

Duxbury Selectboard Special Meeting Minutes

Tuesday, May 21st, 2019

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

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Dan Schillhammer, Jerry McMahan, Kevin Garcia
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:01 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	<ol style="list-style-type: none"> 1. Add Line of Credit Discussion 2. Add Seasonal Employee New Hire Paperwork 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<ol style="list-style-type: none"> 1. Jill Smith had sent the Selectboard Assistant an email expressing concerns about the flooding on Richardson Road that had an impact on her driveway, which is located at the bottom. The email is attached the minutes. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SPECIAL MEETING ITEMS

DISCUSSION	<ol style="list-style-type: none"> 1. Crossett Hill Road Project Update <ol style="list-style-type: none"> a. The Town of Duxbury, Golder Engineering, VHB, and David Specht (Concerned Property Owner) met on 5/21/19 to determine the best way to move the project forward, while at the same time accommodating David's requests. An agreement was reached and VHB will now update the final design plans by the end of the week and provide them to the Town and David for review. Once approved by both parties, the plans will be sent to FEMA for review, and David will need to sign the Stream
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Alteration Permit. FEMA has received our change of scope request, which begins the 60-day waiting period.

2. Scrabble Hill Road Project Update

- a. It was discussed that the town is getting multiple complaints about the condition of the road. This project has a VTrans Municipal Highway and Stormwater Mitigation grant as well as was damaged even further in the April Flooding event, which will receive FEMA funds.

3. Town Treasurer Email on Bill Signing

- a. A discussion was had about how the board signs warrants and payroll. The statute says only one Selectboard member must sign, but Duxbury currently has two members signing. Motion by Dan, Second by Kevin, All in Favor of keeping two Selectboard members signing both the warrants and payroll.

4. May 19/20, 2019 Rain/Flooding Event

- a. Duxbury incurred about \$100,000 in damage due to the Flash Flooding that occurred late Sunday, May 19 and into the early hours of Monday, May 20. There will likely be another presidential declaration due to the damage in Washington County. Motion by Dan, Second by Jerry, All in Favor of authorizing Adam Magee, Highway Foreman, to spend up to \$100,000 to make the repairs to the roads that were damaged in both the April and May flooding events. The Selectboard and Highway Foreman also asked that the Selectboard Assistant draft a Request for Proposal to complete work on River Road to include three culvert replacements, pavement repair, and guardrail installation.

5. Federal Disaster Funding

- a. The State of Vermont is going to be making a disaster declaration request to FEMA by May 31st for the April event. They anticipate that it will be approved by the end of July.

6. Line of Credit

- a. The board discussed that the town should explore getting a line of credit so it can borrow money if needed. They also discussed changing the financials from a fiscal year to a calendar year as well as changing when taxes are due from a single annual payment to multiple payments either semi-annual or quarterly.

7. Seasonal Employee New Hire Paperwork

- a. Adam stated to the board that our new seasonal employee, Ben Andrews, has not received new hire paperwork from the town treasurer. The board asked the Selectboard Assistant to email the treasurer to send a reminder that the paperwork needs to be completed by the end of the week.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft RFP for River Road using FEMA specifications for RFP	Jonathan	ASAP
Add Line of Credit to June 10 th meeting	Jonathan	06/10/19

Email treasurer stating that seasonal employee new hire paperwork must be completed by the end of the week

Jonathan

ASAP

ADJOURNMENT

Motion by Jerry, Second by Dan, All in Favor of adjourning at 7:51 PM.

Jonathan DeLaBruere

From: Canarecci, Kim <Kim.Canarecci@vermont.gov>
Sent: Tuesday, May 21, 2019 12:06 PM
To: Victoria Littlefield; Steffanie Bourque; Jonathan DeLaBruere; Pete Fellows; Rita Seto; Tonkovich, James; Peterson, Daniel; Rose, Ben; RICHARD HOSKING
Cc: House, Eric; Bump, Chris; Blakslee, Michael; Bishop, Ashley; Portalupi, Alec; Clifford, Shauna
Subject: April rain event

Good afternoon RPCs

For those of you in the affected April rain event areas, please distribute the below email to towns regarding the status of the April disaster. Please forward to others I may have omitted as I'm working from my phone during a meeting.

Thank you

Kim

The State of Vermont is expected to make a disaster declaration request to FEMA for the April event by May 31st. We anticipate that it may be approved by late July. Once approved, watch for media and email notifications regarding State applicant briefings to be held in the affected areas.

It is highly recommended that towns continue to do the work necessary to restore damaged facilities. Those restorations and repairs should be fully documented with invoices, time cards, contracts, equipment used and materials. It is important to procure contractors accurately when hiring contract. Please reach out to Kim for further information if needed.

An instance where a town may wish to wait on repairs and seek FEMA guidance is if the town intends to turn a culvert into a bridge, or change the footprint of the road/facility. It is important to remember that FEMA is a reimbursement program and there is not a guarantee the disaster will be declared.

If you have any further questions please reach out to VEM's Public Assistance Officer Kim Canarecci at Kim.canarecci@vermont.gov.

Rain damage

Jill Smith <jillianbronte@webtv.net>

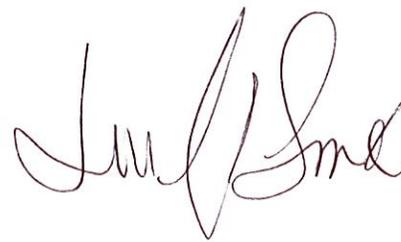
Mon, May 20, 2019 at 9:53 PM

To: "duxbury.sb.assistant@gmail.com" <duxbury.sb.assistant@gmail.com>

Jonathan, for the SB records. My driveway and property at bottom of Richardson Rd. Result of no culvert monitoring and 6-10" of sand excess.

Ditch runoff continues to deepen the damage.

Thank you for documenting,
Jill Smith



2 attachments



IMG_0562.jpg
2121K

 **ATT00001.txt**
1K

