

Duxbury Selectboard Meeting Minutes
Monday, February 25th, 2019

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

SELECTBOARD MEMBERS PRESENT	Mari Pratt, Jerry McMahan, Dan Schillhammer, Bob Magee, Kevin Garcia
ATTENDEES	Maureen Harvey, David Spetch, Jeff Poitras, Alan Quackenbush
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:00 PM by Mari Pratt
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	<ul style="list-style-type: none"> • Move rules and procedure policy to 2nd meeting in March • Move open meeting law violations to 2nd meeting in March 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<ol style="list-style-type: none"> 1. Alan Quackenbush discussed how Central Vermont Regional Planning Commission's Transportation Advisory Committee did not choose the proposed traffic study at River Road and Main Street as a project to be funded this year. It will remain on the list for consideration in the future. He also discussed how he is interested in starting a committee to review projects that aren't moving forward. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF MINUTES

DISCUSSION	Motion by Jerry, Second by Bob, All in Favor of approving the 02/11/19 minutes.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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REVIEW OF SELECTBOARD MAIL

DISCUSSION	<ol style="list-style-type: none"> 1. Audit letter advising that the town accounting isn't accurate. This is only due to the transition of a new treasurer, and is more accurate every day. 2. Central Vermont Solid Waste District is looking for a Duxbury resident to be a town representative. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	<p>The Selectboard decided to go with VHB as the Municipal Project Manager (MPM), and DuBois & King as the design consultant on the Scrabble Hill Road slide project. The Selectboard decided to go with DuBois & King as the design consultant on the Salt/Sand Shed project.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: TOWN TREASURER

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Town Forest Committee <ul style="list-style-type: none"> • No members of the Forest Committee were present • The committee needs to create a forest management plan that will be submitted to the Duxbury Land Trust. 	
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	<ol style="list-style-type: none"> 2. Ecosystem Restoration Grant <ul style="list-style-type: none"> • Motion by Mari, Second by Bob, All in Favor of signing the letter of support for the Ward Hill Road project through the Ecosystem Restoration grant that Central Vermont Regional Planning Commission is applying to. 3. Highway Certificate <ul style="list-style-type: none"> • Motion by Bob, Second by Dan, All in Favor of signing the highway certificate, and giving to Adam to finalize, and submit to the state. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email copies of the letter of support to all SB members	Jonathan	03/04/19

OLD BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Town Garage Roof/Structure <ul style="list-style-type: none"> • The proposal from Mark Wheeler, architect, was discussed. The Selectboard agreed that the presented proposal was too much money, and that they will need to fix the garage in steps. The first step is the structure and roof, and the second step is the thermal packaging. 2. Gravel Pit Act 250 <ul style="list-style-type: none"> • Final plans from O’Leary-Burke should be complete this week. 3. VSP Ward Hill Road <ul style="list-style-type: none"> • No further update. VSP has been notified of the issue, and will handle it moving forward. 4. Budget Review and Understanding <ul style="list-style-type: none"> • The Selectboard discussed that the major increases in the town budget were from both the Waterbury Fire Department and Waterbury Ambulance Service contracts. Another increase was from our employee insurance including both health and dental. 5. Open Discussion <ul style="list-style-type: none"> • Bob discussed concerns that after the last town meeting when he took on the Selectboard role, there were some people that thought there might be a conflict of interest due to the Highway Foreman, Adam, being his son. He also discussed how there have been conversations that the current board should be replaced, but feels this shouldn’t happen if the town wants to keep the continuity. There has been a lot of work on policies and ordinances this year, and a lot of work with grants to improve infrastructure. Bob is intending to run for a seat on the Selectboard. 	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact DeWolfe Engineering to get a new proposal for just the structure and roof not to exceed \$10,500.00.	Jonathan	03/04/19
Submit materials to Act 250 to release hold on gravel pit	Jonathan	03/04/19

ADJOURNMENT	Motion by Bob, Second by Kevin, All in Favor of adjourning at 8:00 PM
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**Town of Duxbury
Selectboard Assistant Report
02/25/19 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. Per VTrans, the Town of Duxbury must procure a Municipal Project Manager (MPM) for this project. Through the At-the-Ready Consultant Services process, the following list of MPM has been pre-selected as they meet the qualifications that VTrans is looking for. We now need to review the information and qualifications of at least three of the firms in the At-the-Ready Qualified Roster and select the firm that best represents the needs of the municipality.
 - 1. DuBois & King
 - 2. RSG
 - 3. Staff Sterling
 - 4. Stantec
 - 5. VHB

- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19
 - i. Per VTrans, I have been approved to be the Municipal Project Manager (MPM) for this project. Through the At-the-Ready Consultant Services process, the following list of design consultants has been pre-selected as they meet the qualifications that VTrans is looking for. We now need to review the information and qualifications of at least three of the firms in the At-the-Ready Qualified Roster and select the firm that best represents the needs of the municipality.
 - 1. CLD – Fuss & O’Neil
 - 2. DuBois & King
 - 3. Hoyle Tanner
 - 4. McFarland Johnson
 - 5. Stantec
 - 6. VHB

Next, the municipality develops an independent estimate of the consultant fee and estimate of the duration of the contract. The total estimated value of the contract and contract duration, together with the selected consultant shall be sent to the VTrans project supervisor for review prior to beginning negotiation with the selected 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)
- g. Welch Road Culvert Replacement – Vermont Watershed

3. Grants – Currently Writing

- a. Atwood Road Culvert Replacement – Town Highway Structures Program
 - i. April 15th, 2019 Deadline
- b. River Road Paving – Class 2 Town Highway Road Program
 - i. April 15th, 2019 Deadline

Board Meeting
February 25, 2019

Road work/Crew work

Plow Salt and sand
Cut tree limbs on Devlin road
Work on loosing up gravel pile
Work on town equipment
Open up dry hydrant (river road)
Ongoing organize shop
Sifting sand chunks in pit
Pushing back banks
Dealing with ice jam on river road pavement

Foreman work

Meeting at shop with engineer and contractor
Conservation with Johnathan about class 2 grant
Summer project planning

Equipment

Truck 2 had a dangerous sway in the rear end and we found the rubbers for the suspension we worn out. We replaced them.

The excavator had to have 2 new batteries and had 3 hydraulic hoses changed also the machine was serviced completely. We are prepping the machine for our construction season.

Town pickups plow computer stop working we replaced it along with the harness that was hitting the radiator which cut the wire. We couldn't see it was chaffing the wire till we remove the head light.

Truck 1 repaired spinner

Just a note all of these repairs were done in house.

Sand

We currently have $\frac{1}{4}$ of our sand pile left. We need to get from now to hopefully only mid-April. I hate to say it but I may have not ask for enough sand for next year. The board may want to ask at town meeting for another \$7,750 in sand. That would bring us to 6,000 yards. I understand it sounds like a lot but we are hitting our reserves hard. If we have the same kind of winter next year we won't have enough. Again I will leave that up to the board.

Current Budget

I want to put this on the record because well I fell I need to. I have been watching the budget all year and understand I am on thin ice. I have reach out to other towns and they all have said the same thing. This winter has killed they're budgets. Also the State of Vermont has said the same thing. I would think closing the doors to the highway department and waiting till the budget start over wouldn't be ideal since winter is far from over and I hate to tell you but mud season is going to be a long, expensive one. I am doing what I can to watch cost and not spend money. With that said when truck break down, loader tires go flat, or whatever we need to fix them. We try and do any work we can in house to save cost.

State Funding

I wanted to let the board know that the State of Vermont is looking at cutting its funding to towns. Nothing is for sure yet but this is something we should watch.

Select Board

I am sorry I could not attend tonight's meeting. I wanted to take a minute and thank our current board and two past board members. Over the past year Tamatha and Erin really change the relationship between the Highway department and the Select Board. They work with us and wanted what was best for us and the town. They wanted to move our department up and make us better. They were not afraid to stand up for us when needed. They understood that things cost money and we need to fix thing. With that said I thank them both very much. I also want to thank all current board members for continuing this practice. We all from the highway department thank you and hope you all are reelected at town meeting day.

Submitted by

Adam Magee

Road Foreman

February 25, 2019

Ecosystem Restoration Program Grants Committee
Vermont Agency of Natural Resources
1 National Life Drive
Montpelier, VT 05602

To Whom It May Concern,

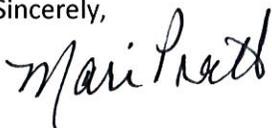
The Town of Duxbury Selectboard is submitting this letter of support to the Central Vermont Regional Planning Commission's (CVRPC) grant application to the Ecosystem Restoration Program. The Town of Duxbury is located on the western edge of Washington County, and is bounded by the towns of Moretown to the east, Fayston to the south, Huntington to the west, and Waterbury and Bolton to the north. Duxbury's northern border is set by the Winooski River, while its western edge is marked by the principal ridge of the Green Mountains. These elements give Duxbury one of the most rugged physical reliefs in Vermont; with an elevation change from about 360 feet above sea level along the Winooski River to 4,083 feet at the summit of Camels Hump only four and a half miles away. These elevations are the lowest and highest, respectively, in the Central Vermont region.

Watershed Consulting Associates (WCA), CVRPC, and the Friends of the Mad River (FMR) have been working on a stormwater master plan for the Town of Duxbury as part of a five-town master plan in the Mad River Valley. During this stormwater master planning (SWMP) process, five sites were selected as top priority for the town, and will result in the completion of 30% engineering design for each one of the five sites. Duxbury is committed to working with our partner organizations to improve water quality conditions in the Mad River Valley, and throughout the Lake Champlain Basin through mitigation of stormwater runoff from impervious surfaces within our town.

The purpose of applying to the Ecosystem Restoration Program is to have our top site from the WCA top five sites list receive funding to complete 100% engineering design. Ward Hill Road runs east-west, and connects with Route 100 at its eastern end. The unpaved road accesses residential properties, and significant erosion was noted along the road. The Town has indicated that this road has been a chronic problem area due to the steepness of the terrain. Ward Hill Road parallels a tributary of Dowsville Brook and is contributing significant sediment loads to the brook. Erosion and sediment deposits were noted down the bank along the stream side of the road. There is little opportunity for disconnection as the area is quite constrained. There is currently a sediment trap at the bottom of the hill on the south side of the road prior to Route 100. However, this sediment trap has filled with sediment and is overflowing along the road.

The Duxbury Selectboard appreciates this opportunity to participate in seeing our planning effort from the SWMP come to fruition through final designs, which will allow for implementation in the near future. We hope you view favorably on CVRPC's application to make this possible.

Sincerely,



Mari Pratt
Selectboard Chair
Town of Duxbury



EHDanson
Associates, PLLC

Architects

357 Western Avenue
Suite 104
P.O. Box 4069
St. Johnsbury, Vermont 05819

tel 802 748 5239
fax 802 748 1085
e-mail contact@ehdanson.com
web www.ehdanson.com

February 21, 2019

Town Of Duxbury
Attn: Jonathan DeLaBruere, Selectboard Assistant
5421 Vt. Route 100
Duxbury, Vermont

Re: Duxbury Town Garage
A/E Design Proposal for Repair and Thermal Envelope Improvements
Duxbury, Vermont

Dear Jonathan:

Thank you for meeting with Chris Temple and me to discuss your options for repairing and upgrading the Town Highway Garage. It appeared based on our brief visit that the integrity of the building envelope has been significantly compromised and that building is structural deficient without some additional bracing and reinforcing. It is our understanding that you would like us to provide design services for upgrading the building thermal envelope and repair and upgrade the existing structure to address the existing deficiencies. We appreciate your desire to see the best possible outcome for the Town.

It is our understanding from our discussions that this pre-engineered building (+/-6,000sf) was dismantled and re-erected on its current site. It also appeared that some of the roof insulation systems had been removed to allow for visual inspection of the roof that has been leaking significantly. The building has been compromised and a re-roof over the existing surface is not advisable. The siding systems at the rear of the building have also been significantly damaged by snow off the roof piling up and crushing the panels which has caused water infiltration into the building along this wall line.

Our services will address the issues noted and will also provide you with a report on the current heating, ventilating and electrical systems serving the building. This will allow you to make decisions regarding the replacement or upgrades of those systems as we design the reconstruction of the exterior envelope of the building.

- We will provide you with a floor plan, exterior elevations, framing plans for the building's restructuring, architectural details for the wall and roof sections of the building. We will also prepare additional details around the large overhead door openings along the north elevation to make the insulated envelope of building as continuous as possible. Protection to the new insulating materials will also be addressed.
- Specifications for all materials required for the project will be included. Our specifications will include bid proposal forms and general conditions for the bidding of this work.
- To provide these documents it will be necessary for us to prepare existing condition drawings of the current building that can be used as the basis for redesigning the building envelope. Any drawings you have of the existing building would be helpful in this effort. Regardless, we have included some field time for measuring the building within our proposal to develop adequate base drawings.
- Any topographical information at the rear (south) of the building that you could provide would be helpful in making decisions about the eave line extension requirements we discussed on site.
- We have included (1) site visit during the design portion of this proposal.

- We will assist you in preparing advertisements to seek qualified general contractors that are experienced with the type of work required on your project. We are expecting general contractors to be prequalified in order to allow them to bid on this project.
- We will assist you in preparing an Owner-Contractor Agreement for the construction of the scope of work defined in the drawings and specifications.
- We have included (4) site visits to observe construction progress, approve payment requisition or review shop drawings/submittals for the materials being installed in the project.
- We have not included any lead or asbestos reviews, abatement or related work in this Proposal.

We are prepared to provide these services on a Time and Expense Basis in accordance with the attached Schedule of Fees and Reimbursable Expenses. DeWolfe Engineering will provide structural engineering services and Pearson & Associates will provide a report on the current mechanical and electrical systems. We estimate our fees will be as follows:

EHDanson Associates, PLLC.....	\$17,250
DeWolfe & Associates	\$10,500
Pearson & Associates	\$2,000
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Total estimated Fee	\$29,750

Please note that the above fees are estimates and actual fees may vary from those listed. Reimbursable expenses are in addition to the estimated fee noted above as described on the attached Schedule of Fees and Reimbursable Expenses.

If you have any questions regarding this Proposal, please don't hesitate to contact me. In anticipation of your acceptance we will prepare an **AIA Standard Form of Agreement** for your signature. I will forward that to you once you have had a chance to review this proposal with the Selectboard.

Thank you once again for this opportunity. We look forward to hearing from you soon.

Sincerely,



Mark Wheeler
Senior Project Manager

Cc: Roy Ward, AIA, Principal

02/25/19 Selectboard Meeting

Please sign in:

Jeff Portros
Lawrence Harvey
David Specht
Alan Quackenbush