

Duxbury Selectboard Meeting Minutes

Monday, April 8th, 2019

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

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Dan Schillhammer, Kevin Garcia, Jerry McMahan
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		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<ol style="list-style-type: none"> Maureen Harvey – Expressed concerns about the project management for all of the town projects, and about how the town is going to finance them. She also expressed that the previous meeting should not have been an emergency meeting. Mark Morse – Expressed concern that the previous meeting should not have been an emergency meeting. He suggested that the meeting could have been a special meeting instead. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Open Meeting Law Discussion to next meeting	Jonathan	04/22/19

APPROVAL OF MINUTES

DISCUSSION	<ol style="list-style-type: none"> Motion by Mari, Second by Dan, All in Favor of approving the 03/25/19 minutes as posted. Motion by Kevin, Second by Dan, All in Favor of approving the 03/28/19 minutes as posted.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	No mail to review.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	<ol style="list-style-type: none"> 1. Crossett Hill Road Slide Project – Yes, the town wants to keep the block wall that is currently at the project site after the construction is complete. 2. Scrabble Hill Road Bank Stabilization Project – The board reviewed the proposal submitted by VHB to act as the Municipal Project Manager for the project. Motion by Kevin, Second by Jerry, All in Favor of accepting the proposal and forwarding the required documents to our VTrans Project Manager for review and approval. 3. Salt/Sand Storage Facility – The board was concerned about the project schedule and if the current building could make it until Spring 2020, which is when the proposal listed the construction phase to begin. The town had budgeted \$50,000 for preliminary and construction engineering, and the total cost of the proposal was \$53,238. The board asked Jonathan to contact DuBois & King to negotiate the price down to the budgeted amount. Jeremy Stephen, project manager, from DuBois & King was present at the meeting and described how the VTrans MAB process sets the schedule and answered further questions the board had about the project. 4. Camels Hump Road Scoping Study – The town was recently awarded a grant through the VTrans Transportation Alternatives program to conduct a scoping study of Camels Hump Road. The grant total is \$115,000 with the local match being \$23,000 of that total amount. Before the board commits the funds for the project, they wanted to hear from the town treasurer and tabled voting until next meeting. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	<ol style="list-style-type: none"> 1. Adam discussed the 2019 draft Road and Bridge standards, and what impact they will have on Duxbury. The Vermont Agency of Transportation and Natural Resources are updating the Town Road and Bridge Standards. The regional planning commissions are accepting comments on the draft until April 26, 2019. 2. Adam also discussed the OSHA Job Hazard Analysis (JHA) form and how one needs to be created for each project that the highway department completes. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

REPORT: TOWN TREASURER

DISCUSSION	Expressed concerns about the required cash flow for all the grant projects that the town currently has.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Waterbury Area Trails Alliance (WATA) <ol style="list-style-type: none"> a. The race is scheduled for Saturday, May 4th, 2019 starting at 9:00 AM in Waterbury with close to 500 total riders. Only about 20% of the 500 will use the route that travels on Duxbury roads. WATA will send the town a race safety plan by Wednesday, April 17 @ noon, so the Selectboard has time to review it before the next meeting to see if any changes need to be made before the race. Motion by Mari, Second by Kevin, All in Favor approving WATA to use Duxbury roads for their event on Saturday, May 4th, 2019 provided that their race safety plan is submitted on time and to the quality the board would like to see. 2. Duxbury Community Garden <ol style="list-style-type: none"> a. The Duxbury Community Garden is located off of River Road in Duxbury. The land is owned by the State of Vermont and holds 19 garden plots. Questions were asked about how water will be getting to the plots and if the town could help with this. The board explained that the town has to pay for their water usage, and that there isn't an outside faucet. It was also asked how they could go about building a structure on the land. They were referred to the Zoning Administrator, David Specht. The garden guidelines and registration form are both attached to the minutes. 		
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3. Duxbury Land Trust – Green Up Day

- a. Green Up Day in Duxbury will be taking place on Saturday, May 4th, 2019. The Duxbury Land Trust has been organizing Green-Up Day in Duxbury for over 20 years. The day will begin with a Kick-Off meeting at the Duxbury Town Offices in the morning in 9:00 AM. Motion by Dan, Second by Kevin, All in Favor of allowing the Duxbury Land Trust to use the meeting room to host the event on Saturday, May 4th, 2019.

4. Local Emergency Management Plan (LEMP)

- a. Jonathan contacted Karl Lander, the Duxbury Emergency Management Director to invite him to come to this meeting to present on the Local Emergency Management Plan. Karl was away on other business and asked that this be added to the next Selectboard meeting agenda. Jonathan explained to the board that the LEMP is a plan that needs to be reviewed and adopted annually. Having a valid LEMP is one of the requirements for the state Emergency Relief and Assistance Funding (ERAF) program. The Crossett Hill Road Slide project is a FEMA Public Assistance Program project, and therefore depends on this plan being current among other things. The deadline to submit this plan to the Regional Planning Commission is May 1st, 2019.

5. Waterbury Ambulance Service Incorporated (WASI) Board of Trustees Appointment

- a. Bob is going to contact Ann Hutchinson to see if she is interested in the position or could provide a recommendation of someone that might be interested. Motion by Dan, Second by Mari, All in Favor of approving Ann or her designee to the WASI Board of Trustees to represent the Town of Duxbury. The trustee next meeting is on Thursday, April 18th beginning at 6:30 PM at the WASI station at 1727 Guptil Rd in Waterbury Center.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Local Emergency Management Plan to next meeting agenda	Jonathan	04/22/19
Contact Ann Hutchinson about WASI Board of Trustees position	Bob	ASAP

OLD BUSINESS

DISCUSSION	<p>1. Town Garage Update</p> <ul style="list-style-type: none"> a. Kevin will reach out to Chris Temple, DeWolfe Engineering, directly to answer any questions and to move the process along. The town is hoping to have a contract from Chris to present to the board at the next meeting. <p>2. Gravel Pit Act 250 Permit</p> <ul style="list-style-type: none"> a. The final site visit with the Act 250 district coordinator, Susan Baird, is scheduled for Tuesday, April 23, 2019 at 9:30 AM.
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3. Class 4 Roads Policy

- a. Based on the Highway Foreman's report, the town is going to wait to develop a Class 4 Roads policy until the new 2019 draft road and bridge standards have been approved by the state and adopted by the Town of Duxbury.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Chris Temple's contact information to Kevin	Jonathan	ASAP

ADJOURNMENT	Motion by Dan, Second by Kevin, All in Favor of adjourning at 9:29 PM.
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**Town of Duxbury
Selectboard Assistant Report
04/08/19 Selectboard Meeting**

1. Grants In-Process

- a. Crossett Hill Road Slide (Planning Phase) – FEMA
 - i. VHB is assisting with the design and permitting for this project. They completed a natural resources assessment and delineated the stream channel in the project area, including immediately upstream and downstream from the slide. A question that came up is whether or not the town wants to keep the existing block wall?
- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19
 - i. A proposal was submitted to the Town of Duxbury by VHB on Friday March 29, 2019. That proposal was provided to the Selectboard to review prior to the next meeting.
- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19
 - i. A proposal was submitted to the Town of Duxbury by DuBois & King on Wednesday, April 3, 2019. That proposal was provided to the Selectboard to review prior to the next meeting. In addition to the proposal, a site visit was conducted on Tuesday, April 2, 2019.
- d. Camels Hump Road Scoping Study – Transportation Alternatives FY19
 - i. On Thursday March 28, 2019, the Town of Duxbury was notified that we have been awarded the full amount requested for our project.

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

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

State of Vermont
Highway Division
Municipal Assistance Bureau
One National Life Drive
Montpelier, VT 05633-5001
vtrans.vermont.gov

[phone] 802-828-2667
[fax] 802-828-3522
[ttd] 800-253-0191

Agency of Transportation

March 22, 2019

Mr. Jonathan DeLaBruere
5421 VT Rte. 100
Duxbury, VT 05676

RE: Grant application for a scoping study for Camels Hump Road improvements

Dear Mr. DeLaBruere,

Thank you for your recent application on behalf of the Town of Duxbury for funding through the SFY 2019 Transportation Alternatives Program (TAP). The TAP selection committee met on February 15, 2019 and voted to award your project **\$92,000** in federal funds, which will require **\$23,000** in matching funds to complete a scoping study for this improvement. A scoping study is defined as an engineering investigative study and report up to the "Preferred Alternative" phase of project development.

In accordance with the requirements of the program, your award is capped, and the amount indicated above will be considered the maximum limiting amount (MLA) of federal funds available to the project, so it will be important that the project budget be monitored closely. Project details will be articulated in a grant agreement with the Agency of Transportation (VTrans). We expect that the project will be advanced expeditiously and have outlined some of those expectations on the attached Project Commitments Form (PCF). Please review the form, sign it and return it as soon as possible, but within one month of receipt. Conversely, please notify us as soon as possible if you are not interested in moving forward. Once the form is received, we will begin working on your Grant Agreement. Reimbursable work cannot begin until after the Grant Agreement is fully executed.

After receipt of the attached PCF, a VTrans staff member from the Municipal Assistance Bureau – Local Projects Section will be assigned to your project and an initial project meeting will be scheduled. At this meeting, there will be discussion regarding the project development process, typical project schedule and next steps.

As you know, this is a reimbursement program and not a direct grant. The offering of this conditional award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

If you should have any questions do not hesitate to contact me directly at 802-793-2395. We look forward to working with you and your community towards a successful implementation of your project.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Robertson", written over a horizontal line.

Scott Robertson, PE - TAP Coordinator
VTrans - Municipal Assistance Bureau

Cc: RPC
VTrans – DTA
VTrans – Policy, Planning & Research
Project File

Board Meeting

April 8th 2019

Road work/Crew work

Plow salt sanded

Did pothole repair and mud work on River road, Camels Hump, Scrabble Hill, Turner Hill, Ward Hill.

Paint Plow and wings (Truck2 and Truck3)

Set Truck 2 and Truck 3 up for summer hauling

Work on reopening gravel pile

Haul in mud stone

Foreman Work

Have meeting on river road. Met with AOT to talk about ice house corner culvert.

Had meeting in pit about new shed.

Had meeting in Waterbury about ACT 64, FEMA, and OSHA

Equipment

Basic Maintenance preformed

Submitted by

Adam Magee Road Foreman



Duxbury Community Garden Registration

First Name		Last Name			
Mailing Address					
City		State	Zip Code		
Email:					
Select Your Plot(s) from Plot Map		Please make checks out to <u>Duxbury Community Garden</u>			
Plot Number: _____ , _____	20 ft. x 20 ft. (\$28) = \$ _____	<table border="1"><tr><td>Total:</td></tr><tr><td>\$ _____</td></tr></table>		Total:	\$ _____
Total:					
\$ _____					
Plot Number: _____ , _____	20 ft. x 15 ft. (\$21) = \$ _____				
Plot Number: _____ , _____	30 ft. x 10 ft. (\$21) = \$ _____				
By signing below, I acknowledge that I have read, understand and agree to follow the <u>Duxbury Community Garden Guidelines</u> , including agreeing to pay the fee for my plot(s) before May 31 st (or before I begin to garden) and having my plot(s) winter ready by October 31 st .					
_____		Date: _____			
For office use:					
Fee paid: _____		on Date: _____			

We look forward to seeing you gardening at the Duxbury Community Garden !!!!

Jeanne Atchinson, Garden Manager

Judith Lotspeich, Garden Manager

DuxburyCommunityGarden@gmail.com

Physical Location: 450 River Road, Duxbury, Vermont

Mailing Address: 116 Stowe Street, Waterbury, VT 05676-1112

Duxbury Community Garden Guidelines

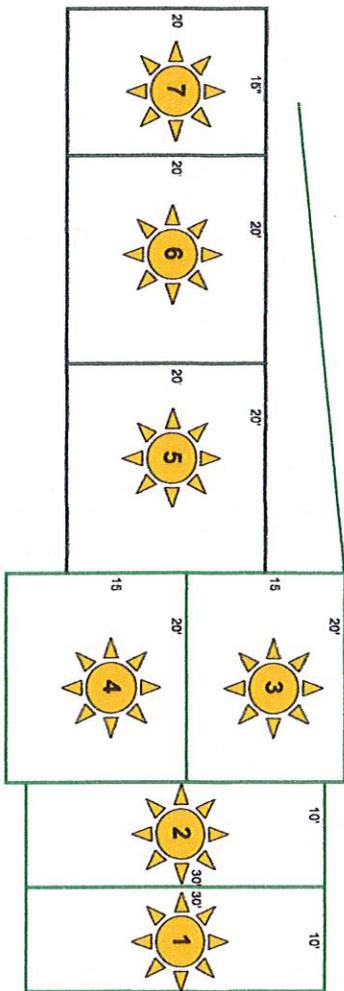


1. **No gardener will begin to garden until the Garden Registration is signed and the fee is paid.** Fees will provide each gardener with a garden plot, 20 gallons of water per week per plot (once the barrel system is in place) and access to the new garden shed (once it is built). If tilling is desired, please contact one of the *Garden Managers* before May 31st, and make sure all weeds are removed before tilling.
2. **Organic Gardening only.** Be careful of what you bring into the garden, like preservatives on wood, GMO plants and plants treated with neonicotinoids (which aren't allowed due to cross-pollination with neighboring plots). Chemical fertilizers, herbicides, and pesticides cannot be used, except for organic-based materials, such as iron phosphate for snail and slug bait. With organic gardening comes pests and diseases that need maintenance. Given that our plots are very close, please be respectful of your neighbors and manage your plot accordingly so that diseases, pests and weed seeds don't negatively affect others.
3. **Keep common areas and pathways clear and neat. Maintain your garden plot within the confines of your boundaries.** Plants, discarded soil, weeds and rocks etc. cannot encroach into any common areas, mowed walkways, or other plots. No plants or structure may be higher than 7 ft. over path level (except for sunflowers). Beds may not be raised higher than 2 feet over path level. All plots must be neat and clear of garbage.
4. **All garden waste needs to be deposited respectfully in on-site compost areas.** Plots need to remain well-kept and free of rotting produce. Rocks removed from your soil should be piled separately, away from mowed areas.
5. **All garbage must be removed promptly.** This includes all paper, plastic, cardboard, wood, metal, wire (e.g. extra fencing), pots and trays, etc.
6. **Be mindful of your water usage.** Because we have no access to running water, all of our gardens need to be managed using best practices in water conservation (e.g., using mulch to minimize evaporation). Two large Water Barrels within the garden will be filled weekly and must be shared. Excessive use of provided water (over 20 gallons/plot/week) will result in increased fees for all gardeners because garden managers will need to make more trips to bring the water.
7. **All produce grown must be for personal use/consumption/donation only.**
8. **We're planning to build a shed this summer to provide shelter for tools, wheelbarrow and a lawn mower.** Because we had a wheelbarrow disappear one year, we feel a need to secure items of value. Lock combinations will be made available to all gardeners and need to be kept secret.
9. **Gardeners agree to respect the peace and quiet of the whole community garden.** To avert unintended damage, dogs aren't allowed. Children and guests should be reminded not to walk on other garden plots, or damage or take plants or fruits that don't belong to them.
10. **The garden managers are actively pursuing local contributions (such as wood chips) and plan to apply for grant monies;** Our goal is to improve everyone's soil and increase harvest yields. To do that, 2019 will be about taking pride in our Community Garden: how it looks and feels to outsiders/visitors, and perhaps what we donate to our local food shelves.
11. **All garden plots need to be prepared for winter before October 31st each year.** This means that all plots will be cleared by you of composting plants and unneeded materials.
12. **If your plot appears inactive/unmaintained at the end of the garden season, we may clear the plot and make it available to another gardener for the next season.**

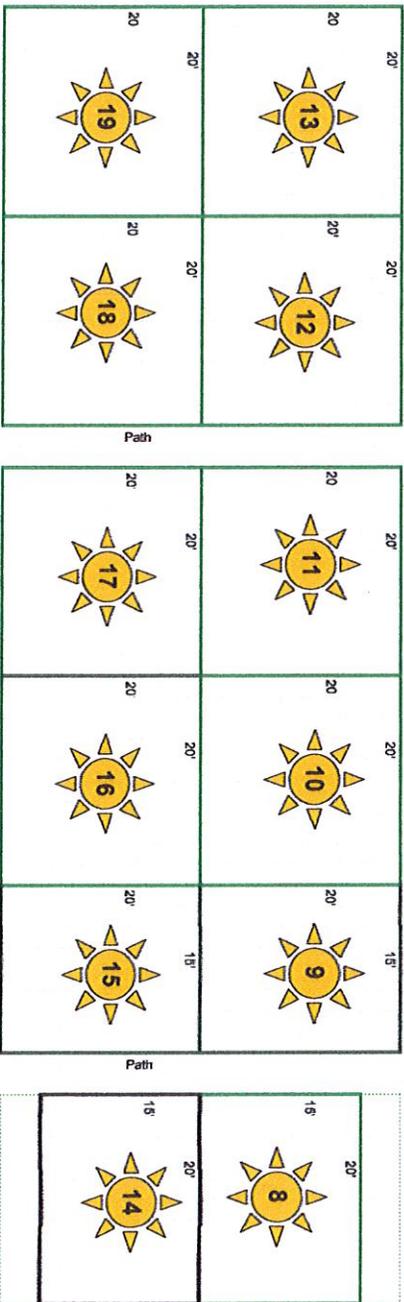
Duxbury Community Garden Plan

Path

Path



Path



Path

Path



Duxbury Selectboard Meeting
Monday, April 8th, 2019

Name	Address	Affiliation
Adam Magee		
Jeff Potros		
Bonnie Morse		
Mark Morse		
Diane Shender		
Jeremy Stephens		Pulbois & King
Aaron Rice		WATA
KEITH MACCHIONE		WATA
Katie Martin		Valley Reporter
Erin Campos		Dux town
David Specht		Treasurer
Nellee Hiney		
Judith Lotspeich		Duxbury, Community Garden
Jeanne Ross Atchinson		
Alan Quackenbush		Duxbury Land Trust
Al Smith		