboard meeting agenda. 2. Kerry Jackson – Wanted to check on the status of the class 4 portion of Ward Hill road, and if the Selectboard and Highway Foreman had been up to look at if town vehicles could turn around. Kevin Garcia, Selectboard Member, and Ben Andrews, Highway Department, went up and have advised the rest of the board that the road needs to be wider, additional gravel applied to the roadway, and an adequate turn-around created. The board is waiting on correspondence from the town attorney before making an official decision on the upgrade of this section of road. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add to November 12 Selectboard agenda	Jonathan	11/12/19

APPROVAL OF MINUTES

DISCUSSION	Motion by Kevin, Second by Mari, All in Favor of approving the 9/23/2019 minutes as posted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	1. Washington Electric COOP – Putting up new power lines on Turner Hill Road. Motion by Jerry, Second by Kevin, All in Favor of signing the approval form.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Mari, Second by Jerry, All in Favor of approving the Uni-First contract that was presented by Kyle. 2. The final River Road culvert replacement during this construction season will take place on Monday, November 4th, 2019. Traffic will be limited to one-lane during this replacement from the hours of 9:00 AM to 3:00 PM. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: TOWN TREASURER

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	1. Camels Hump Road Scoping Study – Motion by Kevin, Second by Jerry, All in Favor of waiting until the next meeting to choose a design consultant for this project.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Develop new timecard by the next meeting to allow for greater detail	Jonathan	11/12/19
Add VLCT Executive Session Correspondence	Jonathan	11/12/19

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Scrabble Hill Road Alternatives Presentation – DuBois & King, and VHB were present at the meeting to give a presentation on the current status of this project. Motion by Kevin, Second by Jerry, of having the project team move forward with conceptual designs, and environmental review. Board members voted the following way: <ul style="list-style-type: none"> • Kevin – Yes • Jerry – Yes • Bob – Yes • Mari – No 2. VTrans Intersection Analysis – Motion by Kevin, Second by Jerry, All in Favor of signing the letter of support to have VTrans conduct a full analysis of the VT Route 100/Main Street/Crossett Brook Middle School intersection for traffic improvements. The letter of support is attached to the minutes. 3. Transportation Alternatives Public Information Meeting – As part of the application for this grant, it is required that the applicant hold a duly warned public information meeting. The grant will focus on the redesign of the Main Street/River Road intersection to address concerns that have been presented to the town. 4. Grant Anticipation Loan – Motion by Kevin, Second by Jerry, All in Favor of approving the grant anticipation note for a total of \$270,000 for the purpose of paying the invoices from the May 2019 Flood Damage VTrans Emergency Grant. 5. Richardson Road Bid Opening – The following contractors submitted a bid for the work to be completed on Richardson Road as part of the federal disaster declaration from April 2019. Motion by Mari, Second by Kevin, All in Favor of accepting the low bidder, Dale E. Percy Inc., in the amount of \$107,000. <ul style="list-style-type: none"> • J. Hutchins Inc. • Avery Excavation • Pike Industries Inc. • Dale E. Percy Inc. • G and N Excavation 6. Central Vermont Solid Waste District – CVSWMD is applying for a
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grant from the Vermont Agency of Natural Resources – Department of Environmental Conservation for a permanent hazardous waste facility in Central Vermont. They are asking for a letter of support from the Town of Duxbury. Motion by Mari, Second by Jerry, in having the Selectboard Assistant draft and submit a letter of support to CVSWD. Board members voted the following way:

- Mari – Yes
- Jerry – Yes
- Bob – Yes
- Kevin – No

7. **Set November Selectboard Meeting Date** – Motion by Kevin, Second by Jerry, All in Favor of scheduling a Special Selectboard Meeting for Tuesday, November 12, 2019, beginning at 6:00 PM in the Town Garage Meeting Room.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send a copy of the executed grant agreement to all board members	Jonathan	ASAP
Warn and post the agenda for the November 12 Selectboard meeting	Jonathan	11/12/19

OLD BUSINESS

DISCUSSION	1. Mountainview Drive Driveway – Bob Magee asked the board to decide what to do on the matter of his driveway. He has contacted a trucking service, and received a quote. Bob stated that he would like a minimum of five loads of gravel delivered to his house. The board reviewed the state statute, and didn't know how to proceed. They agreed to table this item until the board could speak with an attorney.	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact VLCT regarding the Mountainview Drive Drive	Kevin	ASAP

ADJOURNMENT	Motion by Mari, Second by Jerry, All in Favor of adjourning the meeting at 11:01 PM.	
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Foreman's Report

October 28, 2019

Board Meeting

Road work/Crew work

- Haul Gravel/Stone.
- Work on and finish Pollander Rd.
- Grade River Rd, Stevens Brook, Welch Rd, Crossett Hill, Camels Hump.
- Fix Washouts on Ward Hill and Crossett Hill.
- Clean up trees from 10/17 storm.
- Check roads.
- Replace 3 of 4 culverts on River Rd.
- Get Truck 2 ready for winter.
- Service Trucks 2, 3 and grader.

Foreman Work

- Work with crew.
- Meet with Percy to go over site work for VTRANS Emergency grant.
- Work with CRW on Excavator issue.
- Grade Scrabble hill, Devlin rd. and part of Crossett Hill.

Equipment

- Excavator had boom cylinder re-packed again, as it was drifting so bad it was unsafe to use.
- Trucks 2, 3 and the grader had routine services done.
- The pickup was taken to Welch's for a third opinion and he advised that although it was in very rough shape he didn't see the need to do as much work as Formula Ford and Duxbury Autotech said it needed, including not

necessarily needing a new bed right off. It will still need body work to include the hole in the floor board, rocker panels, fender work, a windshield and backing plates all around the truck. I am estimating around \$2,000 - \$3,000 if not more depending on if anything else is found once it is on the lift. It is scheduled to go to Welch's for a tire changeover and inspection on 11/22.

- Truck 2 blew a left front tire and it damaged the hood and fender, I am in the process of getting that straightened out with the insurance company.

Going forward

- Finish culverts on River rd.
- Get Trucks 1&3 ready for winter.
- Change culvert at the top of Richardson Rd before contract work gets done.
- Install Class 4 roads signage.

Other Items

- Due to the issue with Paydata, Randy was not paid until today 10/28. Which is 4 days late and unacceptable. I believe we need to come up with a solution in case this happens in the future.

Submitted by

Kyle Guyette

Road Foreman

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 4 Oct
1-7 HIGHWAY, FINANCIAL, SPECIA					
1-7-1 HIGHWAY					
1-7-11 ROADS					
1-7-111-0 SAND	47,000.00	0.00	46,499.75	500.25	13,562.50
1-7-111-1 SAND TRUCKING	21,000.00	0.00	22,500.00	-1,500.00	22,500.00
1-7-111-2 Gravel Trucking	6,000.00	0.00	807.50	5,192.50	0.00
1-7-111-A GRAVEL	41,000.00	0.00	17,320.25	23,679.75	7,000.00
1-7-111-B MAINTENANCE STONE	2,500.00	0.00	0.00	2,500.00	0.00
1-7-111-C DITCHING STONE	11,000.00	0.00	10,583.04	416.96	3,768.54
1-7-113-0 SALT	10,800.00	0.00	0.00	10,800.00	0.00
1-7-114-0 CHLORIDE	16,000.00	0.00	16,109.00	-109.00	4,005.00
1-7-115-0 CULVERTS	6,000.00	0.00	11,506.40	-5,506.40	5,563.80
1-7-116-0 SIGNS	3,000.00	0.00	891.25	2,108.75	630.50
1-7-116-1 Rails	5,000.00	0.00	0.00	5,000.00	0.00
1-7-117-0 SUBCONTRACTS	2,000.00	0.00	1,320.00	680.00	0.00
1-7-117-1 Roadside Mowing	8,000.00	0.00	4,125.00	3,875.00	4,125.00
1-7-117-A Muni Road Permitting	1,350.00	0.00	0.00	1,350.00	0.00
1-7-118-0 Engineering	2,000.00	0.00	9,241.50	-7,241.50	7,170.00
1-7-119-0 RENTALS	3,000.00	0.00	1,106.33	1,893.67	406.33
1-7-119-1 ROAD RECONSTRUCTION	4,000.00	0.00	32.00	3,968.00	0.00
1-7-119-A Flaggers	1,000.00	0.00	0.00	1,000.00	0.00
1-7-119-B E-911 SYSTEM	250.00	0.00	0.00	250.00	0.00
Total ROADS	190,900.00	0.00	142,042.02	48,857.98	68,731.67
1-7-12 EQUIPMENT					
1-7-121-0 FUEL	35,000.00	0.00	10,220.37	24,779.63	3,794.13
1-7-122-0 LUBE	4,800.00	0.00	926.98	3,873.02	128.56
1-7-123-0 MAINTENANCE PARTS	5,500.00	0.00	718.95	4,781.05	227.88
1-7-123-A BLADES	7,000.00	0.00	2,225.99	4,774.01	80.99
1-7-124-A Tandem 2014	4,000.00	0.00	2,316.98	1,683.02	644.54
1-7-124-D Grader	5,000.00	0.00	739.59	4,260.41	389.54
1-7-124-E Loader	5,000.00	0.00	810.36	4,189.64	810.36
1-7-124-F EXCAVATOR	3,000.00	0.00	89.80	2,910.20	52.31
1-7-124-G Pickup Truck	6,000.00	0.00	1,731.18	4,268.82	91.62
1-7-124-H Tandem 2016	8,500.00	0.00	7,589.24	910.76	634.92
1-7-124-I CHLORIDE TRAILER	1,000.00	0.00	705.91	294.09	28.97
1-7-124-J Tandem 2019	3,500.00	0.00	15.99	3,484.01	15.99
1-7-125-0 WINTER TIRES	5,000.00	0.00	5,212.20	-212.20	3,723.08
1-7-125-A GRADER TIRE	9,000.00	0.00	0.00	9,000.00	0.00
1-7-125-B CHAINS	5,000.00	0.00	0.00	5,000.00	0.00
1-7-126-0 SUBCONTRACT	0.00	0.00	60.00	-60.00	0.00
1-7-127-0 TOOLS	2,500.00	0.00	1,329.14	1,170.86	294.47
1-7-128-0 RADIOS	1,300.00	0.00	579.82	720.18	404.20
1-7-129-0 Protective Gear	1,600.00	0.00	350.39	1,249.61	118.75
Total EQUIPMENT	112,700.00	0.00	35,622.89	77,077.11	11,440.31
1-7-13 GARAGE					
1-7-131-0 ELECTRICITY	3,000.00	0.00	610.48	2,389.52	0.00

Town of Duxbury General Ledger
Expenditure Report - General Fund
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 Pd 4 Oct
1-7-132-0 HEAT	12,000.00	0.00	1,247.41	10,752.59	72.37
1-7-133-0 TELEPHONE	900.00	0.00	454.07	445.93	115.35
1-7-134-0 MAINTENANCE	2,400.00	0.00	158.44	2,241.56	0.00
1-7-134-1 FABRICATION	3,000.00	0.00	236.80	2,763.20	0.00
1-7-135-0 OFFICE EQUIPMENT	1,300.00	0.00	344.93	955.07	36.95
1-7-136-0 GARAGE WATER	500.00	0.00	90.40	409.60	0.00
1-7-137-0 GRAVEL PIT	0.00	0.00	25,550.00	-25,550.00	0.00
1-7-137-B GARAGE BUILDING REPAIRS	0.00	0.00	3,000.00	-3,000.00	0.00
1-7-138-0 Waste Disposal	2,600.00	0.00	683.93	1,916.07	142.39
1-7-138-A Environmental Disposal	800.00	0.00	0.00	800.00	0.00
1-7-139-0 COMPUTER SUPPORT	400.00	0.00	0.00	400.00	0.00
1-7-139-A GENERATOR	650.00	0.00	643.00	7.00	0.00
Total GARAGE	27,550.00	0.00	33,019.46	-5,469.46	367.06
1-7-14 ROAD CREW					
1-7-141-A Road Crew - Foreman	54,857.00	0.00	17,107.81	37,749.19	1,920.00
1-7-141-B ROAD CREW - FT 1	43,912.00	0.00	9,136.00	34,776.00	1,600.00
1-7-141-C ROAD CREW - FT 2	40,191.00	0.00	13,165.56	27,025.44	2,318.40
1-7-141-D ROAD CREW - PT	7,000.00	0.00	11,030.00	-4,030.00	1,360.00
1-7-142-0 OVERTIME	21,226.00	0.00	400.56	20,825.44	0.00
1-7-143-0 FICA	12,790.00	0.00	3,789.60	9,000.40	532.57
1-7-144-0 WORKMAN'S COMP	19,656.00	0.00	0.00	19,656.00	
1-7-145-0 HEALTH/ DENTAL	61,158.00	0.00	3,710.02	57,447.98	1,500.00
1-7-146-0 RETIRE EXP	6,808.00	0.00	1,720.02	5,087.98	248.12
1-7-147-0 UNEMPLOYMENT	387.00	0.00	0.00	387.00	0.00
1-7-149-0 UNIFORMS	6,000.00	0.00	1,771.22	4,228.78	468.20
1-7-149-A MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
Total ROAD CREW	274,985.00	0.00	61,830.79	213,154.21	9,950.61
1-7-15 FINANCIAL					
1-7-151-0 INSURANCE	16,851.00	0.00	588.31	16,262.69	0.00
Total FINANCIAL	16,851.00	0.00	588.31	16,262.69	0.00
Total HIGHWAY	622,986.00	0.00	273,103.47	349,882.53	90,489.61
1-7-8 SPECIAL - ROADS					
1-7-801-A FEMA - 7/17 flood damage	0.00	0.00	47,582.70	-47,582.70	0.00
1-7-804-B MAY 2019 FLOOD	0.00	0.00	652.26	-652.26	0.00
1-7-804-C SALT STORAGE BUILDING	0.00	0.00	10,441.25	-10,441.25	3,758.85
1-7-804-D SCRABBLE HILL AOT GRANT	0.00	0.00	36,489.95	-36,489.95	3,232.32
Total SPECIAL - ROADS	0.00	0.00	95,166.16	-95,166.16	6,991.17
Total HIGHWAY, FINANCIAL, SPECIAL	622,986.00	0.00	368,269.63	254,716.37	97,480.81
1-8 GENERAL GOVERNMENT					
1-8-2 CLERK, TREASURER, OFFICE					

Town of Duxbury General Ledger
 Expenditure Report - General Fund
 Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 4 Oct
1-8-21 TOWN CLERK AND TREASURER					
1-8-211-0 TOWN CLERK	31,457.00	0.00	9,678.04	21,778.96	1,209.88
1-8-212-0 TOWN TREASURER	27,787.00	0.00	8,549.84	19,237.16	1,068.73
1-8-213-0 FICA	4,532.00	0.00	1,360.72	3,171.28	170.01
1-8-215-0 SEMINARS	2,500.00	0.00	605.00	1,895.00	60.00
1-8-216-0 HEALTH/DENTAL	8,025.00	0.00	2,842.49	5,182.51	764.58
1-8-217-0 RETIRE EXP	1,363.00	0.00	411.32	951.68	51.42
1-8-218-0 ASSISTANT CLERK	20,443.00	0.00	3,690.20	16,752.80	654.24
1-8-218-A ASSISTANT TREASURER	1,049.00	0.00	0.00	1,049.00	0.00
1-8-219-0 FICA	1,644.00	0.00	282.29	1,361.71	50.05
Total TOWN CLERK AND TREASURER	98,800.00	0.00	27,419.90	71,380.10	4,028.91
1-8-22 TOWN BUILDINGS/GROUNDS					
1-8-221-0 ELECTRICITY	1,000.00	0.00	303.93	696.07	0.00
1-8-222-0 HEAT	800.00	0.00	0.00	800.00	0.00
1-8-222-A Water-Town Office	400.00	0.00	88.10	311.90	0.00
1-8-223-0 TELEPHONE	1,450.00	0.00	412.74	1,037.26	102.64
1-8-224-0 MAINTENANCE	3,000.00	0.00	115.00	2,885.00	0.00
1-8-225-A Equipment Lease	1,800.00	0.00	512.00	1,288.00	86.00
Total TOWN BUILDINGS/GROUNDS	8,450.00	0.00	1,431.77	7,018.23	188.64
1-8-23 GENERAL CLERICAL					
1-8-230-0 CLEANING	1,700.00	0.00	585.00	1,115.00	0.00
1-8-231-0 SUPPLIES	2,500.00	0.00	1,187.78	1,312.22	776.44
1-8-232-0 LEGAL NOTICES	750.00	0.00	0.00	750.00	0.00
1-8-234-0 Bank Fees	150.00	0.00	0.00	150.00	0.00
1-8-235-0 POSTAGE	1,700.00	0.00	981.50	718.50	330.00
1-8-236-0 RECORD SUPPLIES & RESTORA	4,200.00	0.00	700.00	3,500.00	0.00
1-8-237-0 OFFICE EQUIPMENT	200.00	0.00	0.00	200.00	0.00
1-8-238-0 COMPUTER HARD/SOFTWARE	1,000.00	0.00	71.99	928.01	0.00
1-8-239-0 COMPUTER SUPPORT SERV.	2,750.00	0.00	1,460.81	1,289.19	1,460.81
Total GENERAL CLERICAL	14,950.00	0.00	4,987.08	9,962.92	2,567.25
1-8-240-0 Payroll Services	2,000.00	0.00	558.93	1,441.07	116.82
1-8-250-0 Elections	750.00	0.00	0.00	750.00	0.00
Total CLERK, TREASURER, OFFICE	124,950.00	0.00	34,397.68	90,552.32	6,901.62
1-8-3 TOWN OFFICERS					
1-8-311-0 SELECTBOARD	4,369.00	0.00	0.00	4,369.00	0.00
1-8-311-A SELECTBOARD ASSISTANT	22,000.00	0.00	13,093.58	8,906.42	1,773.30
1-8-311-B SELECT BOARD ASSINT EXPNS	3,000.00	0.00	2,799.00	201.00	931.49
1-8-312-0 SELECTBOARD EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
1-8-312-A WEB SUPPORT	500.00	0.00	0.00	500.00	0.00
1-8-313-0 LEGAL SERVICES	15,000.00	0.00	1,229.64	13,770.36	1,004.89
1-8-314-0 PLANNING COMMISSION	3,000.00	0.00	0.00	3,000.00	0.00
1-8-315-0 Development Review Board	300.00	0.00	124.50	175.50	0.00

Town of Duxbury General Ledger
Expenditure Report - General Fund
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 Pd 4 Oct
1-8-315-A DRB Admin. Assistant	2,200.00	0.00	320.73	1,879.27	0.00
1-8-315-C FICA	2,440.00	0.00	1,025.15	1,414.85	135.65
1-8-315-D Delinquent Tax Collector	3,331.00	0.00	0.00	3,331.00	0.00
1-8-315-E DRB TRAVEL	350.00	0.00	21.89	328.11	0.00
1-8-321-0 LISTERS	500.00	0.00	43.78	456.22	0.00
1-8-321-A APPRAISAL SERVICES	10,000.00	0.00	2,500.00	7,500.00	0.00
1-8-322-0 LISTERS EXPENSE	150.00	0.00	0.00	150.00	0.00
1-8-325-0 TAX MAPPING	500.00	0.00	0.00	500.00	0.00
1-8-331-0 AUDITORS	167.00	0.00	0.00	167.00	0.00
1-8-332-0 MODERATOR	139.00	0.00	0.00	139.00	0.00
1-8-333-0 BALLOT CLERKS	700.00	0.00	0.00	700.00	0.00
1-8-334-0 BD. OF CIVIL AUTHORITY	100.00	0.00	0.00	100.00	0.00
1-8-342-0 TOWN REPORTS	1,000.00	0.00	0.00	1,000.00	0.00
1-8-343-0 POSTAGE TOWN REPORTS	300.00	0.00	0.00	300.00	0.00
1-8-344-0 RECORDS AUDIT	11,500.00	0.00	555.00	10,945.00	0.00
1-8-348-0 HEALTH OFFICER STIPEND	300.00	0.00	0.00	300.00	0.00
Total TOWN OFFICERS	82,846.00	0.00	21,713.27	61,132.73	3,845.33
1-8-4 LOCAL & REGIONAL 400					
1-8-411-0 WATERBURY FIRE CONTRACT	114,000.00	0.00	0.00	114,000.00	0.00
1-8-411-A MORETOWN FIRE CONTRACT	3,000.00	0.00	3,000.00	0.00	0.00
1-8-412-0 Emergency Management	1,000.00	0.00	0.00	1,000.00	0.00
1-8-413-0 WATERBURY LIBRARY	700.00	0.00	30.00	670.00	0.00
1-8-415-0 CEMETERY COMMISSION	2,700.00	0.00	0.00	2,700.00	0.00
1-8-416-0 DOG Catcher	555.00	0.00	0.00	555.00	0.00
1-8-416-1 Animal Control	500.00	0.00	0.00	500.00	0.00
1-8-417-0 Town Forest	200.00	0.00	0.00	200.00	0.00
1-8-421-0 COUNTY TAX	13,800.00	0.00	6,727.50	7,072.50	0.00
1-8-422-0 Central VT Solid Waste	1,400.00	0.00	1,337.00	63.00	0.00
1-8-423-0 VLCT	2,624.00	0.00	2,624.00	0.00	0.00
1-8-423-1 Central VT Reg'l Planning	1,604.00	0.00	1,604.40	-0.40	0.00
1-8-423-2 State Police Advisory Boa	50.00	0.00	0.00	50.00	0.00
1-8-423-3 Waterbury Ambulance	24,950.00	0.00	24,949.75	0.25	0.00
1-8-425-0 CENT VT. COUN ON AGING	100.00	0.00	0.00	100.00	0.00
1-8-426-0 CENT VT. HOME HEALTH	2,650.00	0.00	0.00	2,650.00	0.00
1-8-428-0 CENT VT. CTR. FOR IND.	150.00	0.00	0.00	150.00	0.00
1-8-429-0 AMERICAN LEGION	150.00	0.00	0.00	150.00	0.00
1-8-430-0 Green Up Vermont	100.00	0.00	0.00	100.00	0.00
1-8-432-0 CIRCLE	200.00	0.00	0.00	200.00	0.00
1-8-433-0 Home Share Now	300.00	0.00	0.00	300.00	0.00
1-8-434-0 WTBY SENIOR CITIZENS	3,000.00	0.00	0.00	3,000.00	0.00
1-8-435-0 DUXBURY FOOD SHELF	625.00	0.00	0.00	625.00	0.00
1-8-436-0 WASH COUNTY YOUTH SERVICE	250.00	0.00	0.00	250.00	0.00
1-8-437-0 PEOPLE'S HEALTH &WELLNESS	250.00	0.00	0.00	250.00	0.00
1-8-441-0 Red Cross	250.00	0.00	0.00	250.00	0.00
1-8-444-0 CHILDRENS ROOM	500.00	0.00	0.00	500.00	0.00
1-8-448-0 Central VT Adult Basic Ed	300.00	0.00	0.00	300.00	0.00
1-8-449-0 FAMILY CENTER/WASH. CTY	100.00	0.00	0.00	100.00	0.00
1-8-450-0 Sex'l Assault Crisis Cent	150.00	0.00	0.00	150.00	0.00

Town of Duxbury General Ledger
Expenditure Report - General Fund
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 4 Oct
1-8-450-2 Wash Cnty Mental Health	150.00	0.00	0.00	150.00	0.00
1-8-450-4 VT RURAL FIRE PROTECT TAS	100.00	0.00	0.00	100.00	0.00
Total LOCAL & REGIONAL 400	176,408.00	0.00	40,272.65	136,135.35	0.00
Total GENERAL GOVERNMENT	384,204.00	0.00	96,383.60	287,820.40	10,746.95
Total General Fund	1,007,190.00	0.00	464,653.23	542,536.77	108,227.77
Total Sand & Gravel Escrow	0.00	0.00	0.00	0.00	0.00
3-7-600-0 EXCAVATOR PMT - KANSAS SB	0.00	0.00	28,140.55	-28,140.55	0.00
3-7-600-1 2016 Tandem pmt - CNB	0.00	0.00	33,622.31	-33,622.31	0.00
Total Capital Reserve Fund	0.00	0.00	61,762.86	-61,762.86	0.00
Total Reappraisal Escrow	0.00	0.00	0.00	0.00	0.00
Total Pavement Escrow	0.00	0.00	0.00	0.00	0.00
Total Cemetary Fund	0.00	0.00	0.00	0.00	0.00
Total Forest Escrow	0.00	0.00	0.00	0.00	0.00
B-7-800-0 River Rd Mit Grant Exp	0.00	0.00	15,939.91	-15,939.91	0.00
Total River Road Mit. Grant	0.00	0.00	15,939.91	-15,939.91	0.00
Total All Funds	1,007,190.00	0.00	542,356.00	464,834.00	108,227.77

**Town of Duxbury
Selectboard Assistant Report
10/28/19 Selectboard Meeting**

1. Grants In-Process

a. Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)

- i. FEMA has submitted a request for additional information to the town. A conference call to discuss this request was conducted on October 4, and the additional information was submitted to FEMA on October 18. A reimbursement request for this project has been submitted for \$38,906.61.

b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19

- i. The alternatives presentation will take place at the regular selectboard meeting on Monday, October 28th, 2019.

c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19

- i. No Update – On hold until the determination on the grant application submitted for the Highway Department materials storage.

d. Camels Hump Road Scoping Study – Transportation Alternatives FY19

- i. A list of design consultants was sent to the Selectboard for review prior to the October 28 meeting. During this meeting, one of the consultants will be selected to submit a request for proposals.

e. River Road Paving – Class 2 Town Highway Road Program

- i. The Highway Department is working on replacing all of the critical culverts on the paved section of River Road in anticipation of this grant. This construction will take place in early 2020.

f. Ryan Road Culvert Replacement – Better Roads FY20

- i. Construction will take place between July 1, 2020 and October 1, 2020.

g. May 2019 Flooding Event – VTrans Emergency Grant

- i. Percy Inc. will be completing the work on River Road, Hart Road, Pleasant Street, and Crossett Hill Road this week.

h. Pollander Road – Municipal Grants-in-Aid Program (Year 3)

- i. The Highway Department has completed this work, and a post-construction site visit with the Regional Planning Commission was conducted on October 18. A reimbursement request for the maximum amount of \$9,390 will be submitted.

i. April 2019 Flooding Event – FEMA (DR-4445)

- i. All of the documentation regarding this event has been submitted to FEMA for review as of October 28. The remaining work to be completed includes ditching, stone lining, adding road material, grading, and adding guardrail to Richardson Road. This RFP was posted on October 21, 2019 with a deadline to submit proposals being October 28, 2019.

2. Grants – Under Review

- a. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20
- b. Duxbury Highway Department Stormwater Project – Municipal Highway & Stormwater Mitigation FY20
- c. Morse Road Culvert Replacement – VTrans Emergency Grant

3. Grants – Currently Writing

- a. Main Street/River Road Intersection Improvements – Transportation Alternatives FY20
- b. Duxbury Road Erosion Inventory – Better Roads FY21
- c. Culvert Replacement – Better Roads FY21
- d. Stevens Brook Road Culvert Replacement – Hazard Mitigation Grant Program
- e. Atwood Road Culvert Replacement – VTrans Structures Grant

4. Special Town Meeting – Bond Vote

- a. A reminder that the public information session for the November 5th special town meeting will take place on Tuesday, October 29th at the Crossett Brook Middle School in the Cafeteria beginning at 6:00 PM. The bond vote itself will take place during a special town meeting on Tuesday, November 5th at the Crossett Brook Middle School in the Cafeteria by Australian ballot from 7:00 AM to 7:00 PM.



6 Green Tree Drive
South Burlington, VT 05403

PROJECT STUDY REPORT
DUXBURY HIGHWAY AND SLOPE STABILIZATION PROJECT
[DUXBURY STP MM19(9)]
ON SCRABBLE HILL ROAD

Prepared for the Town of Duxbury



Ken Robie, PE
October 22, 2019

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- APPENDIX A - Geotechnical Engineering Report
- APPENDIX B - Hydrologic and Hydraulic Analysis Technical Memorandum
- APPENDIX C - Design Recommendations Plan
- APPENDIX D - Traffic Impact Analysis

1. INTRODUCTION

Scrabble Hill Road in Duxbury, Vermont, annually experiences significant erosion during storm events. The Town of Duxbury retained the engineering services of DuBois & King, Inc. (D&K) to design permanent slope stabilization and stormwater management measures to mitigate the issues along this road between Camels Hump Road and Mountainview Road (approx. 0.2 mile). Historically, annual repairs have been necessary to address erosion caused by stormwater runoff due to bank destabilization along this road. It is not uncommon for this section of road to experience stormwater sheet-flow across the road and down the bank on the other side of the road. The purpose of this Study Report is to describe the existing site conditions and suggest recommended improvements for addressing the current stormwater conveyance and slope instability issues.

2. PROJECT LOCATION

Scrabble Hill Road is a local roadway beginning at Camels Hump Road and extends 1.5 miles east, where it dead-ends. The section of road included in this study begins at the intersection of Camels Hump Road and climbs steadily approximately 1,100 feet to the intersection with Mountainview Road. Being in a mountainous environment, the road is on a steep uphill grade (approximately 10%) with steep embankments on either side. The existing land cover in the area is wooded, with a mixture of trees of varying maturity. Lower Scrabble Hill Road is the only route of access for approximately 17 residences on upper Scrabble Hill Road and Mountainview Road.

Streams and stormwater from the area flow to Ridley Brook, which passes under Camels Hump Road just south of the intersection with Scrabble Hill Road.

3. PURPOSE & NEED

The goals of this project are to:

1. Reduce roadway and hillside erosion and the associated sediment transport to Ridley Brook;
2. Improve highway safety and reliability for the users of Scrabble Hill Road.

4. EXISTING CONDITIONS

Survey

DuBois & King performed a topographic survey and developed a base map of the project area for use in developing alternatives to address the project needs.



Right-of-Way (ROW)

Existing highway ROW and adjacent property information for the project area was gathered and is shown on the plans provided as **Appendix C**.

Utilities

The only evident utilities in the project area are on the aerial pole line running along Scrabble Hill Road. Poles are on both sides of the road and relocations will need to be considered due to the proposed improvements.

Subsurface Soils

Sanborn Head performed a Geotechnical Investigation of the project site and provided engineering recommendations based on their findings. The report is provided as **Appendix A**.

Soil borings and test samples were taken near existing drainage structures and in the areas of slope instability. In general, the surficial conditions at the project site consist of fill, sand and glacial till.

Ground water levels were estimated from the moisture of the samples obtained and by water level readings measured at the time of drilling. Levels at the project site varied between 12.4 and 27.2 feet below surface

Hydrologic and Hydraulic

The watershed and drainage characteristics in the project area were mapped, modeled and analyzed to determine the existing flow patterns, volumes and velocities, which are critical to determining the appropriate sizing of ditches and culverts. DuBois & King's Hydrologic and Hydraulic Analysis Technical Memorandum is provided as **Appendix B**.

The watershed is heavily forested with some residential development. The area is steeply graded and soils within the watershed are primarily comprised of Hydrologic Soil Group (HSG) C & D soil types. These two factors result in more runoff due to less favorable infiltration characteristics.

5. RECOMMENDED IMPROVEMENTS

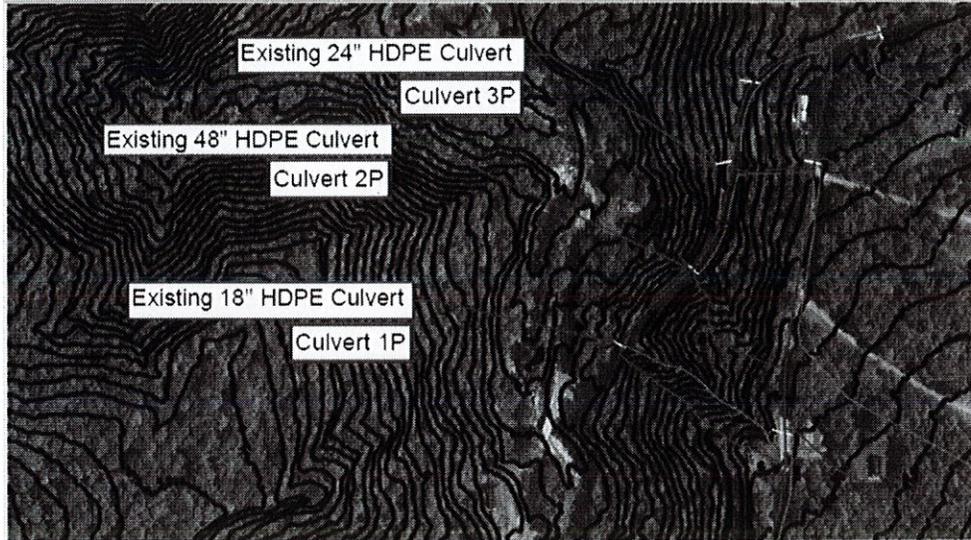
Due to the history of storm damage and the known runoff characteristics, the focus of the recommended improvements is to provide a stable, properly sized stormwater conveyance system through the project area. With the stormwater contained, both the roadway and the hillside can be stabilized and maintained. The following design recommendations are based on the 50-year recurrence interval, or 2% annual exceedance probability storm. The base plans with proposed improvements are provided as **Appendix C**.

Roadside Ditches and Culverts

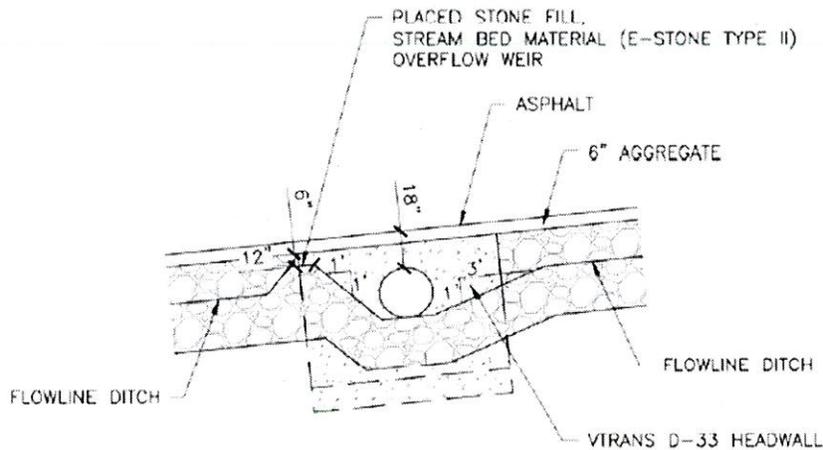
The following recommendations are explained as "Proposed Condition #2" in the Hydrologic and Hydraulic Technical Memorandum:

- Replace Culvert 1P (existing 18" diameter) with a new 48" diameter culvert.
- Retain Culvert 2P (existing 48").
- Replace Culvert 3P (existing 24" diameter) with a new 48" diameter culvert.
- Increase the size of all roadside ditches:
 - 6 feet wide and 1.5 feet deep v-shaped ditches with 2:1 (H:V) side slopes from the bottom of the hill to Culvert 3P

- 8 feet wide by 2 feet deep v-shaped ditches with 2:1 (H:V) side slopes from Culvert 3P to Mountainview Road
- Stabilize ditches with 2 feet of Type II Stone Fill.
- Construct overflow weirs at each culvert inlet to allow water to flow downstream to the next culvert instead of immediately overtopping the road when a culvert gets overwhelmed.
- Add concrete headwalls to Culverts 1P, 2P, and 3P.



Culvert Locations



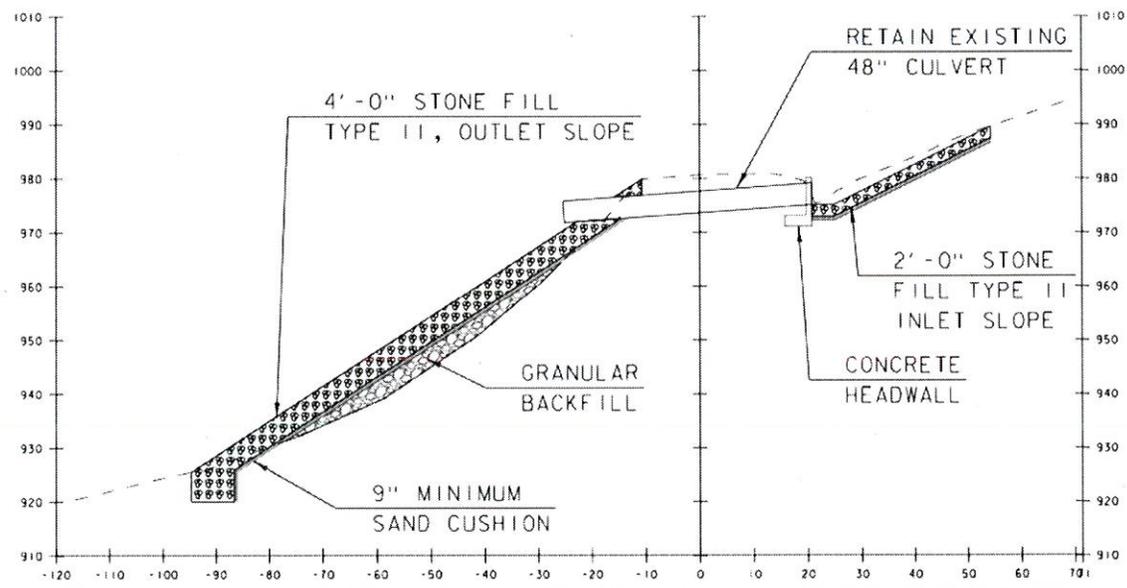
Overflow Weirs at Culvert Inlet

Culvert Channel Stabilization

With such steep channel grades both entering and exiting the culverts, it is critical to stabilize those channels to stand up to the high volume, high velocity flows during a storm event. The cross culverts convey water not only from the roadside ditch, but also from streams flowing down the steep hillside above the roadway. The streams above the roadway have natural streambeds that are relatively stable until they drop to the culvert

inlet basin. The cross culverts each outlet onto a high, steep bank currently experiencing failure due to erosion. At the bottom of the bank, the streams return to a flatter, relatively stable, natural streambed. In order to stabilize both the inlet and outlet channels, the following treatments are recommended:

- Reconstruct outlet slopes with a 4-foot thick Type II Stone Fill blanket extending from the shoulder of the roadway to a toe berm constructed at the base of the stone blanket to key the stone into the existing ground.
- Reconstruct inlet slopes with a 2-foot thick Type II Environmental Stone blanket extending from the culvert inlet uphill to the extent of channel instability.
- Prior to placement of stone fill, all vegetation, topsoil and other deleterious material should be removed from the slope.
- Stone fill should be placed on a sand cushion (9" minimum).
- Select fill should be used under the sand cushion where necessary to build the slope to the proper grade.



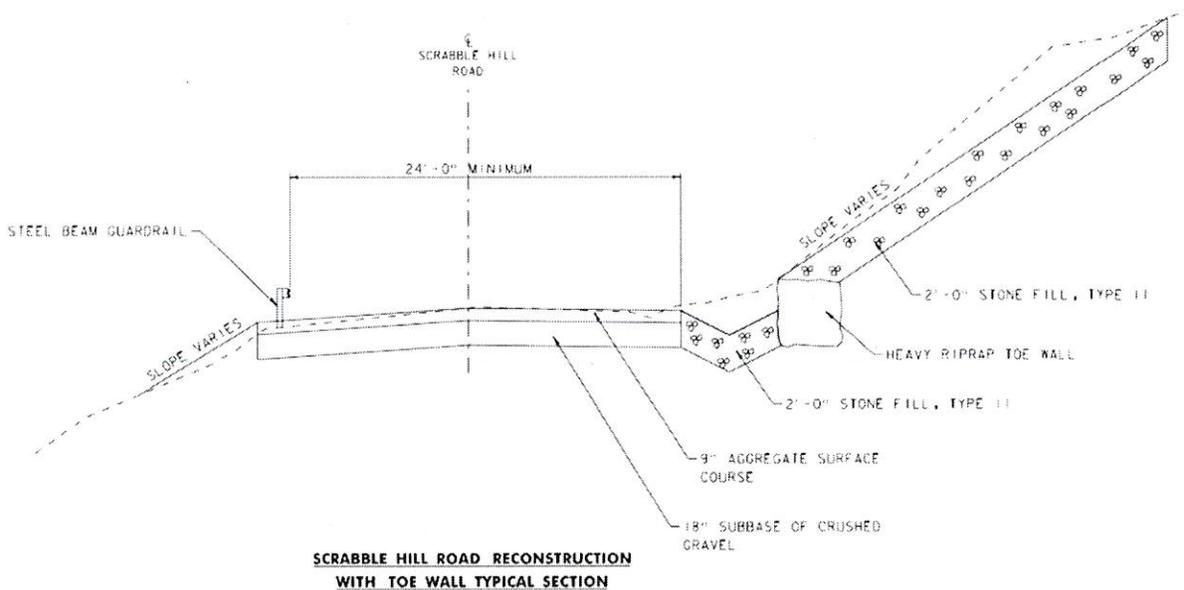
Example Culvert Cross Section

Hillside Stabilization

Both in the existing condition and with the improved roadside ditches, the hillside above the roadway is too steep to be stable in its natural condition. Continued erosion of this slope will occur if stabilization measures are not taken. Due to the variance of the slope and proposed roadside ditch design, the stabilization treatments will need to vary along the length of the slope in an effort to minimize the impact to currently stable vegetated areas. The typical treatment recommendations include:

- Cut slope to the flattest grade practicable and armor with a 2-foot blanket of Type II Environmental Stone.
- Place a stacked heavy riprap toe wall with stone fill above at the back of the new stone ditch in order to minimize the hillside cut.

- Vegetate all remaining exposed soils with appropriate seed mix.



Roadway Reconstruction

In order to provide a safe, stable roadway through the project area, the following improvements are recommended:

- Excavate existing roadbed material and reconstruct as per Duxbury Town Road and Bridge Standards: 24' minimum width, 18" gravel subbase with 9" top course of crushed gravel
- Install guardrail along steep embankment and culvert outlets.

6. TRAFFIC IMPACTS

Considering the suite of potential improvements to Scrabble Hill Road, DuBois & King performed a Traffic Impact Analysis to investigate traffic management options. This analysis is provided as Appendix E.

With the amount and type of work planned for this short section of Scrabble Hill Road, the traffic management option that best serves the construction activities is a road closure. However, as noted previously, Scrabble Hill Road is a dead end road with no other connection to the surrounding highway system, making a long-term closure infeasible. Therefore, it is anticipated that throughout construction the contractor will need to occupy one travel lane in order to perform the necessary work items, stage materials, provide ingress and egress of construction equipment, and provide a safe workzone for both workers and the traveling public. This would result in a one-lane, two-way alternating traffic control approach. If, at the end of each work day, the roadway can be open to two lanes of traffic, then alternating one-way traffic during the work day can be controlled by flaggers. If the lane closure must be maintained outside of working hours, then a temporary traffic control system would need to be installed.

It is possible that short-term (less than a full work day), full roadway closures will be necessary in order to perform certain construction tasks, such as the installation of the new culverts crossing under Scrabble Hill Road. If such measures are required, or deemed advantageous, significant outreach and coordination with the

affected residents and emergency response personnel would be required, such that the timing of closures minimizes risk and inconvenience.

7. ALTERNATIVES CONSIDERED

Throughout the investigations and analyses included in this report, several design alternatives or alternate features were considered that are not reflected in the recommendations above. Those of significant size and variance from the proposed improvements, and the reasons for not pursuing them, are noted below:

Inclusion of drainage improvements along Mountainview Road

Consideration was given to the addition of two or more cross culverts under Mountainview Road in order to divert stormwater away from Scrabble Hill Road, and discharge to Ridley Brook south of the intersection with Camels Hump Road. Though doing such could reduce the volume of water going to the roadside ditches and culverts along Scrabble Hill Road, the reduction would not be great enough to make the measures included in the recommendations above unnecessary. In addition, such a diversion would require the creation of new drainage paths over native ground.

Installation of a new cross culvert on Scrabble Hill Road closer to Mountainview Road

As described in the Hydrologic and Hydraulic Technical Memorandum as "Proposed Condition #2", adding a new culvert uphill of the uppermost existing culvert would reduce the flows required to be handled by the downhill ditches and culverts. Though a benefit to the roadway system, adding this new culvert would require the creation of a new drainage path over native ground for a significant distance in order for the water to ultimately discharge to Ridley Brook. This added cost, property and environmental impact outweighs the benefit of the additional hydraulic capacity.

Increased ditch depth to accommodate greater flows

As noted in the Hydrologic and Hydraulic Technical Memorandum, even with the recommended improvements above, at times of saturated conditions, the ditches may be over-capacity during the 50-year storm event, resulting in water flowing over the roadway. The logical solution to this problem is the installation of deeper and wider ditches. However, with the uphill topography being what it is, deeper and wider ditches would create the need for significantly greater excavation and stabilization of the hillside. In some areas, retaining structures would be necessary, as the slopes would be too steep to address with stone stabilization.

8. OPINION OF PROBABLE COST

Based on the conceptual design information to date for the recommendations made above, DuBois & King produced a construction cost estimate utilizing calculated item quantities and VTrans historical construction bid item prices.

Below is a summary of those probable costs, by major category of improvement:

Recommended Improvements	Opinion of Probable Construction Cost
Roadside Ditches and Culverts	\$185,000
Culvert Channel Stabilization	\$48,400
Hillside Stabilization	\$207,300
Roadway Reconstruction	\$213,300
Total	\$654,000

Costs for other project development phases are also provided in order to understand the potential total project cost:

Project Development Phases	Cost
Preliminary Engineering	\$125,000
Right-of-Way/Acquisition	\$20,000
Construction	\$654,000
Construction Engineering	\$118,000
Municipal Project Management	\$91,700
Total	\$1,008,700



Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Any chance of a traffic light at CBMS intersection?

Stacey Ambler <stacey@amblerdesign.com>
To: duxbury.sb.assistant@gmail.com

Fri, Sep 27, 2019 at 11:21 AM

Hi Jonathan,

I'm not sure if you are the correct person to ask, but I thought you could direct me if not! I am wondering if there has been any consideration about installing a traffic light at the Crossett Brook Middle School intersection. It seems very dangerous for a few reasons:

1. The traffic coming from the South is coming at a high speed around that gradual corner and not necessarily ready to slow down if necessary.
2. Coming from Waterbury, when getting ready to turn left into CBMS, the people often curve around you, which is dangerous to all of the others who might not be expecting that to happen.
3. I often see teenagers driving and trying so hard to turn left from CBMS and it is near impossible for anyone to get out, let alone a new driver who is inexperienced.

It stresses me out every day that I drive my daughter to school, and I have to think that the bus drivers must find it very difficult to turn left from CBMS to get to Harwood. People are often so gracious and we all sort of help each other out, but sometimes that can end up causing confusion and potential accidents (which I have seen).

I'm hoping it is in the works, but wonder how it might be put under consideration for the near future.

Thanks so much for all of your helpful communication over the past years!

Warmly,

Stacey Ambler



5421 VT Route 100
Duxbury, VT 05676

Monday, October 28, 2019

Ashley Bishop
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001

Good Afternoon Ashley,

The Town of Duxbury is writing this letter to request that the Vermont Agency of Transportation conduct a full analysis of the Crossett Brook Middle School/Main Street/Route 100 intersection for potential traffic improvements. With the new town plan promoting development in the village district due to the existing infrastructure, and with the potential school merger, the town would like to have a study conducted on what improvements, if any, can be made to this intersection, knowing that this intersection is going to see more traffic in years to come. This includes, but is not limited to, reduced speed in the school zone, traffic signal, sidewalks, and bump outs, etc. We understand that this road, VT Route 100, is state maintained Class 1 highway and therefore is under the jurisdiction of the state.

Please let us know if you require any additional information throughout this process, and we look forward to hearing your results.

Thank you,
Town of Duxbury Selectboard

TOWN OF DUXBURY- TOWN GARAGE

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE		
Sources	Assumptions	Loan Payment	Principal	Interest	Series D/S	Principal	Interest	Series D/S
Par	\$300,000		300,000	83,613	383,613	300,000	83,613	383,613
Equity	0							
Total	\$300,000	11/1/2020		4,826	4,826	6/30/2019	0	0
		5/1/2021		3,182	3,182	6/30/2020	0	0
Uses		11/1/2021	15,000	3,182	18,182	6/30/2021	0	8,009
Project	\$300,000	5/1/2022		3,080	3,080	6/30/2022	15,000	6,262
COI		11/1/2022	15,000	3,080	18,080	6/30/2023	15,000	6,058
Total	\$300,000	5/1/2023		2,978	2,978	6/30/2024	15,000	5,854
		11/1/2023	15,000	2,978	17,978	6/30/2025	15,000	5,649
Dated Date	2/28/2020	5/1/2024		2,876	2,876	6/30/2026	15,000	5,441
Principal Payment Date	11/1/2021	11/1/2024	15,000	2,876	17,876	6/30/2027	15,000	5,228
Term	21 Years	5/1/2025		2,773	2,773	6/30/2028	15,000	5,005
Amortization Period	20 Years	11/1/2025	15,000	2,773	17,773	6/30/2029	15,000	4,773
Final Maturity	11/1/2040	5/1/2026		2,669	2,669	6/30/2030	15,000	4,530
Avg Life	11.26 Years	11/1/2026	15,000	2,669	17,669	6/30/2031	15,000	4,279
		5/1/2027		2,559	2,559	6/30/2032	15,000	4,001
Statistics		11/1/2027	15,000	2,559	17,559	6/30/2033	15,000	3,684
Net Interest Cost	2.48%	5/1/2028		2,446	2,446	6/30/2034	15,000	3,334
		11/1/2028	15,000	2,446	17,446	6/30/2035	15,000	2,954
		5/1/2029		2,327	2,327	6/30/2036	15,000	2,549
		11/1/2029	15,000	2,327	17,327	6/30/2037	15,000	2,123
[Note] NIC assumes no accrued interest		5/1/2030		2,204	2,204	6/30/2038	15,000	1,678
& par bonds		11/1/2030	15,000	2,204	17,204	6/30/2039	15,000	1,216
		5/1/2031		2,075	2,075	6/30/2040	15,000	739
		11/1/2031	15,000	2,075	17,075	6/30/2041	15,000	249
		5/1/2032		1,926	1,926	6/30/2042	0	0
		11/1/2032	15,000	1,926	16,926	6/30/2043	0	0
		5/1/2033		1,758	1,758	6/30/2044	0	0
		11/1/2033	15,000	1,758	16,758	6/30/2045	0	0
		5/1/2034		1,575	1,575	6/30/2046	0	0
		11/1/2034	15,000	1,575	16,575	6/30/2047	0	0
		5/1/2035		1,379	1,379	6/30/2048	0	0
		11/1/2035	15,000	1,379	16,379	6/30/2049	0	0
		5/1/2036		1,170	1,170	6/30/2050	0	0
		11/1/2036	15,000	1,170	16,170	6/30/2051	0	0
		5/1/2037		952	952			
		11/1/2037	15,000	952	15,952			
		5/1/2038		725	725			
		11/1/2038	15,000	725	15,725			
		5/1/2039		491	491			
		11/1/2039	15,000	491	15,491			
		5/1/2040		249	249			
		11/1/2040	15,000	249	15,249			
		5/1/2041		0	0			
		11/1/2041	0	0	0			
		5/1/2042		0	0			
		11/1/2042	0	0	0			
		5/1/2043		0	0			
		11/1/2043	0	0	0			
		5/1/2044		0	0			
		11/1/2044	0	0	0			
		5/1/2045		0	0			
		11/1/2045	0	0	0			
		5/1/2046		0	0			
		11/1/2046	0	0	0			
		5/1/2047		0	0			
		11/1/2047	0	0	0			
		5/1/2048		0	0			
		11/1/2048	0	0	0			
		5/1/2049		0	0			
		11/1/2049	0	0	0			
		5/1/2050		0	0			
		11/1/2050	0	0	0			

Town of Duxbury
5421 VT Route 100
Duxbury, VT 05676

Request for Proposals

Purpose

The purpose of this Request for Proposals (RFP) is for the Town of Duxbury to receive proposals from qualified, and licensed individuals, firms, and organizations capable of completing the following scope of work. The work must be completed to the Vermont Agency of Transportation's 2019 Town Road and Bridge standards and in accordance with all state and federal laws. The town encourages submissions from women, people of color, and minorities.

Scope of Work

1. Bringing the entire length of Richardson Road up to the Municipal Roads General Permit (MRGP) standards with work including: ditching, stone-lining, removing grader berm on both sides of road, adding gravel to roadway, restoring the roadway crown, and completing any associated culvert inlet/outlet work, ECT.
2. Due to the grade of the road, 12-inch stone must be used in ditches.
3. The road has an adequate gravel sub-base, and will only need up to 9 inches of top course.
4. Installation of guardrail on Crossett Brook side of roadway.

Submittal/Selection Procedure

Bids are due electronically in PDF form at duxbury.sb.assistant@gmail.com **no later than 4:00 PM on Monday, October 28, 2019**. The Duxbury Selectboard will open submitted bids and award the contract on Monday, October 28, 2019 at a selectboard meeting. The work must be completed before December 1, 2019. Proposals will be evaluated based upon the contractor's experience, background, and ability to perform the requested services at an affordable price. Cost will not be the sole determining factor in the award of this contract. The Town of Duxbury reserves the right to reject any proposal that does not meet the criteria specified in this RFP, is received after the deadline, or is not complete.

Contact Person

Questions? Call or email Jonathan DeLaBruere, Selectboard Assistant, at 802-323-2772 or duxbury.sb.assistant@gmail.com.

J. Hutchins, Inc.

October 28, 2019

Town of Duxbury
Attn: Jonathan DeLaBruere
5421 VT Route 100
Duxbury, VT 05676

From: Mark Peloquin

Re: Roadwork Proposal (Richardson Rd-approximately 0.4 miles) – Town of Duxbury, VT

Scope of Work to Include:

- JHI to Digsafe the project locations;
- JHI to provide mobilization of equipment to jobsite;
- JHI to perform all work per the Vermont Agency of Transportation's 2019 Town Road and Bridge Standards;
- JHI to bring Richardson Rd to the Municipal Roads General Permit Standards, by ditching and installation of 12" stone fill in the ditchline;
- JHI to install 4 anchors (G1-d – style) and 1600 LF of guardrail with 8' posts along the Crossett Brook side of the roadway;
- JHI to install, grade and compact 9" of surface course gravel (per VAOT specification 704.05B);
- All contract work to be completed by December 1, 2019;

Not Included in Scope:

- 100% Payment and Performance Bond;
- Ledge blasting and/or removal;
- Excavation, removal and disposal of contaminated soils;

TOTAL PROJECT COST \$152,825.50

Acceptance of Proposal:

Signed: _____ Date: _____

Phone:
(802) 434-3500

88 Rogers Lane
Richmond, VT 05477

Fax:
(802) 434-3002

AVERY EXCAVATION INC.
2316 Baptist Street
Williamstown, Vermont 05679
Tel-802-433-1655
Email-averyexcavation@gmail.com

Town of Duxbury
5421 Vt, Route 100
Duxbury, VT. 05676

10/28/2019

Att: Johnathon DeLaBruere,

Re: Full length Richardson Road Graveling, Ditching, Stone-lining and Guardrail.

Work scope:

1- Excavate existing ditches the same width they as existing to a depth for the 1' size Ditch Stone Fill.

2-Purchase and place 1' size Ditch Stone Fill.

3-Grade existing Gravel to drain and remove existing Grader Berms.

4-Purchase and place 9" of top Gravel 18' wide.

5- Purchase and install Guardrail on Crossett Brook side.

5-Purchase and install Guardrail and End Sections with Anchors.

Price for the above Work scope **\$ 148,883.00 Lump Sum**

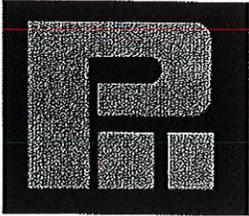
Items not included in the above Work scope.

Add Items if required by the Owner:

1-Removal of 0"-10" trees.	\$150.00	Each
2-Removal of 11"-over trees.	\$2,000.00	Each
3-Excavating of Slopes beyond the Existing.	\$15.00	Per Cubic Yard
4-Ho-Ram Ledge to grade.	\$650.00	Per Cubic Yard
5-Certified Flag People if required.	\$38.50	Per Hour Each
6-Topsoil & Seed Slopes beyond the Existing	\$16.00	Per Square Yard
7-Fabric under the Stone Fill if required	\$3.50	Per Square Yards

Carroll Avery, Estimator
Cell-802-793-6072
Email-digumdigum@aol.com

Mike Avery, President
Cell-802-371-8418
Email-averyexcavation@gmail.com



PIKE INDUSTRIES, INC.

249 Granger Rd., Barre, VT 05641
AN EQUAL OPPORTUNITY EMPLOYER

Phone: 802/223-3002
Fax: 802/223-3175

ESTABLISHED 1872

To: Town of Duxbury	Contact:
Address: 5421 Vt. Route 100 Duxbury, VT 05829	Phone: (802) 244-6660 Fax: (802) 244-
Project Name: Town Of Duxbury, VT - Richardson Road	Bid Number:
Project Location:	Bid Date: 10/28/2019

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
301.28	SUBBASE OF CRUSHED GRAVEL, FINE GRADED	2,500.00	TON	\$19.50	\$48,750.00
608.25	ALL PURPOSE EXCAVATOR RENTAL, TYPE I	50.00	HR	\$105.00	\$5,250.00
608.37	TRUCK RENTAL	100.00	HR	\$80.00	\$8,000.00
613.10	STONE FILL, TYPE I	1,100.00	CY	\$40.00	\$44,000.00
621.205	STEEL BEAM GUARDRAIL, GALVANIZED W/8 FEET POSTS	2,108.00	LF	\$22.00	\$46,376.00
621.60	ANCHOR FOR STEEL BEAM RAIL	4.00	EACH	\$895.00	\$3,580.00
630.15	FLAGGERS	200.00	HR	\$33.00	\$6,600.00
635.11	MOBILIZATION/DEMOBILIZATION	1.00	LS	\$4,470.00	\$4,470.00

Total Bid Price: \$167,026.00

Notes:

- Worldwide energy and petroleum markets continue to be volatile, consequently Pike Industries Inc. reserves the right to withdraw this quote if not accepted within 7 days. If we do not receive a response (acceptance subject to project award) to this quote in 7 days, it will become null and void.
- Pike Industries, Inc. reserves the right to adjust unit prices based on total revenues awarded.
- Price is valid through 11/1/19
- Price includes Ditching approximately 2100 of road one side, 9" of subbase crushed Gravel 1" 1/25' minus for(road 2100' x 20'), 2,200 LF of guard rail with anchors.

Payment Terms:

Net 30 Days

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Pike Industries, Inc. VT  Authorized Signature: _____ Estimator: Tyson Chouinard tchouinard@pikeindustries.com
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Dale E. Percy, Inc.

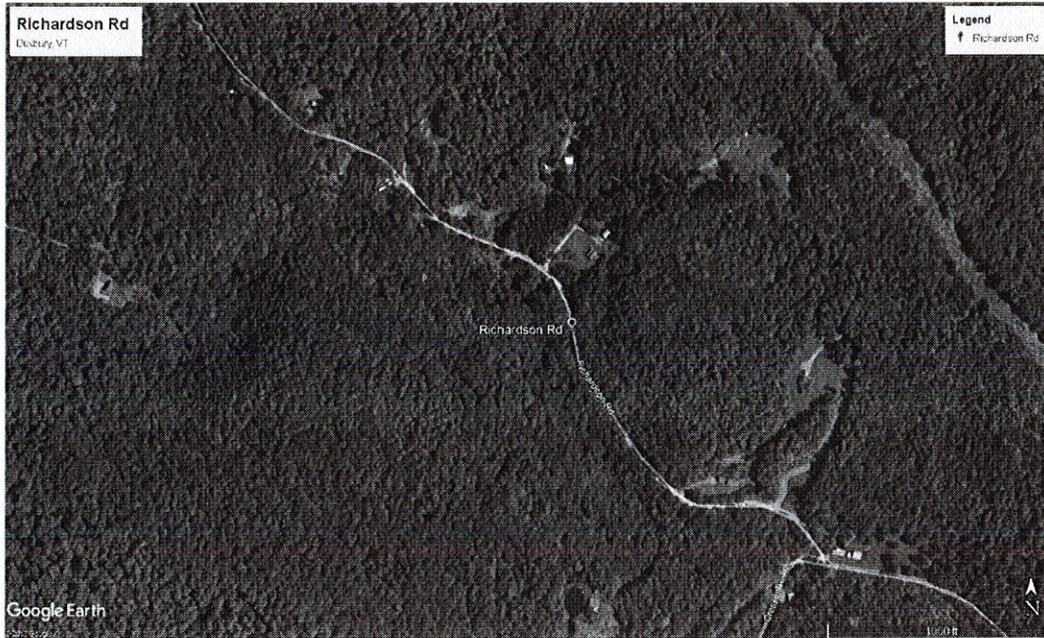
Excavation Contractors

8/23/19

Town of Duxbury
5421 VT RT 100
Duxbury, VT 05676

RE: Richardson Rd

Thank you for the opportunity to provide pricing for you on this project. I have the following scope of work and price for your review:



Ditching:

- Remove fill material from approximately 1900 feet of ditch as needed along sides of Richardson Rd
- Leave first 500 feet of right-side ditch already repaired and armored by highway department
- Dispose of fill material at prearranged local site
- Armor ditched areas with approximately 350 yards of 12" minus material

Road Surface:

- Grade existing footprint of roadway (approximately 2100 ft)
- Provide and install 9" depth (1,176 yards) of new 1 1/4" crushed gravel material
- Fine grade
- Crown
- Roll for compaction

Guardrails:

- Install new steel guardrail from top to bottom, protecting roadway from drop-off

\$107,000.00

Regards,

Hugh Albright
Project Manager/Estimator
hugh@dalepercyinc.com
Dale E. Percy Inc.
253-8503 w

G & N EXCAVATION, INC.

3804 N. Fayston Rd.
Moretown, VT 05660-9286

Proposal

Date	Proposal #
10/28/2019	1726216

(802) 496-3735
mgaboriau@gmavt.net

DBE Certified

Name / Address
Town of Duxbury 5421 Route 100 Duxbury, VT 05676

Solicitation No.
1834141

Description	Total
TOWN OF DUXBURY - RICHARDSON ROAD SCOPE OF WORK: Bring Richardson Road up to MRGB standards. Excavation-Labor, Equipment & Materials. Should cost proposal be acceptable; experience & background will be promptly provided.	299,779.00
Acceptance of Proposal (signature)	Total \$299,779.00

Letter of Support for CVSWMD grant application

Cathleen Gent <cathleeng@cvswmd.org>

Tue, Oct 15, 2019 at 1:17 PM

To: "DuxTC@myfairpoint.net" <DuxTC@myfairpoint.net>, "duxbury.sb.assistant@gmail.com" <duxbury.sb.assistant@gmail.com>, "rmagee@myfairpoint.net" <rmagee@myfairpoint.net>

Dear Town of Duxbury officials,

As discussed in my email to you last week, CVSWMD is applying for a grant from Vermont ANR – Department of Environmental Conservation – for a permanent HHW facility in central Vermont.

Here is a letter of support template for the HHW facility grant application. It would be great to have a letter of support from the Town of Duxbury in the application. If you are interested in preparing one, please send the letter to ME and we will include it in our application packet.

We would appreciate getting the letter of support by October 25th if at all possible and by October 31st at the latest.

If you would like to discuss either the project or the application, please don't hesitate to contact me.

Thank you.

-Cathleen

Cathleen Gent

Interim General Manager

Central Vermont Solid Waste Management District

802-229-9383, Extension 110

cvswmd.org | cathleeng@cvswmd.org



Duxbury Selectboard Meeting
Monday, October 28th, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Town of Duxbury
Scott Stockwell	Mtview Rd.	" " Resident
Requya Murphy	Mt view rd	Resident
Donna Smyers	Adanant	CVR
Kerry Jackson	3400 Ward Hill	resident
John Murphy	204 Mt View	resident
Dave Crawford	South Burlington	VHB Project Man
Brian Brestend	South Burlington	Debris & King, Inc.
Alan Gunkelhardt	N. Duxbury	citizen
Henry Aristed	N " "	citizen