

Duxbury Selectboard Meeting Minutes

Monday, March 11th, 2019

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

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|-------------------------------------|---|
| SELECTBOARD MEMBERS PRESENT | Mari Pratt, Jerry McMahan, Dan Schillhammer, Bob Magee, Kevin Garcia |
| ATTENDEES | Jill Smith, Phyllis Arsenault-Berry, Alan Quackenbush, Lars Dickson, Chris Temple, Jeff Poitras, Maureen Harvey, David Specht |
| 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 | Add Gravel Pit Act 250 Permit to Old Business | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |

CITIZENS AND VISITORS TO ADDRESS THE BOARD

| | | | |
|--------------|--------------------|----------|--|
| DISCUSSION | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |

APPROVAL OF MINUTES (02/25/2019)

| | | | |
|--------------|--|----------|--|
| DISCUSSION | Motion by Bob, Second by Jerry, All in Favor of approving the February 25 th minutes as posted. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |

REVIEW OF SELECTBOARD MAIL

| | | |
|--------------|---|----------|
| DISCUSSION | <ol style="list-style-type: none"> 1. Letter from the auditor detailing that the accounting for the town still isn't accurate. 2. Notice of a DRB subdivision hearing on March 26th at 7PM at the Duxbury Town Offices. The site visit will be on March 23rd at 10AM. 3. VLCT Health Officer Training Series | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |

REPORT: SELECTBOARD ASSISTANT

| | | |
|--------------|---------------------|----------|
| DISCUSSION | See attached report | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |

REPORT: HIGHWAY FOREMAN

| | | |
|---|---|----------|
| DISCUSSION | <ol style="list-style-type: none"> 1. Motion by Bob, Second by Dan, All in Favor of running the job posting that Adam created with VLCT and the Waterbury Record. 2. Motion by Bob, Second by Jerry, All in Favor of putting the hauling of sand out to bid in April. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Send the job posting to Waterbury Record & VLCT | Jonathan | ASAP |

NEW BUSINESS

| | | |
|------------|--|--|
| DISCUSSION | <ol style="list-style-type: none"> 1. Organizational Items <ol style="list-style-type: none"> a. Election of Officers <ol style="list-style-type: none"> i. Motion by Kevin, Second by Dan, All in Favor (Bob recues himself) of electing Bob as the Chair for duration of six months. ii. Motion by Jerry, Second by Bob, All in Favor (Mari recues herself) of electing Mari as the Vice-Chair for duration of one year. iii. Motion by Jerry, Second by Kevin, All in Favor (Dan recues himself) of electing Dan as the Clerk for duration of one year. b. Appointment of Vacant Positions <ol style="list-style-type: none"> i. Motion by Mari, Second by Dan, All in Favor of appointing Alan Quackenbush to the planning commission for duration of three years. ii. Motion by Mari, Second by Jerry, All in Favor of | |
|------------|--|--|

- appointing Alan Quackenbush to the Central Vermont Regional Planning Commission for duration of one year.
- iii. Motion by Mari, Second by Kevin, All in Favor of appointing Bill Whitehair to the planning commission for duration of three years.
 - iv. Motion by Mari, Second by Dan, All in Favor of appointing Shawn Perry as the Service Officer for duration of one year.
 - v. Motion by Mari, Second by Kevin, All in Favor of appointing Karl Lander to the State Police Advisory Board for duration of one year.
 - vi. Motion by Mari, Second by Dan, All in Favor of appointing Karl Lander as the Emergency Management Director for duration of one year.
 - vii. Motion by Mari, Second by Dan, All in Favor of appointing Eric Potter as the Tree Warden for duration of one year.
 - viii. Motion by Mari, Second by Kevin, All in Favor of appointing Dan Cardozo as the E-911 Coordinator for duration of one year.
 - ix. Motion by Mari, Second by Dan, All in Favor of appointing Zeb Towne as the Animal Control Officer for duration of one year.
 - x. Motion by Mari, Second by Dan, All in Favor of appointing Maurice LaVanway as a Fence Viewer for duration of one year.

c. Selectboard Liaison Positions

- i. Highway Department – Jerry
- ii. Selectboard Assistant – Bob
- iii. Development Review Board – Mari
- iv. Planning Commission – Mari
- v. Forest Committee – Mari
- vi. Budget Committee – Dan
- vii. Facilities – Kevin/Bob
- viii. Emergency Management – Jerry

2. Crossett Hill Road Slide – Alternatives Presentation

- a. Golder Associates sent a representative to give the alternatives presentation along with the associated costs of each alternative. This was time for members of the public to express their concerns about the project, and for the town to make a decision on which alternative they would like Golder to proceed with. Motion by Bob, Second by Dan, All in Favor of having Golder move forward with final engineering designs for the RipRap Slope-Toe Buttress for an estimated \$713,000.

3. Town Meeting Day Review

- a. The results of the town meeting questions were discussed. It

| | | |
|---------------------|--|-----------------|
| | was noted that Adam should be present in a paid capacity at town meeting day going forward. It was also noted that the town should break the cost for heating the town garage & the salt/sand storage facility into two separate line items. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |

OLD BUSINESS

| | | |
|---------------------|--|-----------------|
| DISCUSSION | <p>1. Town Garage Update</p> <p>a. Chris Temple from DeWolfe Engineering came to the Selectboard meeting to answer any questions about the proposal that was distributed to the Selectboard prior to the previous meeting. There was discussion about the cost to fix the town garage ranging from \$400,000 – 500,000. The board decided that they want to move forward with the proposal to get a better idea of how they should proceed. Motion by Bob, Second by Jerry, All in Favor of spending \$29,750 on design improvements for the town highway garage to address existing building deficiencies, upgrade the thermal envelope, and reinforce the existing structure eave extensions required along the south elevation to provide additional side wall protection.</p> <p>2. Gravel Pit Act 250 Permit Update</p> <p>a. Jonathan mentioned that the town has submitted all the required documents to the Act 250 review commission, and that a determination can take up to 20 days. There has been correspondence about the next steps and what information is still required of the town.</p> | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |
| ADJOURNMENT | Motion by Bob, Second by Mari, All in Favor of adjourning the meeting at 9:30PM. | |

**Town of Duxbury
Selectboard Assistant Report
03/11/19 Selectboard Meeting**

1. Grants In-Process

- a. Crossett Hill Road Slide (Planning Phase) – FEMA
 - i. Golder presentation is this evening. The goal is to have the town discuss the different options, and come to a decision to allow Golder to move forward with final designs for the chosen option.
- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19
 - i. VTrans has accepted our choice for MPM and Design consultants. A proposal was submitted to VHB today, so we are now waiting on them to provide the town with a proposal.
- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19
 - i. VTrans has accepted our choice for the Design consultant. A proposal was submitted to DuBois & King today, so we are now waiting on them to provide the town with a proposal.

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. Stevens Brook Road Culvert Replacement – Pre-Disaster Mitigation (PDM)
- f. 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

4. Grants – Determination

- a. Camels Hump State Park Infrastructure Improvements – VOREC
 - i. We received notification that we were not selected as a pilot community. This funding was extremely competitive, with 29 proposals requesting nearly \$1.7 million in funding. With only \$100,000 to grant out, the ranking committee was faced with an extremely difficult process. In conclusion, this is not the end. We see all the hard work you are doing out there, and are excited to use the two selected VCGP communities to benefit us all as this program grows.

- b. Ecosystem Restoration Program
 - i. Central Vermont Regional Planning Commission just got an updated cost estimate for the final design from the engineer and unfortunately, the cost for the final design is only about \$10,000 and the minimum grant request amount is \$20,000. There will be a block grant coming out soon and they will put in an application for this project.

VOREC Community Grant Program Results

Savage, Jessica <Jessica.Savage@vermont.gov>

Fri, Mar 8, 2019 at 9:40 AM

To: "Savage, Jessica" <Jessica.Savage@vermont.gov>

Cc: "Whipple, Craig" <Craig.Whipple@vermont.gov>, "Washburn, Becca" <Becca.Washburn@vermont.gov>, "Snyder, Michael" <Michael.Snyder@vermont.gov>

Hello VOREC Community Grant Program Applicants!

First of all we want to thank you for being a part of our first "class" of VCGP applicants. You are receiving this email as part of an elite group of communities which are embracing outdoor recreation as a way to grow healthy economies and people in Vermont.

Unfortunately, this email is also to let you know that you were not selected as a pilot community. As you know, this funding was extremely competitive, with 29 proposals requesting nearly \$1.7 million in funding. With only \$100,000 to grant out, our ranking committee was faced with an extremely difficult process.

In conclusion, this is not the end. We see all the hard work you are doing out there, and are excited to use the two selected VCGP communities (which will be announced by the Governor next Thursday) to benefit us all as this program grows.

Please be in touch with any questions.

All the best,

Jessica, Becca and the VOREC team



Jessica Savage, Recreation Program Manager

NOTE: I work out of National Life on Mondays and Tuesdays, and remotely on Wednesdays and Fridays.

Vermont Department of Forests, Parks and Recreation

1 National Life Drive, Davis 2

Montpelier, VT 05620-3801

802-249-1230

<http://fpr.vermont.gov/>

Board Meeting

March 11th 2019

Road work/Crew work

Plow Salt and sand

Cleaning loft

Push back banks

Try and take out bumps on hills throughout town

Equipment

Basic Maintenance preformed

Seasonal Opening

Last year Ken Sargent has announced he would not be returning for the 2019 construction season. So with that said we need to fill the position. In front of you is the ad I would like to run. This person plays a huge role in hauling all our materials in for our projects.

Summer Projects

Though summer is a few months away I felt it was important to show the board what I have planned for the summer. In front of you is the tentative project for 2019. This list can be change by the road foreman or by the board. It can also change due to weather, funding, priority change. About half of these project are part of Act 64. This is the clean water act. These are segments of road identified by the State of Vermont as high sediment areas that need to be repaired.

State Funding

We were awarded \$183,800.00 from the State of Vermont. This is for the maintenance and gravel of River road from Main Street to Winooski Street Bridge. We will receive the first \$91,000.00 payment in April. This money should go into a escrow so we can show how we spent the money if for whatever reason the state of Vermont ask. We may have to grade this section of road at night do to traffic but we will make that decision when we get closer to summer.

Sand Hauling

I was given a proposal by Wilder Trucking of Duxbury a 4 year sand hauling contract for \$4.15 per yard. He stated that we would also get a discount on his hour rate of \$80.00 per hour for any other hauling we may need. This is higher then what we paid last year and he also wants my deadline date eliminated of the last week of September. This may have some advantages of budgeting but we also are lock in for 4 years. I really don't have any idea what it's going to cost us this year because of the Waterbury rebuild.

Submitted by

Adam Magee

Road Foreman

Attached is a list of work the highway department needs to get done in 2019. This is on top of its normal maintenance. This list is subject to change due to funding, weather, or priority change. About half of this work is part of Act 64. That is the clean water act. These are road segments that the state has identified as problem areas. We under law are required to fix this segments of road. This list of work also depend on if we can fill our seasonal position. This position is vital to getting all our materials hauled in and on our roads. If we don't fill the position by June 1st we will need to adjust this list.

Road Work Schedule 2019

Rebuild Grout Road (grant)

May 13th to May 30th

Change two culverts ditch and stone line whole ditch line, stream stabilize bank with rock. Gravel road.

River road (state bypass)

June 3rd to June 20th

Gravel road (Main Street to pavement)

Welch Road

June 10th to 20th

Gravel road

Crossett Hill

July 1st to July 18th

Gravel road

Dowsville

July 22nd to August 1st

Change 4 culvert crossings and gravel section

River road rebuild

August 5th to September 6th

Change 3 culvert crossings, lay fabric, and gravel 2000 feet

Camels Hump

September 9th to 19th

3 culvert crossing and ditching/stone lining.

Town of Duxbury

Seasonal Opening

The Town of Duxbury is looking for a Truck Driver/Laborer for its 2019 construction season. Candidate must have Class B CDL with manual endorsement. Must be able to operate manual tandem truck, loader, and hand tools. Must be team player. Main duties are but not limited to hauling all materials for town projects, and helping with any manual labor task. Job runs from May 27th 2019 to October 4th 2019. Position hours are 30 to 40 hours per week. Applications can be picked up and returned to the Duxbury Town Office at 5421 Vermont Route 100 Duxbury, Vermont 05676. Questions call Adam Magee, Road Foreman at 802-244-6135. Position is open until filled. The Town of Duxbury is an equal opportunity employer, and maintains a Drug-Free workplace.

Appointed Offices

| | | | |
|------------------------------|--|--------|--|
| Health Officer | Richard Valentinetti | 3 year | 2021 |
| Service Officer | Shawn Perry | 1 year | 2019 |
| Zoning Administrator | Al Quesnel - Resigned David Specht – Interim Appointed | 3 year | 2019 |
| Development Review Bd | Ben MacKinney Randy Berno Eric Ladensack Will Senning, Chair Zeb Towne | 5 year | 2019 2019 2020 2022 2022 |
| Planning Commission | Alan Quackenbush Bill Whitehair Doug Weber - Resigned Toni Muir – Appointed Vacant Vacant | 3 year | 2019 2019 2020 2021 2021 |
| Regional Planning Commission | Alan Quackenbush Vacant – Alternate | 1 year | 2019 |
| State Police Advisory Board | Karl Lander | 1 year | 2019 |
| Central VT Solid Waste Rep | Vacant | | 2019 |
| Fence Viewer | George Welch Zeb Towne Maurice LaVanway | 1 year | 2019 2019 2019 |
| Fire Warden | Kyle Guyette | | Until Resigned |
| Tree Warden | Eric Potter | 1 year | 2019 |
| Emergency Mgmt Officer | Karl Lander | 1 year | 2019 |
| E-911 Coordinator | Dan Cardozo | 1 year | 2019 |
| Animal Control Officer | Zeb Towne | 1 year | 2019 |



Crossett Hill Slide

PRELIMINARY DESIGN ALTERNATIVES ANALYSIS

March 11, 2019

SCHEDULE

Proposal: July 12, 2018

Notice To Proceed: August 3, 2018

Signed Agreement: November 12, 2018
(original T&C sent by Golder August 9, 2018)

Drilling & Survey: December 26-28, 2018
(delayed due to road closure and snow)

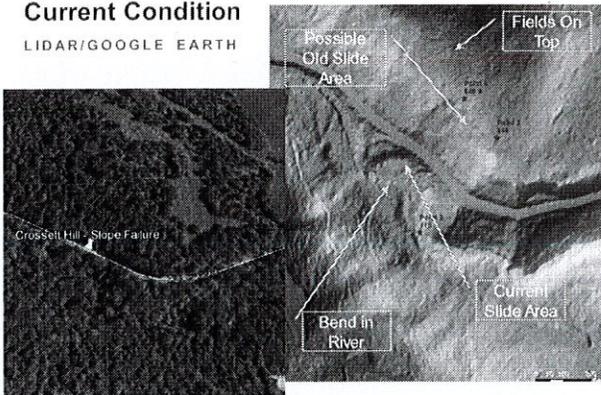
Piezometer Installation: February 1, 2018

Lab Data Received: February 11, 2019

Preliminary Alternatives Meeting: March 11, 2019

Current Condition

LIDAR/GOOGLE EARTH



Town of Duxbury Parcel Boundaries

SLOPE AREA



Current Condition

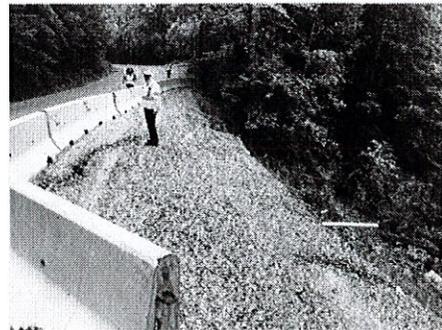
SLOPE ABOVE ROAD

- Bent trunks
- Rock Exposed near top of slope



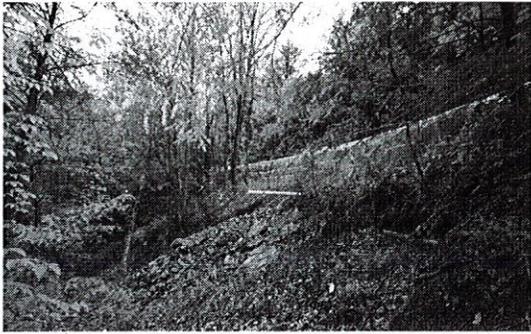
Current Condition

SCARP AT ROAD GRADE



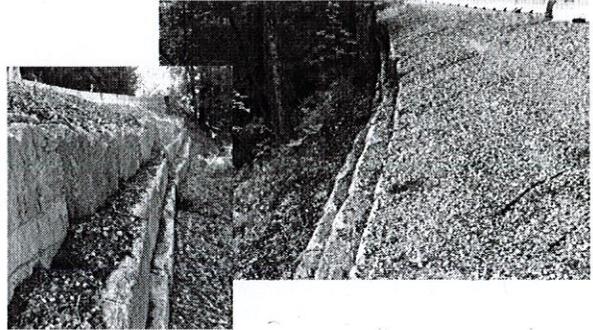
Current Condition

CURRENT SLIDE AREA



Current Condition

EXISTING WASTE BLOCK WALL



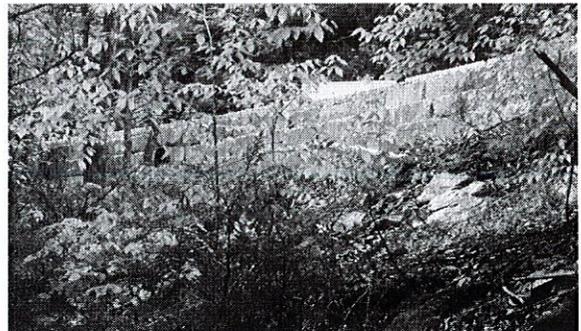
Current Condition

SURFICIAL CLAY OBSERVED MIDSLOPE BELOW ROAD



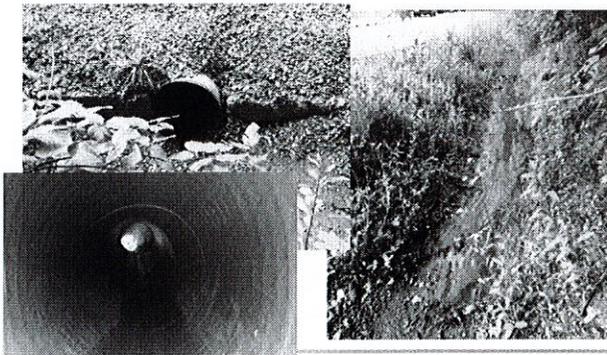
Current Condition

DRAINAGE STRUCTURES UNDER ROAD IN AREA OF SLIDE



Current Condition

EXISTING DITCH AND CULVERT INLET

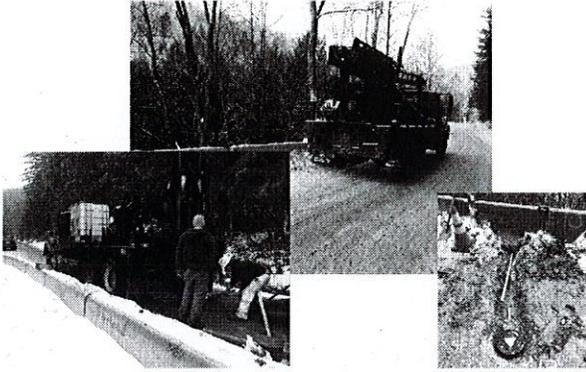


Current Condition

CURRENT CONDITION AT TOE



Drilling: December 27-28, 2018

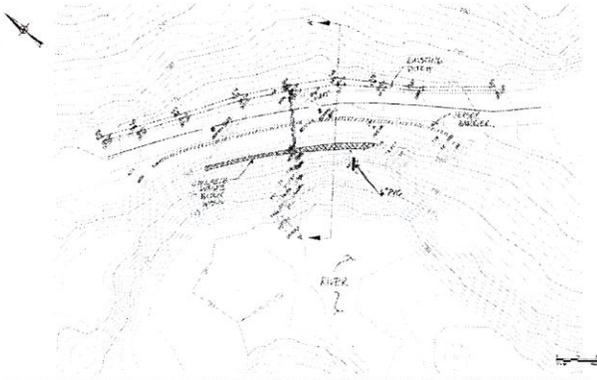


Survey: VHB - December 26-27, 2018

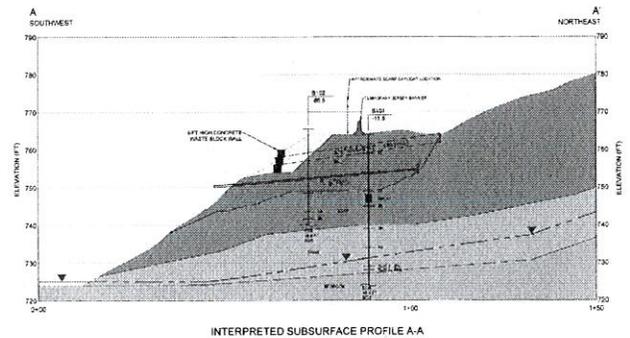
SLOPE CONDITION DURING SURVEY



Boring Location Plan



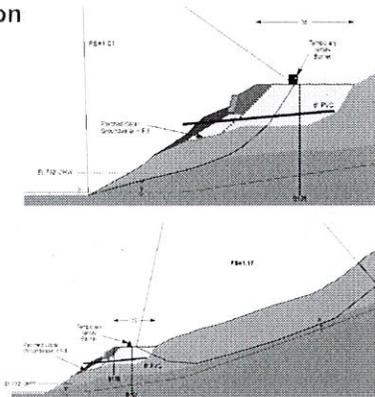
Subsurface Profile



Existing Condition

BACK ANALYSIS

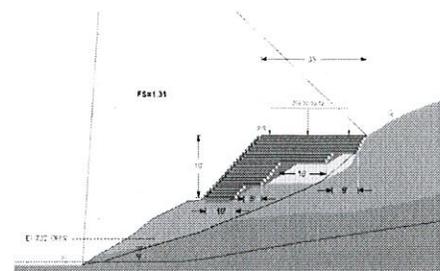
- high water table in road to model poor drainage condition
- 2 failures:
- matched properties to mimic current failure surface observed in field (scarp at barrier)
- larger circles present that reflect bigger historical scarp observed in Lidar



Reinforced Soil Slope

FINAL CONDITION - TRAFFIC SURCHARGE

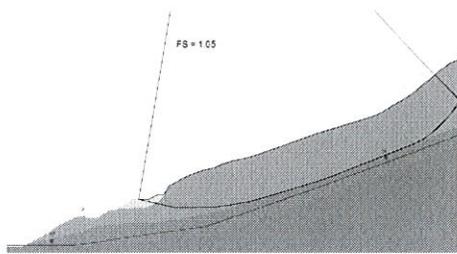
- assumes RSS extends across road to a depth of at least 5 ft
- assumes water will not "back up" in road fill, (e.g., underdrain needed at clay interface)
- include riprap armour at toe to prevent future erosion



Reinforced Soil Slope

CONSTRUCTION CASE

- concern during construction
- possibly destabilize uphill slope



Reinforced Soil Slope

PROS & CONS

PROS

- potentially doesn't encroach on river
- full road excavation so installation of upslope underdrain would be easier

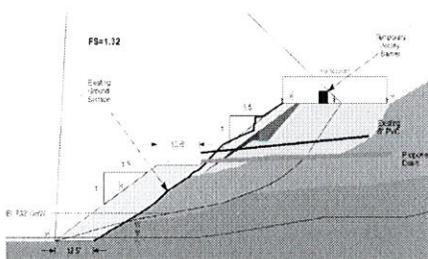
CONS

- would require full road closure
- potentially unstable during construction case
- difficult to construct UD down at surface of clay
- more expensive than other alternatives

RipRap Slope – Toe Buttress

FINAL CONDITION – TRAFFIC SURCHARGE

- assumes toe buttress installed first (with soil filter against clay)
- banded in short segments
- includes stone counterfort drains perpendicular to ditch (e.g. 4ft wide, down to clay, wrapped in geotextile, spaced 20-25ft on center)
- grade & shape ditch to drain to new cross culvert
- banch in thinner riprap blanket over upper half of slope once bottom is secure and drains are installed



RipRap Slope

PROS & CONS

PROS

- would not require full road closure
- likelihood of destabilizing upper slope during construction is reduced
- most cost effective option

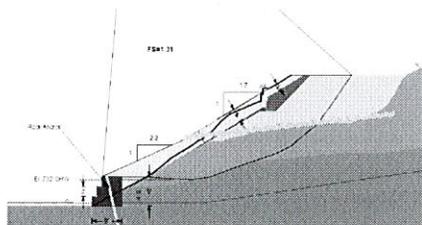
CONS

- encroaches on brook
- large volume of rock on slope
- counterfort drains are deep and likely closely spaced

Anchored Gabion at Toe & RipRap Slope

FINAL CONDITION – TRAFFIC SURCHARGE

- hold existing toe of slope (does not encroach in brook)
- requires anchors into rock (15 ft deep every 5 ft)
- includes riprap blanket up the slope to eliminate circles exiting below the wall mid-slope
- includes stone counterfort drains perpendicular to ditch (e.g. 4ft wide, down to clay, wrapped in geotextile, spaced 20-25ft on center)



Anchored Gabion at Toe & RipRap Slope

PROS & CONS

PROS

- would not require full road closure
- does not encroach into brook

CONS

- construction difficult at toe - would need to be done in short segments to limit exposure for deep failure at toe
- counterfort drains are deep and likely closely spaced
- Bedrock elevation is unknown
- more expensive than other alternatives

Engineer Cost Estimate

PRELIMINARY

Reinforced Soil Slope - \$803,000

- RSS across/under road, grassed face over upper slope
- Deep UD pipe below ditch
- RR at toe to prevent erosion

Riprap Slope – Toe Buttress - \$713,000

- RR toe buttress built into river
- RR blanket over upper slope
- Counterfort drain across road

Anchored Gabion at Toe - \$950,000

- Anchored gabion at toe (does not encroach in river)
- RR blanket over upper slope
- Counterfort drain across road

Looking Ahead

PERMITS

- 45-60 day process (includes 30 day public notice)
- US Army Corps General Permit
 - Total impacts < 1acre
 - Triggered by anything under OHW (~EI. 732)
- VT Stream Alteration Permit
 - Site visit
 - Might request additional information
- Flood Hazard/River Corridor
 - Crossett Brook (LV2)
 - Contact flood plain manager (might be exempt)

NEXT STEPS

GOLDER - TOWN

- FEMA Submittal
 - What does Town need from Golder to support this?
 - Tech Memo?
- Move Selected Alternative to Final Design
- Additional?





WATERBURY MAIN STREET RECONSTRUCTION PROJECT

SPRING 2019 INFORMATION SHEET

Project Overview

The Main Street project involves "full depth reconstruction" of Main Street, including replacement of all municipal water and sewer infrastructure, roadway, and streetscape amenities. The project will also include undergrounding of aerial utilities in the business core of the downtown. New sidewalks, period lampposts, replacement trees and landscaping, informational kiosks, wayfinding signs, hanging flower baskets, and banners will enhance the entire downtown.

Project Area

The project will begin at the railroad bridge by the roundabout and continue for approximately one mile down Main Street to Demeritt Place. Utility work, storm drainage, and sidewalk improvements will take place on some side streets within the project area.

Current Project Timeline

The project will start in April 2019 and is scheduled to end during July 2021.

Important Dates

- Public Information Meeting – March 21 at 6:00 pm in the Steele Community Room of the Municipal Building
- Tree cutting begins – week of March 25
- Drainage work – March 25 through April 15, west of Main Street
- Ground breaking ceremony – April 15, weather permitting; details to follow

How Do I Stay Informed?

- **Attend the Public Information Meeting on March 21.** VTrans, Stantec (the project engineers), and J.A. McDonald (the contractors) will provide an overview of the project and respond to questions.
- **WaterburyWorks.com** will have the most current information on the project. Sign up for automatic email updates on WaterburyWorks.com.
- Updates will also be posted on Front Porch Forum, announced on WDEV, and printed weekly in the Waterbury Record.

For more information, please contact:

| | | |
|-----------------------------------|----------------------------------|---------------------------------|
| General Project Assistance | Business Assistance | Visitor Assistance |
| Barbara Farr | Alyssa Johnson | Karen Nevin |
| Transportation Liaison | Economic Development Director | Executive Director |
| Town of Waterbury | Revitalizing Waterbury | Revitalizing Waterbury |
| 802-888-3810 | 802-585-9525 | 802-793-6029 |
| bfarr@waterburyvt.com | alyssa@revitalizingwaterbury.org | karen@revitalizingwaterbury.org |

Anticipated Hours and Locations of Operation

- Beginning in mid-April 2019, construction work hours will be approximately 7:00 am to 7:00 pm, Monday through Friday, with occasional evening hours.
- The Main Street work zone will be broken down into four segments. Segment 1 starts by the railroad bridge on North Main Street and Segment 4 ends a short distance past Demeritt Place on South Main Street.
- Beginning in April 2019, construction is planned to start on South Main Street at Park Street (Segment 3) and work south towards Demeritt Place (Segment 4).
- Construction is currently planned to take place in Segment 2 in late summer, with more updates to follow.
- Construction in Segments 1 and 2 is planned to be completed in 2020.
- Street amenities, replacement trees, and landscaping are planned to be completed by July 2021.

Planned work is subject to changes and modifications and is weather dependent. Subscribe to email updates to WaterburyWorks.com for the most current information.



Think Local



Buy Local



Be Local

3/11/2019 Selectboard Meeting

Please sign in

Jim Smith

Phyllis Arseneault-Berry

ALAN Guadenbush

Lars Peterson

Chris Temple

Jeff Potvin

Maureen Haney

Bruce Speck