

## Duxbury Selectboard Meeting Minutes

Monday, February 11<sup>th</sup>, 2019

Note: The complete audio recording of this meeting may be found at [www.duxburyvermont.org](http://www.duxburyvermont.org).

SELECTBOARD MEMBERS PRESENT	Mari Pratt, Bob Magee, Jerry McMahan, Dan Schillhammer, Kevin Garcia
ATTENDEES	Jill Smith, Maureen Harvey, Will Robens, David, Specht, Jeff Poitras
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:01 PM by Mari Pratt
INTRODUCTIONS OF SELECTBOARD MEMBERS	Selectboard members introduced themselves and attendees were reminded to sign in using the sign-in sheet.

### CHANGES TO THE AGENDA

DISCUSSION	<ul style="list-style-type: none"><li>• Move rules and procedure policy to next meeting</li><li>• Add New Business item – New Employee</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### APPROVAL OF MINUTES

DISCUSSION	Motion by Bob, Second by Dan, All in Favor of approving the 01/28/19 minutes with discussed adjustments	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make adjustments to the 01/28/19 minutes	Jonathan	ASAP

### REVIEW OF SELECTBOARD MAIL

DISCUSSION	<ol style="list-style-type: none"> <li>1. Survey from Vermont Rural Fire Protection</li> <li>2. Postcards from VLCT for both Dan and Kevin</li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: SELECTBOARD ASSISTANT**

DISCUSSION	<p>Motion by Bob, Second by Dan, All in Favor to have Mari sign the letter of support for the Town of Duxbury Selectboard Assistant to be the Municipal Project Manager for both VTrans projects. (Salt/Sand Shed and Scrabble Hill Road Stabilization)</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: HIGHWAY FOREMAN**

DISCUSSION	<p>Adam was not present for the meeting, but he expressed concern to the board about the amount of sand left in the stockpile.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: TOWN TREASURER**

DISCUSSION	<p>The WWI/II monument was charged to the Selectboard Assistant line item by mistake. It will be changed and charged to the Selectboard line item.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**NEW BUSINESS**

DISCUSSION	<ol style="list-style-type: none"> <li>1. Central VT Runners <ol style="list-style-type: none"> <li>a. Provided a safety plan for the leaf peeper's half marathon and 5K run that is attached to the minutes. There was discussion about traffic control and road closures. It was also discussed that Duxbury Emergency Management should be notified and involved in the planning of this event. Motion by Bob, Second by Jerry, All in Favor of agreeing to host the event in Duxbury. The town will revisit after the event to determine if this will continue in future years.</li> </ol> </li> </ol>	
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	<ol style="list-style-type: none"> <li>2. Private Road Policy           <ol style="list-style-type: none"> <li>a. Discussion about an email with Waterbury Ambulance about how the ambulance couldn't make it up a private road during an emergency call due to the lack of maintenance. The Selectboard stated that private roads are not the town's responsibility, and part of living on private road means having the means to do maintenance or the owner/tenant must contract to have maintenance done.</li> </ol> </li> <li>3. Press Release for Town Meeting           <ol style="list-style-type: none"> <li>a. Motion by Mari, Second by Jerry, All in Favor of drafting a press release for both the Waterbury Record and the Valley Reporter to outline the changes to the budget including the fire department and ambulance service contracts.</li> </ol> </li> <li>4. New Employee           <ol style="list-style-type: none"> <li>a. Kyle Guyette has started working full time with the Town of Duxbury Highway Department after switching from part time status.</li> </ol> </li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send draft press release to Jonathan	Bob	02/21/19

**OLD BUSINESS**

DISCUSSION	<ol style="list-style-type: none"> <li>1. Town Garage/Roof Structure           <ol style="list-style-type: none"> <li>a. Mark Wheeler, architect, will be at the town garage on Tuesday, February 12<sup>th</sup>, 2019 at 11:00 AM to see the town garage in order to put a price/proposal together.</li> </ol> </li> <li>2. Gravel Pit Act 250 Permit           <ol style="list-style-type: none"> <li>a. Bob is going to send Karl at O'Leary – Burke an update and a notice to proceed with the final designs of the layout for the new salt/sand shed &amp; material storage.</li> </ol> </li> <li>3. VSP Ward Hill Update           <ol style="list-style-type: none"> <li>a. No Update</li> </ol> </li> <li>4. Budget Review &amp; Understanding           <ol style="list-style-type: none"> <li>a. The budget was reviewed and discussed to have a better understanding going into town meeting.</li> </ol> </li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bob to email O'Leary – Burke asking to process with final engineering designs	Bob	ASAP

Add Budget Review & Understanding to next meeting's agenda	Jonathan	ASAP
Prepare three questions about the budget to ask and discuss at the next meeting	All Selectboard Members	02/25/19

ADJOURNMENT	Motion to adjourn at 8:20 PM by Mari, Second by Dan, All in Favor
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**Town of Duxbury  
Selectboard Assistant Report  
02/11/19 Selectboard Meeting**

**1. Grants In-Process**

- a. Crossett Hill Road Slide (Planning Phase) – FEMA
  - i. Golder will be sending a representative to Duxbury for the March 11, 2019 Selectboard meeting to give an alternatives presentation about their findings, and recommendations moving forward.
- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19
  - i. Completed the Municipal Project Manager (MPM) Selection of a Municipal Staff Member form and letter of support. If I am approved by VTrans to be the MPM, then the town can begin the selection process for a design consultant.
- c. Salt Shed – Municipal Highway & Stormwater Mitigation FY19
  - i. Completed the Municipal Project Manager (MPM) Selection of a Municipal Staff Member form and letter of support. If I am approved by VTrans to be the MPM, then the town can begin the selection process for a design consultant.

**2. Grants – Pending Review**

- a. Ryan Road Culvert Replacement – Better Roads FY20
- b. Scrabble Hill Road Culvert Replacement – Better Roads FY20
- c. Morse Road Culvert Replacement – Better Roads FY20
- d. Camels Hump Road Scoping Study – Transportation Alternatives FY19
- e. Camels Hump State Park Infrastructure Improvements – VOREC
- f. Stevens Brook Road Culvert Replacement – Pre-Disaster Mitigation (PDM)

**3. Grants – Currently Writing**

- a. Welch Road Culvert Replacement – Vermont Watershed
  - i. February 15<sup>th</sup>, 2019 Deadline
- b. Atwood Road Culvert Replacement – Town Highway Structures Program
  - i. April 15<sup>th</sup>, 2019 Deadline
- c. River Road Paving – Class 2 Town Highway Road Program
  - i. April 15<sup>th</sup>, 2019 Deadline

# Leaf Peepers Half Marathon and 5K Run

October 6, 2019

Duxbury/Waterbury, VT

## Safety plan

### Pre-event notifications:

- Race notifications will be posted on Waterbury/Duxbury Front Porch Forum, two weeks, and one week prior to race date.
- Event information signage will be posted on town roads one week prior. (See maps for posted locations.)
- Postcards delivered to all houses on Main St. and River Rd. in Duxbury along course that are directly affected by event.
- Seeking additional notifications as possible. (Newspaper, radio, etc.)

### Pre-event Safety Precautions:

- Waterbury Fire and Rescue, Washington County Sherriff, and State police will be pre-notified of event and will be provided with race safety plans, maps, and applicable contact information.
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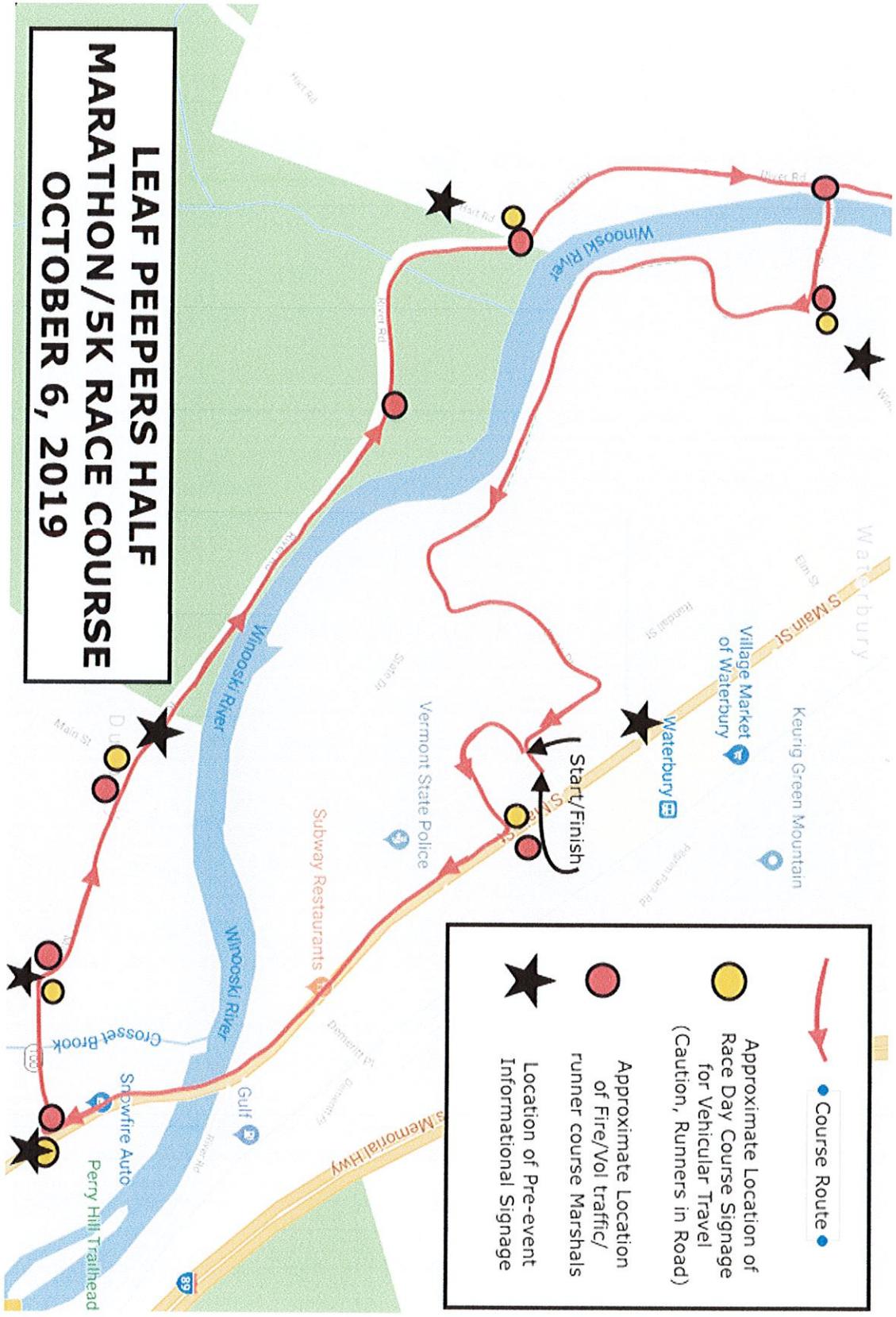
### Race Day Precautions:

- Race start time will be 9:30am(Half Marathon) and 9:45am(5K). Earlier than previous start times in an attempt to have roads cleared of runners earlier in the day.
- Runners will be required to travel on Main St. through Duxbury and River Rd. on the river side of the road only, under threat of disqualification. This includes entire out and back section on River Rd. in order to avoid runners being on both sides or in the middle of the road.
- Cones will be placed along Main St. and River Rd. on the river side of the road to remind runners to stay to the river side of the road.
- Signage will also be placed anywhere traffic is approaching the course and in a few locations along the course to let drivers know there is a race occurring. Signage will be removed promptly after the race.

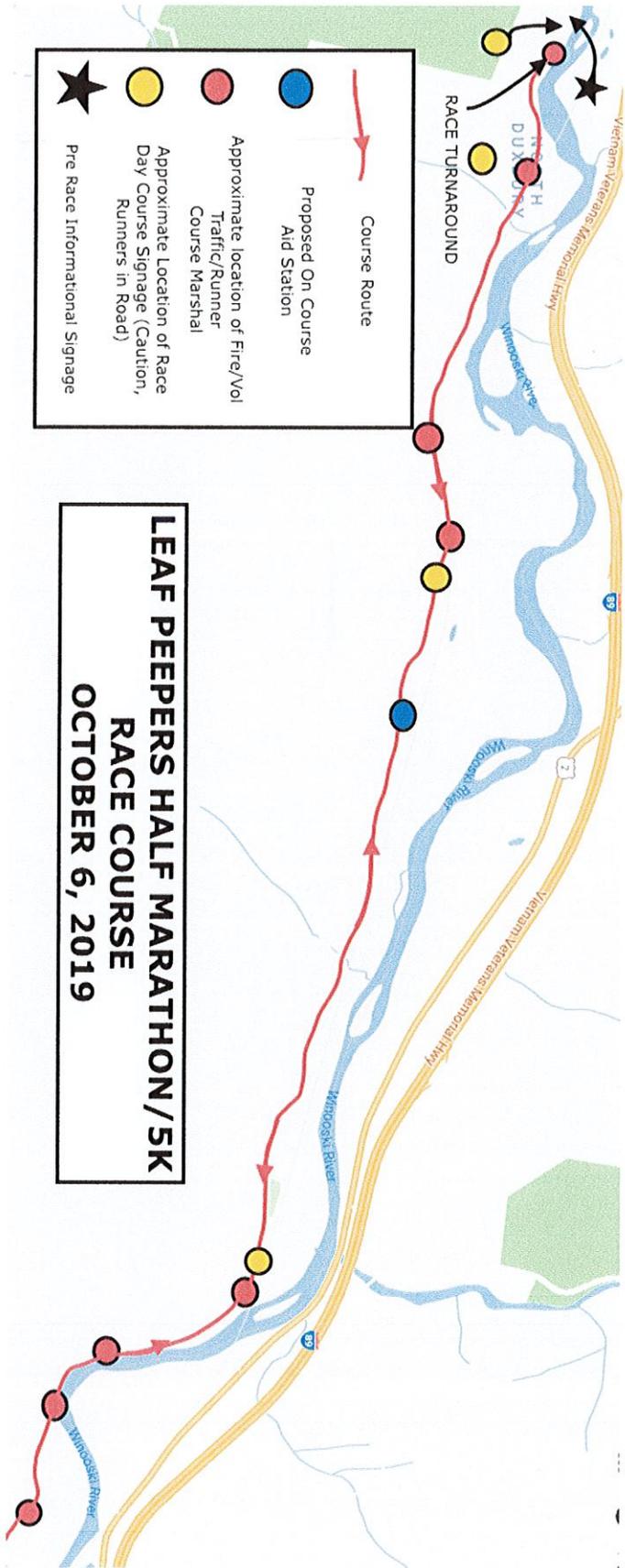
- Waterbury Fire/Volunteers will be placed along Main St. and River Rd. at blind turns and hills both to request that drivers slow down and to ensure the runners stay on the river side of the road.
- Waterbury Fire will manage traffic control throughout the course with the additional support of volunteer course marshals. (See map for locations.)
  - Winooski Street bridge and the intersection of Winooski St. and River Rd. will be manned by Waterbury Fire and/or Washington Co Sheriffs and will only be closed for groups of runners passing for a few minutes at a time, not for the entirety of the race.
  - Rt. 100/2 through Waterbury will not be closed during the race for construction. Reconstruction efforts include plans to always keep travel-able lanes open.
- The race will be led from the start by Washington County Sheriffs through Waterbury and onto 100 south until turn onto Main St. in Duxbury.
- Races will be swept clear of runners by vehicle or bike patrol.
- Runners will be notified on race day, and in pre-race information that spectators are not to travel by vehicle onto the race course. Parking in private drives, turnouts and field/yards will be strictly prohibited.
- Fire/Volunteers on course will be transported in as few vehicles as possible and will also only park along River Rd. where wider shoulders allow and will be instructed not to park in private drives, yards, etc.

# LEAF PEEPERS HALF MARATHON/5K RACE COURSE

## OCTOBER 6, 2019



- Course Route
- Approximate Location of Race Day Course Signage for Vehicular Travel (Caution, Runners in Road)
- Approximate Location of Fire/Vol traffic/runner course Marshals
- Location of Pre-event Informational Signage



**LEAF PEEPERS HALF MARATHON/5K  
RACE COURSE  
OCTOBER 6, 2019**

-  Course Route
-  Proposed On Course Aid Station
-  Approximate location of Fire/Vol Traffic/Runner Course Marshal
-  Approximate Location of Race Day Course Signage (Caution, Runners in Road)
-  Pre Race Informational Signage

02/11/19 Selectboard Meeting

Please sign in

Jill Smith

Maureen Harvey

Will Roberts

Phyllis Aisenault B

David Specht

Jeff Poitras